



## CITY COUNCIL WORK SESSION

Tuesday, July 05, 2022 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) 366.1555

**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 at 6:00pm by Mayor Butler 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, Mayor Pro-Tem		✓
Hector Gutierrez	Council Member, Ward 3		✓
Latresa Akins-Wells	Council Member, Ward 4		✓
Allan Mears	Council Member, Ward 5		✓

Joshua Cox, IT Director, Javon Lloyd, Public Information Officer, Shalonda Brown, HR Director, LaShawn Gardiner, Management Analyst, Letasha Clemmons, Fire Chief, David Halcome, Deputy Fire Chief, Bruce Abrahams, Economic Development Director, Bobby Jinks, Public Works Director, Nigel Whatley, Public Works Deputy Director

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

There was no City Manager's report.

**COVID-19 UPDATE:** EMS Coordinator, Andrew Gelmini

Between 6/27 - 7/4 there were 445 new positive cases in Clayton County, an increase from last month. Case breakdown shows approx. 57.8% of Cases to be female and 41.8% Male with the remaining 0.5% to be unknown.

Forest Park makes up 8.7% of County cases. Forest Park shows an increase in tracking to 10-20 new cases a week.

The 30 to 39 age group shows the highest percentage of positive cases with African Americans showing the highest positive case percentage followed by Unknown ethnicity and then Caucasian then other and lastly the Asian population.

We have plateaued with vaccines without much change from last month staying at 55% of County residents have received at least 1 dose of vaccine and 49% are fully vaccinated. 19% of vaccinated citizens have received the additional booster dose. The 35 - 64 age groups show the highest vaccination rate. County wide there were 445 confirmed Covid 19 cases between 6/27 and 7/4.

The CDC continues to encourage and recommend vaccination and boosters for Covid 19 which are available through several means. The current recommendations for vaccines are anyone 5 years and older. The current recommendation for boosters is at least 5 months after receiving the final dose of the first series for Moderna and Pfizer or 2 months after receiving the single dose Johnson and Johnson. A second booster dose is currently being recommended to people 50 and older with underlying medical conditions and should be administered at least 4 months after prior dose was received.

To locate a vaccine site, contact your primary medical provider. Then you can text your zip code to 438829 or call 1-800-232-0233 to find local vaccine providers. Contacting your Primary Care Physician or local pharmacy to see if they are giving vaccines and boosters or visit [vaccines.gov](https://www.vaccines.gov). The Clayton County Health District is giving vaccines based on availability and are rotating their locations to allow for easy access. They are requesting people wishing to receive the vaccine or booster to call and make an appointment at (678) 479-2223 or visit [www.claytoncountypublichealth.org](https://www.claytoncountypublichealth.org).

All this information is also available on the City website under the fire department tab under covid 19.

**OLD BUSINESS:**

1. **Discussion regarding Forest Park Police Department Accounts – Chief Executive Offices**

**Background/History:**

The City of Forest Park Police Department has multiple accounts for cash taken from people who have been targeted in criminal investigations. Once taken through the forfeiture process, if the department is allowed to keep these funds they may be used as supplements to the department's budget.

The City of Forest Park conducted an operational and performance audit with an outside auditor during a period of 2020 – 2021. Per the April 15, 2021, report "year over year, there is a significant amount of unspent funds." And it goes on to further state that "With proactive awareness and active planning, the unspent

funds could have been utilized to increase hiring each year, the completion of projects or purchase of equipment for the Police Department and/or E-911 Communications". As of June 3, 2022, there is approximately \$1.2 million dollars in combined funds that can be used by police for training and equipment.

There are several needs of the Forest Park Police Department for equipment and training that these funds should be utilized to address.

**Comments/Discussion from Governing Body:**

**Councilmember James** - I would like Chief Clark to speak to this, because I have questions about the accounts and the use for the department. It specified in the agenda that it is to supplement the department's budget. I know we have had this conversation in years past about the forfeiture accounts, so I wanted to have Chief Clark, speak to this.

**Chief Clark** - Good evening, I want to provide some clarity. I know that I am not an attorney, but I know that Mike is there so, if I get off track, please pull me back. First, when we look at what is on the agenda it says these funds could be used to increase hiring each year. The funds cannot be used to hire employees. When we say there is approximately 1.2 million in combined funds that can be used by the police department for training and equipment as of June 3<sup>rd</sup>. That statement is in error and let me provide you some clarification.

If the governing body will recall, we do have three accounts. The DEA account and the DEA Treasury and the DEA Justice Department account. Back in 2019 when I first was hired on, the governing body authorized the use of the DEA account to pay for upgrades for our E911 system. Those upgrades cost approximately \$142,688.

