

CITY OF FOREST PARK MAYOR AND COUNCIL
WORK AND REGULAR SESSION MEETING MINUTES
MONDAY, NOVEMBER 16, 2020 |6:00 PM



CITY OF
FORESTPARK



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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.ORG

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

<https://us02web.zoom.us/j/86366347964?pwd=SV15cWxJSjEybUM1ejdOWjJ2ajgwUT09>

Meeting ID: 863 6634 7964

Passcode: 101832

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CITY OF FOREST PARK MAYOR & COUNCIL

WORK SESSION MINUTES

Monday, November 16, 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:** The Honorable Mayor, Angelyne Butler, MPA
- 2. ROLL CALL- CITY CLERK:** All Members of Council were present, which constituted a quorum.

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 PRESENTED: A. Girard Geeter, Procurement Manager, Deputy Finance Director-Darquita Williams; James Shelby, Director of Planning Building and Zoning and Don Horton, Fire Chief

Interim City Manager, Ms. Shalonda Brown enunciated to Mayor and Council her gratitude for the opportunity to serve as the Interim City Manager. With the assistance of The Governing Body, Ms. Brown further detailed upcoming events for the City:

Wellness with Wells

Councilwoman Akins-Wells elaborated on the "Wellness with Wells" course. She stated that the class is an aerobic step training that is instructed by a professional trainer who comes out and train Forest Park and Clayton County citizens. Councilwoman Akins-Wells expressed that on Tuesday, November 10, 2020, Fire Chief, Don Horton and his wife Mrs. Horton came out to class and joined a group of approximately 30

people, which also included a local councilmember from the City of Jonesboro. This is a free and socially distanced class to help Clayton County and Forest Park residents get in shape.

Ultimate Tailgate Experience

Councilman Gutierrez specified this has been a wonderful event and that there is one tailgate left for the year. The last tailgate will celebrate the Falcons vs. Saints game. He thanked Mayor Butler for sponsoring the community gathering for the last tailgate. Councilman Gutierrez also expressed gratitude to the City's Recreation department for their continuous work ethic behind accomplishing each tailgate perfectly for the residents of Forest Park to enjoy.

Food Truck Friday

Councilman Gutierrez stated that the "Food Truck Friday" was an annual event. Although the occasion was annual Councilman Gutierrez rebranded it to occur on the first Friday of every month. He specified that if the event picks up more momentum that he would consider having one that once a month. In the future Councilman Gutierrez would like to make it more festive with décor. He acknowledged the wonderful work that the Public Works and Parks and Rec department, performed for the execution each event. The next Food Truck Friday will be December 4th, 2020.

Veteran's Day Program

Mayor Butler, MPA expressed thanks to Recreation Director, Tarik Maxwell and his team for the outstanding job they did when it came to the overall event. This year the City was able to recognize and honor staff who have served this country. Mayor Butler voiced enthusiasm to grow this event larger each year.

Cemetery Clean-Up

Mayor Butler, MPA itemized that this project was a humbling and learning experience. She stated that working on the project has truly brought a sense of community to the City. Mayor Butler recognized Ms. Caity Hungate, City Planner and Council Aid, Ms. K'Sandra Thomas for their assistance with this project and for the wonderful turn out of young volunteers. She thanked both ladies for their hard work and contribution to the project. She expressed that how extremely proud of Ms. Hungate for taking this project to the next level and will soon have her present a mini update.

Starr Park Nomination

Mayor Butler voiced her appreciation to the City employees that have assisted with the upkeep, outstanding events and overall beautification of Starr Park. For this reason, Starr Park has been nominated for Best of Event Entertainment Services by the Georgia Business Journal "Best of Georgia 2020". To submit a vote for Starr Park please go to the Georgia Business Journal's website. Votes need to be submitted from now until December 31st. Mayor Butler expressed to the public to please use this as an opportunity to show that we can provide quality entertainment.

