



## CITY COUNCIL WORK SESSION

Monday, July 01, 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

**CALL TO ORDER/WELCOME:** Mayor Butler called the meeting to order at 6:00 pm.

**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; James Shelby, Project Manager; Shalonda Brown, HR Director; Diane Lewis, Deputy HR Director; Bobby Jinks, Public Works Director; Nigel Watley, Deputy Public Works Director; Fire Chief Latosha Clemons; Deputy Fire Chief David Halcomb; Geoff May; Fire Department, Josh Cox, IT Director; Rodney Virgil, Level 2 Support Engineer; Pauline Warrior, Senior Management Analyst; Kwame Marshall, Multimedia Specialist; Derry Walker, Code Enforcement Director Marsellas Williams, Economic Director; Brandon Criss, Police Dept.; Mayor Jones, Police Dept; Dorothy Roper-Jackson, Court Director, and Danielle Matricardi, City Attorney.

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

It was moved to adopt the consent agenda as printed.

Motion made by Councilmember James, Seconded by Councilmember Mears.

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

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

It was moved to adopt the agenda as printed.

Motion made by Councilmember James, Seconded by Councilmember Mears.

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

**CONSENT AGENDA: There was no discussion on these items.**

- 1. Council Discussion on the renewal of the 4th Annual Service Agreement with Motorola Solutions, not to exceed \$14,562.72-Fire and EMS Department**

**Background/History:**

Request Council's approval to piggyback from the SWC-Sourcewell cooperative agreement for Radio Communications to initiate the 4th annual renewal (July 2024 - June 2025) of Preventive Maintenance of Radios with Motorola Solutions for an amount not exceeding \$14,562.72.

This contract was executed in 2020 and ends in 2030, and payments are made annually. This will be year 4 of the contract. This service agreement with Motorola provides maintenance, installation, and replacement parts on equipment, support, training, and other services provided in the contract. This service agreement is for existing radio equipment and newly purchased equipment.

- 2. Council Discussion on Central Square CAD/RMS Annual Renewal – IT Department /Police Department**

**Background/History:**

The Police Department utilizes Central Square's One Solution CAD (Computer Aided Dispatch) software, which auto-renews annually and is also used for police reports and ticketing. This is a budgeted item that is renewed every year. It is being brought before the Mayor and council as requested as part of the procurement process.

- 3. Council Discussion on Task Order 2024-03-033-R2 for Croft to Renovate an Existing Building Located at 330 Forest Parkway for a Vehicle Storage and Training Facility for the Fire Department-Planning and Community Development Department**

**Background/History:** The proposal is for the renovation of an existing 8 bay pre-engineer metal building of about 8,500sf. The building will serve three (3) separate functions. 3 Bays will house a Mech/Elec room,

restrooms, breakrooms and 2 large classrooms. 3 Bays will serve as storage for emergency vehicles. 2 Bays will serve as general storage. The existing property +/- 5.16 acres will require resurfacing of the existing asphalt areas, a new security fence around the perimeter of the site with 2 new access gates.

**4. Council Discussion to Surplus Existing Playground Equipment from the Pocket Parks**-Public Works Department

**Background/History:**

In continuation of our commitment to improving city parks, the Council has already sanctioned the replacement of playground equipment in the pocket parks situated in Wards 3, 4, and 5. The acquisition of the new equipment has been completed, and arrangements for installation logistics are currently underway. Public Works now requests the Council's approval to surplus the current playground equipment at these locations, clearing the path for the installation of the new equipment.

**OLD BUSINESS:**

**5. Council Discussion on a Vehicle Take-Home Policy – Executive Office**

**Background/History:**

In 2020, the City Council enacted a policy pertaining to Take Home Vehicles. The City Manager presently seeks guidance on necessary revisions. Subsequent to the transition to a new administration team and the absence of complete historical records, the City Manager has drafted a comprehensive update to the Take-Home Policy, predicated on discussions with the Governing Body. This matter is presented solely for the purpose of initial review to solicit input from the City Council. (**Second Read**).

**City Manager Mr. Clark-** noted that this is the second reading and that no changes were made at the previous council meeting.

**Comments/Discussion from Governing Body:**

**Councilmember Gutierrez-** highlighted the work the City manager completed by getting the governing body and both directors of public safety together to discuss the policy.

**NEW BUSINESS:**

**6. Community Garden Request – Legislative Offices**

**Background/History:**

Community gardens play a crucial role in fostering numerous benefits for neighborhoods and society as a whole. They encourage the cultivation of fresh, nutritious produce locally, which can improve access to healthy food options, especially in urban areas where fresh produce may be less accessible. Councilwoman Akins-Wells has requested a presentation to the governing body regarding the Community Garden in Ward 4.

