



CITY COUNCIL REGULAR SESSION

Monday, October 21, 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 Latresa Akins-Wells
The Honorable Allan Mears

Ricky L. Clark Jr, City Manager
Randi Rainey, City Clerk
Danielle Matricardi, City Attorney

DRAFT MINUTES

CALL TO ORDER/WELCOME: Mayor Butler called the meeting to order at 7:16 pm.

INVOCATION/PLEDGE: Elder Cook led the invocation and pledge.

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		✓
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; Talisa Adams, Procurement Officer; Shalonda Brown, HR Director; Diane Lewis, Deputy HR Director; James Shelby, Project Manager; Nigel Watley, Interim Public Works Director; Latosha Clemons, Fire Chief; David Halcome, Deputy Fire Chief; David Hickson, IT; Derry Walker, Code Enforcement Marsellas Williams, Economic Director; Dorothy Roper-Jackson, Court Director; Nicole Dozier, PCD Director; Pauline Warrior, Chief of Staff; Tarik Maxwell, Recreation and Leisure Director; and Danielle Matricardi, City Attorney.

ADOPTION OF THE CONSENT AGENDA WITH ANY ADDITIONS / DELETIONS:

It was motioned to approve the consent agenda.

Motion made by Councilmember James, Seconded by Councilmember Gutierrez.

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

ADOPTION OF THE AGENDA WITH ANY ADDITIONS / DELETIONS:

It was motioned to adopt the agenda by removing item 8 and add the Presentation for the Pedestrian Study as item 3 under presentation, add the Holiday Pay Approval and under New Business item 5 it should say Council Approval.

Motion made by Councilmember James, Seconded by Councilmember Mears.

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

APPROVAL OF MINUTES:

- 1. Council Approval of Council Work Session and Regular Meeting Minutes from October 7, 2024 -**
City Clerk

There was a motion to approve the Council Work Session and Regular Meeting minutes, from October 7, 2024.

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

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

PUBLIC COMMENTS: (All Speakers will have 3 Minutes)

Carl Evans thankful for being apart of the Home Program. Mr. Evans does not believe the contractors are properly vetted, but states he has the best porch in this state and is completely satisfied. Mr. Evans also recommended that they work out something with the Teen Council.

Joyce Burnett states she is grateful to have met the City Manager and Councilmember Mears at her house. She noted she lives on Ash Street and think the streets and sidewalks have been neglected, but she got solutions. She stated by the end of November they have agreed to start fixing the sidewalk in front of her house and thanked them. Ms. Joyce asked them to please consider fixing the streets also and asked them to visit the streets and get some repairs going.

Elder Cook invited everyone to the Living Legend Banquet on Saturday. He noted the event will be at Paradise gym at 6:00 pm.

CITY MANAGER'S REPORT

City Manager Ricky Clark noted it has been a great month on behalf of the Executive Offices and Chief of Staff, Pauline Warrior. He commends everyone that participated in the Home Program. Mr. Clark noted that he plans to relaunch the program for all residents absent the legacy residents. He states he is excited the governing body had the foresight to appropriate \$1.3 million to make this happen. Mr. Clark noted this will run until the end of the year because of the obligations of the ARPA funds. Mr. Clark noted in September they took nearly 100 employees to the Atlanta United Soccer game. He noted this fostered team spirit, but it also strengthened community bonds and allowing staff to enjoy an evening together.

There were technical difficulties, and the rest of the report will be emailed out.

PRESENTATIONS:

2. Financial Reporting of the FY2024-2025 Monthly Financial Report

Background/History:

The Finance Department is presenting FY2024-2025 Monthly Financial review of the City's financials. The purpose of the monthly financial review is to help us know how healthy the City's cash flow is and help evaluate department performance to see if the executive office needs to reallocate resources to achieve the financial goals for the City.

