



## CITY COUNCIL WORK SESSION

Tuesday, September 03, 2024 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

Randi Rainey, City Clerk

Danielle Matricardi, City Attorney

## AGENDA

### VIRTUAL NOTICE

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

The Council Meetings will be live-streamed and available on the City's

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

**CALL TO ORDER/WELCOME:**

**ROLL CALL:**

**ADOPTION OF THE CONSENT AGENDA WITH ANY ADDITIONS / DELETIONS:**

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**CONSENT AGENDA:**

1. **Council Discussion on a Blanket Purchase Order for Bennett Fire Products**-Procurement Department

**Background/History:**

The Fire and EMS Department is requested to approve a Blanket Purchase Order for structural firefighting suppression gear from Bennett Fire Products under Lake County, Florida, cooperative contract #22-730B, with a total amount not to exceed \$85,000.00 for the fiscal year 2024-2025, to be funded from Capital Fund 300-61-3510-52-3718.

2. **Council Discussion for the purchase of lawn care equipment** – Procurement/Recreation and Leisure services

**Background/History:**

The City of Forest Park Recreation and Leisure Services Department requests approval to purchase lawn equipment from Campbell's Lawn Equipment, the lowest, responsive, and responsible bidder, for a total amount of \$12,292.84, to be funded through the ARPA allocation. This will assist with maintaining the beautification of the pocket parks and Starr Park sports complex.

**3. Council Discussion on the Upgrade of the Agenda Software System Civic Plus-Executive Offices****Background/History:**

The Executive Offices are seeking approval to proceed with the final payment for the upgrade of the Agenda and Minutes Software, which will come from the Executive Office Computer Upgrade Line Item and be \$11,838.05. This software is designed to streamline local governments and public organizations' agenda creation, management, and distribution processes. It also enhances transparency, efficiency, and accessibility in managing public meetings and agendas.

**4. Council discussion on the purchase of two (2) vehicles for Senior Services and Maintenance Division – Procurement/Recreation and Leisure Services****Background/History:**

The Recreation and Leisure Service Department would like to purchase a 15-passenger van for the senior division and an F250 pickup truck for the maintenance division. These purchases would help improve the department's operational efficiency.

Staff is requesting approval to purchase from the DOAS cooperative contract # 99999-SPD-ES40199373-002 with Allan Vigil Ford in Morrow, GA. For a total Amount: \$118,706.00; Funding Source: ARPA

**NEW BUSINESS:****5. Council Discussion on the Conveyance of Property at 5123 Springdale Drive – Executive Offices****Background/History:**

The Clayton County Board of Education has formally requested the Mayor and City Council to convey the property at 5123 Springdale Drive to the Board of Education (BOE). This property is intended for the reconstruction of Fountain Elementary School, which holds significant historical importance as the only historic African American high school in Clayton County.

**6. Council Discussion on GMA Pension Plan Agreement and Adoption of Ordinance-Executive Office****Background/History:**

As part of the City Manager's city-wide employee evaluation, a large percentage of employees stated that they would like to see a Pension Plan implemented. Earlier in the year, the City Manager presented the first full read of the proposed pension plan for input from the Governing Body and further approval.

Now that the GMEBS Board of Trustees has finalized the document, the governing body must adopt the restated Adoption Agreement and Service Credit Purchase Addendum. If approved, our plan will begin August 1, 2024, with a service purchase window from September 1 to October 31st.

**7. Council Discussion on the Citywide Operations and Performance Audit – Executive Office****Background/History:**

In 2021, Mauldin & Jenkins completed a Citywide Operational and Performance Audit that resulted in numerous recommendations. On July 31, 2024, the City Manager hosted the Executive Leadership Retreat to engage the Mayor, council, and Administration's Executive Leadership team on several initiatives. One such initiative included reviewing the Citywide Operational and Performance Audit for implementation.

As a result of the Audit, operational KPIs will be reported monthly beginning October 2024. Staff recommends Approval to adopt the operational recommendations and key performance indicators (KPIs) as recommended by the Auditors and enhanced by the City Manager as operational guidelines and standards of practice for each department.

**8. Council Discussion on the Point System Policy for Public Works Employees – Executive Office****Background/History:**

The Public Works Department has long been a cornerstone of the city's operations. It is responsible for maintaining and improving essential services that impact residents' daily lives. Historically, the department has faced challenges related to absenteeism, punctuality, and varying levels of employee engagement. In response to these challenges, previous efforts to address these issues have included informal recognition programs and periodic performance reviews.

Despite these efforts, a more systematic approach to managing attendance, performance, and professional development has been deemed necessary to ensure consistent and equitable treatment of employees. The introduction of a formalized Point System Policy is designed to address these needs by providing a clear and transparent framework for recognizing positive behaviors and addressing performance issues.

