



# CITY COUNCIL WORK SESSION

Monday, September 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

**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- Arrived at 6:03		✓
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; Talisa Adams, Procurement Officer; Shalonda Brown, HR Director; Diane Lewis, Deputy HR Director; Bobby Jinks, Public Works Director; Nigel Watley, Deputy Public Works Director; Fire Chief Geoff May; Fire Dept; Rodney Virgil, Level 2 Support Engineer; Derry Walker, Code Enforcement Director Marselles Williams, Economic Director; Chief Brandon Criss, Police Dept.; Major Jones, Police Dept; Major Smith, Police Dept.; Dorothy Roper-Jackson, Court Director; Tarik Maxwell, Recreation and Leisure Director; Michelle Hood, Deputy City Clerk; and Danielle Matricardi, City Attorney.

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

It was moved to adopt the consent agenda as printed.

The motion was made by Councilmember Antoine and seconded by Councilmember Mears.

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

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

It was moved to adopt the agenda as printed.

The motion was made by Councilmember Mears and seconded by Councilmember Akins-Wells.

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

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

- 1. Council Discussion on the Request for Blanket Purchase Orders-Procurement/Public Works Department**

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

As part of our ongoing efforts to streamline the procurement process, staff recommends that contracted or single-source vendors create Blanket Purchase Orders (BPOs). Organizations use a blanket purchase order (BPO) to streamline the procurement process for recurring purchases of goods or services over a specified period. Rather than issuing individual purchase orders for each transaction, a blanket purchase order creates a contract with a supplier to provide certain items or services at agreed-upon prices, quantities, and terms.

- 2. Council Discussion on the purchase of firefighter uniforms from a cooperative agreement with Read's Uniforms, LLC-Fire and EMS Department**

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

Read's Uniforms, LLC, a business located in Florida and Georgia, has a contract with Sarasota County, Florida, for Firefighter uniforms, including, but not limited to, dress pants, dress shirts, t-shirts, polo shirts, shorts, sweatpants, sweatshirts, belts, embroidery, badges, insignias, and hats. The Fire and EMS Department is requesting to spend an annual amount not exceeding \$50,000 from Fund 100-61-3510-53-1702.

#### **NEW BUSINESS:**

- 3. Council Discussion on a Budget Amendment for All Funds to conclude Year-End-Finance Department**

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

The City of Forest Park's FY23-24 Operating Budget was unanimously adopted by the city council on June 29th, 2023. Before adopting the budget, city staff advised that funding and revenues would continuously be monitored for accuracy and reporting purposes. Staff is recommending that the understated funds be added to the operating budget for the General Fund, Special Funds, Capital Funds,

City Authorities, and Sanitation yearend closure procedure for the Annual Audit, which will decrease/increase the current revenues to amend the decrease/increase of expenditures.

**Mr. Wiggins, Finance Director, noted that staff recommends adopting the budget amendments for the General, Special, Capital, City Authorities, and Sanitation funds to close out the FY23-24 year.**

#### 4. **Council Discussion on the Recommended Proposed Millage Rate-Finance Department**

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

The City of Forest Park has tentatively adopted a 2024 millage rate, which will require an increase in property tax by 1.57 percent due to property values increasing. Even though the City of Forest Park proposes to keep the millage rate at 16.74 mills, the increase in property values results in a property tax increase.

This tentative increase will result in a millage rate of 16.74 mills, an increase of 1.57 percent. Without this tentative increase, the millage rate will be no more than 2.6 mills. The proposed tax increase for a home with a fair market value of \$100,000.00 is approximately \$10.40.

**Mr. Wiggins, Finance Director-** gave a brief presentation on the proposed millage rate, noting that the tax rate is applied to the assessed value of taxable property to calculate the amount of property to be paid. Mr. Wiggins included the millage rate of 1 mil, which is \$1.00 per thousand of assessed value, and the millage rate is established by the levying authority each year.

#### 5. **Council Discussion on the Georgia Outdoor Stewardship Grant Pre-Application Request- Planning and Community Development Department**

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

Staff requests approval to pre-apply for the Georgia Outdoor Stewardship (Grant) Program. This program supports projects that acquire, improve, and maintain local parks and trails. The minimum grant amount is \$500,000, with a required match of 25%. The grant term is two (2) years.

**Nicole Dozier, PCD Director-** noted that staff must submit a resolution and pre-application to receive the grant. If awarded, the funds could be used to improve Starr Park and Bill Lee Park.

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

**Councilmember James-** inquired if the grant would pay 100%. Ms. Dozier noted that the city must contribute a 25% match.

**Councilmember Gutierrez-** inquired why only Bill Lee and Starr Park were listed. Ms. Dozier noted she only listed the two that were part of the Living Centers Initiative (LCI) program. She also stated that funding could be used for additional projects as long as some types of parks are for public use. Councilmember Gutierrez noted he would like to add Theater Park to the list.

**Councilmember Akins-Wells-** said she would also like her parks added to the list.

6. **Council Discussion on the Planning Community Development (PCD) Updates and 6-month Strategic Plan Overview**-Planning and Community Development Department

**Background/History:**

The PCD Director will give an overview of the department's procedural changes and review the projects that will take place over the next six (6) months.

**Nicole Dozier, PCD Director-** briefly overviewed the PCD department's procedural changes. Ms. Dozier noted that some changes included Developing a streamlined development review process from pre-development to permit application; Establishing new workflows and timelines for business licensing, building permits, and zoning verifications; Implementing weekly development and pre-permitting meetings for applicants as part of a one-stop shop initiative; and, Moved business licensing and police department licensing technicians to the PCD department to serve customers better.

**Ms. Dozier, PCD Director-** also noted the six-month strategic plan, which will include Proposing ten tax text amendments from October to January 2025 to clarify the ordinance. Hosting a permitting 101 workshop in January and developing informational brochures for the public in September; Organizing "Donuts and Development" and "Pastries and Planning" events in October and January 2025. Developing park improvement plans for all parks, including environmental improvements, playground updates, landscaping, and fitness equipment. Establishing a wayfinding signage program and a city mural program to encourage art throughout the community and Continuing work on implementing an Online Permitting System.

**Comments/Discussion from Governing Body:**

**Councilmember James-** inquired about the mural committee. Mr. Clark noted that the committee has not met since he became city manager. He also stated he would contact the city clerk to find out who the board members are and, if needed, bring back the proper ordinance.

**Councilmember Antoine-** inquired how to obtain the information presented at the meeting. Ms. Dozier noted that the information could be updated on the city's website, the staff plans to create brochures or newsletters, and social media sites will be updated.

**Councilmember Gutierrez-** noted that he believes this is an excellent initiative for the city and wants to involve the community and hear their input on the selection of the type of equipment needed. Mr. Clark noted updating all of the playground equipment except Starr Park. He also mentioned the focus on the additional equipment and what extra equipment staff could leverage at the park, landscaping, etc, especially with the outdoor fitness space.

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

**ADJOURNMENT:**

It was moved to adjourn the meeting at 6:35 p.m.

The motion was made by Councilmember Antoine and seconded by Councilmember James.

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

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