



# CITY COUNCIL WORK SESSION

Monday, March 18, 2024 at 6:00 PM  
Council Chambers and YouTube Livestream

Website: [www.forestparkga.gov](http://www.forestparkga.gov)  
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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

## APPROVED MINUTES

### 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:** Mayor Butler called the meeting to order at 6:01 p.m.

**ROLL CALL - CITY CLERK:** A quorum was established.

Attendee's Name	Title	Absent	Present
Angelyne Butler, MPA	Mayor, At-Large		✓
Kimberly James	Council Member, Ward 1		✓
Dabouze Antoine	Council Member, Ward 2		✓
Hector Gutierrez	Council Member, Ward 3		✓
Latresa Akins-Wells	Council Member, Ward 4		✓
Allan Mears	Council Member, Ward 5		✓

John Wiggins, Finance Director; Jeremi Patterson, Deputy Finance Director; LaShawn Gardiner, Director of Planning & Community Development; Diane Lewis, Deputy HR Director; Bobby Jinks, Public Works Director; Nigel Watley; Deputy Public Works Director; Rochell Dennis, Interim Economic Development Director; David Halcome, Deputy Fire

Chief; Geoff May, Deputy Fire Chief; Joshua Cox, IT Director; Rodney Virgil, Level 2 Support Engineer; Derry Walker, Director of Code Enforcement; Pauline Warrior, Senior Management Analyst; Kwame Marshall, Multimedia Specialist; Arthur Geeter, Purchasing; Tarik Maxwell, Director of Rec/Leisure; Captain Smith, PD; Dorothy Roper-Jackson, Court Director and Danielle Matricardi, City Attorney.

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

It was moved to approve the agenda as printed.

Motion made by Councilmember James, Seconded by Councilmember Antoine.

Voting Yea: Councilmember James, Antoine, Councilmember Gutierrez, Councilmember Akins-Wells, Councilmember Mears.

### **NEW BUSINESS:**

1. **Council Discussion and Approval on the Renewal of Professional Probation Services Contract- Municipal Court Department**

**Background/History:** Professional Probation Services, Inc. (PPSI) is a private organization contracted with the City of Forest Park to provide probation services for defendants placed on probation by the Chief Judge of Forest Park Municipal Court. PPSI has been servicing the City of Forest Park for 24 years. The contract expires on March 31, 2024, and is seeking renewal for the next five (5) years.

**Director Roper-Jackson-** gave a brief breakdown of how probation services work and introduced the Vice President of Compliance and Training, Sonya Brown.

**Sonya Brown, Vice President of Compliance and Training-** noted that their company supervises over 60,000 offenders across numerous states and focuses on the ethical and appropriate enforcement of the conditions of probation ordered by the courts. Ms. Brown also noted that they work to ensure public safety compliance with state regulatory requirements while improving the lives of those under their probation supervision. Ms. Brown stated that probationers can report online with 24-hour access using a computer-based supervision program called Tracker 2.0. Ms. Brown noted that there are 458 probationers within the city at no cost to the city and have collected over \$1.3 million in fines for the city and \$84,000 for the Georgia Crime Victims Fund; there have been nearly 5,000 hours of community service; and have closed almost 1,000 cases and 117 unsuccessful cases over the last five (5) years.

#### **Comments/Discussion from Governing Body:**

**Councilmember James-** noted conversing with the previous administration about bringing the probation services in-house. She said in the contract that the city may terminate if any deficiencies are found and wanted to know the types of deficiencies. She also inquired about having access to the books and records. City Manager, Mr. Clark, noted that he was aware of the conversations about bringing the probation services in-house and had monthly reports from probation services.

**Attorney Matricardi-** noted the contract total is five (5) years, but five (5) one-year terms, which are renewed yearly on April 1st. Attorney Matricardi also mentioned termination would be based on any

services required to perform that they are not doing under the agreement. They have ten (10) days from notice of any deficiency to correct it, and if not corrected, the city could move to a termination agreement.

**City Manager, Mr. Clark-** inquired if the city could submit the 30-day notice to terminate the contract and bring it in-house without a reason. Attorney Matricardi stated that the city would have to submit a non-renewal by March 1, 2025.

**Councilwoman James-** inquired about a competitive fee process. Ms. Brown noted during sentencing that the judge can waive the community service and fines and that the judge depends on the probation services to process applications and submit financial affidavits without further judicial review. Ms. Brown stated that not all fees converted to community service are automatically required to pay probation, which is at the judge's discretion. Ms. Brown added that probation fees are only paid for three (3) months, no matter how long the sentence is. She also added that if it's a pay-only case with no conditions, the probation services only get three (3) fees, and the first 30 days are waived.

