



**CITY OF FOREST PARK MAYOR & COUNCIL
CITY COUNCIL WORK SESSION**

Tuesday, July 06, 2021 at 6:00 PM
Council Chambers and YouTube Livestream

Website: www.forestparkga.gov
Phone Number: (404) 366.1555

FOREST PARK CITY HALL
745 Forest Parkway
Forest Park, GA 30297

AGENDA

The Honorable Mayor Angelyne Butler, MPA

The Honorable Kimberly James The Honorable Dabouze Antoine
The Honorable Hector Gutierrez The Honorable Latresa Akins-Wells
The Honorable Allan Mears

Dr. Marc-Antonie Cooper, City Manager
S. Diane White, City Clerk
Mike Williams, City Attorney

VITURAL NOTICE:

To watch the meeting via YouTube click <https://bit.ly/3c28p0A>

CALL TO ORDER/WELCOME:

ROLL CALL - CITY CLERK:

CITY MANAGER'S REPORT: Dr. Marc-Antonie Cooper, City Manager

COVID-19 UPDATE: Deputy Fire Chief Clemons

OLD BUSINESS:

1. **Intact Consulting Services** - Marcia Ridley

Background & Summary:

Ms. Ridley was approved to conduct the City's 2021 Municipal Elections and will give Council a presentation on her company. This is for discussion only.

NEW BUSINESS:

2. Council Discussion on Approving to Continue the Stipends for First Responders during COVID-19 Crisis - City Manager

Background/History:

The City Council of Forest Park, GA approved on March 27, 2020, a stipend of an additional \$75.00 weekly for First Responders (Firefighters/EMS, Police Officers and Dispatchers) at the forefront of the coronavirus pandemic. The stipend was set to end at the lifting of the COVID restrictions for the city. While the restrictions have been lifted the COVID-19 crisis continues worldwide, and our first responders are still on the front of the pandemic. I am requesting that the Governing Body approve a continuation of this stipend until December 31, 2021.

Cost: \$90,000 weekly (\$216,000 6mos total) Budgeted for: Yes ____ No X

Financial Impact:

The funds can be use from COVID-19 and American Rescue funds to be allocated to the City.

3. Council Discussion on Approving a Revised Policy for City of Forest Park Proclamation Request - City Manager

Background/History:

Among the many ceremonial functions of the office of Mayor is recognizing and honoring people, events, activities, organizations, issues, etc. through the issuance of formal proclamations. A city proclamation is the highest honor bestowed from the City of Forest Park and the goal is to recognize and celebrate the extraordinary achievements of local citizens and non-profit organizations, honor occasions of importance and significance, and to increase public awareness of issues to improve the well-being of the Citizens of Forest Park.

The purpose of this item is to establish policy and procedures to formalize requests for Proclamations from the City of Forest Park and their issuance.

4. Council Discussion on Approving a Code of Conduct Ordinance - City Manager

Background/History:

An ordinance of the City of Forest Park, Georgia to include a code of conduct within the code of ethics for officials.

This governing body is composed of individuals with a wide variety of backgrounds, personalities, values, opinions, and goals. Despite this diversity, each governing body member has chosen to serve in public office to preserve and protect the present and the future of the city of Forest Park. This common goal should be acknowledged even as governing body members may "agree to disagree" on contentious issues.

It is for the purpose stated above that the attached Code of Conduct Ordinance is brought forth for discussion and approval of the City Council.

5. Council Discussion on Candidates for the Development Authority Board - Bruce Abrahams, Economic Development Director and Marc-Antonie Cooper, City Manager

Background/History:

Candidates for consideration for appointment to the Development Authority Board (DA). There is only one (1) vacancy on this board.

The candidates are:

Felecia Davis

Blake Joiner

Jacklyn Faith

Yasmino Julio

Tyree Nunez

Bennett Joiner

EXECUTIVE SESSION: (When an Executive Session is required, one will be called for the following issues: Personnel, Litigation or Real Estate)

ADJOURNMENT:

In compliance with the Americans with Disabilities Act, those requiring accommodation for Council meetings should notify the City Clerk's Office at least 24 hours prior to the meeting at 404-366-1555.

File Attachments for Item:**2. Council Discussion on Approving to Continue the Stipends for First Responders during COVID-19 Crisis** - City Manager**Background/History:**

The City Council of Forest Park, GA approved on March 27, 2020, a stipend of an additional \$75.00 weekly for First Responders (Firefighters/EMS, Police Officers and Dispatchers) at the forefront of the coronavirus pandemic. The stipend was set to end at the lifting of the COVID restrictions for the city. While the restrictions have been lifted the COVID-19 crisis continues worldwide, and our first responders are still on the front of the pandemic. I am requesting that the Governing Body approve a continuation of this stipend until December 31, 2021.

Cost: \$90,000 weekly (\$216,000 6mos total) Budgeted for: Yes ____ No X

Financial Impact: The funds can be use from COVID-19 and American Rescue funds to be allocated to the City.

CITY OF
FORESTPARK

City Council Agenda Item

Subject: Stipends for First Responders during COVID-19 Crisis

Submitted By: Dr. Marc-Antonie Cooper

Department: Executive Offices

Date Submitted: 6/23/2021

Work Session Date: 7/06/2021

Council Meeting Date: 7/06/2021

Background/History:

The City Council of Forest Park, GA approved on March 27, 2020, a stipend of an additional \$75.00 weekly for First Responders (Firefighters/EMS, Police Officers and Dispatchers) at the forefront of the coronavirus pandemic. The stipend was set to end at the lifting of the COVID restrictions for the city. While the restrictions have been lifted the COVID-19 crisis continues worldwide, and our first responders are still on the front of the pandemic. I am requesting that the Governing Body approve a continuation of this stipend until December 31, 2021.

Cost: \$ 90,000 weekly (\$216,000 6mos total)

Budgeted for: _____ **Yes** X **No**

Financial Impact:

The funds can be use from COVID-19 and American Rescue funds to be allocated to the City.

Action Requested from Council:

Approval by Council at the Regular Meeting

75.00 (file)

To: Director Th
4-6-20

Item #2.



City of Forest Park

DEPARTMENT OF POLICE SERVICES
Interim City Manager/Chief Nathaniel Clark

In your address. 1

MEMORANDUM

To: Mayor Angelyne Butler
All City Council Members

From: Interim City Manager/Chief Nathaniel Clark

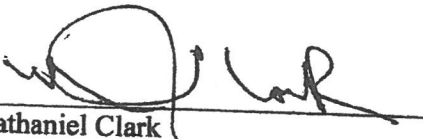
Date: March 27, 2020

RE: Stipends for First Responders during COVID-19 Crisis
(Firefighters/EMS, Police Officers and Dispatchers)

Due to our current State of Emergency (national, state and local) and our dedicated First Responders (Firefighters/EMS, Police Officers and Dispatchers) that are at the forefront of the coronavirus pandemic, nevertheless they continue to go the extra mile in order that our citizens and guests receive the best results. I am hereby requesting during the State of Emergency that the Governing Body approve paying the aforementioned personnel a stipend of an additional \$75.00 weekly retroactive March 16, 2020.

It is of the utmost importance that we provide any relief we can to our front-line employees to ease burdens at home while they continue to come to work and deliver services that's second to none on behalf of our citizens and guests.

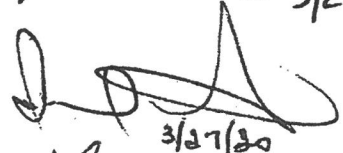
Thanking you in advance.