Now, we are into payment number two out of our 7 payments. I know Ms. Dutton, is in the audience and she can correct me if I am wrong. This is a dormant account and once all the payments are made for that upgrade, that account balance will be zero. So, we are basically talking about approximately \$600,000 that is left to utilize for equipment and training and things of that nature. As police chief it is my job to look for effective ways to utilize those funds. I can use the governing body motto, "I do not want to spend money just to be spending money." We are looking at the future system, there is a system that is already being used by Atlanta Police Department, it is being used by the Clayton County Police Department and Fulton County Sheriff's Office and some other counties.

I have talked to some of our colleagues in Clayton County, and we are looking at that. It is the system a camera migration which will enhance our service delivery, as far as providing more public services and apprehending criminals off of our streets. Those are some of the ways I will look at using some of these funds. I am here to answer any questions you may have for me.

**Councilmember James** – Chief you mention that the funds cannot be used for hiring for staff. Is that something that is required by law or federal government, money that is ceased from criminals?

**Chief Clark** - We cannot use the funds to hire staff. We can use the funds for overtime. I do not know if my staff has passed out a copy of the handout of the federal guidelines, if not I am going to ask my staff to do so at this time. I want to bring some things to your attention. Please turn to page 13 in the booklet.

On page 13 in the booklet, it talks about supplementation. Federal Asset Funds must be used to increase and/or supplement police department budget. It cannot be used to supplant the police department budget. It even gives an example: police department receives \$100,000 in federal money only to have his budget

cut by \$100,000 by the city council. In this incident no direct benefit whatsoever. Rather the city has received the benefit. In other words, it would be against federal guidelines to take \$50,000 or \$100,000 out the police department budget and use Federal Asset Funds to make up for it. That is against the federal department guidelines. Not Clark's, guidelines those are federal regulations. Again, Mike Williams, correct me if I am wrong.

**City Attorney** – The question in some parts boil down to semantics. So, the city is not required to fully fund a budget request from a police department to then use these funds for other things. Part of the question presented is the police department budget request this year on capital programs did have an increase. So, as you all know there was some back and forth and ultimately a lower amount was approved by the city council. In that context you can still say we did not fund the entire budget request; now use the money you have available in these accounts to fund that which we did not appropriate.

The example here would be a situation of let us just say in the budget you buy 5 police cars. Then we get new money coming from the forfeiture. So, now we have new money we are not going to use the money that we already budgeted we are going to cut that and make you use this money. That is different than a situation that you have a limited amount of money for capital programs.

You say next year we are planning to budget for 5 more police cars, but you want to buy ten so, we will use the budget for five and then you go out and use this money for the additional. So, that is the situation we are in. Just because you did not budget for the increase does not mean you cannot have the police department use the available funds to pay for that increase.

**Councilmember James** - I have a question to clarify. We are not talking about cars we are talking about hiring individual. So, can you speak specifically to if these funds can be used to for salaries?

**City Attorney** – The guidance allows limited salaries for certain specialized positions. If you look in the booklet, I think on page 18, it talks about some of those things for inter-agent task force, you can use the funds for that. You can use the funds for matching grants, you can even use the funds to pay for school resources. That is all laid out but, the situation my understanding is that prompted this was the reduction, the proposed non-appropriation of additional funds for the task force, for equipment and things of that sort. So, again that is different, it is not necessarily those salaries that were being discussed, because you have all those other vacancies that have not been filled yet. Again, there is limited use for salary, yes, you cannot use the funds to pay for rank in file police officers, but you could use the funds for the overtime and for other portions of specialized positions.

**Councilmember Gutierrez** – Thank you chief for clarifying that. I just want to make sure; that this is the account for forfeiture funds, and it is something that chief uses at his discretion. I want to make sure that you do not feel like we are trying to tell you what to do with that, that is at your discretion. Also, I do not want our city or police department to become a revenue generating organization. We are here to serve the community and I do not want it to be, we need to fund this, so let us go out there and ticket everybody. We do not want to be that city. I do not want us to get like that and still today I must talk about our police and how you changed the aspect of that and the bad reputation that we had for so many years. I just want to make sure that is clear from us and to put that pressure into those funds, I guess for what the chief needs. I am not saying or trying to guide us in any type of way, and I just want to make sure we keep that in mind, and we do not turn to counting on these forfeiture funds. That is what we want to do.

