



CITY COUNCIL REGULAR SESSION

Tuesday, January 02, 2024 at 7:00 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
Danielle Matricardi, City Attorney

AGENDA

VIRTUAL MEETING NOTICE

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:

CEREMONIAL

1. Swearing In Ceremony of Councilmembers for Wards 3, 4 and 5

ADOPTION OF THE AGENDA WITH ANY ADDITIONS / DELETIONS:

APPROVAL OF MINUTES:

2. Council Approval of Council Work Session and Regular Meeting Minutes from November 6, 2023 and December 4, 2023 - City Clerk

PUBLIC COMMENTS: (All Speakers will have 3 Minutes)

CITY MANAGER'S REPORT

PRESENTATIONS:**3. Forest Park Fire & EMS – Year End Report (Presentation from EMA Coordinator Ioana Armstrong)**

The Forest Park Fire & will present its year-end / annual report. EMA Coordinator Ioana Armstrong will provide a presentation/slideshow.

NEW BUSINESS:**4. Council Approval of the Appointment of Mayor Pro Tem – Executive Offices****5. Council Approval of the Appointment of Dorothy Roper-Jackson as the Court Administrator- Executive Offices****6. Council Approval of a Budget Amendment in the amount of \$4,300,485 in Increased Revenues for the American Rescue Plan Act (ARPA) Fund- Finance Department****7. Council Approval of a Budget Amendment in the amount of \$281,020.00 for TYMCO 600- " The Street Sweeper"- Finance Department****8. Council Approval to purchase fifteen (15) Flock Cameras for the Police Department in the amount of \$72,250.00-Police Department****9. Council Approval to Authorize a Contract for Perkins Park Basketball Court in the amount of \$59,750.00 – Public Works****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. Swearing In Ceremony of Councilmembers for Wards 3, 4 and 5**

State of Georgia County of Clayton

I, Hector Gutierrez do solemnly swear and affirm that I will honestly and faithfully perform the duties of **FOREST PARK CITY COUNCILMEMBER WARD 3** by adopting such measures as in my judgment shall be best calculated to promote the general welfare of the inhabitants of the City of Forest Park and the common interest thereof. I further swear that I am not the holder of any unaccounted-for public money due this state or any political subdivision or authority thereof; that I am not the holder of any office of trust under the government of the United States, any other state, or any foreign state from which I am by the laws of the State of Georgia prohibited; that I am otherwise qualified to hold said office according to the Constitution and the laws of Georgia; that I will support the Constitution of the United States and this state and observe the provisions of the charter and code of ordinances of the City of Forest Park. I further swear that I have been a resident of the City of Forest Park for the time required by the Constitution and laws of this state and the charter and code of ordinances of the City of Forest Park and that I will to the utmost of my skill and ability endeavor to promote the interest and property of said city, without fear, favor, or affection. So, help me, God, or so I affirm.

This 27th day of December, 2023



Hector Gutierrez

Sworn to and subscribed before me, the undersigned,

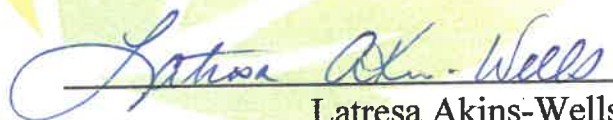
Judge of the Clayton County Magistrate Court


Honorable Chief Judge Keisha Wright Hill

State of Georgia County of Clayton

I, Latresa Akins-Wells do solemnly swear and affirm that I will honestly and faithfully perform the duties of **FOREST PARK CITY COUNCILMEMBER WARD 4** by adopting such measures as in my judgment shall be best calculated to promote the general welfare of the inhabitants of the City of Forest Park and the common interest thereof. I further swear that I am not the holder of any unaccounted-for public money due this state or any political subdivision or authority thereof; that I am not the holder of any office of trust under the government of the United States, any other state, or any foreign state from which I am by the laws of the State of Georgia prohibited; that I am otherwise qualified to hold said office according to the Constitution and the laws of Georgia; that I will support the Constitution of the United States and this state and observe the provisions of the charter and code of ordinances of the City of Forest Park. I further swear that I have been a resident of the City of Forest Park for the time required by the Constitution and laws of this state and the charter and code of ordinances of the City of Forest Park and that I will to the utmost of my skill and ability endeavor to promote the interest and property of said city, without fear, favor, or affection. So, help me, God, or so I affirm.

This 27th day of December, 2023



 Latresa Akins-Wells

Sworn to and subscribed before me, the undersigned,

Judge of the Clayton County Magistrate Court



 Honorable Chief Judge Keisha Wright Hill

State of Georgia County of Clayton

I, Allan Mears do solemnly swear and affirm that I will honestly and faithfully perform the duties of **FOREST PARK CITY COUNCILMEMBER WARD 5** by adopting such measures as in my judgment shall be best calculated to promote the general welfare of the inhabitants of the City of Forest Park and the common interest thereof. I further swear that I am not the holder of any unaccounted-for public money due this state or any political subdivision or authority thereof; that I am not the holder of any office of trust under the government of the United States, any other state, or any foreign state from which I am by the laws of the State of Georgia prohibited; that I am otherwise qualified to hold said office according to the Constitution and the laws of Georgia; that I will support the Constitution of the United States and this state and observe the provisions of the charter and code of ordinances of the City of Forest Park. I further swear that I have been a resident of the City of Forest Park for the time required by the Constitution and laws of this state and the charter and code of ordinances of the City of Forest Park and that I will to the utmost of my skill and ability endeavor to promote the interest and property of said city, without fear, favor, or affection. So, help me, God, or so I affirm.

This 27th day of December, 2023



Allan Mears

Sworn to and subscribed before me, the undersigned,

Judge of the Clayton County Magistrate Court



Honorable Chief Judge Keisha Wright Hill

File Attachments for Item:

2. Council Approval of Council Work Session and Regular Meeting Minutes from November 6, 2023 and December 4, 2023 - City Clerk



CITY COUNCIL WORK SESSION

Monday, November 06, 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
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The Honorable Mayor Angelyne Butler, MPA

The Honorable Kimberly James
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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

DRAFT 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; Diane Lewis, Deputy HR Director; Bobby Jinks, Public Works 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 Rochelle Dennis, Project Manager.

OLD BUSINESS:

- Council Discussion and Approval of a Resolution to Confirming the Nomination of the Finance Director –Executive Office**

Background/History:

On October 16, 2023, John Wiggins was named as the sole finalist and nominated by the City Manager for the position of Finance Director.

Mr. Clark, City Manager- noted per the Charter, staff is seeking confirmation of the appointment of Mr. John Wiggins as the Finance Director.

NEW BUSINESS:

2. **Council Discussion and Approval of the Purchase of Extrication Tools for Quint-1 Fire Truck in the amount of \$38,000; RFB Not Required-** Fire Department

REQUEST FOR BID NOT REQUIRED**Background/History:**

The Forest Park Fire Department needs to purchase extrication tools for the Quint-1 fire truck. Extrication tools are essential for the rescue of victims in motor vehicle crashes.

If approved, the purchase would be from MES, who is the sole source vendor for the Hurst products and also a GSA contractor. Bids are not required for sole-source purchases. The cost of these tools is \$38,000 and would be funded using the Fire Fighting Equipment budget. The supporting documentation is attached for your review and approval.

Chief Clemons- noted that the line item was previously approved during the budget sessions, and as a formality, staff is seeking approval.

3. **Council Discussion and Approval to Purchase 85 Rescue Jackets in the amount of \$20,072.23-** Fire Department

Background/History:

The Forest Park Fire Department requests approval to purchase 85 rescue jackets for its employees. Due to the cost of this purchase, The Fire Department is seeking approval from Council.

Attached are 2 quotes for comparison. Emergency Responder Products is about \$80 cheaper in cost and is of the same quality and likeness as T&T Uniforms; therefore, our vendor choice is Emergency Responder Products.

The purchase will come out of the Uniforms and Raingear budget line with no negative impact for the total not to exceed \$20,072.23.

Chief Clemons- noted that additional items, such as uniforms and equipment, were discussed during the budget process, and as a formality, staff is seeking approval.

4. **Council Discussion and Approval of an Ordinance to Establish Municipal Court as Department of the City – Executive Office**

Background/History:

The Forest Park Municipal Court has been established by the General Assembly in Article IV of the City Charter. It is proposed that the City establish a new department to provide for the administrative functions of the Municipal Court. The attached ordinance creates that department but does not change any of the provisions of the City Charter pertaining to the jurisdiction and powers of the Municipal Court or the Municipal Judge.

Mr. Clark, City Manager- noted that early during the year, at a retreat, it was decided to move forward with separating the Municipal Court from the Police Department. Mr. Clark also noted the item is being brought forth for the official change to the general code so that the Municipal Court will be recognized as its own department in the Code of Ordinances. Mr. Clark also mentioned advertising for the position of Administrative of the court, which would become the Court Clerk.

5. **Council Discussion and Approval of an Ordinance to Update the City's Public Records Ordinance**
– Executive Office

Background/History:

The City's Ordinance pertaining to public records was last updated in 2005. The proposed ordinance updates and streamlines the City's public records policy as follows:

Designates the City Clerk as custodian of the City Records as provided by the City Charter and as required by state law.

Provides for the maintenance and security of City records.

Readopts the Records Retention Schedule for Local Government Records published by the Georgia Secretary of State's Department of Archives and History.

Reaffirms the requirement that the City Clerk and each department of the City comply with the Open Records Act and the Georgia Records Act.

Mr. Clark, City Manager- noted cleaning up the codebook to ensure its alignment with statutory practices, ensuring the language regarding Open Records is in sync with state law, and designating the proper process. Mr. Clark also noted that the last update to the codes was in 2005, which dealt with fees and other things assessed that did not align with state law.

Comments/Discussion from Governing Body:

Councilmember Antoine- noted he's glad the city can have a City Manager with good, fresh eyes.

6. **Council Discussion and Approval of a Resolution to Name Members of Beautification Committee**
–Executive Office

Background/History:

At the October 2, 2023 Meeting, the City Council created a Beautification Committee for the City. The committee shall consist of six residents of the City, one appointed by each Council member from their respective wards and one appointed by the Mayor. The Director of Code Enforcement shall serve as an ex-officio committee member.

Three persons have been designated to serve on the Committee:

- Mayor Butler's appointee – Kwan Rhea
- Councilwoman Wells' appointee – Lois Wright
- Councilman Guitierrez's appointee - Lashawn Boykin

The attached resolution formally appoints each of these members.

Mayor Butler- noted three (3) additional appointments were not included on the agenda. The additional appointments are Councilmember Antoinet's appointee, Ann Keith; Councilmember James' appointee, Sparkle Adams; and Councilmember Mears' appointee, Billy Lewis.

Mr. Clark, City Manager- noted ratifying the action during the regular session meeting and making an amendment to the ordinance presented in the agenda packets to reflect the names added.

7. **Council Discussion and Approval of the Operational & Performance Audit – Executive Offices**

Background/History:

In 2021, the City of Forest Park initiated a citywide Operational and Performance Audit. The operational and Performance Audit was to serve as the catalyst to a long transformative journey that was to provide an overview of the City's current state related to operations, performance, and culture. The report identified numerous recommendations and provided a roadmap that should have been leveraged to assist the City in reaching its goal of "Operational Excellence."

Given the cursory review of the recommendations provided, the plan has great information; however, many recommendations have not been completed. With the City Manager's new vision of "One Forest Park" and the inherent focus on achieving "Operational Excellence," we are seeking approval to move forward with working with Mauldin & Jenkins to update the recommendations provided. This would include the basic advisory services:

Following up on the progress made within each department related to M&J's Citywide Operational and Performance Audit dated April 2021.

Upon completion of the review and update, the Executive Offices would begin to work on Key Performance Indicators "KPIs" that would guide the work ahead.

Mr. Clark, City Manager- introduced Pauline Warrior as the new Senior Management Analyst and noted reviewing the report submitted by Maulding and Jenkins on how to streamline operations and optimize citywide.

Ms. Warrior- noted having a cursory review of the operational audit and mentioned there will be many Key Performance Indicators "KPIs" that will be achievable. Ms. Warrior also recommended the Key Performance Indicators "KPIs" provide the right measures so that staff can perform with excellence and represent those that are time-bound.

Mr. Clark, City Manager- noted that the Finance Department is looking to implement a system called OpenGov, where every aspect of the organization will be transparent to the public; he also noted the

public would be able to know where funding is being allocated, see the trending analysis, and will report externally of all Key Performance Indicators “KPIs” citywide.

Comments/Discussion from Governing Body:

Councilmember James- noted that when the 2021 audit was completed with the previous city manager, some of the recommendations made by Mauldin & Jenkins would be tackled, and she would know what has not been completed. Councilmember James inquired about the cost.

Mr. Clark, City Manager- noted the auditors like to use “not to exceed”; he noted staff knows some of the items that have been completed and reminded the council of the new staff who had no idea the plan existed. Mr. Clark mentioned going through what has been completed and noted the Municipal Court being mentioned in the audit. Mr. Clark mentioned staff is looking to develop a benchmark with the plan the city has paid for and will build off that. Mr. Clark also noted presenting an up-to-date document with an amount not exceeding \$30,000 to the Mayor and council. Mr. Clark made mention of a memo drafted to the governing body in the form of a request regarding an update of items from the previous administration and would like a clear picture of what is and what is not.

Councilmember James- inquired if staff would use Mauldin & Jenkins to help with the implementation or if staff would use the recommendations from the past.

Mr. Clark, City Manager- noted that staff wants to re-engage and update the plan and will provide a monthly report on the city manager’s report.

Councilmember James- expressed understanding of the process and noted her concerns with approving the \$30,000 base with knowing what to correct or complete.

Mr. Clark, City Manager- noted having an outline in the packet on what would be completed; he also noted that staff does not know where to start with the document in its core form and would invite Mauldin & Jenkins to inform staff where they left off. Mr. Clark also mentioned the possibility of adding to the plan an amount that does not exceed \$30,000.

Councilmember Antoine- expressed liking the idea and taking accountability and inquired if the city was saving money previously.

Mr. Clark, City Manager- noted that if a company is paid to complete work, it’s up to the leader to follow up on the work and mentioned some of the work was completed, and some of the work wasn’t completed.

Ms. Warrior- noted one item spoken about is assurance and how staff would like to have impact and outcome measures that will go along with Key Performance Indicators “KPIs.”

8. **Council Discussion and Approval Requesting to dissolve the Management Analyst Position in the Police Department-** Human Resources Department

Background/History:

The Management Analyst position was approved as a position that would handle grants for the Police Department. The City Manager hired a Senior Management Analyst to handle all grants citywide.

Diane Lewis, Deputy HR Director- noted that the City Manager had hired a Senior Management Analyst, which would eliminate the position of the Police Department’s Specialized Grants Analyst.

Mr. Clark, City Manager- noted the position will not only focus on grants.

Chief Criss- included the position in the Police Department has been vacant for 1.5 years.

Comments/Discussion from Governing Body:

Councilmember Gutierrez- noted wanting updates on the grants.

9. **Council Approval of a Resolution to Provide Leave Eligibility after (3) Three Months of Employment-Human Resources Department**

Background/History:

It is proposed that the City amend the Employee Policy and Procedure Manual to grant employees eligibility to use annual and sick leave after three months of employment with the City. Employees are only eligible to utilize annual and sick leave after their six-month probationary period. Under this change, employees can utilize three (3) days of accrued annual leave and three (3) days of accrued sick leave after being employed for three months. The resolution would not change the probationary period, leave accrual rules, or any other aspect of the Employee Policy and Procedure Manual.

Ms. Lewis- noted all new employees must wait six (6) months before taking time off. The resolution would allow new employees to utilize three (3) days of accrued sick and vacation time after three (3) months of employment. It would not change the probationary period of six (6) months.

10. **Council Discussion and Approval for Perkins Park Basketball Court Remodel – Public Works Department**

Background/History:

PERKINS PARK will be undergoing several upgrades in several phases. This is an attempt to revamp the surrounding community who resides and play in this park. Within the upgrades of the first phase, the basketball court will be resurfaced along with replacing the backboards/poles, and goals. The fencing around the court and the creek will be replaced. The second phase is to re-mulch the playground, replace the white piping with pressure-treated timbers, and replace the benches. The final phase would be to replace the playground equipment.

For the first phase, Public Works seeks approval of \$75,738.00 for 2 contracts.

The first contract for Dash Enterprise Georgia Group to resurface the basketball court is \$65,550.00.

The second contract for Natural Enclosures Fence Company to fence around the court and adjoining creek: - \$10,188.00.

Mr. Jinks, Director of Public Works- noted Dash Enterprise withdrew their offer as of today, with the city having no other offers.

Mr. Clark, City Manager- noted seeking an amount not to exceed to allow procurement and public works to find another contractor based on the bid. Mr. Clark also noted re-releasing the bid if staff cannot find a contractor.

Comments/Discussion from Governing Body:

Councilmember James- inquired if funding would come from the council's individual ward capital overlay funds and asked if resurfacing the basketball court had just been completed and if the paid company could return and redo the work.

Mr. Clark, City Manager- noted having an additional item on the agenda that is seeking approval to allocate \$50,000 per ward restricted to improvements to the pocket parks, totaling \$350,000. Mr. Clark also noted Perkins Park upgrades started two months before knowing about the influx of property taxes. He asked Mr. Jinks if there was a warranty on the basketball court and if he knew the company that renovated the court. Mr. Jinks said he was unaware of a warranty and did not know the company that completed the project.

Mayor Bulter- noted addressing the second question in executive session.

Councilmember Gutierrez- inquired about the timeline to finish the parks. Mr. Jinks noted it would depend on how much funding is allocated; he also noted staff already has the fence company to repair the fence with the playground and has reached out to some nationwide companies to use local contractors.

Councilmember Gutierrez- inquired about the order of the parks being fixed. Mr. Clark noted if approved, Council will be able to get with Mr. Jinks and Mr. Shelby, Capital Projects Manager, to begin conversing on what they would like to see in their parks.

Councilmember Antoine- inquired if it would be for all the parks. Mr. Clark noted the only exception would be Ward 2 Bill Lee Park and not Starr Park, seeing it is already on the major renovations list.

Councilmember Akins-Wells- noted being able to answer some of Councilmember James' questions and explained that the park was renovated 2-3 years ago and was not done correctly, leaving many legal things that can be discussed in executive session. Councilmember Akins-Wells suggested breaking it up in two to allow the fencing company to start and to put the bid back out to find a company that knows what it's doing.

11. **Council Discussion and Approval for the Lighting Addition Agreement – Public Works Department**

Background/History:

Lighting Services Agreement: Project# LP86983

The City of Forest Park was asked to investigate low lighting issues within the vicinity of Lake Mirror Rd and Old Dixie Hwy next to the Clorox Company. Georgia Power has just finished installing 13 new lights for the Clorox company at an additional \$810/month on their bill to try to increase the lighting in their parking areas, entry-exit gates, crosswalk, and railroad crossing area. Clorox Company requests the City to install 4 pole light fixtures along Lake Mirror Rd to mitigate the low lighting issues. This cost to the city would be \$160 monthly, coming out of Street Lighting 100-51-4260-53-1233.

Mr. Jinks- noted GA Power had completed upgrades and is still working on the safety issues. Mr. Jinks also noted GA Power contacted the city and requested to investigate the low light issues; staff went to investigate and received a quote to add four (4) additional lights that would lighten up that area for Clorox and GA Power workers who would walk from the bus stop or Old Dixie Rd.

Mr. Clark, City Manager - noted the request came about due to the Economic Development Department doing Business Retention and Expansion (BRE) throughout all wards, starting with the major businesses, and ending with small businesses.

Comments/Discussion from Governing Body:

Councilmember James inquired about the OneLight initiative and discussion that was held about cost sharing and wanted to know how that would fit into the equation of the 160 monthly costs for additional lights.

Mr. Clark, City Manager- noted the Onelight initiative was to transition all the HD lights to LED lights for visual representation purposes and was for the residential corridor. Mr. Clark also noted if residents requested streetlights, the city would provide them and incur the cost. Mr. Clark mentioned bringing back before the governing body legislation noting the city would no longer fund erecting streetlights within the residential and door commercial areas, and if lights are wanted, citizens would have to incur the cost.

Councilmember James- expressed understanding of the initiative and mentioned it being no different with a resident or business requesting streetlights; she also noted if it is going to be considered, to consider it holistically in the future.

Mr. Clark, City Manager - noted staff will re-present the policy about the street lighting district to allow the Mayor and council to provide feedback.

