

A G E N D A

REGULAR MEETING OF MAYOR AND COUNCIL OF May 16, 2016

6:00 P.M. Work Session

- Clayton County Water Authority – Mike Thomas
- Atlanta Regional Commission – Jon Tuley & Dan Reuter
- City Manager Report

I. Call to Order – 7:00 p.m. – Mayor David Lockhart

II. Invocation

III. Pledge of Allegiance

IV. Roll Call

V. Comment Period

VI. Approval of Minutes

1. Work Session of Mayor and Council of May 2, 2016
2. Regular Meeting of Mayor and Council of May 2, 2016
3. Special Called Meeting of Mayor and Council of May 3, 2015
4. Special Called Meeting of Mayor and Council of May 5, 2016
5. Special Called Meeting of Mayor and Council of May 10, 2016

VII. Agenda Items

1. Recognition of National Public Works Week
2. Consider a Resolution by the City Council of the City of Forest Park declaring certain City property, Listed on Exhibit A, to be surplus property and to provide for its proper disposal either by auction or other methods, pursuant to the City's Ordinances; and for other purposes

VIII. Legal Matters

IX. Comments by Governing Body

X. Adjournment

MINUTES

WORK SESSION OF MAYOR AND COUNCIL OF MAY 2, 2016

Call to Order: The Work Session of Mayor and Council of May 2, 2016 was called to order by Mayor David Lockhart at 6:00p.m.

Present: Mayor David Lockhart and Councilmembers Tommy Smith, Dabouze Antoine, Sandra Bagley, Latresa Wells and Allan Mears.

Also present were City Manager Al Wiggins, Director of Finance Mike Blandenburg, Director of Public Works Jeff Eady, Director of Support Services Christine Terrell, Chief Eddie Buckholts, Director of Planning and Zoning Jonathan Jones, Major Jamie Reynold and City Attorney Winston Denmark.

Agenda Items: *Ordinance amending Section 8-2-2 and 8-2-5:* It was explained this Ordinance removes the exemption of churches or religious institutions from waiving building permit costs (inclusive of inspection fees). Additionally, there was language in the ordinance stating that if the city did inspect rental properties for a fee, any rental properties, owned by religious institutions would be exempted from paying the required inspection fees. The revision removes this exemption as well.

Mayor Lockhart stated he opposed the proposed amendment because we don't tax churches now. Religious organizations historically, have enjoyed special protection from government interference.

Mr. Wiggins stated during the time of the creation of this ordinance, building inspections were performed by city staff so there was no cost associated with such. Currently, building inspection services are provided by a third party inspector. The city would have to incur the costs of these fees.

Mr. Wiggins stated if it's the council's will for the city to continue to absorb the cost of the building inspections, the ordinance should remain in place.

Mr. Wiggins explained building permit fees are based on valuation.

Mr. Wiggins stated the city gets a share of building permit fees with 60% going to the third party inspectors and 40% goes to the City. He recommended the City waive our percentage of the fees so that we can make sure the inspectors are paid.

Surplus Resolution: Mr. Wiggins explained he is requesting the City Managers can be surplused to downsize our capital assets.

Other Business: Mayor Lockhart asked Council to amend the agenda to add discussion of Rep. Stovall's request to use the gym for a job fair.

Giving Back to Forest Park Kids: Bruce Robinson stated last years event was a great success and asked Council to again allow the City to sponsor the second annual event. He explained everything was donated by sponsors. Mayor Lockhart asked the City Manager to provide information at the regular meeting that Council needs to approve this request to move forward.

City Managers
Report:

Mr. Wiggins stated the spec building being built by Development Partners is currently under construction and should be ready late summer, early fall.

He encouraged everyone to continue to participate in the Adopt a Brick Program to support the fountain area.

The City is working on a Summer Series of events for Main Street and encouraged ideas from citizens.

He explained the Streetscape Phase II of Main Street road re-alignment was discussed in a previous meeting and the obstacles with property acquisition. He stated we have heard from the property owner that has a parcel in a critical area and they have furnished the City with a recent appraisal. He stated the City is evaluating this appraisal and will provide an update at next council meeting.