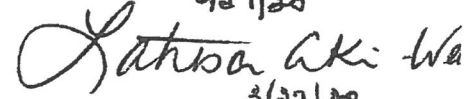

Nathaniel Clark
Interim City Manager/Chief of Police


3/27/20


3/27/20


3/27/2020


3/27/20


3/27/20

PAYROLL NO#: 01 CITY OF FOREST PARK, GA

PA ES: Include: FLAT

ES: 6/17/2021 THRU 6/17/2021

Item #2.

EMP NO# 01-3291

NAME CLARK, NATHANIEL

NO# TIMES PAID 1

HOURS

AMOUNT 75.00

*** REPORT TOTALS ***

1

75.00

*** G/L ACCOUNT TOTALS ***

G/L ACCOUNT

ACCOUNT NAME

AMOUNT

HOURS

100 21-1320-51-1101 SALARIES

75.00

*** FUND 100 TOTALS ***

75.00

*** GRAND TOTALS ***

75.00

0. C

75.00 +

4,440.00 +

15.00 -

825.00 +

900.00 +

2,775.00 +

9,000.00 T+

0. C

6/22/2021 1:51 PM
 PAYROLL NO#: 01 CITY OF FOREST PARK, GA
 ES: Include: FLAT
 PT: 100-31 POLICE SERVICES
 ES: 6/17/2021 THRU 6/17/2021

Item #2.

EMP NO#	NAME	NO# TIMES PAID	HOURS	AMOUNT
01-3497	ALIEN, BRAUN K	1		75.00
01-3701	ARNOLD II, JIMMIE A	1		75.00
01-3675	ASKREW III, JESTER	1		75.00
01-3034	AVERHART, CURTIS L	1		75.00
01-3669	BAILEY, SHARAYA L/c	1		75.00
01-3037	BAILEY, TODD A	1		75.00
01-3948	BISHOP, DOMINIQUE D L/c	1		75.00
01-3664	BRUNSON SR., MICHAEL	1		75.00
01-3109	CANTRELL, RAQUELLE T	1		75.00
01-3299	COLEY-HEBRON, ANGELIC D	1		75.00
01-3166	COLVIN, MARCUS	1		75.00
01-3665	CRUZIEON, JOSHUA	1		75.00
01-3259	CUTLER, NINA A	1		75.00
01-3187	DANIEL, RAYMOND L	1		75.00
01-3661	DAS, SAGAR	1		75.00
01-3188	DEAK JR., JAMES B	1		75.00
01-3193	DEWINTER, ROBERT W	1		75.00
01-3353	EDWARDS, TYLER D	1		75.00
01-3670	ELIS, ISAIH	1		75.00
01-3674	ESTRADA, MIGUEL A	1		75.00
01-3122	FARRELL, TYLER A	1		75.00
01-3053	FIELDS, LIA N	1		75.00
01-3004	FOSTER, THOMAS J	1		75.00
01-3219	FREEMAN, WALTER C	1		75.00
01-3119	GENTRY, CHARLES M	1		75.00
01-3554	GLADDEN, TODD W	1		75.00
01-3184	GONZALEZ, JEREMY A	1		75.00
01-3949	GRAY, MELLISSA L	1		75.00
01-3232	GRAY, NATHAN W	1		75.00
01-3330	GREEN, CRYSTAL L	1		75.00
01-3958	GREENE II, DELI	1		75.00
01-3955	HALL II, JOHNNY	1		75.00
01-3663	HOLLAND, KELIE H	1		75.00
01-3297	HUSTON, KASIE L	1		75.00
01-3124	ITER, RAMSEY K	1		75.00
01-3156	JACKSON, SIDNEY D	1		75.00
01-3671	JAMES, SHARESE	1		75.00
01-3672	JOHNSON, SANDRA	1		75.00
01-3254	JOHNSON, SHEENA E	1		75.00
01-3765	KEMPE, JASON E	1		75.00
01-3164	KOTH, SARA	1		15.00
01-3953	LEWIS, BRIAN D	1		75.00
01-3498	LIEBERT, JEFFREY	1		75.00
01-3950	MALONE, MARVIN L	1		75.00
01-3031	MEHAN, RICHARD R	1		75.00
01-3957	MORGAN, ANFERNEE K	1		75.00
01-3662	MOSS JR, NORRIS	1		75.00
01-3943	PRINCIPE, MATTHEW C	1		75.00
01-3666	RAMOS, DARRIUS A	1		75.00

PAYROLL NO#: 01 CITY OF FOREST PARK, GA

PA

ES: Include: FIAT

PT: 100-31 POLICE SERVICES

ES: 6/17/2021 THRU 6/17/2021

Item #2.

EMP NO#	NAME	NO# TIMES PAID	HOURS	AMOUNT
01-3951	RICHARD, PORTIA L	1		75.00
01-3364	SAMPLES, STEPHANIE S	1		75.00
01-3959	SIMMONS, BRITTANY	1		75.00
01-3144	SLOAN, CHRISTOPHER A	1		75.00
01-3401	SPARKS, BRITTNEY R	1		75.00
01-3954	THICKLEN, TEREIL S	1		75.00
01-3233	WHITEHEAD, DERELL D	1		75.00
01-3295	YEH, CHARLES	1		75.00
01-3154	YERNACK, CHARLES H	1		75.00
01-3660	ZACHERY, BRANDON	1		75.00
01-3155	ZACKERY, ALYSSA M	1		75.00

*** DEPARTMENT TOTALS *** 60 4,440.00

*** REPORT TOTALS *** 60 4,440.00

*** G/L ACCOUNT TOTALS ***		
G/L ACCOUNT	ACCOUNT NAME	AMOUNT
100 31-3210-51-1101	SALARIES	4,440.00
*** FUND 100 TOTALS ***		4,440.00
*** GRAND TOTALS ***		4,440.00

PAYROLL NO#: 01 CITY OF FOREST PARK, GA

PA ES: Include: FLAT

PT: 100-32 E911 COMMUNICATIONS

ES: 6/17/2021 THRU 6/17/2021

Item #2.

EMP NO#	NAME	NO#	TIMES PAID	HOURS	AMOUNT
01-3027	APPIEWHITE, KARINA M	1	1		75.00
01-3243	BAILEY, STARLETT D	1	1		75.00
01-3239	CAPPS, KATHERINE L	1	1		75.00
01-3241	COOLEY, ERICA M	1	1		75.00
01-3296	DOSS, JESSICA J	1	1		75.00
01-3205	DOSS, SHARON L	1	1		75.00
01-3215	ELLIS, ADRIAN	1	1		75.00
01-3159	JOHNSTON, KEITH J	1	1		75.00
01-3030	MCFADDEN, TATAYANA S	1	1		75.00
01-3242	PATTON, KELLY M	1	1		75.00
01-3216	SHOEMAKER, PATRICIA L	1	1		75.00

*** DEPARTMENT TOTALS *** 11 825.00

*** REPORT TOTALS *** 11 825.00

*** G/L ACCOUNT TOTALS ***

G/L ACCOUNT	ACCOUNT NAME	AMOUNT	HOURS
100 32-3801-51-1101	SALARIES	825.00	
	*** FUND 100 TOTALS ***	825.00	
	*** GRAND TOTALS ***	825.00	

PAYROLL NO#: 01 CITY OF FOREST PARK, GA

PA ES: Include: FIAT

PT: 100-60 FIRE - EMS SERVICES

ES: 6/17/2021 THRU 6/17/2021

Item #2.

