



CITY COUNCIL WORK SESSION

Monday, May 20, 2024 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
Danielle Matricardi, City Attorney

AGENDA

VIRTUAL NOTICE

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

The Council Meetings will be livestreamed and available on the City's

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

CALL TO ORDER/WELCOME:

ROLL CALL:

ADOPTION OF THE AGENDA WITH ANY ADDITIONS / DELETIONS:

NEW BUSINESS:

1. **Council Discussion and Approval to purchase a 2024 Chevy Tahoe from Jim Ellis Chevrolet for the Code Enforcement Department in the amount of \$68,939.00**-Code Enforcement Department

Background/History:

The Code Enforcement Department is seeking approval to add an additional vehicle to the fleet. With the hiring of a Code Enforcement Supervisor, there will be the need for an additional vehicle. The Director currently drives the supervisor's vehicle. It is essential that the Director has a vehicle to perform the work duties of the job. The department would like to stay compatible with the other Director's vehicles, which are Chevrolet Tahoes. I have enclosed (3) quotes. The 2024 Chevy Tahoe from Jim Ellis Chevrolet quote of \$68,939.00, which includes the strobe lights in the grill and bumper, is the preferred choice and the lowest quote.

2. **Council Discussion Approval of a Telework Policy**–Executive Offices

Background/History:

The Leaf Life initiative, which has been proposed by Mayor Butler and subsequently approved by the Council, is a comprehensive effort aimed at addressing various aspects of employee well-being. One of the key recommendations from this initiative is the telework provision, which has emerged as a popular trend among many organizations worldwide.

Telework, also known as remote work, allows employees to work from an alternative location while adhering to the same job requirements and terms as the central workplace. This provision offers a unique opportunity to utilize telework as a human capital management tool, providing employees with more flexibility and autonomy in their work.

However, it is important to note that while many of the City's services are typically provided in City office facilities that require employee presence, department directors have been given the authority to designate qualified employees for telework or alternative work arrangements. The City Manager has worked closely with all user departments to ensure that if a telework option for applicable, non-essential employees is approved, the delivery of our services and our commitment to our citizenry will remain uncompromised. The City Manager has also established security measures and guidelines to protect sensitive information and ensure data privacy.

In addition, implementing telework requires using several technological tools, such as Asana, ADP, and Microsoft Teams, which are already implemented and utilized by applicable employees to ensure smooth workflow and accountability. These tools allow for effective communication and collaboration among team members regardless of their physical location.

The telework provision is a promising initiative that can attract, recruit, and retain top talent, and it also offers numerous benefits to employees, such as reduced travel time and expenses, increased productivity, and improved work-life balance. The accompanying policy and agreement have been appended for review by the governing body, and it is recommended that careful consideration be given to this initiative to ensure its effective implementation and success. The City Manager anticipates execution of this initiative at a date to be determined in 3rd Quarter 2024.

3. Council Discussion and Approval of a Consent Agenda Introduction–Executive Offices**Background/History:**

One of the best-kept secrets of efficient boards and assemblies is the consent agenda, also known as the consent calendar. Contrary to popular myth, Robert's Rules of Order Newly Revised does not require that every single item be handled with the full pomp and circumstance of a motion, second, debate, and vote. Some decisions are either routine or are so widely supported that approval a separate would be inefficient.

Staff is recommending by adoption of a special rule of order allowing for the consent agenda process. This means that the Council can group as many items together as they desired, and adopt them all at once without debate. The consent agenda can be a powerful tool for a council that is required to give approvals to items that are routine, non-controversial or both. The secret of the consent agenda's success is twofold: choosing the right items to put on the consent agenda, and educating members so they know how to handle the process. If either piece is missing, the consent agenda loses its effectiveness.

Here's how a typical consent agenda is handled: The chair places the consent agenda before the City Council and asks, "Does anyone wish to remove any item from the consent agenda?" Since any member who doesn't trust the process can easily remove any or all of the items, it is important (at least at first) that

the items are not be confrontational or controversial. Similarly, if any member wants a separate vote on any item, or wants to discuss an item, that item must be removed from the consent agenda. It's all or nothing. (For that reason, when minutes are to be placed on a consent agenda, it's a good idea to provide the draft minutes well in advance of the meeting; that way, you can include the corrected version on the consent agenda.)

