



# CITY COUNCIL WORK SESSION

Tuesday, January 16, 2024 at 6:00 PM  
Council Chambers and YouTube Livestream

Website: [www.forestparkga.gov](http://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

## DRAFT MINUTES

### VIRTUAL NOTICE

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

The Council Meetings will be live-streamed and available on the City's  
YouTube page - "**City of Forest Park GA**"

**CALL TO ORDER/WELCOME:** The meeting was called to order at 6:00 p.m. by Mayor Butler.

**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; LaShawn Gardiner, Director of Planning & Community Development; Javon Llyod, PIO; Diane Lewis, Deputy HR Director; Bobby Jinks, Public Works Director; Nigel Watley; Deputy Public Works Director, Bruce Abrahams, Director of Economic Development; Latosha Clemons;

Fire Chief, David Halcome, Deputy Fire Chief; Tarik Maxwell, Recreation and Leisure Director; Joshua Cox, IT Director; Derry Walker, Code Enforcement Director; Pauline Warrior; Senior Management Analyst, Captain Spark, PD; and Danielle Matricardi, City Attorney.

### **ADOPTION OF THE AGENDA WITH ANY ADDITIONS / DELETIONS:**

It was moved to amend the agenda to include item #10- Council Presentation on the FY23-24 Financial Mid-Year Review.

Motion made by Councilmember Antoine, Seconded by Councilmember James.

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

### **OLD BUSINESS:**

#### **1. Council Discussion and Update on the Waste Management Contract – Executive Offices**

##### **Background/History:**

The final contract for Waste Management was approved in February of 2023. Since then, we have had the opportunity to review the service and take necessary measures to improve service delivery. As part of the contract, Waste Management agreed to a donation of \$5,000 to create a recycling program and educate the public on the services.

To ensure that the governing body is kept in the loop and has the opportunity to review said contract, waste management is present to provide an update on the service and take any/all questions from the governing body.

**Allen Owens, Public Sector Manager, Waste Management-** introduced the local team from operations: District Manager Travis Blanks, Operations Manager Kauzie Harvey, and the Residential Route Manager Sio McCoy.

**Mr. Owens-** noted that Waste Management annually donates \$5,000 to the city for all recycling education and programs, with recycling as a main priority. Mr. Owens mentioned that the programs offered provide education for residents, the Earth Tomorrow Kids at Forest Park High School, and the recycling center that was once in the city. Mr. Owens stated that Waste Management is currently only doing recycling curbside and will meet with Public Works and the City Manager to see what improvements could be made.

**Mr. Owens-** noted that residents can request services such as bulk or yard waste by visiting Waste Management's website or calling. Mr. Owens stated staff typically reviewed calls or documentation and noted that in the last fourth (4th) quarter, they only received 15 calls or online actions and emphasized the number should and can be higher. Mr. Owens mentioned that complaints have decreased since starting the program.

##### **Comments/Discussion from Governing Body:**

**Councilmember Gutierrez-** inquired about the point of contact for the Earth Tomorrow Kids at Forest Park High School and noted that he met with them last year, but there was trouble communicating. Councilmember Gutierrez suggested using the funds for the recycling initiatives with the new Code Enforcement Director and noted that some of the kids were trying to spearhead some initiatives within the

community. Mr. Owens noted meeting with Councilmember James in 2022 to attempt to formulate a program, which was also during the negotiations stage; however, no language in the contract stated a portion of the funds would go to Earth Tomorrow Kids, and now it is, and he would be the point of contact.

**Councilmember Gutierrez-** noted that the previous Public Works Director proposed an initiative where staff would tag bins and give residents resuming recycling. If in violation of recycling, the city would no longer let the residents recycle. Mr. Owens explained that was one of the programs the Earth Tomorrow Kids participated in. Mr. Owens mentioned that the kids picked an area closest to Forest Park High School, tagged it for four (4) weeks, and noted seeing progress. Mr. Owens also explained that residents were not aware at first. Once they were informed of what was recyclable, they noticed an increase in non-contaminated materials after those four (4) weeks. Mr. Owens noted the goal of Waste Management is to inform the community about what is recyclable and what is not.