EMP NO#	NAME	NO# TIMES PAID	HOURS	AMOUNT
01-6078	ARMSTRONG, IOANA	1		75.00
01-6016	BOYLE, BRETT A	1		75.00
01-6333	BRYANT, KRISTY M	1		75.00
01-3206	FERGUSON, CONWAY W	1		75.00
01-6126	FLAGG, DAVID	1		75.00
01-6117	GADDY, JOHN C	1		75.00
01-6124	GELMINI, ANDREW R	1		75.00
01-6262	HOGAN, IAN M	1		75.00
01-3333	LANDRUM, JEFFERY W	1		75.00
01-6111	LOGGINS, LOWELL I	1		75.00
01-6108	OGLESBY, JAMES	1		75.00
01-6122	PUCKETT, JEREMY A	1		75.00
*** DEPARTMENT TOTALS ***				900.00
*** REPORT TOTALS ***				900.00

G/L ACCOUNT	ACCOUNT NAME	AMOUNT	HOURS
*** G/L ACCOUNT TOTALS ***			
100 60-3610-51-1101	SALARIES	900.00	
*** FUND 100 TOTALS ***			
		900.00	
*** GRAND TOTALS ***			
		900.00	

PAYROLL NO#: 01 CITY OF FOREST PARK, GA

ES: Include: FIAT

PT: 100-61 FIRE - FIREFIGHTERS

ES: 6/17/2021 THRU 6/17/2021

Item #2.

EMP NO#	NAME	NO#	TIMES PAID	HOURS	AMOUNT
01-6199	ARANA, JORGE L	1	1	75.00	75.00
01-3047	BAKER, JONATHAN B	1	1	75.00	75.00
01-6205	BARLOW, ENRIQUE	1	1	75.00	75.00
01-3048	BATTEN, SAMUEL L	1	1	75.00	75.00
01-6352	BOONE, TRENTON	1	1	75.00	75.00
01-6137	BUSBY, HENRY T	1	1	75.00	75.00
01-6510	CHANNELL, ROBERT	1	1	75.00	75.00
01-6356	CLEMENS, LATOSHA D	1	1	75.00	75.00
01-6502	COOK, JESSE	1	1	75.00	75.00
01-6342	COSTA, MATTHEW R	1	1	75.00	75.00
01-6353	CROSBY, TONY	1	1	75.00	75.00
01-6155	DANIEL, JONATHAN T	1	1	75.00	75.00
01-6337	DURWARD, COLLEEN A	1	1	75.00	75.00
01-6503	FLOOD, CALEB	1	1	75.00	75.00
01-6125	GARNER, SHELBY	1	1	75.00	75.00
01-6119	GASKIN III, JOHN B	1	1	75.00	75.00
01-6350	GATLIN, TAKUYA	1	1	75.00	75.00
01-3257	HALCOME, JR, DAVID L	1	1	75.00	75.00
01-3256	HALL, DAMON S	1	1	75.00	75.00
01-6002	HOLMES, KIP R	1	1	75.00	75.00
01-6358	JAMES, YOREL D	1	1	75.00	75.00
01-6349	KIDD, JOSEPH L	1	1	75.00	75.00
01-6367	KING, KEITH T	1	1	75.00	75.00
01-6150	MATHIS, WILLIAM J	1	1	75.00	75.00
01-3375	MAY, GEOFFREY W	1	1	75.00	75.00
01-6375	MINOR, MICHAEL D	1	1	75.00	75.00
01-6158	MORRIS, CHARLES B	1	1	75.00	75.00
01-6024	PERKINS, REGINALD E	1	1	75.00	75.00
01-6340	RICHARDSON, LAMESHA	1	1	75.00	75.00
01-3566	SANDERS, TROY W	1	1	75.00	75.00
01-6201	SMITH, ALFRED	1	1	75.00	75.00
01-6046	SULEWSKI HUDSON, SARA A	1	1	75.00	75.00
01-6179	TANT, JAMES K	1	1	75.00	75.00
01-6045	TAYLOR, ROBERT	1	1	75.00	75.00
01-6507	THOMPSON, JODY R	1	1	75.00	75.00
01-3453	TURNER, JOEL B	1	1	75.00	75.00
01-6500	WHITLEY, RYAN D	1	1	75.00	75.00
*** DEPARTMENT TOTALS ***					2,775.00
*** REPORT TOTALS ***					2,775.00

File Attachments for Item:**3. Council Discussion on Approving a Revised Policy for City of Forest Park Proclamation Request**

- City Manager

Background/History:

Among the many ceremonial functions of the office of Mayor is recognizing and honoring people, events, activities, organizations, issues, etc. through the issuance of formal proclamations. A city proclamation is the highest honor bestowed from the City of Forest Park and the goal is to recognize and celebrate the extraordinary achievements of local citizens and non-profit organizations, honor occasions of importance and significance, and to increase public awareness of issues to improve the well-being of the Citizens of Forest Park. The purpose of this item is to establish policy and procedures to formalize requests for Proclamations from the City of Forest Park and their issuance.

CITY OF
FORESTPARK

City Council Agenda Item

Subject: Policy for City of Forest Park Proclamation Request

Submitted By: Dr. Marc-Antonie Cooper

Department: City Manager, Executive Offices

Date Submitted: 06/25/2021

Work Session Date: 07/06/2021

Council Meeting Date: 0/06/2021

Background/History:

Among the many ceremonial functions of the office of Mayor is recognizing and honoring people, events, activities, organizations, issues, etc. through the issuance of formal proclamations. A city proclamation is the highest honor bestowed from the City of Forest Park and the goal is to recognize and celebrate the extraordinary achievements of local citizens and non-profit organizations, honor occasions of importance and significance, and to increase public awareness of issues to improve the well-being of the Citizens of Forest Park.

The purpose of this item is to establish policy and procedures to formalize requests for Proclamations from the City of Forest Park and their issuance.

Cost: \$

Budgeted for: _____ **Yes** X **No**

Financial Impact:

Nominal impact for paper and frames

Action Requested from Council:

Approval at Regular Meeting

STATE OF GEORGIA
COUNTY OF CLAYTON

RESOLUTION NO. _____

A RESOLUTION TO REVISE THE PROCLAMATIONS
POLICY FOR THE CITY OF FOREST PARK

WHEREAS the City of Forest Park (“City”) is a municipal corporation duly organized and existing under the laws of the State of Georgia and is charged with being fiscally responsible concerning the use and expenditure of all public funds; and

WHEREAS, the City Council desires to establish a fair and equitable proclamations policy for the City of Forest Park;

THEREFORE, THE CITY COUNCIL OF THE CITY OF FOREST PARK
HEREBY RESOLVES:

SECTION 1. Approval. The proclamations policy attached hereto as Exhibit A is hereby approved.

SECTION 2. Public Record. This document shall be maintained as a public record by the City Clerk and shall be accessible to the public during all normal business hours of the City of Forest Park.

SECTION 3. Authorization of Execution. The Mayor or Mayor Pro Tem is hereby authorized to sign all documents necessary to effectuate this Resolution.

SECTION 4. Attestation. The City Clerk is authorized to execute, attest to, and seal any documents which may be necessary to effectuate this ordinance, subject to approval as to form by the City Attorney.

SECTION 5. Effective Date. This resolution shall become effective immediately upon its adoption by the Mayor and City Council of the City of Forest Park as provided in the City Charter.

[Remainder of Page Left Intentionally Blank]

SO RESOLVED this _____ day of _____, 2021.

