



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

Monday, June 07, 2021 at 7:00 PM
Council Chambers, Virtual Meeting Via Zoom and YouTube Livestream

Website: www.forestparkga.gov
YouTube: <https://bit.ly/3c28p0A>
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, Interim City Clerk
Mike Williams, City Attorney

VIRTUAL MEETING NOTICE

DISCLAIMER: Mayor and Council Meeting is accessible to the public or media through web or teleconference. For in person attendance CDC requirements of Masks and Social Distancing will be adhered.

To join the meeting via Zoom:

<https://us02web.zoom.us/j/83424892769?pwd=Qm5hbS9OWUtOMjR3enBkbUtPMHlqZz09>

Meeting ID: 834 2489 2769

Passcode: 294814

Join Zoom by Phone (One Tap Mobile): Please dial 1 301 715 8592

Meeting ID and Password are above

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

The Council Meetings will be livestream and available on the City's YouTube page "City of Forest Park GA".
Please Subscribe to our YouTube page for notifications!

CALL TO ORDER/WELCOME:**INVOCATION/PLEDGE OF ALLEGIANCE:****ROLL CALL - CITY CLERK:****PRESENTATIONS:**

- [1.](#) Councilmember Hector Gutierrez would like to present a Proclamation in honor of Immigrant Heritage Month
- [2.](#) Councilmember Latresa Akins-Wells would like to present a Proclamation to Willie and Annie Finch in celebration of the 67th Wedding Anniversary

PUBLIC COMMENTS: (3 MINUTE LIMIT)**ADOPTION OF THE AGENDA WITH ANY ADDITIONS / DELETIONS:****APPROVAL OF MINUTES:**

- [3.](#) **Council Approval of Council Work Session and Regular Meeting Minutes from May 17, 2021 - S. Diane White, Interim City Clerk**

NEW BUSINESS:

- [4.](#) **Council Approval to Scrap Fire Equipment - Deputy Fire Chief Clemons**
- [5.](#) **Council Approval on Donating Decommission Fire Equipment to Sister Cities - Deputy Fire Chief Clemons**
- [6.](#) **Council Approval to Enter into a Contract with Intact Consulting and Dominion Voting to Conduct the 2021 Municipal Elections - City Manager, Dr. Cooper**
- [7.](#) **Council Approval to Adopt a Credit Card Use Policy - Darquita Williams, Interim Finance Director**

CLOSING COMMENTS BY GOVERNING BODY:

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:

1. Councilmember Hector Gutierrez would like to present a Proclamation in honor of Immigrant Heritage Month



CITY OF
FORESTPARK

PROCLAMATION

IMMIGRANT HERITAGE MONTH

WHEREAS: generations of immigrants from every corner of the globe have built our country's economy and created the unique character of our nation;

WHEREAS: immigrants continue to grow businesses, innovate, strengthen our economy, and create American jobs in Forest Park, GA;

WHEREAS: immigrants have provided the United States with unique social and cultural influence, fundamentally enriching the extraordinary character of our nation;

WHEREAS: immigrants have been tireless leaders not only in securing their own rights and access to equal opportunity, but have also campaigned to create a fairer and more just society for all Americans; and

WHEREAS: despite these countless contributions, the role of immigrants in building and enriching our nation has frequently been overlooked and undervalued throughout our history and continuing to the present day:

NOW, THEREFORE BE IT RESOLVED, be it resolved that the City of Forest Park recognize June 2021 as Immigrant Heritage Month in Forest Park. We urge our citizens and stakeholders to use the month of June to educate themselves on the contribution of immigrants to our local community.

Mayor Angelyne Butler

Councilmember Kimberly James
Ward 1

Councilmember Dabouze Antoine
Ward 2

Councilmember Hector Gutierrez
Ward 3

Councilmember Latresa Akins-Wells
Ward 3

Councilmember Allan Mears
Ward 5

File Attachments for Item:

2. Councilmember Latresa Akins-Wells would like to present a Proclamation to Willie and Annie Finch in celebration of the 67th Wedding Anniversary



PROCLAMATION

Happy 67th Wedding Anniversary to Mr. & Mrs. Willie & Annie Finch!

