



**CITY OF FOREST PARK MAYOR & COUNCIL
CITY COUNCIL WORK SESSION**

Monday, July 19, 2021, at 6:00 PM
Council Chambers and YouTube Livestream

Website: www.forestparkga.gov
YouTube: <https://bit.ly/3c28p0A>
Phone Number: (404) 366.1555

FOREST PARK CITY HALL
745 Forest Parkway
Forest Park, GA 30297

DRAFT WORK SESSION MEETING MINUTES

The Honorable Mayor Angelyne Butler, MPA

The Honorable Kimberly James The Honorable Dabouze Antoine
The Honorable Hector Gutierrez The Honorable Latresa Akins-Wells
The Honorable Allan Mears

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

CALL TO ORDER/WELCOME: The meeting was called to order by Mayor Butler at 6:00pm

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, Mayor Pro-Tem		✓
Hector Gutierrez	Council Member, Ward 3		✓
Latresa Akins-Wells	Council Member, Ward 4		✓
Allan Mears	Council Member, Ward 5		✓

DIRECTORS PRESENT: Darquita Williams, Interim Finance Director; Bruce Abraham, Director Economic Development, Bobby Jinks, Director Public Works, Tarik Maxwell, Director of Parks and Recreation, and David Halcome, Deputy Fire Chief

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

COMMUNITY INFORMATION/REMINDERS:

- The City of Forest Park would like to hear from our residents and stakeholders on ideas for utilizing the American Rescue Plan Funds most effectively for our community. Please visit www.forestparkga.gov and click on the banner at the top of the page titled "American Rescue Fund Survey – let your voice be heard". The survey is formatted to be accessible from all cell phones, tablets, and computers.

CITY OPERATIONS:

- A New Agenda software has been implemented and all staff has been trained to utilize it starting with the August 2, 2021, Council Meeting. The council agenda items will now be easily entered into a web-based system and routed throughout the proper levels for approval prior to being added to the agenda for council consideration. The software ensures that all documents will be available for the council to review to make decisions regarding city matters. Thank you to our City Clerk Diane White for spearheading this implementation and training.
- Councilman Gutierrez has installed in ward#3 a library box with a buddy bench at the North/South Parkwood location. This is to encourage reading and book donations for everyone to enjoy. Thank you, Councilman Gutierrez, for your continued commitment to education, literacy, and our youth.
- The city is finally replacing the old non-working Early Warning Sirens. Thanks to the hard work and diligence of Deputy Fire Chief David Halcome we will have three working sirens again bringing us compliant and able to inform all residents of potential weather emergency. Thank you Deputy Fire Chief Halcome.

EMPLOYEE SPOTLIGHT:

Public Safety:

- On Saturday July 3, 2021, the County partnered with the City of Jonesboro regarding a Public Safety Appreciation Concert. The Forest Park Police Department and Forest Park Fire Department had vehicles on display and along with other departments, received the attached award referencing what they have done and continue to do for our community during this pandemic. I would like to thank the council for approving to continue the First Responder's Stipend at last Council Meeting and send a huge congratulations to the Men and Woman of the Forest Park Police and Fire Department for this outstanding achievement. *THANK YOU FOR ALL YOU DO!*
- And for those looking for a rewarding career consider applying for the Forest Park Police Department or Forest Park Fire Department. For more information or to apply for any positions please visit www.forestparkga.gov/hr

Public Works

- Thank you, to Ms. Tonya Thomas for her diligence in assisting residents on Virginia Circle and on Skyland in addressing issues with trash pickup. We are closely monitoring Waste Management's Performance and holding them accountable for their performance. We do have service level expectations in our contract, and we are enforcing them when necessary.

Executive Offices

- Thank you, Ms. LaShawn Gardiner, Grants Analyst for assisting the City of Forest Park in receiving our share of the American Rescue Plan Fund. Ms. Gardiner ensured all our paperwork and timelines were met. It was

her hard work that helped us receive our share of funds without any delays, so KUDOS to Ms. LaShawn Gardiner. At our next council meeting on August 2, 2021, I will be bringing forward a resolution for Council consideration for a one-time bonus payment for all city staff.