Mayor Angelyne Butler

Council Member Kimberly James, Ward 1

Council Member Dabouze Antoine, Ward 2

Council Member Sandra Bagley, Ward 3

Council Member Latresa Wells, Ward 4

Council Member Allan Mears, Ward 5

ATTEST:

_____ (SEAL)
City Clerk

APPROVED AS TO FORM:

City Attorney

EXHIBIT A

CITY OF FOREST PARK
POLICY ON PROCLAMATIONS

Among the many ceremonial functions of the office of Mayor is recognizing and honoring people, events, activities, organizations, issues, etc. through the issuance of formal proclamations. Proclamations may or may not be issued publicly, depending on timing, the wishes of the recipient(s), and available time and space on City Council agendas. The goal of a proclamation is to recognize and celebrate the extraordinary achievements of local citizens and non-profit organizations, honor occasions of importance and significance, and to increase public awareness of issues to improve the well-being of the citizens of Forest Park.

GUIDELINES

The issuance of a proclamation should comply with the guidelines below.

Proclamations may generally be issued for the following purposes:

1. Memorializing special or exemplary events or days, both within and outside of Forest Park, including certain national days of celebration, recognition, or mourning.
2. Recognizing Forest Park business anniversaries of fifty years or more.
3. Recognizing retirements from the City of Forest Park following thirty-five or more years of continuous service.
4. Supporting local arts and cultural celebrations.
5. Recognizing achievement of high rank or success within a local non-profit organization.
6. Recognizing unique or especially successful local school-related activities, such as in academics, athletics, music, etc.
7. Honoring local nonprofit service groups for their work in the community.
8. Recognizing individuals for outstanding achievements in or for contributions to the community.
9. Supporting public awareness campaigns that have the potential to enhance public health, safety, or wellness.
10. Recognizing special or unique honors.
11. Recognizing other exceptional events, activities, and/or people.

Unless agreed to by the City Council, proclamations may generally not be issued for the following purposes:

1. Groups or individuals from outside Forest Park.
2. Matters of a political nature.
3. Controversial issues or organizations.
4. Events or activities that do not benefit Forest Park.
5. National or international groups requesting a proclamation without an in-city sponsor.
6. Events, campaigns, or activities that are contrary to or in opposition to adopted City policies, plans, or ordinances.
7. Personal activities not of a general public interest, such as deaths, family reunions, birthdays, anniversaries, groundbreakings, business endorsements, etc.

PROCEDURE

All proclamation requests must be submitted in writing to the City Clerk at least fifteen (15) business days prior to a regular council meeting date or of the event to be recognized. Copies of such request shall be distributed to each member of the Council at the same time. Submission of a proclamation request does not guarantee its issuance. The mayor and/or a veto proof majority of City Council shall have the right to modify or deny any proclamation request, consistent with this policy.

Individual(s) or organization(s) seeking a proclamation must accompany the request with:

1. Contact person's first and last name, address, telephone number, and e-mail address.
2. A brief summary or background of the event or organization.
3. Proposed text to enable writing of the proclamation, including a minimum of four points.
4. The name and date(s) of the day, week, month, or event to be proclaimed.
5. Date of event for proclamation and date proclamation is to be ready for pick up.

DISTRIBUTION

Proclamations may be distributed in one of the following ways:

- Presented at the first regular City Council meeting of each month;

- Photo opportunity with the Mayor and City Council, or Mayor Pro-Tem in the absence of the mayor; or
- Picked up in the City Clerk's office.

All proclamations shall be presented at the first City Council meeting of each month but will be scheduled in the City's sole discretion. Proclamations presented on such occasions must be sponsored by the Mayor, a Council Member, or City Staff. Proclamations must be approved by the majority of the City Council to be created and issued. During such presentations and during any City Council meeting only the Mayor or Mayor Pro Tem or a designee shall read or perform any ceremonial acts with respect to any proclamation. It shall not be in order to issue any proclamation, letter of congratulations or similar matter at a Council meeting, if not done in compliance with the procedures set forth herein.

A congratulatory letter is an alternative where proclamation criteria are not met. The City staff shall endeavor to have any requested pictures taken prior to any City Council meeting, to not delay official business.

For proclamations honoring an individual or organization for city-wide contributions, attempts are made to obtain signatures of all City Council Members.

File Attachments for Item:**4. Council Discussion on Approving a Code of Conduct Ordinance - City Manager****Background/History:**

An ordinance of the City of Forest Park, Georgia to include a code of conduct within the code of ethics for officials. This governing body is composed of individuals with a wide variety of backgrounds, personalities, values, opinions, and goals. Despite this diversity, each governing body member has chosen to serve in public office to preserve and protect the present and the future of the city of Forest Park. This common goal should be acknowledged even as governing body members may "agree to disagree" on contentious issues. It is for the purpose stated above that the attached Code of Conduct Ordinance is brought forth for discussion and approval of the City Council.

CITY OF
FORESTPARK

City Council Agenda Item

Subject: Code of Conduct Ordinance

Submitted By: Dr. Marc-Antonie Cooper

Department: Executive Offices

Date Submitted: 6/23/2021

Work Session Date: 7/06/2021

Council Meeting Date: 7/06/2021

Background/History:

An ordinance of the City of Forest Park, Georgia to include a code of conduct within the code of ethics for officials.

This governing body is composed of individuals with a wide variety of backgrounds, personalities, values, opinions, and goals. Despite this diversity, each governing body member has chosen to serve in public office to preserve and protect the present and the future of the city of Forest Park. This common goal should be acknowledged even as governing body members may "agree to disagree" on contentious issues.

It is for the purpose stated above that the attached Code of Conduct Ordinance is brought forth for discussion and approval of the City Council.

Cost: \$ -0-

Budgeted for: _____ **Yes** _____ **No**

Financial Impact:

None

Action Requested from Council:

Approval by Council at the Regular Meeting

**STATE OF GEORGIA
COUNTY OF CLAYTON**

ORDINANCE NO. _____

**AN ORDINANCE OF THE CITY OF FOREST PARK, GEORGIA TO
INCLUDE A CODE OF CONDUCT WITHIN THE CODE OF ETHICS
FOR OFFICIALS**

IT IS HEREBY ORDAINED by the Governing Authority of the City of Forest Park:

Section 1. The Code of Ordinances, City of Forest Park, Georgia is hereby amended by the addition of a new Section 2-6-13 as shown on Exhibit A. A violation of the attached Code of Conduct is actionable under Section 2-6-5(w) of the Code of Ordinances, City of Forest Park, Georgia.

Section 2. In the event any word, phrase, sentence, or paragraph is determined by a court of competent jurisdiction to be unconstitutional, the offending provisions shall be severed from the ordinance and the remaining words, phrases, sentences, and paragraphs shall continue in effect as fully as though no challenge had been brought, it being the intent of the Council that severability be applied to the maximum extent allowed by law.

Section 3. All ordinances or parts of ordinances in conflict with this Ordinance are, to the extent of such conflict, hereby repealed.

Section 4. This ordinance shall be effective immediately upon its adoption.

[SIGNATURES APPEAR ON FOLLOWING PAGE]

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SO ORDAINED this _____ day of _____, 2021.

Mayor Angelyne Butler

Council Member Kimberly James, Ward 1

Council Member Dabouze Antoine, Ward 2

Council Member Hector Gutierrez, Ward 3

Council Member Latresa Wells, Ward 4

Council Member Allan Mears, Ward 5

ATTEST:

_____ (SEAL)
City Clerk

APPROVED AS TO FORM:

City Attorney

EXHIBIT A

Section 2-6-13 CODE OF CONDUCT**Mayor and Council Member Conduct with One Another**

This mayor and council hereto referred as governing body is composed of individuals with a wide variety of backgrounds, personalities, values, opinions, and goals. Despite this diversity, each governing body member has chosen to serve in public office to preserve and protect the present and the future of the city of Forest Park. This common goal should be acknowledged even as governing body members may "agree to disagree" on contentious issues.

