



CITY OF
FOREST PARK

**CITY OF FOREST PARK
BEAUTIFICATION COMMITTEE REGULAR MEETING**

Monday, August 24, 2026 at 5:30 PM
785 Forest Parkway, Forest Park, GA 30297

[City Website](#)

Phone (404) 366.4720

**PLANNING & COMMUNITY
DEVELOPMENT**

785 Forest Parkway
Forest Park, GA 30297

AGENDA

Ann Keith, Chair
Lashawn Boykin, Co-Chair
Cynthia Bacon, Secretary
Lois Wright, Member
Willis Freeman, Member

Onesia Scott, Code Enforcement Supervisor
Latrice Miller, Staff Assistant
Derrell Whitehead, Police Captain

MEETING NOTICE:

I CALL TO ORDER/WELCOME

II APPROVAL OF MINUTES

1. **Review and approve July 27, 2026, meeting minutes**

III OLD BUSINESS

2. Neighbors Helping Neighbors Initiative

- Discuss resident applications and nominations.
- Discuss services and the number of residents to be assisted.
- Discuss volunteers, supplies, and funding.

3. Public Information & Marketing

- Discuss the program flyer and application.
- Discuss social media, City websites, and other outreach.

- Discuss online applications and QR code.

4. City Council Presentation

- Discuss presenting the initiative to Mayor and City Council.
- Discuss City support, funding, and possible grants.

IV NEW BUSINESS

5. School & Community Outreach

- Discuss school programs, career days, and student involvement.

6. Upcoming Community Events

- Discuss Beautification Committee participation and volunteer opportunities.

7. Publicity & Communications

- Discuss promotion through the City newsletter, website, and social media.

V ACTION ITEMS

8. Finalize flyer and application

9. Follow up on City Council presentation

10. Discuss next steps and responsibilities

VI ADJOURNMENT

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 404-366-1555.

CITY OF FOREST PARK
BEAUTIFICATION COMMITTEE
MEETING MINUTES

Date: July 27, 2026

Time: 5:35 PM – 6:38 PM

Location: 785 Forest Parkway, Forest GA 30297

I. CALL TO ORDER

The meeting of the City of Forest Park Beautification Committee was called to order at **5:35 PM**.

Members and participants present included committee members, Captain Whitehead, Staff Assistant Latrice Miller, and Public Information Officer Javon Lloyd. Ann Keith, Lashawn Boykin, and Lois Wright

Cynthia Bacon and Willie Freeman were noted as absent.

II. APPROVAL/REVISION OF PREVIOUS MINUTES

The Committee discussed revisions to the previous meeting minutes. It was clarified that the Committee had previously voted on the Chair and Co-Chair positions.

The Committee also discussed the Secretary position and the opportunity for a committee member to serve as Secretary.

III. OLD BUSINESS

A. Neighbors Helping Neighbors Initiative

The Committee continued its discussion of the **Neighbors Helping Neighbors Initiative**, which is intended to connect residents, volunteers, and local businesses to provide assistance to Forest Park residents who may need help with basic property beautification and maintenance.

Potential services discussed included:

- Lawn mowing and yard maintenance
- Trash and debris removal
- Pressure washing
- Gutter assistance

- Other minor property beautification needs

The Committee discussed allowing residents to self-nominate or allowing others to nominate residents with their consent.

Members discussed the importance of establishing clear eligibility and selection procedures. The Committee also discussed limiting the number of properties served so that the program can begin on a manageable scale.

The Committee discussed the possibility of serving a limited number of residents per ward or beginning with a small pilot program before expanding.

B. Public Information Officer Presentation

Public Information Officer **Javon Lloyd** provided guidance regarding marketing and public outreach for the initiative.

Mr. Lloyd explained that citywide mailers can be very expensive because the City must pay for printing, mailing, and postage. Rather than immediately using a citywide mail campaign, he recommended utilizing lower-cost communication methods.

Recommended outreach methods included:

- A professionally designed flyer
- City social media platforms
- The City website
- Constant Contact
- Flyers placed at City facilities
- Flyers distributed by Code Compliance staff
- QR codes and online application links
- Printed applications for residents who prefer paper

Mr. Lloyd stated that Constant Contact can reach approximately **18,000 recipients**.

He recommended that the flyer clearly identify the **who, what, where, when, and why**, along with contact information and an application deadline.

C. ONLINE APPLICATION

The Committee discussed creating an online application for residents who wish to participate in the program.

Mr. Lloyd recommended using **Cognito Forms** or a similar online form system. The form could be accessed through a QR code or web link included on the flyer.

The online system would allow the City to track applications and provide information to a centralized coordinator.

Paper applications would also be made available at City Hall and through Code Compliance staff for residents who do not wish to apply online.

The Committee discussed the importance of identifying a centralized point of contact to receive and organize applications and communicate information to the Committee.

D. VOLUNTEER RECRUITMENT

The Committee discussed the need to recruit volunteers before beginning the program.

Potential volunteer sources included:

- Local churches
- Schools and student organizations
- Community organizations
- Local businesses
- Residents
- Community service participants

The Committee discussed the possibility of providing opportunities for students or individuals completing community service hours to assist with approved beautification projects.

The Committee agreed that the number of projects should be based, in part, on the number of available volunteers.

IV. NEW BUSINESS

A. CITY COUNCIL PRESENTATION AND FUNDING

The Committee discussed presenting the Neighbors Helping Neighbors Initiative to the **Mayor and City Council** before formally launching the program.

Mr. Lloyd recommended that the Committee first make City leadership aware of the initiative and request the City's support.

The Committee discussed the possibility of requesting additional funding for:

- Supplies
- Equipment
- Volunteer support
- Project materials
- Other program-related expenses

The Committee also discussed potential grant opportunities, including Clayton County grant resources.

It was recommended that the Committee begin with a small pilot program and use successful projects as examples when requesting additional funding in the future.

B. SCHOOL AND YOUTH OUTREACH

The Committee discussed the possibility of working with local schools to educate students about community pride, litter prevention, proper trash disposal, and civic involvement.

Mr. Lloyd recommended contacting the appropriate City departments and Council members who already work with local schools.

The Committee discussed potentially having representatives from:

- Beautification
- Code Compliance
- Public Works
- Police Department

participate in school programs, career days, and other educational opportunities.

C. COMMUNITY EVENTS AND PUBLIC INFORMATION

The Committee also discussed the City's existing Public Information request process.

Members were encouraged to submit photographs from Beautification Committee activities for possible use in:

- City newsletters
- Social media

- The City website
- Other City communications

The PIO indicated that existing Beautification Committee flyer templates may be updated and reused for future events.

ADJOURNMENT

The meeting was **adjourned at 6:38 PM.**