Mr. Wiggins stated we heard from Marta some time ago about the trash bags hanging from the poles of the bus stop signs. He stated he will attend their Board Meeting this

week to express our displeasure on how this issue has been handled.

Spring Festival will be held May 7th with a rain date of May 14th.

Currently finalizing the budget and presentations will be done in a few weeks.

First presentation by the Directors to Mayor and Council will begin tomorrow.

Atlanta Business Chronicle will be doing an article on Main Street and the Streetscape project.

Adjournment: Mr. Smith made a motion to adjourn, seconded by Mr. Mears. Voting for the motion was unanimous.

MINUTES

REGULAR MEETING OF MAYOR AND COUNCIL OF MAY 2, 2016

- Call to Order: The Regular Meeting of Mayor and Council of May 2, 2016 was called to order by Mayor David Lockhart at 7:00 p.m.
- Invocation: The invocation was given by Rev. Leon Beeler followed by the Pledge of Allegiance to the American Flag.
- Roll Call: Mayor David Lockhart and Councilmembers Tommy Smith, Dabouze Antoine, Sandra Bagley, Latresa Wells and Allan Mears.

Also present were City Manager Al Wiggins, Director of Finance Mike Blandenburg, Director of Public Works Jeff Eady, Director of Support Services Christine Terrell, Chief Eddie Buckholts, Director of Planning and Zoning Jonathan Jones, Major Jamie Reynolds and City Attorney Winston Denmark.

- Comment Period: Rep. Stovall gave an update of the legislative session. She stated on May 12th she will have a wrap-up legislative meeting at Clayton State University, East Campus from 6 pm to 7 pm. and afterwards school board candidates will be present.

Lawanda Folomi – asked Council to consider Workforce, off of Mt. Zion Road. They have asked the City to partner with them previously. She also questioned the PR company that the URA has contracted with and asked what this is about. She also stated there members terms expiring on the URA soon and asked they had a background in development.

Ralph Nobles- spoke about nullification of laws. He stated nullifications do exist. He said we need to start nullifying laws that are keeping jobs away from people.

Dr. Beeler - thanked everyone for their participation in the clean-up and encouraged everyone to volunteer for their next Clean-up which will held be May 21st for the north side.

Samuel Ibanez – stated their next Celebration Walk is scheduled for May 8th and is requesting the use of the stage in the park.

Kiran Simmons – stated they need approval from council to host the Celebration Walk in Starr Park.

Approval of Minutes:

Ms. Wells made a motion to approve the minutes of the Work Session and Regular Meeting of April 18, 2016, seconded by Ms. Bagley. Voting for the motion was unanimous.

Mr. Smith made a motion to amend the agenda to add discussion of Rep. Stovall's request to conduct a job fair at the gym, seconded by Mr. Mears. Voting for the motion was unanimous.

Mayor Lockhart stated Rep. Stovall presented a request to use the gym for a job fair. Mr. Wiggins stated this would be held September 15th from 11 am to 6 pm, with the job fair hours from 1 pm to 4 pm. He indicated there would be approximately 40 employers and 300 job seekers.

Mr. Smith made a motion to approve this request, seconded by Mr. Mears. Voting for the motion was unanimous.

Ordinance:

Request was made to consider an Ordinance amending Sections 8-2-2 and 8-2-5 of Article A ("General Provisions") of Chapter 2 ("Building Regulation and Code Enforcement") of Title 8 ("Planning and Development") of the Code of Ordinances, City of Forest Park, Georgia, to remove exemptions from the required payment of certain fees; to provide for severability; to repeal conflicting Ordinances; to provide an effective date; and for other purposes.

Mr. Wiggins stated he would like to discuss this Ordinance with the City Attorney to revise language so the City will waive our permit fees and the actual cost of conducting the inspections will be absorbed by the Church.

Mr. Smith made a motion to table this ordinance, seconded by Ms. Wells. Voting for the motion was unanimous.

Resolution:
Surplus:

Request was made to consider a Resolution by the City Council of the City of Forest Park declaring certain City property, Listed on Exhibit A, to be surplus property and to provide for its proper disposal either by auction or other

methods, pursuant to the City's Ordinances; and for other purposes.