In Public Meetings

1. Practice Civility and Decorum in Discussions and Debate. Difficult questions, tough challenges to a particular point of view, and criticism of ideas and information are legitimate elements of a free democracy in action. This does not allow, however, governing body members to make belligerent, personal, impertinent, slanderous, threatening, abusive, or disparaging comments. No shouting or physical actions that could be construed as threatening will be tolerated. Governing body members shall preserve order and decorum during council meetings, and shall not, by conversation or other action, delay or interrupt the proceedings or refuse to obey the orders of the Presiding Officer or this Code of Conduct. Governing body members shall, when addressing staff or members of the public, confine themselves to questions or issues then under discussion, shall not engage in personal attacks, shall not impugn the motives of any speaker, and shall always, while in session or otherwise, conduct themselves in a manner appropriate to the dignity of their office.

(Examples of misconduct include but are not limited to the following: yelling, shouting, fighting, making unwelcome physical contact, aggressive or bullying behavior, use of foul language, ignoring and/or interrupting the Presiding Officer.)

2. Honor the Role of the Mayor in Maintaining Order. It is the responsibility of the mayor to keep the comments of the council members on track during all meetings. Council members should honor efforts by the Presiding Officer to focus discussion on current agenda items. If there is a disagreement about the agenda or the Presiding Officer's actions, those objections should be voiced politely and with reason, following procedures outlined in parliamentary procedures.

3. Avoid Personal Comments that Could Offend other Governing body Members. If a governing body member is personally offended by remarks of another governing body member, the offended governing body member should make notes of the actual words used and call for a "point of personal privilege" that challenges the other governing body member to justify or apologize for the language used. The right of a governing body member to address the governing body on a question of personal privilege shall be limited to cases in which his or her integrity, character or motives are assailed, questioned, or impugned. The mayor will maintain control of this discussion.

(Examples of misconduct include but are not limited to the following: making personal criticisms, singling out members for ridicule and/or mentioning the names of other council members in a negative light.)

4. Demonstrate Effective Problem-Solving Approaches. Governing body members have a public stage to show how individuals with disparate points of view can find common ground and seek a compromise that benefits the community as a whole.

5. Code of Ethics. Governing body members shall conduct themselves to bring credit upon the city, and to set an example of good ethical conduct for all citizens of the community. Governing body members should constantly bear in mind these responsibilities to the entire electorate, and refrain from actions benefiting any individual or special interest group at the expense of the city. Governing body members should likewise do everything in their power to insure impartial application of the law to all citizens, and equal treatment of each citizen without regard to race, national origin, sex, social station, or economic position.

In Private Encounters

1. Continue Respectful Behavior in Private. The same level of respect and consideration of differing points of view that is deemed appropriate for public discussions should be maintained in private conversations.

2. Be Aware of the Insecurity (Non-Confidentiality) of Written Notes, Voicemail, and Email. Technology should be such to avoid personal attacks and offense to governing bodies. Written notes, text messages, voicemail messages and Email should be treated as potentially "public" communication!

3. Even Private Conversations can have Public Presence. Elected officials are always on display — their actions, mannerisms, and language are monitored by people around them that they may not know. Lunch table conversations will be eavesdropped upon, parking lot debates will be watched, and casual comments between individuals before and after public meetings noticed.

4. Quick Tips:

- a. Preserve dignity and self-respect.
- b. Listen for the message even if you do not agree with it.
- c. Respect others as they are.
- d. Express your independent perspective and be clear in stating that you are not speaking for the entire Governing body if you have not been authorized by the entire Governing body to do so.
- e. Participate intelligently.
- f. Be willing to delegate and let others make decisions.
- g. Lead from the front of the parade.
- h. Control all you should not all you can.
- i. Use few words after much thought rather than many words after little thought.

- j. Seek to create change and overcome the influence of conventional wisdom.
- k. Recognize when you need outside experts.
- l. Recognize the efforts of others.
- m. Continuously pursue excellence.

Governing Body Member Conduct with City Staff

Governance of the city of Forest Park relies on the cooperative efforts of all governing body members, who set policy, and city staff who implement and administer the governing body's policies. Therefore, every effort should be made to be cooperative and show mutual respect for the contributions made by each individual for the good of the community.

1. Treat all Staff as Professionals. Clear, honest communication that respects the abilities, experience, and dignity of each individual is expected. Poor behavior towards staff is not acceptable.

(Examples of misconduct include but are not limited to the following: yelling, shouting, fighting, making unwelcome physical contact, aggressive/bullying behavior and/or use of foul language against a staff member.)

2. Direct Administrative and Operational Questions to City Management. Questions of city staff and/or requests for additional information that would be of interest to all governing body should be directed to the City Manager or designee. The City Manager should be copied on any request. Materials supplied to a governing body member in response to a request will be made available to all members of the governing body so that all have equal access to information.

3. When Possible, Keep Communication with City Staff Short, to the Point and at the Best Possible Time. Every effort should be made to limit disruption to the work of city staff. Governing body members should avoid making requests to staff who are in meetings, on the phone, or engrossed in performing their job functions.

4. Never Publicly Criticize an Individual Employee. Governing body members should refrain from expressing concerns about the performance of a city employee in public or to the employee directly. Comments about staff performance should only be made to the City Manager through private correspondence or conversation.

5. Do Not Get Involved in Administrative Functions. Governing body members shall not attempt to unethically influence or coerce the City Manager or department heads concerning either their actions or recommendations to governing body about personnel, purchasing, awarding contracts, selection of consultants, processing of development applications, or the granting of city licenses and permits.

6. Check with City Staff on Correspondence Before Taking Action. Before sending correspondence, governing body members should check with the City Manager to see if an official city response has already been sent or is in progress.

7. Do not Attend City Staff Meetings Unless Requested by Staff. Even if the governing body member does not say anything, the governing body member's presence implies support, or may show partiality, intimidate staff, and hamper staff's ability to do their job objectively.

8. Legal Advice. Before requesting research or other action by the City Attorney, Governing body members are encouraged to consider consulting with the City Manager or obtain the concurrence of Governing body to ascertain whether the request or action can be accomplished more cost-effectively by alternative means.

Governing Body Member Conduct with the Public

Making the public feel welcome is an important part of the democratic process. No signs of partiality, prejudice, or disrespect should be evident on the part of individual governing body members toward an individual participating in a public forum. Every effort should be made to be fair and impartial in listening to public testimony.

In Public Meetings

1. Be Welcoming to Speakers and Treat Them with Care and Gentleness. Because personal concerns are often the issue of those who come to present to the governing body, governing body members should remember that how they treat the speaker will either help them relax or push their emotions to a higher level of intensity.

(Examples of misconduct include but are not limited to the following: yelling, shouting, arguing and/or otherwise exhibiting rude behavior towards speakers.)

2. Give the Appearance of Active Listening. It is disconcerting to speakers to have governing body members not to look at them when they are speaking. It is fine to look down at documents or to make notes but reading for a long period of time or gazing around the room gives the appearance of disinterest. Be aware of facial expressions, especially those that could be interpreted as "smirking," disbelief, anger, or boredom.

3. Ask for Clarification but Avoid Debate and Argument with the Public. Only the Chair (and not individual council members) may interrupt a speaker during a presentation. However, a council member may ask the mayor for a "point of order" if the speaker is off the topic or exhibiting behavior or language the council member finds disturbing. If speakers become flustered or defensive by council questions, it is the responsibility of the mayor to calm and focus the speaker and to maintain the order and decorum of the meeting. Questions by council members to members of the public should seek to clarify or expand information. It is never appropriate to belligerently challenge or belittle the speaker. Council member's personal opinions or inclinations about upcoming votes should not be revealed until after the public hearing.