Whereas, it has come to the attention of The Honorable Latresa Akins-Wells and the City of Forest Park, that the 6th of June is a special day for Willie and Annie Finch, and;

Whereas: Willie and Annie Finch were united in marriage on June 6, 1954, and are now celebrating their 67th wedding anniversary, and;

Whereas: John is a retired truck driver, who loves to garden and frequently helps neighbors in need with his tractor and Annie is retired from the hospitality industry

Whereas: this marriage was blessed with seven children, Rodney, Angela, Stevie, John, Wanda, Kenya and Cheryl, and;

Whereas: Willie and Annie are doting grandparents thirteen grandchildren and doting great grandparents to fourteen great grandchildren

Whereas: Willie and Annie Finch spent approximately 65 years in the City of Forest Park and are one of the oldest African American families in the City of Forest Park and were instrumental in the desegregation of the City of Forest Park.

Whereas: Willie was one of the first African American men to coach an inter-racial baseball team in the City of Forest Park.

Whereas: the contributions of Willie of Annie have been monumental to the city and the longevity of their marriage can be considered an inspiration to all.

Now, Therefore Be It Resolved, I, Latresa Akins-Wells, by virtue of authority vested in me as Ward 4 Councilwoman, and on behalf of the remaining members of the Governing Body, join with their family, friends, and the community in extending best wishes on this their 67th wedding anniversary.

Councilmember Latresa Akins-Wells
Ward 4

File Attachments for Item:

3. Council Approval of Council Work Session and Regular Meeting Minutes from May 17, 2021 - S.
Diane White, Interim City Clerk



CITY OF FOREST PARK MAYOR & COUNCIL

City Council Work Session

Monday, May 17, 2021, at 6:00 PM

Council Chambers, Virtual Meeting Via Zoom and YouTube Livestream

Website: www.forestparkga.gov

YouTube: <https://bit.ly/3c28p0A>

Phone Number: (404) 366.1555

FOREST PARK CITY HALL

745 Forest Parkway

Forest Park, GA 30297

Draft Work Session Minutes

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

Sharee Steed, City Clerk

Mike Williams, City Attorney

CALL TO ORDER/WELCOME:

ROLL CALL-CITY CLERK:

Attendee's Name	Title	Absent	Present
Angelyne Butler, MPA	Mayor, At-Large		✓
Kimberly James	Council Member, Ward 1		✓
Dabouze Antoine	Council Member, Ward 2, Mayor Pro-Tem		✓
Hector Gutierrez	Council Member, Ward 3		✓
Latresa Akins-Wells	Council Member, Ward 4		✓
Allan Mears	Council Member, Ward 5		✓

DIRECTORS PRESENT: A. Girard Geeter, Procurement Manager; Darquita Williams, Interim Finance Director; James Shelby, Director of Planning & Zoning, Bruce Abraham, Director Economic Development, Bobby Jinks, Director Public Works, Tarik Maxwell, Director of Parks and Recreation, Nathaniel Clark, Police Chief, and Latosha Clemons, Deputy Fire Chief

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

City Manager, Dr. Cooper spoke on the following information:

COMMUNITY INFORMATION/REMINDERS:

- **Public Notice on the City of Forest Parks website** "The City of Forest Park contacted the Clayton County Tax Assessor regarding the homestead exemption.
- **Reminder** – MARTA restored all suspended routes on Saturday, April 24th with some changes. The affected route that serves Forest Park Route 192 – Old Dixie/Tara Blvd – Service to Martel Homes has been transferred to Route 79. Instead, the route will operate via Norman Berry Drive and RN Martin Street. • Georgia renters who have fallen behind on rent payments due to the COVID-19 Pandemic may qualify for assistance. The Georgia Department of Community Health Department of Community Affairs can provide up to 15 months of rental assistance and utility assistance, paid directly to landlords and service providers on behalf of tenants. For more information, please visit <https://georgiarentalassistance.ga.gov/faq>
- **Canopy Atlanta:** Forest Park Community Journalism Fellowship, where community members will receive six weeks of training in reporting skills from award-winning journalist, and report some of the stories chosen by Forest Park neighbors.
- Vote for Forest Park High School's Own Sania Feagin for Motlick & Associates Athlete of the Year.