**City Manager, Mr. Clark-** noted that there had been an increase in the assessment from \$40 to \$45, which the company proposed and inquired about receiving a report on the actual number of active probationers. Ms. Brown noted she would provide the numbers.

**Councilmember Gutierrez-** gave thanks for the questions asked and noted that other municipalities are not as lenient as the city.

**Councilmember Mears—**Inquired about using the probationers for community service. City Manager, Mr. Clark, noted that they work in conjunction with the Public Works Department and suggested possibly speaking with the Judge for additional assistance. City Manager Mr. Clark also stated that the service contracts with Public Works for grass-cutting services have expired. If the governing body is looking to consider that, that would be a separate conversation. Mr. Jinks included the Public Works Department, which would average between 6-8 per day and currently is getting around 3-4 grass cutters. Ms. Brown noted the probation services would be glad to coordinate with public works to send probationers to complete their community service hours.

## 2. **Council Discussion and Approval to Condemn Real Property Located at 765 Forest Pkwy-Executive Offices**

### **Background/History:**

As a part of the City of Forest Park's City Center initiative, staff have been working on finalizing the preliminary plans for the City Center to house the City Hall, Municipal Court, Police Headquarters, Recreation Facility, and Senior Center. The current plans incorporate the adjacent, undeveloped lot physically situated between City Hall and the Annex Building 765 and 785 Forest Parkway. City Staff deems it in the City's best interests to adopt the attached Resolution No. 24-15, which would authorize the acquisition of 765 Forest Parkway through negotiated purchase or by eminent domain if necessary.

Georgia law allows property to be condemned for a public purpose. The expansion of City Hall will further this purpose. Record property owners have been notified. Georgia law requires the City to enter into good-faith negotiations with the owners prior to filing formal condemnation. The purchase price will be based on the property's fair market value as determined by an appraisal. No appraisal has been obtained at this time.

**City Manager, Mr. Clark-** noted the property is east of City Hall and mentioned extensive communications between the city attorney to bring forth this document to effectuate the condemnation.

**Attorney Matricardi-** noted that if the resolution is adopted, the city will have the authority to negotiate directly with the owners. If negotiations fail, that will initiate the condemnation process.

3. **Council Discussion and Approval on the City's Investment Management Policy-**Finance Department

**Background/History:**

The investment policy guides informed decision-making and serves as a roadmap to successfully investing the City's funds. The City shall invest public funds in a manner that complies with Federal and State laws and within the authority granted by the Mayor and Council; ensures prudent money management; provides for daily cash flow requirements; and meets the objectives of this policy in the priority order of safety, liquidity, and return on investment.

**Mr. Wiggins-** noted that the policy's purpose is to invest public funds in a manner that complies with Federal and State laws and within the authority granted by the Mayor and Council, ensures prudent money management, provides for daily cash flow requirements, and meets the objectives of this policy in the priority order of safety, liquidity, and return on investment. Mr. Wiggins also stated the city's investment philosophy sets the tone for the policies, practices, procedures, and objectives that control the investment function. The primary objectives of safety, liquidity, and reasonable market rate of return will guide the investment of the funds. Mr. Wiggins explained the policy is to make sure there is order in moving forward when investing funds for the city and to make sure the city complies with the laws of Georgia.

**Comments/Discussion from Governing Body:**

**Councilmember James-** noted struggling with this and mentioned the Delegation of Authority, stating that the investment program notes that the city manager is responsible for the overall management of investments and the finance director is responsible for daily investment activities. Councilmember James also inquired if the city was seeking an investment firm.

**City Manager, Mr. Clark-** noted for clarity that this would allow the city to invest in the general fund just like the investment the Urban Redevelopment Agency made into Georgia Fund One with a cap at 25% of what is in the bank threshold for staff to manage.

**Councilmember Gutierrez-** inquired if the staff needed approval to start the process and find a place. City Manager, Mr. Clark noted that the highest account would be in the Georgia Fund One account, with the purpose of the policy having to report monthly by researching the market to see who has the highest interest rate and being proactive with moving funds from one account to another.