4. No Personal Attacks of any Kind, Under any Circumstances. Governing body members should be aware that their body language and tone of voice, as well as the words they use, can appear to be intimidating or aggressive.

In Unofficial Meetings

1. Make no Promises on Behalf of the Governing body or Staff. It is inappropriate to promise governing body action overtly or implicitly, or to promise city staff will do something specific (i.e., fix a pothole, replace flowers, fix a leak, etc.) When approached by the public to correct a situation, governing body members should refer them to the City Manager.

2. Speak with One Voice. Governing body members will frequently be asked to explain a governing body action or to give their opinion about an issue as they meet and talk with constituents in the community. It is appropriate to give a brief overview of the facts or city policies as they relate to governing body action. Objectively present the governing body's collective decision or direction, even when you may not agree. If you feel the need to express your own opinion, state it in terms such as: "I would have preferred "x", but the governing body wanted "y" so that's what we will be doing." Explaining governing body decisions, without giving your personal criticism of the governing body's actions, will serve to strengthen the community's image of the city council. In addition, when speaking on matters of public concern that do not involve actions of the governing body, if you offer your own opinion be clear in stating that you are not speaking for the entire Governing body if you have not been authorized to do so.

(Examples of misconduct include but are not limited to the following: acting in a manner contrary to the official expressed will of the council; actively working against the stated objectives of the Council; and/or representing other interests against the interests of the city.)

3. Make no Personal Comments About Other Governing Body Members. It is acceptable to publicly disagree about an issue, but it is unacceptable to make derogatory comments about other governing body members, their opinions, and their actions. Honesty and respect for the dignity of each individual should be reflected in every word and action taken by governing body members. It is a serious and continuous responsibility.

(Examples of misconduct include but are not limited to the following: While in public or on social media, making personal criticisms, singling out members for ridicule and/or mentioning the names of other governing body members in a negative light.)

In Public

1. Be Welcoming to Speakers and Treat Them with Care and Gentleness.

(Examples of misconduct include but are not limited to the following: yelling, shouting, arguing and/or otherwise exhibiting rude behavior towards speakers.)

2. Give the Appearance of Active Listening.

3. Ask for Clarification but Avoid Debate and Argument with the Public.

4. No Personal Attacks of any Kind, Under any Circumstances.

The Forest Park Governing Body Principles of Proper Conduct:

- Keep promises
- Be dependable
- Build a solid reputation
- Participate and be available
- Demonstrate patience
- Show empathy
- Hold onto ethical principles under stress
- Listen attentively
- Study thoroughly
- Keep integrity intact
- Overcome discouragement
- Go above and beyond, time and time again
- Model a professional manner
- Respect one another as individuals
- Respect validity of different opinions
- Respect the democratic process
- Respect the community we serve.

File Attachments for Item:

5. Council Discussion on Candidates for the Development Authority Board - Bruce Abrahams, Economic Development Director and Marc-Antonie Cooper, City Manager

Background/History:

Candidates for consideration for appointment to the Development Authority Board (DA). There is only one (1) vacancy on this board.

The candidates are:

Felecia Davis

Blake Joiner

Jacklyn Faith

Yasmino Julio

Tyree Nunez

Bennett Joiner

CITY OF
FORESTPARK

City Council Agenda Item

Subject: Candidates for the Development Authority Board

Submitted By: Bruce Abrahams, Economic Development Director and Marc-Antonie Cooper, City Manager

Department: Economic Development and Executive Offices

Date Submitted: 07.01.2022

Work Session Date: 07.06.2022

Council Meeting Date: 07.06.2022

Background/History:

Candidates for consideration for appointment to the Development Authority Board (DA). There is currently one (1) vacancy on this board.

The candidates are:

William Marshall
Blake Joiner
Jacklyn Faith
Felicia Davis

Cost: \$ -0-

Budgeted for: ____ **Yes** ____ **No**

Financial Impact:

There is no impact to the city.

Action Requested from Council:

Recommend approval at the Regular meeting of Council

BLAKE JOINER

Atlanta, GA 30344 | (912) 677-3635 | blakejoiner01@gmail.com

Professional Summary

Decisive leader experienced in impacting business direction and performance with successful leadership strategies, tactical decision making and forward-thinking approaches. Proven history of improving operations and boosting financial health through strong leadership.

Skills

- Consulting
- Staff Management
- Business Development
- Program oversight
- Problem resolution
- Team management
- Supervision
- Business planning
- Financial Management
- Negotiation
- Budgeting
- Relationship development
- Business operations
- MS Office

Work History

District Executive 10/2018 to Current

Boy Scouts Of America – Atlanta, Georgia

- Achieved under-budget and on-time project management to adhere to project goals.
- Developed and implemented new strategies and policies in collaboration with executive partners to establish and achieve long-term business objectives, providing company with strong and sustainable organizational leadership.
- Resolved problems with high-profile customers to maintain relationships and increase return customer base.

Operations Manager 12/2016 to 10/2018

LA Fitness – Atlanta, Georgia

- Directed HR operations, including strategic workforce planning, goal cascading, performance management, staffing and benefits administration.
- Handled problematic customers and clients to assist lower-level employees and maintain excellent customer service.
- Identified and resolved unauthorized, unsafe or ineffective practices by inspecting production areas regularly.

Department Manager

06/2015 to 06/2018

Nike – Savannah , Georgia

- Kept employee workloads fair and balanced to achieve objectives while maintaining high job satisfaction.
- Developed empowering employee culture focused on equipping employees to independently meet customer needs.
- Managed inventory and receiving operations to maintain optimal stock levels and meet expected demands.

Education

Bachelor of Science: Criminal Justice 05/2016

Armstrong State University - Savannah, GA

Minor : Psychology 05/2016

Armstrong State University - Savannah, GA

Associate of Science: Science 05/2012

Marion Military Institute - Marion, AL

High School Diploma 05/2010

Ola High School - McDonough, GA

Certifications

- First Aid/CPR Certified
- Rodney Webb Sales Management Training

Jacklyn J Faith

Item #5.

Forest Park, GA | JJFaith01@icloud.com | (470) 349-0992 | [LinkedIn](#)

PROFESSIONAL SUMMARY

Organizational Effectiveness Leader with 13 years of cross-functional experience supporting senior leaders in Fortune 500 organizations. A seasoned coach and facilitator with a successful track record of building influence, collaboration, and performance management skills across global organizations. A passionate leader with proven ability to provide innovative insights related to critical human capital challenges and the management of the people side of change.

- Org Development/Design
- Culture & Behavior Change
- Diversity & Inclusion
- Talent Management
- Program/Project Management
- Competency Analysis
- Employee Engagement
- Training & Facilitation
- Leadership Development
- Executive Coaching
- Prosci ADKAR
- Data Analysis

PROFESSIONAL EXPERIENCE

Upwork

03/2021 – Present

Director of Change Management

- Recruited to operationalize and scale innovative Diversity, Inclusion and Belonging strategy. Analyze data and cultivate collaborations that enable leaders to translate aspirations to actions in pursuit of diversity as an outcome.
- Advise and coach organizational leaders through identification of group/team level DIBs goals, develop execution plans to activate DIBs strategy at the group/team level, educate leaders on inclusive talent processes and practices
- Manage ERG Manager as they equip ERGs to create spaces that center the needs and goals of team members who identify as LGBTQIA+, Black, Latinx, Pan-Asian, veterans, women and caregivers

W L Gore & Associates

10/2019 – 03/2021

Senior Organizational Effectiveness Manager – (Change Management / Diversity /Talent Management)

- Led effort to build and execute change strategy and plan for SAP S/4HANA prototype deployment for the Digital Finance program. Coached leaders, led workshops, created transparency with a Change Power BI dashboard.
- Program managed the **Enterprise Diversity Mentoring for Development Program**. Facilitated strategic planning, refinement of vision and success KPIs. Successfully scaled to enable virtual engagement, in light of COVID impacts.
- Partnered closely with Enterprise Leaders, HR, ERGs Chairs and established network or Diversity Mentor leaders to generate buy-in, create awareness, and make the mentorship program accessible to Associates globally.