**Councilmember Gutierrez-** suggested tasking the new Beautification Committee to help.

**City Manager Ricky L. Clark Jr.-** noted that this was his first time hearing of the program and understood the \$5,000 was going towards the postcards the Public Information Officer (PIO) was working on finalizing; however, the cost is over \$5,000 because every resident would receive a postcard. Mr. Clark also noted that he does not want to set false expectations, and if this were something the governing body would like to do, staff would need to find out where to appropriate funding.

**Mr. Clark-** stated that staff have been trying to condense down the postcards due to so much information needing to go out; he also indicated staff had thought about doing two (2) postcard rounds to ensure all residents are informed. Mr. Clark also noted that the two (2) rounds would exceed the \$5,000, and if funding were appropriated for a school program or initiative, there would need to be more conversing on the subject. Mr. Owens stated the language does include allowing the City to pick what portion they would like to go towards the programs.

**Councilmember Akins-Wells-** noted it is essential to get the information out to residents, and the funding should go towards what has already been discussed. Councilmember Akins-Wells inquired about the re-opening of the recycling center, why it closed, what part the City played in the closing of the recycling center, and how the City could get it back. Mr. Owens mentioned that the recycling center area is still available and would need to discuss the implementation and how it would be utilized. Mr. Owens also noted that the city would use a city employee to run the recycling center in previous years. Still, presently, the city wants Waste Management to run the recycling center. Mr. Owens explained that Waste Management provides the facility, and if the city wants cleaner materials, it should be someone from the city. Mr. Owens noted that if the recycling center is re-opened, a conversation would need to be held to see what processes will be implemented.

**Councilmember Akins-Wells-** directed the City Manager, Mr. Clark, to converse with Waste Management regarding re-opening the recycling center.

**Mr. Clark-** noted for a point of clarity that this was his first time hearing about it, and he was under the impression that there was a cost associated that was provided. Mr. Clark mentioned the previous administration negotiated with Waste Management, and they did not want to incur the cost. Mr. Clark also noted that it was his first time hearing of having a city employee and desired to know what happened to that position.

**Mr. Owens-** noted it was his understanding the city employee retired; the cost of coming into the recycling center was mainly non-residential, with the majority of trash incurring a cost for hauling trash from the recycling center to the transfer station.

**Mr. Clark-** noted that he would get with Public Works and Waste Management to figure out what the program would look like.

**Councilmember Mears-** noted that his ward had been discussing the possibility of reopening it and would like to discuss ways of reopening it. Mr. Owens noted the discussions should include keeping curbside, having a fluid program, ensuring materials are not contaminated, and educating residents.

2. **Council Discussion and Update on “The Forest Park Grapevine” – Executive Offices**

**Background/History:**

As part of our efforts to revitalize the Downtown area of the City of Forest Park, staff is prepared to present an update on the progress of the adaptive reuse of the facility formally known as Rite-Aid located on Forest Parkway. The 10,864 square feet space will feature a dual kitchen incubator, food vendor spaces, coffee vendor spaces, an area for beverages, creative spaces, meeting spaces, and a multi-purpose stage.

**Mr. Clark-** noted working with the Capital Projects Manager, Mr. Shelby, and partnering with the Clayton County Board of Commissions to perform adaptive reuse of the Rite-Aid facility. Mr. Clark noted presenting to the Clayton County Board of Commissioners last week to seek funding; he also stated the Senior Management Analyst, Capital Projects Manager, and the Director of the Planning Community Department collectively worked on submitting a \$2,000,000 grant proposal to Clayton County.