Ms. Wells made a motion to adopt this resolution, seconded by Mr. Smith. Voting for the motion was unanimous.

Other Business: Ms. Wells made a motion to add discussion of Giving Back to Forest Park Kids Program, seconded by Ms. Bagley. Voting for the motion was unanimous.

Mr. Wiggins stated the Giving Back to Forest Park Kids Program is requesting this event be an official city sponsored event that will allow the use of city resources without the distribution of any funds. All participation has been done on a voluntary basis and has brought city staff together.

Ms. Bagley made a motion to officially recognize "Giving Back to Forest Park Kids" as an official city sponsored event allowing the use of city resources without the disbursement of funds, seconded by Mr. Smith. Voting for the motion was unanimous.

Adjournment: Ms. Wells made a motion to adjourn, seconded by Mr. Smith. Voting for the motion was unanimous.

MINUTES

SPECIAL CALLED MEETING OF MAYOR AND COUNCIL OF MAY 3, 2016

Call to Order: The Special Called Meeting of Mayor and Council of May 3, 2016 was called to order by Mayor David Lockhart at 6:00 p.m.

Present: Mayor David Lockhart and Councilmembers Dabouze Antoine, Latresa Wells, Allan Mears, Tommy Smith and Sandra Bagley.

Also present were City Manager Al Wiggins, Deputy Director of Recreation and Leisure Services Sharon Smith and Chief Dwayne Hobbs.

Recreation & Leisure Services: Sharon Smith presented information on the Recreation and Leisure Services Department.

She explained their mission, vision and goals for the future. She stated they are presently working on the RFQ for the Master Plan.

She stated the City has a community park (25 acres), Starr Park, a neighborhood park (7.5 acres), Scott Blvd., mini parks are Lee Park, Perkins Parks, Theatre, Second, Hemlock and Alder Drive. The city has a total of 80 acres in parks. She stated they are planning an art/music festival in Starr Park this summer.

She stated staffing in the Recreation Department include 11 full time employees and 35 part-time employees of which the majority working during the summer.

She then gave a brief summary of programs offered and upcoming special events. She stated challenges include a need for more classroom space and additional park land, bike trails, handicap playgrounds, more basketball courts, soccer fields and tennis courts.

She stated the swimming facilities, both indoor and outdoor, have major problems that need to be addressed. It should be determined if we are going to renovate the outdoor/indoor pools or if a natatorium would meet our needs better.

She stated another challenge in their department is security. Their staff is not adequately prepared to handle security in the park.

On-line registration would be welcome to make it more convenient for their customers to register for programs and activities.

She stated SPLOST projects currently suspended are:

- Pool renovation, pool addition, tennis court and equipment
- Kiwanis Stadium construction/renovation
- Memorial Park
- Dooley Building
- Community Building at Ash Street

Capital projects for this year include weight room, exercise equipment, pool equipment purchased and tables and chairs purchased.

Councilman Dabouze left the meeting at 6:45 p.m.

Police Dept.:

Chief Hobbs presented an overview of the Police Department. He stated accomplishments include, pursuing their 6th consecutive CALEA accreditation this year, implementation of the Text to Tips Software and implementation of on-line video warrant system.

He then discussed the Community Oriented Policing. This program began in 1996 and since that time, we have reduced crime 58%.

He stated staffing has been their biggest challenge. In 2015, there were 23,580 calls which was a 5% increase over 2014. There were 1125 Part 1 crimes. 90% of crimes in the City are property crimes, 42% is burglary, 14% is entering an auto, 21% theft by taking and 9% auto theft.

Goals for the Police Department include to hire trained and retain the most qualified competent professionals they can find, develop a strategy to make salaries more competitive in the metro area, keep the city safe with strategic and sound law enforcement approaches and enhance training initiatives to speed up inexperienced officers.

He said their objective this year is to reduce burglaries with various programs.

He distributed a map showing crime around the City of Forest Park, including Atlanta, Hapeville, Riverdale and unincorporated Clayton County.