NEW BUSINESS:

1. Council Decision on ABM Status Report – Public Works/ Procurement Department

Background/History:

Our HVAC Maintenance Contractor is ABM. They have had the contract with the City of Forest Park since 1997. They have done a good job for the City during this time, but the contract has an automatic renewal clause. The contract comes up for renewal August 1, 2021. The Department of Procurement forwarded an email to ABM in May stating the City will not automatically renew the contract. The Department of Procurement along with the Department of Public works requested ABM to do an assessment of our HVAC systems throughout the city. ABM is here today to present their findings regarding the audit of our HVAC systems, and to discuss price escalation for the Maintenance Contract since there has not been a price increase since 1997. ABM will also present their Building Energy Solutions Program, a paid-from-savings funding solution for replacing the old HVAC equipment, upgrading controls, and addressing other facilities operational needs.

Bobby Jinks, Public Works Director – introduce the representatives from ABM, Catherine Peoples and Melissa Hargrove, who presented the presentation.

Catherine Peoples and Melissa Hargrove of ABM provided Mayor and Council with a presentation. Catherine Peoples stated we would like to discuss the first year HVAC current maintenance agreement that is scheduled to renew on August 1st and to talk about the current equipment, the replacement cost for aging and obsolete equipment, the City of Forest Park Investment versus what you could have paid with service escalations and the HVAC maintenance options going forward and to provide you with some recommendations for a solution. We did a HVAC condition assessment of all the equipment. You have approximately \$1.5M worth of HVAC equipment in your facilities. Some of the concerns that we have brought to the city was that the equipment is over 20 years old that you have currently under the maintenance agreement. 50% is over 15 years or older closer to the 20-24year mark. ASHRAE states the useful life of the equipment you have is about 15 years. Without doing any escalation within the last 24 years the city saved over \$300k on your maintenance agreement. She explained the city currently has a guaranteed lifetime protection program on all the building except for City Hall and Public works, you have only preventative maintenance only as when they were renovated, we removed them from the agreement and added them back once the warranty expired. The city is currently paying \$67,820. What we are asking is for \$98,460 an increase of \$30,640. We have not implemented any escalations in the past 24 years and by doing so has saved the city over \$300,000.

Councilmember Aikens-Wells asked if escalation could be explained.

Catherine Peoples, of ABM said escalation is a price increase annually due to labor and or the increase of material costs.

Councilmember Aikens-Wells wanted to know if the Guarantee Lifetime Protection covers all buildings. Yes, it will be for all buildings except for Public Works and City Hall, they are both on a preventative maintenance agreement because the equipment is only 3 years old. The maintenance will be included, but if there is a repair to any equipment at Public Works and/or City Hall they both will incur a cost.

Councilmember Aikens-Wells inquired about the time frame of the construction?

Melissa Hargrove, ABM provided a brief overview of some comprehensive solutions for the City of Forest Park. Some of the benefits of the program are the savings that is guaranteed for the life of the contract. We would provide you with a savings report annually, quarterly, and or monthly.

Councilmember Hector Gutierrez asked if there are any grants out there specifically for this?

Melissa Hargrove, ABM, said we will seek grants and or loans, but this will begin once a decision is made. We do quite of bit of rebates for these programs. Melissa Hargrove said I work closely with GIFA a lot of time they have the low-rate loans. I will either look for loans or the grants and that it something I can investigate once you have decided.

2. Council Discussion on Exterior Grounds Maintenance Services – Public Works/ Procurement Department

Background/History:

The Department of Public Works is requesting your approval to enter into a contractual agreement with the following three landscaping companies: WCC, Aero Groundtek, and Worldscapes-LGP. The Department of Procurement conducted a request for qualifications for landscaping services and these three firms submitted their qualifications and these were the firms selected. These firms are on an on-call basis, which means as services are needed, The City will utilize these three firms to perform specific task orders. These firms will supplement the Public Works short staffed for landscaping services. The Department of Public Works will have the option to allow these firms to compete against each other or they can be in rotation for various sites throughout The City of Forest Park, as well as for the various existing City Boards. The contracts will last for 3 years with a 2-year renewal option if the City wants to continue any one of the three firms based on their performance.

