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 (Not Present)
Pauline Warrior, Chief of Staff
Vanessa Holiday, City Clerk
Danielle Matricardi, City Attorney

SUMMARY MINUTES

MEETING NOTICE

Council Meetings will be live-streamed and available on Forest Park's YouTube Channel

I. **CALL TO ORDER/WELCOME –** The meeting was called to order by Mayor Ellison 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 approve was made by Councilmember Akins-Wells; seconded by Councilmember James. The motion passed unanimously 5-0.

IV. **REQUEST FOR ITEMS TO BE PLACED ON THE CONSENT AGENDA DURING THE REGULAR SESSION MEETING –** Motion to approve Item #1, and Item #2 to be placed on the July 6, 2026 Consent Agenda was made by Councilmember Akins-Wells; seconded by Councilmember Gutierrez. The motion passed unanimously 5-0.

1. **Council Approval of Surplus Items from the Public Works Fleet Department** – Presented by: Alton Matthews, Public Works Director
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).

   Director Matthews noted the request is to approve the disposal of surplus items.

Councilmember James asked about the vehicles that were pictured in the Agenda Packet, and their location.

Director Matthews noted those beds were swapped out and were no longer of any use and are located on the public works ground.

2. **Council Approval of Hardware Refresh Purchase** – Presented by: Joshua Cox, Information Technology Director
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.

Director Cox noted the request is for the annual 25% refresh of computers, noting this is a budgeted item.

Councilmember James asked about the transition of computers that are being replaced.

Director Cox noted that the replacement is usually around five years, and the items will be noted as surplus, and brought before the Council disposal will be based on the directive from the City Council, which could be donations or other use.

Motion to approve Item #1, and Item #2 to be placed on the July 6, 2026 Regular Session Consent Agenda was made by Councilmember Akins-Wells; seconded by Councilmember Gutierrez. The motion passed unanimously 5-0.

V. **NEW BUSINESS**

3. **Council Consideration to enter into a contract with NCB Incorporated for Grant Administration and Management Services: Finance Department** – Presented by: Latisa Adams, Procurement Manager
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

Ms. Adams noted the funding source has changed from the 2021 SPLOST Funds to the General Funds Finance Department Professional Services & Consulting Fund.

Councilmember Wells asked if this position was going to write and administer the city's grants, asking if the city does not already have a position for those duties.

Ms. Adams stated the city does not.

Councilmember Gutierrez asked if the $80,000 is a flat rate, noting the company would receive that amount whether they produced grants or not.

Ms. Adams noted the company would pay at an hourly rate and would submit a quote for the fees to process a specific grant.

Councilmember Gutierrez asked Ms. Adams to confirm that the city would pay the grant company whether the grant is received or not.

Ms. Adamas confirmed.

Councilmember James asked if the city will be obligated to continue the contract or end it at any time, noting that Councilmember Akins-Wells is correct, that the City Council did approve a grants writer position, which was changed to a Business Analyst or Management Analyst position by the previous City Manager, noting her hopes would be to have an opportunity to express the concerns of the Council with the new City Manager when he comes on board regarding a grant writer position.

Ms. Adams stated the contract would only be for services as needed, and the grants writer would only provide services that the city has asked them to do.

Ms. Warrior noted for clarification, there was the assumption of that function under the Community and Planning Department, and as has been stated, there are staff members who are seeing grants for their departments, and that this position would be an opportunity to centralize grant writing services; and noted that as has been stated by the Procurement Manager, this position will allow for the city to be more responsive with grants as a primary focus.

Councilmember Gutierrez stated that he would prefer the city to have its own grant writer; and asked if there is a contract that will tie the city down with a minimum usage with this firm.

Ms. Adams stated there is not a minimum usage.

Councilmember Gunn asked if the funds would come from the SPLOST Funds.

Ms. Adams stated there was a funding change, and the funds will come from the General Fund, Finance Professional Services & Consulting Fees.

