

CITY OF FOREST PARK MAYOR AND COUNCIL  
WORK AND REGULAR MEETING  
MONDAY, NOVEMBER 16<sup>th</sup>, 2020 | 6:00 PM



CITY OF  
**FORESTPARK**



The Council Meetings will be livestream and available on the City's YouTube page "[City of Forest Park GA](#)" or copy the link: <https://bit.ly/3c28p0A>.

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**MAYOR**

ANGELYNE BUTLER, MPA

**CITY COUNCIL**

KIMBERLY JAMES	WARD 1
DABOUZE ANTOINE	WARD 2
HECTOR GUTIERREZ	WARD 3
LATRESA AKINS-WELLS	WARD 4
ALLAN MEARS	WARD 5

**INTERIM CITY MANAGER**

SHALONDA BROWN

**CITY ATTORNEY**

MIKE WILLIAMS

**CITY CLERK**

SHAREE STEED

**FOREST PARK CITY HALL**

745 Forest Parkway  
Forest Park, GA 30297  
(404) 366.4720

[WWW.FORESTPARKGA.GOV](http://WWW.FORESTPARKGA.GOV)

**DISCLAIMER:** Due to COVID-19 Mayor and Council Meeting is only accessible by the public or media through web or teleconference until further notice. Please refer to the zoom information located on page 2 of the Agenda.

Please join us via Zoom. The zoom information is located below:

<https://us02web.zoom.us/j/86366347964?pwd=SVI5cWxJSjEybUM1ejdOWjJ2ajgwUT09>

Meeting ID: 863 6634 7964

Passcode: 101832

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**CITY OF FOREST PARK MAYOR & COUNCIL**

**WORK SESSION MINUTES**

**Monday, November 16<sup>th</sup>, 2020 | 6:00 PM**

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

Interim City Manager:  
City Clerk:  
City Attorney:

Shalonda Brown  
Sharee Steed  
Mike Williams

**1. CALL TO ORDER/WELCOME:**

**2. ROLL CALL- CITY CLERK:**

Attendee's Name	Title	Absent	Present
Angelyne Butler, MPA	Mayor, At-Large		
Kimberly James	Council Member, Ward 1 Mayor Pro-Tem		
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		

**1. CITY MANAGER'S REPORT:** Shalonda Brown

**DIRECTORS PRESENT:**

**2. COVID-19 UPDATE:**

**3. PRESENTATION(S):** None

**4. REGULAR MEETING AGENDA ITEMS:**

➤ **OLD BUSINESS: NONE**

➤ **NEW BUSINESS:**

1. **Discussion to adopt New Procurement Code Book-** Mike Williams, City Attorney, A. Girard Geeter, Procurement Manager and Interim City Manager, Ms. Shalonda Brown

**Background and Summary:**

We are requesting your approval to replace the existing procurement code with a New Procurement Code in order for the City of Forest Park to move forward with the proper processes and procedures to centralizing the procurement function for the entire city.

2. **Discussion to enter a contract with Precision Planning Inc. and CROFT and Associates Inc.** for on call Architectural and Engineering Services – A. Girard Geeter, Procurement Manager and Interim City Manager, Ms. Shalonda Brown

**Background and Summary:**

Precision Planning Inc. and CROFT and Associates Inc. were selected by a competitive RFP process. The City of Forest Park will contract for on call services with these two firm and each construction project will have a specific scope at the same negotiated rate on a task order bases. These contracts will allow the city to work on Capital Improvement Projects simultaneously as we move forward to improve the standard of living in the City of Forest Park.

3. **Discussion to amend Falcon Design Consultants to allow them to serve as Construction Manager and Owner Representative on Capital Improvement Projects –** A. Girard Geeter, Procurement Manager and Interim City Manager, Ms. Shalonda Brown

**Background and Summary:**

Falcon Design Consultants has an existing contract with the City of Forest Park for Plan Review and Engineering Services. The City is proposing to amend the existing contract and scope to their existing contract to allow them to serve as the Construction Manager and Owners Representative on Capital Improvement Projects. They will monitor and oversee the construction documents, monitor the general contractors, review invoices from both the A&E's and the general contractors and make the contractors adhere to the construction documents. They will conduct weekly meetings with all contractors who are a part of the Capital Improvement Projects' Team for the city of Forest Park.

4. **Discussion of unfreezing and funding Council Aid position-** Interim City Manager, Ms. Shalonda Brown

**Background and Summary:**

Releasing this position for the Executive Office will help the governing body with coverage pertaining events, meeting, and completing daily projects.