Councilmember Aikens-Wells wanted to know why change to a contract when we have a Public Works department?

Bobby Jinks, Public Works Director –stated this is a program that was passed down by the Procurement Department. He stated with the city events and being short staff when we are pulled away from cutting the grass the other projects fall behind. We will have staff on the main thorough fares to keep them maintained. We will also have people overseeing if we enter a contract the secondary streets.

Councilmember Aikens-Wells asked if the state being held accountable for the right of ways the state maintains? They maintain the roadway and we are responsible for taking care of the right of ways and sidewalk and any safety issues.

Councilmember Hector Gutierrez wanted to know the process for selecting the vendors for the contracts? I know that we have a lot of companies here.

Bobby Jinks, Public Works said we advertised per the code on the city's website.

3. Council Discussion on LAB LINQ COVID 19 TESTING SITE CONTRACT EXTENSION – Parks & Leisure/Procurement

Background/History:

Lab Linq Mobile has been providing on-site COVID-19 Testing in Forest Park since March 10, 2021. The contract calls for a review and possible extension in July of 2021. In light of the most recent onset of the Delta Variant and the continued need for testing and vaccines, Lab Linq Mobile is requesting a one-year contract extension with a review at 6 months to assess community needs for continued service.

There was no comments/discussion by governing body

4. **Council Discussion on the Revision of Emergency Management Agency's Local Emergency Operations Plan (EOP) – Fire Department**

The City of Forest Park is one of two cities in the entire State of Georgia that has our own Emergency Management Agency. One of the requirements as an EMA, is to create, approve, maintain, and update our Local Emergency Operations Plan every four years. The EOP addresses response actions, capabilities, and procedures for when the city and its resources become overwhelmed in the event of an emergency or disaster. It describes recovery strategies, initiating and terminating response and recovery phases, activating authority, and identifies alternate agencies and departments available to respond for various services. The EOP also specifies the jobs and responsibilities of primary and support agencies/departments. FEMA's document, *Engaging the Whole Community in Planning*, states that "Disasters begin and end locally. After the response is over, it is the local community that lives with the decisions made during the incident." The success of this plan depends largely, in part, on the collaboration of the City's elected officials and the City's departments responsible for the development and maintenance of these plans, along with proper training and exercises. Proper activation and implementation of the plan will reduce the vulnerability of the City, its citizens, and properties from a disaster, and establishes a means to respond effectively to disasters.

There was no comments/discussion by governing body.

5. **Council Discussion on the Adoption of Clayton County's Resolution for Multi-Jurisdictional Hazard Mitigation Plan – Fire Department**

There was no comments/discussion by governing body.

6. **Discussion on Approving a Resolution to Authorize Engaging Land Acquisition Consultants for Additional Property Needed for the New City Hall Facility – PBZ Department**

Background/History:

The City Council has authorized the retention of special counsel to assist the City with the acquisition of additional property for the new City Hall facility. It is necessary that additional consultants (appraisers, surveyors, etc.) be retained and authorized to enter the property (a) to facilitate the acquisition process, (b) to quantify the nature and extent of the potential acquisition of private property, and (c) to determine just and adequate compensation for such potential acquisition. The resolution provides that authority.

James Shelby, Director of Public Works: provided Council with an overview of the Resolution to Authorize Engaging Land Acquisition Consultants for Additional Property needed for the New City Hall. He said Fort Gilliam we found money in the SPLOST to move forward with the renovations and to do a new building.