**Mr. Clark-** presented the grapevine presentation and noted the incubator will be very similar to Krog Street Market and Ponce City Market. Mr. Clark pointed out that some features would include a three (3) restaurant food terminal, three (3) office spaces that can be used as flex space with a staging area for presentations, a commissary kitchen, a breakfast nook, and will be equipped with Wi-Fi for a total cost of \$4.6 million which will all be funded by grants. Mr. Clark mentioned the city is looking to partner with Clayton State University to allow some students to work at the facility. Mr. Clark noted that the staff is looking to have 50% of the construction documents completed next month, and task orders have been signed and executed. Mr. Clark also informed council the city has not had to use any funding from the general fund and that grants will fund the project.

**Comments/Discussion from Governing Body:**

**Mayor Butler-** expressed how thrilling it is to see a concept go from the conceptual phase to the planning phase to seeing the renderings and knowing what it would look like; she also thanked Mr. Clark for all the hard work.

3. **Council Discussion and Approval of Task Order for Schematic Design Services for the Forest Park City Center – Executive Offices**

**Background/History:**

As the Governing Body is aware, staff has been working on finalizing preliminary plans for the erection of the Forest Park City Center. As we have completed the first phase of the space needs analysis with all

departments, we are now seeking to move forward with the procurement of a Construction Manager at Risk (CMAR) for the City Center building to comprise City Hall, Municipal Court, Police Headquarters, the Recreation Facility & the Senior Center. The new facility will be approximately 200,000 square feet, with structured and surface parking.

Staff is seeking approval to move forward with Schematic Design Services as presented by Precision Planning.

Schematic Design Services include the following:

Coordinate with and assist the Client with the procurement of a CMAR, including attendance at a pre-proposal conference, answering questions from CMAR candidates, checking references, and making a recommendation for award.

Preparation of detailed schematic design drawings for CMAR pricing, including Site Plan, Floor Plan, Exterior Elevations, 3D Model, and engineering pricing narratives.

Up to four (4) design review meetings with the Client and the CMAR are included.

**Capital Projects Manager, Mr. Shelby-** noted Precision Planning, Inc. will coordinate with the city to help with competitive procurement, help with detailed schematic design drawings of a construction manager at risk for the city center building, help with pricing the site plan, floor plans, exterior elevations, give a 3-D modeling and engineering prices narrative and with procurement.

**Mr. Shelby-** informed the council that Gillem had been completed under budget for a cost savings of \$344,000.00. The staff was also able to save \$188,000.00 once all construction costs, engineering, and furniture shopping were completed and the welcome signs had been completed. Mr. Shelby noted staff were also able to save the city \$5,417.00.

**Mr. Clark-** added that there are plans to have Council in the building as well, with individual offices and a conference room in the legislative hall.

#### **NEW BUSINESS:**

#### **4. Presentation from MARTA regarding service to the Gillem Logistics Center – Executive Offices**

##### **Background/History:**

The Executive Offices have engaged in ongoing conversations with MARTA regarding service around the city, especially at Ft. Gillem, given that many employers shared concerns about connecting their workforce with transit. Staff from MARTA have been working hard to find a solution to ensure we have a direct connection for employees looking to get back and forth to work. Based upon preliminary discussions, MARTA proposes a fixed route service to Ft. Gillem and will provide an update to the Council.

**Ryan VanSickle, MARTA Representative-** noted having two (2) proposed service modifications that would establish services to the Gillem Logistics Center (GLC) and the vicinity of Old Dixie Hwy. Mr. VanSickle noted that the Gillem Logistics Center is a redevelopment of the old Fort Gillem property that has over 8 million square feet of planned industrial space, 500,000 square of planned mixed-use space, and significant employees that include Kroger, HD Supply, Cummins, and Kuehne & Nagel.