Adjournment: Mr. Smith made a motion to adjourn, seconded by Ms. Wells. Voting for the motion was unanimous.

MINUTES

SPECIAL CALLED MEETING OF MAYOR AND COUNCIL OF MAY 5, 2016

Call to Order: The Special Called Meeting of Mayor and Council of May 5, 2016 was called to order by Mayor David Lockhart at 6:00 pm.

Present: Mayor David Lockhart and Councilmembers Tommy Smith, Latresa Wells, Dabouze Antoine, Allan Mears and Sandra Bagley.

Also present were City Manager Al Wiggins, Director of Public Works Jeff Eady and Director of Planning and Zoning Jonathan Jones.

Public Works: Jeff Eady presented an overview of the Public Works Department. Mr. Eady explained what they do, their mission statement and vision. He explained we provide and manage the physical infrastructure essential for the city to operate on a daily basis. He said their vision is to be the most respected department in this City. He said they have a staff of 49 employees, which includes Administration, fleet maintenance, streets, solid waste management, parks and building maintenance.

He stated the Public Works Budget represents 30% of the city budget. He stated they handle the SPLOST budget for several different departments. Fleet Services maintains 175 city owned vehicles and 65 pieces of off road equipment and trailers. Street Division is responsible for the 244 streets, consisting of 71 miles of roadway, repair pot holes, street sweeping 120 curb miles, property abatements, etc.

He mentioned that since MARTA is running through the City, these buses will cause damage to our city streets.

The Parks Department is the biggest division inside Public Works. They oversee and maintain all city parks, ballfields, cemetery, vacant lots, all right-of ways, etc. Together the streets and parks divisions go to 130 different locations to maintain the City. The building maintenance crews handle both preventive and reactive maintenance. The Sanitation

Division helps manage the Waste Management Contract and work closely with them.

He presented the SPLOST schedule that Public Works maintains. He explained they are presently working on the Public Works Improvement Project, design only.

The Short Term Work Program consisted of an extension of Bartlett Road that is on hold. He then presented all other projects that had been completed.

Recent accomplishments are public works building design is complete, painted interior of fire station, City Hall, a card access system has just been awarded for city department buildings, grant applications for LMEG street resurfacing is complete, repaired roof and replaced roofs at various city buildings, etc.

He explained it took approximately 900 man hours to put other departments activities (yard sales, Easter egg hunts, Swing Into Spring, 5K Run, Fall Festival, National Night Out) on with \$17,000 in overtime.

He stated their biggest challenge presently is employee compensation. In comparison to surrounding cities, our entry level is from \$1.00 to \$1.50 below those. Supervisors can be as much as \$2.00 an hour under. He said the budget constraints and keeping pace with the infrastructure and maintenance should be proactive, not reactive. But while under budget constraints this is very difficult. Training and education incentives are a challenge.

Discussion was held concerning the Waste Management Contract. Mr. Wiggins stated the commercial side carries the load, but we may be able to find a hauler that provides better services, but at what cost. He did not feel this was a good time to shop since we are streamlining our budget.

Mr. Wiggins stated he has been discussing with staff a better capital improvement plan, including a 5 year city wide technology plan. He will be coming back before Council on these projects to request that we realign our initial plan and put more money in our needs instead of our wants.

A question was raised about the traffic signal at Metcalf and Courtney Drive. Mr. Wiggins stated DOT is not willing to

install a traffic signal at that location at the present time. He said he was told we haven't experienced enough growth and traffic on Jonesboro Road to cause a traffic signal.

Planning,
Zoning:

Mr. Jonathan Jones presented an overview of the Planning and Zoning Department. He stated they have established customer service principles that guide what they do. He stated his divisions include planning, zoning, permits, licensing and engineering. All review of construction, engineering and architectural plans are done in-house and after those are approved, all permits are then issued. The City contracts out engineering that consist of civil review, architectural, building, construction and technical code compliance as well as our construction related building inspections.

The Code Compliance Division administers all property and maintenance codes as well as housing codes. He said other divisions include Animal Control Division and Business License Division.