12. **Council Discussion and Approval of a Secondary Internet Provider Agreement**- IT Department

Background/History:

Many of our core sites currently have alternate internet connections as a failover if our primary circuits experience an outage. Unfortunately, the current backup circuits are provided by the same vendor as our primary circuits, thus offering very little redundancy. We are bringing before Mayor and Council new contracts with an alternate provider that will offer true redundancy as a backup to our primary circuits, providing better uptime for the City. In addition to better reliability, these secondary connections will reduce our monthly operating cost by approximately \$2,400 per month. IT is asking for Mayor and Council to approve the attached contracts for internet services. For security reasons, the details regarding the specifics of our internet providers have been omitted.

Mr. Cox- noted the IT Strategic Plan for the city has been moving to web-based and cloud-based applications, which provide increased accessibility and reduce the on-premises infrastructure needed to be maintained. Mr. Cox mentioned one downfall of hosted or cloud-based applications is the requirement for a stable internet connection, and staff is asking for the opportunity to diversify the internet circuits with additional providers, which would reduce the current cost.

Comments/Discussion from Governing Body:

Councilmember Guitierrez- inquired about a trial period and if the provider would be efficient.

Mr. Cox- noted that there are only a few key providers in the Metro Atlanta area, and the requested provider is one of the big providers with an uptime guarantee in the contract.

13. **Council Approval of the Recommended Proposed Millage Rate- Public Hearing #3-Finance Department**

Background/History:

The City of Forest Park has tentatively adopted a 2023 millage rate, which will require an increase in property tax by 25.23 percent due to property values increasing. Valuations have increased with all of the growth in values surrounding Forest Park. Staff is not proposing a millage increase; however, due to this increase in values, pursuant to State Law, it had to be advertised as a tax increase. The proposed tax increase for a home with a fair market value of \$100,000.00 is approximately \$20.00.

The first Public Hearing was held on October 30, 2023, at 11:00 am, and no people were present to speak. The second Public Hearing was held on October 30, 2023, at 5:00 p.m., and no people were present to speak. According to State Law, the final Public Hearing will be held in conjunction with the November 6, 2023 Council Meeting.

Mr. Wiggins- noted the property value is increasing, and the city must impose a small increase to stay compliant with state laws. Mr. Wiggins also noted it being the final public hearing.

Comments/Discussion from Governing Body:

Councilmember Gutierrez- requested that the governing body get an update on homes that will be affected by the increase.

Mr. Clark, City Manager- noted the finance department will provide the report and mentioned the homes with the Homestead Exemption would not be affected. Mr. Clark also mentioned having an educational class on calculating numbers.

14. **Council Discussion and Approval of Budget Adjustment-Increased Revenue & Park Improvements-** Finance Department

Background/History:

The City of Forest Park's FY23-24 Operating Budget was unanimously adopted by City Council on June 29th, 2023. Before adopting the budget, Finance staff advised that funding and revenues would continuously be monitored for accuracy and reporting purposes. Aggressive efforts to recover delinquent property taxes have determined that the adopted revenues can be adjusted to \$350,000.00 due to increased revenues collected for outstanding property taxes. This will increase the stated revenue amended on September 18th, 2023, by \$350,000.00. The City Council is recommended to approve a budget amendment to accurately reflect the corrected operating budget amount of \$42,336,503.00 for FY23-24.

Mr. Wiggins- noted that council is aware of the \$350,000 going toward each ward and has provided an itemized list of how much each ward would receive for their parks.

Mr. Clark, City Manager- noted that what has been seen with the collection of property taxes has been absentee property owners, and the funds will go towards repairing city parks. Mr. Clark also noted the parks that would be repaired are Ward 1- Scott Blvd.; Ward 2- Bill Lee Park; Ward 3- Theater Park; Ward 4 has two (2) Parks, 2nd Street Park, and Perkins Park; Ward 5 Alder Park that totals \$350,000 and \$50,000 for Mayor Butler's housing initiative.

15. **Council Discussion and Approval on the Second Public Hearing by Mayor and Council on the 2023 Comprehensive Plan Update-** Planning and Community Development

Background/History:

A comprehensive plan is a guide for communities to invest, develop and allocate services based on a shared vision formed through a public process. It is long-range that looks ahead 5 to 20 years. It assists communities in understanding its needs and desires, as well as strengths and weaknesses. The comprehensive plan looks across many facets of a city such as population, land use, housing, economic development, transportation, and other socio-economic elements. This is the 2023 Comprehensive Plan Update document. Forest Park updated its last Comprehensive Plan in 2018.

Ms. Irons- noted being a draft update of the 2023 comprehensive plan for five (5) years; also noted presenting a presentation during the regular session meeting and is the 2nd required public hearing through the GA Department of Community Affairs (DCA) to remain current.

Comments/Discussion from Governing Body:

Councilmember James- mentioned wanting to see the presentation and will have questions.

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

Background/History:

It is proposed that the City and the URA enter into an intergovernmental agreement to memorialize the current working relationship between the two entities. The attached agreement is substantially the same as previous drafts presented to the City and provides for the following:

1. Allows the URA to utilize City facilities and staff to carry out its functions;
2. Authorizes the Economic Development Director to serve as the Executive Director of the URA;
3. Authorizes the Finance Department to manage the finances of the URA; and
4. Provides for the URA to pay the City an annual amount to reimburse the City for a portion of the staff expense incurred in providing the foregoing work.

A new addition to the agreement authorizes the Public Works Department to maintain, repair and/or install certain URA infrastructure where the cost is estimated to be less than \$100,000. The URA will reimburse the City for the cost of such work.

Mr. Williams- noted the agreement has been in discussion for more than a year and, if approved, will go before the URA for their approval at their next meeting.

17. **Council Discussion and Approval of The Police Department requesting a budget amendment to add two (2) Police Officer positions and to delete one (1) Police Analyst position - Police Department**

Background/History:

The Police Department has authorized a total of 121 positions. These positions consist of sworn and non-sworn personnel.

The request is to delete one (1) Police Analyst position that has been vacant for over a year and to add two (2) Police Officer positions. One (1) of the Police Officer positions will be funded by the POA at Fort Gillem.

This restructuring can help ensure that staffing aligns with the department's priorities and enhances its ability to effectively serve and protect the community.

Chief Criss- noted requesting two (2) police officer positions, which would be funded by the POA at Fort Gillem, and has deleted the Deputy Chief position and the Specialized Grants Analyst. Chief Criss mentioned that there would be no budget impact outside of the additional police officers the POA would fund.

Comments/Discussion from Governing Body:

Councilmember Gutierrez- noted wanting to bridge the gap between schools and the community with educational programs.

Mr. Clark, City Manager- mentioned work being done through the schools and community-related relations police; Officer Sparks also added to the discussion.

Chief Criss- noted that only four vacant four (4) police officer positions are left, and there are plans to expand the Community Affairs Unit. Chief Criss also noted Sergeant Sparks, a part of the Community Affairs Unit, frequents schools and most recently visited Hue Elementary to read to the students. Chief Criss noted adding additional staff would allow the police to be more visible throughout the schools.

Councilmember James- noted wanting to highlight something that was failed to mention, which is the POA, and gave a shout-out to Mr. Clark, City Manager whom the Urban Redevelopment Authority (URA) appointed as the POA representative who is responsible for getting the POA to utilize the city to secure the Gillem project.

Mr. Clark, City Manager- noted once the position is funded by the POA, the Urban Redevelopment Authority (URA) will no longer have fees to pay the POA, a total of around \$30,000.

Councilmember Akins-Wells- thanked Chief Criss and mentioned receiving a call in which Chief Criss was highly spoken about at the barber shop event and suggested doing a better job promoting at schools and hair salons.

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

No action was taken.

ADJOURNMENT:

It was moved to adjourn the November 6, 2023, Council Work Session at 6:59 p.m.

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

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

It was motioned to break into a five (5) minute recess.

Motion made by Councilmember Akins-Wells, Seconded by Councilmember James.
Voting Yea: Councilmember James, Councilmember Antoine, Councilmember Gutierrez,
Councilmember Akins-Wells, Councilmember Mears



CITY COUNCIL REGULAR SESSION

Monday, November 06, 2023 at 7:00 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

DRAFT MINUTES

CALL TO ORDER/WELCOME: The meeting was called to order at 7:05 p.m. by Mayor Butler.

INVOCATION/PLEDGE: The invocation and pledge were led by Dr. Paden.

ROLL CALL - CITY CLERK: A quorum was established.

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

John Wiggins, Finance Director; Jeremi Patterson, Deputy Finance Director; SaVaughn Irons, Planner of Planning & Community Development; Javon Llyod, PIO; Diane Lewis, Deputy HR Director; Michelle Hood, Deputy City Clerk; Bobby Jinks, Public Works Director; Bruce Abrahams, Director of Economic Development; Chief Clemons, Fire Department; David Halcome, Deputy Fire Chief; Joshua Cox, IT Director; Derry Walker, Code Enforcement Director; James Shelby, Project Manager; and Chief Criss of the Police Department.

CITY MANAGER'S REPORT:

City Manager Clark- introduced the new employees of the police department: Lakeisha Lucas, Bryan Williams, Khaniqua Parish, and Jamal Hunter.

Chief Clemons- introduced the employees who have been promoted within the Fire Department, Captain Brett Boyle and Captain John Gaskin.

City Manager Clark- introduced the new hires in the Public Works Department: Mike Cotton, Janie Walker, and Ronald Jessie. He noted there is a lot of diversity in the Public Works Department. He also introduced Rochelle Dennis as a new hire in the Economic Development Department. He stated they would confirm the appointment of the new hire, Mr. John Wiggins, in the Finance Department. He noted that tonight they would like input on the Starr Park renovations, the Incubator renovations, and other capital improvement projects.

Mr. Clark noted the finance department brought in over \$450,000.00, relative to delinquent property taxes. He noted the final tax sale would be held the following day. He introduced Pauline Warrior as the new hire in the Executive Office. He noted she will lead the organization as it relates to programming, operationalizing operations, optimizing the City, and focusing on grants. He noted that the final candidates for the Council Aide position will be presented at the next meeting. Finally, he congratulated employees on their work anniversaries.

Councilmember James- noted that Councilmember Mears was celebrating 57 years of marriage.

PRESENTATIONS:**1. DEI Presentation: Creation of a Diversity, Equity and Inclusion Program****Background/History:**

The *Municipal Leader Diversity, Equity, Inclusion and Belonging Certificate Program* is an EMBRACE program designed to equip municipal leaders with the knowledge, tools and resources to create a foundation for sustainable and equitable economic prosperity for their cities and residents by creating an environment that values differences, fosters relationships and seeks a spirit of belongingness. Each participant in the program had to present a Capstone Project that they would take back to their cities and work on implementing the project. Three presentations will be presented in the following order: Creation of a Diversity, Equity, and Inclusion Program by Director Shalonda Brown; The Importance of Leading A culture of Inclusive Language, Effective Terminology and Gender Norms by Chief Latosha Clemons; and The LEAF (Leading an Essential, Able and Fulfilled Life) by Mayor Butler.

Chief Clemons - gave an overview of her presentation on Gender Norms. She noted the purpose of the presentation was to implement policies to enforce the importance of Diversity, Equity, Inclusion, and Belonging. She noted everyone should be treated with dignity and respect regardless of race, gender, gender identity, and gender expression. She talked about using jargon and inclusive language that avoids bias and slang expressions. Chief Clemons expressed that it is important that all organizations draft a policy so that everybody feels inclusive.

Comments/Discussion from Governing Body:

Councilmember Gutierrez – thanked the chief, and stated these subjects start with leadership, and being able to acknowledge these things.

Councilmember Akins-Wells – told the chief she is simply amazing and that she appreciates her. She stated this is the type of stuff that the chief has in her and they are lucky to have her in the community.

Chief Clemons- noted these are conversations that must be had even though they are uncomfortable.

Mayor Butler – stated she would like to continue the conversation offline, so she can better educate herself.

Councilmember James – stated her daughter was having some issues at work, and she kept saying they. Mrs. James asked who they were, and it turned out to be one person. So, she understands the language used can be confusing.

Mayor Butler- gave an overview of her Diversity, Equity, Inclusion, and Belonging presentation. She noted that there was a labor shortage and that they were looking for ways to attract and retain employees. She noted that using pay increases to mask deficiencies is not the answer and never to underestimate the enormity of treating people with dignity and respect. Mayor Butler stated she pondered what to do and noted that we have to graciously bow out of the “wage war” and, as a municipality, still attract and retain employees. She created the “Leaf Life” to Lead an Essential, Able, and Fulfilled life. Mayor Butler created her version of Maslow’s Hierarchy of Needs for employees. This hierarchy includes basic needs, physiological needs, and self-fulfillment needs.

Comments/Discussion from Governing Body:

Councilmember Gutierrez – noted that he really liked the presentation, he liked that it was data-driven, and she asked the employees what they wanted. He looks forward to seeing this project move forward.

Councilmember Antione – thanked her and stated that he was looking forward to this.

Councilmember James – thanked the Mayor for a great job of putting it together. She thinks it is important that if the employees want to live in Forest Park, they have that option. She thinks the housing stock needs to improve and has some coming up. She noted they could talk to some of the developers who are doing renovations as an option for the employees to purchase. She stated she is wholeheartedly for this initiative and will see what they can do.

Councilmember Gutierrez – noted the City has talented employees, and it would be great for everyone to pitch in and help build and buy into this initiative.

City Manager Clark – noted this is a directive from Mayor Butler to embed this into our operational practices. He noted the Executive Office believes this is amazing work and mirrors some of the requests that have been made since he has been here. Mr. Clark noted he would like to embed Chief Clemon's work into this as well. He thinks the suggestions received will help Forest Park stand out from other entities.

City Attorney Williams Williams – noted that based on what the City Manager said it may be the council's desire to amend the regular agenda and have the council adopt the directive for staff to pursue some of the recommendations in both presentations.

Councilmember James – wanted to know if the presentation from Ms. Brown will be heard at the next meeting.

Mayor Butler – stated yes.

2. Recognizing Mr. William Ross for 50+ Years of Service at the City of Forest Park

This presentation is to officially recognize Mr. Williams Ross for 50+ years of service to the City of Forest Park as an employee in the Public Works Department.

Mayor Butler- recognized Mr. William Ross, who had been with the City for a total of 55 years. She presented him with the first-ever Key to the City, and she and the council took pictures.

Mr. William Ross -stated he has enjoyed working with the City of Forest Park and it could not have been a better place to work.

Councilmember Gutierrez- thanked Mr. Ross and stated that he appreciated his dedication.

Councilmember Akins-Wells – thanked him for being dedicated to his job and the City. She thanked Mr. Clark for his idea to give Mr. Ross the Key to the City.

Mr. Clark- noted that the criteria had been developed as they began to give out the keys to the City. He asked the governing body to review for adoption at the next council meeting, to help streamline the process. If they start, getting requests it should be kept ceremonial for major monumental events.

PUBLIC HEARINGS:

3. Council Approval of the Recommended Proposed Millage Rate- Public Hearing #3-Finance Department

It was moved to recess the Regular meeting and open the 3rd Public Hearing for the Proposed Millage Rate.

Motion made by Councilmember James, Seconded by Councilmember Mears.

Point of Order by Councilmember James. She asked if they had just done that.

Mayor Butler - stated no, they had closed the regular meeting.

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

It was moved to open the 3rd Public Hearing for the Proposed Millage Rate.

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

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

There were no speakers for or against the proposed Millage Rate.

It was moved to close the Public Hearing.

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

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

4. Council Approval on the Second Public Hearing by Mayor and Council on the 2023 Comprehensive Plan Update - Planning and Community Development Department

It was moved to Open the 2nd Public Hearing Hearing for the Comprehensive Plan update.

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

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

Point of Order by Councilwoman James. She wanted to know if they could show the presentation and then have the votes.

City Attorney Willams -stated it was fine, and the information is on the website. He stated if she wanted a brief presentation so the public could know what they were speaking about would be appropriate.

SaVaughn Irons – noted Andrew Smith from the Atlanta Region Commission will do a presentation. They have been assisting the Planning and Community Development Department with the 2023 update to the Comprehensive Plan. It is updated every 5 years to keep the local government status. This is the second required hearing through the DCA.

Andrew Smith, Atlanta Regional Commission -explained the required Comprehensive Plan elements and state requirements, as far as the vision for the City and how it plans to move forward. He noted the elements required every five years and stated the Regional Commission is available to assist if needed for free. Mr. Smith presented the planning process and timeline to show where they are in the process and noted this is another element required by the state. He stated broadband is a required element that the state has elevated the importance of high-speed internet. He reviewed the needs, the opportunities, and the goals of the City. Mr. Smith gave an overview of the plans for housing, transportation, and work programs for the City.

City Manager Clark- stated there was a slide that stated it was only 400 or so individuals that live in Forest Park that occupy the jobs, and that is alarming. That is only 2 percent of our population. When we look at Gillem and the data, we can see that many of those jobs are not occupied by people who live here. He noted they are working with PB&Z, doing some DEI work to ensure residents have proper access to the available jobs and the workforce training aspect.

There were (3) three speakers in favor of this plan.

Ann Keith – grew up in the City and noted this is not her first time seeing a comprehensive plan. She is thankful and excited because they not only have a plan but there is going to be some action. She noted she is looking forward to what is coming to Forest Park.

Walter Gooden – is in favor of the comprehensive plan.

Carl Evans – noted he was at the event at the Senior Center and a great job was done answering everyone's questions. He noted it is good to some action finally taking place.

There was no one against the plan.

Motion made by Councilmember James, Seconded by Councilmember Mears.

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

It was moved to reconvene the Regular Meeting.

Motion made by Councilmember James, Seconded by Councilmember Antoine.

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

It was moved to approve the Proposed Millage Rate.

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

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

Councilmember James - asked if they were going to have a discussion on the Comprehensive Plan

Mayor Butler - stated during the closing comments.

City Manager Clark - stated it is not the final plan, that will be brought back for voting in December.

PUBLIC COMMENTS: (All Speakers will have 3 Minutes)

There were (6) six Public Speakers:

John Randle -noted the stop sign on Burkes and Yancy, on school days people are running them. Noted there were drug activities going down about 1.5 weeks ago. He brought it to the chief's attention and emailed the tag number but does not know how it is being processed. He wants training done for Forest Park Employees on respecting the public and not telling them that they are on punishment. Mr. Randle does not appreciate being disrespected as a citizen of the City. He noted he has been thinking about gathering some people to do a cop watch to hold them accountable. He states he has filed several complaints but does not get a response. The handling of the complaint process needs to be looked at.

Frank Holtzclaw – noted he had problems with Planning and Zoning. On October 7th a sign was put out for 0 Scott Road, for a hearing on the 19th, but they did not receive anything in the mail. On October 17th he went to the Planning Department to get information and was told if there is a picture on your phone that is all the information you need. He noted on the 19 at the meeting he started asking questions because he did not understand, and he was finally given a packet of information. He stated to the members not to listen to any more of the false promises. Divine Homes was supposed to do the roads and the sidewalk, but this information was never presented at the council meeting. He stated he was threatened to be removed from the meeting because the person conducting the meeting got upset about his outburst.

Walter Gooden – noted his concern is speeding in the speed zone, by WF Elementary School. He stated he asked for speed bumps to slow the traffic down. He stated there was a speed monitor up for about 3 weeks and they were taken down. He noted the school zones here are not up to par like in other cities and counties. Other places have speed bumps and cameras in their school zones. He noted they would like to see the City police there in the morning when school starts and one in the afternoon when it lets out to assist the Resource officers.

Zack Parker – noted any matter that is not dealt with and explained illegally or not lawfully, maybe a matter that may be considered old by the council. He noted he has been lied to for months and still has not received the information that was requested. The same rat problem with Waste Management has been discussed for years, and when brought to your attention, do you just tell the residents it is old news? A disabled citizen had to go through the trouble of coming here to hold you accountable for receiving a call back that they were promised.

He stated he gets retorts from the council about what he says on occasions, but never answers. He feels the City needs leaders who work when it is not convenient, leaders who know the City do not stop running because of a holiday. He noted the governing body will have one more meeting to suffice the 55 days that are left within the year; to govern the City and be transparent to the citizens. He noted the chair continues to make up rules and enforce those rules and tries to kick him out over rules that have been made up, and not follow those rules. He stated they would be there until about 10 because things from the next 30 days will be crammed into a couple of hours. In the charter, it states 2 meetings are to be had and you should be docked 10 percent when you break rules or do not show up for a meeting.

Maveto Hilton – noted the last time she was there she was seeking zoning approval for the school which was granted. Since then, they have started a new initiative to offer free emergency childcare to unemployed and low-income families. They are asking for assistance or some type of support to continue to provide free services. 11 Alive News found out about this and featured them. Their desire is not to just be affordable, but to be free to the families. This will aid people to become contributing members of society.

Lashawn Banks – noted that speeding on Watts Road is terrible. She stated there is a 25mph sign, but they are not abiding by that. At the corner of Watson and Ridgewood, 2 people got hit in the last 2 years. She stated there were police officers on the road dealing with another issue and she was happy to see them, hoping they could catch the speeders. She stated there is also a bus stop at the end of the road and they have to hit the brakes hard if they come over the hill fast. Then at Forest Avenue and Watts Road, if there was a turning light it could help with the speeding because there have been a couple of crashes there.

