



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

Monday, November 15, 2021 at 7:00 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

AGENDA

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

VIRTUAL NOTICE

DISCLAIMER: For in-person attendance, all CDC requirements of Masks and Social Distancing is recommended.

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

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

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

CALL TO ORDER/WELCOME:

INVOCATION/PLEDGE:

ROLL CALL - CITY CLERK:

PRESENTATIONS:

1. Proclamation presented to Clayton County Youth Commission - Legislative

Background/History:

Councilmember Gutierrez would like to present a Proclamation to the Clayton County Youth Commission who is a part of Clayton County Youth Services

2. Commendation and Certificate presented to Boy Scout Troop 919 - Legislative

Background/History:

Councilmember Gutierrez would like to present a letter of Commendation and Certificate to the Boy Scout Troop 919 for their assistance in the Ward 3 Cleanup Initiative

3. Presentation by Earth Tomorrow - Legislative

Background/History:

Councilmember James would like Earth Tomorrow to give a presentation on recycling.

PUBLIC COMMENTS: (All Speakers will have 3 Minutes)

ADOPTION OF THE AGENDA WITH ANY ADDITIONS / DELETIONS:

APPROVAL OF MINUTES:

4. Council Approval of Council Work Session and Regular Meeting Minutes from November 1, 2021 - S. Diane White, City Clerk

OLD BUSINESS:

NEW BUSINESS:

5. Approval of a Judicial Appointment to serve as Judge Pro Tem on the Forest Park Court – Executive Offices

6. Adoption of Amending Banquet Hall Ordinance – Police Department

7. Council Approval of a Public Information Office Communication Policy – Executive Offices

CLOSING COMMENTS BY GOVERNING BODY:

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

ADJOURNMENT:

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

File Attachments for Item:

1. Proclamation presented to Clayton County Youth Commission - Legislative

Background/History:

Councilmember Gutierrez would like to present a Proclamation to the Clayton County Youth Commission who is a part of Clayton County Youth Services

CITY OF
FORESTPARK

City Council Agenda Item

Subject: Proclamation presented to Clayton County Youth Commission - Legislative

Submitted By: Councilmember Hector Gutierrez

Date Submitted: November 1, 2021

Work Session Date: N/A

Council Meeting Date: November 15, 2021

Background/History:

Councilmember Gutierrez would like to present a Proclamation to the Clayton County Youth Commission who is a part of Clayton County Youth Services

Cost: \$ N/A

Budgeted for: _____ **Yes** _____ **No**

Financial Impact:

None

Action Requested from Council:

Present a Proclamation



CITY OF
FORESTPARK

PROCLAMATION

WHEREAS: The Clayton County Youth Commission is part of the Clayton County Youth Services; and

WHEREAS: The mission of Clayton County Youth Services is to offer and promote program service opportunities to the youth of Clayton County designed to create positive learning experiences that will give rise to promising, contributing members of our community.

WHEREAS: Clayton County Youth services serves as a vessel of support for Clayton County's youth ages 14-24.

WHEREAS: The office provides and extends available leadership opportunities, creativity, independence, and workforce readiness.

WHEREAS: The youth will have access to resources that will help them achieve personal and career goals.

WHEREAS: Clayton County Youth Services looks forward to serving the youth of Clayton County through enriching programs to produce model citizens ready to be the change they want to see.

WHEREAS: The Clayton County Youth Commission strives for Success with excellent, Work ethics and Innovation to Transform the Community with distinguished Honor.

WHEREAS: The recognition of the Clayton County Youth Services byway of its Youth Commission contributions to the community was highly recommended by the City of Forest Park and Forest Park Residents.

NOW, THEREFORE BE IT RESOLVED, that the City of Forest Park proclaim its support and admiration for the men and woman of the Clayton County Youth Services and its Youth Commission.

IN WITNESS WHEREOF, we have hereunto set our hand on this 15th day of November 2021, and have caused the Official Seal of the great City of Forest Park, to be affixed hereto:

Angelyne Butler, MPA
Mayor

Councilmember Kimberly James
Ward 1

Councilmember Dabouze Antoine
Ward 2

Councilmember Hector Gutierrez
Ward 3

Councilmember Latresa Akins-Wells
Ward 4

Councilmember Allan Mears
Ward 5

File Attachments for Item:

2. Commendation and Certificate presented to Boy Scout Troop 919 - Legislative

Background/History:

Councilmember Gutierrez would like to present a letter of Commendation and Certificate to the Boy Scout Troop 919 for their assistance in the Ward 3 Cleanup Initiative

CITY OF
FORESTPARK

City Council Agenda Item

Subject: Commendation and Certificate presented to Boy Scout Troop 919 - Legislative

Submitted By: Councilmember Hector Gutierrez

Date Submitted: November 1, 2021

Work Session Date: N/A

Council Meeting Date: November 15, 2021

Background/History:

Councilmember Gutierrez would like to present a letter of Commendation and Certificate to the Boy Scout Troop 919 for their assistance in the Ward 3 Cleanup Initiative

Cost: \$ N/A

Budgeted for: _____ **Yes** _____ **No**

Financial Impact:

None

Action Requested from Council:

Present a letter of Commendation and Certificate



Hector Gutierrez

Ward 3 Councilman

745 Forest Parkway

Forest Park, GA 30297

Phone: (470)622-9270

hgutierrez@forestparkga.gov



November 10, 2021

From: Councilman Hector Gutierrez Ward 3

To: Boy Scouts Troop 919

RE: Commendation for services as set forth in the following:

For outstanding dedication to the efforts of the Volunteer Ward 3 Cleanup Initiative.

Boy Scout Troop 919 has donated many hours to help keep the City of Forest Park, specifically Ward 3 clean of trash, debris, and the like. Their unselfish contributions have had a positive impact on the community and served as worthy examples for others to follow.

Boy Scout Troup 919 outstanding performance, exceptional diligence, and loyal devotion to duty reflected great credit upon the scouts. It was in keeping with the highest traditions of the Boys Scouts of America.

Sincerely,

Hector Gutierrez
Councilman Ward 3
City of Forest Park, Georgia

CITY OF FOREST PARK CERTIFICATE OF APPRECIATION

PRESENTED TO

BOY SCOUTS - TROOP 919

WITH SPECIAL APPRECIATION FOR YOUR CONTINUOUS
CONTRIBUTIONS IN ASSISTING WITH THE CITY'S
ENVIORNMENTAL AWARENESS AND CLEANLINESS

NOVEMBER 1, 2021



CITY OF
FORESTPARK

HECTOR GUTIERREZ
CITY OF FOREST PARK
COUNCILMAN WARD 5

File Attachments for Item:

3. Presentation – Earth Tomorrow – Legislative

Background/History:

Councilmember James would like Earth Tomorrow to do a presentation about recycling.

CITY OF
FORESTPARK

City Council Agenda Item

Subject: Presentation – Earth Tomorrow – Legislative

Submitted By: Dr. Cooper, City Manager

Date Submitted: November 09, 2021

Work Session Date: November 15, 2021

Council Meeting Date: November 15, 2021

Background/History:

Councilmember James would like Earth Tomorrow to do a presentation about recycling.