Grant Thornton

04/2018 – 11/2019

Manager, HR Transformation & Change Management

Partner with clients to help them navigate organizational shifts, with a emphasis on the talent that drives their success. Led Transformation advisory projects with a focus on change management, organization design, culture, strategic communications, employee engagement, and talent management. Select projects include:

- Led an HR Transformation Program for an Insurance Client, including a re-design of **Performance Management, Succession Planning, and Career Pathways, Professional Development** processes, as well as the development of a **competency model** and **Diversity & Inclusion** strategy. The effort included executing a needs assessment, partnering with the client to define priorities, develop strategies, solution design, and execution plans.
- Partnered with the client to conceptualize, develop and pilot a **New Manager Development Program** for recently promoted or newly hired managers to build critical management skills, resulting in a **25% increase** in participant effectiveness ratings provided by leaders, greater engagement, and improved organizational outcomes.
- Lead a **team of 10** change resources in developing, operationalizing, and executing program and project-level change management strategies and plans for a **\$7B pharma divestiture** affecting **23K users globally**.
- As an Organizational Design Consultant, provided in-depth current state analysis of 11 capabilities within Media Technology using the **Galbraith Star Model**, resulting in actionable recommendations for the future state.

Senior Organizational Effectiveness Consultant / Retail & Attraction Organization

- **Reduced turnover** of critical guest services roles by **50%** as Lead Consultant on a performance-consulting project aimed at uncovering drivers of detrimental attrition.
- Led a team of four in conducting extensive root-cause and learning needs analysis consisting of leadership workshops, job analyses, job shadowing, custom surveys, interviews, and focus groups.

- Created a re-designed onboarding process and training for new hires, a re-designed selection process including a realistic job preview, and a method for conducting exit interviews.
- Developed and facilitated manager training focused on building behavioral interview skills, creating awareness of unconscious bias and mitigation strategies.

Employee Engagement Consultant / Manufacturing Organization

- Partnered with the President and Director of HR to create a custom annual engagement survey to support the company's strategic initiatives to "Build Organizational Vitality" and "Drive Operational Excellence". Defined 16 critical dimensions to be included in the survey.
- Achieved 82% participation rate, exceeding the original target, and facilitated the development of leadership action plans based on survey outcomes.

Performance Management & Talent Assessment Consultant / Fortune 100 Financial Institution

- Drove project aimed at harmonizing enterprise promotion policies; including gaining senior leadership buy-in, research of best practices, survey development, and implementation final recommendations.
- Led benchmarking analyses focused on c-suite organizational structure, talent calibration, internal mobility, diversity & equity in succession planning and executive selection.

The Home Depot

02/2012 – 04/2013

Senior Internal Consultant - Assurance & Advisory Management Program

- Consultant in Hi-PO Leadership Development Program who managed cross-functional consulting projects. Led and supported efforts focused on project management, change management, business process re-design.
- Supported multiple **Employee Resource Groups (ERGs)** and supported the strategy and launch of the "Lunch with Strangers" program to increase access of diverse employees to leaders.

Cisco Systems, Inc.,

02/2008 – 02/2012

Financial Analyst & Diversity Recruitment Program Lead – Finance Leadership Development Program

- Partnered with colleges, professional organizations, and HBCUs to source, recruit, interview, and hire diverse talent for the Cisco's Financial Leadership Development Program
- Supported recruiting for entry-level candidates, including Coordinating and attending hiring events and conferences, conducting resume screenings, interviews, hiring recommendations, and extending offers.

EDUCATION & CERTIFICATIONS

- | | |
|--|--|
| • M.A. I/O Psychology, University of Georgia | • Six Sigma Greenbelt Certified, University of Georgia |
| • B.S. Accounting, University of Central Florida | • PROSCI-Certified Change Management Practitioner |

Yasmin Julio



YasminJulio@yahoo.com



404-380-0927



730 Virginia Circle, Forest Park, GA 30297

OBJECTIVE

Results-oriented with over ten years of progressively responsible experience in public administration. I have demonstrated proficiency in many aspects of public service including records management, program coordinator, personnel management, and interfacing with professionals of all levels; Aiming to leverage my skills to successfully fill an board member role.

PROFESSIONAL EXPERIENCE

City of Peachtree City, Peachtree City, GA 2021 to Present City Clerk/ Administrative Coordinator

- Develop and coordinate City-wide marketing plan; train and directs assigned employees in the implementation of marketing strategies.
- Interact with current and protective citizens and business to answer questions and address concerns; track and resolve complaints.
- Serve as webmaster for the City's website; oversee the training of departmental web coordinators.
- Respond to calls and questions from news media; schedules interviews and prepare press releases.
- Serve as the official Public Information officer during emergencies and activations of the emergency operations plan.
- Serve as primary coordinator for Open Records/ Freedom of Information Act request and respond to lawsuit discovery inquiries.
- Supervise the operations and staff of the City Clerk's and Public Communication Offices and the provision of customer service.
- Coordinate the City's record management plan among all departments; processes documents for shredding and maintains list of all destroyed documents.
- Coordinate city elections; including candidate qualifying and reporting requirements.
- Prepare and administer the Public Communications and City Clerk's office budget. Assists in the preparation of the Legal, City Manager's and City Council budget.

City of Morrow, Morrow, GA

2012 to 2020

City Clerk/ Records Custodian

Assistant Director of Administration

Permits & Zoning Coordinator/ Planning Technician

- Assistant to the Mayor and Council; analyze and implement policies and procedures; assist in the preparation of the budget for organizational units; respond to and resolve public inquiries and complaints or refer to the appropriate department as necessary.

EDUCATION

Ashford University

San Diego, CA

Degree:

BA- Law Enforcement

Administration

June 2014

KEY SKILLS

- TIME MANAGEMENT
- LEADERSHIP
- PROBLEM SOLVING
- DEPENDABLE
- LOCAL GOVERNMENT BACKGROUND
- CREATIVE PROBLEM SOLVER
- COMMUNITY DEVELOPMENT
- ORGANIZED
- DECISION MAKING
- TEAM PLAYER

SOFTWARE EXPERIENCE

- BS&A SOFTWARE
- LASERFICHE
- MS OFFICE SUITE
- RECORDS MANAGEMENT SYSTEM(RMS)
- GENERAL LEDGER(QS1)

- Coordinate the release of media and public information; maintain contact with various media outlets; update media and public on City or community issues.
- Maintain all official documents of the City including records, minutes, contracts, easements and litigations as well as maintain the official seal of the City; assist in the preparation of ordinances, resolutions, and coordination of all City elections.
- Provide administrative, technical, public relations and organizational support to the City Manager;
- Assist in development of programs and activities to attract and retain businesses for the City; Serve as project manager for a variety of special projects and events; facilitate project activities and resolve problems; develop and submit project reports to the City Manager.
- Confer with City Attorney and City Manager to evaluate and notify Mayor and Council of pending legislation and statutes to implement new policies, procedures or ordinances to ensure compliance with changing regulations.
- Assist the Clerk of Court/Director in managing the operational and administrative activities of the Court/Administration and oversees the performance of the statutory duties of the office.
- Supervision of the clerical staff, as well as frequent interaction with the Judge, Solicitor, other Courts, local Jail and Court staff at all levels, and the public.
- Assist new businesses with development process; provide information on City policies, procedures and zoning ordinances.
- Support the retail, restaurant, commercial, residential and cultural development within the City. Work cooperatively with the managers, and landlords to bring viable businesses to the community; and retain existing businesses.
- Coordinate with the City Manager and Director the development of zoning, nuisance ordinances and code enforcement regulations.