ADOPTION OF THE AGENDA WITH ANY ADDITIONS / DELETIONS:

It was moved to adopt the agenda with the following addition, which is a council directive to staff to explore the recommendations from the Diversity, Equity, and Inclusion Presentation.

Motion made by Councilmember Mears, Seconded by Councilmember James.

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

It was moved to amend the agenda to add the council directive to staff to explore the recommendations from the presentation by Chief Clemons.

Motion made by Councilmember Mears, Seconded by Councilmember James.

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

It was moved to amend the agenda to add a directive to staff to explore the recommendations from the DEI Presentation on Leaf Life.

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

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

APPROVAL OF MINUTES:

- 5. Council Approval of Council Work Session and Regular Meeting Minutes from October 16, 2023, and October 30, 2023, Public Hearings #1 and #2 - City Clerk**

It was moved to approve the Council Work Session and Regular Meeting minutes from October 16, 2023, and from the October 30th Public Hearings.

Motion made by Councilmember Akins-Wells.

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

OLD BUSINESS:

6. Council Approval of a Resolution to Confirming the Nomination of the Finance Director –Executive Office

It was moved to approve the Resolution to Confirm the Nomination of the Finance Director.

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

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

NEW BUSINESS:

7. Council Approval of the Purchase of Extrication Tools for Quint-1 Fire Truck in the amount of \$38,000; RFB Not Required-Fire Department

REQUEST FOR BID NOT REQUIRED

It was moved to approve the Purchase of extraction tools for Quint-1 Fire Truck in the amount of \$38,000.

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

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

8. Council Approval to Purchase 85 Rescue Jackets in the amount of \$20,072.23- Fire Department

It was moved to approve to Purchase 85 Rescue Jackets in the amount of \$20,072.23.

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

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

9. Council Approval of an Ordinance to Establish Municipal Court as Department of the City – Executive Office

It was moved to approve an Ordinance to Establish Municipal Court as Department of the City.

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

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

10. Council Approval of an Ordinance to Update the City's Public Records Ordinance –Executive Office

It was moved to approve the Ordinance to Update the City's Public Records Ordinance.

Motion made by Councilmember Antoine, Seconded by Councilmember Gutierrez.

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

11. Council Approval of the Operational & Performance Audit – Executive Offices

It was moved to approve the Operational & Performance Audit.

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

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

Voting Nay: Councilmember James

12. Council Approval of a Resolution to Name Members of Beautification Committee –Executive Office

Mayor Butler asked if all names needed to be stated.

City Attorney Williams Williams stated yes, just for clarity.

Mayor Butler -Kwanernica Rhea, Sparkle Adams, Ann Keith, Lashawn Boykin, Lois Wright and Billy Louis.

It was moved to approve a Resolution to Name Members of the Beautification Committee.

Motion made by Councilmember Antoine, Seconded by Councilmember James.

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

13. Council Approval Requesting to dissolve the Management Analyst Position in the Police Department- Human Resources Department

It was moved to approve the Request to dissolve the Management Analyst Position in the Police Department.

Motion made by Councilmember Antoine, seconded by Councilmember Akins-Wells

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

14. Council Approval of a Resolution to Provide Leave Eligibility after (3) Three Months of Employment- Human Resources Department

It was moved to approve a Resolution to Provide Leave Eligibility after (3) Three Months of Employment.

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

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

15. Council Discussion and Approval for the Lighting Addition Agreement – Public Works Department

It was moved to approve the Lighting Addition Agreement.

Motion made by Councilmember Mears, Seconded by Councilmember Antoine.

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

16. Council Approval for Perkins Park Basketball Court Remodel – Public Works Department

It was moved to approve the Perkins Park Basketball Court Remodel.

City Attorney Williams asked if they needed to clarify that the approval is for the not-to-exceed amount for the basketball court since they do not have a contract.

City Manager Clark stated it was 2 parts: the fence company and the second part to identify a company to come and do the work.

Councilmember Antione -withdrew his motion.

It was moved to approve the basketball court renovation not exceeding \$65,000.00.

Motion made by Councilmember James, Seconded by Councilmember Antoine.

Voting Yea: Councilmember James, Councilmember Antoine, Councilmember Gutierrez,

Comments/Discussion from Governing Body:

A point of order was made by Councilmember Akins-Wells, who asked if it was for this park or all the parks.

City Manager Clark -stated all the parks.

Councilmember Akins-Wells -recommends tabling it because the new bids may exceed this amount.

City Attorney Williams -states the City Manager can use his signing authority if it is within his \$10,000 discretion; also noting the City Manager can proceed under that, or it can be brought back to approve the additional amount. He noted if she wanted to bring it back that was fine.

Councilmember Akins-Wells -stated that it is what she would like to do.

Mayor Butler -asked if it was for the basketball court of the fence. She asked Councilmember James if she was willing to withdraw the motion.

Councilmember James -stated she will keep it as it is and, they could bring it back if needed.

Councilmember Akins-Wells asked if it would be like that for every park, not to exceed \$65,000.00.

City Attorney Williams- stated the only reason it is \$65,000.00 now is because that is what the original bid was for. This does not pertain to the other parks; they will be dealt with separately.

Councilmember James- stated the other parks are only \$50,000.00.

Councilmember Akins-Wells- stated that was not true; they have Capital Outlay Money that can also be used.

Voting Yes, Councilmember Mears

Voting Nay, Councilmember Akins-Wells

It was moved to approve the fencing for Perkins Park in the amount of \$10,188.00.

Motion made by Councilmember James, Seconded by Councilmember Antoine.

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

17. Council Approval of a Secondary Internet Provider Agreement- IT Department

It was moved to approve a Secondary Internet Provider Agreement.

Motion made by Councilmember Antoine, Seconded by Councilmember Gutierrez.

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

18. Council Approval of Budget Adjustment-Increased Revenue & Park Improvements- Finance Department

It was moved to approve the Budget Adjustment-Increased Revenue & Park Improvements.

Motion made by Councilmember James, Seconded by Councilmember Antoine.

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

19. Council Approval of The Police Department requesting a budget amendment to add (2) Police Officer positions and to delete (1) Police Analyst position - Police Department

It was moved to approve the Police Department's request for a budget amendment to add (2) Police Officer positions and to delete (1) Police Analyst position.

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

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

20. Council Approval of Directive to Staff to explore Recommendation from DEI Presentation.

It was moved to approve the directive to staff to explore the recommendation from Chief Clemons's DEI presentation.

Motion made by Councilmember James, Seconded by Councilmember Gutierrez.

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

21. Council Approval of Staff Directive to explore recommendations from the DEI from the Leaf Life.

Motion made by Councilmember James, Seconded by Councilmember Antoine.

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

CLOSING COMMENTS BY GOVERNING BODY:

Councilmember James – noted from the comprehensive plan report accomplishments, one thing canceled is the development of an underground parking deck. This is based on the 2021 LCI study update. We will explore it being a private partner-led mixed-use development.

City Manager – noted he would speak with her offline and get more history on that, and to ensure it aligns, get with the Community Development Department to see the standard.

Councilmember James – asked, since this will be canceled, does that mean it will not be a part of the 5-year process?

City Manager Clark- stated this has been in the City for some years, and the plan is not underway. He noted he had not heard anything about an underground parking lot.

Councilmember James – wanted to know if the Comprehensive Plan is just Main Street or Citywide.

City Manager Clark- noted it was Citywide.

Councilmember James noted that since it is City-wide, she thought he was proposing this.

City Manager – noted, based upon the typography, that even though it would be underground, the parking is not underground but at street level.

Councilmember James –noted for the broadband, the map says we are well served. Do we have any say on the airport airplanes and the interruptions we get? How can we handle this?

City Manager Clark- noted the metric that the Atlanta Regional Commission is presenting is the access to federal dollars, identified to improve broadband. The map in this packet illustrates some areas in Forest Park with no broadband. So, we must implement a strategy to ensure they have it.

Councilmember James- stated she brought a copy of the Starr Park Master Plan because Mr. Clark said he had never seen it.

City Manager Clark – in the presentation tonight, the architect will show you; I do know where some of the information came from. It was actually phased into Starr Park. However, they had only shown me the part around the park in their work with me.

Councilmember James – states as the comprehensive plan relates to Starr Park, is there anything in the presentation that was presented to us that we approved before?

City Manager Clark – noted the plan is in place to serve as a guide, not a direct document stating you have to do this.

Point of order by Councilmember Akins-Wells. She wanted to know if it was questions and answers or closing comments. She wanted to know if they could do that since they canceled the other meeting and are trying to cram it into one meeting.

City Attorney Williams- stated it is at the presiding officer's discretion.

Mayor Butler- stated she did say they could ask questions during the closing comments.

Councilmember James- stated she wants to ensure the items that the council approved for Starr Park are included in the plan. She thanked everyone for coming and reminded them her Ward meeting is every 3rd Thursday of the month at 696 Main Street, starting at 5 pm, and dinner will be served.

Councilmember Antione – gave a shoutout to Director Walker and his staff for hosting a great block party. He gave a shout-out to the people who helped put the Sickle Cell Disease event together. He gave a shoutout to the Beautification Committee and welcomed the new staff to the All-Star Team.

Councilmember Gutierrez- noted they would be looking into the concerns from the public comments, like the speed monitors. Mr. Frank, I will be inquiring about how you were treated. He stated, they are big on customer service, and he always brags about how good they treat their people. He noted the Veterans Day event will be on Friday. He noted the Day of the Dead event is coming up, and they will watch a movie. He recognized the middle school Panthers that has never gone undefeated, and he is proud of them for being 6-6 this year. He noted that tomorrow is election day, and he still has his seat as he ran unopposed. He wants the people to reach out if they need anything.

Councilmember Akins-Wells noted that she agrees with many of the things Mr. Parker said, and things tend to get brushed under the rug, and people are treated a certain way because of how people feel about them, which is unfair. Ms. Wells is frustrated about the park and thinks there is a pattern of not getting things done regarding the parks in Ward 4. She noted she was tired of talking about Waste Management and putting a band-aid on it. She feels they need to work on getting the dump out of the community. Speeding on West Street has been discussed for years, and something needs to be done about it. She thanked Chief Criss and stated she knows he will do what needs to be done at the schools for the kids. She thanked the City Manager for all he did and will do and for giving Mr. Ross the first key to the City. She noted that she did not vote for 1 meeting because they get paid to do 2 meetings a month.

Councilmember Mears – noted he likes how the City is coming together and welcomed the new employees. He thanked everyone for being there.

Mayor Butler- noted that they have two (2) work session meetings and two (2) regular monthly meetings, and the narrative of having just one meeting needs to stop. She noted the decision made by the council to cancel the upcoming meetings, and anytime there is a pressing issue, they will have a Special Called meeting. She noted the 10 percent dock is if you are consecutively missing a meeting without justification, which is not happening here. Mayor Butler noted that if that were the case, the City Attorney would let them know. She reminded everyone of the Veterans Day program coming up this Friday. November 16th is the turkey giveaway with Bulldog Insurance.

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

It was moved to recess into Executive Session at 9:16 p.m. for Personnel, Litigation, or Real Estate matters.

Motion made by Councilmember James, Seconded by Councilmember Mears.

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

It was moved to reconvene back into the Regular Meeting at 9:30 p.m.

Motion made by Councilmember James, Seconded by Councilmember Antoine.

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

It was moved to amend the agenda to include 3 presentations for the Rite Aid Building, the City Center, and Starr Park.

Motion made by Councilmember James, Seconded by Councilmember Antoine.

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

City Manager Clark noted that the Project Manager, Mr. Shelby, will go over the high-level and then introduce the Architects to go through the presentation.

Project Manager, James Shelby- noted three projects to be presented: the Rite Aid Building, the City Center, and Starr Park. There have been some changes made to the City Center and Starr Park. He introduced Oscar Herrera to talk about Starr Park.

Oscar Herrera -noted that in October, they had their initial meeting with the City Manager and Mr. James to discuss the current state of Starr Park as it relates to the single bid that was submitted. He noted that due to that bid, they decided to break out sections of the park, which was originally done under Phase 1. The 2nd phase is the sports phase, and now they are discussing having a 3rd phase or relocating the active portion of the park under Phase 1.

Councilmember James- if he could tell her the streets, and wanted to know if it is where the current park and soccer field is now.

Oscar Herrera- noted that was right.

Project Manager, Mr. Shelby- noted that this is not all of phase 1. It will also include 3 acres of the property they are discussing with Clayton County to acquire. He noted that all the activities Mr. Herrera discussed will be moved to that area. He noted with the Starr Park Master Plan that all the elements were incorporated into this plan. He stated they are moving the stadium because it will be an enterprise, it can be fenced in, and they can hold concerts more easily there.

Councilmember James- noted she was confused about where things fit on the street.

Project Manager, Mr. Shelby – explained to Councilmember James the layout of the plan.

City Manager Clark -noted the amphitheater is contingent upon this happening, and as stated on the call, the county should be looking to ratify this item in December.

Councilmember James – wanted to know if the multi-purpose field would be like they have it now, like having multiple games simultaneously.

Mr. Herrera -noted it is the same size as if it was in the other place.

Councilmember James -asked for a copy of the plan.

Councilmember James – asked if it still will have the splash pad.

City Manager Clark- stated they are recommending it be removed based on the recommendation from the architect and from reviewing experiences from other jurisdictions.

Councilmember James – stated that is a conversation they will have to have because it is something that the residents voted on.

Councilmember Akins-Wells noted that since things have changed, she trusts Mr. Clark is making the right decisions if they plan to do away with the splash pad, and they do not have to have everything that was stated.

Mayor Butler – noted part of where they are now is because they came in grossly over budget. She noted they are scaling back to bring the park to fruition. She noted they can discuss so there is no confusion about what they originally said and what they are getting.

City Manager Clark- stated they could present it at the next meeting.

Councilmember Gutierrez – asked about parking.

City Manager Clark- noted it would not be seen because of where the City center is located, but the parking will be improved, and there are 100 parking spaces on the ground floor.

Councilmember James – noted they discussed not having the park separate but together. She noted part of that was Hines Ward Pass. She stated there was greenery to mesh it together, and if you need to cut it off for an event, it worked and did not just look like the road.

Councilmember Gutierrez – asked did they only had one bid for this park.

City Manager Clark- noted that 15 to 20 individuals attended the Prebid conference. He also noted when it came down to it only one company bid. He stated that the way the bid was issued was not clear, and what drove the cost was duplicate line items. He noted they are going through it to ensure they do not have those issues.

Liz Hudson Architect Precision Planning – introduced Kent Snyder, who is also an Architect with Precision Planning. She stated they would be able to integrate and share a space with the different divisions of the City. She noted the center will be on a site where it can overlook Starr Park. She reviewed the layout and positioning of each building and stated that it was very preliminary and needed their feedback to fine-tune it.

City Manager Clark- noted if they had an event at the amphitheater, they could dedicate the underground parking for said activity, since City staff would not be there.

Councilmember Mears- inquired about a kitchen for cooking.

City Manager Clark- noted they would institute a kitchen so that it never has to be shared in case the facility is being used for another event. He stated they needed to know if they were headed in the right direction and if the governing body was comfortable with the notion that they would be able to get all the offices on the block if they closed down that portion of Lake Drive.

Councilmember James- stated she thinks they should look at access to the park. She would have to drive out of the way to get there. She wanted to know if they could look at building an entry.

City Manager Clark – noted they are building a pedestrian bridge, and she could park across the street and walk over there; that way, she is not caught up in all the traffic.

Councilmember Akins-Wells- noted there are multiple ways to get around.

Mayor Butler – stated it is only a minor inconvenience, and she likes it the way it is.

Leann Axum Precision Planning – overviewed the Culinary Incubator and Food Court. She noted that City Manager Clark has some great ideas. She went over the plans for the building.

City Manager Clark – noted the Garden Bar is not where they will grow items from a bar. It is a full bar with a garden theme.

Leann Axum – noted they tried to keep the exterior the same and keep the investments on the interior. She noted they would recommend repairing certain areas on the existing finish.

Councilmember James – asked about the operating hours.

City Manager Clark – stated they have not gotten that far.

Leann Axum – stated there are a lot of opportunities if you want to have a nighttime place where your focus is entertainment, food, and community gathering.

Councilmember Mears- asked if the mechanical heating and cooling would be on the roof.

Leann Axum – stated yes.

City Manager Clark – noted that based on the feedback received from the Mayor and council, they would seek an alternative, so if the City wants to make a rooftop on top of this facility and look out over the Amphitheater. It would cost more because you would have to determine what to do with the mechanicals. He noted they are currently looking at a cost of about \$ 4,000,000.00.

ADJOURNMENT:

It was moved to adjourn the Regular Session at 10:30 p.m.

Motion made by Councilmember Mears, Seconded by Councilmember Antoine.

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

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.



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

DRAFT 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 (CDBG)- 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. Willams- 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.



CITY COUNCIL REGULAR SESSION

Monday, December 04, 2023, at 7:00 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

DRAFT MINUTES

CALL TO ORDER/WELCOME: The meeting was called to order at 7:00 p.m. by Mayor Butler.

INVOCATION/PLEDGE: The invocation and pledge were led by Pastor Clinkscale.

ROLL CALL - CITY CLERK: A quorum was established.

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

Jeremi Patterson, Deputy Finance Director; John Wiggins, Finance Director, SaVaughn Irons, Planning & Community Development; Javon Llyod, PIO; Kwame Marshall; Media Specialist, Shalonda Brown; Director HR, Diane Lewis, Deputy HR Director; Bobby Jinks, Public Works Director; Nigel Watley; Deputy Public Works Director, Bruce Abrahams, Director of Economic Development; David Halcome, Deputy Fire Chief; Tarik Maxwell, Recreation and Leisure; Joshua Cox, IT Director; Derry Walker, Code Enforcement Director; and Pauline Warrior Senior Management Analyst.

ADOPTION OF THE AGENDA WITH ANY ADDITIONS / DELETIONS:

It was moved to adopt the agenda with the addition of 3 items. Item 24 is the adoption of the 2024 Holiday Calendar, item 25 is the Meeting Calendar for 2024, and item 26 is the MOU between the City of Forest Park and Riverdale for EMT Services.

Motion made by Councilmember Mears, Seconded by Councilmember James.

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

APPROVAL OF MINUTES:

1. **Council Approval of Council Work Session and Regular Meeting Minutes from November 6, 2023 -**
City Clerk

There was no approval of the minutes.

PUBLIC COMMENTS: (All Speakers will have 3 Minutes)

There were 5 (five) Public Comment Speakers:

Mr. Holtzclaw -noted that if the standards were changed and one owner had multiple properties, a builder would want to put twenty (20) homes on three (3) acres of land. He noted that he has been fighting this for about two (2) years, and it is to make a bigger profit. He asked if this was what Forest Park wanted, for things to become clustered so people could make a profit and leave. He asked them not to vote to change things to allow people to build a bunch of stuff in a small space.

Ms. Falomi- recognized the chief of Police and expressed how she feels he's doing an amazing job. She noted he was following the policy and procedures of having a warming station, and she provided several bags of things to assist with the project. She noted when looking at the comprehensive plan that maybe they can utilize the building on Main Street for a warming station. She gave kudos to Mattie Hartsfield and the City Manager for assisting the citizens when needed. She noted she is happy that the police department will be getting new fleet. She stated there was a reserve of \$250,000,000, which they have not heard anything about or what happened to it.

Ms. Falomi also noted the basketball season has started and wants everyone to come to Parks and Recreation to support the kids. She wants Ward 3 to be taken seriously. She stated the sidewalk on Rockcutt Road needs to be reconsidered, and she wants a comprehensive study done with the citizens to see what is needed in Ward 3.

John Randle – noted he is concerned about the stop signs that people continue to run. He said he saw many cops out doing nothing and mentioned he had come across some nice cops this week and some who were rude to him. Mr. Randle also noted he appreciated the City fixing the sidewalk on New Burkes Road; however, there is another sidewalk issue on Ash Street, where the old Rite-Aid building used to be. He stated he was glad he did not break his neck one night, and the officer on call did a fantastic job. Mr. Randle hopes to hear back from someone at City Hall regarding some complaints he filed over four (4) weeks ago.

JoAnn Thomas – noted tractor-trailers being parked on Hwy 42 coming out of Holland Park Apartments, which citizens can't see when trying to make a right, and she was almost hit. Ms. Thomas noted that there have been many break-ins since they built the buildings on Fort Mack. She stated people walk onto the property, where there used to be fences.

Councilmember James called for a Point of Order and requested that Ms. Thomas be allowed to finish her public comments if she was not done.