Cost: \$ 0

Budgeted for: _____ **Yes** X **No**

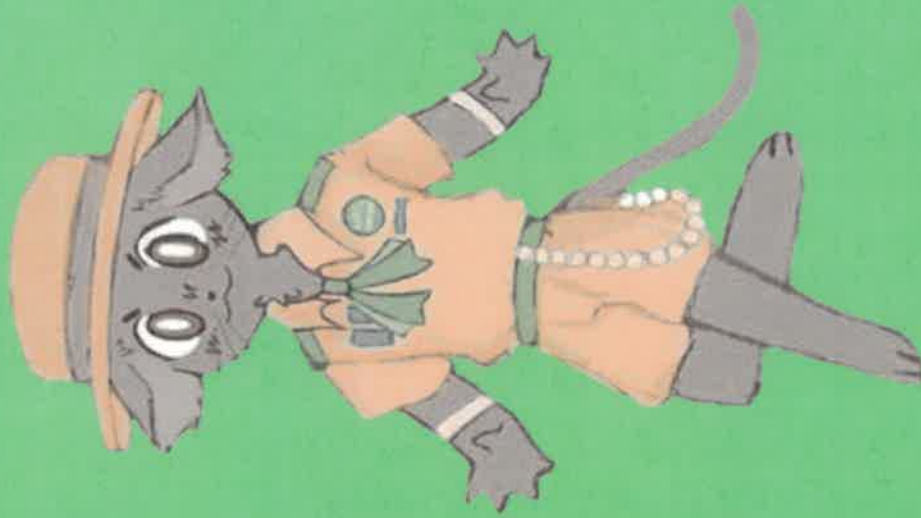
Financial Impact:

N/A

Action Requested from Council:

N/A

Earth Tomorrow ...



Meet Our Officers!



President - Evan Minor



Vice President - Emily Hernandez



Co-Vice President - Manitca KheiM, CSO



Secretary - Giang Tran



Project Coordinator - Tim Nguyen



Public Relations - Bridgette Lorenzo



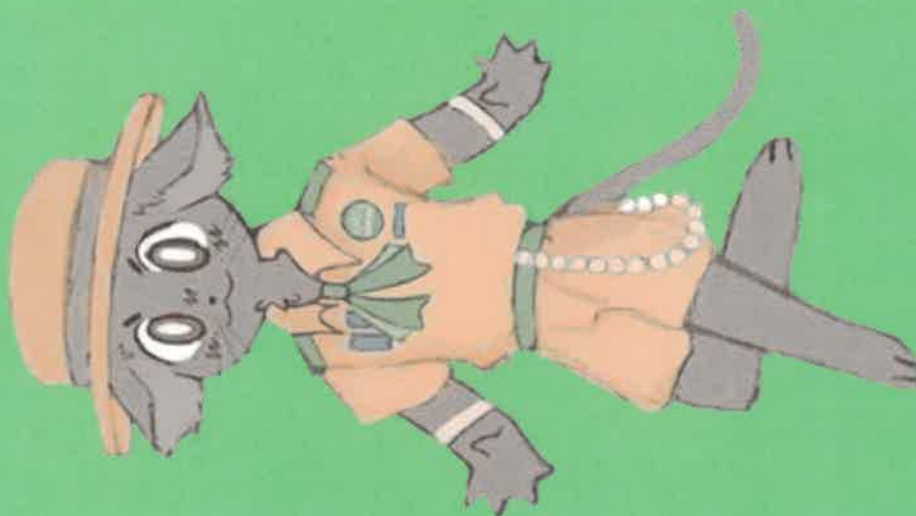
Treasurer - Chanel Dang, CSO

Huge Congratulations to Earth Tomorrow FPHS!

Earth Tomorrow recently received a \$1000 grant from Eco Schools! Congratulations to Earth Tomorrow FPHS!



FPHS ET MASCOT: Wilbert & Geo



Meeting Agenda

- Introduction to Earth Tomorrow
- Introduction to Partnering Clubs & Organizations
- Current Projects
- Future Plans & Projects

Earth Tomorrow ...

Earth Tomorrow

Earth Tomorrow is a multicultural environmental justice and leadership development program which creates opportunities for youth in frontline communities to deepen their understanding of environmental issues and provide solutions to address environmental injustices.

Partnering Clubs & Organizations

...

Gardening Club

The Forest Park High School Gardening or The Forest Park Food Forest Initiative, is a group of students with a passion for providing the community with a sustainable food source, reducing the food insecurity in our community, establishing a longevity garden at our school, and increasing student engagement in STEM. We have started to work on setting up an aquaponics at the school and establishing a gardening area. Currently, we have started our winter ground garden and looking forward to expanding our garden in the spring.



CSO

Georgia Chief Science Officers (CSO) is a STEM leadership development program for middle and high school students to enhancing students' leadership, communication, and advocacy skills. This year Forest Park CSO's are Manita Kheim and Chanel Dang representing Clayton County with 8 others other school at Georgia CSO. This year action plan is to host the yearly Forest Park STEM Night on March 10!!



Forest Park City Council & Others

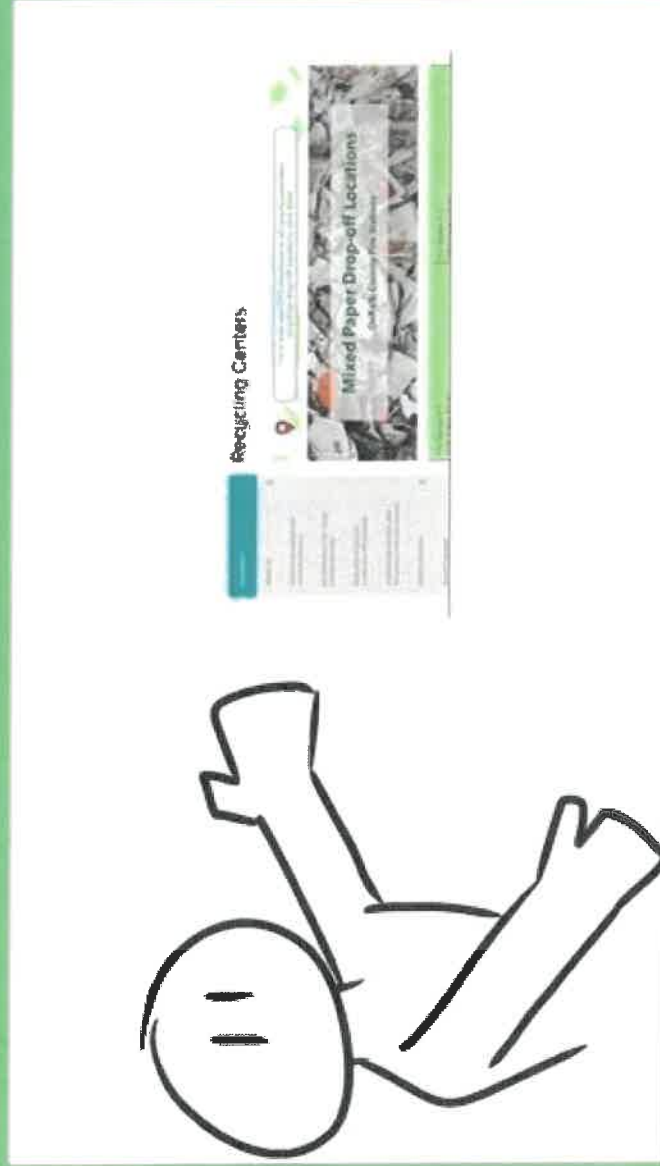
Earth Tomorrow has partnered with the Forest Park City Council and others to spread the importance of being environmentally friendly. Earth Tomorrow has plans to partner with State Representative, Kim Schofield to push forward our initiative.



Current Projects

...

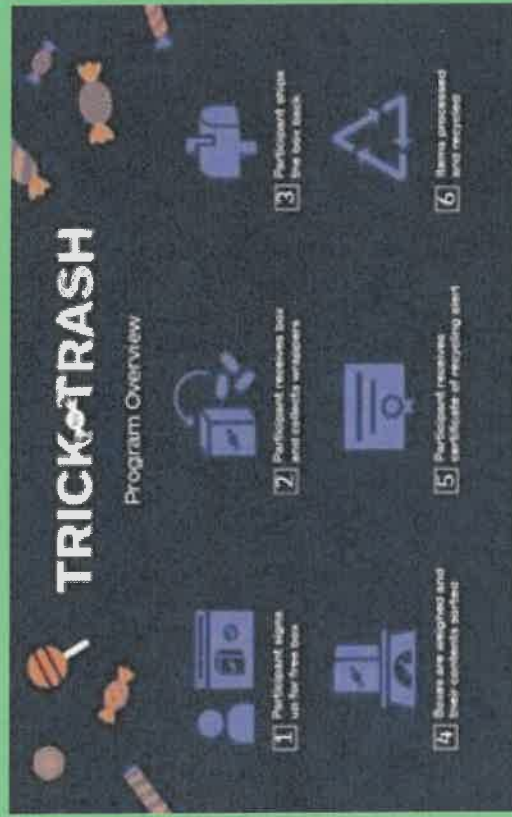
Recycling Campaign



We are hosting a year-long recycling campaign to inform community members about recycling and our main goal is to re-establishing the recycling program at Forest Park.

