



## CITY COUNCIL WORK SESSION

Monday, April 04, 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 A. 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

**COVID-19 UPDATE:** EMS Coordinator, Andrew Gelmini

**NEW BUSINESS:**

1. **Council Discussion on the Modifications to the City of Forest Park's Personnel Policy & Procedures** – Human Resources Department

**Background/History:**

The Human Resources Department along with the City Manager is proposing some changes to the current city's Personnel Policy and Procedures. The modifications added/revised will finalize our policies to ensure employees have a strong foundation and understanding of the city's expectations. Some of the policies being added were already voted on by Mayor and Council but are not published in our official employee handbook. Once approved, new employee handbooks will be printed and distributed to each employee. Sections that have been modified/added are as follows:

**Rule II:** Compensation **Rule V.** Employment Practices **Rule VIII.** Performance Appraisal

**Rule IX:** Attendance and Leave **Rule XIX:** Dress Code **Rule XX:** Weapons Possession Policy **Rule XXI:** Social Media Policy

2. **Council Discussion to Surplus Rear Seats for Chevy Tahoe – Police Department**

**Background/History:**

There are currently 50 rear seats for Chevy Tahoe trucks located in storage at the 110 building; the models range from 2009 until 2020. These seats were removed from patrol vehicles as the rear seats require the use of a plastic bench seat and a partition that must be installed for prisoner and citizen transport purposes.

I'm requesting that the Police Department be allowed to surplus/donate these seats and leave them in storage upon the sale of the building, wherein the new Owners will take possession of them and dispose of them accordingly. These seats are filthy and in poor condition as they have been stored in a garage-type area that is not airtight or temperature controlled, for many years. Because of their condition the seats have no value; at this time, we would like to get approval to dispose of them from Mayor Butler and the City Council.

3. **Council Discussion to Enter into an Agreement with Trinity EMS Billings (TEMS) – Fire/EMS Department**

**Background/History:**

In recent months, the EMS Division have been reviewing all of the EMS Division applications, contracts, and processes. It was noticed with AMB (Ambulance Billing Company), our current ambulance transport billing company, we were averaging a low amount of return on what we are actually billed. This has been a consistent finding for about 10 years. After further research, and in communication with neighboring agencies, it has been determined that we are averaging about 25-35% return on billing when neighboring departments are seeing 50-60% return. Two alternative billing companies were recommended, however, we decided that Trinity EMS Billing and Consultants (TEMS) would better fit the overall scope of work for the city. TEMS also offered a lower percentage rate for their fees than the other companies and the current company for a 3- year contract. They will offer a customer-based service that is easier to work with for our patients and carry out our billing for ambulance transports. Additionally, they provide training to our crews and administration on how to maximize the information gathered for ease of billing. We realize that the first year of this contract will involve gathering data to implement the billing process. More so, we will show a higher return in billing and overall customer satisfaction with this new company.

4. **Request Council Approval of the Main Street Streetscape Phase IIA-Light Service Agreement Between Georgia Power and City of Forest Park – Department of Planning & Community Development**

**Background/History:**

The proposed design for the Main Street Streetscape Project IIA from College Street to Phillips Drive includes thirty (30) decorative light fixtures along the route. The Agreement between Georgia Power and the City of Forest Park would allow Georgia Power to install and maintain the thirty (30) decorative light fixtures. All materials, labor, and maintenance to operate the system are included in the cost.

5. **Council Discussion of the Main Street Streetscape - Light Service Agreement Between Georgia Power and City of Forest Park to Retrofit seventy-five (75) existing light fixtures** – Department of Planning & Community Development

**Background/History:**

In 2010 the City completed Phase I of the Main Street Streetscape Project from Lake Street to College Street. That project included seventy-five (75) decorative light fixtures installed and maintained by Georgia Power. In order for the existing lights to match the wattage of the new proposed lights from College Street to Phillips Drive in Phase IIA, the City of Forest Park would need to enter into a light service agreement with Georgia Power to retrofit the existing light fixtures. All materials, labor, and maintenance to operate the system are included in the cost.

6. **Council Discussion on Clarification of On-Premises Consumption of Alcohol Ordinance** – Planning & Community Development Department

**Background/History:**

The City Council recently approved an Entertainment District ordinance. It is proposed that the City clarify the distance requirements for the location of businesses that provide for the on-premises consumption of alcohol only. O.C.G.A. § 3-3-21(b)(3), specifically give the City the authority to regulate the distance requirements for on-premises consumption from churches, schools, and college campuses. The proposed ordinance would allow such establishments to be located anywhere within a commercially zoned district.

7. **Council Consideration of a Resolution Establishing Priority List for Capital Projects** -Department of Planning and Community Development

**Background/History:**

The City Manager is recommending that the City Council establish a priority list of its previously approved capital projects. These projects are funded from combination of the one percent county special purpose local option sales and use tax (SPLOST), URA Bond Funds, and TAD funds. The proposed priority list adds the construction of a new city hall and reaffirms and prioritizes existing projects that were approved by the City Council in 2008 and 2015-2020 using SPLOST funds.

8. **Discussion and Approval of purchase for City Flags with new seal** – Chief Executive Offices

**Background/History:**

Cities adopt official flags to show pride and to serve as a symbol of the city. The City of Forest Park previous adopted a new official seal while rebranding our city.

The city manager is seeking approval of the new design for the official city flag and the authorization to purchase 19 (nineteen) flags to be displayed on the interior and exterior of city buildings.

9. **Council Consideration of an Amendment to the Ethics Ordinance Providing for a Financial Penalty to Elected Officials** – Legal

**Background/History:**

The City Council recently requested an ordinance providing for a financial penalty for violations of the Ethics Ordinance. This ordinance would impose a penalty of ten percent (10%) of the elected official's monthly salary in the event the Board of Ethics makes a determination that a violation occurred. The penalty would not require any action on the part of Council.

10. **Council Discussion on Recommendation to the Urban Design Review Board** – Department of Planning & Community Development

**Background/History:**

On September 7, 2021, the City Council passed a new Zoning Ordinance that established the Urban Design Review Board (UDRB). The UDRB consists of five (5) members. Members shall be appointed and confirmed in accordance with Mayor and City Council approval. Members shall be appointed for four (4) year terms and shall serve until their successor is appointed and qualified.

**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.