CITY OPERATIONS:

- **April 30 – May 1, 2021** – (Posted) Budget Retreat was successful staff presented budget request and changes to the City Council and received great feedback. Thank You to the staff of the Georgia Tech Hotel and Conference Center for all the great hospitality.
- **As part of the upgrades**, we are doing at Starr Park our Recreation and Leisure Director is looking to add a Skate Park. We will be seeking council input for adding such attraction. We will be bringing forward for discussion at the next council meeting information as to what other cities have done to help mitigate liability to the city for these attractions.
- **Governor Kemp** extended his Emergency Executive Order from May 1, 2021, at 12:00 A.M. until May 30, 2021, at 11:59 P.M. – However, there were several provisions removed to reach the entire executive order you can
- **Forest Park Highschool's Senior Day Celebration**, Saturday, May 15, 2021, 10:00am – 3:00pm. The parade was awesome through the streets of Forest Park, eventually ending with a cookout and celebration at Starr Park.

EMPLOYEE SPOTLIGHT:

Public Works

- Ms. Tonya Thomas goes over and beyond in Public Works and lends a hand to many other departments. She is always ready and willing with a smile to do what needs to be done, without complaint, for the residents of Forest Park. Tonya winning personality has many citizens only wanting to speak with her and it has been said that Ms. Thomas is the glue to the Public Works.
- All the Street Crews, and their Supervisor Mr. Vincent Hicks for all the hard work in clearing our roads of the trees and debris after the storms of last week. I was out that evening caught in the storm and after and the Street crews were out that evening and then early the next morning ensuring the roads were passable for our Emergency Responders and resident.

Executive Offices

- Ms. Sharee Steed, City Clerk and Ms. Tenisha Dixon, Council Aide these ladies did a phenomenal job organizing the 2021-2022 City Council Budget Retreat mentioned above. They ensured everything and everyone was where they needed to be, when they needed to be there. They organized everything from the conference room to the name tags on our table. The retreat I believe was a success and it would not have been without them.

COVID-19 UPDATE: Deputy Fire Chief, Clemons

Deputy Fire Chief Clemons spoke on the different variances of Covid, after speaking with the District Epidemiologist, he stated the data is not available on the county level and only reported as a proportion at the state level. As of last week, there were 75.9% of the B.1.1.7 Variant in Georgia. In my research, there are five (5) variances of Covid in the United States, they are:

1. **B.1.1.7** - (Dominate Strain) First identified in the US but initially detected in the UK.
2. **B.1.351** - First Identified in the US but initially detected in the South Africa.
3. **P.1** - First identified in the US but initially detected in travelers from Brazil who were tested during routine screening at the airport in Japan.
4. **B.1.427 and B.1.429** - First identified in California and were classified as VOCs in March (Variances of Covid)

*Studies suggest that antibodies generated through vaccination with currently authorized vaccines recognize these variants. This is being closely investigated with more studies underway.

Per the Center for Disease Control and Prevention there is no Wide Spread of the Different Variants of **High** Concern in the state of Georgia.

As of May 16th, there has been over 24,115 cases in the Clayton County. There have been 116 new positive cases between May 10 and May 16th. Clayton County continues to account for 2.7% of the total cases in Georgia, and Forest Park representing 9.5% of cumulative Cases, not a significant change over the past couple of months. In Clayton County 70, 159 (25%) residents have received at least one dose of the vaccine and 53,490 (19%) have been vaccinated.

- Fully vaccinated can discontinue wearing a mask indoors or outdoors.
- Cases are falling.

KEY POINTS

- The CDC announced new public health recommendations on masks Thursday.
- There are a handful of instances where people will still need to wear masks even if they have had their final vaccine dose two or more weeks ago.
- Masks will still be required in health-care settings, at businesses that mandate them or on public transportation.

Fully vaccinated people no longer need to wear a face mask or stay 6 feet away from others in most settings, whether outdoors or indoors, the Centers for Disease Control and Prevention said in updated public health guidance released Thursday.

There are a handful of instances where people will still need to wear masks — in a healthcare setting or at a business that requires them — even if they have had their final vaccine dose two or more weeks ago.

Fully vaccinated people will also still need to wear masks on airplanes, buses, trains, and other public transportation.