2. COVID-19 UPDATE:

Chief Joel Turner, EMS Director

Chief Turner spoke on COVID-19 numbers located within the south metro area, and they remain stable, despite that there is an increase in numbers. He stated that the COVID-19 numbers continue to rise statewide, the City remains in a very stable position. The current rate of daily positives statewide is 7.9% on average for the past two weeks.

As of this morning, 11/16/2020:

Clayton County's rate of daily positives is 10.5%, about the same as a couple weeks ago (9,094 cases).

As reported by Clayton County Health District this evening, 11/16/2020:

Forest Park: 1,003 cumulative cases; with only 5 active cases currently within incorporated Forest Park
Beginning tomorrow, the Clayton County Health District will offer rapid COVID testing for Forest Park

public safety individuals, City Council members, and other essential employees at their Forest Park Annex from 8-5, Mon-Fri. Chief Turner expressed that he will be issuing information on November 17, 2020, to all Department Heads, and the City Manager on when and how to access this testing site.

He also informed the Governing Body that it is not too late to get the flu vaccine this year. This will help in reducing the number of respiratory infections as the weather turns cooler. The vaccination is typically covered by most major insurance providers and is available through most pharmacies or professional medical providers. Chief Turner still encourages the public to follow good personal hygiene practices. Lastly, Chief Turner voiced that the Fire and Emergency Services are in discussion with Dr Augustine, our department's Medical Director, about Mobile Integrated Healthcare and what that looks like in the future. This service may address issues such as helping to reduce hospital readmissions and other concerns for children, medically fragile individuals, and those with new-onset significant life changing medical events.

Questions and comments were provided by the Governing Body.

- Councilwoman Akins-Wells - How many cases are in Clayton County and the county for unincorporated Forest Park?
- Chief Turner - Total in Clayton as of this morning is 9,094, which is cumulative and the overnight positive cases 1,000+. Is unsure of the number of those numbers, because is difficult to discern what is corporate and unincorporated Forest Park, because the cumulative numbers come from the Department of Public Health.
- Councilwoman James – The rapid testing for council, do we have to make an appointment?
- Chief Turner – There will be an appointment process, but it is not going to be a long-drawn process and I can have more information for you on tomorrow.

Clayton County Health Department, Office of Emergency Preparedness and Response - Doug Dugger, EPR Director and Stacy Tolbert, EPR Training Coordinator

Clayton County EPR Director, Mr. Doug Dugger detailed to the Governing Body updates relates to COVID-19 vaccines shots and Clayton County's initiative on assisting its residents.

- When will the vaccines arrive? (late Dec/early Jan)
- Emergency Use Authorization-EUA
- 2 Doses (Appx. 3 weeks apart)
- Vaccine is Free
- Who will receive vaccines first? (Tier 1 groups)
 - First Responders, Healthcare workers and essential workers
- Ultra-Cold Storage (*will affect vaccination locations*)
- Hopeful for a normal freezer temperature vaccine

DISPENSING/Drive-Thru Sites (Not finalized)

- Permanent Location/s
 - *CCBOH Battle Creek facility*
- Temporary First Responder (*SRMC*)
- LTCFs vaccinated by Walgreens and CVS
- EMS may be vaccine sites (*VFC approved, backup power and ultra-cold freezer*)
- Mobile Sites
 - *Only if ultra-cold chain management issue is resolved*
 - *Hines Ward Pass- FP*

ADVERTISING

- Have contracted with a company to do billboards in multiple languages throughout the county
- PSA and Social Media announcements

Questions and comments were provided by the Governing Body

Councilmember Gutierrez – Is the vaccine United States developed vaccine or has been in any other country or is it produced somewhere else and coming to the United States?

Mr. Dugger – Pfizer and ??? are American companies, they both are partnering with Germany

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 for the City of Forest Park to move forward with the proper processes and procedures to centralizing the procurement function for the entire city.

Questions and comments were provided by the Governing Body

Councilmember James – In the code it references “informal purchases” states that the dollar amount does not justify the time or expense for a competitive proposal or bid; can you give an example of what that would be?