**Mayor Butler** - Let me just say I appreciate that, but that is not what we are talking about here. We are talking about funds that have not been utilized in years. We are not even asking him to exhaust the budget, we are asking for one or two hundred thousand dollars. We talk about what is needed, well we know that

vehicles are needed. So, instead of waiting for council to approve it out of the general fund, these funds can be used for that. We know that vests are needed, we know there is other equipment that is needed, and this can be utilized. When we are talking about other areas that have been cut and we are asking council to go out and seek additional funding for our own programs and activities, I do not see what the difference if there is a pot of money that can be utilized. Just using some of it, again it is not all of it.

**Councilmember James** – Another question for you chief. You mentioned the E911 funds. I do remember the conversation we had before, and we voted on the upgrade. So, I just want to make sure I am clear, and I am understanding you clearly. You are saying the money that we approved prior some five years ago is funds that are being used to upgrade the E911 system. Once that 7-year process or length of time is done, those funds would be exhausted. Is that correct?

**Chief Clark** -That is correct.

**Councilmember James** - So, this brings me to another question about how the monies are, being showed. When we had our budget retreat, the E911 funds had a zero balance. Is there a reason why there is a zero balance in the E911 funds?

**Chief Clark**- That is a good question and I have asked that question for some time. To the best of my knowledge and Ms. Dutton is there and she can provide further clarification. We get approximately \$400,000 a year for E911 from the state. Those funds are strictly used for training and upgrades for E911. The money comes out every August, I believe and Ms. Dutton, can attest to that. If you bring in August of this year it should be about \$1.2 million in that account. That account is showing a zero balance.

I do know when Mr. Barker was the city manager, we had some discussions about this E911 account. It was brought to our attention then by the formal director that those monies were utilized to put into the general funds to help balance the budget. We have since had other conversations about where this money is. Today that account is still showing a zero balance.

**Councilmember James** - Madam Mayor, I am assuming when this was placed on the agenda it said approximately \$1.2 million is in the funds, but we cannot see it because it does not show us on our budget. I am wondering why we cannot see it on our budget line item for E911 and if we are co-mingling the funds that are coming in from the state or the federal would that be illegal. I guess Mike can answer.

**City Attorney** - I may be stepping a little out of my lane because I do not know what is in these accounts. The E911 funds that we get from the state are different from what we are talking about with forfeiture. The forfeiture stuff should not be in our budget other than informational. Yes, there are these other accounts, but it is not something you are budgeting for.

So, my understanding is this \$1.2 million is the combined amount that is in these forfeiture accounts, some which is already pledge to the equipment and radios that are on that multi-year purchase. So, we may be talking about two different things.

**Councilmember James** - Madam Mayor, I would like to get a detailed.

**Mayor Butler** - Unfortunately, Finance is not with us today.

## NEW BUSINESS:

2. Discussion regarding the creation of Mural Arts Committee – Chief Executive Offices

**Background/History:**

A Mural is defined as a large-scale artwork done directly on the wall of a structure in a residential and/or commercial zone, with the permission of the city. The aim is to beautify and enhance the community with images that reflect and depict culture, history, or visions of artistic expression in a tasteful and positive manner. The mural art shall not discriminate or incite any other person to infringe upon any person's human rights, race, ancestry, place of origin, color, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status, or disability.

It is recommended that the City Council form a voluntary arts committee of no more than seven members to operate under specific guidelines to develop the artist concepts further. The committee would serve, and schedule meetings with the artist for no more than 60-90 days. The committee would approve the complete concept to be forward to Mayor and City Council for approval and commissioned.

**Comments/Discussion of Governing Body:**

**Councilmember James** - Madam Mayor, I would just say I love this idea. We have identified several places in the city that have concrete walls. I think this is a great idea, I know there is a particular place in my ward on Connelly Rd, that I am passionate about. I think this is a great idea.

**Councilmember Gutierrez** – I am excited about this; I have a few community members already showing interest so I cannot wait to get this going.

**Councilmember Akins-Wells** – I think it is a great idea also. Who is going to oversee in the choosing of the committee members? Is it going to be someone from every ward, so that everybody is included and not just handed picked by 1 or 2 people? How is that going to work.

**Mayor Butler** - I think we all can just pick one person. I know it says no more 7 but we can pick one and if you want to give the city manager one to pick that would be 7. I think that would be best.

**Councilmember Mears** - I also think it is a good idea. In my ward there is really going to be a hard ship trying to find a big enough wall or something to advertise on. If you want to show art, we must have somewhere to put it and my area is all residential, but we will work it all out.

**Mayor Butler** – We have already identified I think two areas and there is I think one or two more areas, but I need to look at the list again that I would want to consider. This is just to get the initial project started, and the artist did submit a couple of renderings, which the committee will draw from that. I am going to come up with something completely different, this is just to get it started because we have been having this on the books for a long time.