"Anyone who is fully vaccinated can participate in indoor and outdoor activities, large or small, without wearing a mask or physical distancing,"

"If you are fully vaccinated, you can start doing the things that you had stopped doing because of the pandemic. We have all longed for this moment, when we can get back to some sense of normalcy."

Unvaccinated people should continue to wear masks, they remain at risk of mild or severe illness, death, and risk of spreading the disease to others. People with compromised immune systems should speak with their doctor before giving up their masks.

There is always a chance the CDC could change its guidance again if the Covid pandemic worsens or additional variants emerge.

- Although fewer children have been infected with COVID-19 compared to adults, children can be infected with the virus that causes COVID-19, can get sick from COVID-19, and can spread COVID-19 to others. **CDC recommends COVID-19 vaccination for everyone 12 years of age and older to help protect against COVID-19.** Children 12 years of age and older are able to get the **Pfizer-BioNTech COVID-19 Vaccine**.

Vaccination Strike Team Criteria Required: (Flyers)

- Homebound (cannot leave their home)
- Medically disabled (on medical equipment beyond oxygen)
- Alzheimer's (difficult to leave home)
- Physically Disabled (very difficult to leave home)
- Shelter(s)
- Domestic Violence Shelter
- Homeless population (this will require additional collaboration)

Vaccination remains one of our best tools for stopping the spread of COVID-19, along with basic prevention measures:

Wear a Mask!

- Wear a mask to protect you and others.
- Cover your nose and mouth!

Social Distance

- Maintain at least 6 feet of distance when possible.
- Choose safe social activities.

Handwashing

- Wash hands frequently
- Avoid touching your eyes, nose, and mouth.

Free COVID 19 vaccine clinics sponsored by the Clayton County District at 1055 Battle Creek Road, Jonesboro, GA, starting Mon., May 24 from 3 to 7, this is a drive-thru clinic, but walk-ins are welcome, and appointments are preferred. Make a reservation www.claytoncountypublichealth.org or call 678-479-2223.

Questions/Comments from Council

Councilmember Antonie – Do you have any information on testing without asking for insurance payments?

Chief Clemons – I do not have any additional information about testing without insurance other than the site at Starr Park, not sure about the insurance part, but I can research that and get the information.

Councilmember Akins-Wells – I would like to comment on that, because I sent someone up there and they were told they need their insurance, are these tests free or are they charging residents?

Chief Clemons – Unfortunately, I am not aware of whether they are charging, when I went to get tested, I did provide them my insurance information.

Mayor Butler – It is supposed to be at no charge.

City Manager – Chief Clemons can you tell us if they are giving the Pfizer or the Moderna at the Battle Creek location and the 12 and up can go there.

Chief Clemons – Yes, Sir. Pfizer.

Councilmember James – I know that when I contacted one facility to ask why they are asking for insurance, their response was they were going to submit the insurance to see if it would pay, but if it is not covered, they would not cover it. I am not weary about giving the insurance information, but it is a free service from the government.

PRESENTATION(S):

1. **On-Site Investigation, Design, And Pre-Development Report On 6 Six Potential Welcome Sign Locations Throughout the City** - Director of Planning Building and Zoning, James Shelby

James Shelby, Director of Planning, Building and Zoning Director presented six existing signs and their conditions and a proposed new sign concept.

- **Sign One** – located at Jonesboro Road/Hwy 54 @ Ruskin Drive (LD-LL) 13-015
The existing sign is in the GA DOT right-of-way along Jonesboro Rd near the intersection of Ruskin Drive, adjacent to the McDonald's restaurant. Due to the proximity of the sign to Jonesboro Road and the adjacent property, there is not enough space to install a larger sign at this location. PPI recommends refurbishing the existing signpost and installing a new sign mounted to the existing post.
- **Sign Two** located at Jonesboro Road/Hwy 54 @ Metcalf Road (LD, LL) 12-208, 12-177
The existing sign is in the GA DOT right-of-way along Jonesboro Rd near the intersection of Metcalf Road, adjacent to an undeveloped property. PPI recommends purchasing a signage easement from the existing property owner and installing a new monument sign outside of the right-of-way in the clear zone.
- **Sign Three** – located at Forest Parkway/SR 331 @ Lake City Limits near Bartlett Drive (LD, LL) 13-049
The existing sign is in the GA DOT median right-of-way along Forest Parkway, between Bartlett Drive and Jones Court. The sign is constructed of high-density foam supported by two posts. PPI recommends replacing the existing sign with a new high density foam sign supported by DOT approved breakaway posts. New landscaping should be installed
- **Sign Four** - located in the State DOT median right-of-way along Forest Parkway, at the intersection of Main Drive. The sign is constructed of high-density foam supported by two posts. PPI recommends replacing the existing sign with a new high density foam sign supported by DOT approved breakaway posts. New landscaping should be installed
- **Sign Five** - Currently there is no sign at this location, and the city has requested a new sign in this area. PPI recommends purchasing a signage easement from the existing property owner and installing a new

