



CITY OF
FORESTPARK

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

Tuesday, September 8, 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. PRESENTATION

1. Millage Rate Presentation - Finance

Background/History:

The City of Forest Park has tentatively adopted a 2026 millage rate, which will require an increase in property tax by 10.34 percent due to property values increasing. Even though the City of Forest Park proposes to keep the millage rate at 16.74 mills, the increase in property values results in a property tax increase.

This tentative increase will result in a millage rate of 16.74 mills, an increase of 1.49 percent. Without this tentative increase, the millage rate would be no more than 2.5 mills. The proposed tax increase for a home with a fair market value of \$100,000.00 is approximately 9.96%.

V. NEW BUSINESS

2. Council Consideration to approve Minister's Association Day of Prayer - Recreation and Leisure

Background/History:

The Forest Park Minister Association is looking to host their annual Day of Prayer on the 19th of September in Starr Park and the amphitheater. This event will consist of prayer, worship and praise. The Minister Association is requesting to use the amphitheater at no cost.

3. **Council Consideration to approve Blanket Purchase Orders for IT Department - REQUEST TO PLACE THE ITEM(S) ON THE REGULAR SESSION CONSENT AGENDA**

- Information Technology

Background/History:

As part of our ongoing efforts to streamline the procurement process, the following cooperative contracted vendors are being presented to create Blanket Purchase Orders (BPOs) for FY26/27:
Interdev – \$342,000 (email hosting & IT support licensing) – Fund:100-24-1535-52-3203
Net2Atlanta – \$120,000 (internet services) – Fund:100-24-1535-52-3203
Ring Central - \$66,000 (phone services) - Fund:100-24-1535-52-3202

4. **Council Consideration to approve Blanket Purchase Orders for the Planning & Community Development Department - REQUEST TO PLACE THE ITEM(S) ON THE REGULAR SESSION CONSENT AGENDA - Planning and Community Development**

Background/History:

This is a housekeeping item requesting approval of a blanket purchase order in the amount of \$97,000 for NOVA Engineering & Environmental for building and inspection services. These services support the Planning & Community Development Department's ongoing efforts to provide timely plan review and building inspections, ensure compliance with applicable building codes and safety regulations, and support construction and development activity throughout the City.

5. **Council Approval of 3-month extension of the Janitorial Services contracts with At Trash, Inc. and KleanPro, Inc. - REQUEST TO PLACE THE ITEM(S) ON THE REGULAR SESSION CONSENT AGENDA - Public Works**

Background/History:

The City currently maintains contracts for janitorial services with At Trash, Inc. and KleanPro, Inc. to provide routine cleaning and related services for designated City facilities. These contracts are scheduled to expire on September 30, 2026. The Public Works Department and Procurement have completed the solicitation and bid submission phase for the new janitorial services contract and are currently evaluating the bid responses received. Following completion of the evaluation process, Procurement will proceed with the award recommendation, required approvals, and execution of the new contract(s). To allow sufficient time to complete the evaluation, award, approvals, and contract execution process while maintaining uninterrupted janitorial services at City facilities, staff recommend extending the existing contracts for an additional three (3) months, through December 31, 2026.

6. **Council Consideration to approve Case #TA-2026-03 Text Amendment for Title 8 – Planning and Development, Chapter 3 – Signs, Article A – General Provisions, Section 8-3-16 – Nonconforming Signs of the City of Forest Park Code of Ordinances. - Planning and Community Development**

Background/History:

The Planning & Community Development Department is proposing a Text Amendment to strengthen and clarify the City's regulations governing nonconforming signs and support ongoing efforts to improve the overall aesthetic character and visual appearance of the City.

Under the City's current regulations, certain nonconforming signs may retain their legal nonconforming, or "grandfathered," status and allow the substitution or interchange of sign panels.

The proposed amendment revises subsection (2) to clarify that these grandfathering rights apply only to the same business, tenant, occupancy, or use for which the sign was originally established.

The amendment also adds subsection (3)(e), establishing that a change in tenant, occupancy, or principal use terminates the sign's legal nonconforming status and requires the sign to be removed or brought into compliance with current City sign regulations.

Case #TA-2026-03 was presented to the Planning Commission on August 20, 2026, and was approved for recommendation to Mayor and Council.

7. **Council Consideration to Authorize Transmittal of the Capital Improvements Element (CIE) for the City's Development Impact Fee Program - Planning and Community Development**

Background/History:

The City of Forest Park is currently developing a Development Impact Fee Program to ensure that new growth and development contributes its proportionate share toward the cost of public facilities and infrastructure needed to serve that growth. As part of this process, the City has prepared a Capital Improvements Element (CIE), which is a required component of the Comprehensive Plan for local governments seeking to impose development impact fees in accordance with the Georgia Development Impact Fee Act (DIFA).

The CIE identifies projected capital facility needs associated with future growth, establishes applicable service areas and levels of service, and provides a schedule of eligible capital improvements and anticipated funding sources. The CIE serves as the planning foundation for the City's proposed Development Impact Fee Program and will support the subsequent calculation and administration of development impact fees.

Prior to final adoption, the draft CIE must undergo the required regional and state review process. In accordance with Georgia Department of Community Affairs (DCA) planning requirements, the governing body must take official action authorizing transmittal of the draft CIE to the Atlanta Regional Commission (ARC) and DCA for review and comment.

This agenda item requests Mayor and Council approval of a resolution authorizing the transmittal of the City's draft Capital Improvements Element to ARC and DCA for the required review. Approval of this item authorizes transmittal for review and does not constitute final adoption of the CIE or the Development Impact Fee Program. Following completion of the review process and incorporation of any necessary revisions, the CIE will be brought back before Mayor and Council for consideration of final adoption.

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.