It helps to have each item numbered so that a member can simply call out "Number 3" or whatever number they want to remove. In such a case, the chair responds: "Number 3 is removed." (At that time, the decision should be made whether to take up the issue immediately after the consent agenda is adopted, or to place it under its "regular" category heading for that meeting.)

The chair then asks, "Are there any other items to be removed?" If there are none, the chair states: "Items numbered (listing remaining item numbers) are before you. If there is no objection, these items will be adopted." (Pause, to see if there is an objection.) "There being no objection, by "whatever the vote is" the consent agenda is approved." A consent agenda can empower our Council to take care of routine issues efficiently and easily so you can reserve time for more urgent matters – and make faster progress toward your goals.

4. **Council Discussion and Approval on the Employee Benefit's Renewal for Fiscal Year 2024-2025**
– Executive Offices

Background/History:

The City's Employee Benefits Program renews annually on July 1st. Our current Medical, Dental, and Vision Insurance Carrier is Cigna. As you know, the City recently hired MSI Benefits Group as it's new Insurance Broker following an RFQ for Employee Benefits Brokerage Services. MSI worked directly with Cigna to obtain a competitive renewal offer. The underwriting workup called for a 17% increase. Cigna released the initial renewal at +9% with a verbal non-marketing offer of +7%. The City Manager, HR Director, Deputy Director of HR, and MSI reviewed these options. The team agreed that if Cigna lowered the increase to +4% with additional wellness dollars that this would be the recommended option presented to Mayor and Council for approval.

5. **Council Discussion and Approval on Establishing the City of Forest Park as a Purple Heart City**
– Executive Offices

Background/History:

The Purple Heart is a military decoration awarded to members of the armed forces who are wounded or killed in action. Designating a city as a Purple Heart City allows communities to express gratitude and support for veterans and their families.

6. **Council Discussion and Approval of an Employee Assistance Program (EAP)**–Executive Offices

Background/History:

The Leaf Life initiative, championed by Mayor Butler and subsequently approved by the Council, aims to address the issue of mental health crises faced by employees. To that end, two employee assistance programs are being introduced to provide wrap-around services that can help employees navigate the complexities of such crises.

It is a well-known fact that stress is a common experience for many employees and business owners. Over 26% of business and HR leaders report being extremely or very stressed. This number increases to 35% of leaders from companies with 250 to 500 employees. In light of this, the city of Forest Park conducted a survey of its employees, which revealed that over half of them expressed concern about their mental health.

In response to these concerns, we are proposing the enlistment of two new providers for EAP services in the city. These providers, One Source Counseling and Tuck Holdings Therapy & Crisis Counseling Services, have been carefully selected to meet the unique needs of the city's employees.

One Source Counseling is an independent family-owned Limited Liability Corporation that specializes in catering to small to medium-sized organizations and businesses. They have a network of clinicians throughout Georgia, and their services are streamlined to respond quickly and efficiently to employee needs. The organization has, in the past, provided services to our Fire Department through grant funding, and they have received very positive feedback from the fire personnel.

Tuck Holding Therapy and Crisis Counseling Services, on the other hand, is an independent company that places a premium on the well-being of city workers, recognizing the stresses and challenges inherent to municipal work. They provide comprehensive therapy services that are easily accessible to employees. Currently, Dr. Tuck provides chaplaincy services to our Police Department.

If approved, all city employees would have access to either service based on their preference. Both services charge a fee of between \$90 and \$95 per hour. We recommend that both services be approved to provide the necessary support for the mental health of our employees. By doing so, we will be taking a significant step towards creating a healthier, more productive work environment. Staff recommendation is for approval of both agreements.

7. **Council Discussion and Approval of Board Appointments–Executive Offices**

Background/History:

Throughout the course of the year, there are various board appointments that come up. Staff is seeking direction on the following board appointments:

1 – Planning Commission (Appointee to fill the **unexpired term of Andy Porter**. Said term to expire March 7, 2026.)

2 – Urban Design Review Board (Appointee to fill the **unexpired term of Leonardo Penaloza**. Said term to expire March 7, 2025).

3 – Downtown Development Authority (**Eric Stallings** to be reappointed to the Downtown Development Authority for a term to expire. The old term expired on April 30, 2024. New Term to Expire April 30, 2028).

