



## CITY COUNCIL WORK SESSION

Monday, April 15, 2024 at 6:00 PM  
Council Chambers and YouTube Livestream

Website: [www.forestparkga.gov](http://www.forestparkga.gov)  
YouTube: <https://bit.ly/3c28p0A>  
Phone Number: (404) 366.4720

**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  
Ricky L. Clark Jr, City Manager  
Randi Rainey, City Clerk  
Danielle Matricardi, City Attorney

### APPROVED MINUTES

#### VIRTUAL NOTICE

To watch the meeting via YouTube - <https://bit.ly/3c28p0A>

The Council Meetings will be live-streamed and available on the City's

YouTube page - "**City of Forest Park GA**"

**CALL TO ORDER/WELCOME:** Mayor Butler called the meeting to order at 6:01 P.M.

**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		✓
Hector Gutierrez	Council Member, Ward 3		✓
Latresa Akins-Wells	Council Member, Ward 4- <b>Via Zoom</b>		✓
Allan Mears	Council Member, Ward 5		✓

John Wiggins, Finance Director; Jeremi Patterson, Deputy Finance Director; James Shelby, Interim Director of Planning & Community Development; Shalonda Brown, HR Director; Diane Lewis, Deputy HR Director; Bobby Jinks, Public Works Director; Nigel Watley; Deputy Public Works Director; Geoff May, Deputy Fire Chief; Rodney Virgil,

Level 2 Support Engineer; Pauline Warrior, Senior Management Analyst; Jacon Llyod, PIO; Arthur Geeter, Purchasing; Derry Walker, Code Enforcement Director; Tarik Maxwell, Rec and Lesure Director; Rochelle Dennis, Interim Economic Director; Authur Geeter, Procurement; Talisa Clark, Procurement; Brandon Criss, Police Chief; Dorothy Roper-Jackson, Court Director and Danielle Matricardi, City Attorney.

### **ADOPTION OF THE AGENDA WITH ANY ADDITIONS / DELETIONS:**

It was moved to amend the agenda to delete Item #4-Council Discussion and Approval to enter into a contract with Garrard Construction to make exterior repairs to the Rite Aid Building for \$28,319.00 and replace it with Council Discussion and Approval for the selection of the official employee benefits broker.

Motion made by Councilmember James, Seconded by Councilmember Antoine.

Voting Yea: Councilmember James, Councilmember Antoine, Councilmember Gutierrez, Councilmember Akins-Wells, and Councilmember Mears.

### **NEW BUSINESS:**

#### **1. Council Discussion and Approval of a Property & Liability Brokerage Services – Executive Offices**

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

As part of the Executive Office's commitment to reviewing any/all contractual services for the City of Forest Park, we have realized that property and liability brokerage services have not been bid out in over a decade. To address this issue, the staff recently issued a Request for Qualifications (RFQ) inviting applications from experienced and professionally licensed brokers to assist the City. However, Stearling & Seacrest, the incumbent broker, did not submit an RFQ.

After reviewing all the submissions received, the staff is seeking authorization to immediately confirm Gallagher Risk Management Services as the Broker of Record. This request allows sufficient time for Gallagher to market its services properly and ensures that the City of Forest Park obtains the best possible renewal.

Gallagher Risk Management Services is a globally recognized insurance brokerage, risk management, and consulting firm. The City of Forest Park will join over 11,600 public entities who believe that working with a broker specializing in the public sector can best serve their risk management needs. Gallagher's current clients include municipalities such as the City of College Park, Clayton County Water Authority, the City of Hapeville, Cobb County Board of Commissioners, and the City of Waycross.

The staff recommends that the City Council approve the item, authorizing the engagement of a one-year contract for broker services and the immediate termination of the current brokerage.

**Mr. Geeter, Procurement Division-** noted five (5) opponents placed their bids, with Gallagher being the top-ranked.

**Mr. Clark, City Manager-** followed up by saying that staff did not have to do the professional services that way; however, the staff wanted the opportunity to see what was out in the market, seeing that the city has not bid on the professional services in over 13 years. Mr. Clark stated that the incumbent broker did not submit a bid for this request, and staff is asking for approval to move forward with Gallagher.

**Daniel Duhart, Gallagher Broker-** introduced himself and noted that he had two (2) other brokers named Matt Simmons and Scott Thomason who would also help assist the City. He then gave a brief presentation. Mr. Duhart noted that the main priorities are to prepare for the upcoming renewal, complete an analysis, understand the risk management culture, and identify ways to improve the risk profile.

