



CITY OF
FORESTPARK

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

Monday, May 18, 2026, at 6:00 PM
Forest Park City Hall | Council Chambers
745 Forest Parkway, Forest Park, GA 30297

The Honorable Mayor Gwen W. Ellison
The Honorable Kimberly James
The Honorable Hector Gutierrez
The Honorable Allan Mears
The Honorable Delores A. Gunn
The Honorable Latresa Akins-Wells
Latosha Clemons, Interim City Manager
Vanessa Holiday, City Clerk
Danielle Matricardi, City Attorney

SUMMARY MINUTES

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

- I. **CALL TO ORDER/WELCOME** – Mayor Ellison called the meeting to order at 6:00 p.m.
- II. **ROLL CALL - CITY CLERK** – All members were present.
- III. **ADOPTION OF THE AGENDA WITH ANY ADDITIONS / DELETIONS**
Motion to adopt the agenda as presented was made by Councilmember Gutierrez; seconded by Councilmember Gunn. The motion passed unanimously 5-0.
- IV. **OLD BUSINESS**
 1. **Council Consideration to approve a policy governing security detail for elected officials from the city's police department.** – Attorney Matricardi
Background/History: The request is to adopt a policy governing security detail for elected officials from the city's police department.
Attorney Matricardi noted the proposed policy provides that the Council approve an extension of security detail beyond 30 days to be provide by the Forest Park Police Department, and the Police Chief will determine if the security detail is warranted.
- V. **NEW BUSINESS**
 2. **Council Consideration to approve a Resolution requiring all city-owned vehicles to have official City of Forest Park decals installed upon receipt.** - Legislative
Background/History: Fleet Department to have city-owned vehicles installed with official City of Forest Park decals.

Councilmember James asked how many vehicles are currently not outfitted with city decals. The total count was not known, and Councilmember James suggested the item be Tabled until a full count and cost is known.

Councilmember Akins-Wells stated there is no reason to Table as this is a policy to require city-owned vehicles to include City of Forest Park decals.

Attorney Matricardi noted there are specific vehicles within the Police Department that would not have decals for obvious reasons.

Councilmember Gunn asked if Public Works is over Fleet and asked if the policy can be amended to identify who the vehicles are assigned to, as this will hold employees accountable and protect the city's assets.

Attorney Matricardi noted the City already has a Vehicle Use Policy in place and can be amended.

Councilmember Gutierrez asked if magnets can be added to the city's older fleet and not place decals on vehicles that are inoperable.

Councilmember Akins-Wells stated each vehicle needs to be identified as a City of Forest Park vehicle, and each driver needs to be accountable, and therefore does not agree with the ability to remove the magnet.

Mr. Matthews, Public Works Director, stated all city vehicle license plates tags have a GV – number and that there are newly purchased city vehicles that currently do not have decals, along with Detective cars; and noted a Comprehensive Vehicle Policy is being presented to the Council for approval in June.

Councilmember Gunn requested the policy have a stipulation to assign vehicles to employees, with no family members as passengers, and that take-home vehicles adhere to the approved mileage radius.

Attorney Matricardi stated there are stipulations in the current Vehicle Use policy.

Councilmember Akins-Wells noted a conversation regarding take-home vehicles has been previously discussed and asked who is holding staff accountable for adhering to the policy.

Interim City Manager Clemons noted the current Take-Home Policy specifies accountability in the language.

Councilmember James asked for the purpose of the decal, and where the location of the decal will be place.

Mayor Ellison stated all city-owned vehicles should be identified as City of Forest Park vehicles. Councilmember Gutierrez stated it is good for uniformity.

Councilmember Gunn referenced an instance where she recalled seeing Forest Park Police vehicles in Alpharetta, GA, and spoke with the employees, noting city vehicles should not be used for an employee's personal gain or benefit, and that using city-issued vehicles and Forest Park fuel and other resources should not happen outside of the normal work schedule; noted each driver of a city vehicle should be operating with integrity, and police vehicles are to be used to protect and serve the residents and businesses in the City of Forest Park, and favors the installation City of Forest Park identified decals.

Councilmember Akins-Wells requested Attorney Matricardi include a directive for the Interim City Manager to have the Fleet Department install decals on city-owned vehicles, excluding certain police vehicles, noting there is a consensus to include the directive to the Interim City Manager to have the decals installed.

Councilmember James asked for an estimated cost, and which budget would be impacted,

Councilmember Gutierrez noted there are only a few vehicles that need decals, and the cost should not be that much. Councilmember Mears agreed, stating there are decals on the IT truck and several other city vehicles.

Attorney Matricardi stated she would include the directive to procurement to purchase the decals and the Interim City Manager to direct the Fleet Department for installation.

Councilmember Gunn asked if there will be a decal on vehicles with a phone number to call to make a report, where the city will be notified of who the vehicle is assigned to.

Councilmember Akins-Wells agreed and noted the concern should be that these vehicles are city property, should be operating within the city limits and be identifiable as city vehicles, rather than being concerned about the cost of the decals.

VI. EXECUTIVE SESSION - Personnel, Litigation, Real Estate or Cyber Security OCGA § 50-14-1

Motion to convene Executive Session at 6:19 p.m. was made by Councilmember Gutierrez; seconded by Councilmember Mears. The motion passed unanimously 5-0.

Motion to adjourn Executive Session and reconvene the Work Session meeting and sign an Affidavit with No Action was made by Councilmember Gunn; seconded by Councilmember Akins-Wells. The motion passed unanimously 5-0.

VII. ADJOURNMENT – With no further business, Mayor Ellison adjourned the meeting at 7:00 p.m.

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.

Respectfully submitted by:

Vanessa Holiday, City Clerk

Gwendolyn Ellison, Mayor