



CITY COUNCIL WORK SESSION

Monday, December 02, 2024 at 6:00 PM
Council Chambers and YouTube Livestream

Website: 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 Latresa Akins-Wells
The Honorable Allan Mears

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

DRAFT MINUTES

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

ROLL CALL: A quorum was established.

Attendee's Name	Title	Absent	Present
Angelyne Butler, MPA	Mayor, At-Large		•
Kimberly James	Council Member, Ward 1		•
Hector Gutierrez	Council Member, Ward 3	•	
Latresa Akins-Wells	Council Member, Ward 4		•
Allan Mears	Council Member, Ward 5		•

John Wiggins, Finance Director; Jeremi Patterson, Deputy Finance Director, Shalonda Brown, HR Director, Deputy Fire Chief David Halcomb; Joshua Cox; IT Director, Pauline Warrior, Chief of Staff; Javon Lloyd, PIO, Kwame Marshall; Multimedia Specialist, Derry Walker, Code Enforcement Director, Marsellas Williams, Economic Director; Nicole Dozier, Planning Community Director.; Talisha Clark, Procurement Manager; Dorothy Roper-Jackson, Court Director; James Shelby, Project Manager; Michelle Hood, Deputy City Clerk; Brandon Criss, Police Chief; and Danielle Matricardi, City Attorney.

ADOPTION OF THE CONSENT AGENDA WITH ANY ADDITIONS / DELETIONS: none

ADOPTION OF THE AGENDA WITH ANY ADDITIONS / DELETIONS:

It was moved to adopt the agenda as printed

Motion made by Councilmember James, Seconded by Councilmember Mears.

Voting Yea: Councilmember James, Councilmember Akins-Wells, Councilmember Mears

CONSENT AGENDA: none

OLD BUSINESS: none

NEW BUSINESS:

1. Council Discussion on Approval of the 2025 City Council Meetings Calendar-Executive Offices

Background/History:

Section 2.20 of the City Charter states, "The city council shall hold regular meetings at a stated time and place by ordinance by not less than twice a month." The City of Forest Park typically holds council meetings on the 1st and 3rd Mondays. However, the dates highlighted in red indicate meetings that will be held on the 1st Tuesday when a national holiday falls on a Monday. Staff is seeking approval of the 2025 city council meeting calendars.

2. Council Discussion on Approval of the 2025 City Council Holiday Calendar-Executive Offices

Background/History:

The Holiday Calendar provides a schedule of official holidays observed by the city, detailing dates when city offices will be closed, and services may be limited. This calendar helps residents and employees stay informed about holiday closures and any adjustments to city services, including trash collection, public works, and recreational facilities. Accessible on the city's website, the calendar is regularly updated to reflect changes in observances or city operations.

City Manager Clark noted that the personal day allotted to employees needs to be added to the calendar. He stated that Christmas Eve was on a Wednesday, and Christmas Day was on a Thursday. He asked how it was handled when the holiday fell like that.

Comments/Discussion from Governing Body:

Councilmember James asked for his recommendation.

City Manager Clark noted giving the employees the Friday as well, or the alternative is to use their personal day that Friday. He said employees usually use their personal day for a mental break from the city.

Mayor Butler asked about New Year's Eve and News Day.

City Manager Clark noted the city works on New Year's Eve, and New Year's Day falls on Thursday.

Mayor Butler asked if he is proposing they have that Friday off as well.

City Manager Clark noted that it is the pleasure of the governing body. He said he does not know how this city has handled it but has seen it done in several different ways.

Councilmember Mears asked how it would affect emergency services and if there was a certain number of days they had to be there.

City Manager Clark noted it is a decision of the governing body, but the calendar is part of the city code. Mr. Clark noted they still get the holiday hours just not on the holiday.

Director Brown noted that if the holiday is on a Thursday, they would come back the next day. She noted that it is the decision of the governing body.

3. **Council Discussion on 3rd Party Data Review – IT Department**

Background/History:

As part of the review of our security footprint, we are asking a 3rd party vendor to complete an analysis of City Hosted Data. The review of this data is to evaluate for any PII (Personally Identifiable Information) hosted within our data footprint.

4. **Council Discussion to accept the Thriving Communities Grant funding through Norfolk Southern -Planning Community Development**

Background/History:

The Planning and Community Development department has applied for the Thriving Communities Grant program (Request ID: 95288529) through Norfolk Southern for City Park Master Improvement projects. This grant has been approved and will be awarded in the amount of \$50,000.00. The approved funds will be utilized for direct program and project support and a tax acknowledgement will need to be completed within 90 days, and the impact/outcomes report within 180 days, of receiving the grant.

Director Dozier noted they were awarded the \$50,000 grant to use as part of our city master Parks program. She said the intent is to utilize the funding to purchase equipment for the parks as part of an initial to improve the parks in the city.

Comments/Discussion from Governing Body:

Councilmember Mears asked if it included the pocket parks.

City Manager Clark noted they did not Bill Lee nor Starr Park, he stated they will contribute these funds to the project. He noted this is just to allow them to accept the award and amend the budget if necessary.