**Councilmember James** – If you look at 1941, when you go down to the new Q-T and get on the expressway, the concrete wall there, and I do not know it that is the City of Forest Park, someone had mentioned to me about that. I think it will be great when we identify all these places that have these big concrete walls that we can put a nice Forest Park emblem on or something.

**Councilmember Gutierrez** - Yes, there is a list I had identified the side of the Piggly Wiggly concrete wall, there is one over there by Dr. Folami's house, the back of those rentals I reached out to them, and they were open to having something on the walls. At Christian Pharmacy they are also willing to add something there, around Kiwanis Field and on Connelly Rd. There are so many canvases that we have that we can beautify that would really make a difference in our community.

**Councilmember Mears** - I think it is a great idea Jonesboro has done a wonderful job. They have several up and down main street that they spent a lot of money on for advertising, it really looks good.

**Councilmember Akins-Wells** - While we are talking about the walls Councilmember James mentioned the bridge on Hwy1941. This may not have nothing to do with the mural, but it can go hand and hand. Like if you go to Peachtree City you will see it over the bridge, so they were mentioning that. So, coming over that bridge it will be nice to see something like that. I think it will go hand and hand with the mural.

**Councilmember Gutierrez** - I had talk about that before where the separation is in Lake City, but he had like a hard time getting in touch with the railroad, because that is where it would on the railroad side. I also reached out to some Lake City officials so they can take on theirs, because you would go in and see, "Welcome to Lake City" on that end and "Welcome to Forest Park" coming this way. They were open for discussion. I think the committee is going to get the ball rolling.

**Mayor Butler** - I will say that Bruce, Shelby and myself, well economic development, had a meeting with GDOT this afternoon. We discussed the landscaping and beautification off Old Dixie and 285. That southbound project is coming up next; and beautification and that gateway entry sign were some of the things that we mentioned. They were very optimistic, because they have not done anything in Forest Park in a very long time. So, they are excited, and we are very optimistic that something will happen soon. Do we want to give the council till next meeting to come up with their selection? Do we have to vote on that to formalize it?

**City Attorney** – We are going to need some clear instructions. Maybe, a motion authorizing an ad hoc committee to serve for a set number of days, with members appointed by each member of the mayor and council. I will write something up during the break.

### 3. **Discussion of HVAC maintenance contract for all city buildings – Public Works**

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

Renewal of the HVAC maintenance contract for all departments starting Aug. 1 through ABM

**Bobby Jinks, Public Works Director** – About a year ago and we allowed ABM to roll over. We were in the process of realizing all our AC units were way past due. So, we came up with the funds and you all approved to replace every unit in the city that was older than 15 years old. We extended the ABM maintenance contract for one year. With the supply issue, one year later, and we have one building done. All the rest of them are still on back order, so we went back to ABM and gracefully asked to renew the one-year contract and they did. There is a difference of \$2,900, with the same services they have been giving us for all these years in the past.

We come to you today, to see if we can get an approval for a one-year contract extension for maintenance of all the AC units in the city. Hopefully, we will have all of them done by this time next year and it will be under a manufactory warranty. Then we can go back out for a second time for an RFP for a maintenance contract. Then we will have a company to maintain all the units in the city for 2-3 years at a time.

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

**Councilmember James** - How often have we used them in the past year to come and service our HVAC?

**Public Works Director** - Every unit in the city except for city hall and public works is on a scheduled maintenance. They come out regularly and every time I call them, they come out the same day or the next morning. Public Works and city hall, since we are under a different tier, we are less than 5 years old. We probably spent \$3,000 mainly on controls, because controls are not on the old contract, but controls will be on the new contract. So, we must call a particular company for that.

**Councilmember Mears** – I agree with an additional year. It is to our advantage so we can get a handle on it.

**Councilmember Akins-Wells** – Mr. Jinks, I agree, with the contract. Would it be possible to hire someone that handles those type of services or the people in the public works department? Would that save the city some money?

**Public Works Director** – We have thought about advertising. We have a few people that is on their own, that has a certain level and some that is in school. So, hopefully if we put an ad out, we can get an experienced person, but people with those criteria's do not come cheap. It is not like working on the air condition at your house, it is a lot more in-depth as far as education wise and specialized.

4. **Council Discussion on Approving to Participate in Statewide Community Showcase Video Program** – Public Information Office

**Background/History:**

The city was recently contacted by a video/integrated marketing agency regarding a no-cost community showcase video program, which is an initiative supported by both the National League of Cities and the U.S. Conference of Mayors. The national program has been used by other cities, including Dalton, Georgia, Lansing, Michigan and St. George, Utah, to promote local initiatives and community-based programs.