Mr. Geeter – Procurement allows the City to purchase up to \$1,000 without quotes or bid but required to provide receipts and reason for purchase(s). But when between \$1,000 to \$5,000 you are asked to provide three (3) quotes, which can be done via telephone and be specific as to what you are requesting; and anything \$5,000 - \$10,000 the request should be in writing with a minimum of three (3) quotes; over \$10,000 is a more intense process but everything is writing.

Mayor Butler – The limits for the City Manager has increase, what is the justification, the charter states \$10,000 this says \$25,000.

Attorney Williams – Should still be \$10k, the City Manager should be able to sign a contract without having to bring for council approval.

Mayor Butler – Is that in the ordinance or the booklet?

Attorney Williams – In the ordinance, which is before you tonight, we are still in the process of harmonizing the ordinance with the manual for final edits.

Councilmember James – I like the clarity of the emergency purchases. There is a mention of Support Services Department, the wording needs to be changed, we changed it to HR Department. We there ever be an occasion where we will see the lowest bid who do not have the references for work performed and are bonded, but we do not use them for that reason.

Mr. Geeter – After all bids are in, they are reviewed and if there is a low bidder, we inquire to make sure that they did not miss anything, to ensure that all bids are comparable.

Councilmember James – Who will be the Purchasing Agent?

Attorney Williams – Mr. Geeter will be the Purchasing Agent, there is reference throughout the ordinance that say the City Manager or designee, but for the most part Mr. Geeter is the Purchasing Agent.

Councilmember James – Can we change that in the definitions to be clear?

Attorney Williams – Yes

Mayor Butler – Do you think that this Procurement needs to be a Department on its own?

Mr. Geeter – In most city’s it is identified as a separate entity, more centralized.

Councilmember James – Interdev is listed as responsible person to authorized for information technology infrastructure and since they are a contractor as oppose to a company identified as a permanent source of information technology, is there a way, I know we have an IT department.

Attorney Williams – We can make that clarification

Mayor Butler & Councilmember James asked about purchasing vehicles

Mr. Geeter – Explained that all purchases for vehicles go through the Fleet Maintenance Division of Public Works and they determine if the vehicle is repairable or needs replacing and following the procurement process.

Councilmember James – So how do Council fit in this process once a vendor has been selected for final approval?

Attorney Williams – With the \$10k limit, when the budget is set each year, departments can get those items, because they are budgeted and/or recurring. For larger items that above the City Manager approval would come to council for approval, unless already budgeted.

- 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 firms and each construction project will have a specific scope at the same negotiated rate on a task order basis. 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.

No questions and comments were provided by the Governing Body.

- 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.

No questions and comments were provided by the Governing Body.

- 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 to events, meetings, and completing daily projects.

No questions and comments were provided by the Governing Body.

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

No questions and comments were provided by the Governing Body.

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

Background and Summary:

Recommended CaresFund funding distribution list.

Questions and comments were provided by the Governing Body

Councilmember James – We have approved a budget earlier, this is just amending it, correct?

Mrs. Gardiner, Management Analyst – CARES Funding is a list developed by Departments for expenditures for contactless products and PPE supplies.

Councilmember James – So this is replacing the one we had before?

Mrs. Gardiner – No, it is so we can distribute the funding, because we have a deadline for reporting disbursements that we must comply with the State.

Mayor Butler – Is this two-fold, because the first we used for salary?

Mrs. Gardiner – No, that is what we used it for; for clarification, we started working with the State to ensure we would not lose the funding, they suggested that due to the timeline for submitting information to utilize as a useable category for payroll so that we would get the allocated funding.

Mayor Butler – So when we received that allocated funding then it went into a general fund for general expenditures?

Mrs. Gardiner – Correct, then it was up to us to determine how we would spend funds.

Councilmember Gutierrez – So have we allocated of on what we using it for?

