



## CITY COUNCIL WORK SESSION

Monday, November 06, 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:

### OLD BUSINESS:

1. **Council Discussion and Approval of a Resolution to Confirming the Nomination of the Finance Director –Executive Office**

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

On October 16, 2023, John Wiggins was named as the sole finalist and nominated by the City Manager for the position of Finance Director.

### NEW BUSINESS:

2. **Council Discussion and Approval of the Purchase of Extrication Tools for Quint-1 Fire Truck in the amount of \$38,000; RFB Not Required- Fire Department**

**REQUEST FOR BID NOT REQUIRED**

**Background/History:**

The Forest Park Fire Department need to purchase extrication tools for the Quint-1 fire truck. Extrication tools are essential and necessary for the rescue of victims in motor vehicle crashes.

If approved the purchase would be from MES who is the sole source vendor for the Hurst products and also a GSA contractor. Bids are not required for sole source purchases. The cost of these tools is \$38,000 and would be funded using the Fire Fighting Equipment budget. The supporting documentation is attached for your review and approval.

3. **Council Discussion and Approval to Purchase 85 Rescue Jackets in the amount of \$20,072.23-** Fire Department

**Background/History:**

The Forest Park Fire Department is requesting approval to purchase 85 rescue jackets for its employees. Due to the cost of this purchase, we are seeking approval from Council.

Attached are 2 quotes for comparison. Emergency Responder Products is about \$80 cheaper in cost and is of the same quality and likeness as T&T Uniforms; therefore, our choice of vendor is Emergency Responder Products.

The purchase will come out of the Uniforms and Raingear budget line with no negative impact for the total not to exceed \$20,072.23.

4. **Council Discussion and Approval of an Ordinance to Establish Municipal Court as Department of the City – Executive Office**

**Background/History:**

The Forest Park Municipal Court has been established by the General Assembly in Article IV of the City Charter. It is proposed that the City establish a new department to provide for the administrative functions of the Municipal Court. The attached ordinance creates that department but does not change any of the provisions of the City Charter pertaining to the jurisdiction and powers of the Municipal Court or the Municipal Judge.

5. **Council Discussion and Approval of an Ordinance to Update the City's Public Records Ordinance – Executive Office**

**Background/History:**

The City's Ordinance pertaining to public records was last updated in 2005. The proposed ordinance updates and streamlines the City's public records policy as follows:

Designates the City Clerk as custodian of the City Records as provided by the City Charter and as required by state law.

Provides for the maintenance and security of City records.

Readopts the Records Retention Schedule for Local Government Records as published by the Georgia Secretary of State's Department of Archives and History.

Reaffirms the requirement that the City Clerk and each department of the City complies with the Open Records Act and the Georgia Records act.

6. **Council Discussion and Approval of a Resolution to Name Members of Beautification Committee**  
–Executive Office

**Background/History:**

At the October 2, 2023, the City Council created a Beautification Committee for the City. The committee shall consist of six residents of the City, one appointed by each Council member from their respective wards and one appointed by the Mayor. The Director of Code Enforcement shall serve as an ex-officio member of the committee.

Three persons have been designated to serve on the Committee:

- Mayor Butler's appointee – Kwan Rhea
- Councilwoman Wells' appointee – Lois Wright
- Councilman Guitierrez's appointee - Lashawn Boykin

The attached resolution formally appoints each of these members.

7. **Council Discussion and Approval of the Operational & Performance Audit** – Executive Offices

**Background/History:**

In 2021, the City of Forest Park initiated a citywide Operational and Performance Audit. The operational and Performance Audit was to serve as the catalyst to a long transformative journey that was to provide an overview of the City's current state related to operations, performance, and culture. The report identified numerous recommendations and provided a roadmap that should have been leveraged to assist the City in reaching its goal of "Operational Excellence."

Given the cursory review of the recommendations provided, the plan in itself has great information; however, there have been many recommendations that have not been completed. With the City Manager's new vision of "One Forest Park" and the inherent focus on achieving "Operational Excellence", we are seeking approval to move forward with working with Mauldin & Jenkins to update the recommendations provided. This would include the basic advisory services:

Following up on the progress made within each department related to M&J's Citywide Operational and Performance Audit dated April 2021.

Upon completion of the review and update, the Executive Offices would begin to work on Key Performance Indicators "KPI's" that would guide the work ahead.

8. **Council Discussion and Approval Requesting to dissolve the Management Analyst Position in the Police Department-** Human Resources Department

**Background/History:**

The Management Analyst position was approved as a position that would handle grants for the Police Department. The City Manager has hired a Senior Management Analyst that will handle all grants citywide.

9. **Council Approval of a Resolution to Provide to Leave Eligibility after (3) Three Months of Employment-Human Resources Department**

**Background/History:**

It is proposed that the City amend the Employee Policy and Procedure Manual to grant employees eligibility to use annual and sick leave after three months of employment with the City. Currently, employees are only eligible to utilize annual and sick leave after their six-month probationary period. Under this change, employees will be able to utilize 3 days of accrued annual leave and 3 days of accrued sick leave after they have successfully been employed for three months. The resolution would not change the probationary period, leave accrual rules or any other aspect of the Employee Policy and Procedure Manual.

10. **Council Discussion and Approval for Perkins Park Basketball Court Remodel – Public Works Department**

**Background/History:**

PERKINS PARK will be undergoing several upgrades in several phases. This is an attempt to revamp the surrounding community who resides and play in this park. Within the upgrades of the first phase, the basketball court will be resurfaced along with the replacing of the backboards/poles, and goals. The fencing around the court and the creek will be replaced. The second phase is to re-mulch the playground, replace the white piping with pressure-treated timbers and replace the benches. The final phase would be to replace the playground equipment.