Jermi Patterson- noted currently our remaining fund balance is \$16,270,716 our year-to-date financial report as far as actual expenses, \$8,772,836 for the month of September, that total was \$2,125,928. He noted year to date the balance is \$33,121,061. He stated they have spoken to departments to make sure that they are operating within the city's budget. Overall, the city is operating at 21% of what was budgeted as far as expenses to revenues.

3. Pedestrian Bridge Presentation

SaVaughn Irons noted the draft report was complete and is in review with ARC, and Mr. Lobhorn will give an update on where they are.

Mike Locke presented the feasibility study for a pedestrian bridge over the Norfolk Southern Railroad and Forest Parkway. He noted the study aims to determine the feasibility of the bridge, considering engineering and design constraints. He stated the study included a visioning session with stakeholders to gather input on the bridge's design and integration with existing plans. He noted if the city would like to pursue this the next step would be funding, and that there are competitive grants out there. He noted the final deliverables will include a cost estimate and implementation schedule for the pedestrian bridge.

Comments/Discussion from Governing Body:

City Manager Clark noted they have in fact engaged with Norfolk Southern and they have advised they do have funding for projects such as this, but the deadline for this year has passed.

Mike Lobhort noted one of the grants advertised periodically is the Crossing Elimination Grant, and there are some community connections grants available.

Councilmember Mears asked what type of indirect lighting there will be.

Mike Lobhort noted the details were not a part of this study.

Mayor Butler asked if the discussion with Norfolk Southern on the easement been done.

Mike Lobhort noted it has not and that is something you have to be careful about when it comes to federal funding. He noted any discussion on the right of way does not need to et ahead of the environmental documentation, because it will jeopardize your federal funding.

Mayor Butler noted in the event if the easement is not granted what does it mean for the project. She asked if it would halt the project or is there a work around?

Mike Lobhort noted condemning that the railroads that are very tough. He noted pulling the people off using the railroad at grade is, is something the railroad is trying to do more of. He stated this is inline with what they are showing in their public project manual.

CONSENT AGENDA:

It was motioned to approve the consent agenda.

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

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

4. Council Approval for Vehicle Exhaust Removal System for Fire Stations 1 & 2 - Fire & EMS Department

5. Council Approval on the Renaming of the Trade Specialist Position to Building Maintenance Technician – Public Works/ Human Resources Departments

NEW BUSINESS:

6. Council Approval on a Partnership with Clayton State for Continuing & Professional Education – Executive Offices & Human Resources

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

City Manager Clark asked if she could have the person that made the motion to authorize the City Manager to amend the ARPA budget when necessary to effectuate the intent of this item.

Councilmember James amended her motion as stated by the City Manager.

It was motioned to approve the Partnership with Clayton State for Continuing & Professional Education, authorizing the City Manager to amend the ARPA budget when necessary for the intent of this item.

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

7. Council Approval of the Comprehensive Classification Analysis & Compensation Study- Human Resources Department

Beginning January 1,2025, and bring the minimum to \$23.46, and time in position at 2%.

Comments/Discussion from Governing Body:

Councilmember Akins Wells asked for a point of Order. She asked if they were keeping it at January 1 or if it could be done before then, let it be done before then verses putting a date on it.

Mayor Butler noted she thought if they did the holiday pay to leave it at January.

Councilmember James made a motion to approve it for the staff to get it done as soon as possible. If it is in December, it is December, if it is January than it is January.

City Manager Clark asked the Mayor Butler to include authorizing the City Manager to amend the budget to reflect said amount of money.

It was motioned to approve to authorize staff to begin the work on the implementation of the Classification Analysis & Compensation Study to begin no later than January 1, 2025 and bring the minimum starting salary to \$23.46. Include the time in position at 2%, and to authorize the City Manager to amend the budget to reflect said amount of money.

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

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

8. Council Approval of a Two-Year Extension for On-Call Plumbing Repairs and Maintenance Services – Procurement/Public Works Departments

It was motioned to approve a One-Year Extension for On-Call Plumbing Repairs and Maintenance Services with automatic renewal.

Motion made by Councilmember James, Seconded by Councilmember Mears.