**Mayor Butler-** inquired if there were any restrictions on the excess funds and how those funds could be utilized. Mr. Wiggins noted that there have been some restrictions with certain accounts, and if any investments are made, they will only be at 25%. City Manager, Mr. Clark added staff would bring the matter to the governing body to make a firm decision about how to capitalize on those funds.

**Councilmember James-** inquired if 25% was required by law. Mr. Wiggins noted that 25% is not required by law, which is the standard within municipalities.

**Councilmember James-** noted that with Georgia Fund One, she understands that the funds are liquidated and cannot be used like a CD, but they can be pulled out at any time. City Manager, Mr. Clark noted that there is a 30-day period before funds can be drawn after depositing funds. Councilmember James suggested scaling in 30-day increments with different amounts and noted the city could be earning income from the funds that were already there. City Manager, Mr. Clark noted that the governing body could decide on the threshold, even if it's a tiered structure, and revisit it in 90 days to see the yields and noted it would also be a part of the monthly financial report.

**Councilmember Mears-** noted he believes it's a good idea to diversify and not put all the funds in one place. City Manager, Mr. Clark noted that the policy contemplates diversifying investments.

**City Manager, Mr. Clark** read for the record, "The city should not be over-invested in any one type of instrument or financial institution. No more than 25% of the total investment portfolio shall be placed with a single issuer. This limitation shall not apply to the local government investment pool or other direct obligations of the United States government." City Manager, Mr. Clark noted that staff are asking for guidance on the incentives.

**Mayor Butler-** inquired if the governing body desires to increase the threshold now or keep it at 25% and reevaluate after the new Fiscal Year. Councilwoman James noted she would like to increase due to not being diversified, and her recommendation would be to place funds in a place that would give the most interest. City Manager, Mr. Clark inquired about an amount not to exceed. Councilwoman James stated that 75%. City Manager, Mr. Clark noted he believes 50% would be a better start to allow an opportunity to see the return.

**Councilmember Mears-** called for a point of order and inquired if the city has anyone watching the funds on a regular basis and would like to know the advantages and disadvantages and if there are any penalties. City Manager, Mr. Clark noted there are no penalties, and the initial draw has to stay for a period of 30 days.

#### 4. **Council Discussion and Approval of a Multi-Factor Authentication (MFA) Solution Implementation**– IT Department

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

MFA (Multi-Factor Authentication) is a security tool that, in addition to a username and password, requires an MFA token to log in or access City IT resources. While we currently have MFA in place for certain systems and users, we want to implement a complete system-wide solution that covers all applications and all users in one easy-to-manage tool. While the IT Department has this solution as part of the budget request for the upcoming fiscal year, due to the incredible layer of security this solution would add, the IT Department is requesting it be approved in the current fiscal year so we can get started on implementation immediately.

**Josh Cox, IT Director-** noted they are MFA today, and he would like to move to using one solution that includes all applications for email, VPN server login domains, etc. He noted all employees with city phones would have an app with additional authentication. He noted he did put it as an unbudgeted item but did budget some funds for this year for MFA. Mr. Cox noted that the current cost of recovering from ransomware is the main protection this combats, which costs about 1.8 million dollars but is cheaper than others.

##### **Comments/Discussion from Governing Body:**

**Councilmember James-** asked if Interdev is the only company and the best company to provide MFA.

**Josh Cox-** noted they are not, and the solution they are looking at is called DUO, which is the most common. He noted they already have a standing security agreement with Interdev and are purchasing the security solution with Interdev as an add-on. 5206

5. **Council Discussion and Approval on the Multi-Factor Authentication (MFA )Policy – IT Department**

**Background/History:**

As a precursor to the planned implementation of system-wide Multi-Factor Authentication (MFA), the IT department wanted to present a policy for approval by the Mayor and Council. The purpose of this policy is to define Multi-Factor Authentication (MFA) along with its scope and expectations, as this will impact all City staff. This will be the first of many upcoming IT-specific policies to be presented to the Mayor and Council.

**Josh Cox IT Director-** noted that he wanted to put a policy out for users. He noted the different ways to use the application is with a city cell where the app can be pushed through and configured. He noted they will provide fobs for those who do not have city phones. He noted if they do not want to use the fob, he recommends letting them use their personal device to install the application for authentication. He noted that part could be controversial, so he wanted to be transparent and bring it before the board.

