



CITY COUNCIL WORK SESSION

Monday, December 04, 2023 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
 Mike Williams, City Attorney

APPROVED MINUTES

CALL TO ORDER/WELCOME: Mayor Butler called the meeting to order at 6:00 p.m.

ROLL CALL: 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; Pauline Warrior, Senior Management Analyst; Javon Llyod, PIO; Kwame Marshall, Multimedia Specialist; Shalonda Brown, HR Director; Diane Lewis, Deputy HR Director; Bobby Jinks, Public Works Director; Nigel Whatley, Public Works Deputy Director; Bruce Abrahams, Director of Economic Development; David Halcome, Deputy Fire Chief; Chief Clemons, Fire Chief; Joshua Cox, IT Director; Derry Walker, Code Enforcement Director; Chief Criss, Police Department; James Shelby, Project Manager; Arthur Geeter, Purchasing; Michelle Hood, Deputy City Clerk, SaVaughn Irons, City Planner, and Rodney Virgil, IT Support Engineer.

ADOPTION OF THE AGENDA WITH ANY ADDITIONS / DELETIONS:

It was moved to adopt the Work Session agenda with the following additions: Discussion and Approval of the 2024 Holiday Calendar, Discussion and Approval of the 2024 Meetings calendar, and Discussion and Approval of a Memorandum of Understanding with the City of Riverdale and the Forest Park Fire Department.

Motion made by Councilmember Antoine, Seconded by Councilmember Mears.

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

Councilmember James called for a point of order and inquired about voting during the work session meeting. Mayor Bulter noted there was an amendment to include the three (3) additional items. The City Attorney, Mr. Williams, explained that voting could occur during work sessions and regular meetings.

OLD BUSINESS:

1. **Council Discussion and Approval of Changes to IGA between City and URA-Legal**

Background/History:

This item was previously discussed at the City Council Work Session on November 6, 2023. However, it was inadvertently left off the regular session agenda that night.

The attached intergovernmental agreement between the City and URA is the same as previously presented, and the staff recommends approval.

There was no discussion on this item.

NEW BUSINESS:

2. **Council Discussion and Approval of a Resolution to Apply for HUD Funding through the 2024 Community Development Block Grant Program (CBDG)- Executive Offices**

Background/History:

On Tuesday, November 28, 2023, Clayton County Office of Grants Administration hosted its 2024 Application Workshops for the County's HUD-funded grant initiatives, which include the Community Development Block Grant (CDBG), Emergency Solutions Grant (ESG) programs and Home Investment Partnership (HOME). This process was open to County Departments and local Municipalities currently in Cooperation agreements with Clayton County, nonprofit groups, and local businesses serving low- and - moderate-income households and communities within Clayton County—source: 24CFR 570.201.

The application period opened on November 29 and ends on December 14th at 4:00 pm ET.

City Manager, Mr. Clark- noted the City annually applies for the Community Development Block Grant (CDBG) Funds through Clayton County to subsidize projects throughout the City, which has also provided funding for the past two (2) to three (3) years. Mr. Clark noted that the staff is seeking approval to obtain grant funding from the county.

3. **Council Discussion and Approval of the Rollout of the City of Forest Park's Housing Rehabilitation Program (HOME) for Senior Residents (aka, "Legacy Residents") of Owner-Occupied Housing in the City- Executive Offices**

Background/History: The American Rescue Plan Act (ARPA) 2021 appropriated funds that local municipalities could use to aid Disproportionately Impacted Households and Communities. Such improvements will increase the lifespan of the City of Forest Park's housing stock, work to address housing inequities, and stabilize home values for the neighborhood and the residents, who were significantly impacted during the Great Recession and the COVID-19 pandemic.

City Manager, Mr. Clark- noted discussions have been had on the grant program for the past three (3) years with the previous administration. Mr. Clark also pointed out that the contractor that bid on the project wanted to charge more than expected; he has been speaking with the Council and believes it would be better served in-house, which could leverage funding to award more grant funds.

Ms. Warrior- delightfully showed the Mayor, Council, and constituents the Homeowner Maintenance Enhancements Program (HOME) promotional video. Ms. Warrior thanked those who participated in developing the promotional video, especially Mrs. Hartsfield.

Ms. Warrior- noted the application will be available from Friday, December 8, 2023, through February 9, 2024, and is a comprehensive application with income requirements, with the minimum being \$1,500 and the maximum being \$10,000. Ms. Warrior mentioned the City will manage the inspection process; all awards will go directly to the contractors and not the residents; residents must obtain three (3) different estimates, with an anticipated date of March to start repairs. Ms. Warrior- noted repairs would include minor plumbing, leaky toilets, window replacements, etc.