8. **Council Discussion and Approval of the Municipal Court Fines and Fees Schedule-Municipal Court Department**

Background/History: City of Forest Park Municipal Court fines and fees schedule. All offenses listed on the fines and fees schedule are derived from all traffic, misdemeanor, and city ordinances that fall within the jurisdiction of the City of Forest Park. Fines and fees are updated every two (2) years by judges within their jurisdiction.

9. **Council Discussion and Approval of a Task Order for Falcon Design to assist the City of Forest Park with Bid Assistance and Construction Administration for Park Signs**-Planning and Community Development Department

Background/History:

The City is proposing to install new monument signs at City Parks to reflect updated branding. The design for the signs is similar to the City's Gateway signs completed by Precision Planning, Inc. PPI. Falcon will assist the City with construction administration and bid assistance based on construction documents provided by PPI.

10. **Council Discussion and Approval of Case # CUP-2024-01- Conditional Use Permit**-Planning and Community Development Department

Background/History:

The applicant is requesting approval for a Conditional use permit to own and operate a daycare center within the Single-Family Residential District (RS). **Per Sec 8-8-28. - Single family residential district (RS), Pre-k facilities and daycare centers require a conditional use permit to operate within the Single-Family Residential District.** This item was initially scheduled to be heard by the Planning Commission on March 21, 2024, but was deferred to April 18, 2024, due to the lack of quorum at the Planning Commission meeting. On April 18, 2024, The Planning Commission voted to approve the Conditional Use Permit Request. The proposed location has been granted a conditional use permit in the past to operate a daycare center, but due to a change of ownership and business name, the ordinance requires that any new applicant reapply for a Conditional Use Permit. If the Mayor and Council approve the Conditional Use Permit Request, the applicant will move forward with her business plans to own and operate a childcare facility for children ages 6 weeks of age to 12 years of age.

11. **Council Discussion and Approval of Case # TA-2024-02 – Text Amendment**-Planning and Community Development Department

Background/History:

With a review of event centers and places of assembly, The City of Forest Park issued a 180-day moratorium on October 2, 2023, which prevented zoning verification applications and other applications for such businesses from being accepted until an amendment was approved. On April 18, 2024, The City of Forest Park Planning commission voted to approve Case # TA-2024-02 – Text Amendment to clarify and revise certain provisions relating to event centers and similar places of assembly in Article A. - General Provisions, Sec. 8-8-4. - Definitions of the City of Forest Park Code of Ordinances to amend such section (D) adding event centers to definitions, Article B. – Zoning Districts, Overlay Districts, and Design Guidelines Established, Section 8-8-40 General Commercial District (GC), to amend such section and terminate the permitted use of Theaters, assembly halls, concert hall, or similar places of assembly when conducted completely within enclosed building in the permitted Retail and Business Uses section and only maintain places of assembly and event centers being permitted as a conditional Use, and Article C. – Development and Use Standards, Section 8-8-84. Limitations on Certain Businesses of the City of Forest Park Code of Ordinances to amend such section (g) spacing and add Subsection (11) Event Centers, within Chapter 8 (Zoning) of the Code of Ordinances of the City of Forest Park. By Mayor and Council approving this text amendment, The Planning & Community development department will be able to lift the moratorium and authorize such business uses within the guidelines of the City of Forest Park Zoning Ordinance moving forward.

12. **Council Discussion and Approval to recognize the Forest Park Police E-911 Operators as First Responders**-Police Department

Background/History:

Forest Park Police 911 Communication Operators are dedicated professionals who work around the clock every day of the year. The Communications Department comprises twelve (12) operators and a manager, each assigned to one of four shifts.

It is important to recognize our 911 operators as first responders due to their crucial role in emergencies. These professionals are often the first point of contact in times of crisis, providing critical assistance, guidance, and support to callers until help arrives. They must remain calm under pressure, assess the situation quickly, and dispatch the appropriate emergency services.

Designating 911 operators as first responders will help raise awareness of their demanding jobs and highlight their vital role in public safety.

Acknowledging our 911 operators as first responders would be a positive step towards recognizing their critical contributions to saving lives and ensuring public safety.

13. **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 a Glock 22 Gen 4, 40-caliber (Serial# WXW156) to George T. Orr Jr. who retired on 01/31/2020 with thirty-three (33) years of service to the department. There is no cost associated with this transfer.

