



## CITY COUNCIL WORK SESSION

Tuesday, January 17, 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](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  
Dr. Marc-Antonie Cooper, City Manager  
S. Diane White, City Clerk  
Mike Williams, City Attorney

### APPROVED MINUTES

**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.

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 - <b>Via telephone</b>		✓
Allan Mears	Council Member, Ward 5		✓

Javon Lloyd, Public Information Officer, Jeremi Patterson, Deputy Finance Director, LaShawn Gardiner, Director Planning & Community Development, Shalonda Brown, Director of Human Resources, Fire Chief Latosha Clemons, Arthur Geeter, Purchasing Manager, Josh Cox, IT Director, and Nigel Whatley, Deputy Director PW

**CITY MANAGER'S REPORT:** Dr. Marc-Antonie Cooper, City Manager**COMMUNITY INFORMATION/REMINDERS:**

- On February 24, 2023, Gateway Restoration Church, 4981 Phillips Drive, Forest Park, GA 30297 will be hosting free health screenings for the community. Registration is required. If you would like to participate, please contact Shemena Lane (404)804-5008 to register.
- Qualifying fees for 2023 General Elections for the positions of Councilmember Ward, 3, 4, and 5 are \$432.00. For more information regarding the 2023 General Election visit the City of Forest Park's Website under the header of "departments", click on the City Clerk's page.

**CITY OPERATIONS:**

- On January 11, 2023, the City of Forest Park's Economic Development Department hosted our first Business Roundtable. We had several businesses attend and discuss their experiences interacting with the city. We had several compliments on our operations, but we also heard the concerns regarding inspection inconsistencies, and the lack of follow through with plans review. We will be hosting these on a more regular basis, and welcome input from our business community to make doing business with us efficient. It is our goal to not only hear the concerns raised but work to address them and improve our service delivery in the process at every level.
- On January 6, 2023, per City Council's approval Planning and Community Development and the City Manager's Office kicked off our discussions to update the City's 5-year comprehensive plan with the assistance of the Atlanta Regional Commission. The plan was last updated in 2018, and throughout this process there will be several opportunities for community input and questions as the plan is updated. This plan requires updating every 5 years.
- David New, Erosion Control Inspector lost his wife on Friday, January 6, after a lengthy illness. Please keep him and his family in your thoughts and prayers.
- Finance and payroll issues and concerns – address challenges and accomplishments.

**EMPLOYEE SPOTLIGHT:**

- Kudos the Forest Park Fire Department for providing mutual aid assistance to the Spaulding County Fire Services during last week's storm. Chief Clemons received the call, and our crew answered the need for assistance. Thank you for all you do for our community.

**CONGRATULATIONS/SHOUT OUT:**

- **SHOUT OUT** to Mayor Angelyne Butler and the Forest Park Police and Fire Department for their participation in State Representative Rhonda Burrough's Martin Luther King Jr. Day Celebration and Parade held in Jonesboro on January 16<sup>th</sup>.

**Chief Clemmons** – Introduced her friend Lisa Baker, a retired Battalion Chief from Oakland California, who came here to train our members on promotional processes. It will be for 3 days from 9 to 4 at 696.

**OLD BUSINESS:**

1. Council Discussion and approval of appointment for Mayor Pro-Tem

**Background/History:**

**Sec. 2.22. Mayor pro tempore; alternate presiding officer.**

- (a) The city council at the first regular meeting in January each year, shall elect from its membership a mayor pro tempore for a term of one (1) year. The mayor pro tempore shall perform the duties of the mayor during his/her absence from the city or his/her disability.

**Comments/Discussion from Governing Body:**

**Councilmember Antoine** – Stated they should go with Councilmember James.

**Mayor** – Okay when we get to that in the regular session.

**NEW BUSINESS:**

2. **Council Discussion and Approval to Amend Human Resources Department's Budget to Add a New Position - Human Resources**

**Background/History:**

The Human Resources Department is requesting a budget amendment to add another staff member with the position title of HR Generalist. This position is needed due to the recent re-alignment of duties/tasks within city operations. The HR Department has operated with minimal staff and in order to ensure we are fulfilling our duties and responsibilities another staff person is needed prior to the start of the 2023-2024 Budget Year.

**Comments/Discussion from Governing Body:**

**Councilmember James** – We have a Budget Retreat coming up this weekend and I would prefer tabling this, until after we have had further discussion. That is my recommendation.

**Councilmember Antoine** – I would like to hear from H.R.

**Shalonda Brown, H.R. Director** – Basically we are working with myself, deputy director, and an H.R. assistant. I just hired someone internally as another H.R. assistant. Due to the recent realignment of duties within the city, I need another person to help to make sure we do all of our duties that we are responsible for, as well as the new duties that have been assigned to us.

**Councilmember Gutierrez** – Will you be opening the position up for hiring or is there someone you already have in mind for it.

**Shalonda Brown** – Basically, I will look internally as I have with the rest of the positions. If someone qualifies internally, I will look at them first, if no one is eligible or qualified then I will look outside the city.

3. **Council Discussion and Approval for Budget Line-Item Transfer** - Planning & Community Development

**Background/History:**

The Planning & Development Department uses software tools to carry out its day-to-day operations to enter and acquire information concerning development plans, code enforcement, zoning and permits. The PCD Department is requesting to transfer \$29,885.00 from its Municipal Planning (100-55-7410-52-1200) line item to its Geographic Information (100-55-7410-52-3925) line item.