Comments/Discussions from the Governing Body:

Councilmember James- inquired about passing push cards out to seniors. Mr. Clark noted that the staff is looking into having listening sessions on receiving the grant funding and ensuring no fraudulent activity. Mr. Clark also mentioned that the Procurement Department will create a list of approved general contractors that have already been bonded, licensed, and insured that residents can use.

Councilmember James- inquired about setting up a station at City Hall to apply for those who may not have access to a computer. Mr. Clark noted that he wanted to bring the program in-house due to residents shying away from the tedious application process and is prepared to teach staff how to assist residents with the application process. Mr. Clark expressed the focus will be on the legacy residents as of now, with the hopes of focusing on the general residents, followed by commercial properties, if legal.

Councilmember Antoine- noted Ward 2 has a lot of seniors and expressed he is there to help share the word.

Councilmember Guitierrez- inquired about the poverty numbers. Ms. Warrior noted looking at the federal poverty guidelines that were amended back in April 2022, one (1) resident cannot make over \$25,000/year, two (2) residents cannot make over \$33,000/year, three (3) residents cannot make over \$42,600/year and four (4) residents cannot make over \$51,300/year.

Councilmember Guitierrez- mentioned seniors hearing about the program at bingo night with nothing coming to fruition; he also noted things will take time and hopes the listening sessions will help residents.

Councilmember Akins-Wells- thanked staff and noted that Mr. Clark called her asking for her input, and she thought it was “doing too much”; however, after seeing the video, she noted it was terrific.

City Manager, Mr. Clark- recognized the Public Information Office (PIO) Team for putting the video together.

Councilmember Mears- thanked Ms. Warrior for the presentation.

Mayor Butler- echoed the sentiments of her colleagues and noted the video was an excellent way for residents to end the year for residents.

4. **Council Discussion and Approval of an Agreement for three (3) additional Card Reader Purchases with Tyler Software-** Finance Department

Background/History:

With the addition of Fire Station 3, The Forest Park Police Department, in conjunction with the Department of Finance, is upgrading the Point of Sales terminals. This will provide the constituents the flexibility of an additional payment location for Court Citations. The Point-of-Sale terminals will include upgraded security features, including contactless payments by card and mobile devices. With the initial cost of \$1,587.00 for the payment terminals and the ongoing annual cost of \$540.00 for software licensing and maintenance, the upgrade will optimize the reconciliation process by having all municipal payments within one payment portal.

Mr. Wiggins- noted that the additional card readers will allow for more flexibility for residents to make payments at different locations. Mr. Wiggins pointed out the additional locations will include one (1) at Fire Station #3 and two (2) at the Court.

5. **Council Discussion and Approval of a contract for Accounts Payable Automation with Tyler Software-** Finance Department

Background/History:

With the ongoing efforts to move the City of Forest Park forward with the Digitization Strategy presented within the FY23-24 Financial Budget hearing, the Department of Finance seeks to upgrade our current Accounts Payable process. With this upgrade, the City of Forest Park can pay suppliers more efficiently and securely while simplifying the bank reconciliation process. This will increase departmental transparency by allowing the City of Forest Park to view the status of payments instantaneously in real-time and streamline the day-to-day payment process, all while eliminating paper from our workflow. Most importantly, this will strengthen our relationships with vendors locally and abroad.

Mr. Wiggins- noted this will help speed up the process of payments to vendors, and instead of checks taking five (5) to ten (10) days, vendors will be able to receive their checks within one (1) to two (2) days. Mr. Wiggins also noted this would streamline bank reconciliations in the finance department.

Comments/Discussions from the Governing Body:

Councilmember Gutierrez- noted the frustrations of dealing with vendors and events with late checks and expressed his excitement.

6. **Council Discussion and Approval of a request to Change the Job Title of Administrative Supervisor to Office Coordinator in the Planning & Community Development Department- Human Resources Department**

Background/History:

Planning and Community Development would like to modify their organizational chart by changing the job title of Administrative Supervisor to Office Coordinator. Based on the duties of an Administrative Supervisor, the Office Coordinator title would be more in line with the current employee's duties. The jobs are in the same Pay Grade (110). This position will not be supervising anyone. However, this position handles all of the administrative tasks within the department and serves as a backup in the department when needed. The Planning and Community Development Director is requesting to increase the salary for this position to \$54,000, which would be comparable to other Office Coordinators in the City.