Trick or Trash Rubicon

Earth Tomorrow has partnered with Rubicon on their Trick or Trash Candy Wrapper Collection Project. Rubicon will take all of the wrappers collected by participating schools & other organizations & send them off to be recycled.



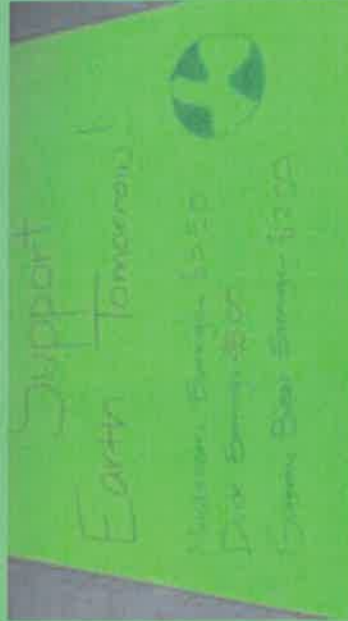
Working in the Garden!



Fundraisers

...

Food Truck Friday 11/5/21



Fall Festival 11/7/21



Future Projects ...

Future Project

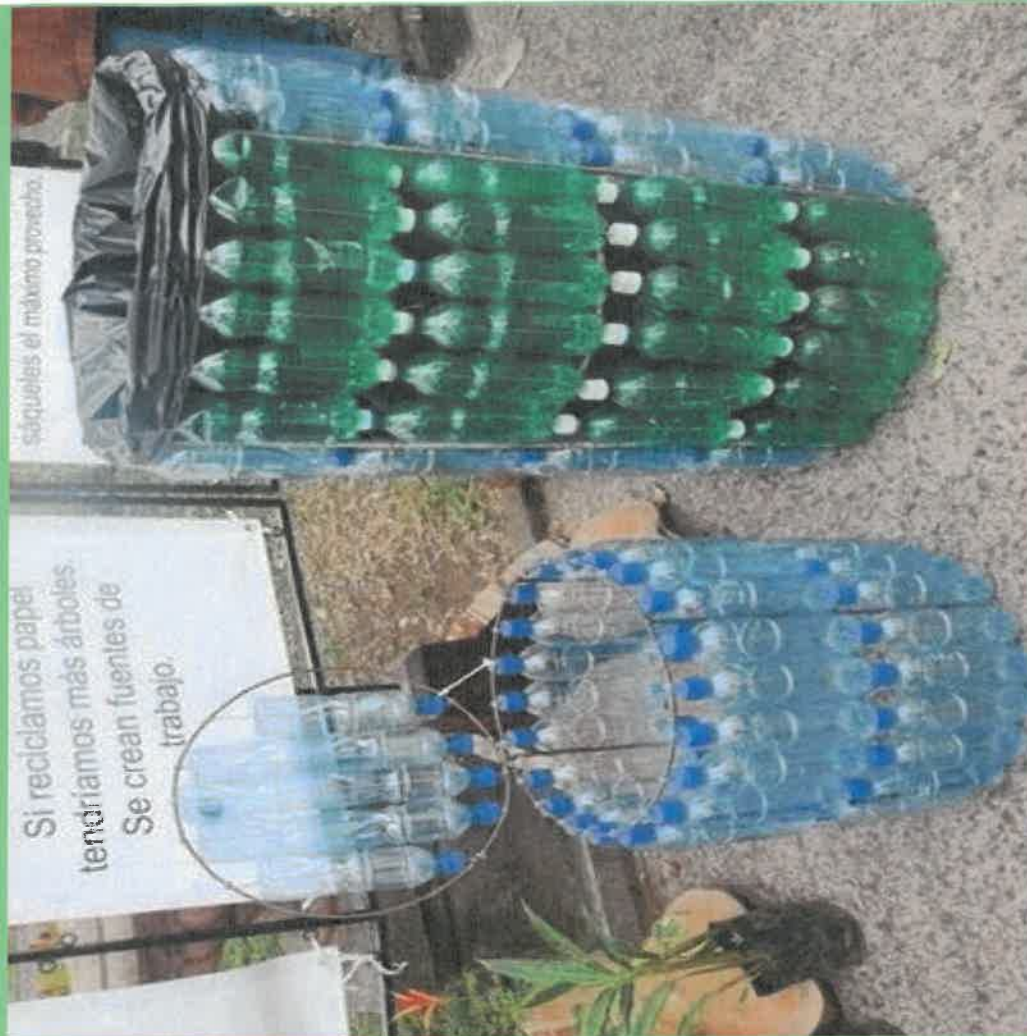
Stem Night: At the event, ET will do a upcycling water bottles into bottle planters while educating community members on the environment and recycling.

Earth Week: During the week of April 18-22, ET will host Earth Week to celebrate the environmental movement by raising awareness by doing different activity each day with partnering clubs. It will end on Earth Day, April 22, were will we host an event to support environment justice.

Bottle Bricking: ET will host an event to make eco-brick planters with the student body. We'd especially include The graduating class in this project.

Elementary & Middle School Service Project: ET will host classes of different levels to teach about recycling and how to be eco friendly. We will do lesson plan with bottle planters for students.

Wildlife Habitat: ET will certify to open a habitat for native species to have a safe and successful home to thrive and grow. Once we complete the application and get approved, we are able to start building and working.



File Attachments for Item:

4. Council Approval of Council Work Session and Regular Meeting Minutes from November 1, 2021

- S. Diane White, City Clerk



CITY OF FOREST PARK MAYOR & COUNCIL CITY COUNCIL WORK SESSION

Monday, November 01, 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 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: Mayor Angelyne Butler called the meeting to order 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		Via Phone ✓

Darquita Williams, Interim Finance Director; Bruce Abraham, Economic Development Director, James Shelby, PB&Z Director, Joshua Cox, IT Director, LaShawn Gardiner, Management Analyst, PIO Director, Javon A. Lloyd, Michael Brunson, Deputy Police Chief and Latosha Clemmons, Fire Chief and Division Chief Joel Turner.

CITY MANAGER'S REPORT: Dr. Marc-Antonie Cooper, City Manager**COMMUNITY INFORMATION/REMINDERS:**

- VOTE – November 2, 2021, is Election Day – City of Forest Park, GA voting will be held at the Elaine Corley Recreation Center, 803 Forest Parkway, Forest Park, GA 30297 from 7:00am – 7:00pm. **Remember if you are in line by 7:00pm you will be allowed to vote.** If a Run-Off is needed it will be held on November 30, 2021.
- The City of Forest Park corrected tax bills have been completed and sent out. The delay was due to the new system implemented by Clayton County, which cause some glitches. However, I want to sincerely thank Ms. Leigh Corley of our Finance Department, who diligence in working non-stop with Clayton County to get the bills corrected. I would also like to thank Ms. Nakeeta Davis, Ms. Rhonda Whitehead, Ms. Donna Hill-Topps, and their leader Interim Finance Director Darquita Williams for the late night on Friday to get the bills packaged and stamped to be sent as we promised last meeting by the end of the month. Resident will still have the same amount of time (60 days from the date residents receive the bill) to pay.