high-density foam sign supported by DOT approved breakaway posts. Signage shall be located outside of the right-of-way in the clear zone. New landscaping should be installed.

- **Sign Six** - located in the State DOT right-of-way along Old Dixie Highway near the intersection of Southfield Parkway, adjacent to a private residence. Due to the proximity of the sign to Old Dixie Highway and the adjacent property, there is not enough space to install a larger sign at this location. PPI recommends refurbishing the existing signpost and installing a new sign mounted to the existing post.

Questions/Comments from Council

Councilmember James – Thank you for that. It looks beautiful. I asked for the welcome. I like the word welcome. Are we able to incorporate and implement the word welcome into all the signs.

James Shelby – We will try to incorporate that and get back to you

Councilmember Gutierrez – There is no bench near the bus stop. I am concerned that people will sit on the sign. What is the sign made of? Is it sturdy?

James Shelby - It is very sturdy. It is breakable but very sturdy Styrofoam** The unfortunate thing about all these signs is they are in GDOT's right of way and GDOT has a certain specification on what type of material your sign can be made from. All the signs currently are in line with those specifications. They have to breakaway signs in case someone hits them,

Councilmember Gutierrez - Would we be able to incorporate some lights pointing to the sign?

James Shelby - Let me work on that. That is a great idea

Councilmember Mears - Is it possible to put indirect lighting on them on the ground. The signs are not illuminated on the inside, so they would have to be some sort of lighting on the outside so you could see them at night

James Shelby - There is new technology with lighting and so everything is possible. We will try to get them lit.

Councilmember Gutierrez – What is the timeframe on this?

James Shelby - I will come back with a timeline.

NEW BUSINESS:

2. **Discussion to Approve Body Worn Camera Policy** - Public Safety Director/Chief of Police, Nathaniel Clark.

Background and Summary:

In order to move forward with purchasing Body Worn Cameras. The Police Department is asking for the Governing Body to approve the Body Worn Camera Policy. The purpose of this policy is to establish guidelines regarding the use of Body Worn Cameras (BWC) supplied by the Forest Park Police Department, In-Car Cameras (ICC), and the control of recorded media created by these devices. This policy shall apply to all officers who may utilize this

equipment, mobile applications or software related to the equipment, or who may utilize and/or access media recorded from these devices.

Nathaniel Clark - provided a video demonstration to the Governing Body and introduce Sgt. Chad Watkins.

Sgt. Chad Watkins, Police Department – provided a presentation for the Governing Body on the body cameras. Most of the presentation was inaudible.

All the videos will be watermarked for authenticity. We have different things in place. Only supervisors have access to view live streams. Officers can only view their own footage. We will continue to go through and make sure all the settings are right. There was an update today. The video does give audio and video.

Questions/Comments from Council

Councilmember James - Does the camera automatically turn on when there is action? How does that work?

Sgt. Watkins - There are several different ways that we have this set-up. The dashcam for starters can start while he is in his vehicle by a press of a button. This will also start the recording of the body cam. When the officer exits their vehicle, if their body cam is not on the officers can press a button on them.

Councilmember James - Will they have access to delete video?

Sgt. Watkins – No they do not. There is an actual process to just to be able to get to those videos.

Councilmember Gutierrez - Do we have enough cameras for each individual officer, or will they rotate on/off shift?

Sgt. Watkins - Mostly inaudible.

Councilmember Gutierrez - Does it know to turn itself on or does the officer have to activate itself?

Sgt. Watkins - The officer will need to activate it. We do have it set up to where if an officer *inaudible*.

