



CITY OF
FORESTPARK

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

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

The Honorable Mayor Gwendolyn 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

AGENDA

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. **REQUEST FOR ITEMS TO BE PLACED ON THE CONSENT AGENDA DURING THE REGULAR SESSION MEETING**
 1. **Council Approval of Surplus Items from the Public Works Fleet Department - Public Works**

Background/History:

The Public Works Department would like to declare the items listed in Exhibit A as surplus. The items listed are vehicles that are either broken or non-operable and are occupying space that can be better utilized to secure equipment that is operable. Also to be disposed of are a lot of miscellaneous used equipment that has been removed from surplus vehicles and is no longer compatible with newer vehicles (pictured).

2. **Council Approval of Hardware Refresh Purchase - Information Technology**

Background/History:

Every year, the Informational Technology (IT) department replaces approximately 25 percent of the City Computers as part of our 5-year refresh cycle. This is the purchase for this year's inventory as part of that refresh cycle. The equipment will be purchased from the CDW-G statewide contract #99999-001-SPD0000220-0004.

V. NEW BUSINESS

3. **Council Consideration to enter into a contract with NCB Incorporated for Grant Administration and Management Services: Finance Department - Finance**

Background/History:

The City of Forest Park sought proposals from qualified and experienced firms to provide comprehensive grant administration and management services. The selected firm will assist the City in identifying, researching, applying for, administering, and managing grant opportunities from federal, state, local, and private funding sources. These services are intended to enhance the City's ability to secure external funding, maximize available resources, and support strategic initiatives, capital improvement projects, infrastructure enhancements, community development programs, and other municipal priorities. This contract award will enable the City to proactively pursue grant opportunities and strengthen long-term financial sustainability through external funding sources.

Request for Proposals #2026-RFP-024 was publicly issued and eight (8) proposals were received. After the evaluation of technical and cost proposals based on the criteria outlined in the solicitation, the Evaluation Committee recommends award to the highest scoring proposer: NCB Incorporated, 4017 Moonlight Drive, Little Elm, TX. 75068

Amount Not To Exceed: \$80,000.00 – 2021 SPLOST Funds

4. **Council Consideration for Approval to enter into a contract with Onyx Media Services, Inc. for Audio Production Services: Recreation and Leisure Department - Recreation and Leisure**

Background/History:

The City of Forest Park sought proposals from qualified firms to provide professional audio production services for outdoor events at Starr Park. The selected firm will support city-sponsored concerts, festivals, community engagements, and other special events by providing professional audio equipment, generators, technical personnel set-up, operations, monitoring, and teardown services necessary to ensure high quality event sound production for outdoor events.

The contract is structured as an as-needed, indefinite quantity services contract, with no guarantee of a minimum amount of work. The initial contract term is for one (1) year with the option to renew it for up to two (2) additional one-year renewal terms, subject to mutual agreement. Services will be authorized through approved purchase orders or written event requests.

Request for Proposal #2026-RFP-027 was publicly issued and five (5) proposals were received. After the evaluation of technical and cost proposals based on the criteria outlined in the solicitation, the Evaluation Committee recommends award to the highest scoring proposer: Onyx Media Services, inc. 300 Long Creek Drive, Covington, GA. 30016

Estimated Amount: \$91,000.00 – General Fund – Special Events

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

VII. 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.