CITY OPERATIONS:

- For several years, the City of Forest Park, Ga has had compliance issues with our LAP (Local Agency Program) certification. I am proud to announce that we have taken a huge step in re-certifying our city. We now have two members of our staff to complete the required FDOT training program and pass the exams for the city to re-apply for our certification. Congratulations to *Procurement Manager Arthur Geeter and Procurement Assistance Ms. Jikeva Moore* on this accomplishment for our city. Once we submit information and go through the state review, we can be re-certified. Benefits of this certification is that it allows for us to tap into much needed Federal– Aid Highway Program funds that can be used to design, and construct transportation facilities using federal funds. These projects will help the city improve issues with mobility and transportation for our residents and visitors.
- Clayton County will be paving 17-street totaling 7.31 miles in the City of Forest Park. The paving is set to start by the end of the month if the weather cooperates with us.

EMPLOYEE SPOTLIGHT:

- PIO Director, Javon A. Lloyd-Executive Office Staff

CONGRATULATIONS –

- Ms. Yvonne Bivens, Code Enforcement Officer on becoming a Certified Property Maintenance and Housing Inspector. As of today, the entire City of Forest Park's Code Division is certified by the International Code Council. Thank you, Director Shelby, for seeing this through to completion.
- Management Analyst Ms. LaShawn Gardiner and Police Chief Nathaniel Clark on being selected for the 2021-2022 Leadership Clayton Class. The Leadership Clayton program is open to individuals who live and/or work in Clayton County. Candidates for the program must demonstrated leadership skills, community interest and involvement and desire to assume expanded leadership responsibility. **HUGE CONGRATULATIONS TO BOTH!!!!**
- Dr. Marc-Antonie Cooper, City Manager, the Police Department just informed us that Ms. Pamela Lake is missing from 5506 Alder Drive. If you encounter Ms. Lake or know someone that has, please call 911 and the Forest Park Police Department will respond. Everyone will receive a Mattie's Call.

COVID-19 UPDATE: Division Chief Joel Turner

Division Chief Turner, we appear to be on the downhill side of the COVID crisis. The current average of daily positive among those that have been tested is down 4.7% as of today which reflects the last (2) two weeks as compared to 10.2% one month ago. For the county, the county wide daily average is 5.8% for the past two weeks a decrease from 9.6% previously. For the city 9.2% of those cases are in the 30297-zip code.

We anticipate there will be an increase of other respiratory illnesses going into the colder months. As people get together for the holidays, I do not know if you know there was a gathering over the weekend Friday, Saturday and Sunday downtown something like a baseball game and as a result the State Office of EMS and the Department of Public Health has responded with a two week surveillance period where as medical providers in the field will be asking all of our patience that we may come in contact with whether or not they had any contact at the ballpark the areas around the ballpark or any large gatherings related to that event in order to identify any spikes situations that may occur.

The flu vaccine is highly recommended. There is a new version available that covers (4) different strains typically the previous year's vaccine has been 2-3 strains. So now, this year there are (4) strains in (1) shot to give an even broader protection against circulating flu viruses. The COVID and Flu vaccines can be received together without any significant issues. The recommendation for the boosters is for ages 65 years or older across the board 50-64 years with underlining medical conditions; 18 years of age living in long term housing facilities.; 18 years or older living or working living in high-risk settings; 18 years or older at least 2 months after receiving the Johnson & Johnson vaccine. Individuals in these categories may receive any of the COVID vaccine authorized for use in the U.S.

The recruit class that was presented here several months ago officially ended their medical training September 20th with (11) recruits. The 11 recruits have been working in their assigned shifts and have been preparing for the EMS certification testing and to date five (5) have successfully passed their National Registry Testing and achieved their Advanced Medical certification. The five (5) individuals are currently serving in the community and the other six (6) are diligently working to receive their certification as well.

NEW BUSINESS:

1. Council Discussion and Approval to Retire Forest Park K-9 "Yoeri" – Police Department

Councilmember Akins- Wells - I know before when all of the things were going on before with officer Yoeri, we had city employees to remove some items from the handler's home. One of those items was a kennel for Yoeri. I wanted to see if we could add that in there. Yoeri served our city our community for years and I think that is the least City can do is offer that as part of his retirement. I wanted to see if we could amend the agenda to add that. If the people are in favor.

2. Discussion on Approving a Bi-Lingual Pay Incentive – Chief Executive Office

Councilmember Gutierrez - this is something that I have been advocating for since I got here. I think, as a person who is bi-lingual and I have been in workspaces where it is taking advantage of. It is not easy to be able and capable to speak in another language and difference it makes in the community as diverse as ours. With the amount of population that we have that is bi-lingual in our city, and how we have businesses so many businesses of native people that do not speak or dominate the language, I think it will move us to the next level as far as providing that customer service that our citizens deserve. If you come into a space and you have someone that does speak your language it validates you being in that space. As diverse as our city businesses are think this is the right call. So, I am in full support this I appreciate you Dr. Cooper and the team that put this together for finally putting this together.

3. Parks and Leisure Budget Transfer of Funds - Interim Finance Director/Parks & Leisure Director

There was no discussion on this item.

4. Discussion on Approving a Citywide Janitorial Services – Procurement Department

Councilmember Akins-Wells - what will happen to the ones who are cleaning the facilities right now. I know it is not a lot of buildings, it's only one or two. What will happen to them?

City Manager - the main person that does the cleaning there is a sub-contract that was part of their RFP where that person will continue to work with them. They are not losing their job on this. This is what I expressed to the council at the last retreat. We will start to try to bring in some of these contractors to basically have one contractor that we know doing all of the services throughout the city, so we know who to go when things are not done correctly; floors are not done correctly we know who to go to. At this point, you have several different contractors charging several different prices to every department. So, this is centralizing that and helping us gain more control over how much money we are spending.

Councilmember Akins-Wells - I know some of the facilities like the cleanliness it is really embarrassing, I will use the Police Department for an example, are they start right away as soon as this is approved?

City Manager - as soon as this is approved tonight, and we go through and get the contracts done, I would say as soon as next week.

Councilmember Gutierrez - I don't know much about that arena, but I hope we did our due diligence with the company to make sure that, but I don't know if it is the most affordable, but I hope we get the quality. I really tend to move away because the price is low. We want to get the best quality for our people that come in and for our employees that must work in these spaces. So, I hope this company that has a track record established.

City Manager - they do have an established track record, but we do have a clause in their contract that if we are not satisfied with their services, we can terminate the contract.

5. Discussion on Approving On-Call Plumbing Repairs and Maintenance Services – Public Works/Procurement Department

Councilmember Akins-Wells - the maintenance department the guys that you already have; do you not have enough staff. I know that there were some positions open or a position open. I just feel like we are outsourcing everything, and we have people that can do that. If we have adequate staff, we can focus on that instead of getting all these contracts with all of these different companies that is why we have a maintenance department they should be able to do all of that. I think a (3) year contract is a little excessive.

Bobby Jinks, Public Works Director - we are entering in these contractors due to the age of the buildings we are getting into major problems that exceed our time and ability to take care of other problems. Instead of going through a long 90-day process and you have a major problem with a city building at least we have (2) qualified companies that we can pick from, and they can come in do the job and get it done and get it out and not tie up our whole crew.

Councilmember Akins-Wells - do you have the staff? Is the maintenance department fully staffed?

Public Works Director - we have one opening that has been advertised.

Councilmember Akins-Wells - thank you Mr. Jinks. But I do think as a city we need to focus on the buildings that our employees have to work in and if they are that old, we need to fix them for the long haul and not keep outsourcing everything and spending all this money. Let's fix the issue and instead of putting a band-aid on them. The buildings are old, and they need to be fixed instead of covering up the problem.

City Manager - I just want to reiterate what Mr. Jinks is saying. That is one of the reasons we are going out to hire and put these companies under contract with us because they do have extended experience and they have equipment. If we had a major issue our guys would be tied up for 60-90 days trying to get equipment to get it fix or it may go beyond their expertise and what they need to fix we can call one of these companies and they can come in and our guys can go to other buildings that need maintenance and deal with the major problem. So, this is on-call basis. So, if Public Works can handle the work, they won't have to call them in. It is just when they get to the point when it is beyond their expertise and equipment, they can reach out to this plumber because we already have them under contract. They can call or they can come in and get a quote to do the work without us having to go through a 60-90-day process to bring back to Council to say "hey this is a plumber we found that can do this work all the while the building is in disrepair". We are not outsourcing anything no one is losing jobs; we are not cutting staff or anything else we are still looking for all the staff that we need. This is just to supplement that staff.