5. **Council Discussion for Approval to Enter into a contract for Construction Manager At Risk (CMAR) Services for the New City Center: Procurement/Executive Office**

Background/History:

The City of Forest Park is planning a new City Center facility to include the City Administration, Police Headquarters, Municipal Court, and Recreation Department, as well as below grade structured parking. Site work shall include, but is not limited to, all associated grading, utilities, erosion control, paving and landscaping. The awarded Construction Manager at Risk (CMAR) firm will manage the construction, provide technical review during the pre-construction period, and provide cost evaluation assistance to the City. The CMAR firm will assume responsibility for project construction costs by issuing a guaranteed maximum price (GMP), which will be a contractual obligation. The CMAR firm will develop an overall final project schedule, which will be a contractual obligation. In addition, the CMAR firm will be responsible for methods of construction, safety, and the scheduling and coordination of the work of all construction and

miscellaneous contracts required for completion of the project within its established budget and schedule. Four (4) proposals were received, and after evaluation of the technical and cost proposals, the dedicated Evaluation Committee recommends awarding the project to the following highest scoring vendor: **Carroll Daniel Construction**.

Talisha Clark, Procurement Manager, noted they received four proposals. Three of those proposals remained responsive and made it through the full scoring process. They conducted interviews with all three firms, and Carol Daniel Construction was the highest-scoring proposer after the interviews. Their references came back with solid 10s on all three that they provided.

Ernest Ellis, CEO of Fs 360, noted they are here to present an overview of our approach and the team's experience. He said they can bring forth what they believe would be an outstanding outcome for the entire community in Forest Park. He noted we have the expertise and the collaborative team, and with the experience with the architectural firm, precision planning that will bring forth the necessary experience, the work history, to make sure that they exceed expectations, not only for the city leadership but for the community as well, with regards to local participation. He noted that they have the maximum number of subcontractors working on this project who are citizens of this community, that are diverse, and capable. He said they have demonstrated work history and experience across both of the companies, first of which, with regards to my company, some of you may or may not know Fs 360 is a Forest Park task order contractor.

Kevin Thomas, Project Executive, noted he will oversee the day-to-day activities to ensure this project goes smoothly. He said they have experience with architecture and precision planning. He noted that is what they provide at Carol, Daniel. He stated he would be involved from day one to ensure they walk through the process as the complete life cycle begins. He said it would be a project of him and his team trying to ensure they get the best value for your project. Managing costs is a big thing. He stated they are a CMR risk contractor, and they make hard bids. He noted it allows them to keep the pulse on what's happening with the other contractors to ensure you're getting the best value. Mr. Thomas stated that they have financial transparency and that they are a team. He said they want to be a part of your team to ensure that everybody understands what you're paying for and that the products they want in your project are being put in.

Mr. Clark noted he thinks they should talk about cost.

Talisha Clark noted Carol Daniels came in with the lowest cost. They cut their costs from 3.4 million to 2.7 million. She said their pre-construction fee is 25 thousand and will be waived at the start of the contract start. She stated the construction fee is 1.9 million, which is lower than the other vendors.

City Manager Clark noted that they changed the format of how they put out the different companies that bid within the package. He stated he knew that Carol did the outreach two weeks ago but did not think it was sufficient for Forest Park. He believes it would be better to leverage the city PIO office to publish such an event and have it at the city facilities so any individual can understand how they can participate in the process.

Talisha Clark noted that once the governing body chooses to approve, they will work with legal to write up a contract and schedule a notice to proceed meeting.

Councilmember James stated she knows staff do a great job with their selection to get the appropriate people to do work within the city and wanted to thank them for doing what they do.

Mr. Clark asked if they could explain how the meetings work.

Mr. Thomas noted that they have several set vendors with which they deal. He said that they publish on their Facebook and LinkedIn pages, which many of the vendors follow. He noted that they get to know the people and have them complete the paperwork to become part of their sub list. They make sure they can do the job and get them paired up.

Mr. Ellis noted he is the president of the National Minority Association for Contractors here in Atlanta. He noted it is essential that they create contract opportunities. He said it is to put contractors in rotation for the long haul. They are there to help grow and develop these contractors.

Comments/Discussion from Governing Body:

Councilmember Akins-Wells thanked the team for putting this together and the presenters for thinking about their community, which has amazing, qualified people. She noted that it would mean a lot for them to be able to provide input on this huge project.

Councilmember Mears thanked them for the presentation. He noted his concern is reaching out to the smaller contractors that are just getting started. He said they will have to stay on top of them to ensure they continue to perform like they start out. Mr. Mears noted they have to be able to step in when things start falling off to make sure the project continues to run smoothly.

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

It was moved to recess into Executive Session at 6:36 p.m. for Personnel, Litigation, or Real Estate matters.

Motion made by Councilmember James, Seconded by Councilmember Mears.

Voting Yea: Councilmember James, Councilmember Akins-Wells, Councilmember Mears

It was moved to reconvene the work session at 7:01 pm

Motion made by Councilmember James, Seconded by Councilmember Akins-Wells.

Voting Yea: Councilmember James, Councilmember Akins-Wells, Councilmember Mears

ADJOURNMENT:

Mayor Bulter adjourned the meeting at 7:01 pm.

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