**Comments/Discussion from Governing Body:**

**Councilmember James-** asked Mr. Clark about the differences between the current and proposed brokers. Mr. Clark explained that property and liability insurance differs from the standard contract, where the city does not pay the broker; the insurance carriers pay the broker once the city is marketed to the industry. Mr. Clark added that the difference was that the city never bid out and did not clearly understand. Mr. Clark stated that the staff has implemented different risk management policies and procedures over the past year to limit the city's exposure. Mr. Clark also indicated that staff wanted to ensure the city had a broker of record that was not only forward-thinking and innovative but also knew the market, carriers, and underwriters. Mr. Clark added that the broker would have to bring the underwriter to discuss things accomplished within the last year. Mr. Clark noted that the typical lookback is between 5 to 7 years. Mr. Clark expressed that no numbers are currently associated with increased or decreased property and casualty services because they have not gone to the market. Mr. Clark noted that if approved, staff would immediately issue a broker of record letter to the new broker, who can go out to the market to solicit city services that cover property and casualty.

**Councilmember Gutierrez-** expressed his excitement for the city's level of transparency. He also noted attending different Georgia Municipal Association (GMA) trainings and learning that not every city is doing this. He wanted to let the taxpayers know that we have staff who are committed to transparency.

2. **Council Discussion and Approval of the Budget Amendment for Special Revenue-Finance Department**

**Background/History:**

The City of Forest Park's FY23-24 Operating Budget was unanimously adopted by the city council on June 29th, 2023. Prior to the adoption of the budget, city staff advised that funding and revenues would continuously be monitored for accuracy and reporting purposes. Staff recommends that the understated funds be added to the operating budget, increasing the stated revenue previously adopted on June 29th, 2023, from \$397,928.00 to \$3,659,993. Once the funds have been added to the operating budget, it is also recommended that the City Council approve a budget amendment to accurately reflect the corrected operating budget amount of 41,986,503 for FY23-24.

**Mr. Wiggins, Finance Director -** noted that the budget amendment is for the special revenue funds in the 200 series. Mr. Wiggins explained that the financial impact would be corrected. The stated revenues previously adopted on June 29, 2023, would decrease from \$10.5 million to \$8.5 million and expenditures from \$5.4 million to \$5.9 million, resulting in a net surplus of \$2.5 million, which would go back to the general fund. Mr. Wiggins stated that the main reason is to help improve the city's audit findings, which have been reported to the governing body.

3. **Council Discussion and Approval of certain Purchases for the Fire Department-Fire Department**

**Background/History:**

The Forest Park Fire and EMS Department would like to purchase:

1. Two (2) Keiser Sleds for Fire Stations 2 and 3 in the amount of \$10,176.51. The funding source to be used is 100-61-3510-52-3712 (Training Aides).
2. Four (4) Portable Radios in the amount of \$22,370. The funding source to be used is 100-61-3510-52-2209(Radio Equipment).
3. Five (5) Replacement Radios in the amount of \$33,024.65. The funding source to be used is 100-60-3610-52-3203 (Radio/pager Maintenance).
4. Ratification for a Lucas 3 V3 Chest Compression System in the amount of \$15,624.46. The funding source to be used is 100-60-3610-53-1137 (Rescue Truck Equipment).
5. Ratification for Two (2) Bunker Gear Dryers for Fire Stations 1 and 2 in the amount of \$ 28,545.00. The funding source to be used is 100-61-3510-52-2214 (Facility Improvements).
6. A Fire Prevention Trailer in the amount of \$197,526.35. The funding source will be 100-61-3510-54-2502, Fire Prevention Funds collected in 2022-2023.
7. Super Struts and Jumbo Locks in the amount of \$24,630.00. The funding source to be used is 100-61-3520-53-1136; the vendor is Municipal Emergency Services.
8. Twenty-five (25) Voice Amps in the amount of \$16,313.25. The funding source to be used is 100-61-3510-52-2209; the vendor is Municipal Emergency Services.

**Mr. Clark, City Manager-** introduced Talisa Clark as the newest employee in the procurement division and noted there is no relation to Ms. Clark.

**Ms. Clark, Procurement Division-** noted between him and Mr. Clark that six (6) out of the eight (8) items are state contracts, which are cooperative agreements, and the other two (2) items are ratification items.

**Mr. Clark, City Manager-** included that it was mostly for clean-up purposes and explained that staff noticed conflicting policies regarding the ordinances and/or resolutions on the different procurement levels. Mr. Clark noted that the finance department is working with the procurement division to streamline the policies and procedures to revise the ordinance before July 2024.