Ms. Brown- noted that the Planning and Community Development is seeking to change the job title of Administrative Supervisor to Office Coordinator. Ms. Brown stated that based on the duties of an Administrative Supervisor, the Office Coordinator title would be more in line with the current employee's duties. Ms. Brown explained that the current employee is no longer doing the responsibilities of the administrative supervisor; the job change would re-align and make sure the position is being paid comparably with other office coordinator positions. Ms. Brown noted that a few months ago, the Planning and Community Development transferred the staff assistant over to fulfill the administrative role but would not supervise anyone.

Comments/Discussions from the Governing Body:

Councilmember James- inquired if the position was already filled. Ms. Brown replied there is someone currently in that position with the title of Administrative Supervisor; however, the duties are not aligned with the current responsibilities.

Councilmember Akins-Wells- inquired about the current salary. Ms. Brown noted the current salary is \$47,500.

City Manager, Mr. Clark- Noted the position that the Planning and Community Development Department had transferred over to Code Enforcement. Mr. Clark also noted that when the Office Clerk/ Permit Technician was transferred to Courts, staff started looking at the position and noticed the position had an employee. Mr. Clark explained that if there is a director, there is no need to have several employees with different levels of management. Mr. Clark mentioned Director Brown brought to his attention that the predecessor started with the proposed salary.

7. **Council Discussion and Approval of the Transportation Service Businesses Text Amendment – Planning and Community Development Department**

Background/History:

Chapter 8, Articles A, B, and C of the Code of Ordinances, specifically the Zoning Ordinance, does not address the use of certain transportation businesses, such as taxicab and limousine services, taxi and limousine dispatch and storage services, and ambulance services in the City of Forest Park. The proposed legislation request is to amend the Code of Ordinances to specify the uses of such businesses in certain zoning districts in the City.

Ms. Irons- noted the Planning and Community Development department had seen a surge in transportation requests; however, the codes do not clarify where businesses are allowed. Ms. Iron also noted that the amendment to the codes would help provide clarity to customers.

8. **Council Discussion and Approval of GIS and Mapping Services with Clayton County-**Planning and Community Development Department

Background/History:

The Planning and Community Development Department has to amend its Zoning and Future Land Use Maps from time to time based on rezoning requests and other changes that may develop, such as information related to the Census. To ensure that our maps and GIS parcels are up to date, it is necessary to have a readily responsive entity. We want to discuss with Clayton County whether a partnership is feasible for its Community Development GIS Division to assist with this service.

Ms. Irons- noted the Planning and Community Development Department would like to request a discussion with Clayton County to partner up and assist the Planning and Community Development Department with the mapping and GIS services to provide more maps or readily available information for customers. Ms. Iron also noted within the provision that the services are on a 40-hour block of time, which has expired, and would be more feasible if the county partnered up and if approved, an agreement and cost of services would ensure that the Planning and Community Development Department would be able to serve customers adequately.

9. **Council Discussion and Approval on the review and approval of the updated 2023 City of Forest Park Comprehensive Plan-** Planning and Community Development Department

Background/History:

The update of the 2023 Comprehensive Plan for the City of Forest Park began earlier this year. Throughout this process, the steering committee met two (2) times; a public open house was held for the public to engage, ask questions, and provide feedback; two (2) public hearings were held at City Council meetings. Residents and stakeholders also had an opportunity to participate in the process through online surveys that were available on the City's social media platforms and website. As approved by the Georgia Department of Community Affairs, the City of Forest Park's 2023 Updated Comprehensive Plan is presented to the City Council for review and to adopt the 2023 City of Forest Park Comprehensive Plan Update.

Ms. Irons- noted that the Department of Community Affairs (DCA) has approved the City's updated Comprehensive Plan, which is still within the review period that ends on December 7, 2023. Ms. Irons mentioned that if the Council has any questions or comments, staff will answer any questions and provide additional information from the Atlanta Regional Commission (ARC). Ms. Iron noted that once approved, notice will be provided on the City's website for the city to share with citizens and will also be provided to the legal organ to inform residents and stakeholders how to review the adopted plan.

Comments/Discussions from the Governing Body:

Councilmember Antoine- noted he would be interested in seeing how the circulation would go and wants to be engaged.

Councilmember Guitierrez- noted being a part of the planning committee and expressed his excitement at seeing how things will roll out.

