



CITY OF
FORESTPARK

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

Monday, August 17, 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 Delores A. Gunn
The Honorable Hector Gutierrez The Honorable Latresa Akins-Wells
The Honorable Allan Mears
Carl Geffken, City Manager
Vanessa Holiday, City Clerk
Danielle Matricardi, City Attorney

AGENDA

VIRTUAL 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. **COUNCIL DISCUSSION: REQUEST FOR ITEMS TO BE PLACED ON THE CONSENT AGENDA DURING THE REGULAR SESSION MEETING**
 1. **Consent Agenda - Request for Blanket Purchase Orders - Public Works**
Background/History:
As part of our ongoing efforts to streamline the procurement process, the following contracted or sole source vendors are being presented to create Blanket Purchase Orders for FY 2026/2027:
Contract with Waste Management \$1,522,500.00 Sanitation Services. Funding Source: 540-72-4520-52-3000
Cooperative DOAS Statewide Contract with Boswell Oil \$600,000.00 Purchase of Fuel/Oil. Funding Source: 100-27-4900-53-1270
 2. **Council Consideration to adopt the Local Government Records Retention Schedule in accordance with O.C.G.A. § 50-18-90. - Office of the City Clerk**
Background/History:
A local government or state agency in Georgia adopts a Records Retention Schedule via a formal legal resolution. This action complies with the Georgia Records Act (O.C.G.A. § 50-18-90) and binds the entity to official destruction and maintenance guidelines set by the Georgia Archives. Core Components of a Retention Resolution Legal Authority: Cites O.C.G.A. § 50-18-90 to establish a compliant records management program.

Schedule Adoption: Formally incorporates state-approved paper and electronic retention timetables provided by the Georgia Archives. Assigns the City Clerk to oversee compliance and coordination.

Destruction Prohibition: Prohibits the disposal of any public record outside the parameters of the designated retention schedule.

Public Inspection: Requires a certified copy of the schedule to remain accessible for public review in the clerk's office.

V. OLD 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 – General Funds - Finance Consulting 100.22.1510.52.1002.

VI. NEW BUSINESS

4. **Council Approval of an Ordinance amending certain department names and establishing the office of the city clerk as a separate department. - Attorney Background/History:**

Sec. 2-3-1. - Departments established.

(a) The following departments of the city are hereby established:

- (1) Economic Development;
- (2) Finance;
- (3) Fire and Emergency Management Service;
- (4) Human Resources;
- (5) Planning and Community Development;
- (6) Public Works;
- (7) Police;
- (8) Recreation and Leisure Services;
- (9) Information Technology;
- (10) Municipal Court; and
- (11) Code Compliance; and
- (12) Office of the City Clerk

5. **Council Consideration to approve FY26/27 Budget Amendment #6 - Finance**

Background/History:

BACKGROUND / DISCUSSION

The proposed amendment reflects the City's ongoing commitment to proactive financial management, responsible stewardship of public resources, and alignment of departmental appropriations with current operational priorities. These adjustments are consistent with the City's budget review process and are intended to support accurate financial reporting, compliance with adopted budgetary standards, and effective management of departmental resources.

Budget Amendment #6 reflects departmental changes implemented by City Manager Carl Geffken, at the request of City Council, to ensure that the City's organizational structure, staffing resources, and appropriations remain aligned with current operational priorities.

As part of the City's regular budget monitoring and forecasting process, the Finance Department reviewed departmental expenditure and personnel needs and identified the adjustments necessary to properly align the adopted budget with current operational requirements.

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

VIII. **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.