4. **Council Discussion and Approval to enter into a contract with Garrard Construction to make exterior repairs to the Rite Aid Building in the amount of \$28,319.00-**Planning and Community Development Department- **Item Was Removed**

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

As part of the city's efforts to revitalize the downtown area, the city is renovating the facility formally known as Rite-Aid , which is located on Forest Parkway. The 10,864 square feet space will feature a dual kitchen incubator, food vendor spaces, coffee vendor spaces, an area for beverages, creative spaces, meeting spaces, and a multi-purpose stage. The design will be based on preliminary drawings completed by Precision Planning, Inc. (PPI) and presented to the Mayor and Council on November 6, 2023. The Garrard Construction Company will make repairs to the exterior of the building as outlined in the attached proposal. This project is funded by CBDG federal funds, which must be encumbered by May 1, 2024.

5. **Council Discussion and Approval for selecting the City's Official Benefits Broker- New Item added**

**Mr. Clark, City Manager-** noted that the city has used the same benefits broker for thirteen (13) years and has decided to bid out the services. Mr. stated that when services are bided out, the bidders can bid on one, the other, or both.

**Mr. Geeter, Procurement Division-** noted there were nine (9) proposals, with MSI Benefits being the highest-ranked.

**John Leggett, MSI Benefits Representative-** gave a brief presentation and explained the scope of work that would be provided. Mr. Leggett noted that MSI is a full-service benefits program that includes consulting, enrollments, health fairs, and wellness teams.

**Comments/Discussion from Governing Body:**

**Councilmember James inquired-** if the services would be eliminated or added to what is currently available. Mr. Clark noted that employees would not notice changes. Once the city goes to market, the broker has a relationship with the carriers, and the city could benefit from these relationships.

**Councilmember Gutierrez-** noted making a shift a few years ago with employees having to change many things, such as their doctors, and expressed he likes that someone is fighting for them.

**Councilmember Akins-Wells-** Thanked Mr. Clark for recognizing a change was needed.

6. **Council Discussion and Approval to Authorize the Police Department to Submit and Accept an Explosive Ordnance Disposal (EOD) Canine Grant- Police Department**

**Background/History:**

The City of Forest Park has a population exceeding 20,000 residents. It is a vibrant city hosting a mix of elements, including a military base, diverse businesses such as industrial complexes, and its proximity to the world's busiest airport. The Forest Park Police Department has identified specific sensitive areas within the city, responding to increased service calls related to security threats. In response, the department is seeking authorization to pursue an Explosive Ordnance Disposal (EOD) grant offered by Homeland Security. If successful in securing the grant, it will enable the acquisition of essential equipment, including a trained canine, specialized vehicle, and requisite training. These resources are essential for enhancing the department's capabilities in addressing threats posed by explosives, thereby ensuring the safety and security of Forest Park and its residents. Accepting the grant would signify a crucial step towards fortifying the city's preparedness and response to potential security risks.

**Chief Criss-** expressed the need for the grant for the police department based on the recent call volume and activity. Chief Criss also noted that the Police Department does not have the equipment to assist with searching for explosive devices or gunpowder. Chief Criss mentioned tasking staff with finding grants to acquire the equipment.

**Comments/Discussion from Governing Body:**

**Councilmember Mears-** notes being happy with people keeping up with the times as more and more people become violent.

7. **Council Discussion and Approval to Accept the Donation of a Bloodhound-Police Department**

**Background/History:**

The Forest Park Police Department operates around the clock, every day of the year, with four shifts managing service calls. Currently, the department employs four Dual Purpose Canines, which undertake tasks such as search and rescue operations for missing persons, detection of illegal narcotics, and assistance in criminal apprehension. These Canines also engage in community-building activities by participating in school educational programs.

The department is seeking approval to accept the donation of a Bloodhound from The Jimmy Rice Center. Established by the parents of Jimmy Ryce after his tragic kidnapping, rape, and murder in 1995, The Jimmy Rice Center aims to prevent the sexual exploitation and predatory abduction of children, provide resources to parents and law enforcement in abduction cases, and assist in safely bringing abducted children home. The Bloodhound will be utilized primarily for search and rescue operations for missing persons, particularly those suffering from mental illness. The Jimmy Ryce Center has generously donated over 600 Bloodhounds to law enforcement agencies nationwide.

The department is committed to covering all expenses related to the training, equipment, and healthcare for the Bloodhound.