**Mr. VanSickle-** noted that the Gillem Logistics Center (GLC) created a pilot on-demand service known as MARTA's "Reach" project, which was a six-month pilot of a new on-demand service. Mr. VanSickle also noted that the project would allow customers to use an app to essentially hail an on-demand vehicle that would take them directly to a destination within its defined "zone." Mr. VanSickle mentioned that, initially, the Gillem Logistics Center zone included only the property and connections to adjacent routes; throughout the project, the Gillem Logistics Center (GLC) zone was expanded to include more of Forest Park and parts of Morrow. Mr. VanSickle mentioned that during the six-month pilot period, 102 riders boarded Reach vehicles, 211 got off of them, and Kroger's facility was the largest destination. In August 2022, the Reach pilot ended system-wide, so service to the Gillem Logistics Center (GLC) was discontinued.

**Mr. VanSickle-** mentioned that Route 195 Forest Parkway operates hourly from the College Park rail station and primarily travels east/west along Forest Parkway, with services starting around 5:30 AM on weekdays and 6:30 AM on weekends and running past midnight all week. Mr. VanSickle noted that by expanding the existing loop at the end of the line, they could operate through the Gillem Logistics Center (GLC) along Metcalf Rd and Anvil Block Rd. Mr. VanSickle said it would allow buses to travel through the heart of the Gillem Logistics Center (GLC), serving many of the property's employers. This routing also will enable us to provide this service while balancing our resources, namely budget, staffing, and accommodating routing limitations.

**Mr. VanSickle-** noted the second proposed service change would be at the western edge of the city in the vicinity of Old Dixie Hwy and Old Dixie Rd. He also stated that since the completion of the railroad underpass on CW Grant Pkwy, there is the ability to cross underneath the railroad and serve Old Dixie Rd, especially the Southpoint Industrial Park and the Home Lodge Extended Suites. Mr. VanSickle proposed shifting Route 192 slightly west from Old Dixie Rd to Old Dixie Hwy and noted the affected section of Old Dixie Hwy would continue to have bus services on Route 193.

**Mr. VanSickle-** explained the next steps would be to schedule and hold public hearings as required by the MARTA Act and Board policy in February, prepare a Title VI Service Equity Analysis required by Federal Regulation, review public comments, and return to the board to request approval to implement service modifications in April 2024 if approved by the board.

**Mayor Butler-** inquired about an update on the maintenance facility. Ms. Collen Kieran noted that things are moving along well, and they have reached about 75% design and expect to reach 100% in the upcoming months.

#### **Comments/Discussion from Governing Body:**

**Councilmember James-** inquired about when the email and phone numbers would be available for public comments. Mr. VanSickle noted they could be available when the public hearing is scheduled.

#### **5. Presentation and Update from the Atlanta Airport CID's – Executive Offices**

##### **Background/History:**

The ATL Airport Community Improvement Districts are committed to creating an economically STRONG, SAFE, ATTRACTIVE, and VIBRANT community surrounding the world's most-traveled passenger airport. They catalyze infrastructure enhancements through new investments, project planning, resource management, and partnership development. Their key focus areas, which include Beautification, Public Safety, Transportation Infrastructure, and Wayfinding, ensure that we collectively raise the value of our

community's commercial properties while making the AACIDs a destination for new businesses, residents, and visitors. In recent years, the ATL Airport Community Improvement District has worked to expand to additional areas within the City of Forest Park. Representatives are present to provide an update on the work at hand.

**Mr. Clark-** noted not seeing representative Jerrel McDowell in the audience and called Mr. Bruce Abraham, economic development director, to speak before the council.

**Mr. Abraham-** noted having 33 Community Improvement Districts (CID) in Atlanta and reached out to the City to establish one. Mr. Abraham noted being approved by the Board of Commissioners a few years back, and since then, the City has been recruiting businesses into the program. Mr. Abraham also noted two (2) sections in the City that will be brought into the program. The first section is located at South Point, in the industrial area around Interstate 75, and the second is in the Fort Gillem area. Mr. Abraham stated that both sections represent \$500,000 in additional taxes that could come to the City and will be spent in those areas.

