



CITY COUNCIL WORK SESSION

Monday, December 05, 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
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
Dr. Marc-Antonie Cooper, City Manager
S. Diane White, City Clerk
Mike Williams, City Attorney

APPROVED MINUTES

CALL TO ORDER/WELCOME: The meeting was called to order by Mayor Butler at 6:00 pm and she read the mission statement.

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		✓

Javon Lloyd, Public Information Officer, Joshua Cox, IT Director, Chiquita Barkley, Finance Director, Jeremi Patterson, Deputy Finance Director, LaShawn Gardiner, Director Planning & Community Development, Diane Lewis, Deputy HR Director, Fire Chief Latosha Clemons, David Halcome, Deputy Fire Chief, Bobby Jinks, Director Public

Works, Police Chief, Nathaniel Clark, and Arthur Geeter, Purchasing Manager, Tarik Maxwell, Parks and Recreation Director

CITY MANAGER'S REPORT: Dr. Marc-Antonie Cooper, City Manager

COMMUNITY INFORMATION/REMINDERS:

- **GENERAL RUNOFF ELECTION DAY IS DECEMBER 6, 2022.** For more information or to find your voting location please visit the Clayton County Board of Elections website at www.claytonelections.com.
- Saturday, December 10, 2022 @ 11:00 am - 2:00 pm at the City of Forest Park Senior Center, 5087 Park Ave – Breakfast with Santa. Games, Arts & Crafts, Face Painting, horseback riding and more. Bring an unwrapped toy donation to participate in the horseback riding.
- Friday, December 16, 2022, from 5:00pm – 11:00pm - you're invited 55 and up to the City of Forest Park Senior Panthers in Action 2nd Annual Holiday Ball. The ball will be held at the Forest Park Senior Center 5087 Park Ave. Please RSVP by December 6, 2022, with Ms. Tenisha Dixon, 470-487-3753 or Ms. Marsha Johnson, 470-630-2355.
- Saturday, December 17, 2022, from 12:00 pm – 4:00pm Recreation and Leisure will host a Holiday Give Back at City of Forest Park Recreation Center.
- The City of Forest Park will be closed in observance of the Christmas Holiday, Friday, December 23 and Monday, December 26, 2022, reopening at 8:00am, Tuesday, December 27, 2022.

CITY OPERATIONS:

- We are continuing to upgrade our internal operations, which have been obsolete for quite some time. This includes our manual payroll system that has been in place for years. We are working with our partner ADP to upgrade this system and bring more self-service functions to our employees. We have had some glitches, and coding issues, but our dedicated staff has worked to help resolve these issues, and no one missed a pay day. Our pay days are Friday's, and we have been doing everything to ensure no one has missed a pay period. While there have been some shortages, or miss calculation of amounts due to coding errors, these matters were resolved before the close of business on pay day. It has been and will continue to be a priority for our staff to work with ADP to have these matters resolved in a timely manner, so they do not negatively impact our employees. However, I do again thank staff for their patience and understanding, and rest assured we will get through this implementation and provide a better way to serve each of you.
- Working on development of a Citizens Academy Forest Park 101 to bring forward for council consideration. The Citizen's Academy would be a program to further enhance communications with our residents, but also provide needed information on how local governments operate. We are looking to have this come forward to the council in the 2nd quarter of 2023 for consideration.

EMPLOYEE SPOTLIGHT/SHOUT OUT:

- I would like to send a huge shout out and thank you to our Finance Team, specifically Finance Director Chiquita Barkley, Deputy Finance Director Mr. Jeremi Patterson, Finance Manager Ms. Nakeeta Davis who

was here on Friday, December 2 until 7:00pm ensure that all check were corrected and delivered to staff. Thank you all for your dedication to keeping us moving forward as a city.

COVID-19 / MONKEY- POX UPDATE: EMS Coordinator, Andrew Gelmini

Between 11/28 – 12/04 there were 139 new positive cases in Clayton County, an increase from last month with 8 hospitalizations and 0 death. Case breakdown still shows approx. 58% of Cases to be female and 42% Male with any remaining to be unknown sex.

Forest Park continues to make up 8.6% of County cases. Forest Park continues to show, on average 4 - 8 new cases a week. The 30 to 39 age group shows the highest percentage of positive cases.

We have Plateaued with vaccines from last month staying at 56% of County residents have received at least 1 dose of vaccine and 50% are fully vaccinated. 21% of vaccinated citizens have received the additional booster dose. The 35 - 64 age groups show the highest vaccination rate.