10. **Council Discussion and Approval of the Digitization Agreement for Planning and Community Development Processes-** Planning and Community Development Department

Background/History:

Through the vision of moving the City of Forest Park forward and our development of a concierge service model, the Planning and Community Development Department has been making strides to update current processes and the way day-to-day business is handled to become more customer-focused. With the current manual process in effect, there are multiple paper applications, and residents, developers, and potential new business owners have to come into the office to apply and make payments for any proposed projects. This has caused slower processing times, inefficiencies, and a consumption of valuable time for both the applicant and staff. By updating the current software, this digital transformation can radically change how the City of Forest Park's Planning and Community Development operates moving forward.

Ms. Irons- noted that this item was presented to the Mayor and Council in June regarding the digitization process and how business is conducted. Ms. Iron also spoke about Mayor Butler's L.E.A.F Life presentation that was presented at the November meeting, which also aligned with what they were projecting with them moving the city forward with the different processes. Ms. Irons noted staff is planning to agree to move forward with Tyler Technologies to update all application processes to allow customers to apply online, make payments online, and reduce in-person contact, giving customers more options for utilizing online.

11. **Council Discussion and Approval of Lot/Yard Standards amendment to Section 8-8-73 of the Code of Ordinances-** Planning and Community Development Department

Background/History:

The proposed amendment adds a new subsection (C), Commonly Owned Lots, to Section 8-8-73 of the Code of Ordinances. This amendment clarifies that setbacks currently referenced in subsections 8-8-73 (b) 1, 2, and 3 may be disregarded when a structure is intended to be built on contiguous individual parcels or lots under common ownership.

Ms. Irons- noted that based on the review of the current codes, residents with lots parallel to each other must meet the current setback requirements, which are 10' setbacks, 25' front setbacks, or 30' rear setbacks. Ms. Iron noted that the update would allow for property owners who own continuous lots, or lots adjacent to each other; the setbacks would not apply.

Comments/Discussions from the Governing Body:

Councilmember James- mentioned in the past that there were a lot of citizens who wanted to build on lots, and because there was substantial land that was being preserved, there are talks about some builders and developers who are running into issues with the current code dealing with setbacks; and inquired if those issues are being addressed. Ms. Irons noted the information is under review within the codes, and it depends on where there may be any questions or issues in the zoning district. Ms. Iron stated builders are using lot width to build what is being proposed, and the amendment would allow lot owners who own multiple lots next to each other to bypass the setback codes.

12. **Council Discussion and Approval of a Resolution to Authorize the Extension of Service Agreement with Croft & Associates**—Planning and Community Development Department

Background/History:

In 2020, the City engaged Croft & Associates to provide on an as-needed basis technical, professional, architectural, and engineering design services for various City projects as broadly described in the original Scope of Services for Architectural and Engineering Design Services for the City of Forest Park.

The initial term of the Service Agreement for On-Call Services between the City and Croft & Associates expired on November 16, 2023. The City can renew this Service Agreement for one additional two-year term. Based on their high level of satisfaction with their work, the Department of Planning and Community Development is requesting renewal approval.

Mr. Shelby- noted the Resolution would extend the service agreement with Croft and Associates for a one (1) two (2) year extension. Mr. Shelby noted Croft and Associates are currently working on Starr Park.

13. **Council Discussion and Approval of a Resolution to Authorize the Extension of a Service Agreement with Falcon Design** – Planning and Community Development Department

Background/History:

In 2020, the City engaged Falcon Design to provide on an as-needed basis technical, professional, architectural and engineering design services for various City projects as broadly described in the original Scope of Services for Architectural and Engineering Design Services for the City of Forest Park.

The initial term of the Service Agreement for On-Call Services between the City and Falcon Design expired on November 16, 2023. The City can renew this Service Agreement for one additional two-year term. Based on their high level of satisfaction with their work, the Department of Planning and Community Development is requesting renewal approval.

Mr. Shelby- noted the Resolution would extend the service agreement with Falcon Design for a one (1) two (2) year extension. Mr. Shelby noted Falcon Design is the City's current engineer and currently works on all the capital projects and the plan review for the Planning and Community Development Department and Public Works.

14. **Council Discussion and Approval of a Resolution to Authorize the Extension of a Service Agreement with Precision Planning** – Planning and Community Development Department

Background/History:

In 2020, the City engaged Precision Planning to provide on an as-needed basis technical, professional, architectural, and engineering design services for various City projects as broadly described in the original Scope of Services for Architectural and Engineering Design Services for the City of Forest Park.