Councilmember Akins-Wells- stated she is in favor of extending her time.

JoAnn Thomas – noted she cannot do anything if there is a break-in; she can't even yell for help. She asks that the Councilmembers treat Ward 3 better because they do matter.

Zack Parker – noted at the last meeting the Mayor did a presentation on respect, then disrespected him within minutes during his public comment. He stated he is continuously being disrespected and retaliated against for trying to hold the Council accountable. He noted there was a presentation on inclusion and the words used to describe others, and before the meeting was over, he was referred to as the camo guy, by a council member. He noted if you can see what is being done to him in this room, imagine what happens when no one is watching.

Mr. Parker stated he has been complaining about retaliation for years, with police sitting outside of his home, watching him, following him on his bike rides, and pulling him over for simply jogging. He noted that if you would not want these things to happen to your family members, you should not be okay with it happening to your citizens. He noted there were countless items on the agenda, and the last meeting ended at about 10:30 pm. He noted people want to be informed but do not have to be out until 11 pm to have to do so.

CITY MANAGER'S REPORT:

City Manager, Mr. Clark- noted the Police and Fire Departments are among the most responsive entities that he has ever seen in his many years of government. Mr. Clark wanted to clarify that, because there have been times at events when the council wanted direct contact from the chief, and they went themselves. Mr. Clark noted to be thankful for what you have, and you will end up with more; If you concentrate on what you don't have, you will never have enough, Oprah Winfrey. Mr. Clark noted going into November he wanted to know how to take the operational audit captured two (2) to three (3) years ago and make it into an actionable document. He noted that he wants to take the city to a data-driven government. He noted they would publish for everyone to see where they are on projects in real time.

Mr. Clark noted they went over most of the property held by the Landbank Authority to see what opportunities there are and will discuss it with the Mayor and Council. He noted in November that Chief Clemons did an amazing job of presenting Diversity, Equity, and Inclusion, and they are taking it a step further to ensure all employees go through the course offered by GMA. He thanked Ms. Wanda Dutton, who had retired after 21 years with the City of Forest Park. He noted that Mr. Ian Hogan is celebrating 25 years with the Fire Department. Mr. Clark gave an overview of the progress of each department and the different projects that are underway and noted they are happy to answer any questions that anyone may have.

Comments/Discussion from Governing Body:

Councilmember Gutierrez – wanted to know if they could add a section to the report for the council to address the public comments.

City Manager, Mr. Clark- noted he will try to follow up after the meeting but can add the section or send it out in an email so that council members know the follow-up on each item.

Councilmember Gutierrez -noted he would like to hear that because, for the record, there are already 2 public comments stating the police chief is not answering complaints and that you are not answering complaints. He noted he wants to make sure it is public that we are addressing these things.

City Manager, Mr. Clark- noted that while they try and do their best job, sometimes they do not meet everyone's expectations. He noted they do not know their expectations, and when people do not get the answer they want, they will say they did not respond when they did.

Councilmember Antione – noted the welcome signs are beautiful and wanted to know where else they will be noted.

City Manager, Mr. Clark- noted they are working to ensure that in the various parks and the various Wards, any signage you see is consistent, and the look is the same. He noted he would get with Mr. Shelby, about lighting for the signs.

Mayor Butler- noted they spoke about landscaping around them.

City Manager, Mr. Clark- noted that some of them have been landscaped.

James Shelby, Project Manager -noted the only landscaping is the sign that is located near the Farmers Market, and the other signs will not be landscaped because they were not in the bid packet. He noted they could get some bids for the signs.

Councilmember Akins-Wells- noted they have the signs everywhere except Olde Dixie, which is a major highway in Forest Park, and she would like to know if they could change that. She noted it could be just a welcome sign on Tara Blvd.

Mr. Shelby- noted a post sign out there already, and one by the McDonald's is coming in on Jonesboro Road. He noted the road was so narrow that they could not put up a big sign.

PRESENTATIONS:

2. Urban Redevelopment Authority Update- Economic Development

Background/History:

The Urban Redevelopment Authority (URA) recently hit some major milestones in developing Gillem Logistics Center. The Economic Development Department provides personnel support for the URA and provides an updated report to the Council. Councilmember James chairs the URA. For information only, no action is required.

Bruce Abraham – gave some background history on Fort Gillem. He explained that economic development is about tax base and jobs and spoke on some of the positive projects that have happened on the site. He noted Kroger opened a distribution center, and the URA partnered with Robinson Weeks to build buildings there. Mr. Abraham noted that HD Supply is adding about 440,000 square feet of space, and Blue Starr Studio has opened 40,000 square feet. Mr. Abraham noted that the Army requires a certain Historic Preservation, and there is a lot of renovation to be done to the old buildings out there. He also noted that there have been 3,942 jobs that have been created since renovation, which surpasses the commitment to the US Army to create 2500 jobs.

Mr. Abraham noted that the value created at Gillum in the past 10 years is \$817,205,732, the market value of real and personal property combined. He noted there is a total of 185 acres left that are uncommitted in the project. He thanked the City Attorney Mike Williams, who for 10 years has helped with the contracts and the negotiations and stated that Mr. Williams knows the background of the property. Mr. Abraham

thanked Mrs. James, the current chair of the URA, who acts with wisdom and prudence, and the former chair, Mayor Butler, who put them on this track toward success.

Comments/Discussion from Governing Body:

Councilmember James – noted that part of her URA commitment to the intergovernmental agreement with the council is to ensure they receive updates on the URA Board. She thanked Mr. Abraham for pulling it all together. She noted one thing she would like to know is the final letter that Mr. Williams is working on for the army and what it entails.

Mike Williams, City Attorney – noted the agreement with the Army is not structured as an actual mortgage, note, or loan. They paid the Army but did not have any evidence, so they advised the Army of the document he prepared for them to certify and show they had been paid in full and that there were no further obligations.

Councilmember James – noted the other part is that the UR has contributed as part of the initial agreement to invest back.

City Attorney – noted this is a preliminary number of over \$24,000,000.00 that has been reinvested back into Gillum by the URA and proceeds from the sale of properties in Gillum.

Councilmember Antione – noted it is amazing how Gillum came from nothing to something and how proud he is of Mr. Abraham and the council members. He noted there are two council members still there who voted for that project in 2014.

Councilmember Gutierrez – noted that there were people before them who saw the plan and made it happen. He thanked Mr. Abraham.

Councilmember Akins-Wells- noted they were on the council when this originated. She gave kudos to those who were there before them. She noted even though they voted on it, things were taking place before they were ever on the board. Mrs. Wells gave a huge shoutout to the ones who started the conversation and the ones who are continuing to help it be a success. She thanked Councilmember James for keeping them in the know of what was going on.

Councilmember Mears – noted he was around when it first started and had many sleepless nights from obligating the city to a note of that size. He noted the people who were around when it started and is glad, they finally got it paid off.

Mayor Butler- noted she thinks the word evolution sums it up. She said not only Fort Gillum has evolved, but so has Forest Park, as a municipality. Mayor Butler noted that they missed something previously.

City Manager, Mr. Clark- introduced the new hires in the Police Department: Major Smith, Officer Mufasa, Officer Swain, Officer Knox, Officer Brown, Communication Manager Jennifer Johnson, and lastly, Office Assistant Latrese Miller.

3. Recognition of the retirement of City Attorney Michael Williams- Executive Offices

Mayor Butler- congratulated Mr. Williams on his retirement and years with the city. Mayor Butler presented Mr. Williams with a statue and took pictures with Mr. Williams and the governing body.

Mike Williams- noted that he has been practicing law altogether for about thirty (30) years and expressed wanting to do something different while having the energy to do it, such as being in the Ice Cream Truck

Business. He noted a lot has been done in Forest Park over the last year or so and that it's a wonderful city. Mr. Williams said he is happy to go to a new phase in his life but will miss what they have done, and the friendships created. He stated he is also going to miss being a part of the wonderful opportunities that are ahead. Mr. Williams noted he would follow the City of Forest Park and thanked them for allowing him to serve.

Councilmember Akins-Wells- noted she wanted to thank Mr. Williams on the city's behalf for everything he has done. She noted she knows that they have not always been easy to deal with, but he has always done his work with dignity and grace.

Councilmember Gutierrez- noted Mr. Williams has always talked him through everything, and he is grateful for all the life lessons on top of the legal guidance that he always gave.

Mayor Butler -Presented Mrs. Hartfield with a gift as a token of their appreciation. Mrs. Hartfield is the senior resident who appeared in the Home Improvement video. Mayor Butler noted that Mrs. Hartfield and her family have been in the Forest Park community for over 50 years and noted that the community center is named after her husband.

Mrs. Hartsfield – noted she loves Forest Park, and it is where she was born and raised. She noted she will be 87 years old on Thursday and asked the people to please keep the community going. She noted that Forest Park is one of the oldest cities in Clayton County.

Councilmember Akins-Wells- noted that she has known Mrs. Hartsfield for a long time. She noted Mrs. Hartfield had always been involved in the community until her health started to decline but would still make calls to try and get things done. She noted that she stopped by Mrs. Hartsfield's home, which was welcoming, and when she asked Mr. Clark to stop by, he did so with no hesitation. She noted it is time to take care of the seniors who have taken care of them and provided them with the history of the community.

4. **Presentation on the City of Forest Park Fire Dept. & EMS Public Safety Educator Upcoming Events/Projects, Which Includes the purchase of a Fire Prevention Trailer-** Fire Department

The Forest Park Fire & EMS Public Safety Educator will present upcoming events & projects. One of the projects is to purchase a Fire Prevention Trailer. The trailer would be purchased utilizing the fees & revenues collected from plan reviews and construction project fees. Our chosen trailer is manufactured by LION – NAFECO and costs \$287,364.76. Further description of the trailer will be in the Public Safety Educator's presentation of upcoming events and projects.

A PowerPoint presentation will be shown while Mr. Anthony Gallman gives the presentation.

Deputy Chief Halcomb- asked permission for the Fire Marshal's Office to be able to accept fees for construction documents and noted the money would be set aside for Public Safety education. Deputy Chief Halcomb stated one of the main goals is to replace the old fire safety trailer, which is outdated and unsafe. He noted they have reached that goal.

Anthony Gallman, Public Safety Educator –noted that he has been with the City for one (1) year and realized there is a need for the fire safety trailer that we are looking at. He noted they have been to schools and businesses teaching CPR, and how to use fire extinguishers. He noted they are doing a toy drive to be distributed to children and families in need. Mr. Gallman noted he has some people who would like to lend or give to the project. He noted they would put money on gift cards that have been collected from the different entities. The families identified can go out with the firefighters and purchase a limited amount.

Mr. Gallman- stated the trailer is enclosed, thirty-four (34) feet long, and would elevate the ability to get out to the community. He noted the trailer would offer realistic threat scenarios and allow them to do simulations for the home and workplaces. Mr. Gallman said people don't think of severe weather, and he wants to ensure that people can recognize, react to, and survive in any emergency. He noted they could curtail the training toward the different industries.

Comments/Discussion from Governing Body:

Councilmember James thanked him for the information.

Councilmember Antione- asked what the lion stood for, and who thought of that.

Mr. Gallman –noted that Lion is the manufacturer of the trailer. He noted he has been looking at trailers for a year and this is the only company that offers those components needed. He noted if they are going to do it, he would like to get what fits the community the best.

Councilmember Gutierrez – noted he has seen him at the schools and appreciates his hard work.

Councilmember Akins-Wells- thanked Mr. Gallman and noted she thinks the Fire and Police Chiefs are some great leaders and that great leaders create other great leaders.

Councilmember Mears – thanked Mr. Gallman and thinks they need to post where people can make the donations, and whom to make the checks out to. He noted that it needs to get out to the public.

Mr. Gallman- agreed and noted that if approved, they will ensure everything is accounted for properly.

City Manager, Mr. Clark- noted that they will do an advisory through the PIO office tomorrow. He noted that Mrs. Wells recommended placing it on the Marquee Board and giving council members rack cards to pass out. Mr. Clark also noted there are boxes in various departments and to get with finance to see where the checks will go.

5. Forest Park Fire & EMS – Lieutenant Promotions (Introduction of newly promoted Lieutenants and presentation of badges & helmets)- Fire Department

The Forest Park Fire & EMS has three (3) newly promoted lieutenants. A small ceremony/introduction will be given by presenting them with badges & helmets.

Chief Clemons – noted having three (3) new promotions to the rank of Lieutenant in the Fire Department. Chief Clemmons explained Ten (10) people underwent a rigorous promotional process, including a 150-question written test. Out of the ten (10), there are a top four (4), with one (1) being appointed at the January 2, 2024, Council meeting. Chief Clemmons recognized Lt. Chris Harris, Lt. Tad Busby, and Lt. Jesse Cook on their appointments. She also recognized the EMS Coordinator, whom she has challenged and has always come out in the top three (3), Andrew Gelmini. Chief Clemmons expressed that Mr. Gelmini is working hard on some executive-level things, and she is very proud of him.

Comments/Discussion from Governing Body:

Councilmember James – noted she was excited and thanked them for serving the City of Forest Park.

Councilmember Antione- noted he echoed his colleagues, was proud of them, and thanked them for doing what they do for the city.

Councilmember Gutierrez – thanked them for what they did and noted he had to call EMTs for his father, and the way they responded, he is eternally grateful. He noted he was proud of them and hoped they would stay for the long run.

Councilmember Akins-Wells – thanked them and noted that she appreciated all that they brought to the city. She noted they go out to learn to take care of their families and the other families and residents of Forest Park.

Councilmember Mears – noted he wanted to thank them for their dedication and for putting themselves in harm's way. He noted he appreciated their hard work, and that the city was proud to have them.

Mayor Butler – noted it was not until the September 11th Memorial Service that she read the background of Battalion Chief Baker and what he went through. She noted it never crossed her mind the split-second decisions made continuously, and how it impacts the lives that they encounter. Mayor Butler noted she has a newfound respect for all that they do. She thanked them for pouring their time, hearts, and soul into the City of Forest Park.

Chief Clemons- noted they had served the City of Forest Park for over ten (10) years.

PUBLIC HEARINGS:

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

It was moved to close the Regular Meeting for the first Public Hearing on the Transportation Service Business Text Amendment.

Motion made by Councilmember James, Seconded by Councilmember Mears.

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

It was moved to open the Public Hearing on the Transportation Service Business Text Amendment.

Motion made by Councilmember James, Seconded by Councilmember Antoine.

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

There were no speakers for or against the Business Transportation Text Amendment.

It was moved to close the Public Hearing on the Business Transportation Text Amendment

Motion made by Councilmember James, Seconded by Councilmember Antoine.

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

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

It was moved to open the 2nd Public Hearing on the Lot/Yard Standards amendment to Section 8-8-73 of the Code of Ordinances.

Motion made by Councilmember James, Seconded by Councilmember Antoine.
Voting Yea: Councilmember James, Councilmember Antoine, Councilmember Gutierrez, Councilmember Akins-Wells, Councilmember Mears

No speakers were for or against the Lot/Yard Standards amendment to Section 8-8-73 of the Code of Ordinances.

It was moved to close the 2nd Public Hearing for the Lot/Yard Standards amendment to Section 8-8-73 of the Code of Ordinances.

Motion made by Councilmember James, Seconded by Councilmember Antoine.
Voting Yea: Councilmember James, Councilmember Antoine, Councilmember Gutierrez, Councilmember Akins-Wells, Councilmember Mears

It was moved to close the Public Hearing and reconvene the Regular Meeting.

Motion made by Councilmember James, Seconded by Councilmember Antoine.
Voting Yea: Councilmember James, Councilmember Antoine, Councilmember Gutierrez, Councilmember Akins-Wells, Councilmember Mears

It was motioned to approve the Transportation Service Business Text Amendment.

Motion made by Councilmember Antoine, Seconded by Councilmember James.
Voting Yea: Councilmember James, Councilmember Antoine, Councilmember Gutierrez, Councilmember Akins-Wells,

Point of order by Councilmember James. She wanted to know if Mears was going to vote.

Voting Yea: Councilmember Mears

It was motioned to approve the Lot/Yard Standards Amendment to Section 8-8-73 of the Code of Ordinances.

Motion made by Councilmember James, Seconded by Councilmember Antoine.
Voting Yea: Councilmember James, Councilmember Antoine, Councilmember Gutierrez, Councilmember Mears
Voting Nay: Councilmember Akins-Wells

OLD BUSINESS:

8. Council Approval of Changes to IGA between City and URA-Legal

It was moved to approve the Changes to IGA between the City and URA.

Motion made by Councilmember James, Seconded by Councilmember Antoine.
Voting Yea: Councilmember James, Councilmember Antoine, Councilmember Gutierrez, Councilmember Akins-Wells, Councilmember Mears

NEW BUSINESS:

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

It was moved to approve the Resolution to Apply for HUD Funding through the 2024 Community Development Block Grant Program (CBDG).

Motion made by Councilmember Antoine, Seconded by Councilmember James.

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

- 10. Council 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**

City Manager, Mr. Clark- stated there is nothing to approve of because the governing body has already approved the policy.

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

It was moved to approve the Agreement for three (3) additional Card Reader Purchases with Tyler Software.

Motion made by Councilmember James, Seconded by Councilmember Antoine.

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

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

It was moved to approve the contract for Accounts Payable Automation with Tyler Software.

Motion made by Councilmember James, Seconded by Councilmember Mears.

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

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

It was moved to approve the request to Change the Job Title of Administrative Supervisor to Office Coordinator in the Planning & Community Development Department.

Motion made by Councilmember James, Seconded by Councilmember Antoine.

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

Councilmember Akins-Wells -asked them to clarify things because she was a bit confused.

City Manager, Mr. Clark – noted that he spoke with the Human Resources Director but did not know if it was correctly stated on the record what they were doing. They are changing the job title of the Administrative Supervisor to become the Office Coordinator. The Staff Assistant that was mentioned position is being removed from this department. The Office Coordinator will assume both positions. He also noted the position would save money because the Office Coordinator would do both jobs.

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

It was moved to approve the GIS and Mapping Services with Clayton County.

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

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

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

It was moved to approve the updated 2023 City of Forest Park Comprehensive Plan review and approval.

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

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

16. Council Approval of the Digitization Agreement for Planning and Community Development Processes- Planning and Community Development Department

It was moved to approve the Digitization Agreement for Planning and Community Development Processes.

Motion made by Councilmember James, Seconded by Councilmember Antione.

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

17. Council Approval of a Resolution to Authorize the Extension of Service Agreement with Croft & Associates-Planning and Community Development Department

It was moved to approve a Resolution to Authorize the Extension of Service Agreement with Croft & Associates.

Motion made by Councilmember James, Seconded by Councilmember Mears.

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

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

It was moved to approve a Resolution to Authorize the Extension of a Service Agreement with Falcon Design.

Motion made by Councilmember James, Seconded by Councilmember Antoine.
Voting Yea: Councilmember James, Councilmember Antoine, Councilmember Gutierrez, Councilmember Akins-Wells, Councilmember Mears

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

It was moved to approve a Resolution to Authorize the Extension of a Service Agreement with Precision Planning.

Motion made by Councilmember James, Seconded by Councilmember Akins-Wells.
Voting Yea: Councilmember James, Councilmember Antoine, Councilmember Gutierrez, Councilmember Akins-Wells, Councilmember Mears

20. Council Approval to Purchase Five (5) Police Cars for the Police Department- Police Department

It was moved to approve the purchase of Five (5) Police Cars for the Police Department- Police Department, utilizing the forfeited funds in addition to \$150,000 from the Contingency Fund.

Motion made by Councilmember Akins-Wells, Seconded by Councilmember James.
Voting Yea: Councilmember James, Councilmember Antoine, Councilmember Gutierrez, Councilmember Akins-Wells, Councilmember Mears

Councilmember Gutierrez – wanted to clarify that he is not encouraging the police to go ticket the community to gain assets. He noted he wants to make sure everyone understands that.

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

It was moved to approve the purchase of Fifteen (15) Dell laptops in the amount of \$25,396.50.

Motion made by Councilmember James, Seconded by Councilmember Antoine.
Voting Yea: Councilmember James, Councilmember Antoine, Councilmember Gutierrez, Councilmember Akins-Wells, Councilmember Mears

22. Council Approval to Transfer a Service Weapon- Police Department

It was moved to approve the Transfer of a Service Weapon.

Motion made by Councilmember James, Seconded by Councilmember Antoine.
Voting Yea: Councilmember James, Councilmember Antoine, Councilmember Gutierrez, Councilmember Akins-Wells, Councilmember Mears

23. Council 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

It was moved to approve the entry of 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.

Motion made by Councilmember James, Seconded by Councilmember Antoine.
Voting Yea: Councilmember James, Councilmember Antoine, Councilmember Gutierrez, Councilmember Akins-Wells, Councilmember Mears

24. Council Approval of the Observed 2024 Holiday Calendar.

It was moved to approve the Observed 2024 Holiday Calendar.