The CDC continues to encourage and recommend vaccination and boosters for Covid 19, with a second booster dose being recommended to people 50 and older, especially for people with underlying medical conditions.

Information on how to obtain vaccine information is available on the city website under the fire department tab under covid 19.

Monkey Pox shows an increase in cases this month now totaling 1,965 cases in Georgia an increase of 44 from last month. Age group of 26-44 shows the largest numbers with men being primarily affected sex. Anyone can contract this disease, and everyone should take precautions especially during activities of prolonged personal contact and especially during intimacy to ensure safety.

The CDC continues to research the disease and its spread and is still working on the best course of action in vaccines and boosters to eliminate this outbreak. The CDC is recommending vaccines if interested and high risk, or with underlying medical conditions. This disease continues to show that it is rarely fatal and has only been listed in 19 deaths nationwide, all of which had other underlying health issues reported with the diagnosis. For further information on the outbreak and vaccines visit: www.cdc.gov/poxvirus/monkeypox/ / Dph.georgia.gov/monkeypox

City Manager – We would like to move these updates to once a quarter instead of monthly, because it seems like our numbers are stable. That is what we choose to do coming into the new year.

OLD BUSINESS:

1. **Discussion and action regarding guidelines for Usage of Discretionary Ward Funds and Capital Outlay** – Chief Executive Office

Background/History:

We have been asked to review and prepare a set of guidelines regarding the usage of the discretionary funds and Capital Outlay Funds each Councilmember is entitled to spend in furtherance of their duties as a member of the City Council. These guidelines were requested to be brought forward for discussion during the FY22-23 budget talks in order to clearly define acceptable uses of Regular and Capital Outlay Ward

Funds. Per Council's direction to the City Manager once a policy was approved Capital Outlay Ward Funds would be released to members.

In the September 6th City Council Meeting there was disagreement with the section regarding "donated funds and goods". This section has been removed from the policy, and the City Manager is seeking councils' direction, and/or approval on the guidelines as presented.

Comments/Discussions from Governing Body:

2. Council Discussion of Changes to IGA between City and URA - Legal

Background/History:

The City Finance Department currently manages the finances for the URA. Under the Intergovernmental Agreement with the URA (IGA) which was recently approved by the City Council, it was proposed that the URA would begin to manage its own finances.

Councilwoman James has requested that the City Council revisit this portion of the IGA. Attached to this agenda item is a draft of the IGA which shows the differences between the URA-approved version and the City-approved version.

Comments/Discussions from the Governing Body:

Councilmember James – I wanted this item to be brought back to the governing body, because it was never the intention of the URA board to separate from the city. I do not think it is a wise decision to move our finances from the city. That is one of the reasons why I wanted this back on the agenda and Mike can provide some clarity. Initially, the conversation that we had was defining the roles of each member. We want to define the roles for the members of the URA and not pull away from the finance department.

City Attorney – In general terms yes, we had advised that we wanted the city and the DDA, D.A and URA to have intergovernmental agreements that clearly define the relationship, between the city and the respective body in terms of who is responsible for what types of projects, use of city facilities, everything involving how the bodies operate with respect to each other.

The Development Authority, for example, has decided they are going to manage their own finances and it was proposed by city staff that the same be done for the other boards. This is clearly a policy decision and whatever the pleasure of the respective body is. It is very important that you come to an agreement so that it is clear what the responsibilities are.

Councilmember James - Dr. Cooper, he said it is the desire of the city that we move in that direction. I want to know is there a reason why?

City Manager – What I was clarifying is not necessarily the desire to separate your funds. For the URA to have the people to handle their funds, not necessarily taking their bank someplace else. Which means if you are going to have someone as a treasurer or whatever with the URA, DDA and the DA that they will understand what their role is, and our finance department would basically handle the cutting of your checks. When a PO is issued, or an invoice is sent in, it is sent to the designated person for that board. That person will then process the PO the way they are supposed to, because they do have access to the system. Once that comes through, the only thing our finance department is doing is cutting the checks.

If it comes to balancing the account and all of those things, it will go through the person or the individual that is responsible for that particular board. It would not fall on the finance department to go and balance the bank accounts for the boards.

Councilmember James – Let me provide some history with our boards. Typically, with our boards the city finance is like the bookkeeper of all the boards. For whatever the reason the D.A is going in their own direction and that is their prerogative to do that. For us as a URA board we do not do anything independent of the city. In other words, we have three outstanding bonds, and those bonds were defined; because of the city we are a tool in the city's toolbox. What I am proposing to the council is we do not move in that direction, because typically as the city finance being the bookkeeper for the boards, they were responsible handling the bills, cutting the checks, reconciling the bank statements, and auditing the books. This is included in the cost that we already pay every year.