5. **Discussion of appointing Hector Gutierrez the Development Authority Board-** Councilman Hector Gutierrez.

6. **Discussion of adopting the CaresFund Expenditure Budget.** – Interim City Manager, Shalonda Brown

7. **Discussion to approve the amendment to an existing agreement between E-Gov Link and the City of Forest Park to provide software and services for online permitting.** James Shelby, Director of Planning Building and Zoning and Interim City Manager, Ms. Shalonda Brown

**Background and Summary:**

E-Gov Link has an existing agreement with the City of Forest Park Department of Building Planning and Zoning to provide software and services for Code Enforcement. The amended agreement would add software and perform maintenance and backup services for online permitting, managing inspections, computing, and collecting fees, and printing permits and reports.

- 8. Discussion to approve the Department of Justice Bureau Assistance.** - LaShawn Gardiner, Management Analyst and Interim City Manager, Ms. Shalonda Brown.

**Background and Summary:**

The Department of Justice issued a notice of FY2020 Edward Byrne Justice Assistance Grant (“JAG”) funding under the Office of Justice Programs entitled JAG Local Eligible Allocation Amounts of less than \$25,000.00. Funding under this program assists police departments in carrying out various policing programs as well as to purchase eligible equipment. The awarded funds of \$11,475.00 will assist the Forest Park Police Department in purchasing radios for patrol vehicles.

- 9. Discussion to approve to amend the Code of Ordinances, City of Forest Park, Georgia, to improve post-construction stormwater management practices; to repeal conflicting provisions; to provide an effective date; and for other purposes.** - James Shelby, Director of Planning Building and Zoning and Interim City Manager, Ms. Shalonda Brown

**Background and Summary:**

The proposed Post-Construction Model Ordinance for the City of Forest Park is necessary for compliance with the stormwater management regulations imposed by the Metropolitan North Georgia Water Planning District (“District”). The District adopted the so-called “Model Ordinance” last December and requires communities to pass and begin implementing their own ordinances which are no less stringent than the Model Ordinance by December 6, 2020. The Georgia Environmental Protection Division (EPD) may take enforcement action against communities that do not comply with the deadline. The proposed ordinance meets the minimum requirements for compliance and is structured to be a new Chapter 11 under Title 8 of the City’s Code of Ordinances.

- 10. Discussion to approve a resolution to rename the Senior Center to Mary Ann Connelly –** Councilwoman, Kimberly James

**Background and Summary:**

Mary Ann Connelly worked for the recreation department for thirty years. From 1984 until her retirement in 2014, Mary Ann progressed in the positions of Program Director, Program Coordinator and Senior Coordinator. Some of her duties and responsibilities included running events and programs like the Christmas Parade, The Golden Olympics, Summer Camp and Ladies Softball just to name a few. Her love and passion were with the seniors. Mary Ann was instrumental in the development and management of the senior programs and activities for the city. She devoted hard work and time towards the concerns and welfare of the seniors in the community. Her exemplary handling of senior matters attests to her professional knowledge, willingness to accept responsibility, attention to detail and the ability to adapt to any situation. Mary Ann rendered invaluable assistance in obtaining sponsors who helped with furniture and a van for the Senior center.

- 11. Discussion of City wide only “Utilities and Food Assistance Program” –** Councilman, Dabouze Antoine

- 12. Discussion of unfreezing and funding the Fire Department Staff Assistant position-** Interim City Manager, Ms. Shalonda Brown and Fire Chief, Don Horton

**Background and Summary:**

Releasing this position for the Fire Department will help Coordinate business for multi-hazardous fire response agency, assisting with coordination of Deputy Fire Chief Operations, including planning, record keeping, budgeting, training for 63 full time fire fighter positions. Assisting Fire Chief and staff with contact with GEMA, Clayton County Public Health and outside agencies in regard to coordination of City Planning regarding response to, mitigation of and recovery for man-made or natural disasters.

**13. Discussion to consider resolution authorizing amendment to URA Loan Documents. - Deputy Finance Director, Darquita Williams and Interim City Manager, Ms. Shalonda Brown**

**Background and Summary:**

In 2014, as part of the purchase of Fort Gillem, the URA entered into a loan agreement with SunTrust Bank (now Truist Bank) to finance the acquisition. The loan is being paid back by an annual payment from Kroger. Under the existing loan documents, the URA is being charged 4.8 percent interest and there is a balloon maturity of approximately \$10,400,000 payable in 2029. The recommended amendment would eliminate the balloon payment and reduce the interest to 2.6 percent. The final maturity would coincide with the final payment due from Kroger. As shown on the attached, the present value of those savings is \$1.8 million.