Comments/Discussion from Governing Body:

City Manager Clark noted the Governing Body asked to be presented some numbers. He stated for Max Air the last check to be cut was \$497.49 and that was back in 2022. He noted the plumbing shop a total of \$17,135 was expended since March 2024 until now.

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

9. Council Approval on the City of Forest Park Financial Policies-Finance Department

This item was removed from the agenda.

10. Council Approval to Authorize staff to appropriate funds not to exceed \$1,000.00 for full-time employees and \$500.00 for part-time employees, for a holiday pay bonus, through the use of ARPA funds.

Motion made by Councilmember James, Seconded by Councilmember Mears.

Comments/Discussion from Governing Body:

City Manager Clark noted his recommendation would be a date of October 1 or September 1.

Danielle Matricardi noted she could authorize the City Manager to determine the date later, if additional time was needed to set the parameters. The motion could be for the bonuses not to exceed \$1,000.00.

City Manager Clark noted the motion should include the use of ARPA Funds for this.

Councilmember James rescinded her motion and added with the use of ARPA funds to it.

It was motioned to approve a holiday bonus not to exceed \$1,000.00 for full-time employees, \$500.00 for part-time employees, to authorize the City Manager to use ARPA funds and determine the date at a later time.

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

CLOSING COMMENTS BY GOVERNING BODY:

Councilmember James stated on Saturday, November 2 she will be hosting a Business Breakfast with a cluster of schools. The event will be from 9:30 to 11:30 at Forest Park High School. She noted there will also be a fall event from 9 to 3, and there will be information put out asking businesses to partner with the schools. She thanked everyone for attending her Ward meeting hosted by Mayor Butler and noted Ms. Dixon will get it posted to the website. She thanked the directors and staff for all they do to make the city look good. She noted and they try to show their appreciation by making sure the employees have a nice salary, and the Mayor's Leaf Initiative to make sure they can telework. Councilmember James noted it is an honor to be able to work with the residents of the City of Forest Park and is excited they were able to do the Home Program.

Councilmember Gutierrez noted the city has extremely competent staff that makes it easier to be up here. He noted he is happy to be able to give the employees the adequate pay they deserve. Councilmember Gutierrez noted he is excited about the Customer Service focus. He noted on Friday on Jonesboro Road in Ward 3 there will be a Trick-or-Treat event and a movie. He thanked everyone and noted if there is anything he can do to reach out.

Councilmember Akins-Wells thanked the employees for all they do and for choosing Forest Park. She noted they are making decisions; they make them and the community to good. She noted the employees take care of them and they deserve to be taken care of as well. She thanked the City Manager for his hard work and leadership. She thanked Pauline Warrior for the Home Program and how it feels good for the citizen to stand before them and brag on the work that was done to their homes. She asked before the meeting starts if they can make sure they test the equipment, because she was receiving messages that the people online could not hear, and this is the city business and people need to know and hear. Councilmember Akins-Wells noted the police department is doing a Trunk-o-Treat on October 31. She stated she will be there and invites everyone out.

Councilmember Mears noted he hopes the increase helps the employees, and that it is well deserved. He noted the city has great employees and they will get this increasing going as quick as possible. Councilmember Mears noted sometime between now and spring he would like to get with the City Manager on the streets and sidewalks. He noted he plans to see who is in charge of what because it does not all belong to the city. Councilmember Mears noted they will work diligently on that in the coming months.

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

It was motioned to recess into Executive Session for Personnel, Litigation or Real Estate at 8:08 pm.

Motion made by Councilmember James, Seconded by Councilmember Mears.

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

It was motioned to reconvene the Regular Meeting at 9:37 pm.

Motion made by Councilmember James, Seconded by Councilmember Mears.

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

ADJOURNMENT:

Mayor Butler Adjourned the meeting at 9:39 pm.

In compliance with the Americans with Disabilities Act, those requiring accommodation for meetings should notify the City Clerk's Office at 404-366-4720 at least 24 hours before the meeting.

DRAFT