6. **Council Renewal of contract with Piper Sandler, Ed Wall, as City of Forest Park Financial Advisor – Executive Offices**

**Background/History:**

The Municipal Securities Rulemaking Board (MSRB) was established by Congress in 1975 and charged with a mandate to protect municipal securities investors, municipal entities, obligated persons, and the public interest. Effective June 23, 2016, MSRB Rule G-42 set specific conduct standards for municipal advisors, required disclosures, and documentation. Piper Sandler, represented by Edmond Wall, must enter into a Financial Advisory Agreement with the City of Forest Park to conduct business as the City's financial advisor. The attached agreement is a renewal of the existing agreement between Piper Sandler and the City.

**Ed Wall, Financial Advisor-** noted being the City's financial advisor since 2014 and helped with the purchase of Fort Gillem; also said that he would love to continue being the City's financial advisor.

7. **Council Discussion and Approval on the Security Camera Upgrades – IT Department**

**Background/History:**

Many of the City's security camera systems are end of life and need replacing. We have many sites that have different variations of systems. It is a difficult and manual process to gather video footage from the current systems and often results in poor quality. This request would cover replacing security cameras for the following facilities: PD/Court, City Hall, Fire Stations 1,2 and 3, Recreation, Planning and Zoning, and HR. These cloud-based cameras make the recordings easily and securely accessible and easy to share if needed. The system will also easily integrate with the FUSUS camera software used by the PD. The quote includes the hardware cost and one year of licensing for cloud storage, which would be renewed annually.

**Mr. Cox, IT Director-** noted bringing this item before council before the end of the last fiscal year and had been budgeted for in the previous fiscal year. Mr. Cox said that he should have requested the funds to be encumbered into the current fiscal year; however, due to renegotiations with some of the other contracts, there would be a cost saving that would cover the cost without the requested budget increase.

**Mr. Clark-** noted the newly purchased cameras would be transferred from the older buildings to the City Center once built.

8. **Council Discussion and Approval to enter into a contract with Kimley-Horn and Associates, Inc. to develop a Feasibility Study for a pedestrian bridge over Forest Parkway-** Planning & Community Development Department

**Background/History:**

The City requested proposals from qualified proponents to procure the services to develop a feasibility study and concept plan to facilitate the construction of a pedestrian bridge connecting Starr Park and the proposed City Center-City Hall Complex to the Downtown Main Street District. The bridge will provide better connectivity in the city and access to the city's amenities (Starr Park, City Center-City Hall Complex, and the Recreation Center) and other government facilities. The railroad impedes connectivity in the city, and there is a multi-lane highway, (SR 331) Forest Parkway, that causes pedestrians to compete with automobile traffic and trains. A pedestrian overpass bridge will provide safer crossing over the railroad tracks and Forest Parkway.

Kimley-Horne was the only participant in the RFP process and met the requirements as outlined in the scope of services.

**Mrs. Gardiner, Planning and Community Development Director-** noted that the City applied for Livable Centers Initiative (LCI) funds in the 2021 cycle; the Atlanta Regional Commission (ARC) awarded the City a grant for \$200,000 total with a City match of \$40,000. Mrs. Gardiner mentioned that Kimley-Horne met all the requirements on the scope of work services and has a completion date of October 31, 2024.

**Comments/Discussion from Governing Body:**

**Councilmember Akins-Wells-** expressed a desire to see which companies apply and inquired about the Request for Proposal (RFP) process. Mr. Clark noted this service as a professional service and indicated that only a few companies can do the job. Mr. Clark referenced the City Center RFP and noted there could have been a better way to obtain more individual bids. Mr. Clark said staff are working to improve how to get companies to sign up for the vendors list.