Mrs. Gardiner – This is the list, we received over a million dollars in CARES funds, this list shows the recommend distribution between the City Departments.

Councilmember Gutierrez – So this is all going to be used within our city departments, it is possible for us to provide grants?

Mrs. Gardiner – At the bottom of the list there is an allocated Community based assistance amount, that would be a discussion for council to decide how to use it.

Council Gutierrez – So it is possible for us to establish an application for rental assistance for the residents?

Mrs. Gardiner – We have been in discussion with the Community Based Resource Center and having them to partner with us to something of the nature.

Councilmember Gutierrez – So we can do it

Councilmember Wells – You have been in conversation with

Mrs. Gardiner – Clayton Community Based Resource Center

Councilmember Wells – I think we need to do something on our own. The County has their own money, and we have our own, we do not have to get together with the County to do something for the citizens of Forest Park.

Mrs. Gardiner – May I reiterate, if you decide to go through some type of application process for rental or mortgage assistance, keep in mind, we are not a direct housing system and we do not have that capacity, so that agency has the experience in housing and knowledge to do that is why we have joint discussions. But again, that will be a decision on council.

Councilmember Wells – So Clayton County will not get any of the \$100,000.00?

Mrs. Gardiner – We will develop a scope of work and a Memorandum of Understanding with the agency of how we want the funds disbursed on the city's behalf for Forest Park residents, with eligibility criteria.

Councilmember Gutierrez – How soon would this happen?

Mrs. Gardiner – Once approved, the Attorney and I will meet with Agency to get the scope of work and MOU, hopefully the before the Christmas holidays, depending on schedules.

Councilmember Wells – Can you make it where it encompasses all the residents within City of Forest Park?

Mrs. Gardiner - Yes

- 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.

Questions and comments were provided by the Governing Body

Mayor Butler – Would this allow persons to submit their plans online?

Mr. Shelby – Yes, they will be able to submit plans, applications and pay on-line

Councilmember Gutierrez – Will this eliminate cash and check payments and how soon will this be operational and mobile friendly?

Mr. Shelby – With the department working remotely, we will have to work something out with Finance. Should be operational within 3-4 months. Yes, will be able to use their phone and the vendor is working with Finance so that the funds go directly into the account.

- 8. Discussion to approve the Department of Justice Bureau Assistance Award.** - 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.

Questions and comments were provided by the Governing Body. *(please visit the City’s YouTube page to view the full inquires and commentaries provided by Council.)*

- 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.

No questions and comments were provided by the Governing Body.

- 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. Her 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.

Questions and comments were provided by the Governing Body. *(please visit the City's YouTube page to view the full inquires and commentaries provided by Council.)*

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

Background and Summary:

Councilman Dabouze Antoine would like to review opportunities for the City to develop or assist with Utilities and Food Assistance Program for the City of Forest Park residents.

Questions and comments were provided by the Governing Body

Councilmember Antoine – This is going back with me working hard for the community, finding different needs with homeless, clothing, voting, getting MARTA here. There is only one assistance utility program in the area, the Clayton County **????** Program and with a population over 290,000, all residents in Clayton County goes to that one location to receive assistance. With Forest Park being the largest in the county, we should be able to provide something city-wide utilities and food assistance program.

Councilmember Wells – Can Mrs. Gardiner speak on whether there is a grant or something that the City can apply for that can assist with this project.

Councilmember Gutierrez – There is a lot of non-profit out there that do this kind of work and we have some city vacant buildings that we can allow housing for some of these organizations within Forest Park, so they do have to depend on the county.

Mrs. Gardiner – Sure there are grants out there that we can research what is available. If this is something the city wants to take on it will take more employees to start a program to get it up and running operational depending on the type of program you want to exist.

Councilmember James – We do have to work smarter not harder, agree with Councilmember Gutierrez, there are a number of non-profit organizations, I think we as a City can focus on maybe committing to getting the word out on the various assistance program that are out there in Forest Park and maybe take the front line as a City and Council say where the assistance is for the residents, because we do have a large feed in our community.