The initial term of the Service Agreement for On-Call Services between the City and Precision Planning expired on November 16, 2023. The City can renew this Service Agreement for one additional two-year term. Based on their high level of satisfaction with their work, the Department of Planning and Community Development is requesting renewal approval.

Mr. Shelby- noted the Resolution would extend the service agreement with Precision Planning for a one (1) two (2) year extension. Mr. Shelby said Precision Planning is working on the Rite-Aid building, City Center, and a joint operation with the Police and Fire Departments.

15. **Council Discussion and Approval to Purchase Five (5) Police Cars for the Police Department-
Police Department**

Background/History:

Historically, vehicle acquisitions were tailored to meet staffing needs, but due to the recent decrease in vacancies, the existing fleet does not align with the current requirements. The Police Department has five (5) unfilled positions, marking the lowest vacancy rate in the past fifteen (15) years.

Consequently, the Forest Park Police Department aims to procure five (5) Ford Explorers at a total cost of \$235,157.00 from Local Forfeitures. This investment is intended to address immediate vehicle needs, align with the current staffing levels, and contribute to the overarching mission of the police department.

Chief Police Criss- noted that purchasing the five (5) vehicles would fulfill the needs of the aging fleet and the shortage of vehicles; he also stated that the five (5) vehicles would be issued to administrative staff.

Comments/Discussions from the Governing Body:

Councilmember James- noted looking into purchasing another ambulance for the fire department.

City Manager, Mr. Clark- noted there is an ongoing study that came with the visit to Linden Way station a few weeks ago. There is a formula the Fire Department uses to assess when ambulances are needed. Mr. Clark also noted there will be more discussion at the strategic planning retreat in January to have an ambulance at every station.

Chief Clemons- noted the Fire Department typically has an ambulance at every station but is short one ambulance that needs replacing.

City Manager, Mr. Clark- noted for clarity the police department would use \$250,000 from local forfeitures in addition to using \$150,000 from the general fund for equipment and fitting of the vehicles.

Chief Criss- agreed with Mr. Clark about the amounts and what they would be used for and noted \$250,000 would go towards the vehicles and the \$150,00 would go towards the upfitting of the vehicles.

City Manager, Mr. Clark- inquired with Mr. Wiggins, the finance director, on which line item the \$150,000 would come from. Mr. Wiggins noted the funding would come from the contingency funds.

Comments/Discussions from the Governing Body:

Councilmember Antoine- thanked the chief and thanked him for keeping everyone safe.

Councilmember Guterrez- expressed the desire to continue community policing and noted the police presence is around.

Councilmember Akins-Wells- inquired about adding the purchase of an ambulance to tonight's agenda. Mr. Clark noted he would feel more comfortable once the work they are doing is finalized and indicated that something will be prepared to be brought forward at the January retreat.

Councilmember Mears- noted he is always happy to see when the City is taking care of its people.

16. **Council Discussion and Approval to purchase Fifteen (15) Dell Laptop in the amount of \$25,396.50-** Police Department

Background/History:

Due to outdated and insufficient computers, the police department is seeking to purchase fifteen (15) Dell Laptops, which can offer the functionality and flexibility needed to perform work tasks effectively.

With approval, the purchase will be funded by Redspeed in the amount of \$25,396.50.

Chief Criss noted that with the few vacancies, the police department has, they need additional laptop computers to upfit or outfit officers on the road; he also noted funding would be available from the Redspeed line item and would not cost taxpayers any money.

17. **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 their service weapon.

The Forest Park Police Department requests the transfer of Glock 22 Gen 4, 40-caliber (Serial# AFSX220) to Curtis Averhart, who retired on 07/21/2021 with twenty-five (25) years of service to the department. There is no cost associated with this transfer.

Chief Criss- noted Officer Curtis Averhart was employed with the City for twenty-five (25) years; part of the hiring incentive indicates that if a member of law enforcement reaches twenty-five (25) of service, they are eligible to receive their duty weapon. Chief Criss noted the gun would be fully functional.

Comments/Discussions from the Governing Body:

Councilmember Gutierrez inquired if the service gun could be mounted on the wall or something they could have on their person.

Councilmember Mears- expressed his main concern with the liability of making sure the gun is no longer registered in the City's name. Chief Criss noted that the City Attorney would draft a contract that would release the City of all liability before the transfer, which would also have to be signed.

City Manager, Mr. Clark- noted this is his first time dealing with something like this and inquired with the City Attorney, Mr. Williams, about having a declaration of surplus, and also, if the City purchased the items, could they just be transferred from the depreciation schedule? Mr. Williams noted it would be a transfer pursuant to the policy and would not need a declaration of surplus because it is still fully functional; he also stated that a contract is ready.