**9. Council Discussion and Approval regarding Croft and Associate's Fee Proposal to provide architectural renderings and 3D animation services for Starr Park Phase I-Planning Division****Background/History:**

Croft is currently completing design services for the renovation of Starr Park. To give the City Council and Citizens of Forest Park a better perspective and scope of the project, the City is requesting architecture renderings and 3D renderings of the project. The scope is to produce (3) digital still images. The renderings will be 3) bird's eye view of the exterior overall site for each of the three park areas based on the conceptual site plan for the park. The (3) walkthrough animation will be around the exterior of the proposed new buildings.

**10. Council Discussion on a 6-month Strategic Plan and Authority Boards Update - Economic Development Department****Background/History:**

The City of Forest Park's Economic Development staff created a six-month strategic plan for its department. This plan encompasses business retention, marketing, internal operations, training, website

improvement, and networking. Our goal is to strengthen our relationship with existing businesses, attract new investors, and promote Forest Park as a great place to live, work, and play.

11. **Council Discussion of the allocation of \$250,000 in Tax Allocation District (TAD) funds to support the stormwater infrastructure needs for the proposed new townhome project on Main Street**-Projects Division

**Background/History:**

The proposed townhome project on Main Street is set to be a significant addition to our community, providing modern housing options and contributing to the ongoing revitalization of the downtown area. However, due to the nature of the development site, substantial stormwater management requirements must be addressed to prevent potential flooding, manage runoff, and comply with local and state environmental regulations.

Given the complexity and cost associated with these stormwater needs, the project developers have requested assistance from the City to cover a portion of the infrastructure costs. After careful evaluation, it is recommended that \$250,000 from the TAD funds be allocated to this purpose.

12. **Consent Discussion on the Second Street Park Basketball Court Resurfacing Contract** – Procurement/Public Works Departments

**Background/History:**

As part of our ongoing efforts to enhance the pocket parks within the City, the Department of Public Works is seeking consideration and approval to enter into a contract for resurfacing the Second Street Park basketball court. Council recently approved Playworx Playsets LLC to resurface Perkins Park basketball court to the city's standards.

Playworx Playsets LLC, the only quote received, specializes in playground and outdoor sports equipment and successfully completed a previous project. Public Works tried to obtain additional estimates for the resurfacing project, but the other vendors were not responsive (See attached).

Staff is requesting approval to enter into a contract and secure a performance bond with Playworx Playsets LLC for a total amount of \$20,285.00; Funding Source: 100-20-1110-54-2507 Ward #4 Projects.

13. **Council Discussion on the Department of Planning & Community Development Surplus Office Furniture**-Planning and Community Department

**Background/History:**

The Department of Planning & Community Development requests Council approval to surplus unused office furniture and an inoperable plotter and to purchase new office furniture—including desks, a file cabinet, and chairs—for new staff members Director Nicole Dozier and Financial Tech Guadalupe Moreno, with an estimated cost of \$3,678.79, while noting that the cost of the replacement plotter is yet to be determined.

14. **Council Discussion of a Temporary Easement for Sidewalk Improvements at 790 Linda Way, Forest Park, GA**-Public Works Department

**Background/History:**

In connection with upcoming infrastructure improvements, the City needs to secure a temporary easement for the right-of-way at 790 Linda Way, Forest Park, GA 30297. This easement is necessary to facilitate construction activities, access, and other project-related requirements. The easement will enable the City to perform the necessary work without permanently acquiring the land, thereby reducing costs while achieving the desired improvements.

Staff is seeking Council's approval to enter into an agreement with the resident, as specified in the attached documents, for the temporary easement on the designated parcels of land needed for this project.

**15. Council Discussion and Approval of a Temporary Easement for Sidewalk Improvements at 5185 Ellen St, Forest Park, GA-Public Works Department**

**Background/History:**

In connection with upcoming infrastructure improvements, the City needs to secure a temporary easement for the right-of-way at 5185 Ellen St, Forest Park, GA 30297. This easement is necessary to facilitate construction activities, access, and other project-related requirements. The easement will enable the City to perform the necessary work without permanently acquiring the land, thereby reducing costs while achieving the desired improvements.

Staff is seeking Council's approval to enter into an agreement with the resident, as specified in the attached documents, for the temporary easement on the designated parcels of land needed for this project.

**16. Council Discussion on Minister Associations Day of Prayer – Recreation and Leisure Services Department**

**Background/History:**

The Forest Park Minister Association is looking to host its annual Day of Prayer on September 21st in Starr Park and the amphitheater. This event will consist of prayer, worship, and praise. The Minister Association is requesting that the amphitheater be used at no cost.

**17. Council Discussion on the 6th Annual Youth Empowerment Summit – Recreation and Leisure Services**

**Background/History:**

The City of Forest Park Recreation and Leisure Services Department, along with Everything Works Together, is looking to host its 6th Annual Youth Empowerment Summit. This event will take place on Saturday, September 28th, at 696 Main Street from 10 am – 3 pm. This one-day summit is geared towards girls ages 12-16 years old. Our mission is to expose these pre-teens/teens to women from different backgrounds who are in different stages of life and have different life experiences and exposure to the arts. This event is absolutely FREE!! In addition to the breakout sessions and keynote speaker, we also provide lunch, entertainment, and giveaways.

**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 404-366-4720 at least 24 hours before the meeting.