For the first phase, Public Works is seeking approval of \$75,738.00 for 2 contracts.

The first contract for Dash Enterprise Georgia Group to resurface the basketball court: - \$65,550.00.

The second contract for Natural Enclosures Fence Company to fence around the court and adjoining creek: - \$10,188.00.

11. **Council Discussion and Approval for the Lighting Addition Agreement – Public Works Department**

**Background/History:**

Lighting Services Agreement: Project# LP86983

The City of Forest Park was asked to investigate low lighting issues within the vicinity of Lake Mirror Rd and Old Dixie Hwy next to the Clorox Company. Georgia Power has just finished installing 13 new lights for the Clorox company at an additional \$810/month on their bill to try to increase the lighting in their parking areas, entry exit gates, crosswalk, and railroad crossing area. Clorox company is requesting the City to install 4 pole light fixtures along Lake Mirror Rd to mitigate the low lighting issues. This cost to the city would be \$160 monthly and will come out of Street Lighting 100-51-4260-53-1233.

12. **Council Discussion and Approval of a Secondary Internet Provider Agreement- IT Department**

**Background/History:**

Many of our core sites currently have alternate internet connections as a failover if our primary circuits experience an outage. Unfortunately, the current backup circuits are provided from the same vendor as our primary circuits, thus offering very little redundancy. We are bringing before Mayor and Council new contracts with an alternate provider that will offer true redundancy as a backup to our primary circuits, providing better uptime for the City. In addition to better reliability, these secondary connections will reduce our monthly operating cost by approximately \$2,400 per month. I am asking for Mayor and Council to approve the attached contracts for internet services. For security reasons, the details regarding the specifics of our internet providers have been omitted.

13. **Council Approval of the Recommended Proposed Millage Rate- Public Hearing #3-Finance Department**

**Background/History:**

The City of Forest Park has tentatively adopted a 2023 millage rate, which will require an increase in property tax by 25.23 percent due to property values increasing. With all of the growth in values surrounding Forest Park, valuations have increased. Staff is not proposing a millage increase; however, due to this increase in values, pursuant to State Law it had to be advertised as a tax increase. The proposed tax increase for a home with a fair market value of \$100,000.00 is approximately \$20.00.

The first Public Hearing was held on October 30, 2023 at 11:00 am and there were no persons present to speak. The second Public Hearing was held on October 30, 2023 at 5:00 p.m. and there were no persons present to speak. The final Public Hearing according to State Law will be held in conjunction with the November 6, 2023 Council Meeting.

14. **Council Discussion and Approval of Budget Adjustment-Increased Revenue & Park Improvements- Finance Department**

**Background/History:**

The City of Forest Park's FY23-24 Operating Budget was unanimously adopted by City Council on June 29<sup>th</sup>, 2023. Prior to the adoption of the budget, Finance staff advised that funding and revenues would continuously be monitored for accuracy and reporting purposes. With aggressive efforts to recover delinquent property taxes, it has been determined that the adopted revenues can be adjusted \$350,000.00 due to increased revenues collected for outstanding property taxes. This will increase the stated revenue that was amended on September 18<sup>th</sup>, 2023, by \$350,000.00. It is recommended that City Council approve a budget amendment to accurately reflect the corrected operating budget amount of \$42,336,503.00 for FY23-24.

15. **Council Discussion and Approval on the Second Public Hearing by Mayor and Council on the 2023 Comprehensive Plan Update- Planning and Community Development**

**Background/History:**

A comprehensive plan is a guide for communities to invest, develop and allocate services based on a shared vision formed through a public process. It is long-range that looks ahead 5 to 20 years. It assists communities in understanding its needs and desires, as well as strengths and weaknesses. The comprehensive plan looks across many facets of a city such as population, land use, housing, economic development, transportation, and other socio-economic elements. This is the 2023 Comprehensive Plan Update document. Forest Park updated its last Comprehensive Plan in 2018.

**16. Council Discussion and Approval of Changes to IGA between City and URA-Legal****Background/History:**

It is proposed that the City and the URA enter into an intergovernmental agreement to memorialize the current working relationship between the two entities. The attached agreement is substantially the same as previous drafts presented to the City and provides for the following:

1. Allows the URA to utilize City facilities and staff to carry out its functions;
2. Authorizes the Economic Development Director to serve as the Executive Director of the URA;
3. Authorizes the Finance Department to manage the finances of the URA; and
4. Provides for the URA to pay the City an annual amount to reimburse the City for a portion of the staff expense incurred in providing the foregoing work.

A new addition to the agreement authorizes the Public Works Department to maintain, repair and/or install certain URA infrastructure where the cost is estimated to be less than \$100,000. The URA will reimburse the City for the cost of such work.

**17. Council Discussion and Approval of The Police Department requesting a budget amendment to add (2) Police Officer positions and to delete (1) Police Analyst position - Police Department****Background/History:**

The Police Department is authorized a total of 121 positions. These positions consist of sworn and non-sworn personnel.

The request is to delete (1) Police Analyst position that has been vacant for over a year and to add (2) Police Officer positions. (1) of the Police Officer positions will be funded by the POA at Fort Gillem.

This restructuring can help ensure that staffing aligns with the department's priorities and enhances its ability to serve and protect the community effectively.

**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.