So, if we are going to move in a different direction to understand that the board members are volunteers, and not professionals. Even a treasurer is a supervisor and overseer of the accounts, and they should be working directly with someone that does have expertise in financing. So, we as the URA board, would have to incur more cost and that is more cost even for the city to try and find a financial person or firm to handle those auditing.

I would not want to put that on our treasurer, because the treasurer is really the oversight. One of the things that I question, for me being the chair of the URA board, I ask that copies of the bank statement be sent to our treasurer, so that there is some checks and balances, but the response was, well the treasurer is going to get all the statements from now on.

So, I am like wait that is not what we want, and that never was the intent. I do not know how the council feels about this, and this puts the city in a bad place, when all of us may not be here at one point and we do not have the oversight that we would need. I believe as a council as a city to have oversight that we need in these boards if we pull it away.

Councilmember Antione – What is the city attorney recommendation?

City Attorney – This is really a policy question and all I can say is in my experience with the clients over the last couple of decades, usually the same group that handles the city's finances handles the boards. Whether it is an outside firm or it is city staff. That has been my experience, but it does not mean you have to do it that way. It is what you all decide you want to do.

Councilmember Gutierrez – I trust your judgement as the chair of that board councilwoman, I think you have done a great job, and I support you with that. The board I am part of with the D.A. the justification it falls in is things with the city do take longer than usual. The thinking behind our chair's logic was that we could move faster on things if we had our own finances.

Councilmember Wells – I agree with you Councilwoman James, and I think with wither board it should be the same for both boards. Like you said, both boards are a tool in the city's toolbox. When thinking about everything and how you put it that nobody should have their own. The city is still a volunteer board, and it is something that the city established.

One thing I think we should do with handling the finances, and I am all about not putting a lot on our employees, so I would like to know how they feel as well; but I think the city should be more involved. It is okay for the city to take on certain things, but then the city council members do not even know what is going

on with these boards' half of the time. I do agree with you, as far as, the city handling the finances, because these people are not professionals, they are volunteers.

Councilmember Mears – I am not in favor of turning the boards loose. These positions change, the board changes and different things. Like she said the board is a tool in the city's toolbox and the city should have an active involvement in the finances with the boards.

Mayor Butler – I am a bit perplexed, when you are referring to the city as it currently stands you have a city employee within the Economic Development Department, that currently serves as the treasurer, correct?

Councilmember James – Correct.

Mayor Butler – So you no longer want that person to serve as treasurer, you want it to be the finance department?

Councilmember James – No that is not what I am saying.

Mayor Butler – What are you saying, I am not understanding?

Councilmember James – What I am saying is the way the bookkeeping is done with the boards, the reconciling of the books, the city audit that is done they audit the URA board, and everything that they are currently doing and have done in the past should remain the same. When the board elects different members like the chair and the vice chair, and the treasurer and the secretary, we select who we want to oversee those positions.

The treasurer is someone that is a liaison between the board and finance. The treasurer would have the information and bring it back to the board, but they are not the person that is going to be handling the bookkeeping of the board. That is not what the treasurer does, the treasurer is a liaison for the board.

Mayor Butler – As the Finance Director it appears the direction may be going to put this back under your jurisdiction and so I wanted your take on this.

Chiquita Barkley – I do not know how much I can divulge of the situation or matter, but it was my understanding that the boards the treasurer for the URA would take on the responsibility for the financial component. At the point we received our directive we were giving all the information to the treasurer and having meetings.

As far as having the treasurer to be the liaison it is fine if they know finances, but it is a problem when they do not. The information could come back incorrectly, it could come back inaccurately and that puts the burden back on me. If I am to feed this information to the liaisons and she or he takes it to the board, and it is not correct. So, either it is all or nothing or it is with the treasurer, and I am not sure how they want to handle that.

City Manager – I think that we are missing the point. We are not taking or separating the boards, and as far as the bookkeeping of the board itself, the journal entry and all those things will still be done in finance. That is a finance component, if there is money to go to one account to another and it is something that they have they will address the journal entries. As far as reconciling the accounts is something that the treasurer can see in the system.

When reading the bank statements and understanding what the bank statements are; that is what the treasurer does. When those things come into the URA or the DDA or whomever those things are put on the PO, they are put into the system and then they work over to finance. Finance only responsibility at that point is to say, you have this much to pay, it was authorized for the URA to pay it, cut the check and mail it out.