Councilmember Akins-Wells - I understand that. I just want to make sure if there is a department that has an open position, then fill it; obviously we need help.

Mayor Butler - there a termination clause in all our contracts, correct?

City Manager - there is a termination clause in all our contracts

Councilmember Akins-Wells - what is the termination clause for this one?

City Manager - it is the same thing. If we are not satisfied with their services, the contract can be terminated. These are on call services basis so if they are not getting any work from us then they are not getting paid from us.

6. Adoption of GDOT Procurement Policy for The Procurement, Management and Administration of Engineering and Design Related Consultant Services—Procurement Department

There was no discussion on this item.

7. Discussion on Adopting an Ordinance Amending the Local Vendor Preference – Procurement

Councilmember Akins-Wells - So, Mr. Geeter would this mean there will be no top out, it can be approved at any amount? or no approval is needed? I just want to understand.

Procurement Director, Girard Geeter - this allows for local businesses to participate in the overall construction in products, goods, and services. So, they will receive an extra (5) points for being local. It also gives other companies incentive to move to the city. We are trying to expand our base; we are growing, and we wanted to make sure that there were no limitations on our local vendors.

8. New Citywide Banners – Executives Office

Councilmember James- I would like to table this. These are the old banners that we had before even though it has the new logo in the back. I think the design need to be more in line with what we are proposing for our new vision, and new signage that we had for the Main Street District.

City Manager- did we update all the books.

City Clerk, S. Diane White - when we added this item to the agenda the majority of the council had received their agenda books, but it did go out via email with the updated agenda.

ADJOURNMENT:

It was motioned to adjourn the Work Session Meeting at 6:32pm.

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

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



CITY OF FOREST PARK MAYOR & COUNCIL CITY COUNCIL REGULAR SESSION

Monday, November 01, 2021, at 7:00 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 REGULAR SESSION 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: Mayor Angelyne Butler called the meeting to order at 7:00pm.

INVOCATION/PLEDGE: The invocation and pledge were provided by Pastor Clinkscales.

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		Via Phone ✓

Darquita Williams, Interim Finance Director; Bruce Abraham, Economic Development Director, James Shelby, PB&Z Director, Joshua Cox, IT Director, LaShawn Gardiner, Management Analyst, PIO Director, Javon A. Lloyd, Michael Brunson, Deputy Police Chief and Latosha Clemmons, Fire Chief and Division Chief Joel Turner.

PUBLIC COMMENTS: (All Speakers will have 3 Minutes) *There were no public comments.*

ADOPTION OF THE AGENDA WITH ANY ADDITIONS / DELETIONS:

It was motioned to Adopt the Agenda with any Additions/Deletions.

Motion made by Councilmember James, Seconded by Councilmember Antoine.

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

APPROVAL OF MINUTES:

1. **Council Approval of Council Work Session and Regular Meeting Minutes from October 18, 2021** - S. Diane White, City Clerk

It was motioned to Approve the Council Work Session and Regular Meeting Minutes from October 18, 2021.

Motion made by Councilmember James, Seconded by Councilmember Mears.

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

NEW BUSINESS:

2. **Approval to Retire Forest Park K-9 "Yoeri" – Police Department**

It was motioned to Approve to Retire Forest Park K-9 "Yoeri" and to include the kennel.

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

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

3. **Council Approval of a Bi-Lingual Pay Incentive – Chief Executive Office**

It was motioned to Approve a Bi-Lingual Pay Incentive.

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

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

4. **Council Approval of Parks and Leisure Budget Transfer of Funds - Interim Finance Director/Parks & Leisure Director**

It was motioned to Approve Parks and Leisure Budget Transfer of Funds.

Motion made by Councilmember James, Seconded by Councilmember Mears.

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

5. Council Approval of a Citywide Janitorial Services with American Facility Services, Inc. – Procurement Department

It was motioned to approve a Citywide Janitorial Services with American Facility Services, Inc.

Motion made by Councilmember James, Seconded by Councilmember Mears.

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

6. Council Approval to Enter into an Agreement for On-Call Plumbing Repairs and Maintenance Services with MaxAir Mechanical and The Plumbing Shop dba Quick Action Plumbers– Public Works/ Procurement Department

It was motioned to approve to Enter into an Agreement for On-Call Plumbing Repairs and Maintenance Services with MaxAir Mechanical and The Plumbing Shop dba Quick Action Plumbers

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

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

7. Council Approval to Adopt GDOT's Procurement Policy for The Procurement, Management and Administration of Engineering and Design Related Consultant Services – Procurement Department

It was motioned to Adopt GDOT's Procurement Policy for the Procurement, Management and Administration of Engineering and Design Related Consultant Services.

Motion made by Councilmember James, Seconded by Councilmember Mears.

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

8. Council Approval to Adopt the Ordinance 2021-13 Amending the Local Vendor Preference – Procurement

It was motioned to Adopt the Ordinance 2021-13 Amending the Local Vendor Preference.

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

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

9. Council Approval of New Citywide Banners – Executives Office

It was motioned to table the approval of New Citywide Banners.

Motion made by Councilmember James, Seconded by Councilmember Antoine.

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

CLOSING COMMENTS BY GOVERNING BODY:

Councilmember James - thank you everyone for showing up and being a part of our meeting this evening. We have an Election tomorrow so make sure you go out and exercise your right to vote in the election. The October Neighborhood Meeting is out on YouTube so make sure you tune in to that, I think it is on the City's website as well. We look forward to continuing servicing you.

Councilmember Antoine – spoke on the Georgia Film Academy. I think that is a good idea because we have a lot of our young people looking into that field. Secondly, the energy assistance program is still going on at the community center. I invite everyone to share the information with others. I hope we take advantage of that because people are still in need of help. It is my honor and privilege to first thank the Mayor and Council. In 2020, we adopted the Sister Cities initiative that is when a partnership with *Mi Bali* and the City of Forest Park with the partnership with mission work. Marc Faublas Romulus the congressman from the district and the owner of the radio station in the district. The things that we send he is on the radio promoting Forest Park. The mayor and some other people have been on the radio station. The radio station is the only voice there is no television there is no mail to get the information out. Radio is the only source of communication. I have the Chief of Police from Mirebalais Haiti, Ocean Frederique. They came to see how government looks like in America. Thank you to this young man for allowing them to see the police department. They are going to go back and give hope to the area. This is what you do when you vote on Sister Cities so these people have hope to know that one day you guys may be able to train a firefighter or a police officer. This is not my initiative in 1950 President Eisenhower founded this organization. Several cities throughout the country have adopted another city that is overseas. Thank you all for accepting them, they will be going back on Thursday to a country that suffered an earthquake and where the President was assassinated and all the other things that is going on. Thank you all for what you do for these people. God bless you all.

Councilmember Gutierrez – hello, thank you all for coming out. I am a little disappointed that we did not get any public comments tonight. I really enjoy hearing from you and fixing whatever needs to be fixed. I guess we fixed everything, so congratulations Dr. Cooper. We had a successful “*Bingo Night*”, and our seniors are moving fast they already had nominations they have some leadership positions. For anyone that wants to get involved with the Senior Committee come on through it is a train that is rolling! We had some unfortunate events Ms. Mariam was jamming too hard so we had to call the fire department. She was taken to the hospital, and she is good and ready to sing again. Thanks to Chief Clemmons and the Fire Department for responding so quickly. I will be hosting a “*Day of the Dead*” event November 6, 2021, I hope people will come out to learn about the cultural experience and what it really means. It sounds like the “*Day of the Dead*” it is about honoring our ancestors so we will show a movie, food for the community, and cultural dancing. On November 5th we will have Food Truck Friday event we will be showing the *Night Before Christmas* at the Fountain. It was very successful last time we collaborated with Clayton County School system to host a movie there so come out. On Saturday, my favorite event is our clean up in Ward 3. I hope I can get more people out there besides the boy scouts. I hope to see some people there. The cleaning up is meaningful to me we must take ownership of our community. We have a street program. You can adopt a street. You can put your name on a sign of a street and commit to cleaning the street once a month. We have had a total of zero applicants for the program. I think it is contagious once we get it going and then more people will start to do it. I think I want to do, but there is a lady that does a great job on my road that does a good job and I do not want to steal her thunder. Thanks everybody for coming out and take care. You have my contact information if you all need anything, and good

luck tomorrow make sure you come out and vote. Make me proud Forest Park! This is where you voice your opinion, this is where change happens. This is where accountability happens. I won my election by (7) votes, I know I say that all the time. But, if (7) people would not have showed up, you would not be listening to my humor up here right now. If you need a ride let me know.