Ms. Warrior noted this is an initiative that was initiated by the Performance and Management Audit to be managed by the Finance Department.

Councilmember Akins-Wells stated that it was her understanding that the position was already in place for the city, and has been functioning in that manner, and would ask that the new City Manager review, and does not believe the city should enter into a contract for outside services when an approved position has already been created for grant writing services.

Mayor Ellison noted the Grant Writer position would allow someone to go out and seek grants in a consolidated manner on a full-time basis, and the city has been missing those opportunities.

Councilmember Akins-Wells asked what happens to those staff members who are currently providing grant writer services within their departments.

Ms. Warrior stated the employees are performing their regular job, and the grant writing is being added to it, and this would centralize grant writing, and would include all follow-up, reporting and statutory requirements related to grants, and referenced the federal grant(s) applied for recently, where there were a number of departments involved to seek congressional grant funding, noting the process consumes a lot of time, and would be on an as-needed basis.

Councilmember Gunn noted there a several departments currently seeking grants, including Fire, PW, and Community Development for example, however, the phrase as-needed keeps coming up is as well as hourly, and noted there are already individuals within the department who have insight and knowledge, whose time would now be freed up, and asked how this is going to feasibly work with the grant writing entity.

Ms. Adams stated this would open the city up to seeking out more grants that may not currently be known about and grow the city's grant portfolio financially; noting there are currently, LMIG, CDBG and a recurring Police grant.

Councilmember Gunn stated this is an item that needs to be reviewed by the incoming City Manager and agrees to Table for 2-3 weeks and asked if the item needs to be expedited.

Ms. Adams responded no, and that the item can be Tabled and noted she would reach out to the proposed firm and request the prices be held.

Councilmember Wells noted she agrees with the item being Tabled if it is the will of the Council, noting her confusion being she thought Ms. Warrior was performing grant duties, as was presented by the previous City Manager, and would like the new City Manager to take a look at the request.

Councilmember James stated that if the item is brought back to the Council for consideration to make sure the Council understands the financial impact, noting it is currently misleading as it shows the funding source to be SPLOST, and that it is budgeted for, and that is not accurate, and there needs to be a true accounting of the funding source.

Ms. Adams noted the SPLOST Fund was referenced due to several grants associated with the Starr Park and City Center projects and was submitted for legal review.

Attorney Matricardi stated SPLOST funds cannot be used for grant writing, and recommended staff allocate a different funding source.

4. **Council Consideration for Approval to enter into a contract with Onyx Media Services, Inc. for Audio Production Services: Recreation and Leisure Department** – Presented by: Talisa Adams, Procurement Manager
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

Ms. Adams noted the Parks and Recreation Department and Council Aides will collaborate to utilize production services; noted there were (5) proposals received.

Councilmember Gunn asked if a proposal was received from the previous provider.

Ms. Adams noted there were (5) five new solicitations received.

Councilmember Gutierrez asked if there were changes in the pricing.

Ms. Adams noted prices increased across the board and presented a best and final offer at $7,000 per event.

Councilmember Akins-Wells asked if it would be more feasible to invest in equipment owned by the city.

Ms. Adams noted that in-house services would require additional personnel, setup, and breakdown, and that it is more cost-effective to use outside sources.

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

Motion to convene Executive Session at 6:27 p.m. for Personnel, Litigation, Real Estate or Cyber Security was made by Councilmember James; seconded by Councilmember Akins-Wells. The motion passed unanimously 5-0.

Motion to adjourn Executive Session and reconvene the meeting and sign an Affidavit with Action was made by Councilmember Akins-Wells; seconded by Councilmember Gunn. The motion passed unanimously 5-0.

VII. **ADJOURNMENT** – Mayor Ellison adjourned the meeting at 7:06 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:

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Vanessa Holiday, City Clerk	Gwendolyn Ellison, Mayor