Motion made by Councilmember James, Seconded by Councilmember Mears.
Voting Yea: Councilmember James, Councilmember Antoine, Councilmember Gutierrez, Councilmember Akins-Wells, Councilmember Mears

25. Council Approval of the 2024 Work Session and Regular Session Meetings Calendar.

It was moved to approve the 2024 Work Session and Regular Session Calendar.

Motion made by Councilmember James, Seconded by Councilmember Akins-Wells.
Voting Yea: Councilmember James, Councilmember Antoine, Councilmember Gutierrez, Councilmember Akins-Wells, Councilmember Mears.

26. Council Approval of the MOU Between the City of Forest Park and Riverdale for EMS Services.

It was moved to approve the MOU Between the City of Forest Park and Riverdale for EMS Services.

Motion made by Councilmember James, Seconded by Councilmember Mears.
Voting Yea: Councilmember James, Councilmember Antoine, Councilmember Gutierrez, Councilmember Akins-Wells, Councilmember Mears

CLOSING COMMENTS BY GOVERNING BODY:

Councilmember James- thanked everyone for coming out. She noted the November Ward Meeting is on the website. She thanked Jonathan Rasmir for supplying twenty (20) turkeys to Ward 1 and the Mayor. She noted they did a food giveaway at Forest Park High School and supplied over one hundred twenty-six (126) families. She noted that everyone should mark their calendar for March 10, 2024. There will be a Hunger Walk with the Atlanta Community Food Bank. This is to raise funds to purchase the food we could give away. She noted tonight the Clayton County Commissioners are holding a Public Hearing. She expressed to Ward 1 on Conley Road that they are proposing rezoning to put a convenience store with fuel and commercial parking. She noted she has gotten plenty of complaints about speeding, and she has put in a letter of opposition, which they will be reading at the meeting. She noted they can go to the Clayton County Commissioner's website to find out more, and there will be one (1) more hearing. Mrs. James noted there will be a Ward meeting on December 21st at 696 Main Street, and they will serve dinner. She wished everyone a Merry Christmas and a Happy New Year.

Councilmember Antione – congratulated the Fire Department employees on their accomplishments, and the police department on their new hires. He wished them all a Happy New Year.

Councilmember Gutierrez – welcomed the new employees and congratulated the new lieutenants. He noted Saturday was the senior ball, so get dressed up and come out. He thanked Attorney Mike for his dedication and the positive groundwork he laid for the city and wished him the best in his endeavor. He noted he is excited about the home program because the seniors deserve this. He thanked the Mayor, the Council, and employees for

putting it together. He noted when talking to the seniors, there were different things they could not afford, but now they can address them.

Mr. Gutierrez noted they had a food drive and partnered up with the Little One Learning Center, and their Hand, Heart, and Soul nonprofit project. He thanked Councilmember Akins-Wells and Jonathan Rashmir for providing turkeys to give to the community. He noted Mr. Rashmir also funded a trip for the Middle School students. He gave a shout-out to Elder Cook and Pastor Clinkscale at Rockdale Church and thanked them for everything they do for the community. He congratulated the Forest Park student Justin for winning the SEC Championship here in Georgia. He stated he would reach out to his constituents who are unhappy with what is happening in Ward 3, and he told them to reach out if needed because he is always transparent. He wished everyone a Merry Christmas.

Councilmember Akins-Wells- noted that she believes in respect and acknowledges those who were previously in office and are in office now. She noted that Representative Stoval may not be a representative now, but she wanted to thank and acknowledge her. She acknowledged Jonathan Rashmir and Rumors and thanked them. She noted this is her eleventh (11th) year giving back to her community and could not do it alone. She noted Mr. Clark received two hundred and forty (240) turkeys for the turkey drive and thanked him. She thanked Mr. Collins for donating turkeys and ham and noted she is all about speaking up for the community and giving back to the community.

She acknowledged Ms. Kieth, CJ Horne, and the gentleman from the Fire Department for coming out in the rain to give out turkeys to the community. She noted Wellness with Wells is going well and that Mr. Malone is a great instructor. She thanked Councilmember Gutierrez for coming out for the first time. Mrs. Akins Wells thanked the employees for all they did for the city. She thanked Mike for having integrity, dedication, and all that he has done for the City of Forest Park.

Councilmember Mears – thanked Mike for all that he has done for the city. He thanked the big businesses in Forest Park for their donations. He thanked the new Lieutenants from the Fire Department for all they do and wished everyone a Merry Christmas.

Councilmember Gutierrez – noted that besides the Fire Department, they are collecting toys for the CLE Sickle Cell Foundation. He noted that they could contact Ms. Folami and that they could donate until December 22nd.

Mayor Butler – thanked everyone for attending. She noted after attending a funeral she noticed how someone else's grief could help others put life into perspective. She noted she was thankful for everything she has in her life and her city and that it is not done without the city employees. She wanted the employees to know that she sincerely thanked them for their efforts and progress for the City of Forest Park. She also wants the residents to know how tirelessly they truly work on their behalf.

Mayor Butler noted that many of the requests that the Mayor and Council have been pushing over the years are finally coming to fruition. She noted she cannot think of a better year with the evolution of Forest Park in progress. She thanked Mr. Clark for all he brought to the city and noted she is honored to work next to him. She thanked Director Maxwell and Ms. Green for sponsoring the community Thanksgiving Dinner. She noted on December 16th, she will partner with three (3) Nonprofits to have their biggest toy giveaway and that they need a lot of volunteers. She congratulated Mike on the next chapter in his life.

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

It was moved to recess into Executive Session at 8:48 p.m. for Personnel, Litigation, or Real Estate matters.

Motion made by Councilmember Antoine, Seconded by Councilmember James.
Voting Yea: Councilmember James, Councilmember Antoine, Councilmember Gutierrez, Councilmember Akins-Wells, Councilmember Mears

It was moved to reconvene back into the Regular Session at 10:27 p.m.

Motion made by Councilmember James, Seconded by Councilmember Mears.
Voting Yea: Councilmember James, Councilmember Antoine, Councilmember Gutierrez, Councilmember Akins-Wells, Councilmember Mears

It was moved to confirm the appointment of Roper Jackson as the new Court Administrator.

City Manager, Mr. Clark– noted it included authorizing a temporary contract with Roper Jackson.

Motion made by Councilmember James, Seconded by Councilmember Mears.
Voting Yea: Councilmember James, Councilmember Antoine, Councilmember Gutierrez, Councilmember Akins-Wells, Councilmember Mears

It was moved to approve Denmark & Asby as the City Attorney, with the City Manager Finalizing the contract.

Motion made by Councilmember James, Seconded by Councilmember Mears.
Voting Yea: Councilmember James, Councilmember Antoine, Councilmember Gutierrez, Councilmember Akins-Wells, Councilmember Mears

It was moved to approve a three (3)-month contract with Mr. Williams to serve in a transitional period.

Motion made by Councilmember James, Seconded by Councilmember Akins-Wells.
Voting Yea: Councilmember James, Councilmember Antoine, Councilmember Gutierrez, Councilmember Akins-Wells, Councilmember Mears

It was moved to approve the purchase of 696 Main Street repairs not to exceed \$200,000.00.

Motion made by Councilmember James, Seconded by Councilmember Akins-Wells.
Voting Yea: Councilmember James, Councilmember Antoine, Councilmember Gutierrez, Councilmember Akins-Wells, Councilmember Mears

ADJOURNMENT:

It was moved to adjourn the Regular Meeting at 10:30 pm.

Motion made by Councilmember James, Seconded by Councilmember Akins-Wells.
Voting Yea: Councilmember James, Councilmember Antoine, Councilmember Gutierrez, Councilmember Akins-Wells, Councilmember Mears

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:

3. Forest Park Fire & EMS – Year End Report (Presentation from EMA Coordinator Ioana Armstrong)

The Forest Park Fire & will present its year-end / annual report. EMA Coordinator Ioana Armstrong will provide a presentation/slideshow.



CITY OF
FORESTPARK

City Council Agenda Item

Subject: FOREST PARK FIRE & EMS – Year End Report (Presentation from EMA Coordinator Ioana Armstrong)

Submitted By: SANDRA DAVIS – FIRE & EMS OFFICE COORDINATOR

Date Submitted: December 27, 2023

Work Session Date: JANUARY 2, 2024

Council Meeting Date: JANUARY 2, 2024

The Forest Park Fire & will present its Year End / Annual report. Presentation/slideshow will be given by EMA Coordinator Ioana Armstrong.

Cost: \$ N/A **Budgeted for:** _____ **Yes** _____ **No**

Financial Impact: NONE

Action Requested from Council: NONE – Presentation given by EMA Coordinator, Ioana Armstrong.



Forest Park Fire and Emergency Services



ANNUAL REPORT
2023

A Message from the Chief

Greetings:

It is my pleasure to present to you the Forest Park Fire and Emergency Service's Annual Report. I hope that this document provides you with the information you feel is important as you ponder the successes and the shortcomings, we as a department experienced during the 2023 Calendar Year. The report will provide statistical data as well as descriptive accounts of our activities and should depict the functions and responsibilities of every division with Forest Park Fire and Emergency Services.

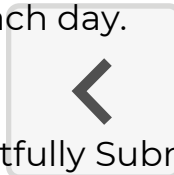
This report will highlight the many accomplishments of our department over the past 12 months and point out the important services we provide to the community through our fire suppression, emergency medical services, fire prevention & arson investigation, public education, special operations, and emergency management programs. We deliver all our services from three local fire stations, including our Administrative Headquarters and the city's Emergency Operations Center. The three stations are distributed throughout the city to reduce transit times when responding to a citizen's requests for emergency assistance.

Our staff remains committed to providing world-class services using a delivery model that emphasizes efficiency and fiscal responsibility. Our emergency responders are constantly striving to improve the standard of care.

The publishing of this Annual Report will be the first of its kind by Forest Park Fire and Emergency Services. It is truly an honor to lead a department that is so well prepared to address the community's emergency response needs and recognized for excellence in all areas of our service delivery model. This department's leadership ensures that the organization moves forward in a professionally and fiscally responsible way while ensuring that our accomplishments are not lost. There are significant challenges for sure, but that is what professional fire rescue departments do every day (deal with situations that others walk away from because they perceive them to be too difficult to handle).

As the City of Forest Park continues to embark upon new levels of strategic success our firefighters and paramedics will continue to raise the bar and challenge the status quo concerning our service delivery methods. It will continue to be our mission as a department to improve our response times, enhance your levels of care in the community, and always deliver the best possible service to every person who needs those services.

In closing, I would like to thank our Mayor, Council Members, and City Manager for their support and encouragement. They must understand how much we appreciate their dedication and commitment to the overall public safety of our community. Without their guidance, vision, and willingness to serve, our quality of life here in Forest Park would not be what it is today. With excellence as our goal, we as professional firefighters, paramedics, and fire protection specialists continue to be committed to earning your trust each day.



Respectfully Submitted,

Latosha D Clemons

Fire Chief



Content

- Our Department
- Mission & Values Statement
- Organizational Chart
- Inside the Numbers
- Administration
- Operations
- Community Risk Reduction
 - Fire & Life Safety
 - Code Enforcement
- Employee Recognition



Our Department



We Are #OneForestPark 

Mission Statement

To ensure the safety of the community by continually providing the highest quality of service through preparedness, education, and action.

Core Values

Professionalism. Cooperation. Dedication. Loyalty.

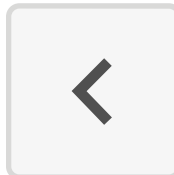
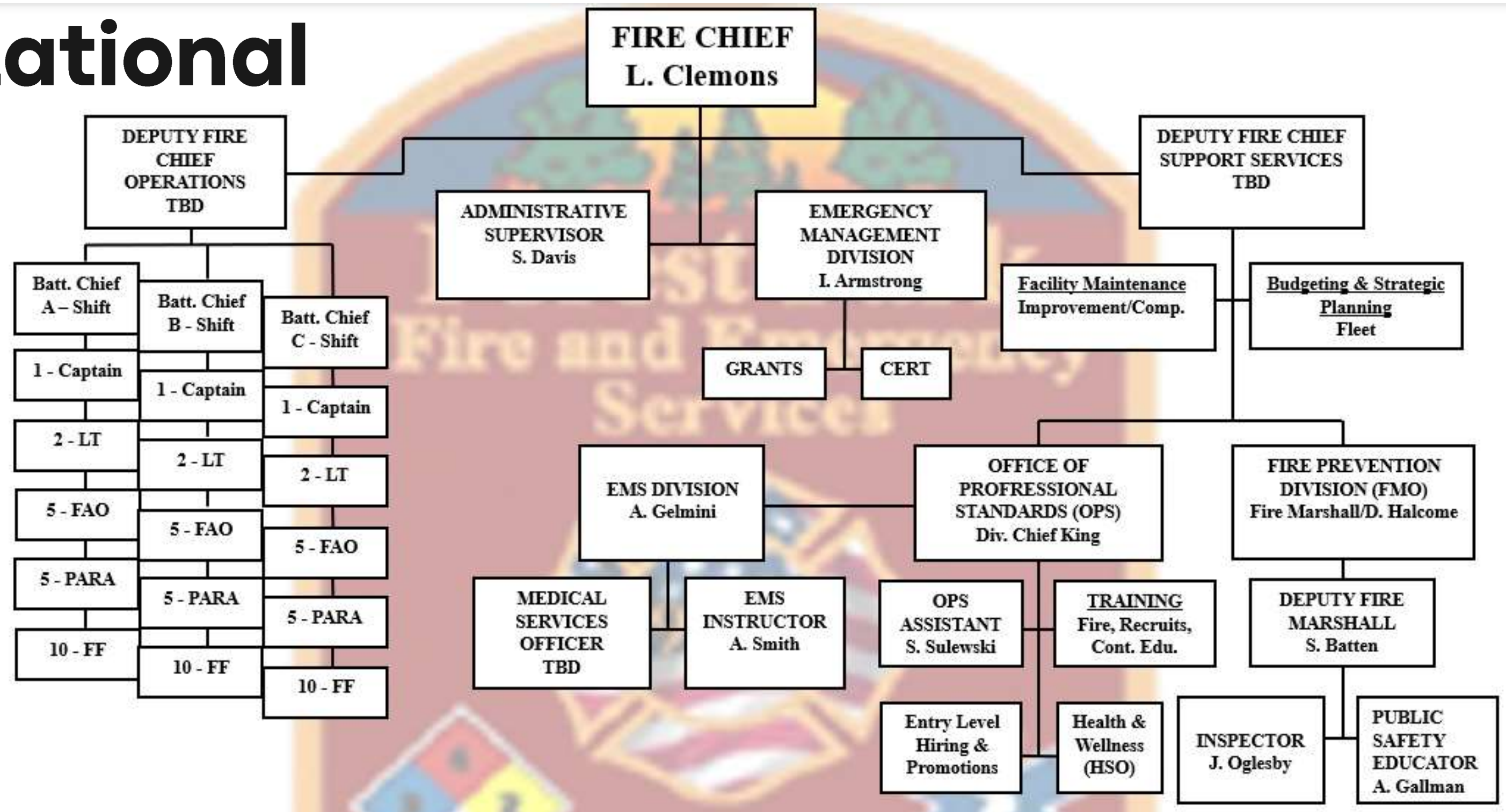
Department Vision

The Forest Park Fire and Emergency Services Department provides an all-hazards approach to providing services to the citizens of Forest Park and its surrounding community.

The department is responsible for preparing for, responding to, and mitigating incidents involving fire, emergency medical care, vehicle extrication, technical rescue, hazardous materials, biological, radiological, nuclear, and explosives. Coupled along with these areas of response are prevention efforts, emergency management, safety education, citizen involvement, and other efforts to keeping our community safe.

Training and education continue to be the focus in preparing our response to handle these ever-changing disciplines. The department is proud to be noted as a progressive agency that is continually on the leading edge of training and innovation.

Organizational Chart



INSIDE OUR NUMBERS



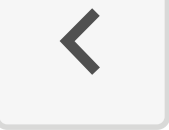


Established in 1952, Forest Park Fire and Emergency Services employs roughly 90 employees.



In 2022, the department responded to approximately 5,798 EMS calls and 2,929 fire calls, while maintaining an average response time of four to five minutes.

	2018	2019	2020	2021	2022
Total Calls	5,700	6,885	7,657	8,448	8,727
Average Calls/Month*	475	574	638	704	727
Average Calls/Shift	15.8	19.1	21.3	23.5	24.2





ADMINISTRATION



FINANCE



CONTRACTS & AGREEMENTS



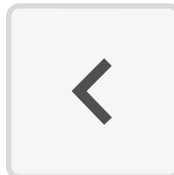
EMERGENCY MANAGEMENT



COMMUNICATIONS



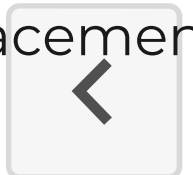
COMMUNITY OUTREACH



FINANCE

The FPDF budget provides the necessary funding to accomplish organizational goals established through the strategic and business planning process while adhering to the policies and procedures set forth by the city and the department. The department continues to meet the demands of the economically challenging times while funding personnel, operational expenses, and capital items while remaining consistent and in accordance with the city and departmental capital improvement projects and vehicle replacement program.

Expenditure	2020/21 Actual	2021/22 Actual	2022/23* Actual
Personnel Services	\$6,295,107	\$6,373,311	\$5,460,935
Operating Expenses	\$319,865	\$347,735	\$683,535
Capital Outlay	\$66,710	\$306,139	\$552,000
Non-Operating Expenses	\$312,287	\$869,073	\$936,732
TOTAL	\$6,968,119	\$8,330,992	\$7,636,203



Emergency Management



Overview

Forest Park's Emergency Management Agency provides emergency preparedness planning for both homes and local businesses. Planning for disasters and evacuation can be accomplished by EMA staff in conjunction with the general public at large. Emergency Management continually plans and prepares for any large-scale emergency situation. This includes preparation and training for potential emergencies such as severe weather events or an active shooter situation.

Notable Events

- Winter Weather - Water Shortage/Crisis
- Severe Weather - Monitored incidents ranging from high winds/storm damage, tornado and tropical storms
- Incident Response with Mutual Aid Partners, County and/or State Resources

Examples of EMA in Action



Winter Weather – Dec 2022

After-Action Report/Improvement Plan
December 31, 2022



Reynolds Nature Preserve Fire

After-Action Report/Improvement Plan

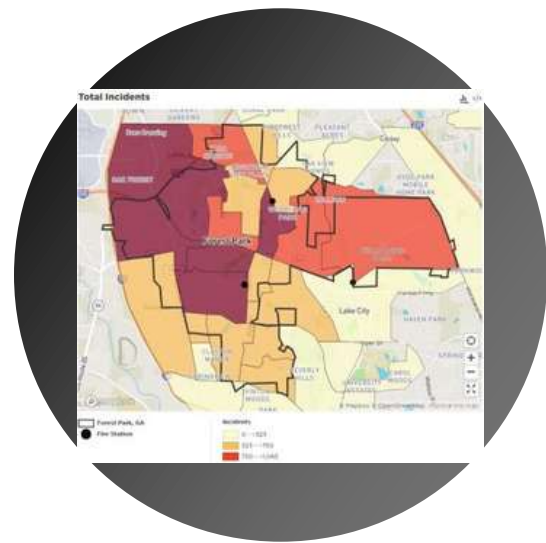


EMERGENCY MANAGEMENT

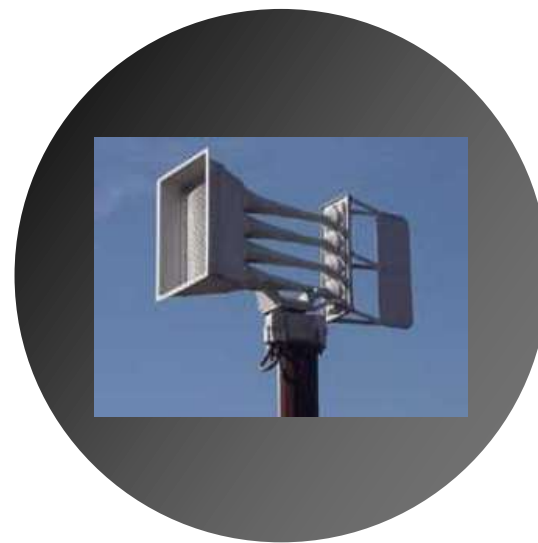
Communication Methods



City of Forest Park residents are encouraged to sign up for the CodeRED emergency notification system. In the event of an evacuation, utility outage, water main break, fire or flood, chemical spill or other emergency situation, the city uses CodeRED to send mass notifications by phone, email and text to keep citizens informed.



City residents now have access to comprehensive demographic information, emergency response reports, socio-economic data and more thanks to the brand new [Forest Park CRAIG 1300™ assessment dashboard](#).