Councilmember Akins-Wells - I would like to say one of the employees' Mr. Winston Carter's mother passed away. Winston has been with the city 30 plus years. I felt it was only right to say something about it. Ms. Annie Carter viewing will be tomorrow from 3pm-7pm at Hope Funeral Home in Fayetteville, Georgia and the funeral will be Wednesday, November 3, 2021, at 1pm at Living Faith Tabernacle on Old Dixie Highway. Wellness with Wells start back on tomorrow from 6pm to 7pm. Because of the election we will be at 696 Main for the first 3 weeks so come out and get this work out and get back in shape, I am looking forward to it. Congratulations to Clayton County Commissioner Dr. Aleika Anderson on winning District 1 seat. She has big shoes to fill, and I think she will do an amazing job. The Christmas Giveaway, if you all know any families in Ward 4 first, it will be opened to everyone if you know of any families specifically in Ward 4 that need help our goal is to give to 200 plus kids for Christmas. Normally, I would just adopt (3) families and give toys to them but this year the Douglas Brothers Foundation would like to help. I have been doing this for years. So, we are going to make it bigger and better. So, if you know anyone, please let me know so that I can put them on the list. Last, but not least I am going to brag on my son. He went from #17 to #14 in the state in baseball, and #12 in basketball and one of the #1 recruits in Clayton County, Georgia. I forgot to mention that he is now a member of the National High School Honor Society. So, I wanted to give a shout out to my 16-year-old son and entrepreneur J. Akins. Thank you all and thank you for coming to the meeting with us. Do not forget to vote. I to will be out giving rides to the polls. If you know of anyone that needs a ride, contact me at 678.755.8235 and I will be available to take you to the polls from 7am to 7pm at the Parks and Recreation. Thank you.

Councilmember Mears – be sure to get out and vote tomorrow. I will be back at the next meeting, and I appreciate everyone for coming.

Mayor Butler - I want to echo the sentiments of my colleague's election day is tomorrow. I do not know about you guys, but I am really stoked about it. I encouraged you all to not just get out and vote but bring someone with you. The State of the City address if you missed it, it was epic. It is on the website, and so I would encourage you all to go out and look it and share it with someone else. If there is nothing else, I will see you all at the polls tomorrow. We will have a Veterans Day program at 696 Main Street on November 11, 2021, at 11am, it will be posted on the website.

ADJOURNMENT:

It was motioned to adjourn the meeting at 7:21pm

Motion made by Councilmember James, Seconded by Councilmember Gutierrez.

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

File Attachments for Item:

**5. Approval of a Judicial Appointment to serve as Judge Pro Tem on the Forest Park Court –
Executive Offices**

CITY OF
FORESTPARK

City Council Agenda Item

Subject: Consideration and approval of a Judicial Appointment to serve as Judge Pro Tem on the Forest Park Court – Executive Offices

Submitted By: Dr. Marc-Antonie Cooper

Date Submitted: November 05, 2021

Work Session Date: November 15, 2021

Council Meeting Date: November 15, 2021

Background/History:

Consideration and approval is requested by the City Manager and Chief Judge of the City of Forest Park to appoint a candidate to serve as Judge Pro Tem to the Forest Park Court. This individual will assist in handling the First Appearance Jail calendar which is conducted virtually, twice monthly, in addition to being called upon to back up the arraignment, trial, probation revocation and environmental sessions.

Cost: \$ 35,000 annually

Budgeted for: _____ Yes ☒ No

Financial Impact:

Judge Pro Tem are only paid when they are called upon to serve.

Action Requested from Council:

Approve appointment of one of the Chief Judge's recommendations after discussion

File Attachments for Item:

6. Adoption of Amending Banquet Hall Ordinance – Police Department



CITY OF
FOREST PARK

City Council Agenda Item

Subject: Approval of Ordinance Amending Regulation of Banquet Halls – Police Department

Submitted By: Deputy Chief Michael J. Brunson

Date Submitted: October 26, 2021

Work Session Date: November 15, 2021

Council Meeting Date: November 15, 2021

Background/History:

In response to the wide-spread social unrest last year related to police department actions in other parts of the country, our insurance carrier has declined to extend insurance coverage for off-duty Forest Park Police Officers working security details at night clubs or other venues where alcohol is served.

Our current banquet hall ordinance requires the presence of a Forest Park Police Officer for security. It is recommended that this provision be replaced with a requirement for private security instead.

Cost: \$ variable

Budgeted for: _____ **Yes** X **No**

Financial Impact:

None.

Action Requested from Council:

It is requested that the city approve the ordinance.

ORDINANCE NO. ____

AN ORDINANCE OF THE CITY OF FOREST PARK, GEORGIA TO REVISE THE REGULATION OF BANQUET HALLS; TO PROVIDE FOR THE ESTABLISHMENT OF AN ETHICS OFFICER; TO PROVIDE FOR DISCIPLINE; AND FOR OTHER PURPOSES.

IT IS HEREBY ORDAINED by the Governing Authority of the City of Forest Park:

Section 1. The Code of Ordinances, City of Forest Park, Georgia is hereby amended by deleting Article E of Title 9, Chapter 2 of the Code and replacing it with a new Article E as shown on Exhibit A.

Section 2. In the event any word, phrase, sentence or paragraph is determined by a court of competent jurisdiction to be unconstitutional, the offending provisions shall be severed from the ordinance and the remaining words, phrases, sentences and paragraphs shall continue in effect as fully as though no challenge had been brought, it being the intent of the Council that severability be applied to the maximum extent allowed by law.

Section 3. All ordinances or parts of ordinances in conflict with this Ordinance are, to the extent of such conflict, hereby repealed.

Section 4. This ordinance shall be effective immediately upon its adoption.

[SIGNATURES APPEAR ON FOLLOWING PAGE]

SO ORDAINED this _____ day of _____, 2021.

Mayor Angelyne Butler

Council Member Kimberly James, Ward 1

Council Member Dabouze Antoine, Ward 2

Council Member Hector Gutierrez, Ward 3

Council Member Latresa Wells, Ward 4

Council Member Allan Mears, Ward 5

ATTEST:

City Clerk (SEAL)

APPROVED AS TO FORM:

City Attorney

ARTICLE E. BANQUET HALLS

Sec. 9-2-130. Definitions.

The definitions of those terms found in section 9-2-2 of this chapter shall be applicable to this article; in addition, the following terms found in this article are defined below.

Adequate parking means one (1) parking space for each seventy-five (75) square feet of customer service within the premises of the applicant and one (1) parking space per every four (4) employees.

Authorized catered function means an event at a location not otherwise licensed for consumption of alcoholic beverages by the drink at which alcoholic beverages are furnished, for consideration, and sold, dispensed or provided free of charge to persons present at the event, by the drink, pursuant to a permit obtained under this section.

Banquet means the gathering of people upon property or in a building other than a private residence, for the purpose of honoring a person or an event, where liquor, beers or wines can be consumed by persons in attendance. Examples include wedding receptions, retirement parties, birthdays, holiday parties, and similar types of functions.