If it is coming from one account to another it is not up to the treasurer to go to the bank and say transfer money from here to here, that is finance. I think we are just getting a little confused, we are not trying to separate the board from the city, the board and the city employees that work for the board is still part of the city. It is the actual roles and functions that we are looking to separate. Finance will do what finance is supposed to do and the treasurer will do what they are supposed to do.

Councilmember Antione – I knew that.

Councilmember James – I just want to be perfectly clear on the booking aspect and the treasurer aspect. Can you clearly define that for me Mike?

City Attorney – I think what we can do in the agreement is to better clarify specifically, because right now it is still in general terms. Both versions were more general: the first version was to leave it as it is, and the second version was to separate it out. Based on this discussion we can go back and clarify, whether it is bookkeeping, check cutting, transferring finances would remain the city staff, but the overall direction and management in terms of preparing purchase orders and things like that would remain with the URA. I think there is a compromise there that everyone can live with as long as it is more specific in the agreement.

Councilmember Gutierrez – With that being said Dr. Cooper, with the D.A., going on their own route is this going to change that?

City Manager – Yes, the D.A. will be handling everything so our staff will not be handling any of the financial components for the D.A. They will have their own accounting firm, their own auditors, all of those things, because they are in a totally separate bank from anything with DDA, the URA or any of the finances that we have here.

Councilmember Gutierrez – So in essence that is the DA's decision, but the URA will it do it itself or does it have to come to us, is it our decision or the chair decision?

City Manager – It will be the URA decision if they want to do that. Councilwoman James and I discussed that, that was never thought that the URA was going to do, it was really not what we thought any of them was going to do, but the DA did take that role. It was never meant for the DDA, URA or anybody to separate their finances from the city. It was to define the roles in each area for who does what in the boards and how that comes back to the city.

Councilmember Wells – This goes back to what I was saying as far as the URA and the DA, both of them are city appointed boards, why is it that this board is doing this thing and this board is doing that thing? Why is it okay for the DA to do that on their own? What do you suggest I that case?

City Attorney – All of the boards just as a reminder are independent entities under state law. I did not have all the conversations with the Development Authority chair into what went into that decision, so I cannot speak to that; but they do have the authority to do that if it is the decision of the board.

NEW BUSINESS:

3. **Council Discussion on Heritage Park Veterans Museum requesting donation of two military vehicles to restore for museum display** – Economic Development and Police Department

Background/History:

The Heritage Park Veterans Museum, a non-profit operated by volunteer military veterans in McDonough, Georgia, is a 10,000 square foot facility owned by Henry County which has 8,000 visitors annually. The Museum requests the donation of two used military vehicles in the possession of the City which are stored at Fort Gillem. Both vehicles are in disrepair, and one of the vehicles will be restored by veteran volunteers while the other will serve as a parts vehicle. They are VIN 156651 and 071506.

The “United States Government Certificate to Obtain Title to a Vehicle” documents were delivered along with the vehicles by the US Defense Logistics Agency to the Forest Park Police Department Sept. 25, 2018. The vehicles were never titled by the City. The Museum has offered to pay for the two Georgia titles to be processed into the name of the City. The Museum then requests that the titles be transferred to the Museum where they will be restored and put on display.

Bruce Abrahams, Economic Development Director - As part of the sale at Fort Gillem to the movie studio, we had to clean up 55 acres and four historic buildings. We hauled off 17 dumpsters of trash from the buildings and four pallets of contaminated materials. Part of the things to remove were five military vehicles which were on the property in the possession of the police department.

In 2018 the US Department of Defense surpluses old military vehicles and gave them to police departments across the US. Our police department received five vehicles known as Humvees which were in disrepair. None of them were operable, and they were stored at the police training area at Gillem which was sold to the movie studio.

Around this time, we had a visit to the Heritage Park Veterans Museum in McDonough to tour the old army base. They expressed an interest in the military Humvees and asked about acquiring them to restore their museum.

The 10,000 square foot museum is located in McDonough and the building belongs to Henry County. The museum is a non-profit run by military veteran volunteers who collect uniforms and arms and equipment for display to the public. They have about 8,000 visits each year from people all over the country.

We are here tonight to ask you to transfer the titles for two of these vehicles to the museum for restoration. One is a military police vehicle and the other is a general truck for parts. They will need full restoration, which will be the responsibility and expense of the museum. The museum will pay the title transfer fees which we estimate at about \$200 per vehicle.