The EMA Division maintains severe weather early warning sirens to warn citizens and business owners of approaching dangerous weather conditions. The department maintains five such sirens within its jurisdiction.



Community Outreach



Community Engagements



In educating the community, all age groups were supported. Programs were developed to reach the young to most mature residents of Forest Park.



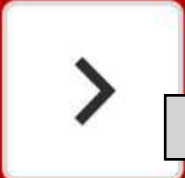
Activities



Item # 3.

The Division was active in several community activities and events which include but not limited to the following.....

- Selena Day**
- Hispanic Heritage Day**
- Health and Wellness Festival**
- Forest Park Day**
- Jumble Jam**
- Back 2 School Bash**
- Forest Park 5K Run**
- Community Career Fair**
- Christmas Parade**



Special Outreach Programs



**Camp Believe
Christmas Toy Drive
Shop with a Firefighter
Letters to Santa gift giving
Sparky visits to Daycare
Facilities**





OPERATIONS

- Apparatus
- Equipment
- Honor Guard
- Special Operations Rescue Team (SORT)
- EMS
- Training Division

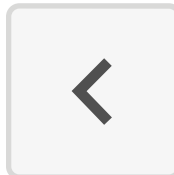


OPERATIONS



The Operations Division supports the men and women that are serving the community of The City of Forest Park by providing:

- **Collaboration with other departmental agencies to provide updated Facility Maintenance and Upkeep**
- **Vehicle maintenance and replacement**
- **Managing budgetary needs**
- **Purchasing state of the art equipment to better protect the citizens.**
- **Assuring emergency crews are given the tools, living spaces, vehicles, office equipment, technology, protective gear and other related items they need to preform job tasks and exceed standards of care**
- **Other tasks as assigned and duties preformed as needed**



OPERATIONS

The Operations Division has made cutting edge improvements to better support the Firefighters and EMT's such as:

- Brand New Fire Station 3
- Improvements to Fire Stations 1 and 2
- Two new fire engines (Engine 2 and Engine 3)
- New quint 1
- Staff vehicle replacements
- New updated tools on fire apparatus



Apparatus

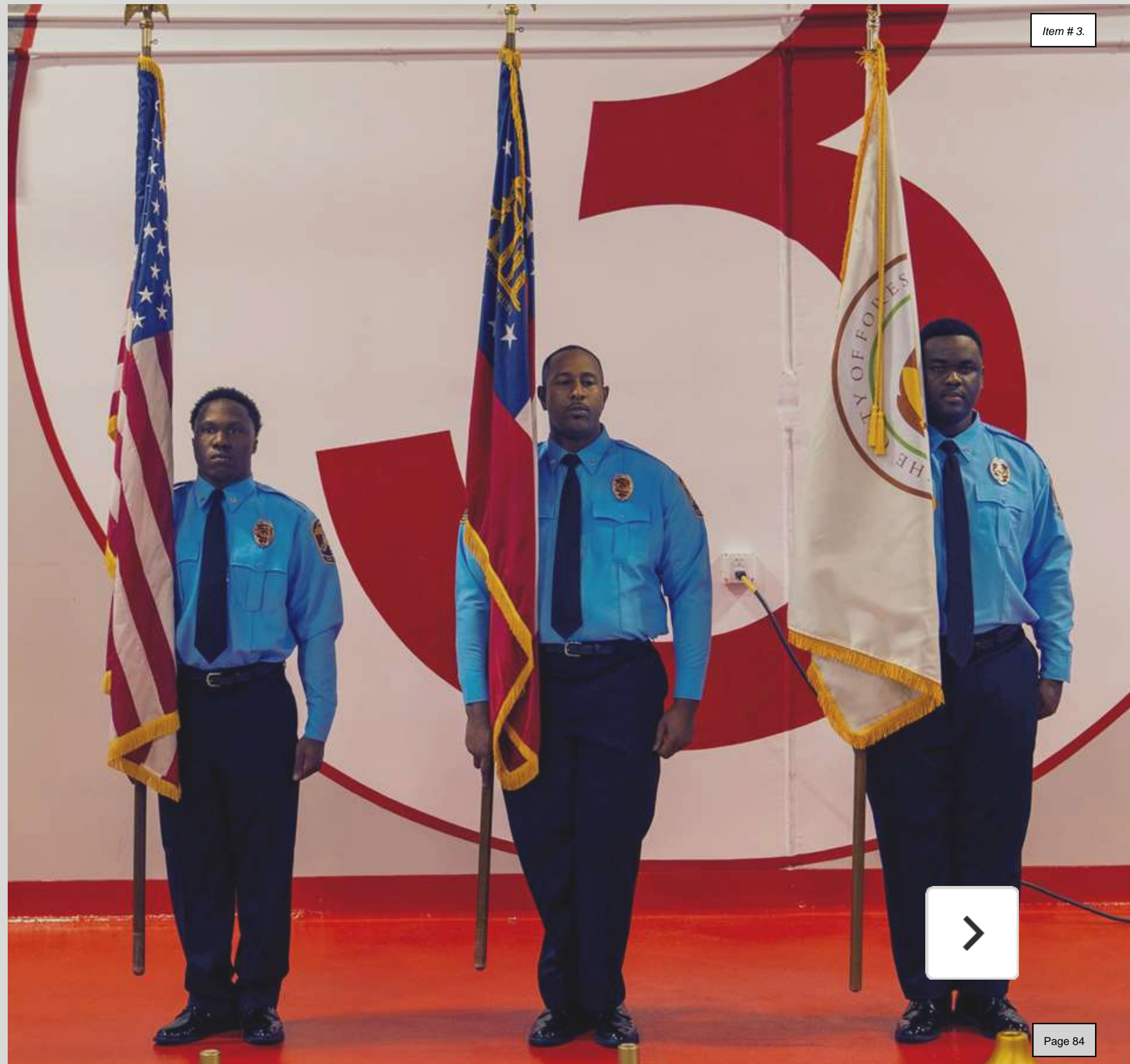


MVC




HONOR GUARD

The Honor Guard is a representation of the values and standard of the Fire Service. Often used for political events, funerals, and formal settings, The Honor Guard represents the City of Forest Park Fire Department and the community it serves. The Honor Guard was used for several events throughout the year. We are looking to expand the Honor Guard with new members, rules and regulations, qualifications, uniforms, and equipment to continue demonstrating and portraying excellence and professionalism to all.



OPERATIONS

Specialized Operations Rescue Team (SORT)




Hazardous Materials

Share the fun fact here.



Rope Rescue Techniques

Share the fun fact here.




Confined Space Techniques

Share the fun fact here.



Trench Rescue Techniques

Share the fun fact here.



Structural Collapse

Share the fun fact here.



OPERATIONS

Emergency Medical Services



Under the medical direction of Dr. Chris Edens and EMS Coordinator Andrew Gelmini, the EMS Division of the Fire Department has worked diligently on updating protocols, adding 4 Lucas CPD Devices, 5 Automatic Transport Ventilators, new airways devices, new medications, training, and various equipment to continue to provide the best progressive and aggressive prehospital emergency medicine to the citizens of Forest Park.

The EMS Division has proudly graduated 14 students from an initial education EMT course, 11 from and Initial education AEMT course, provided at least 44 hours of continuing education to all line employees to maintain licensure, and will be graduating 12 more from and initial education EMT course in January of 2024, followed immediately by an AEMT Course. EMS Instructor AJ Smith has worked with all of these classes to ensure educational excellence.

OPERATIONS

Emergency Medical Services



The EMS Division oversees the Medical provisions of the Fire Department, providing emergency prehospital care and transportation to sick and injured persons. Our Department currently employs 11 EMTs, 12 EMT Intermediates, 10 EMT Advanced's, and 18 Paramedics on the shifts. All of our members are cross trained in EMS and Firefighting to provide an all hazards and care approach to 911 calls.

The EMS Division currently has 3 Advanced Life Support capable type 3 ambulances for use to transport patients to area hospitals, with 2 reserve ambulances that have the capability of being brought into service if needed and staffing allows or if another ambulance is receiving scheduled maintenance. The department also has the capability of providing Advanced Life Support care to patient from all of the Fire Apparatus as well.

EMERGENCY MEDICAL SERVICES



STEMI, Stroke, Trauma, Cardiac Arrest, and ROSC Statistics

2023 Qtr.	STEMI	Stroke Alert	Trauma Alert	Cardiac Arrest	ROSC
1	2	7	80	5	1
2	3	7	126	13	2
3	0	5	124	19	1
4	1	6	119	16	5
Totals	6	25	449	53	9
Percentage*					17%

Note: The National ROSC average is 10%.





EMERGENCY MEDICAL SERVICES

Transport Destination Summary

Patient Refusal of Transports

46.72% of Patients Seen by EMS

Southern Regional Medical Center

1,154 Patients / 26.56% of Annual Patients Seen by EMS

Piedmont Henry Hospital

497 Patients / 11.44% of Annual Patients Seen by EMS

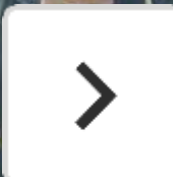
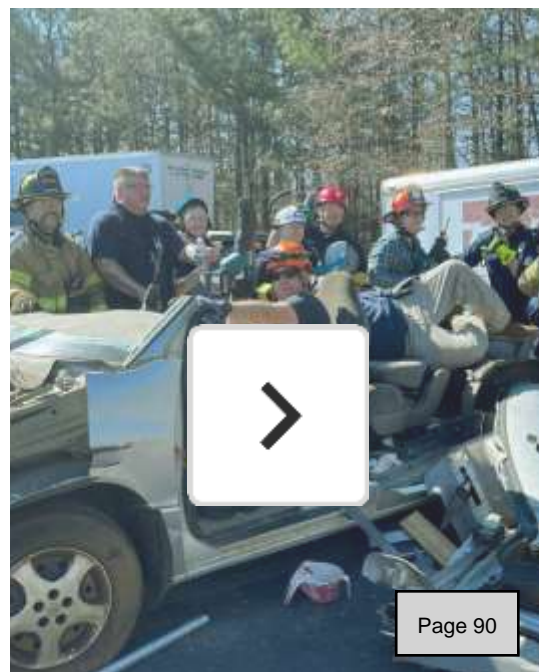
Grady Memorial Hospital

256 Patients / 5.89% of Annual Patients Seen by EMS



OPERATIONS

TRAINING DIVISION



OPERATIONS TRAINING DIVISION

The Training Division has put on several classes such as:

- Two Firefighter 1 Classes
- One Firefighter 2 Class
- Crash Victim Extrication
- Pressurized Container
 - Sprinkler Training
- Regular Shift Training Drills
- New Equipment Training



FPFD Pressurized Container Training Evolution

OPERATIONS TRAINING DIVISION



FPFD Sprinkler Training

The Training Division is always striving to progress forward with the Professional Development of the Forest Park Fire Department. We bring new talent and new training to the team with hiring and training individuals above and beyond the standard.

New recruits are taught Professionalism, Cooperation, Dedication, and Loyalty. These core values are used daily, and it reflects well when these new firefighters go to their respective shift assignments.

Additionally, the Training Division has provided:

- Uniforms to line personnel and staff
- Designing new fire apparatus
- Upkeep of Training Records
- Maintaining positive relationships with other departments
- Training crews on new equipment
- Continuing education for employees
- Hiring new employees
- Training new employees with initial education
- Maintaining State compliance with record keeping, training, and certifications
- ISO compliance
- Keeping up with the latest advancements in field related equipment, tools, training and technology.
- Maintaining awareness of the calls that emergency crews receive during business hours and responding promptly when called in after hours.
- Other duties as assigned





Community Risk Reduction

- Fire & Life Safety
- F & LS Activities and Revenue
- Code Enforcement & Activities



Fire & Life Safety Education & CCR



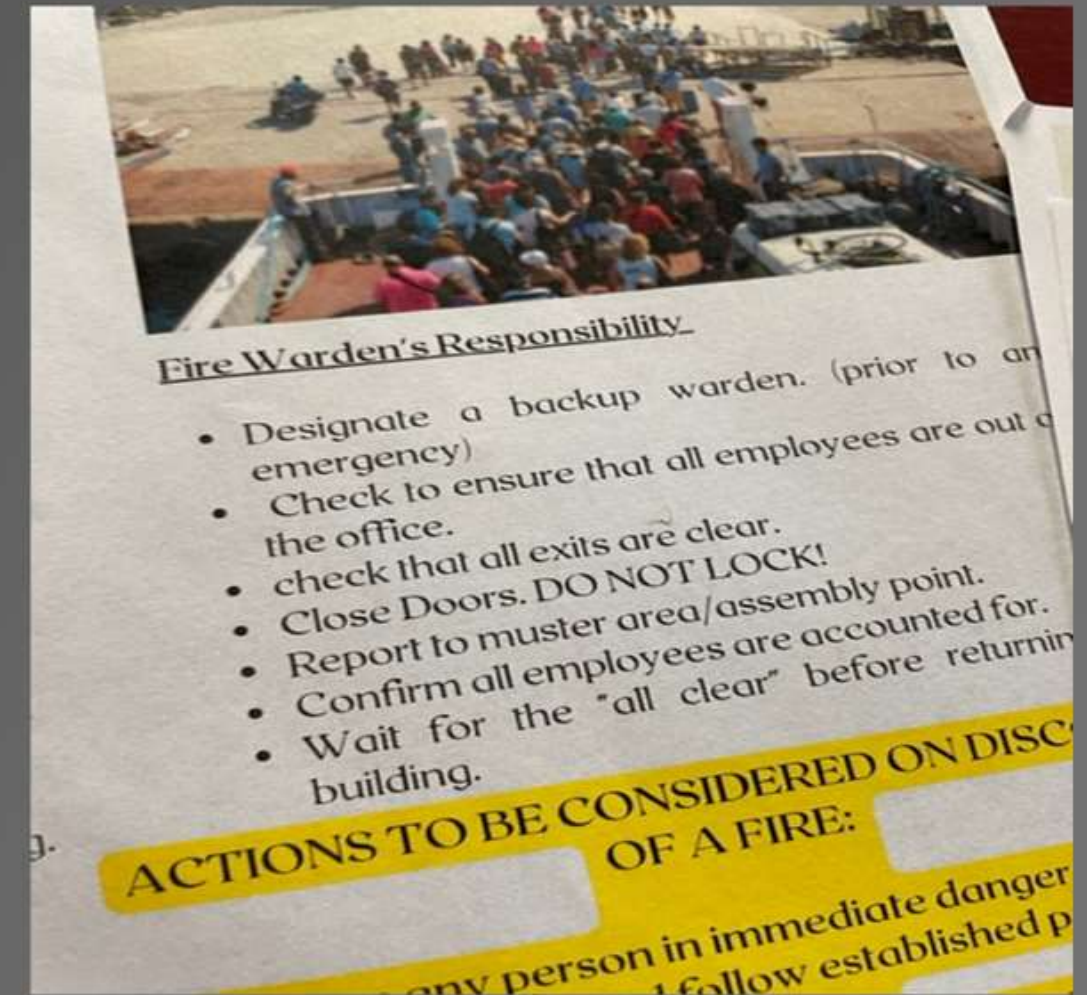
In January the Public Safety Educator completed a community needs assessment to identify risks and their severity. In identifying those risk, an immediate interventions and sustained prevention programs in the community were established.

Focus

- Established Positive Community Relationships
- Updated prevention materials
- Engaged in community activities
- Implemented prevention interventions
- Established educational programs



Community Risk Reduction Efforts



Interaction in the community is key to educating the citizens and training them what to do in an emergency.



CCR Programs Established

- Monthly Safety Tips distributed by PIO
- Fire Drills in various Occupancies
- Fire Safety Training Opportunities
- Fire Extinguisher Training
- Camp "Believe" Fire Camp
- Red Cross Smoke Alarm Blitz



School Events and Career Day

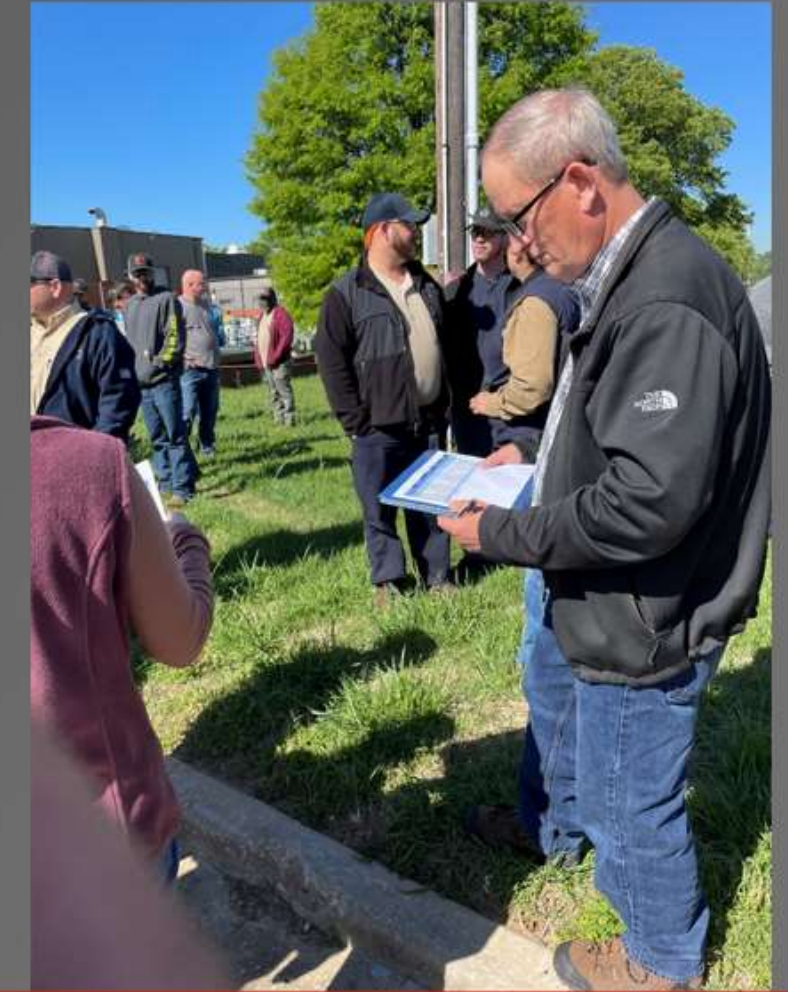
We participated in career day at each school giving the youth an opportunity to understand the occupation of a Firefighter.



**Edmonds Elementary
Unidos Dual Language
Huie Elementary
Fountain Elementary
Babb Middle School
F.P. High School
7 Pillars Academy**



Business Industry



Prevention training was offered and utilized by several local business this past year.

**GRTA
Ga Power
Clorox
Gillem Enclave
GXO
Treehouse Foods
Cummins
Kroger
Corix Utilities**



Future CCR Projects



- Jr. Fire Marshal's Program in Elementary Schools
- Citizen's Fire Academy
- Senior Fire and Life Safety Program
- Establish 501c3 Foundation
- Enrich Business and Industry FLSE
- Fire Safety Trailer

In the coming year, we look further our efforts in Community Risk Reduction with adding more programs and outreach.





FIRE & LIFE SAFETY

Activities & Revenue

FIRE & LIFE SAFETY

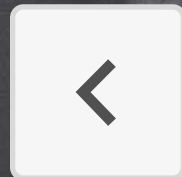
ACTIVITIES

FLS Activity	2020	2021	2022	2023*
Annual Inspections	14	49	160	148*
Re-inspections	10	81	206	117*
Other Inspections	30	229	208	173*
Building Permit Inspections	53	105	93	96*
Plan Reviews	4	43	75	68*



EMPLOYEE RECOGNITION

Annual Employee Recognition & Awards Ceremony



Forest Park
T.A.H.D.

Employee Recognition

FIRE CHIEF'S VALUES AWARD 2023



Captain Ian Hogan



Employee Recognition



Medal of Honor



BC Baker



Special Civilian Citation



Michael McDuffid



Employee Recognition

MERITORIOUS SERVICE CITATION



Lt. Busby

Captain Hogan



Employee Recognition

DISTINGUISHED SERVICE CITATION

*FAO Jay Mathis
FF/PARA Joseph Kidd
FF/PARA Sly Ayaeza*



Employee Recognition

UNIT CITATION



*Nov. 11: FF/PARA Kidd, FAO/PARA Channel
Feb. 6: BC Baker, Capt. Hogan, Lt. Ferguson, FAO Whitley,
FAO Channel, FF/EMT Richardson, FF/EMT Key
June 7: FF/PARA Robbins, FF/PARA Ayaeze, FF/EMT Key
Sept. 14: FF/EMT Simmons*



Employee Recognition

**PARAMEDIC OF
THE YEAR 2023**

**FF OF THE YEAR
2023**

FF/PARA Shelby Garner



FF/EMT Zachery Resh



Employee Recognition



EMT OF THE YEAR 2023



FF/EMT Richardson

FAO OF THE YEAR 2023



FF/AEMT Whitley



Employee Recognition



TRAINING CHIEF AWARD

*Vladimir Benoit
Alexa Floyd
Julian Barber*



Employee Recognition

2022 & 2023 PROMOTIONS & ACHIEVEMENTS

EMT

- Malcom Morgan
- Nasire Morris
- Joe Simmons
- Dominique Pollard
- Sean King
- Alexa Floyd
- Sean-Michael Ferguson
- Tajaha Anderson

Paramedic

- Joseph Kidd
- Takuya Gatlin
- Deandre Robbins
- Sly Ayaeze

Lieutenant

- Tad Busby
- Chris Harris
- Jesse Cook

Firefighter I & II*

- Ashley Foreman
- Travis Taylor
- Wesley Cedar
- Devontavius McClendon
- Scot Evans
- Jacorey Freeman
- Julian Barber
- Latoya ?