Councilmember Gutierrez - To prevent problems and troubleshoot, are our officers training on the software?

Sgt. Watkins - Yes, we have put on classes for two classes. Half of the department trained on one day and the other half on the other. The cameras do work.

Councilmember Antoine - Is this a decision that you all (officers) wanted to make regarding the cameras? In other cities the cameras come on without pressing anything instead of having to turn on the camera?

Sgt. Watkins – I am not 100% aware of cameras that just come on without something triggering it. Sometimes, there are sensors that you put in holsters that if something happens and you get out of your car, you forget to activate your camera. If you must draw your weapon, it will immediately turn it on.

Councilmember Antoine - So, this is as good as the other cameras out there?

Sgt. Watkins - Yes, this is just as good as any other company out there. The quality of the video and the ability is just as good.

3. **Discussion to Approve Cleaning Services Contract for the Police Department** - Public Safety Director/Chief of Police, Nathaniel Clark

Background and Summary:

Currently the Forest Park Police Department does not have cleaning services for the police building located at 320 Cash Memorial Blvd. This is a necessity, as the building has recently opened back up to the public and the building is utilized to its full capacity, especially on Wednesdays for court services. We obtained three bids from companies for the cleaning of the building, which will take place three times per week. We are looking forward to starting the service, so that our building will be clean and in order for the citizens of our city and others who have to conduct business there and the personnel that work therein. This cleaning services will come out of the Facilities and Maintenance and Supplies line-item on the police department's budget and there are sufficient funds in the line-item to cover the cost of the service.

Questions/Comments from Council

Councilman Kimberly James – Three bids were submitted, which company will the city be moving forward with?

Chief Clark – We will be moving forward with Millennials. We are working closely with Dr. Cooper on this. We are asking for the Governing Body to approve this but are looking to put this on hold until we find out what the plans for the entire City in reference to cleaning.

Councilmember Gutierrez – Is this a temporary fix until we get cleaning for everyone?

Dr. Cooper – This is, is just approving this, so this is where the money from the police department will come from because we may need one or two services for the entire City. We are going through the procurement process for that (cleaning for the entire city). If we cannot get them on board right away, this is a stopgap measure for the police department that they can initiate to ensure that the building is clean. Otherwise, we would be able to take the money from that line item and out it towards the contract for the one or two services for all city facilities.

Councilmember Kimberly James – The approval is for all three to be potential contract recipients or just a general contract with a cleaning company?

Dr. Cooper – Right now this for just a general contract. We are not sure if this person will bid (on the city cleaning) once we sit down with procurement. It is not like we are telling them they are not getting it; it is being placed on hold until we get the bids back for the contracts that we are doing with procurement.

Councilmember Kimberly James - Will you all come back to us when you have finalized that person?

Dr. Cooper – Yes ma'am.

4. **Discussion to Approve the Human Resource Departments Budget/Amendment/Transfer of Funds** – Diane Lewis, Benefits Specialist and Darquita Williams, Interim Finance Director

Background and Summary:

In an effort to create a balance budget, the following budget amendments are being proposed to replenish line items that have exceeded funding due to adding new programs such as: Justifacts, Laserfiche and Civic Plus. These transfers will not have a negative impact on any of the involved line items.

We are requesting a total of \$5,500.00 to be transferred from Acct #100-25-1540-52-3302 - Want Ads, to the following:

General Department Expense # 100-25-1540-53-1105 \$1,000.00
 Personnel Services # 100-25-1540-52-3917 \$3,000.00
 Office Supplies # 100-25-1540-53-1102 \$500.00
 Employee Assistance Program # 100-25-1540-53-1201 \$1,000.00

We are also requesting a total of \$2,500 to be transferred from Acct# 100-25-1540-3701 - Schools, Seminars, Travel to Personnel Services Acct#100-25-1540-4927

5. Discussion to Approve the Department of Planning, Building and Zoning (PBZ) Budget Amendments/Transfer of Funds - James Shelby, Director of PBZ and Darquita Williams, Interim Finance Director

Background and Summary:

To address increase cost from vendors and create a balance budget, the following budget amendments are being proposed. The transfers will not have a negative impact on the operation of the department or the current budget.