Councilmember Gutierrez – Love an area on our city's website that would list these resources.

Mrs. Gardiner – We put together a list back during the summer, a resource list that would be available to the residents of the city.

Councilmember Antoine – Realistically speaking, there is non-profits, but not one that serves the needs of citizens; I can name five (5) that cater to doing food programs, but there not any programs within the city. Rock Church does good work but is only opened certain hours of the day and week and they run out of food. Need a legitimate organization or government that has criteria for eligibility; we want to show the citizens of Forest Park that we are not just here for show.

Mrs. Gardiner – Let us continue with this discussion and give me what you would like to see.

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 firefighter positions. Assisting Fire Chief and staff with contact with GEMA, Clayton County Public Health and outside agencies in regard to coordination for city planning regarding response to, mitigation of and recovery for man-made or natural disasters.

Questions and comments were provided by the Governing Body

Councilmember Gutierrez – Are we having difficulties hiring personnel in the fire department?

Chief Horton – We have an issue not with numbers, but with demographic to represent the communities we serve.

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 rate 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.

Questions and comments were provided by the Governing Body. *(please visit the City's YouTube page to view the full inquires and commentaries provided by Council.)*

5. ADJOURNMENT:

Councilman Mears made a motion to adjourn Work Session at 7:31 p.m. and go into the Regular Session Meeting at 7:31 p.m. Councilwoman James provided the second. **The motion carried.**

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
 REGUALR SESSION MINUTES**

Monday, November 16, 2020 | 7:31 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:** The Honorable Mayor, Angelyne Butler, MPA
- 2. INVOCATION:** Provided by Dr. Kenneth Paden
- 3. PLEDGE OF ALLEGIANCE:** Recited in unison.
- 4. ROLL CALL- CITY CLERK:** Members of Council were present, which constituted a quorum.

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		✓

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

Councilwoman James made a motion to approve the agenda with the following additions and deletions:

- **Addition(s):** Approval of the resolution naming the authorized signers for check and drafts.

Councilman Mears provided the second. **The motion carried unanimously.**

6. ADOPTION OF THE MINUTES: Monday November 2, 2020 Work and Regular Meeting

Session and the October 26th, 2020 Special-Called Meeting Minutes.

Councilwoman James made a motion to approve the Minutes of November 2, 2020 Work and Regular Meeting Session and the October 26th, 2020 Special-Called Meeting Minutes. Councilman Gutierrez provided the second. **The motion carried unanimously.**

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

Councilwoman James made a motion to adopt the New Procurement Code Book.

MOTION:	COUNCIL MEMBER	AYE	NAY
Councilwoman James	Kimberly James	✓	
	Dabouze Antoine	✓	
SECOND: Councilman Antoine	Hector Gutierrez	✓	
	Latresa Akins-Wells	✓	
	Allan Mears	✓	
Motion Passed			

- 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

Councilman Mears made a motion to enter into a contract with Precision Planning Inc. and CROFT and Associates Inc. for on call Architectural and Engineering Services

MOTION:	COUNCIL MEMBER	AYE	NAY
Councilman Mears	Kimberly James	✓	
	Dabouze Antoine	✓	
SECOND: Councilwoman James	Hector Gutierrez	✓	
	Latresa Akins-Wells	✓	
	Allan Mears	✓	
Motion Passed			

- 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

Councilwoman James made a motion to amend Falcon Engineering Services Contract to allow them to serve as Construction Manager and Owner Representative on Capital Improvement Projects.

MOTION:	COUNCIL MEMBER	AYE	NAY
Councilwoman James	Kimberly James	✓	
	Dabouze Antoine	✓	
SECOND: Councilman Mears	Hector Gutierrez	✓	
	Latresa Akins-Wells	✓	
	Allan Mears	✓	
Motion Passed			

- 4. Approval to unfreeze and fund Council Aid position-** Interim City Manager, Ms.