Fire Apparatus Operator

- Ryan Whitley
- AJ Smith
- Bobby Channel
- Enrique Barlow

Captain

- Brett Boyle
- Jeb Gaskin



**And above names from EMT*

Employee Recognition

2022 & 2023 PROMOTIONS & ACHIEVEMENTS

New Staff Employees

- Anthony Gallman
 - Fire Safety Educator

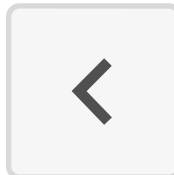


Academic Degrees

- Chief Clemons, Master's
- FF Johnson, Master's
- Capt. Hogan, Bachelor's
- EMA Armstrong, Bachelor's
- Lt. Busby, Bachelor's
- FF/PARA Crosby, Bachelor's
- FF/EMT Jackson, Bachelor's
- BC May, Associate's
- EMSC Gelmini, Associate's
- Inspector Oglesby, Associate's
- Capt. Gaskin, Associate's
- Lt. Harris, Associate's
- FAO Bryant, Associate's
- FF/PARA Gatlin, Associate's
- FF/EMT Arana, Associate's
- FF/EMT Grace, Associate's



Fire Rescue Department Academic Achievement Award (Ribbon Bar [green with stars signifying achievement level 1=AS 2= BS 3=MS 4=PhD])



Employee Recognition

YEARS OF SERVICE

5+

- Alfred Smith
- Ioana Armstrong
- Ryan Whitley
- Jonathan Daniel

20+

- Jon Baker

25+

- Jeffrey Landrum
- Conway Ferguson
- Sam Batten
- David Halcome

10+

- Brett Boyle
- Tad Busby

15+

- Jay Mathis
- Keith King
- Jeb Gaskin
- Enrique Barlow
- David Flagg
- Ian Hogan



30+

- Geoff May
 - 36 years







Forest Park Fire and Emergency Services



**2090 Anvil Block Rd.
Forest Park, GA 30297**

www.forestparkga.gov/fire

File Attachments for Item:

4. Council Approval of the Appointment of Mayor Pro Tem – Executive Offices



CITY OF
FORESTPARK

City Council Agenda Item

Subject: Council Discussion and Approval of Appointment of Mayor Pro Tem – Executive Offices

Submitted By: Ricky L. Clark, Jr., City Manager

Date Submitted: December 6, 2023

Work Session Date: January 2, 2024

Council Meeting Date: January 2, 2024

Background/History:

Per the City Charter, at the first regular meeting in January each year, the governing body, shall elect form its membership a mayor pro tempore for a term of one (1) year. The mayor pro tempore shall perform the duties of the mayor during her absence from the city or her disability. The Mayor Pro Tem for 2023 was Councilwoman Kimberly James.

Cost: \$ 0

Budgeted for: _____ Yes _____ No

Financial Impact:

Action Requested from Council:

RESOLUTION NO. _____

A RESOLUTION APPOINTING THE MAYOR PRO TEM (MAYOR PRO TEMPORE). AUTHORIZING THE EXECUTION OF ALL DOCUMENTS NECESSARY TO EFFECTUATE THE PURPOSE OF THIS RESOLUTION. AUTHORIZING THE CITY CLERK TO ATTEST SIGNATURES AND AFFIX THE OFFICIAL SEAL OF THE CITY, AS NECESSARY, PROVIDING FOR AN EFFECTIVE DATE OF THIS RESOLUTION, AND FOR OTHER PURPOSES.

WHEREAS, the City of Forest Park (“City”) is a municipal corporation duly organized and existing under the laws of the State of Georgia and is charged with providing public services to residents located within the corporate limits of the City; and,

WHEREAS, pursuant to Section 2.22(a) of the City Charter, the City Council desires to appoint _____ as the Mayor Pro Tem (mayor pro tempore); and

WHEREAS, the City Council finds that the foregoing appointment is necessary and beneficial to its citizens and to the efficient operation of the City.

THEREFORE, IT IS NOW RESOLVED BY THE CITY COUNCIL OF THE CITY OF FOREST PARK GEORGIA AS FOLLOWS:

SECTION 1. **Appointment** - The City Council hereby appoints _____ as the Mayor Pro Tem (mayor pro tempore).

SECTION 2. Approval of Execution - The Mayor or Mayor Pro Tem is hereby authorized to sign all documents and to perform all other necessary acts necessary to effectuate this Resolution on behalf of the City of Forest Park. The City Clerk is authorized to execute, attest to, and seal any document which may be necessary to effectuate this Resolution.

SECTION 3. Severability - To the extent any portion of this Resolution is declared to be invalid, unenforceable, or non-binding, that shall not affect the remaining portions of this Resolution.

SECTION 4. Repeal of Conflicting Provisions – All City Resolutions inconsistent with this Resolution are hereby repealed.

SECTION 5. Effective Date. This resolution shall become effective immediately upon its adoption by the City Council of the City of Forest Park as provided in the City Charter.

SO RESOLVED this 2nd day of January 2024.

Angelyne Butler, Mayor

ATTEST:

City Clerk (SEAL)

APPROVED AS TO FORM:

City Attorney

File Attachments for Item:

**5. Council Approval of the Appointment of Dorothy Roper-Jackson as the Court Administrator-
Executive Offices**



CITY OF
FORESTPARK

City Council Agenda Item

Title of Agenda Item: Council Discussion and Approval of the Appointment of Dorothy Roper-Jackson as the Court Administrator

Submitted By: Randi Rainey, City Clerk

Date Submitted: 12-27-2023

Work Session Date: 1-2-2024

Council Meeting Date: 1-2-2024

Background/History:

On December 4, 2023, Dorothy Roper-Jackson was named as the sole finalist and nominated by the City Manager for the position of Court Administrator. As the statutorily required two-week period has ended, the City Manager is now seeking the full appointment of Dorothy Roper-Jackson as Court Administrator.

Action Requested from Council:

Cost: \$

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

Financial Impact:

File Attachments for Item:

6. Council Approval of a Budget Amendment in the amount of \$4,300,485 in Increased Revenues for the American Rescue Plan Act (ARPA) Fund- Finance Department



City Council Agenda Item

Subject: Budget Adjustment – Increased Revenue of American Rescue Plan Act (ARPA) Fund

Submitted By: Jeremi K. Patterson

Date Submitted: 12/27/2023

Work Session Date: 01/02/2024

Council Meeting Date: 01/02/2024

Background/History:

Before the FY223-24 budget's adoption, the Department of Finance committed to diligently monitoring funding and revenues for accuracy. Consequently, a budget amendment is now being sought to reflect an additional \$4,300,485 in revenues. This adjustment will enhance the American Rescue Plan Act (ARPA) Fund from the initially budgeted \$798,264.00 to a revised total of \$5,098,749.00.

The augmented revenues will support the allocation of funds for various approved initiatives, including the HOME (Housing Rehabilitation Program), Rental Assistance, and Community Improvements such as Sidewalk Repairs. Additionally, resources will be directed towards Software Development as part of the City of Forest Park's ongoing Digitization Initiative.

Your consideration for the amendment is appreciated. Should there be any inquiries that require further clarification, please do not hesitate to ask.

Cost: \$4,300,485.00

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

Financial Impact:

The correction will increase Fund 253 - American Rescue Plan Act (ARPA) revenue previously adopted on June 29th, 2023, from \$798,264.00 to a revised total of \$5,098,749.00.

Action Requested from Council:

The request of City Council is to honor the amendment request to correct the understated revenues of \$798,264.00 to reflect in the FY 23-24 Revenue category of American Rescue Grant Revenue - GL# 253-00-0000-33-1101 which will be used for pre-approved projects and initiatives already approved by City Council.

**CITY OF FOREST PARK
FY2023-2024 BUDGET AMENDMENTS**

DEPARTMENT: Finance
 FUND: 253 - ARPA

DATE: 12/28/23

Amendment Number _____

TRANSFER TO: Finance

Dept.	Account Number	Account Name	Transfer Amount	Original Budget	Amended Budget	Expenses To Date	Current Balance	Amended Balance
253	253-00-0000-33-1101	American Rescue Grant Revenue	\$4,300,485.00	\$798,264.00	\$5,098,749.00	\$0.00	\$798,264.00	\$5,098,749.00
TOTAL			-\$4,300,485.00	\$798,264.00	\$5,098,749.00	\$0.00	\$798,264.00	\$5,098,749.00

JUSTIFICATION:

This budget amendment is to correct the stated revenue previously adopted on June 29th 2023 from \$798,264.00 to \$5,098,749.00.

Department Director: John W. Wiggins III Date: 12/28/2023	Finance: Jeremi K. Patterson Recommend Approval: Yes Date: 12/28/2023	City Manager: Ricky L. Clark Jr. Recommend Approval: Date:	Date Incode Updated: Date: _____ Action: _____
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253-AMERICAN RESCUE FUNDS
As of December 21, 2023

2020-2021
BUDGET

DEPARTMENTAL EXPENDITURES
MAYOR & COUNCIL

253-20-5431-57-3001	COMMUNITY IMPROVEMENTS	\$ -
253-20-5441-57-2001	RENTAL ASSISTANCE	\$ -
253-20-5441-57-4001*	HOUSING REHABILITATION PROGRAM (HOME)	\$ -

TOTAL MAYOR & COUNCIL		\$ -
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FINANCE

253-22-1510-52-1002	CONSULTING SERVICES	\$ -
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TOTAL FINANCE		\$ -
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INFORMATION TECHNOLOGY

253-24-1535-52-1003	SOFTWARE DEVELOPMENT	\$ -
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TOTAL INFORMATION TECHNOLOGY		\$ -
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POLICE

253-31-3210-54-2201	SOFTWARE DEVELOPMENT	\$ -
253-31-3210-54-2301	VEHICLES	\$ -
100-22-1510-51-2404	FIXTURES	\$ -

TOTAL POLICE		\$ -
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PUBLIC WORKS

253-51-1535-52-3203	CONTRACT SERVICES	\$ -
253-51-4100-52-3201	FOUNTAIN WIFI	\$ -
253-51-4210-54-1403	TRAFFIC CONTROL	\$ -
253-51-4221-54-1401	LINDA WAY SIDEWALK	\$ -
253-51-4224-54-1400	ROCKCUT RD SIDEWALK	\$ -
253-51-4224-54-1401	WALDROP DR SIDEWALK	\$ -
253-51-4226-54-1300	EQUIPMENT	\$ -
253-51-4226-54-1404	DEMOLITION	\$ -

TOTAL PUBLIC WORKS		\$ -
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FIRE

253-61-3510-54-2501	EQUIPMENT	\$ -
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TOTAL FIRE		\$ -
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TOTAL(S)		\$ -
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2021-2022 BUDGET	2021-2022 ACTUAL	2022-2023 ACTUAL	2023-2024 ACTUAL	2023-2024 REQUESTED	2023-2024 PROPOSED
\$ 260,000.00	\$ 75,800.00	\$ 2,800.00	\$ -	\$ -	\$ 181,400.00
\$ 650,000.00	\$ 293,313.00	\$ 146,277.60	\$ -	\$ 50,000.00	\$ 50,000.00
\$ -	\$ -	\$ -	\$ -	\$ 1,300,000.00	\$ 1,300,000.00
\$ 910,000.00	\$ 369,113.00	\$ 149,077.60	\$ -	\$ 1,350,000.00	\$ 1,531,400.00
\$ 779,000.00	\$ 779,000.00	\$ -	\$ -	\$ -	\$ -
\$ 779,000.00	\$ 779,000.00	\$ -	\$ -	\$ -	\$ -
\$ 469,656.00	\$ 21,400.00		\$ -	\$ -	\$ 912,615.40
\$ 469,656.00	\$ 21,400.00	\$ -	\$ -	\$ -	\$ 912,615.40
\$ 1,000,000.00	\$ -	\$ 392,900.00	\$ -	\$ -	\$ 607,100.00
\$ 51,540.00	\$ 6,197.00	\$ 40,474.00	\$ -	\$ -	\$ 4,869.00
\$ 5,000.00	\$ 1,094.28	\$ -	\$ -	\$ -	\$ 3,905.72
\$ 1,056,540.00	\$ 7,291.28	\$ 433,374.00	\$ -	\$ -	\$ 615,874.72
\$ 80,000.00	\$ 38,250.00	\$ 15,800.00	\$ -	\$ -	\$ 25,950.00
\$ 5,000.00		\$ -		\$ -	\$ 5,000.00
\$ 100,000.00	\$ 24,886.53	\$ 20,090.89		\$ -	\$ 55,022.58
\$ 250,000.00	\$ 7,000.00	\$ 28,000.00	\$ 11,800.00	\$ -	\$ 263,200.00
\$ 400,000.00	\$ -	\$ 16,216.00	\$ 3,000.00	\$ -	\$ 480,784.00
\$ 400,000.00	\$ -	\$ -		\$ -	\$ 400,000.00
\$ 600,000.00	\$ 22,269.00	\$ 298,781.00	\$ -	\$ -	\$ -
\$ 225,000.00	\$ -	\$ -	\$ -	\$ -	\$ 225,000.00
\$ 2,060,000.00	\$ 92,405.53	\$ 378,887.89	\$ 14,800.00	\$ -	\$ 1,454,956.58

\$ 716,000.00 \$ 94,807.78 \$ 37,290.75 \$ - \$ 583,901.47

\$ 716,000.00 \$ 94,807.78 \$ 37,290.75 \$ - \$ - \$ 583,901.47

\$ 5,991,196.00 \$ 1,364,017.59 \$ 998,630.24 \$ 14,800.00 \$ 1,350,000.00 \$ 5,098,748.17

VARIANCE

JUSTIFICATION INCREASE+/DECREASE-

\$ (78,600.00)

\$ (600,000.00) City manager requested 50,000.00 to be allocated for unrestricted renters assistance and approved by city council.

\$ 1,300,000.00 New Line number needed. Already approved by Council

\$ 621,400.00

\$ (779,000.00)

\$ (779,000.00)

\$ 442,959.40

\$ 442,959.40

\$ (392,900.00) This should be under IT. Further discussion needed

\$ (46,671.00)

\$ (1,094.28)

\$ (440,665.28)

\$ (54,050.00)

\$ -

\$ (44,977.42)

\$ 13,200.00

\$ 80,784.00

\$ -

\$ (600,000.00)

\$ -

\$ (605,043.42)

\$ (132,098.53)

\$ (132,098.53)

\$ (892,447.83) Correction request of \$4,300,485.00

File Attachments for Item:

7. Council Approval of a Budget Amendment in the amount of \$281,020.00 for TYMCO 600- " The Street Sweeper"- Finance Department



City Council Agenda Item

Subject: Budget Amendment – TYMCO 600 – “The Street Sweeper”

Submitted By: Jeremi K. Patterson

Date Submitted: 12/27/2023

Work Session Date: 01/02/2024

Council Meeting Date: 01/02/2024

Background/History:

Due to an unexpected shipment delay with the initial purchase of a TYMCO 600 Street Sweeper, the Public Works Department is requesting a budget amendment to transfer \$281,020.00 from the Unrestricted Fund Balance to cover the cost of the already approved capital expense.

Justification:

1. Shipment Delay: The delay in the shipment of the TYMCO 600 Street Sweeper has necessitated a budget adjustment to ensure prompt payment.
2. Anticipated Lead Time: The initial purchase was based on an anticipated lead time within the FY 22-23 budget, which has been exceeded due to unforeseen circumstances in the Current FY 23-24 budget.

This budget amendment is crucial to address the unexpected shipment delay and ensure that the Public Works Department can pay for the TYMCO 600 Street Sweeper without further delay. Your support in approving this amendment will allow us to maintain our commitment to effective street maintenance and cleanliness in the City of Forest Park. Upon approval, the Finance Department will initiate the necessary paperwork to execute the fund transfer, ensuring timely payment for the street sweeper. We appreciate your attention to this matter and look forward to your favorable decision.

Cost: \$281,020.00

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

Financial Impact:

Transfer \$281,020.00 from the Unrestricted Fund Balance to Public Works Capital “New Street Sweeper” GL: 300-51-1540-54-2506

Action Requested from Council:

The Department of Finance recommend that the City Council approves the budget amendment, transferring \$281,020.00 from the Unrestricted Fund Balance to the Public Works Department for the purchase of the TYMCO 600 Street Sweeper.

**CITY OF FOREST PARK
FY2023-2024 BUDGET AMENDMENTS**

DEPARTMENT: Public Works
FUND: 100

DATE: 12/28/23

Amendment Number

TRANSFER TO: PUBLIC WORKS

Dept.	Account Number	Account Name	Transfer Amount	Original Budget	Amended Budget	Expenses To Date	Current Balance	Amended Balance
51	300-51-1540-54-2506	NEW STREET SWEEPER	\$281,020.00	\$0.00	\$281,020.00	\$0.00	\$0.00	\$281,020.00
TOTAL			\$281,020.00	\$0.00	\$281,020.00	\$0.00	\$0.00	\$281,020.00

JUSTIFICATION:

This budget amendment will transfer \$281,020.00 from the Unrestricted Fund Balance to Public Works for the purchase of a TYMCO 600 Street Sweeper due to the shipment delay with the initial purchase based on the anticipated lead time. This will reallocate unrestricted funds to the current budget to cover the cost of the already approved capital expense.

Department Director: Bobby Jinks Date: 12/7/2023	Finance: Jeremi K. Patterson Recommend Approval: Yes Date: 12/07/2023	City Manager: Ricky L. Clark Jr. Recommend Approval: Date:	Date Incode Updated: Date: _____ Action: _____
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File Attachments for Item:

8. Council Approval to purchase fifteen (15) Flock Cameras for the Police Department in the amount of \$72,250.00-Police Department



CITY OF FORESTPARK

City Council Agenda Item

Subject: Council Discussion & Approval – 15 Flock Cameras

Submitted By: Brandon L. Criss, Chief of Police

Date Submitted: December 1, 2023

Work Session Date: January 2, 2023

Council Meeting Date: January 2, 2023

Background/History:

The Forest Park Police Department conducted a thorough examination in 2022 to identify the most effective license plate readers, and Flock Safety emerged as the top choice. Subsequently, the Mayor and Council approved the acquisition of 10 LPR cameras to ensure comprehensive coverage across the city.

Since taking office earlier this year, a reassessment of our needs revealed the necessity for additional cameras to adequately cover the entire city. These license plate readers prove to be invaluable tools for law enforcement, particularly in the realm of investigations. Throughout the year, we have successfully utilized Flock to solve some of our highest-priority cases. Notably, Flock assumes responsibility for all maintenance, given that the equipment is owned by them.

The Forest Park Police Department will cover the \$9,750.00 implementation fee, the cost of \$72,250.00 for the first year and the annual recurring cost of \$62,500.00 beginning year two for this essential project, utilizing funds from our Redspeed account.

Cost: \$ \$9,750.00 implementation fee, \$72,250.00 first-year cost, \$62,500.00 annually	Budgeted for:	Yes	X	No
	_____		_____	

Financial Impact: With approval, the purchase will be funded by Redspeed.

Action Requested from Council:

Discussion and Vote

Flock Safety + GA - Forest Park PD

Flock Group Inc.
1170 Howell Mill Rd, Suite 210
Atlanta, GA 30318

MAIN CONTACT:

Cam Reed
cam.reed@flocksafety.com
6186184539

Created Date: 08/15/2023
Expiration Date: 08/20/2023
Quote Number: Q-40035
PO Number:

Budgetary Quote

This document is for informational purposes only. Pricing is subject to change.

Bill To: 320 Cash Memorial Blvd Forest Park, Georgia 30297

Ship To: 320 Cash Memorial Blvd Forest Park, Georgia 30297

Billing Company Name: GA - Forest Park PD
 Billing Contact Name:
 Billing Email Address:
 Billing Phone:

Subscription Term: 60 Months
 Payment Terms: Net 30
 Retention Period: 30 Days
 Billing Frequency: Annual Plan - First Year Invoiced at Signing.

