



CITY COUNCIL WORK SESSION

Monday, May 01, 2023, at 6:00 PM
Council Chambers and YouTube Livestream

MISSION STATEMENT

It is the mission of the City of Forest Park to enhance, strengthen, and grow our city by collaborating with our community to provide the highest level of service. Striving to be recognized as a diverse community that values and respects all members. We will strive to provide fair, professional, and courteous service through transparency and open communication. As we work to achieve this mission, we will have integrity beyond reproach while employing fiscal discipline and innovation. In this work there are no praises and raises for mediocrity.

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

James Shelby, Interim City Manager
S. Diane White, City Clerk
Mike Williams, City Attorney

DRAFT MINUTES

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		✓

Joshua Cox, IT Director; Chiquita Barkley, Finance Director; Jeremi Patterson, Deputy Finance Director; LaShawn Gardiner, Director Planning & Community Development; Arthur Geeter; Purchasing, Diane Lewis, Deputy HR Director; Nigel Wattlely, Deputy Public Works Director; Bruce Abrahams, Director Economic Development; Latosha Clemons, Fire Chief; David Halcome, Police Chief; Brandon Criss; Deputy Police Chief, Sandra Johnson and Captain Kayla Gant, Police Department

CALL TO ORDER/WELCOME: The meeting was called to order by Mayor Butler at 6:00pm and she read the Mission Statement.

ROLL CALL - CITY CLERK: A quorum was established.

CITY MANAGER'S REPORT: James Shelby, Interim City Manager

The City Manager gave an overview of the progress of the Capital Projects.

NEW BUSINESS:

1. Council Discussion of a Change Order for the Main Street Streetscape Project - PCD

Background/History:

The City awarded a contract to BRTU Construction, Inc. to construct Phase IIA Main Street Streetscape Project. The contractor submitted a cost proposal at the request of the city to install a new ornamental fence and additional drainage lines and other miscellaneous changes based on redesign of certain sections of the proposed streetscape. The change proposal is outside the scope of the original contract and exceeds the Interim City Manager's authority and requires City Council approval.

Comments/Discussions from Governing Body:

Interim City Manager – This change order is outside the contractor's original contract. If you notice we have white fencing down Main Street, and we are asking the city council to approve the change order so that we can replace those with Roth Irons or Mental Ordinate fencing, that will look much better. This was not included in the original contracts. You will see other items Inlet HDP pipe, these are items that came after the contract of Roberts Company who were original engineers for this contract. The way they designed the street is not conducive to the traffic and going in and out of driveways. Falcon Engineers had to come back and redesign some of those driveways. As a result of that it ended up in a change order so remove the existing fence, install a new fence to make it look more pleasing and other inlets and things we had to take care of, because of redesign.

Councilmember James – I understand this is not an item that will impact our general fund, it is something that is coming out of the TAD Funds that we already have allocated.

Interim City Manager – Yes, TAD money was part of this project, and this is the first time we have used TAD Money on this project.

2. Council Discussion of Surplus items – Public Works Department

Background/History:

The Public Works Department has received approval from the appropriate departments for their blessing on surplus items/vehicles/equipment. The vehicles will be placed on public surplus for auction and the broken no longer working equipment will be disposed of.

Please see attached documents for the listings we are requesting councils' approval for, so we can move forward with auctions and disposal.

There were no comments or discussion from the Governing Body.

3. Council Discussion of transferring funds from one line item to another – Public Works Department**Background/History:**

The Public Works Department would like to transfer funds from one line item to another. Public Works wants to purchase tables and chairs for our training room. It is not equipped to sit in training for 4-8 hours at a time. We are sharing this space, so the Fire Dept. also has a place to hold classes for the recruits. We will also be purchasing a conference table with chairs (the table will also be equipped with docking stations to connect for display on the tv. Purchase of rain pants, jackets, hydration pops, sprayer/ paint, flashlights and emergency wands, vests, painting the outside of fleet building. We have the funds in this year's budget, and this will allow us to move forward and not ask for it in capital for next year.

100-27-4900-52-1712 \$15,000.00 transfer to 100-27-4900-53-1105

100-27-4900-53-1270 \$25,000.00 transfer to 100-27-4900-53-1105

100-27-4900-52-3701 \$5300.00 transfer to 100-27-4900-53-1105

Please see attached quotes for the goods we are requesting the council's approval for.

Comments/Discussions from Governing Body:

Councilmember James – What are the specific line items: 1712, 1270, and 3701?

Niguel Wattley, Public Works Deputy Director – 1712 is the Equipment Maintenance for the city. 1270 is from the Gas of all departments, and 3701 is from School Seminar Travels.

Councilmember James – Item 1105 that it is being transferred, what is that?

Nigel Wattley – It is General Fund.

Councilmember Mears – This is money that has already been appropriated, we are just going to transfer funds from one line item to another.

Interim City Manager – Yes, the funds are already there.

4. Council Discussion on Adopting Text Amendments– Planning & Community Development**Background/History:**

The City Council adopted a moratorium on blood plasma centers on October 3, 2022, and granted an extension of the moratorium on March 20, 2023. The purpose of the moratorium was to allow staff time to review the Zoning Ordinance and recommend a text amendment for the most appropriate zoning districts, based on an inquiry from a potential developer for such a center.