He said Environmental Court handles all violations as it relates to property maintenance issues as well as animal control issues. He stated they presently have 4 vacant positions in the department.

He stated current SPLOST projects consist of equipment, vehicles and renovation of the building.

He stated they are currently in the process of revising the sign ordinance and occupational tax ordinance. He stated there one stop shop consists of speaking with inspectors, permitting, and scheduling inspections at one time.

He stated they have a new department website that will soon be launched along with an on-line plan review process.

He said challenges include ongoing training for customer service, vacancies that exist, pay for his employees, and the renovation of work space to make it more usable. He said the high vacancy and renter occupied homes is an ongoing problem.

Mr. Jones stated he is doing an analysis of fees being charged in his department compared to other surrounding areas. He stated they will be recommending changes in the

future. He said in many instances the City is subsidizing the inspections.

Adjournment: Mr. Smith made a motion to adjourn, seconded by Ms. Akins. Voting for the motion was unanimous.

MINUTES

SPECIAL CALLED MEETING OF MAYOR AND COUNCIL OF MAY 10, 2016

Call to Order: The Special Called Meeting of Mayor and Council of May 10, 2016 was called to order by Mayor David Lockhart at 6:00 p.m.

Present: Mayor David Lockhart and Councilmembers Dabouze Antoine, Allan Mears, Latresa Wells and Sandra Bagley.

Also present were City Manager Al Wiggins, Director of Finance Mike Blandenburg and Chief Eddie Buckholts.

Finance Dept.: Mr. Blandenburg presented an overview of the Finance Department. He explained customer service is a very important part of his department. He presented the organizational chart for 2015 as compared to 2016. He stated we have combined several positions, streamlining jobs. SPLOST projects include equipment but computers are on hold pending recommendations, City Hall renovation and one pending project, new HVAC system.

He explained challenges include balancing the budget during challenging times and providing superior customer service with less staff.

He stated they have recently reorganized the finance work area which helps work flow along with upgrading the work stations.

Mr. Wiggins stated payroll is a weekly obligation and labor intensive. He stated he is looking at the cost of outsourcing the payroll.

Mr. Wiggins presented challenges in the budget process that include property valuations decreasing, decreasing of sales tax, and projections of LOST and SPLOST not as anticipated. He did state the Aviation Fuel Tax would cost the City about \$900,000 annually if current negotiations fail.

Mr. Blandenburg stated his responsibilities include accounts payable, property taxes, sanitation billing, payroll

preparation, collection of police fines, budget preparation, annual audit oversight and financial reporting.

Mr. Blandenburg stated the City has received the Certification for Achievement for Financial Reporting for the last 34 years.

Councilman Smith entered the meeting at 7:10 p.m.

Fire Department: Chief Buckholts gave an overview of the Department of Fire and Emergency Services. He presented his mission statement and core values. He explained the majority of their job consists of emergency medical services. He stated his department has a Hazardous Materials Team as well as being trained in Confined Space Rescue, High-Angle Rescue and Trench Rescue.

He stated Emergency Management consists of mitigation, (preventing future emergencies or minimizing effects) preparedness (preparing to handle an emergency), response and recovery.

Chief Buckholts stated his divisions include Administration, Training which consists of the Fire Training Officer and EMS Training Officer, Prevention consisting of the Fire Marshall's Office, and Suppression, the EMS, EMT's and firefighters.

He explained in the Suppression Division, there are three shifts, 21 per shift on a 24/48 work schedule. They average 53 hours per week.

Chief Buckholts explained all of his personnel are cross-trained and considered the most highly trained in the state.

Programs consist of Vial of Life, Fire Safety Education, the Early Warning System, Code Red Weather Alert and CERT Team.

The Insurance Rating (ISO) is presently a Class 2 and he is working to receive a Class 1 this year.

Chief Buckholts stated challenges include their infrastructure, Station 1 and Station 2 were built in 1962 and will need upgrading, technology issues and advance life saving equipment, medical costs and dependency. He said

they are looking at raising their fees this coming year. Their collection rate still remains at approximately 50%.