**Chief Criss-** introduced K9 Crypto and noted the foundation's desire to donate it to the city based on the tragedy that happened in 1991. Chief Criss noted that the family believes if K9 resources were available, their child's life could have been saved; he also noted that K9 Crypto will assist in searching for missing persons and will be used as an emotional support dog for the community and officers.

**Comments/Discussion from Governing Body:**

**Councilmember Akins-Wells-** thanked the Jimmy Rice Center for thinking of the city.

**Councilmember Mears-** inquired about the number of dogs the city currently has and whether there are proper facilities to support them. Chief Criss noted that the city currently has four (4) dogs in service. Mr. Clark added that Chief Criss would work with legal to effectuate the policies and procedures if approved.

**Councilmember Mears-** expressed that he wants to ensure that the K9s are supported with kennels, vets, feeds, and the cost. Mr. Clark noted that a cost is associated with it, and staff will provide a detailed synopsis of what the city is currently paying. Chief Criss noted that strict policies related to K9s were implemented to ensure they had proper shelter, food, and medical care.

**Mr. Clark, City Manager-** mentioned he inquired if home inspections were included to ensure the K9s have a conducive living environment. Chief Criss added that the current living arrangements for the K9s are top-tier and mentioned having heating and AC in each dog house. Chief Criss also noted that all K9 vehicles had been upgraded.

**Councilmember Gutierrez-** thanked Chief Criss and noted that since he's been here, he has invested in different tactics to improve the department and the city. He also noted that many schools are investing in animals and how smart dogs are in tracking who is going through trauma.



**Corporal Hunter-** noted that dogs are known to release endorphins in people's minds when they see them and that K9 Crypto will be highly socialized around the community. Corporal Hunter also included bloodhounds, which are trained to lock on to a specific scent and will follow it until it is no longer present.

**Councilmember Antoine-** inquired about the police department doing visits. Chief Criss noted that there are school programs where the K9s are brought to the schools and also noted K9 Crypto would be taken to the schools because she is more sociable.

8. **Council Discussion and Approval of the Special Facilities Request at Starr Park and sponsored by Legendary WIGO 1570 AM and Operation Push Too, LLC for Saturday, May 11, 2024, between 12 pm-6 pm**—Recreation and Leisure Department

**Background/History:**

"THE SECOND ANNUAL JAM FOR PEACE," sponsored by "LEGENDARY WIGO 1570 AM & OPERATION PUSH TOO, INC.," scheduled for Saturday, May 11, 2024, 12:00 PM-6:00 PM at Starr Park Amphitheater. During this event, there will be a collective of activities, with musical performances and entertainment provided by local, regional, and national artists, church and school choirs, and include an education fair with the representation of higher institutions of learning, counseling for grants and scholarships, an employment/job fair with representation from businesses and employment agencies, to include, job counseling, interview techniques, resume preparation and dressing for an interview, a health fair with representation from local medical facilities, mental health agencies and clinics, peer counseling and mediation, to include some basic screenings.

**Mr. Maxwell, Rec & Leisure Director-** Note that organizations will come and fill out the special facilities request form when requesting the use of a facility.

**Jay Francis Springs, a Representative of WIGO 1570 AM-** gave a brief presentation on WIGO 1570 AM radio. Mr. Springs noted the event will include a collective of activities with musical performances, an educational fair, an employment job fair, educational resources, and a health fair.

**Comments/Discussion from Governing Body:**

**Councilmember Akins-Wells-** noted that WIGO was involved with the city years ago, and it is good to see them back and hopes to rebuild the relationship once had.

**Mr. Clark, City Manager-** added that they would like to add two (2) conditions if approved. One is to request that WIGO provide a Certificate of Insurance listing the city as additionally insured and add event security.

**Ms. Matricardi, City Attorney-** noted she recommends this for every special event and stated it should become standard practice and policy to require a Certificate of Insurance with additional insurance. Mayor Butler inquired if there was a minimum. Mr. Clark noted it as a \$1 million aggregate. Ms. Matricardi noted she could provide Mr. Clark with the standard insurance limits.

**ADJOURNMENT:**

It was moved to adjourn the meeting at 6:54 pm.

Motion made by Councilmember James, Seconded by Councilmember Antoine.

Voting Yea: Councilmember James, Councilmember Antoine, Councilmember Gutierrez, Councilmember Akins-Wells, and Councilmember Mears.

**EXECUTIVE SESSION:** (When an Executive Session is required, one will be called for the following issues: Personnel, Litigation or Real Estate)

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

APPROVED