**Councilmember Akins-Wells-** gave a brief presentation, noting that the Willie Finch Community Garden in Ward 4 has been neglected since she took office. She mentioned visiting different community gardens to get ideas and wanted to present a presentation to the governing body to receive funding.

**Councilmember Akins-Wells-** noted the benefits of having a community garden, which will help increase access to fresh foods, increase physical activity, improve mental health, and promote relaxation. She mentioned that the renovated community garden would include 24-inch raised beds, a flower garden to attract pollinators, a fruit orchard, adequate seating around the garden, a shed for tool storage, and a multi-use pavilion for events, classes, and meetings. Despite being in Ward 4 and having a start-up cost of \$20,000, she said it was a community garden.

**Comments/Discussion from Governing Body:**

**Councilmember James** asked if the governing body would use funds from their project line, how much each council member increased their budget, and if the governing body had capital outlay funding. Mr. Clark noted using the contingency fund line item; he also mentioned that each council member increased their events budget to \$45,000 and has \$47,000 in their capital outlay budget.

**Councilmember Gutierrez-** expressed his love for the logo and noted that the community needs more things like this, and he is in full support. He also noted that he believes it should be a separate line item and stated he would reach out to his partners so there could be a connection. Mr. Clark noted, for clarity, that the request from Councilmember Akins-Wells is for a start-up cost, and once started, the grant funding will follow.

**Councilmember Akins-Wells-** reiterated that everyone serves the community and would also like a separate line item.

**Mayor Bulter-** noted that there will be an initiative called “Upperly on Main,” where there will be a series of community events that will allow citizens to get fresh fruits and vegetables and inquired if the Willie Finch Community Garden would participate in selling or donating fresh fruits and vegetables. Councilmember Akins-Wells noted that the garden will be open, and no fruits and vegetables will be sold.

**Mr. Clark-** noted the allocated funding will come from the American Rescue Plan Act (ARPA). Mr. Wiggins included that finance could create a line for the start-up cost.

**7. Council Discussion on a Fraternization and Nepotism Policy-Human Resources Department**

**Background/History:** The City of Forest Park has been experiencing significant growth. To continuously maintain high ethical standards and professionalism, we are asking for the approval of a Fraternization and Nepotism policy. The goal of the new policy is to Promote Fairness, Prevent Conflicts of Interest, Enhance Transparency, and Improve Workplace Morale. This decision to implement a fraternization and nepotism policy is a proactive measure, aligns with best practices, and meets the expectations for ethical governance.

**Ms. Brown, HR Director-** noted that the policy was worked on with the City Attorney to implement as a proactive measure. She also noted that there are pros and cons, but mostly pros, such as maintaining professionalism, reducing conflict of interest, preventing favoritism, promoting fairness, avoiding legal issues, setting clear boundaries, and maintaining public trust.

**8. Council Discussion of Case # PP-2024-02 – Preliminary Plat for 733-0 Scott Rd-Planning and Community Development Department**

**Background/History:**

The applicant is seeking approval of the Preliminary Plat to begin developing the property into two subdivisions consisting of eighteen (18) Single-Family homes within the Single-Family Residential District (RS). The applicant has met with the City of Forest Park Planning & Community Development Department, Planning Commission, and the Urban Design Review Board to discuss this project and receive specified approvals for variances and architectural design.

**Mr. Shelby-** noted that the city has been working with the applicant for three (3) years, and the Planning Commission and Urban Design Review Board have approved the plat; he noted that the plat would need to be recorded with the county. Mr. Shelby stated that it will consist of eighteen (18) homes and sit on 3.5 acres of land.

**Comments/Discussion from Governing Body:**

**Councilmember Gutierrez-** expressed that he thought the city did not approve it the first time because of the number of houses that would be built initially and inquired about how many homes would have been built. Mr. Shelby noted that he believed the initial number of homes to be built was between 20 and 23.

**Mr. Clark-** stated that the previous presentation that went before the council was about the eradication of townhomes, which have been changed within the last six (6) months to single-family homes. Mr. Clark added that what would be approved or denied at tonight's meeting is the actual preliminary plat. Mr. Shelby noted that it is zoned single-family residential and will be built according to the ordinance.

**ADJOURNMENT:**

It was moved to adjourn the meeting at 6:17 pm.

Motion made by Councilmember James, Seconded by Councilmember Mears.

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 meetings should notify the City Clerk's Office at 404-366-4720 at least 24 hours before the meeting.**