Chief Buckholts stated the call volume over the last six years with fire calls only has decreased .09% while the EMS Calls increased 21.3% and the EMS Assist (Fire assist-Life Threatening) increased 25.9%. This is an average of 4-5% yearly increase.

SPLOST and Capital Improvements include 2 staff vehicles which are both on order, 1 ambulance, which will need to be next to be purchased. He stated Headquarters Renovation is pending.

Adjournment: Mr. Mears made a motion to adjourn, seconded by Mr. Smith. Voting for the motion was unanimous.

STATE OF GEORGIA
COUNTY OF CLAYTON

RESOLUTION NO. _____

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF FOREST PARK DECLARING CERTAIN CITY PROPERTY, LISTED ON EXHIBIT A, TO BE SURPLUS PROPERTY AND TO PROVIDE FOR ITS PROPER DISPOSAL EITHER BY AUCTION OR OTHER METHODS PURSUANT TO THE CITY'S ORDINANCES; AND FOR OTHER PURPOSES.

WHEREAS, City Code Section 3-1-21 permits the Council to determine when it is in the best interest of the city to sell or otherwise dispose of any property belonging to the city, not needed for public use or that may have become unsuited for public use; and

WHEREAS, pursuant to City Code Section 3-1-21, it shall be the duty of the governing body to declare when such items should be disposed, and to list or describe the real property to be sold, and all personal property, the estimated resale value of which shall exceed five hundred dollars (\$500.00), to be sold at public auction or by formal written contract to the highest responsible bidder, after reasonable notice inviting proposals and surplus property of the city with an estimated resale value of five hundred dollars (\$500.00) or less may be sold at the discretion of the purchasing agent by negotiated sale without advertisement and the acceptance of bids; and

WHEREAS, various City Departments have provided a list of City surplus items to the City Manager, attached as exhibit A to this resolution; and

WHEREAS, the City Manager has determined that it is in the best interest of the City to surplus such items, and has requested that such items become surplus and disposed of in the most appropriate manner.

NOW THEREFORE, be it resolved by the Mayor and Council of the City of Forest Park that the items listed on Exhibit A, attached to this resolution, be declared surplus and be disposed of in the most appropriate manner.

Section 1. That the City Manager cause the items to be disposed of either by auction or pursuant to City Ordinances.

Section 2. If any section, sentence, clause or phrase of this Resolution is held to be invalid or unconstitutional for any reason by a decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Resolution and such remainder shall remain in full force and effect.

Section 3. This Resolution shall be in full force and effect immediately upon and after its final passage.

Resolved this _____ day of _____, 2016.

**A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF FOREST
PARK DECLARING CERTAIN CITY PROPERTY, LISTED ON
EXHIBIT A, TO BE SURPLUS PROPERTY AND TO PROVIDE FOR ITS
PROPER DISPOSAL EITHER BY AUCTION OR OTHER METHODS
PURSUANT TO THE CITY'S ORDINANCES; AND FOR OTHER
PURPOSES.**

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DAVID N. LOCKHART, MAYOR

TOMMY SMITH, MAYOR PRO-TEM
COUNCILMEMBER (WARD ONE)

DABOUZE ANTOINE
COUNCILMEMBER (WARD TWO)

SANDRA BAGLEY
COUNCILMEMBER (WARD THREE)

LATRESA WELLS
COUNCILMEMBER (WARD FOUR)

ALLAN MEARS
COUNCILMEMBER (WARD FIVE)

ATTEST:

CITY CLERK

(THE SEAL OF THE CITY OF
FOREST PARK, GEORGIA)

Approved as to form:

City Attorney

SURPLUS EQUIPMENT

DEPARTMENT - City Managers Office

DATE: May 11, 2016

ITEM	QUANTITY	CITY ID NO.	SERIAL NO.	CONDITION
Portrait of a Bridge	1			okay
Claude Monet - Portrait of a River Forest	1	10514		okay
Keyboard	1	1236774		fair
Boston Computer Speaker System Digital BA735	1		CNORH659735716A40GKB	obsolete

DEPARTMENT - RECREATION AND LEISURE

Chair (outdoor pool)	12			poor
Lounge (outdoor pool)	12			poor