City of Forest Park, Forest Park, GA

2010-2012

Assistant Court Clerk/ Records Clerk

- Locate, retrieve, organize and destroy company records as requested
- Prepare the docket of scheduled cases for court, prepare reports and court forms, such as petitions, motions, and warrants, process court disposition for publication
- Collect fees and other payments or deposits made to the court
- English to Spanish language translation

COMMUNICATION

Maintains a professional relationship and communicates efficiently with Mayor, Council, City Manager, and Department heads, City Attorney, County Commissioners and State Delegation.

LEADERSHIP

Board Chair

-Dunja Collegiate Private School

ACCOMPLISHMENTS

- ESTABLISHED PARTNERSHIP WITH DEPARTMENT OF DEFENSE TO IMPLEMENT COVID-19 TESTING SITE WITHIN CITY LIMITS.
- ASSISTED WITH THE DEVELOPMENT, IMPLEMENTATION AND TROUBLESHOOTING OF NEW CONTRACT TRACKING AND NOTIFICATION SYSTEM.
- SERVED AS KEY CONTRIBUTING MEMBER OF LEADERSHIP TEAM
- DRASTICALLY GREW EVENT ATTENDEE TURNOUT FOR MULTIPLE KEY SIGNATURE EVENTS BY IMPROVING MARKETING METHODS.

LANGUAGES

- SPANISH- PROFICIENT

Assistant Executive Director
-Walking in Authority Teen Council

Graduate
-Georgia Association of Latin Elected Officials (GALEO) Leadership Institute

REFERENCES

Exceptional references available upon request.

Item #5.

Professional Summary

Friendly Worker with a reputation of exceeding all performance benchmarks in retail settings. Independent worker with great communication and organization skills. Comfortable collaborating in team environments. Dependable worker with 2 years of experience in Professional environment. Skillful in transaction, handling customer requests, needs and problems. Motivated worker with 2 years of experience boosting sales quotas.committed strengthening customer experiences with positivity and professionalism when answering requests and processing sales.

Skills:

- Point of sale knowledge
- Store opening and closing
- Payment processing
- Microsoft application proficiency
- Computer skills
- Planning and Coordination
- Leadership
- Organization and Time management
- Verbal and written communication

Work History

Retail Sales Assistant | 11/2020 to 12/2020

Moss Pawn Shop- Forest Park, Ga

- Displayed merchandise by arranging in an appealing and orderly way to boost sales.
- Offering each customer top-notch, personal service and polite support to boost sales customer satisfaction.
- Increased sales by offering advice on purchase and promoting additional products.

Receptionist | 06/2020 to 09/2020

Charley and Sons - Atlanta, Ga

- Monitored and screened visitors to verify accessibility to inter-office personnel.
- Answered incoming calls on high volume, multi-line phone switchboard and pleasantly transferred callers to appropriate personnel.
- Supported various administrative duties by proofreading,transcribing and invoicing.

Cleaner, Baker and Cashier | 01/2019 to 03/2020

Panaderia Ilusiones- Forest Park, GA

- Helped customers complete purchase, locate items and join reward programs to promote loyalty,satisfaction and sales numbers
- Promoted customer loyalty and consistent sales by delivering friendly service and knowledgeable assistance.
- Answered questions about store policies and concerns to support positive customer experiences.

Education

- **Clayton State University - Morrow, Ga | Bachelors of Arts**

Education of individual in Elementary Special education Programs, expected in 05/2024

- **Forest Park High School-Forest Park ,GA | High School Diploma 06/2020**

Languages

Spanish and English

BENNETT JOINER

5005 OAK STREET FOREST PARK, GA | 770-570-7593 | BSJOINER@YAHOO.COM

Summary of Qualifications

Management

- Developed the ability to manage time in college by balancing time between class, coursework, work, and tutoring.

Communication

- Course in Business Communication and Professional Development in the Fall of 2019
- Developed communication skills through years of experience in customer service based job.

Teamwork

- Served as the Crew Leader of Cart Attendants at The Lake Spivey Golf Course from 2015-2016
- Learned to Properly work as a team through group projects as a student at the College of Coastal Georgia.
- Team captain of the Varsity Football team in the 2016 season
- Crew leader for inventory deliveries at Pierre Construction Group

Education

Bachelor of Business Administration (GPA: 3.2)
College of Coastal Georgia Brunswick, GA
Concentration: Marketing
Academic HOPE Scholarship

December 2020

Work Experience

Food Delivery Driver *Island Time Takeout* Brunswick, GA

May 2018-May 2019

- Picked up food from different food companies along the Georgia coast as a convenience food service
- Delivered food to customers residences or workplace in a timely manner using my personal vehicle
- Confirmed all pick-ups and drop-offs through a mobile app on my personal phone

Construction Labor for *D.E.W Constructions* Newnan, GA

May 2017-August 2017

- Assisted employers with day by day projects and assignments
- Lifted wood, roofing shingles, and supplies to help superiors
- Ordered and picked up company supplies from various vendors

Golf Course Cart Attendant for *Lake Spivey Golf Club* Jonesboro, GA

May 2015-August 2016

- Scrubbed and hosed off dirty golf carts after use to ensure golfers had clean carts ready to use
- Cleaned and maintained golf course by picking up trash and basic course maintenance

Seasonal Labor for *Paces Restoration* Stockbridge, GA

May 2015-May 2019

- Various labor work for damages caused by water, smoke, storm, and mold
- Relocation of customers personal belongings
- Lifted heavy objects and materials
- Responsible for leaving a clean work space on a daily basis

Seasonal part-time work for *JANACA Properties* Forest Park, GA

May 2015-Current

- Pick-up and drop-off of company materials and documents at various properties
- Led work crews in multiple construction and demolition projects
- Completed various handy person maintenance and repairs for company properties
- Landscape maintenance

Driver and Marketer for *Pierre Construction Group* Stone Mountain, GA

March 2021-Current

- Pick up and deliver various construction material to jobsites
- Equipment and tools inventory
- Operate forklifts and other heavy machinery
- Construct and install commercial gutters, canopies, sunshades, and awnings
- Log purchased materials into billing software

Activities, Honors, and Certifications

Georgia Hope Scholarship (2016-2020)

Successfully conducted marketing research on food items as a service learning intern for *the King and Prince Seafood Company* (fall 2019)

Dean's list College of Coastal Georgia in (2016-2017)

Four years of high school athletics including football, baseball, track, and golf (2012-2016)

Fork lift operator certification (March 2021)

Scissor lift operator certification (March 2021)

Boom lift Operator certification (March 2021)

Lull operator certification (March 2021)

CPR certified (March 2021)

Commercial driver medical certification (March 2021)

Relevant course work: MGMT 4200, MGMT 3300, and ECON 3120

- Strategic Management 4200
- Managerial Economics 3120
- Supply Chain Management 3300