By participating in the program, the city would develop a total of four videos that can be used to showcase a welcome from the mayor and council, ongoing public safety recruitment efforts and diversity throughout the community. Staff believes this project will not only help market citywide initiatives, but is a great way to develop more video content for social media exposure and publicity at no cost

The agreement would be between CGI Communications and the City of Forest Park and remain in effect from the date it is signed until the third anniversary of the date all videos are completed. Once the agreement has been approved, the production company will work with city staff to for script writing, video content consultation and filming dates. There is no cost to city to participate in the program. Staff is seeking approval by council to accept the agreement in order to proceed with next steps.

**Javon Lloyd, Public Information Officer** – I am really excited about this program. It is pretty much self-explanatory. They are contracted through the National League of Cities and the U.S. Conference of Mayors, and what they basically do is they offer pro-bono services to local cities throughout the nation for different departments that are looking to increase video content.

I think it is a win, win, for the city I have been talking with some of the other departments and what we really want to start doing is pushing out more video content. Again, it is at no cost, and I looked at the contract I had a call with one of the agency producers who will be my liaison. I really feel comfortable with the actual program.



Just to give you a sense, I reached out to one of the vendors I used in the past; these videos could run us anywhere between \$15k-20k and we are getting it at no cost us. Happy to answer any questions.

**Comments & Discussion from Governing Body:**

**Councilmember Antione** - Where would it be viewed at?

**Javon Lloyd** - What we would like to do is use it on social media. So, Facebook, LinkedIn, Twitter or wherever we can get it on as well as on our website. For example, I know I have been speaking with the fire department, and we really want to use one of the videos possibly, to enhance recruitment efforts to try and get some of these positions filled.

So, not only on social media or the website, but what we can also do, is when we are out in the community, we have tablets if people are just interested and want to learn more about the city or our recruitment efforts, we could have it on those tablets ready to go so they could view it there.

We can email it out, we can blast it we can include it in the newsletter. The biggest thing is just getting that content so that we can share it and get the word out.

**Councilmember Gutierrez** - Thank you for finding this Mr. Lloyd, I think this initiative just showcases your work. So, thank you for bringing that to our city.

**Councilmember Akins-Wells** - Thank you, I think it is a great idea.

**Councilmember Mears** - Well, you know I am always good for free. Promote our city and I am for it.

**Javon Lloyd** - I had asked how they found us, because they literally, just reached out to us. One of the things they said, is they look for cities that have potential in growth. They also look at cities that have a smaller department as far as communications is concerned. For example, they probably would not pick the City of Atlanta, because they have a full communications shop. So, they look for smaller municipalities that they can work with.

There are stipulations in the agreement, but they are very minor. For example, they want us to have a dedicated space on our website on the home page. I already checked with Municode, that can be done. They also want to have rights to the video; we will also have rights as well. But that is just because if there is content that needs to be changes, they can go in and change it without us having too. Like for numbers, city population or different things like that but we would still contain owner rights and they will consult with us.

So, if council do decide to approve the item, the next step will be to set up the production call. I will get with the leadership team and the department heads who will be applicable for the projects. We will get together and brainstorm ideas and get some video content going.

**Councilmember Akins-Wells** - I have one more question. We kind of did something like this previously, but I do not think every council person was included. Will it be inclusive? I think Councilmember Antione and Councilmember Mears, there was a couple of people that was not a part of it. So will it include the mayor and every councilmember as far as the welcoming since it is going to be on the city's website.

**Javon Lloyd** – That is the plan as of now. The plan will be finalized once we get the production call going. But that's our intention to make it inclusive.

**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 into Executive Session at 6:40pm for Personnel, Litigation and Real Estate or Legal Matters.

Motion made by Councilmember James, Seconded by Councilmember Akins-Wells.  
Voting Yea: Councilmember James, Councilmember Antoine, Councilmember Gutierrez, Councilmember Akins-Wells, Councilmember Mears

It was moved to reconvene back into the Work Session at 7:16PM

Motion made by Councilmember James, Seconded by Councilmember Akins-Wells.  
Voting Yea: Councilmember James, Councilmember Antoine, Councilmember Gutierrez, Councilmember Akins-Wells, Councilmember Mears

**ADJOURNMENT:**

It was moved to adjourn the Work Session at 7:16pm

Motion made by Councilmember James, Seconded by Councilmember Akins-Wells.  
Voting Yea: Councilmember James, Councilmember Antoine, Councilmember Gutierrez, Councilmember Akins-Wells, Councilmember Mears

APPROVED