6. **Council Discussion and Approval to purchase an Asphalt Tar Kettle machine- Public Works Department**

**Background/History:**

Public Works is seeking approval to purchase a crucial piece of equipment - an Asphalt Tar Kettle. The Asphalt Tar Kettle is a trailer-mounted asphalt tar distributor designed to apply seal coats, enhance pavement strength, and address potholes before the asphalt is poured. Public Works urgently requires this equipment to facilitate prompt and effective pothole improvements and repairs across the City. The name of the vendor that the equipment is being purchased from is REYNOLD-WARREN EQUIPMENT and they are under Sourcwell contract # 060122-VTL.

The cost associated with the purchase of the Asphalt Tar Kettle is \$21,983.60. To cover this expense, we propose reallocating funds from three (3) existing Capital project items listed below.

300-51-1540-54-2504 Floor Buffer/Polisher	\$2000
300-51-1540-54-2505 Vertical Air Compressor	\$600
300-27-1535-54-2503 Truck Tire Changer	\$19,918

**Total: \$22,518**

**Gerrod Geeter Procurement Manager-** noted this came through the Sourcwell Contract which is statewide. He noted this was the best price for the item and the process was done properly.

**Bobby Jinks Director Public Works-** noted they was able to fix something in-house and save the city 27 thousand dollars instead of buying a new item. He noted they did not know the Tar Tack Wagon they

have had for 30-plus years would fall apart. He noted they used capital money budgeted for other items and purchased it.

7. **Council Discussion and Approval of the ONE Light Initiative - Streetlight Upgrade-** Public Works Department

**Background/History:**

As part of our ongoing commitment towards community engagement and addressing concerns raised by residents, The One Click App has played a major role in bringing awareness to various issues within the city. One such concern brought to our attention is the inadequate light visibility at night on two (2) specific streets.

In alignment with the ongoing One Light initiative, a collaborative effort between Georgia Power and the City of Forest Park, a thorough assessment was conducted at the following two (2) locations:

**1190 Watts Rd:** Recommendation: Install one (1) new 120w fixture on the existing pole. Monthly Cost: \$27

**4928 Bartlett Rd:** Recommendation: Install one (1) new 120w fixture on the existing pole. Monthly Cost: \$27

**Total Monthly Cost for Both Locations: \$54.00**

**Line Item: Street Lighting 100-51-4260-53-1233**

We believe that implementing these recommendations will not only address the concerns raised by residents but also contribute to the overall safety and well-being of the community. The One Light initiative emphasizes the importance of well-lit public spaces, and we are confident that these additions will significantly enhance the visibility on the mentioned streets.

**Bobby Jinks-** noted these 2 have been brought to their attention and need to be addressed. He noted it would be the new low-energy fixture, and the cost, in the long run, will be absorbed by the new lights that are being put in.

**City Manager Ricky Clark-** noted one thing he would like to bring back before the governing body is that they pay an exorbitant amount of money for streetlights on residential property. The normal way to do this is through a streetlight district. He asked if the council would consider such legislation. He noted the residents would, over an amortized period, pay the cost of the bill for the year in addition to their tax bill. He noted the city usually does not pay for residential streetlights.

**Danielle Matricardi City Attorney-** noted the Special Tax Assessment and that he said it correctly, and that it would be part of the annual taxes. She noted to adopt this you would have to have a Public Hearing and adopt an Ordinance establishing the Special District.

**Comments/Discussion from Governing Body:**

**Councilmember James-** asked what that cost would look like.

**City Manager Clark-** noted it would be 324 dollars on the residential tax bill. He noted it is no cost for the city, but the property owner pays for the actual streetlight.

**Councilmember James-** noted what she is asking is for is to bring it back before a Public Hearing to know what the cost will look like. She noted if he is saying the city is paying a lot for the lighting; she would like to see the breakup if they were to propose that for the city.

**City Manager Clark-** noted he did not know if they could go retroactive and charge an assessment on the ones that were already paying. Moving forward any new lights will be born on the property owner. There seems to be a number between 50 and 70 thousand dollars.

**Bobby Jinks-** noted One Light serves 4 residents, 5100 single-family dwellings divided by 4.

**City Manager Clark-** noted he would have an amount so they would know what they are paying monthly for residential streetlights.

**Bobby Jinks-** noted 339 thousand dollars a year in one line item.

**City Manager, Mr. Clark-** noted most municipalities do not pay that cost.

**Councilmember Gutierrez-** asked the city attorney if that common?

**Danielle Matricardi-** noted the city usually pay for lights on public Right-of-Way. She noted if a road has not been donated to the city it is the responsibility of the homeowner.