Comments/Discussions from Governing Body:

Lashawn Gardiner – I think you have explained the basis of this text amendment.

Councilmember James – I know that we are not moving into the deal. Can this item wait or is this something that we need to do?

City Attorney – Since that matter has settled, we can discuss this now.

Councilmember James – This moratorium was put into place because of a potential developer, that we had questions and concerns about them moving into the city. Now that we have completed that negotiation, is it something we need to continue to put into our ordinance.

City Attorney – The ordinance verifies what types of medical offices can be located in the downtown area. What we have done is we have added a series of definitions for various types of offices, including defining a blood plasma facility. Most medical facilities are allowed downtown, but blood plasma facilities are only allowed in industrial districts.

Lashawn Gardiner – Light industrial, heavy industrial.

City Attorney – Recommendation is to approve the ordinance.

5. **Council Representative on Comprehensive Plan Steering Committee** – Planning and Zoning

Background/History:

The Atlanta Regional Commission is assisting the city in the update of our Comprehensive Plan. As part of the update process, a steering committee is being formed of various stakeholders to provide input.

It is proposed that Councilman Hector Gutierrez serve as the City Council representative on the Comprehensive Plan Steering Committee.

Staff is requesting Council approval of the resolution appointing the Councilman.

Comments/Discussions from Governing Body:

Councilwoman James – I just want to thank Councilman Gutierrez for stepping up.

Councilmember Antoine – You can do it, excellent job.

6. **Council Discussion on Sister Cities** – Legislative Department Councilmember Antoine

Background/History:

Councilmember Dabouze Antoine would like to have a discussion on sending fire equipment to Haiti.

Comments/Discussions from Governing Body:

Councilmember Antoine – There was an error of the printing and I apologize for that. All that we are doing is for the Sister Cities Program, which was already budgeted, that is what we should be discussing, not the fire trucks. What we have here is an agenda item that we voted on in our budget a few years back. Like other council members had their programs that were budgeted this is the only program that I have that is already budgeted.

Councilmember James – Is this an item we are voting on, we have already approved it, I do not understand what we are asking?

Councilmember Antoine – We have tabled this, and we are just bringing it back. It is something that needs to be voted on so we can just bring it back.

Councilmember Akins-Wells – I am confused, I would like to know exactly what it is that he is requesting? Didn't we already vote on the Sister Cities?

Councilmember Antoine – For the record, Sister Cities Program, your program, and Hector program were taken out. At the last council meeting we voted to bring your program and Hector's program back. This is my program that was not included, we are just voting to bring it back.

Councilmember Akins-Wells – I thought we already voted on it.

Mayor Butler – Are you referring to the Senegal Initiative?

Councilmember Antoine – Yes, Sister Cities that consist of Haiti, Senegal, and Ghana.

Mayor Butler – The one that was tabled was the actual Senegal.

Councilmember Antoine – It was the fire trucks that were not voted on.

Mayor Butler – It was Senegal, when Felicia Davis, was present and did her presentation on it. Are you wanting to focus on the fire truck itself or the overall, Sister Cities Initiative that incorporates all three countries and a budget for that?

Councilmember Antoine – Right, which we already approved the 15,000 and we took the program out now, I am asking to bring it back.

Mayor Butler – I believe that is included in the budget, when we start to discuss the next fiscal year budget. We should have that retreat coming up soon. If I remember correctly, before Dr. Cooper left it was put back into the budget.

Councilmember Antoine – Yes.

Councilmember Gutierrez – Just for the record, those are not my events, those are the city events.

Councilmember Akins-Wells -Right

ADDENDUM ITEM:

7. Council Discussion and Approval to separate the City Clerk and Executive Assistant Position within the City Manager's Office.

Background/History:

The City Clerk/Executive Assistant position is combined and according to the recent organizational audit by Mauldin & Jenkins the positions should be separate. The Executive Assistant position will report directly to the City Manager. This position will handle all administrative duties and other duties as assigned. This split will not affect nor have a major impact on the position of City Clerk. It will just split the two positions and be more defined according to the updated job descriptions.

Mayor Butler - We have the confirmation of our New City Manager coming up and this is something he wanted to get the council's approval on, so he can start the process of finding an Executive Assistant. This is taking the Deputy City Manager position and reclassifying it as an Executive Assistant, correct?

Interim City Manager – I think what we are doing is utilizing the funds for the position of the Deputy City Manager position to fund this position, until the end of the fiscal year.

Comments/Discussions from Governing Body:

Councilmember Antoine – Are we going into Executive Session on this?

Mayor Butler – If we need to.

Councilmember Antoine – No, no questions.

Councilmember Gutierrez – Our city clerk is not affected, right?

Mayor Butler – No. This is just for that assistant's position.

Councilmember Akins-Wells – In the background and history it says this position reports directly to the city manager and mayor. I do not know if it says that in yours, but it says it in our agenda.

Mayor Butler – Yes, it should say just the city manager. Do you need to go into Executive Session, Councilmember Antoine?

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

There was no Executive Session.

ADJOURNMENT:

It was moved to adjourn the Council Work Session at 6:23pm.

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

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