Hardware and Software Products

Annual recurring amounts over subscription term

Item	Cost	Quantity	Total
Flock Safety Platform			\$62,500.00
Flock Safety Flock OS			
FlockOS™	Included	1	Included
Flock Safety LPR Products			
Flock Safety Falcon®	Included	25	Included

Professional Services and One Time Purchases

Item	Cost	Quantity	Total
One Time Fees			
Flock Safety Professional Services			
Professional Services - Standard Implementation Fee	\$650.00	15	\$9,750.00

Subtotal Year 1:	\$72,250.00
Annual Recurring Subtotal:	\$62,500.00
Discounts:	\$62,500.00
Estimated Tax:	\$0.00
Contract Total:	\$322,250.00

Taxes shown above are provided as an estimate. Actual taxes are the responsibility of the Customer. This is not an invoice – this document is a non-binding proposal for informational purposes only. Pricing is subject to change.

Billing Schedule	Amount (USD)
Year 1	
At Contract Signing	\$72,250.00
Annual Recurring after Year 1	\$62,500.00
Contract Total	\$322,250.00

*Tax not included

Discounts Applied	Amount (USD)
Flock Safety Platform	\$62,500.00
Flock Safety Add-ons	\$0.00
Flock Safety Professional Services	\$0.00

Product and Services Description

Flock Safety Platform Items	Product Description
Flock Safety Falcon ®	An infrastructure-free license plate reader camera that utilizes Vehicle Fingerprint® technology to capture vehicular attributes.

One-Time Fees	Service Description
Installation on existing infrastructure	One-time Professional Services engagement. Includes site & safety assessment, camera setup & testing, and shipping & handling in accordance with the Flock Safety Advanced Implementation Service Brief.
Professional Services - Standard Implementation Fee	One-time Professional Services engagement. Includes site and safety assessment, camera setup and testing, and shipping and handling in accordance with the Flock Safety Standard Implementation Service Brief.
Professional Services - Advanced Implementation Fee	One-time Professional Services engagement. Includes site & safety assessment, camera setup & testing, and shipping & handling in accordance with the Flock Safety Advanced Implementation Service Brief.

FlockOS Features & Description

Package: Essentials

FlockOS Features	Description
Community Cameras (Full Access)	Access to all privately owned Flock devices within your jurisdiction that have been shared with you.
Unlimited Users	Unlimited users for FlockOS
State Network (LP Lookup Only)	Allows agencies to look up license plates on all cameras opted in to the statewide Flock network.
Nationwide Network (LP Lookup Only)	Allows agencies to look up license plates on all cameras opted in to the nationwide Flock network.
Direct Share - Surrounding Jurisdiction (Full Access)	Access to all Flock devices owned by law enforcement that have been directly shared with you. Have ability to search by vehicle fingerprint, receive hot list alerts, and view devices on the map.
Time & Location Based Search	Search full, partial, and temporary plates by time at particular device locations
License Plate Lookup	Look up specific license plate location history captured on Flock devices
Vehicle Fingerprint Search	Search footage using Vehicle Fingerprint™ technology. Access vehicle type, make, color, license plate state, missing / covered plates, and other unique features like bumper stickers, decals, and roof racks.
Flock Insights/Analytics page	Reporting tool to help administrators manage their LPR program with device performance data, user and network audits, plate read reports, hot list alert reports, event logs, and outcome reports.
ESRI Based Map Interface	Flock Safety's maps are powered by ESRI, which offers the ability for 3D visualization, viewing of floor plans, and layering of external GIS data, such as City infrastructure (i.e., public facilities, transit systems, utilities), Boundary mapping (i.e., precincts, county lines, beat maps), and Interior floor plans (i.e., hospitals, corporate campuses, universities)
Real-Time NCIC Alerts on Flock ALPR Cameras	Alert sent when a vehicle entered into the NCIC crime database passes by a Flock camera
Unlimited Custom Hot Lists	Ability to add a suspect's license plate to a custom list and get alerted when it passes by a Flock camera

RESOLUTION NO. _____

A RESOLUTION TO AUTHORIZE THE PURCHASE OF FLOCK CAMERAS FOR THE POLICE DEPARTMENT

WHEREAS, the City of Forest Park (“City”) is a municipal corporation duly organized and existing under the laws of the State of Georgia and is charged with being fiscally responsible concerning the use and expenditure of all public funds; and

WHEREAS, the City proposes to authorize the Police Department to purchase fifteen Flock cameras;

THEREFORE, THE CITY COUNCIL OF THE CITY OF FOREST PARK HEREBY RESOLVES:

SECTION 1. Approval of Purchase. The purchase of fifteen Flock cameras for the Police Department as presented to the City Council on January 2, 2024 is hereby approved by the City Council.

SECTION 2. Public Record. This document shall be maintained as a public record by the City Clerk and shall be accessible to the public during all normal business hours of the City of Forest Park.

SECTION 3. Authorization of Execution. The Mayor is hereby authorized to sign all documents, including the contract with such changes and modifications as recommended by the City Attorney, necessary to effectuate this Resolution.

SECTION 4. Attestation. The City Clerk is authorized to execute, attest to, and seal any documents which may be necessary to effectuate this Resolution, subject to approval as to form by the City Attorney.

SECTION 5. Effective Date. This resolution shall become effective immediately upon its adoption by the Mayor and City Council of the City of Forest Park as provided in the City Charter.

[SIGNATURES APPEAR ON FOLLOWING PAGE]

SO RESOLVED this 2nd day of January, 2024.

Angelyne Butler, Mayor

ATTEST:

City Clerk (SEAL)

APPROVED AS TO FORM:

City Attorney

File Attachments for Item:

9. Council Approval to Authorize a Contract for Perkins Park Basketball Court in the amount of \$59,750.00 – Public Works



CITY OF
FORESTPARK

City Council Agenda Item

Subject: Discussion to Authorize Contract for Perkins Park Basketball Court – Public Works

Submitted By: Nigel Wattley

Date Submitted: December 27, 2023

Work Session Date: January 2, 2024

Council Meeting Date: January 2, 2024

Background/History:

The City has received bids for the renovation of Perkins Park. Penalosa Designs & Construction LLC was the winning bidder to replace the basketball court. Staff recommends approval of the contract.

Cost: \$59,750.00

Budgeted for: Yes No

Financial Impact:

Action Requested from Council:

Approval of the contract.

Construction Contract

This Construction Contract ("Contract") is made as of January 3, 2024 ("Effective Date") by and between The City of Forest Park ("Owner") of 5230 Jones Rd, Forest Park, Georgia 30297, and Penaloza Designs & Construction LLC ("Contractor") of 5530 Old Dixie Hwy Apt A7, Forest Park, Georgia 30297.

Penaloza Designs & Construction LLC desires to provide construction services to The City of Forest Park and The City of Forest Park desires to obtain such services from Penaloza Designs & Construction LLC.

Therefore, in consideration of the mutual promises set forth below, the parties agree as follows:

- 1. Description of Services.** Beginning on the Effective Date, Penaloza Designs & Construction LLC will provide to The City of Forest Park the services described in the attached Exhibit A (collectively, "Services").
- 2. Scope of Work.** Penaloza Designs & Construction LLC will provide all services, materials, and labor for the construction of the Basketball Court described in the attached "City of Forest Park Basketball Court Estimate" at the property of Perkins Park located at 5127 West St, Forest Park, Georgia, 30297 ("Worksite").

This includes building and construction materials, necessary labor and all required tools and machinery needed for the completion of construction.

Penaloza Designs & Construction LLC is only responsible for development of the basketball court, but not related to sewer or water systems, steps, driveways, patios, aprons, etc., unless they are specifically agreed to in writing.

- 3. Plans, Specifications, and Construction Documents.** The City of Forest Park will make available to Penaloza Designs & Construction LLC all plans, specifications, drawings, blueprints, and similar construction documents necessary for Penaloza Designs & Construction LLC to provide the Services described herein. Any such materials shall remain the property of The City of Forest Park. Penaloza Designs & Construction LLC will promptly return all such materials to The City of Forest Park upon completion of the Services.
- 4. Compliance With Laws.** Penaloza Designs & Construction LLC shall provide the Services in a workmanlike manner, and in compliance with all applicable federal, state and local laws and regulations, including, but not limited to all provisions of the Fair Labor Standards Act, the Americans with Disabilities Act, and the Federal Family and Medical Leave Act.
- 5. Work Site.** The City of Forest Park warrants that The City of Forest Park owns the property herein described and is authorized to enter into this Contract. Prior to the start of construction, The City of Forest Park shall provide an easily accessible building site, which meets all zoning requirements for the structure, and in which the boundaries of The City of Forest Park's property will be clearly identified by stakes at all corners of the property. The City of Forest Park shall maintain these stakes in proper position throughout construction.
- 6. Materials and/or Labor Provided.** Penaloza Designs & Construction LLC shall provide to The City of Forest Park a list of each and every party furnishing materials and/or labor to Penaloza Designs &

Construction LLC as part of the Services with regards to provision of the Services herein described. This list of materials and/or labor shall be attached to this Contract as Exhibit B. Penalozza Designs & Construction LLC declares, under the laws of Georgia, that this list is a true and correct statement of each and every party providing materials and/or labor as part of the Services herein described.

Penalozza Designs & Construction LLC may substitute materials only with the express written approval of The City of Forest Park, provided that the substituted materials are no lesser quality than those previously agreed upon by The City of Forest Park and Penalozza Designs & Construction LLC.

7. Payment. Payment shall be made to Penalozza Designs & Construction LLC, Forest Park, Georgia 30297. The City of Forest Park agrees to pay the total sum of \$59,750.00 as follows:

Event: Initial Payment - Gather Material & Equipment
Payment Amount: \$20,000.00

Event: Concrete Pour - Soil ready. Posts installed. Area is ready for Concrete Pour
Payment Amount: \$20,000.00

Event: Final Payment - Made once project is finalized.
Payment Amount: \$19,750.00

In addition to any other right or remedy provided by law, if The City of Forest Park fails to pay for the Services when due, Penalozza Designs & Construction LLC has the option to treat such failure to pay as a material breach of this Contract, and may cancel this Agreement and/or seek legal remedies.

8. Other Payment Provisions. It is important to note that timeliness and efficient completion of the project is dependent on payments being made on time. Any delays in payments could delay the time to completion of the project.

9. Term. Penalozza Designs & Construction LLC shall commence the work to be performed within 30 days of the Effective Date and shall complete the work on or before January 31, 2024, time being of the essence of this Contract.

Upon completion of the project, The City of Forest Park agrees to sign a Notice of Completion within 10 days after the completion of the Contract. If the project passes its final inspection and The City of Forest Park does not provide the Notice, Penalozza Designs & Construction LLC may sign the Notice of Completion on behalf of The City of Forest Park.

10. Permits. The City of Forest Park shall obtain all necessary building permits. Penalozza Designs & Construction LLC shall apply for and obtain any other necessary permits and licenses required by the local municipal/county government to do the work, the cost thereof shall be included as part of the Payment to Penalozza Designs & Construction LLC under this Contract.

11. Insurance. Before work begins under this Contract, Penalozza Designs & Construction LLC shall furnish certificates of insurance to The City of Forest Park substantiating that Penalozza Designs & Construction LLC has placed in force valid insurance covering its full liability under the Workers' Compensation laws of Georgia and shall furnish and maintain general liability insurance, and builder's risk insurance for injury to or death of a person or persons, and for personal injury or death suffered in any construction-related accident and property damage incurred in rendering the Services.

- 12. Indemnification.** With the exception that this section shall not be construed to require indemnification by Penaloza Designs & Construction LLC to a greater extent than permitted under the public policy of Georgia, Penaloza Designs & Construction LLC may agree to indemnify The City of Forest Park against, hold it harmless from and defend The City of Forest Park from all claims, loss, liability, and expense, including actual attorney's fees, arising out of or in connection with Penaloza Designs & Construction LLC's Services performed under this Contract. However, this indemnity does not extend to liability for loss or damage resulting from the sole negligence of The City of Forest Park or The City of Forest Park's agents or employees because it would violate Georgia's public policy.
- 13. Warranty.** Penaloza Designs & Construction LLC shall provide its services and meet its obligations under this Contract in a timely and workmanlike manner, using knowledge and recommendations for performing the Services which meet generally acceptable standards in Penaloza Designs & Construction LLC's community and region and will provide a standard of care equal to, or superior to, care used by service providers similar to Penaloza Designs & Construction LLC on similar projects. Penaloza Designs & Construction LLC shall construct the structure in conformance with the plans, specifications, and any breakdown and binder receipt signed by Penaloza Designs & Construction LLC and The City of Forest Park.
- 14. Free Access to the Worksite.** The City of Forest Park will allow free access to work areas for workers and vehicles and will allow areas for the storage of materials and debris. Driveways will be kept clear for the movement of vehicles during work hours. Penaloza Designs & Construction LLC will make reasonable efforts to protect driveways, lawns, shrubs, and other vegetation. Penaloza Designs & Construction LLC also agrees to keep the Worksite clean and orderly and to remove all debris as needed during the hours of work in order to maintain work conditions that do not cause health or safety hazards.
- 15. Utilities.** The City of Forest Park shall provide and maintain water and electrical service, connect permanent electrical service, gas service, or oil service, whichever is applicable, and tanks and lines to the building constructed under this Contract after an acceptable cover inspection has been completed, and prior to the installation of any inside wall cover. The City of Forest Park shall, at The City of Forest Park's expense, connect sewage disposal and water lines to said building prior to the start of construction, and at all times maintain sewage disposal and water lines during construction as applicable. The City of Forest Park shall permit Penaloza Designs & Construction LLC to use, at no cost, any electrical power and water use necessary to carry out and complete the work.
- 16. Inspection.** The City of Forest Park shall have the right to inspect all work performed under this Contract. All defects and uncompleted items shall be reported immediately. All work that needs to be inspected or tested and certified by an engineer as a condition of any government department or other state agency, or inspected and certified by the local health officer, shall be done at each necessary stage of construction and before further construction can continue. All inspection and certification will be done at The City of Forest Park's expense.
- 17. Default.** The occurrence of any of the following shall constitute a material default under this Contract:
- (a) The failure of The City of Forest Park to make a required payment when due.
 - (b) The insolvency of either party or if either party shall, either voluntarily or involuntarily, become a debtor of or seek protection under Title 11 of the United States Bankruptcy Code.

- (c) A lawsuit is brought on any claim, seizure, lien or levy for labor performed or materials used on or furnished to the project by either party, or when there is a general assignment for the benefit of creditors, application or sale for or by any creditor or government agency brought against either party.

- (d) The failure of The City of Forest Park to make the building site available or the failure of Penaloza Designs & Construction LLC to deliver the Services in the time and manner provided for in this Contract.

18. Remedies. In addition to any and all other rights a party may have available according to law of Georgia, if a party defaults by failing to substantially perform any provision, term or condition of this Contract (including without limitation the failure to make a monetary payment when due), the other party may terminate the Contract by providing written notice to the defaulting party. This notice shall describe with sufficient detail the nature of the default. The party receiving the said notice shall have 30 days from the effective date of said notice to cure the default(s) or begin substantial completion if completion cannot be made in 30 days. Unless waived by a party providing notice, the failure to cure or begin curing, the default(s) within such time period shall result in the automatic termination of this Contract.

19. Force Majeure. If performance of this Contract or any obligation thereunder is prevented, restricted, or interfered with by causes beyond either party's reasonable control ("Force Majeure"), and if the party unable to carry out its obligations gives the other party prompt written notice of such event, then the obligations of the party invoking this provision shall be suspended to the extent necessary by such event. The term Force Majeure shall include, but not be limited to, acts of God, plague, epidemics, pandemic, outbreaks of infectious disease, or any other public health crisis, including quarantine or other employee restrictions, fire, explosion, vandalism, storm, casualty, illness, injury, general unavailability of materials or other similar occurrence, orders or acts of military or civil authority, national emergencies, insurrections, riots, wars, strikes, lock-outs, work stoppages, or supplier failures. The excused party shall use reasonable efforts under the circumstances to avoid or remove such causes of non-performance and shall proceed to perform with reasonable dispatch whenever such causes are removed or ceased. An act or omission shall be deemed within the reasonable control of a party if committed, omitted, or caused by such party, or its employees, officers, agents, or affiliates.

20. Reserved.

21. Entire Agreement. This Contract contains the entire agreement of the parties, and there are no other promises or conditions in any other contract or agreement whether oral or written concerning the subject matter of this Contract. Any amendments must be in writing and signed by each party. This Contract supersedes any prior written or oral agreements between the parties.

22. Severability. If any provision of this Contract will be held to be invalid or unenforceable for any reason, the remaining provisions will continue to be valid and enforceable. If a court finds that any provision of this Contract is invalid or unenforceable but that by limiting such provision, it would become valid and enforceable, then such provision will be deemed to be written, construed, and enforced as so limited.

23. Amendment. This Contract may be modified or amended in writing if the writing is signed by each party.

24. Governing Law. This Contract shall be construed in accordance with, and governed by the laws of Georgia, without regard to any choice of law provisions of Georgia or any other jurisdiction.

25. Notice. Any notice or communication required or permitted under this Contract shall be sufficiently given if delivered in person or by certified mail, return receipt requested, to the address set forth in the opening paragraph or to such other address as one party may have furnished to the other in writing.

26. Waiver of Contractual Right. The failure of either party to enforce any provision of this Contract shall not be construed as a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this Contract.

27. Assignment. Neither party may assign or transfer this Contract without the prior written consent of the non-assigning party, which approval shall not be unreasonably withheld.

28. Signatories. This Contract shall be signed on behalf of The City of Forest Park by Nigel Wattley, Director and on behalf of Penalozza Designs & Construction LLC by Leonardo Penalozza, Manager and shall be effective as of the date first written above.

The Owner:
The City of Forest Park

By: _____

Date: _____

Nigel Wattley
Director

The Contractor:
Penalozza Designs & Construction LLC
Contractor's License: _____

By: _____

Date: _____

Leonardo Penalozza
Manager



Item # 9.

Estimate Number

PDC0071

Client Name: Arthur G. Geeter | City of Forest Park

Address: 745 Forest Parkway Forest Park, GA 30297

Work Start Date	Work End Date

Description of Work

In this project we will be rebuilding the basket ball court on the recreation park of The City of Forest Park. The scope of work is outlined below. The contractor is responsible for providing all necessary materials and labor to get the job done. The basketball posts will be refurbished to look new, and be installed with brand new backboards, rims, and chain nets. This estimate does not include any extracurricular work aside from the scope outlined below. This estimate does not cover unforeseen circumstances such as any unsuitable soil or environmental conditions found below the existing asphalt. The contractor is responsible for the coordination of delivery and removal of dumpsters and heavy equipment from the job site.

- Demo existing basketball court & rebuild with new 4" concrete slab
 - Ensure slab is level and prepped for paint
 - Move 4 basketball courts to proper distances and alignment
- Paint new lines and Forest Park city logo on basketball court
- Remove all debris created by the project from the property

Payment schedule: TBD

Total \$59,750.00

Customer Signature

Contractor/Company Signature

RESOLUTION NO. _____**A RESOLUTION TO AUTHORIZE CONTRACT WITH PENALOZA
DESIGNS & CONSTRUCTION LLC**

WHEREAS, the City of Forest Park (“City”) is a municipal corporation duly organized and existing under the laws of the State of Georgia and is charged with being fiscally responsible concerning the use and expenditure of all public funds; and

WHEREAS, the City proposes to authorize a contract with Penaloza Designs & Construction LLC for the repair of the basketball court at Perkins Park;

THEREFORE, THE CITY COUNCIL OF THE CITY OF FOREST PARK HEREBY RESOLVES:

SECTION 1. Approval of Vendor. The contract with Penaloza Designs & Construction LLC for the repair of the basketball court at Perkins Park as presented to the Council on January 2, 2024 is hereby approved by the City Council.

SECTION 2. Public Record. This document shall be maintained as a public record by the City Clerk and shall be accessible to the public during all normal business hours of the City of Forest Park.

SECTION 3. Authorization of Execution. The Mayor is hereby authorized to sign all documents necessary to effectuate this Resolution.

SECTION 4. Attestation. The City Clerk is authorized to execute, attest to, and seal any documents which may be necessary to effectuate this ordinance, subject to approval as to form by the City Attorney.

SECTION 5. Effective Date. This resolution shall become effective immediately upon its adoption by the Mayor and City Council of the City of Forest Park as provided in the City Charter.

[SIGNATURES APPEAR ON FOLLOWING PAGE]

SO RESOLVED this 2nd day of January, 2024.

Angelyne Butler, Mayor

ATTEST:

_____ (SEAL)
City Clerk

APPROVED AS TO FORM:

City Attorney