Transfer from 100-55-7410-52-2202 Computer Equipment Maintenance	\$5,000.00
Transfer from 100-55-7410-52-2204 HVAC Maintenance	\$1,000.00

Transfer to	100-55-7410-53-3202 Telephone	\$1,500.00
Transfer to	100-55-7410-53-1102 Office Supplies	\$1,350.00
Transfer to	100-55-7410-53-1103 Copier Expense	\$1,000.00
Transfer to	100-55-7410-53-1106 Facility Maintenance & Repairs	\$1,550.00
Transfer to	100-55-7410-53-1714 Fleet Equipment Maintenance	\$600.00

6. Discussion on a Professional Services contract with Mauldin and Jenkins - Dr. Cooper, City Manager

Background and Summary

City Manager is asking for approval to execute the contract with Mauldin and Jenkins for professional services. These services would be assisting the city and its staff with the implementation of specific recommendation found in the operational audit. Execution of this contract is dependent upon the manager identifying adequate funding within the current year's budget.

Questions/Comments from Council

Councilmember James - I need clarity of this. The results of the performance audit seemed specific on what the recommendations were. I am trying to figure out the justification for the cost. Is it that we do not have the staff to implement the recommendations? What is the length of time having a PMO (Project Management Office)?

Dr. Cooper - The length of time is approximately three months. Basically, we would be utilizing Mauldin and Jenkin's expertise to get things set up based on their recommendation and the things found in the audit namely, finance. We are trying to get things set up so that our staff can be trained, set up, and take it over. We do not have the required expertise on staff to implement the recommendations that Mauldin and Jenkins is requesting we do.

Councilmember James - It is mostly in the area of finance, not the other departments? Because I know they had recommendations for all departments.

Dr. Cooper - This is basically within the finance area and the HR area.

Councilmember Gutierrez - I am excited about this.

7. **Discussion to enter into a Public Affairs & Communications contract with Spiked Communications** - Dr. Cooper, City Manager

Background and Summary:

City Manager is asking for approval to execute the contract with Spiked Communication for the establishment of a Public Information Office. These services would be assisting the city with its Public Affairs and Community Engagement functions. Execution of this contract is dependent upon the manager identifying adequate funding within the current year's budget and at a cost of \$6000 per month, but not to exceed \$50,000.

Questions/Comments from Council

Councilmember James - When we speak of a Public Information Office are we talking about creating a separate office that is going to deal directly with that?

Dr. Cooper - Yes, this is for when I will be requesting a public information officer for the city. To handle all public information requests, media requests, and everything that comes through for the city. I am asking for this professional services contract because I know this company had done business with us before, but I did not want them to be the public information arm of the City. I wanted them to help us set that up once we go out and find our own public information officer. They could come in and take that over and just run with it. We are talking about enhancing the City's social media presence through Twitter, Instagram, Facebook; all those options that as much information that we can get it out.

Councilmember James – We are not asking for the Public Information Officer right now. We are just asking for this company to come and help get it set up?

Dr. Cooper - We are looking for them to come in and get the office set up. But funding for the public information officer is being requested in this year's budget. By the time we get budget passed and set up we should have the public information office established where we go out and search for a public information officer and that person can come in and take over where that person has left off.

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

ADJOURNMENT:

Motion was made by Councilmember James and seconded by Councilmember Gutierrez to adjourn the Council Work Session of May 17, 2021, at 6:49 P.M.

Voting Yea: Councilmember James, Councilmember Antoine, Councilmember Gutierrez, Councilmember Akins-Wells, Councilmember Mears



CITY OF FOREST PARK MAYOR & COUNCIL
City Council Regular Session

Monday, May 17, 2021, at 7:00 PM
 Council Chambers, Virtual Meeting Via Zoom and YouTube Livestream

Website: www.forestparkga.gov
YouTube: <https://bit.ly/3c28p0A>
Phone Number: (404) 366.1555

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

Draft Regular Minutes

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
 Sharee Steed, City Clerk
 Mike Williams, City Attorney

CALL TO ORDER/WELCOME: The meeting was called to order at 7:00pm by Mayor Butler

INVOCATION/PLEDGE: Invocation was given by Minister Justin Cook of Rock Church Atlanta and the pledge of allegiance was recited in unison.

ROLL CALL - CITY CLERK: All members were present, and a quorum was established.

