



## CITY COUNCIL WORK SESSION

Monday, October 02, 2023 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  
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:**

**NEW BUSINESS:**

1. **Council Discussion and Approval of Interdev Support Agreement** -IT Department

**Background/History:**

Interdev has provided IT support to the City of Forest Park for the past four years as a Managed Service Provider to help supplement the City's internal IT staff. Interdev is able to provide resources that are either not economical or difficult to maintain as a single entity with a small IT Department. This updated agreement better aligns with the needs of the City as we will continue to receive the key services an MSP can provide better than we can while also eliminating from the agreement those services we can provide better as an internal department. The updated contract reduces the support agreement costs by roughly \$6,000.00 a month and also changes from the current 36-month agreement to a 12 month agreement with an annual renewal option.

2. **Council Discussion and Approval of Electronic Equipment Buy Back Policy** – IT Department

**Background/History:**

There has been a request from several employees to have the option to purchase surplus electronic equipment from the City. This proposed policy would provide an option for City staff to purchase surplus equipment while also setting expectations and guidelines around the hardware being purchased. I am asking that the Council approve the attached policy, which would allow staff to purchase surplus electronic equipment.

**3. Council Discussion and Approval of the GA Main Street Program – Executive Offices****Background/History:**

Main Street program started in 1980 and is overseen by the Office of Downtown Development at the Georgia Department of Community Affairs (DCA). Each community is required to be an Affiliate for a year before consideration for the Classic Main Street Program Designation as this will allow time to get several key elements completed. Georgia Main Streets represent some of the strongest central business districts in the state and in the Southeast. Since it started, the designated community programs have been instrumental in leading the state in historic preservation, small business development, expansion of the state's employment base, leveraging private investment, increasing tourism and providing a positive road map for public-private partnerships.

**4. Council Discussion and Approval of Rapid Rental Assistance – Executive Offices****Background/History:**

Recently, the Governing Body approved reevaluating the rental assistance program. Given the uptick in COVID cases, and the numerous requests that are coming in, the City Manager is seeking approval to administer the program in-house for an amount not to exceed \$50,000. In July, we received back \$153,722.40 from City Edge relative to rental assistance. Staff would look to relaunch the program no later than October 13, 2023.

**5. Council Discussion and Approval of Amendments to the City of Forest Park Accident Review Committee – Executive Offices****Background/History:**

In July, the City Council adopted revisions to the Safety & Accident Review Committee. Staff is requesting a modification to include two additional departments as voting members: Information Technology & Municipal Court.

**6. Council Discussion and Approval of Short-Term Rental Compliance Services – Planning & Community Dev. & Executive. Offices****Background/History:**

The City approved a short-term rental ordinance to identify and enforce tax compliance on short-term rental properties in the City. To assist in the enforcement, monitoring, and administration of the ordinance, a cloud-based computer software service solution is sought to collect data on the extent of non-compliance issues, address identification, provide a web portal for applying and renewing Accommodation Excise Tax certificates and collection of taxes, and maintain a 24-hour hotline to take complaints.

7. **Council Discussion and Approval of Building Permit Inspection Fee Text Amendment** – Planning & Community Development

**Background/History:**

The current language of Chapter 2, Building Regulations, Article A-General Provisions, Section 8-2-2 Permits (F)(1) states that Churches are exempt from paying building inspection permit fees for construction occurring within the incorporated city limits of the City of Forest Park. The proposed legislation request is to amend the language so that churches pay a building inspection fee so that such construction projects can be inspected by the city building inspector.

8. **Council Discussion and Approval of a Resolution Rescinding the Condemnation Proceedings Against 314 Forest Parkway** – Legal

**Background/History:**

On February 20, 2023, the City Council adopted Resolution 23-06 authorizing condemnation proceedings for 314 Forest Parkway, which at the time was the proposed site for the new City Hall facility. The Mayor and Council have since found a different location to construct and operate the new City Hall facility.

The attached resolution formally rescinds Resolution 23-06.

9. **Council Discussion and Approval of Beautification Plan 2023-2028** – Code Enforcement Department

**Background/History:**

This is a request for approval of the Code Enforcement Beautification Plan 2023-2028. The plan includes the purpose, goal & background. The plan focuses on the creation of the Beautification Committee, Neighborhood Enhancement, Litter Control programs, & Demolition of Dilapidated Structures. This plan will assist with moving the city forward with Economic Development. The Code Enforcement Department recommends approval.

10. **Council Discussion and Approval to Amend the Police Department's Budget to Add a New Position of Communications Operator (Manager) and Remove the Position of Police Analyst**  
- Human Resources

**Background/History:**

The Police Department is requesting a budget amendment to add the position of Communications Operator (Manager). The Police Department would like to remove the position of Police Analyst and use the salary savings to help fund this new position. This position will oversee the day-to-day operations within the communications unit and address any issues that may arise. This position is also responsible for Quality Assurance and staff training when needed. If there is a staff shortage this person will fill in when needed.

11. **Council Discussion and Approval to Transfer the Staff Assistant Position in Planning & Community Development to the Code Enforcement Department** - Human Resources

**Background/History:**

The Code Enforcement Department was established during the FY23-24 Budget. Since conception, the Staff Assistant in Planning & Community Development has served in the role performing administrative duties and functions within the Code Enforcement Department.

**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.