If transferred to the museum, the vehicles will join a helicopter, jeep, motorcycles and other military equipment, and please let me introduce the folks who will restore the vehicles and who run the museum. Ron Weiss was in the Air Force, Ebony Freeman was a United States Marine, Joshua Augusto was in the Army, Guilford Wells was with the United States Navy and Jim Joyce served 24 years in the United States Army, thank you for your service.

The museum would be happy to invite you to the museum and attend a ceremony when they pick up the vehicles. The restored vehicles will display the name of the city of forest park as their donors. these vehicles, among others, will help tell the stories of the men and women who serve our country in war and peace.

We ask for the council to approve the transfer of the two vehicles (you have photos and titles in your packet) to the Heritage Park Veterans Museum for restoration and display to the public.

Comments/Discussions from Governing Body:

Councilmember Gutierrez – This is exciting, thank you Bruce for working with each gentleman and welcome to our city. I would love for one of those to go on Main Street once they get fixed up. I think Fort Gillem is one of the biggest parts of our history here in Forest Park, and we should definitely be proud of that. Thank you for your service and thank you for being here and thank you Bruce for putting this all together.

Councilmember Wells – Thank you so much Bruce, I think you do an amazing job. Thank you, gentlemen, for your service. I do think this is a great thing and it will also make the City of Forest Park look good and tell some of our history as well. Again, thank you gentlemen so much.

Councilmember Mears – I am 100 percent in agreement. Thank you first for your service, and I would like to see what happens when you get through with it and get it cleaned up. I was looking at the pictures in the book, and you got your work cut out for you.

Mayor Butler – Yes, it absolutely would be our honor. Thank you for your service and your continued commitment to our community. Thank you.

4. Council Discussion of City Directory Brochures – Executive Office

Background/History:

In an effort to help increase the overall level of communication between the City of Forest Park and its residents, the city has created several department directory brochures. Each brochure contains department-specific information regarding available services, frequently asked questions, contact information and more. The city manager is seeking council's approval on the brochures.

Comments/Discussions from Governing Body:

City Manager – This is just one piece of a bigger picture the council will start to see. We are working on our welcome to Forest Park package, which is something the council has been discussing for a minute. The brochures are just that one piece that we are trying to get finalized with certain areas. These are just examples of two that we do have. Once we get it done, we are going to put together an entire package of information from council members.

We are going to have council ward specific information, brochure information, we will have overall general city information. We will look to do a mailout to all of the city residents come next budget year, I will put the funds in for that, but also creating those that we have on display with us at the city hall and wherever we

go. This information will basically tell them everything that they need to know about Forest Park. The brochures are just the begging of things that will be coming before the council for approval.

Councilmember Gutierrez – Great job on these I really like the pictures that included and highlighted the community. They look really good Dr. Cooper.

Councilmember Mears – Yes, I am in favor of this.

City Manager – It was Mr. Lloyd that made them look as good as they look.

5. **Emergency Building Repair Appropriation (Public Works)** –Public Works/IT Departments

Background/History:

The Main Public Works building experienced a lightning strike at some point during the last few days. This strike severely damaged the transfer switch impacting all power to the building, as well as damaging several battery backups in the core server room affecting IT functionality.

An electrician is working on the building's power issues identifying what is needed to bring the building back online. Also, the battery backups for the servers are unable to carry any load, anytime the building loses power or switches from grid to generator, the servers perform a hard reset. This is not good and can cause long term damage, so Information Technology, and Public Works have taken preventative measures.

Due this unforeseen issue and the cost associated with it the City Manager is requesting a budget amendment to appropriate \$60,000 from emergency contingency in the following way - \$10,000 for Information Technology and \$50,000 to public works to purchase repair services and needed equipment to bring the building back online with full IT and Public Works functions.

Comments/Discussions from Governing Body:

Councilmember Antione – I am glad to hear that everybody was safe during the lighting strike. I am sorry to hear that.

Councilmember Gutierrez – I am glad to hear that everybody is safe, that is just scary. I am glad it happened when no one was there.

Councilmember Mears – I am in favor; we are lucky this has not happened before, and we need to get the department back up to speed.

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

It was moved to recess into Executive Session for Personnel, Litigation and Real Estate at 6:38 pm

Motion made by Councilmember James, Seconded by Councilmember Antione.

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

It was moved to reconvene the Work Session at 7:01pm

Motion made by Councilmember James, Seconded by Councilmember Antione.

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

ADJOURNMENT:

It was moved to Adjourn the Work Session at 7:01pm

Motion made by Councilmember James, Seconded by Councilmember Antione.

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

APPROVED