**Councilmember Akins-Wells** inquired about how the information is being released. Mr. Clark noted that the information is put on the City's website, a statewide website called Bidet, and sent to registered vendors. Councilmember Akins-Wells wanted to know the process and ensure the city is not getting the same companies. Mr. Clark noted staff has scheduled procurement sessions once (1) a quarter with all businesses interested in doing business within the City and has the opportunity to meet with the procurement and finance team to see how to get more local contracts and give more jobs locally. Mr. Clark noted the original amount budgeted; the City's match was \$40,000. However, it was overrun due to the bid that came in, and a portion of the City's match was interested in seeking to see if the Downtown Development Authority (DDA) or the Development Authority (DA) could participate in the cost-sharing of that \$61,000. Mr. Clark noted that staff will have some discussions with the board.

9. **Council Discussion and Approval of an Outdoor Lighting Service Agreement- Project ID#000-0285-011-** Public Works Department

**Background/History:**



Staff is seeking approval to enter into a Service and Maintenance Agreement with Georgia Power. This agreement provides total maintenance and repair services for the outdoor lighting system in the tunnel ramp along Frontage Rd.

The Lighting System installed by GODT is as follows:

35-88 watt led roadway fixtures.

25-Galvanized steel poles

The total annual fee for this agreement is \$8,274. This will be billed in monthly increments of \$689.50. The term of the agreement initially is for two (2) years, which will be renewed automatically for two (2) more consecutive "2-year" terms.

**Mr. Jink, Public Works Director-** noted that these lights run under the tunnel at the edge of the city limits and Interstate 75, with the city responsible for 20% and the county liable for 60%. Mr. Jinks noted that the 20% cost is \$8,274 yearly for maintenance and upkeep. Mr. Jinks mentioned the lights have been on for a year. Still, the warranty is about to expire, and Georgia Power would like to go into an agreement for maintenance and upkeep because the City does not have the equipment or the manpower to maintain them.

#### 10. Council Presentation on the FY23-24 Financial Mid-Year Review- Finance Department

**Mr. Wiggins, Finance Director-** presented the mid-year summary by category, which is broken down into Taxes, Licenses, permits, capital outlays, supplies, etc. Mr. Wiggins noted the revenues budget is \$38,495,401; Year-to-Date Actuals are \$23,239,272, leaving a balance of \$ 15,256,129. Mr. Wiggins noted the expenses budget as of December 31, 2023, is \$36,580,240; Year-to-Date Actuals are \$15,825,893, leaving a balance of \$20,754,347. Mr. Wiggins stated at the end of FY2022, per the audit, the fund balance was \$14,987,135, and as of December 31, 2023, the remaining fund balance is \$22,400,514, which may change during the course of the year. Mr. Wiggins noted that in all other funds' mid-year summary tables, there are four (4) accounts that would not be seen anymore, and most funding has their own account, such as APRA funding. Mr. Wiggins stated the ARPA funding account currently has \$5 million in revenues, with the City only spending \$31,359. Mr. Wiggins also noted ARPA funds would need to be spent within the given timeframe due to regulations set by the United States Treasury.

#### Comments/Discussion from Governing Body:

**Councilmember James-** noted the report was detailed and stated there had been questions about the E-911 fund and not knowing about it; she also expressed her gratitude for the knowledge being given.

**Councilmember James-** inquired about the higher-yielding interest fund known as the Georgia 1 Fund and capitalizing on moving monies. Mr. Wiggins noted being in the process of finalizing things with the State office, completing the application with the treasurer's signature, conversing with Mr. Wall to ensure the correct paperwork has been completed and then would have the funds deposited into the Georgia 1 fund account.

**Mr. Clark-** inquired if Councilmember James was referencing the General Fund specifically to the URA or both. Councilmember James noted she was referring to both and noted having funds that could be earning interest.

**Mr. Clark-** noted bringing this back before the council and reminded council the bank statements had not been reconciled in a year and eight months.

**Councilmember Gutierrez-** stated that the report was easy to read and thanked Mr. Wiggins for the transparency.

**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 January 16, 2024, Council Work Session at 7:05 pm.

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

Voting yea: Councilmember James, Councilmember Antoine, Councilmember Gutierrez, Councilmember Wells, and Councilmember Mears

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