Banquet hall means a facility, other than a private residence, hotel, motel, other lodging place, private club, restaurant, bottle house, or lounge, which serves for the purposes of honoring a person or an event, where liquor, beers or wines can be consumed by persons in attendance.

Event means a social event such as wedding reception, bridal shower, retirement party, holiday party, award dinner or luncheon, bar/bat mitzvah, or similar type of function.

Food caterer means any person who, for consideration, prepares food for consumption off the premises.

Licensed alcoholic beverage caterer means any person licensed for the sale of alcoholic beverages by the state and who possesses a license by a local government in the state authorizing such person to sell or dispense alcoholic beverages by the drink off licensed premises and in connection with an authorized catered function.

Sec. 9-2-131. Permit required.

- (a) It shall be unlawful for any person to hold or stage a banquet serving alcohol within the city, without having first obtained a permit therefore. Furthermore, it shall be unlawful for any person owning a building or other property to allow said building or property to be used for purposes of a banquet where alcohol is served for which a permit to conduct the same has not been granted.
- (b) Before a licensed alcoholic beverage caterer may sell or dispense alcoholic beverages at any authorized catered function in the city, such caterer shall obtain a permit. The application for an event permit shall include the name and address of the alcoholic beverage caterer, the caterer's license number, and the location, date, address and time of the event. No permit fee shall be charged for the alcoholic beverage caterers licensed by the city. For caterers, a fee for each event shall be charged in the amount established by this chapter. No permit shall be issued to any person under this section who does not hold an alcoholic beverage caterer's license from a local jurisdiction or the State of Georgia. The permit shall be kept in the vehicle used to transport alcoholic beverages to the event at all times during which the permit is in effect.

Sec. 9-2-132. Issuance of banquet and/or alcohol beverage caterer permits.

- (a) Permits for banquets and alcohol beverage caterers shall be issued by the chief of police or other officer designated by the chief to issue permits in his absence. Permits may be issued only after the applicant provides satisfactory evidence of those items listed in section 9-2-8 of this chapter, and also the following:
- (1) The building or other facility where the banquet is to be held or conducted is a site or location meeting applicable building codes, fire codes, and otherwise appears to be a location where a banquet can be safely held;
 - (2) The availability of parking spaces/facilities so as not to cause traffic congestion, unlawful parking or unauthorized parking on surrounding properties, public safety and the effect of such operation on surrounding property values;
 - (3) The applicant shows proof of hiring private security obtained and paid for by the applicant to attend the banquet and provide order and security during the conduct of the proceedings;
 - (4) Caterers licensed by a jurisdiction other than Forest Park shall maintain a record of all alcoholic beverages transported into the city for the event, and shall pay an excise tax to the city covering all such beverages at the rates provided by section 3-4-1 of this Code. Failure to report and remit the tax within seven (7) days of the conclusion of the event shall be grounds for denial of subsequent permits to that caterer for similar events;
 - (5) Caterers licensed by the city shall maintain a record of all alcoholic beverages transported for each event, by event, and shall make report and remittance of such taxes with their regular monthly reports to the city;
 - (6) All employees serving, dispensing or handling alcohol are required to obtain a permit. Such employees must provide valid identification, a Social Security card and complete a notarized criminal history consent form, with a fee of twenty-five dollars (\$25.00).
- (b) As a condition to issuance of a permit, alcoholic beverage caterers licensed by jurisdictions other than the City of Forest Park shall be provided a copy of the city's alcoholic beverage ordinances, and shall indicate, by signature, that they have received such ordinances and acknowledge the applicability of such ordinances to their operations in the city. The chief of police or his designee shall consider the application, and if the applicant qualifies then the chief of police or his designee shall issue an event permit upon receipt of payment of a permit fee in an amount established by this chapter.

Sec. 9-2-133. Prohibitions.

Upon the obtaining of a permit, the permittee shall be responsible to ensure that the banquet is conducted in a reasonable and safe manner. In addition, the following prohibitions shall apply to any banquet:

- (1) The private security hired for the banquet shall be required to be on the banquet premises at all times and shall not be a participant in the banquet festivities;
- (2) The permittee shall comply with all laws of the State of Georgia and the provisions of this chapter. No alcohol shall be served to a person under the age of twenty-one (21) years, and no alcohol shall be served to any person who is in a state of noticeable intoxication or who is under the influence of alcohol or other drugs;
- (3) No controlled substances shall be permitted in or about the banquet premises, and no firearms shall be permitted in or about the banquet premises;
- (4) No person under the age of twenty-one (21) shall be employed to dispense, serve or handle alcoholic beverages.

Sec. 9-2-134. Violations, revocations and penalties.

(a) *Periodic inspections.*

- (1) Agents of the police department shall have the authority to inspect the premises of all licensees and permittees during legal hours of operation.
- (2) Any person found to be in violation of any provision of this chapter shall have his/her banquet permit or alcoholic beverage caterer permit immediately revoked and the conduct of the banquet terminated. In addition, unless provided elsewhere in this chapter, any person violating any provision of this chapter shall, if convicted, be guilty of a misdemeanor and be fined in an amount of not more than one thousand dollars (\$1,000.00) for each violation, or be incarcerated for not more than twelve (12) months or both such fine and incarceration.

Sec. 9-2-135. Compliance.

- (a) It shall be unlawful for any person to dispense, sell or offer for sale at wholesale or retail any alcoholic beverages defined herein which include beer, wine, distilled spirits within the city, without having first complied with the provisions of this article, but the properly licensed sale of same is hereby declared lawful.
- (b) This article shall apply to:
 - (1) Any banquet hall desiring to serve alcohol.
 - (2) Private clubs where the facility is leased to non-members or others, where alcohol is provided by the private club or an alcoholic beverage caterer.

Sec. 9-2-136. Premises eligible for permit.

- (a) The following persons will not be considered eligible for holding of a banquet permit or alcoholic beverage caterer permit provided herein:
 - (1) Persons suffering under any judicially determined mental incapacity; or
 - (2) Any person, who, within the past ten (10) years from the date of the application, has been convicted of any crime involving moral turpitude, illegal gambling, or illegal possession or sale of controlled substances or the illegal sale or possession of alcoholic beverages, including the sale or transfer of alcoholic beverages to minors in a manner contrary to law, prostitution, solicitation of sodomy, or any sexual related crime or force or violence, or violation of any taxing statute. For purposes of this article, a conviction includes a plea of guilty, a verdict of guilty, a bond forfeiture, or plea of nolo contendere.
- (b) No location for a banquet permit shall be approved if it shall manifestly appear that any of the following, as determined by the chief of police and fire marshal or their designee, would result from the issuance of such license:
 - (1) Traffic congestion requiring the services of a police officer for the orderly movement of traffic in and out of the premises;
 - (2) There are inadequate parking facilities/spaces which could cause illegal or unauthorized parking on the street or on surrounding properties;
 - (3) Location within any area not otherwise appropriately zoned; and
 - (4) Proximity to churches, schools, or other premises as hereinafter set forth.

Sec. 9-2-137. General provisions.

- (a) *Banquet location.* The minimum distance requirements found in this chapter shall be applicable to banquets regulated by this article.
- (b) *Banquet entrance.* The main entrance of all permitted premises shall be clearly visible from a public street, except premises located within a motel, hotel, private club, shopping center or multiple story commercial building.
- (c) *Parking.* The fire marshal shall inspect the banquet location to determine if adequate parking spaces/facilities exist or whether provisions for adequate parking are available. If parking facilities are to be shared with adjoining property owners or with property in the surrounding area, applicant shall provide a written, signed agreement demonstrating such agreement. Said agreement shall contain language that would indemnify the city against any liability or damage from such agreement. The owner of such banquet facilities shall also be required to show proof of adequate insurance coverage for any such damage or liability.

Sec. 9-2-138. Hotels, motels.

Hotel and motel corporations and their franchise restaurant corporations operating as contemplated in these regulations are authorized to apply for and to hold a retail consumption license in their corporate names. They shall name on such application an agent and/or manager actively employed in the operation of said hotel, motel or franchise restaurant who shall be responsible for operation under said license, and who shall qualify in all respects under these regulations. Should said manager and/or agent leave the employment of the hotel or motel corporation or its franchise restaurant corporation in the city, a new agent and/or manager shall be named by the licensee within ten (10) days thereafter.