Shalonda Brown

Councilwoman James made a motion to unfreeze and fund Council Aid position.

MOTION:	COUNCIL MEMBER	AYE	NAY
Councilwoman James	Kimberly James	✓	
	Dabouze Antoine	✓	
SECOND: Councilman Mears	Hector Gutierrez	✓	
	Latresa Akins-Wells	✓	
	Allan Mears	✓	
Motion Passed			

5. Approval to appoint Mr. Hector Gutierrez the Development Authority Board-Councilman Hector Gutierrez.

Councilwoman James made a motion to appoint Mr. Hector Gutierrez the Development Authority Board.

MOTION:	COUNCIL MEMBER	AYE	NAY
Councilwoman James	Kimberly James	✓	
	Dabouze Antoine	✓	
SECOND: Councilman Mears	Hector Gutierrez	✓	
	Latresa Akins-Wells	✓	
	Allan Mears	✓	
Motion Passed			

6. Approval to adopt the CaresFund Expenditure Budget. - Public Safety Director/Police Chief, Nathaniel Clark.

Councilwoman James made a motion to adopt the CaresFund Expenditure Budget.

MOTION:	COUNCIL MEMBER	AYE	NAY
Councilwoman James	Kimberly James	✓	
	Dabouze Antoine	✓	
SECOND: Councilwoman Akins-Wells	Hector Gutierrez	✓	
	Latresa Akins-Wells	✓	
	Allan Mears	✓	
Motion Passed			

7. Approval to amend 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

Councilwoman James made a motion to amend to an existing agreement between E-Gov Link and the City of Forest Park to provide software and services for online permitting.

MOTION:	COUNCIL MEMBER	AYE	NAY
Councilwoman James	Kimberly James	✓	
	Dabouze Antoine	✓	
SECOND: Councilman Gutierrez	Hector Gutierrez	✓	
	Latresa Akins-Wells	✓	
	Allan Mears	✓	
Motion Passed			

8. Approval of the Department of Justice Bureau Assistance Award. - LaShawn Gardiner, Management Analyst and Interim City Manager, Ms. Shalonda Brown.

Councilwoman James made a motion to approve the Department of Justice Bureau Assistance.

MOTION:	COUNCIL MEMBER	AYE	NAY
Councilwoman James	Kimberly James	✓	
	Dabouze Antoine	✓	
SECOND: Councilman Mears	Hector Gutierrez	✓	
	Latresa Akins-Wells	✓	
	Allan Mears	✓	
Motion Passed			

- 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**

Councilwoman James made a motion 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.

MOTION:	COUNCIL MEMBER	AYE	NAY
Councilwoman James	Kimberly James	✓	
	Dabouze Antoine	✓	
SECOND: Councilman Gutierrez	Hector Gutierrez	✓	
	Latresa Akins-Wells	✓	
	Allan Mears	✓	
Motion Passed			

- 10. Approval of the resolution to rename the Senior Center to Mary Ann Connelly – Councilwoman, Kimberly James**

Councilwoman James made a motion to approve the resolution to rename the Senior Center to Mary Ann Connelly.

MOTION:	COUNCIL MEMBER	AYE	NAY
Councilwoman James	Kimberly James	✓	
	Dabouze Antoine		✓
SECOND: Councilman Mears	Hector Gutierrez	✓	
	Latresa Akins-Wells	Abstained	
	Allan Mears	✓	
Motion Passed			

- 11. Approval to unfreezing and funding the Fire Department Staff Assistant position- Interim City Manager, Ms. Shalonda Brown and Fire Chief, Don Horton**

Councilwoman James made a motion to unfreezing and funding the Fire Department Staff Assistant position.