**5. ADJOURNMENT:**

**Please join us via Zoom. The zoom information is located below:**

<https://us02web.zoom.us/j/86366347964?pwd=SVl5cWxJSjEybUM1ejdOWjJ2ajgwUT09>

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**CITY OF FOREST PARK MAYOR & COUNCIL  
REGULAR SESSION AGENDA**

**Monday, November 16<sup>th</sup>, 2020 | 7:00 PM**

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

Interim City Manager:  
City Clerk:  
City Attorney:

Shalonda Brown  
Sharee Steed  
Mike Williams

**1. CALL TO ORDER/WELCOME:**

**2. INVOCATION:**

**3. PLEDGE OF ALLEGIANCE:**

**4. ROLL CALL- CITY CLERK:**

<b>Attendee's Name</b>	<b>Title</b>	<b>Absent</b>	<b>Present</b>
Angelyne Butler, MPA	Mayor, At-Large		
Kimberly James	Council Member, Ward 1 Mayor Pro-Tem		
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		

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

- **Addition(s):**
- **Deletion(s):**

**6. ADOPTION OF THE MINUTES:** Monday November 2, 2020 Work and Regular Meeting Session and the October 26<sup>th</sup>, 2020 Special-Called Meeting Minutes

## 7. AGENDA ITEMS:

➤ **OLD BUSINESS: NONE**

➤ **NEW BUSINESS:**

1. **Approval to adopt the New Procurement Code Book-** Mike Williams, City Attorney, A. Girard Geeter, Procurement Manager and Interim City Manager, Ms. Shalonda Brown
2. **Approval to enter into a contract with Precision Planning Inc. and CROFT and Associates Inc.** for on call Architectural and Engineering Services – A. Girard Geeter, Procurement Manager and Interim City Manager, Ms. Shalonda Brown
3. **Approval to amend Falcon Engineering Services Contract to allow them to serve as Construction Manager and Owner Representative on Capital Improvement Projects –** A. Girard Geeter, Procurement Manager and Interim City Manager, Ms. Shalonda Brown
4. **Approval to unfreeze and fund Council Aid position-** Interim City Manager, Ms. Shalonda Brown
5. **Approval to appoint Mr. Hector Gutierrez the Development Authority Board-Councilman** Hector Gutierrez.
6. **Approval to adopt the CaresFund Expenditure Budget.** - Public Safety Director/Police Chief, Nathaniel Clark.
7. **Approval to amendment to an existing agreement between E-Gov Link and the City of Forest Park to provide software and services for online permitting.** James Shelby, Director of Planning Building and Zoning and Interim City Manager, Ms. Shalonda Brown
8. **Approval of the Department of Justice Bureau Assistance.** - LaShawn Gardiner, Management Analyst and Interim City Manager, Ms. Shalonda Brown.
9. **Approval to amend the Code of Ordinances, City of Forest Park, Georgia, to improve post-construction stormwater management practices; to repeal conflicting provisions; to provide an effective date; and for other purposes.** - James Shelby, Director of Planning Building and Zoning and Interim City Manager, Ms. Shalonda Brown
10. **Approval of the resolution to rename the Senior Center to Mary Ann Connelly** – Councilwoman, Kimberly James
11. **Approval to unfreezing and funding the Fire Department Staff Assistant position-** Interim City Manager, Ms. Shalonda Brown and Fire Chief, Don Horton
12. **Approval of the resolution authorizing amendment to URA Loan Documents.** - Deputy Finance Director, Darquita Williams and Interim City Manager, Ms. Shalonda Brown

**8. PUBLIC COMMENTS: (3 MINUTE LIMIT)** – If you would like to submit a public comment, please follow the directions below:

- Go to [www.slido.com](http://www.slido.com)
  - Use Event Code: 0911200
  - Submit questions or comments to the governing body no later than Monday @ 12:00 noon and they will respond to as many questions possible during this public comment period.
- \*\*Please include your full name and address when submitting questions\*\***

**9. CLOSING COMMENTS BY GOVERNING BODY:**

**10. EXECUTIVE SESSION:** Personnel, Litigation, Real Estate and Legal Matters

**11. ADJOURNMENT:**