14. **Council Discussion and Approval to award Omega Pest Solutions for City wide Pest Control**-Procurement Department

Background/History:

The Procurement Department is seeking Council approval to award Omega Pest Solutions for citywide pest control services.

In an effort to centralize some of our professional services throughout the City. The City of Forest Park initiated a competitive bidding process for citywide pest control services on March 14th, 2024. Following a thorough evaluation, the Procurement Department is recommending the award of the contract to Omega Pest Solutions.

Background:

Three companies submitted bids for the pest control services contract.

Power House Termite and Pest Control, Inc- \$20,400 per year

Orkin, LLC- \$16,327.56 per year

Omega Pest Solution- \$5,940 per year

Omega Pest Solutions emerged as the lowest bidder meeting all necessary licensing and certification requirements.

The proposed contract is for a term of one year, with provisions for evaluation and potential renewal for up to two additional one-year terms.

Omega Pest Solutions will provide on-site pest control services on a monthly basis, as well as rodent removal as needed, servicing a total of 17 buildings throughout the city.

Financial Implications:

The monthly cost for services provided by Omega Pest Solutions is \$495.00 per month, resulting in a yearly cost of \$5,940.

Costs will be appropriated and paid monthly by each department under their Professional Services line-item budget.

15. **Council Discussion and Approval of Designating Public Works as First Responders**-Public Works Department

Background/History:

The Public Works Department seeks Council approval to recognize and designate Public Works as First Responders. This designation is in alignment with the national observance of National Public Works Week, celebrated annually from May 19th to May 25th.

Background:

President George W. Bush issued Presidential Policy Directive 8 (PPD-8) in 2003, officially recognizing public works as first responders.

In 2010, Mississippi, under House Bill (HB) 664, recognized public works professionals as first responders.

The APWA Board of Directors approved the adoption of a national "Public Works First Responder" symbol for use throughout North America in 2017.

The US Senate passed Senate Concurrent Resolution 15 (S.Con.Res.15) in 2019, expressing support for the designation of October 28, 2019, as Honoring the Nation's First Responders Day, with public works specifically included.

In 2022, New Hampshire Governor Chris Sununu signed into law SB325, formally recognizing public works employees as first responders.

Public works professionals are often referred to as "the silent arm of public safety," providing vital support to emergency response partners and helping protect and restore essential services following emergencies.

The National Incident Management System (NIMS) lists public works alongside police, fire, and public health as essential components of emergency response.

Public works professionals are often the first on the scene and the last to leave during disasters, providing critical support to other first responders. This designation would serve as an invaluable morale boost for Public Works staff and reaffirm their commitment to serving the community. Recognizing Public Works as First Responders does not diminish the heroic acts of law enforcement or fire departments but acknowledges the specialized support Public Works provides, such as maintaining clear and safe roadways during emergency situations.

16. **Council Discussion and Approval on a Five(5) Stall Portable Restroom for city events in the amount of \$20,250.00**-Recreation and Leisure Department

Background/History:The City of Forest Park hosts various special events for the community within Starr Park throughout the year. With each event, the need for accessible restrooms grows. To meet that need, the Recreation & Leisure Services Department is looking to rent a 5 stall portable restroom through CleanSpace, which is the local Forest Park business. These Five (5) Stall Portable Restroom would be used for 15 upcoming City events for a total of \$20,250.00. We are requesting to have this amount budgeted for the upcoming fiscal year 2024-2025.

17. **Council Discussion and Approval on Senior Center Floor Repairs**-Recreation and Leisure Department

Background/History:The Recreation & Leisure Services Department is looking to repair the damage to the floor of the Multipurpose Room in the Senior Center building. We have received three quotes to complete the repairs from three different contractors. The quotes are as follows: SmiFam LLC: \$34,139.60 ATL Home Renovations, LLC: \$32,850.24 Hopkins Renovation And Design: \$31,750 The original lowest quote provided through Hopkins Renovation And Design has decreased from \$31,750.00 to \$20,300.00 due to the Department covering the cost of materials needed using the Home Depot account. Based on the quoted amount provided, the Department has chosen to go with Hopkins Renovation And Design to complete the repairs. Funding Source: Capital Outlay 300-41-6110-54-2503.

ADJOURNMENT:

EXECUTIVE SESSION: (When an Executive Session is required, one will be called for the following issues: Personnel, Litigation or Real Estate)

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 404-366-4720.