MOTION:	COUNCIL MEMBER	AYE	NAY
Councilwoman James	Kimberly James	✓	
	Dabouze Antoine	✓	
SECOND: Councilman Gutierrez	Hector Gutierrez	✓	
	Latresa Akins-Wells	✓	
	Allan Mears	✓	
Motion Passed			

- 12. Approval of the resolution authorizing amendment to URA Loan Documents. - Deputy**

Finance Director, Darquita Williams and Interim City Manager, Ms. Shalonda Brown

Councilwoman James made a motion to approve the resolution authorizing amendment to URA Loan Documents.

MOTION:	COUNCIL MEMBER	AYE	NAY
Councilwoman James	Kimberly James	✓	
	Dabouze Antoine	✓	
SECOND: Councilman Mears	Hector Gutierrez	✓	
	Latresa Akins-Wells	✓	
	Allan Mears	✓	
Motion Passed			

13. Approval of the resolution naming the authorized signers for check and drafts.

Background and Summary:

The current Finance Director has submitted his resignation, effective December 4th, 2020. New signers will need to be appointed to the City’s depository accounts. Interim City Manager, Shalonda Brown, has recommended led Mayor Angelyne Butler, MPA, and Deputy Finance Director, Darquita Williams, to be the signers for these accounts.

Councilwoman James made a motion to approve the resolution naming the authorized signers for check and drafts.

MOTION:	COUNCIL MEMBER	AYE	NAY
Councilwoman James	Kimberly James	✓	
	Dabouze Antoine	✓	
SECOND: Councilman Gutierrez	Hector Gutierrez	✓	
	Latresa Akins-Wells	✓	
	Allan Mears	✓	
Motion Passed			

8. PUBLIC COMMENTS: (3 MINUTE LIMIT)

Eliot Lawrence expressed appreciation to the persons responsible for all the nice street paving that was recently completed. Mr. Lawrence itemized that it looks nice and rides so smoothly, Thanks.

9. CLOSING COMMENTS BY GOVERNING BODY: Please visit the City’s YouTube page to view the full inquires and commentaries provided by Mayor and Council.

Kimberly James	Councilwoman James extended appreciations to everyone that came out and was apart the Zoom meeting. On November 17 th , Councilwoman James held a food drive at the Forest Park High School. Citizens could collect food from the safety of their vehicle. The food was donated from the Atlanta Food Bank. She also announced the monthly Ward Neighbor meeting, which is hosted on the 3 rd Thursday of every month. For information on this monthly meeting please visit the website under Councilwoman Kimberly James page. Councilwoman James encouraged everyone to go and view the historic Black ceremony, the volunteers did an outstanding job with the cleanup.
Dabouze Antoine	Councilman Antoine thanked all who came and participated for the Council Meeting. He stated to stay safe and always pray. Please do not hesitate to contact him and he is here to serve the community.
Hector Gutierrez	Councilman Gutierrez thanked everyone standby and being patient with us. He stated is extremely proud of our City on exercising their right to vote. Councilman Gutierrez invites all to come and join the City’s last Tailgate for the year.

Latresa Akins-Wells	Councilwoman Akins-Wells sends gratitude for everyone who is listening to Council Meeting. She highlighted upcoming events such as Wellness with Wells, Turkey Give-A-Way and the Thanksgiving Dinner. Councilwoman Akins-Wells thanked Interim City Manager, Shalonda Brown stepping in at difficult time to serve the City.
Allan Mears	Councilman Mears thanked the public for tuning in and listening to City business. He wishes all a Happy Thanksgiving.
Angelyne Butler, MPA	Mayor Butler thanked everyone for bearing with the City through its technical issues. She also thanked Interim City Manager, Shalonda Brown for a quick solution to resolve further tech issues.

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

Councilwoman James made a motion to recess the Regular Session at 7:48 p.m. and to go into Executive Session. Councilman Mears provided the second. **The motion carried.**

Councilman Mears made a motion to adjourn Executive Session at 8:41 p.m. and go into the Regular Session. Councilwoman James provided the second. **The motion carried.**

11. ADJOURNMENT:

Councilwoman James made a motion to adjourn Regular Session at 8:41 pm. Councilman Mears provided the second. **The motion carried.**