There were no comments or discussions from the Governing Body.

4. **Council Discussion and Approval of GovClarity Software** – Planning & Community Development

**Background/History:**

The Planning & Development Department and several other departments use GovClarity software to lookup zoning and other land use elements of city parcels based on each department's specific needs. This software is a vital component to the daily operations of each department.

**Comments/Discussion from Governing Body:**

**Councilmember James** – Is this an item that was already budgeted for?

**Lashawn Gardiner, Director PCD** – For this item we received the software at a discounted rate. Most recently it was paid through ARPA funds that we received through the ARPA grant, at a discounted rate. With this agreement the price has gone up to over \$11,000 dollars.

**Councilmember James** – Is this already in the budget or do we have to amend the budget?

**Lashawn Gardiner** – That was the purpose of me requesting the line-item adjustment that we just previously looked over. So that we will have enough funding in the GIS line-item budget to cover the expense.

**Councilmember James** – So, it goes with the line item before?

**Lashawn Gardiner** - Yes

**Councilmember Gutierrez** - What is the price again? You said 11,000 roughly.

**Lashawn Gardiner** – The current price is 11,700.00.

**Councilmember Gutierrez** – Is that an annual membership?

**Lashawn Gardiner** – It is an annual membership. It expired on December 31<sup>st</sup>, but I was able to talk to the company to give us time to do the process that we needed to in order to request these adjustments.

**Councilmember James** – Is this software available to us, I think I have seen it and it is unique in a way, that allows you to see the different things that are going on in the city? Will it be available?

**Lashawn Gardiner** – The way it works is there are license agreements, so we assign so many licenses for usage.

**Councilmember James** – I would like to see if we could possibly get this.

**City Manager** – In other words we can purchase additional licenses for council if we choose.

5. **Discussion and Approval of Allocating Funds to the Police Department for Surveillance Cameras and Installation** – Police Department

**Background/History:**

The Police department intends to install surveillance cameras for monitoring open/public areas in an effort to enhance the safety and service for all Forest Park citizens and visitors to our city. There are 34 poles that have been identified for camera installation. Each camera will have 360-degree directional capabilities. Georgia Power will complete the installation, as the cameras will be attached to existing poles that Georgia Power owns and only Georgia Power can install new equipment on their poles. The anticipated total cost of this project would be roughly \$819,270. Funds are needed to cover the cost of equipment, installation, software, and to have in place a contingency budget. The Police Department did not account for the surveillance cameras in the Capital Outlay Budget or the American Rescue Act Funds; thus, no funds were allocated for these cameras. The Police Department is requesting allocation from the ARPA funds.

**Comments/Discussion from Governing Body:**

**Councilmember James** – The thirty plus poles how were they identified?

**City Manager** – I can speak about that; Deputy Chief Johnson would be here, but she is ill. We do have Captain Ghant and Procurement Manager, Arthur Geeter here to further go into detail. However, those 34 poles were researched to have the highest crime areas in the city. Based on the poles and the allocation of the cameras those will be the best fit, those higher crime areas in the city.

These poles will also be fitted with the ShotSpotter program. The antennas for the ShotSpotter do not necessarily use cameras, they use the triangular sound from gun fire. They can determine whether it was gunfire or a firecracker and things of that nature to have people properly dispatched. This was research from the company as well as our PD, to identify some of the higher crime areas for the camera installation.

**Councilmember James** – The FUSUS system we had a presentation on as well, is it also included in this total that we are talking about?

**City Manager** – Yes, and the reason that FUSUS is included is because ties our cameras into the cameras of other municipalities in the area that uses FUSUS. Not only will they be able to tap into our system to see crime or things going on. We will be able to tap into theirs, if needed, to spot suspects or whatever the case may be.

**Councilmember James** – The allocation of the ARPA funds, are these the new funds they we are getting in and some of the funds we wanted to have allocated to the home repairs and things like that? Is this going to take away or is this the same batch of money.

**City Manager** – It is all the same batch of money, and I can get you an accurate number, but we do have over 1.5 million dollars left of the last allocation that we received that people had been speaking to council

for. One of the things that we spoke about was the redeveloping of the building for the EOC, which was a project, but this project came along before the renovation of the EOC. The way I see it is if the council would like to allocate this money for that, with the upcoming budget we could talk about the funds to allocate to renovate an EOC for the city.

**Councilmember Antoine** – What is your recommendation on this?

**City Manager** – My recommendation would be that we approve the cameras and the installation of this project, based on the fact that this has not only been used in multiple municipalities across the country but at this point in time we have the best price. If I am not mistaken, Mr. Geeter, these cameras are purchased on a state contract, and we do not want to lose the price we have because they will be going up.

**Mr. Geeter** - Yes

**Councilmember Gutierrez** – Like my colleague would say this is definitely a no brainer.

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

It was moved to recess at 6:20pm into Executive Session for Personnel, Litigation or Real Estate matters.

Motion made by Councilmember Antoine, Seconded by Councilmember James.

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

It was moved to reconvene back into the Work Session at 6:35pm.

Motion made by Councilmember James, Seconded by Councilmember Antoine.

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

#### **ADJOURNMENT:**

It was moved to adjourn the Work Session at 6:35pm.

Motion made by Councilmember James, Seconded by Councilmember Antoine.

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