8. **Council Discussion and Approval of Perkins Park Basketball Court Resurfacing Contract-** Public Works Department

**Background/History:**

As part of our ongoing efforts to enhance the pocket parks within the City, staff is seeking consideration and approval to enter into a contract for the resurfacing of the Perkins Park basketball court. I would like to bring to your attention the following details regarding this matter:

Background: The previous contract for the resurfacing of the basketball court, approved on January 2nd, 2024, was not executed due to the contractor's inability to secure a performance bond. (Sec. 3-1-40)

Current Situation: Public Works has obtained two (2) additional estimates for the resurfacing project:

**Accurate Property Services** – Estimate# 0000661: \$57,380.45 This estimate covers all materials and labor except for backerboards and goals.

**Playworx Playsets LLC** – Estimate# 4175: \$54,154.56 This estimate includes all materials and labor required for the project.

Recommendation: After careful consideration, staff recommends moving forward with Playworx Playsets LLC for the following reasons:

Experience: Playworx Playsets LLC specializes in playground and outdoor sports equipment, making them well-suited for this project.

Cost: Their estimate of \$54,154.56 is \$3,225 lower than their competitor's, providing cost savings to the City.



Funding: The proposed contract falls under Line item 100-20-1110-54-2507 (Ward #4 Projects).

Conclusion: Considering the above, Public Works requests approval to proceed with entering into a contract with Playworx Playsets LLC for the resurfacing of the Perkins Park basketball court with the understanding that a performance bond would be needed for the execution of the contract.

**Mr. Jeeter-** noted that the procurement process was done correctly, that the other accurately and properly did not include backboards and goals, and that the recommended company gave a full spectrum of what was needed to upgrade the park.

**City Manager, Mr. Clark** noted that if a performance bond is provided, consider receiving quotes for both courts.

### Comments/Discussion from Governing Body:

**Councilmember Gutierrez-** inquired about a performance bond. Mr. Geeter noted that, according to city policy, any state contract over \$50,000 requires a performance bond to ensure the contractor performs properly and finishes the job. If the job is not completed, their bond within the bonding company would have to take it off.

**Councilmember Akins-Wells-** thanked staff for being transparent, noted speaking to someone who has shown interest in funding Ward 4 parks, and inquired if she could use her capital outlay funds for other projects or to add to the park. City Manager, Mr. Clark noted there shouldn't be a problem if it does not exceed budget years. Attorney Matricardi added that a budget amendment would be necessary to move the funds from one account to the next and would depend on any restrictions with the donation.

**Councilmember Mears-** noted being aware of any hidden costs.

**Mayor Bulter-** inquired about the performance bond and whether the company solicits one once the contract is awarded. Mr. Geeter explained that they must know the cost based on their submitted bid.

## 9. **Council Discussion and Approval on the Plumbing Repairs for the Outdoor Pool – Recreation and Leisure Services**

### Background/History:

The outdoor pool was built in 1963 and still contains the original galvanized piping system for plumbing. The plumbing system needs repair due to constant backing up during regular operation and wear and tear of the original pipes. We are requesting funding to repair the plumbing and the pool house restrooms. We are utilizing our on-call plumbing contractors to perform the repairs. If repairs cannot be made immediately, the pool will fail its annual inspection for summer operations. Quick Action Plumbers has been issued a task order for the repairs of the outdoor pool in the amount of \$13,380.69.

**Mr. Geeter-** noted when he first started working for the city, it was identified that there were no licensed plumbers, electricians, or staff with licenses to complete jobs. Mr. Geeter noted staff went out to the general public to search and only found two (2) companies that could address emergencies without going through the full procurement process. Mr. Geeter noted that Quick Action Plumbers and Max Air Mechanical are qualified and are the on-call companies the city uses. Mr. Geeter also noted that task orders are assigned as they arise or the companies bid against each other.

**Mr. Maxwell-** added that the drains have been sitting on the pipes for a long time, and it's time to replace them.

**Comments/Discussion from Governing Body:**

**Councilmember James-** noted that in the past, she asked the previous attorney to include all the council members in the resolutions. She recommended adding the council members to the resolutions without having to sign them to see who they were. City Manager, Mr. Clark noted that this can be changed.

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

**ADJOURNMENT:**

It was moved to adjourn the meeting at 7:12 pm.

Motion made by Councilmember Akins-Wells, Seconded by Councilmember James.

Voting Yea: Councilmember James, Councilmember Antoine, Councilmember Gutierrez, Councilmember Akins-Wells, Councilmember Mears

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