Sec. 9-2-139. Employment of certain persons prohibited.

- (a) It shall be unlawful for any licensee to employ on the premises any person in any capacity who has been convicted at any time within the past five (5) years of any crimes involving moral turpitude, illegal gambling, prostitution, controlled substances, or having to do with alcoholic beverages.
- (b) Minors may be employed, provided however, it shall be unlawful for any person under twenty-one (21) years of age to take orders for, dispense, serve, sell, handle or deliver alcoholic beverages.

File Attachments for Item:

7. Council Approval of a Public Information Office Communication Policy – Executive Offices



CITY OF
FORESTPARK

City Council Agenda Item

Subject: Public Information Office Communication Policy – Executive Offices

Submitted By: Javon Llyod, Public Information Officer/ Dr. Marc-Antonie Cooper, City Manager

Date Submitted: November 09, 2021

Work Session Date: November 15, 2021

Council Meeting Date: November 15, 2021

Background/History:

The Public Information Office Communications Policy exists to ensure that information released by the City of Forest Park is timely, accurate, comprehensive, and relevant to all aspects of communications with the public, internal staff, and members of the media. It is the mission of the Public Information Office to promote and enhance city government via media relations, print and digital publications, social media, strategic marketing campaigns and the city's website.

Cost: \$ 0

Budgeted for: _____ **Yes** X **No**

Financial Impact:

N/A

Action Requested from Council:

Approval of the Public Information Office Communication Policy



CITY OF FORESTPARK

Title: Public Information Office Communications Policy
Date Adopted: XXXXXXXX, 2021
Effective Date: XXXXXXXX, 2021, as amended
Reference: XXXXXXXX
Policy Amended: XXXXXXXX

Mission Statement

The Public Information Office Communications Policy exists to ensure that information released by the City of Forest Park is timely, accurate, comprehensive and relevant to all aspects of communications with the general public, internal staff and members of the media. It is the mission of the Public Information Office to promote and enhance city government via media relations, print and digital publications, social media, strategic marketing campaigns and the city's website. This includes:

- Information on local government services
- General information to the public about city meetings and sponsored/managed events
- Emergency and public safety information
- Live and taped coverage of government meetings, events and activities

Roles of the Public Information Office

A. External Communications

1. All news releases and other external communications to the news media and for the city's website are to be written, distributed and/or approved through the city's Public Information Officer (PIO). At the discretion of the City Manager, the PIO is responsible for writing and distributing new releases for events, programs and happenings that are sponsored/managed/produced by the City of Forest Park Mayor, City Council and/or citywide departments. Exceptions can and will be made in the event of a declared emergency or at the discretion of the City Manager.
2. Every effort should be made to send information and requests for news releases about city events, meetings, workshops and programs to the PIO a minimum of 10 workdays prior to the event, with the exception of emergency situations (natural disasters, declared emergencies, etc.).

Each department shall be responsible for informing the PIO when there is a newsworthy event happening.

3. The PIO serves as the primary point of contact for the media. At the direction of the City Manager, each media request shall be independently researched, evaluated and discussed in order to determine the best way to provide information that responds to the request and is in line with the city's overall mission and objectives.
4. If a member of the news media contacts a city employee directly to obtain information or comment regarding recent events or actions, their request shall be immediately referred directly to the PIO. City of Forest Park employees are under no obligation required to respond to a reporter nor can they be compelled to answer questions on the spot. It is the city's policy to refer all media inquiries to the PIO or assigned designee. The PIO will be on-call 24 hours a day, seven days a week to respond to requests from members of the media.
 - There are times when the PIO may request for a city employee (department directors, project lead, etc.) to serve as the subject matter expert and respond directly to a media request. This will only be done after vetting the story with the reporter and receiving prior approval from the City Manager.
 - If a city employee does respond to questions from the media without first notifying the City Manager or the PIO, they should do so as soon as the media request has been made.
5. In certain situations, the PIO will work with the Mayor, City Council, City Manager and department directors to set up news conferences. In general, while news conferences are useful, most members of the media prefer one-on-one interviews rather than a large news conference. **All city-related interviews with members of the media shall be coordinated through the Public Information Officer and approved by the City Manager.**
6. The PIO or designee serves as the lead communications officer during activations of the city's emergency command Center. During an emergency activation, all information shall be channeled through the Public Information Office and approved by the City Manager, assigned incident commander and/or applicable department director before being released to the media and general public.
7. For special events, including ribbon cuttings, building dedications and/or groundbreakings, city departments should coordinate the event with the PIO, who will assist with the communications aspects for the planned event. The PIO will assist all departments and divisions with publicity and promotions for City of Forest Park events and activities via news releases, media coverage, video, photography, advertising and the use of social media.
8. Letters, op-eds, blogs (online columns) and guest columns shall not be submitted to the media as an official city statement, unless it is reviewed by the PIO and approved by the City Manager or designee. However, city employees are permitted to write letters, blogs and columns stating their personal opinion on issues, as long as it does not reflect an official statement from the City of Forest Park.

9. The City of Forest Park has a series of official logos. There is also a set palette of colors to complement the use of these elements in printed and electronic productions.



Palette Colors (RGB Color Code):

- Brown (150, 48,12)
 - Autumn (251, 178, 51)
 - Green (135, 185, 79)
 - Mustard Yellow (230, 198, 22)
10. The official logos for the City of Forest Park shall be maintained by the PIO. **City departments, divisions and offices are not authorized to alter or use a different logo for city promotions without prior approval from the City Manager.** Digital copies of the city logos can be obtained from the PIO.
12. All printed materials must include the City of Forest Park logo prior to distribution. All printed materials include, but are not limited to:
- Flyers and Signs
 - Brochures
 - Posters
 - Newsletters
 - Print Ads

B. Internal Communications

1. Distribution of newsworthy mass emails to all city employees can be done by the PIO, City Manager or other assigned designee. Only mass emails that relate to city government and/or public service information will be sent to city employees except when otherwise directed by the City Manager.
2. The PIO will handle promotions for internal employee communications and activities. This can include newsletters, news clippings, links to media stories, directives and more.

C. Website

1. City of Forest Park webpages for departments and/or divisions must be located on the city's official website (www.forestparkga.gov) and are to be coordinated through the Public Information Office.
2. Information posted on the city's website must relate to programs, services and/or events managed or primarily sponsored by the City of Forest Park Mayor, City Council and/or city departments, divisions and offices. Posting information regarding other governmental agencies and community centers will be at the discretion and approval of the City Manager.
3. Each council member may post information or opinions about city or ward events and issues on ward-specific pages of the city's official website. However, these postings may not be used for campaign or personal purposes. **Further, due to public records laws, no council member shall criticize or comment on any other council member's opinion, position or vote on any topic in any posting on any official city website.**
4. All city departments, divisions and offices shall have a designated staff person responsible for regularly updating the content on their webpages and ensuring the accuracy of all posted information. Information on the website is considered a public document.
5. Departments, divisions and offices are encouraged to utilize the city's website to provide convenient public access to current information, forms and procedures.
6. The request to add an external link to the city's website shall be coordinated through the Public Information Office and/or, in some instances, the city's Information Technology Department. Primary consideration will be given to government agencies or committees specified by the Mayor, City Council and/or City Manager. All those who request external links will be notified as to the direction of their request.
7. The City of Forest Park's website provides links to federal, state and local governmental agencies and educational institutions including school districts, colleges and universities.
8. Websites are considered official when:
 - They are created and presented to communicate information on official City of Forest Park services, events and programs.
 - Contain official City of Forest Park branding or logos and/or events or programs managed by the city.
 - Websites containing any of these official elements will appear under one of the official City of Forest Park domains. Unique subdomains and URLs are to be used only after approval has been obtained from the PIO and City Manager.