Councilmember Aikens-Wells: wanted to know why we needed two public safety buildings? Mr. Shelby said first responders should be in a decent place in order to do their job. He mentioned that it is not a

police precinct it is a mini precinct. He said we need some type of police presence at Fort Gillem. Fire Station #3 will remain and Fire Station #2 we are looking at renovating. The police station will be moving to a new City Hall site, the City Center. The Fire Station at Fort Gillem is the Public Safety Building at Gilliam Logistics Center.

Councilmember Aikens-Wells said the site at Fort Gillem was specifically for the fire department how did the police get incorporated if it was not approved by the Council.

Councilmember Kimberly James: thanked Public Works Director James Shelby for his work. She invited everyone to visit the website and watch the online neighborhood meetings for more information on city projects.

Councilmember Allan Mears: stated a police precinct at Fort Gillem is a good idea. You need a certain amount of police and fire protection for the employees and individuals that frequent Fort Gillem daily.

Councilmember Aikens-Wells said we need officers; we do not need buildings for officers that we do not have.

Councilmember Hector Gutierrez: thanked Director James Shelby, Director of PBZ for his work. He said he supports the idea of a small precinct at Fort Gillem.

7. **Discussion on Approving a Resolution to Authorize Engaging Land Acquisition Consultants for Additional Property Needed for Trailhead Access – PBZ Department**

Background/History:

The City Council has authorized the retention of special counsel to assist the City with the acquisition of additional property for the trailhead access for the Model Mile and Starr Park. It is necessary that additional consultants (appraisers, surveyors, etc.) be retained and authorized to enter the property (a) to facilitate the acquisition process, (b) to quantify the nature and extent of the potential acquisition of private property, and (c) to determine just and adequate compensation for such potential acquisition. The resolution provides that authority.

There was no comments/discussion by governing body.

8. **Council Discussion on Sister Cities Program - Budget – Legislative Department**

Background/History:

On September 8, 2020, the City Council Approved resolution no. 20-21 giving the city authorization to participate in Sister Cities International. In the Initial request support was requested for a struggling elementary school in Haiti and the initial budgeted dollar amount approved was \$15,000. It is requested that the city council consider approving an additional budget for aid request for FY2022.

Councilmember Dabouze Antoine: said the President of Haiti was assassinated. The two schools we support through Sister Cities International in Haiti need food. The \$10,000 will help to save lives.

City Attorney, Mike William said we can work with other governments through intergovernmental agreements to find resources. It is not in the Charter therefore we cannot provide food relief.

9. **Discussion on Approving a Resolution on Signage for All City Events – PBZ, Public Works & City Attorney**

Background/History:

It is proposed that the City Council provide explicit authorization to the city staff to place temporary advertising and directional signage for all budgeted City events for the current fiscal year. At a recent Council meeting, the consensus of the City Council was that the staff was to strictly follow the provisions of the sign ordinance and apply them to the City in the same way they are applied to businesses.

This will be time the Council by resolution formally approves signage for City events on City property. The resolution covers all budgeted City events, identifies the location of signage, and sets for the terms for the size and duration of the placement of the signs.

Councilmember Akins-Wells said no one stated to the City Attorney that the City of Forest Park wanted the Sign Ordinance to be the same as the businesses; the city is exempt. We did say if we are not abiding by the law, we should take our signs down. Why would the city be required to get permission from the city to have a city event?

City Attorney Mike Williams: said there are two categories of signs. There are signs that are placed in the right-of-way and our ordinance explicitly states that the city can place signs in the right-of-way but there is a process to follow. The council would ultimately have to decide to approve signs in the right-of-way. This is the first that council will be approving by resolution signs in the right of way. The second category addresses the signs outside of the right of way. The property owner must give permission and you would need to obtain a permit. As it relates signs on city facilities i.e., city hall and or city parks the resolution authorizes those signs can be placed on city facilities. As it relates to the permitting piece, this will eliminate any questions that may arise; it will remove any doubt.

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

ADJOURNMENT:

It was motioned to adjourn the July 19, 2021, Work Session Meeting at 7:39pm.

Motion by Councilmember Mears, Seconded by Councilmember Akins-Wells.

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