



CITY OF
FORESTPARK

**CITY OF FOREST PARK
CITY COUNCIL WORK SESSION MEETING**

Monday, October 20, 2025, at 6:00 PM
Forest Park City Hall | Council Chambers
745 Forest Parkway, Forest Park, GA 30297

The Honorable Mayor Angelyne Butler, MPA
The Honorable Kimberly James The Honorable Delores A. Gunn
The Honorable Hector Gutierrez The Honorable Latresa Akins-Wells
The Honorable Allan Mears
Latosha Clemons, Interim City Manager
Randi Rainey, City Clerk
Danielle Matricardi, City Attorney

AGENDA

VIRTUAL MEETING NOTICE

Council Meetings will be live-streamed and available on [Forest Park's YouTube Channel](#).

I. CALL TO ORDER/WELCOME

II. ROLL CALL - CITY CLERK

III. ADOPTION OF THE AGENDA WITH ANY ADDITIONS / DELETIONS

IV. ADOPTION OF THE CONSENT AGENDA WITH ANY ADDITIONS / DELETIONS

V. CONSENT AGENDA

1. Council Discussion on a Hardware Refresh Purchase- Information Technology

Background/History:

Every year, the Information Technology (IT) department replaces approximately 25 percent of the City's computers as part of its 5-year refresh cycle. This is the purchase for this year's inventory as part of that refresh cycle.

VI. NEW BUSINESS

2.

Council Discussion on a Budget Amendment for FY24/25 Year-End Final Amendment, Budget Amendment/Transfer CMO, and Budget Revenue Adjustment for Courts- Finance Department

Background/History:

The Finance Department is submitting three Budget Amendments for Council approval. The budget serves as a planning and management tool for City staff, ensuring accurate

financial reporting and compliance with budgetary controls. Therefore, amendments are needed to meet operational needs.

Budget Amendment One is the final budget amendment for Fiscal Year 2024-25. This amendment is intended to address general ledger line items that exceed budgeted appropriations during normal operations.

Budget Amendment Two serves as a formal request to process a budget transfer/amendment within the CMO (Executive) to address immediate overages using the salary line.

Budget Amendment Three is to address the monthly mandated expenditures that Courts are required to pay by adjusting the Courts' revenues to pay the expenses directly.

3. **Council Discussion on the Information Technology (IT) Hardware Surplus-**
Information Technology Department

Background/History:

Throughout the year, the IT department collects and inventories all IT surplus hardware. This includes outdated computers that have been upgraded, old cell phones, monitors, printers, and other similar devices. We are bringing another list of items to be approved as surplus. The list details the items, their condition, and whether they have any usable life left. We are asking the Mayor and Council to provide direction on what to do with these items. While most items are recommended to be electronically recycled, some items notated have value and could be added to the employee buyback program or donated to an organization of choice by the Mayor and Council.

4. **Council Discussion to review the number of permitted alcohol licenses allowed per Title 9 – Licensing and Regulation, Chapter 2. – Alcoholic Beverages, Article C. Distilled Spirits – Retail Package Sales, Sec. 9-2-52. Maximum number of licenses permitted-** Planning and Community Development Department

Background/History:

The City's alcohol licensing ordinance limits the number of wholesale and retail distilled spirits package sale licenses based on population. Under the current regulations, a combined maximum of seven (7) licenses is permitted, with opportunities for additional licenses tied to incremental population growth beyond a threshold of 21,000 residents. Population figures are determined using the most recent data published by the Atlanta Regional Commission (ARC), or the most recent decennial U.S. Census if ARC data is unavailable.

This item is being brought forward for Council discussion in response to recent interest from prospective applicants seeking an additional distilled spirits package license. Staff has advised these applicants that the current number of licenses has reached the allowable maximum under existing population figures, and that no additional licenses may be issued at this time. In light of this interest, staff is seeking Council direction on whether to maintain the current licensing limits or consider potential amendments to the ordinance based on updated population data and broader policy considerations.

5. **Council Discussion to enter into a contract with B&W Mechanical Contractors Inc. and J2 Connect Inc. for on-call plumbing repairs and maintenance services-** Procurement/Public Works Departments

Background and History:

In 2022, the City entered into on-call contracts with two (2) plumbing firms for as-needed

plumbing repairs and maintenance services for City-owned facilities. The Department of Public Works requires the continued services of qualified firms to provide on-call plumbing repairs and maintenance services, supporting these efforts. Public Works will continue to provide minor plumbing repairs in-house and encourage facility maintenance staff to earn a plumbing license.

Request for Proposal No. 2025-RFP-018. Consists of providing as-needed plumbing repairs and maintenance services for City-owned facilities. Four (4) proposals were received. After the evaluation of technical and cost proposals, the Evaluation Committee recommends multiple awards to the two (2) highest-scoring proposers:

B&W Mechanical Contractor Inc., 1940 Riverside Pkwy, Lawrenceville, GA 30043

J2 Connect Inc., 3137 E Fairview Road, McDonough, GA 3025

6. **Council Discussion on the Request from the Forest Park's Ministers Association to Use 803 Forest Parkway for a Public Forum-** Recreation and Leisure

Background/History:

The Forest Park Ministers Association has submitted a request to utilize 803 Forest Parkway on Friday, October 31st at 5:00 PM to host a Community Public Forum. The purpose of the event is to provide an open platform for community members, faith leaders, and local officials to discuss current issues impacting residents and to promote collaboration among community organizations. The forum is intended to be nonpartisan and open to the public. The Forest Park Ministers Association will be responsible for coordinating event logistics, including setup, cleanup, and ensuring compliance with all facility use policies. No additional city staffing or resources are requested beyond standard facility access.

VIII. EXECUTIVE SESSION

(When an Executive Session is required, one will be called for the following issues: Personnel, Litigation or Real Estate) OCGA is §50-14-1 (A) (2)

IX. ADJOURNMENT

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