City Manager, Mr. Clark- inquired if the gun was already with the retiree or housed with the City. Chief Criss noted the gun was housed in the City and was not completed by the prior administration.

18. **Council Discussion and Approval to enter a contract for Task Order No. 2023.02 with Falcon Design for the Construction Drawings for Waldrop Dr. Curbs and Sidewalks in the amount of \$40,000-** Public Works Department

Background/History:

The Public Works Department is seeking the approval of council for Task Order No.2023.02 in the amount of \$40,000 to enter a contract with Falcon Designs for the construction drawings of the new sidewalk and curb along Waldrop Dr.

Funding will come from the American Rescue Fund.

We will be closer to a start date once all parties have signed the contract with Falcon Designs to begin the construction drawings.

Public Works Director, Mr. Jinks- noted the concept phase has been completed, and the construction drawings are the next steps. Mr. Jinks also noted staff being transparent about where the funding will be allocated and informed the Mayor and Council of having a breakdown in their agenda packets.

Comments/Discussions from the Governing Body:

Councilmember James -noted it was a long time coming and mentioned having two (2) complexes too close to the new construction of the middle school; she also stated that there is a lot of foot traffic, and the area is hilly.

City Manager, Mr. Clark- noted he asked staff to provide the list of road sidewalks that was a part of the American Rescue Plan Act (ARPA) approved by the Mayor and Council three (3) years ago and has taken staff a while to get to this point. Mr. Clark noted adding this item to the agenda to be transparent and inform the governing body of the progress.

Mr. Jinks- informed Mayor and Council of the list and noted Rockcut Rd., located in Ward 3, already has construction drawings and is currently working on purchasing the Right-of-Way; Waldrop Dr., located in Wards 1 and 2 are included; and Linda Way, located in Ward 4 are in the process of buying the Right-of-Way and then will go out for bid.

City Manager, Mr. Clark- noted knowing the amount approved but does not know the amount necessary to complete the work. Mr. Clark also indicated that Rockcut Rd. was approved not to exceed the amount of \$400,000; however, the actual bid is \$490,000.

Mr. Jinks- noted a grant completed the construction drawings with an estimated cost of \$498,000; he also indicated once it goes to bid, it will fall short.

19. **Council Discussion and Approval of the 2024 Observed Holiday-** Executive Offices

Mayor Butler noted that the holiday schedule is the same as the previous years, with Juneteenth as the newest addition.

20. Council Discussion and Approval of the 2024 Scheduled Work Sessions and Regular Meetings Dates- Executive Offices

Comments/Discussions from the Governing Body:

Councilmember James- noted she is not in favor, and although she appreciates long meetings and agenda items, she does not want to be rushed; she also noted being in favor of cutting the meetings to one regular session and one work session a month.

City Manager, Mr. Clark- noted having conversations on having one work session meeting and one regular session meeting; he also emphasized the calendar before Mayor and Council shows having two (2) meetings per month, one (1) work session and one (1) regular session at each meeting. Mr. Clark stated that the staff has decided not to move forward with having one (1) work session and one (1) regular session meeting per month due to the challenges of the agenda being overloaded with agenda items. Mr. Clark also noted that staff is reconfiguring the process, and the calendar before Mayor and council mimics the current year's meeting schedule date.

21. Council Discussion and Approval of a Memorandum of Understanding with the City of Forest Park Fire Department and the City of Riverdale- Fire Department

City Attorney, Mr. Williams- noted that the City of Forest Park's Fire Department is seeking approval of a Memorandum of Understanding with the City of Riverdale related to EMT training programs.

Mr. Gelmini- noted the agreement with the City of Riverdale would allow their initial education EMTs and advanced EMTs to ride on the City of Forest Park's fire trucks as part of their initial education. Mr. Gelmini also noted the City of Forest Park has similar agreements with several surrounding counties, which allow the City's EMT students to get field training experience by riding with two (2) licensed personnel.

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 December 4, 2023, Council Work Session at 7:00 pm.

Motion made by Councilmember Mears, Seconded by Councilmember James.

Voting yea: Councilmember James, Councilmember Antoine, Councilmember Gutierrez, Councilmember Wells, and Councilmember Mears.

In compliance with the Americans with Disabilities Act, those requiring accommodation for meetings should notify the City Clerk's Office at least 24 hours before the meeting at 404-366-1555.