Attendee's Name	Title	Absent	Present
Angelyne Butler, MPA	Mayor, At-Large		✓
Kimberly James	Council Member, Ward 1		✓
Dabouze Antoine	Council Member, Ward 2, Mayor Pro-Tem		✓
Hector Gutierrez	Council Member, Ward 3		✓
Latresa Akins-Wells	Council Member, Ward 4		✓
Allan Mears	Council Member, Ward 5		✓

DIRECTORS PRESENT: A. Girard Geeter, Procurement Manager; Darquita Williams, Interim Finance Director; James Shelby, Director of Planning & Zoning, Bruce Abraham, Director Economic Development, Bobby Jinks, Director Public Works, Tarik Maxwell, Director of Parks and Recreation, Nathaniel Clark, Police Chief, and Latosha Clemons, Deputy Fire Chief

PRESENTATIONS:

1. **Councilmember Akins-Wells would like to present the Forest Park High School Boys' Varsity Baseball Team with a proclamation for becoming the 2021 Region 3 5A Runner-Up.**

Councilmember Akins-Wells thanked the coaches, parents, and everyone at Forest Park High School. Stated she wanted to recognize the Baseball Team, because they go unnoticed, so we are going to shine a new light on baseball today. There is a new program and new coach (Coach Josh Froneberger) that has received Coach of the Year for two consecutive years and he has brought different strategies to the Forest Park baseball program and for the first time in a very long time, we had scouts from major league baseball, LSU, Notre Dame, Georgia at our Forest Park baseball games, which says a lot about the students, coaches and parents that are here today and presented individual proclamations to each team member and their coaches. Also, there are some students who made the All-Region Team, Larry Pippins, who is a Senior made first team; Matthew Nettles, Jaquez Akins, Michael Storey all made the second team with Michael Storey being awarded pitcher of the year and Montrell Christian honorable mention. We are needing support from the Community and School in collecting funds for redoing the baseball field, Coach has a cashapp for donations - \$pitchingguru, please support.

Coach Froneberger – Thanked everyone from the City of Forest Park, being a resident of the city and played baseball and basketball, it has always been a dream to come back and coach at his alma mater. We have faced a lot of adversities coming into the high school season with a COVID year, with communication being down and not having students in the building for practice, but I made accommodations for practice at 5:30p and worked with the parents, whom I thank and appreciate working with them and the coach of the year award really goes to them, because without them this would not have been possible. Without the team and the coaching staff, we are nothing as a community and it is all about the students for me. There are 15 of the 16 members returning and look out for us, it is a bright future for this program, and I thank you all for your continued support.

Councilmember Akins-Wells – All are invited to 696 Main Street to have dinner with the team.

2. **Nathaniel Clark, Police Chief would like to present the CALEA (Commission on Accreditation for Law Enforcement Agencies) advanced 4-year Award**

Chief Nathaniel Clark – Introduced the newest member of the Police Department, Major Sandra Johnson, who joined the Police Department on May 20th.

Chief Clark presented the Mayor and Council with the CALEA Award (Commission on Accreditation for Law Enforcement Agencies) 4-year Advance Award. This is a historic moment in our city, it is the first award we have achieved of this caliber. Our Police Department is second to none in the nation, we thank our citizens and the governing body for helping us make this achievement. Chief Clark stated that the Police Department did not make this achievement on their own and gave special thanks to the following individuals, Mayor Butler, Councilmembers James and Akins-Wells, Ms. Brown, HR Director, Pastor Dr. Wesley Green, Sara Dixon and last, but not least, Ms. Catherine Capps, who worked vigorously that we achieve this award, working around the clock for almost seven months to help us achieve this award, which normally takes four years to accomplish.

Catherine Capps – It would not have happened without your support, because when I took this task on, I was floored, but honored. I started digging into the files that were missing, had numerous communications with Deputy Chief Gentry, before speaking with the Chief Clark, we were over 3,000 files behind to meet our November visit. I would like to give thanks to everyone who participated to make this happen and it was a great honor to accomplish this task. Ms. Capps read the award and Chief Clark formally presented the award to Mayor and Council as well as Certificate of Appreciation to Ms. Catherine Capps.

City Manager, Dr. Cooper presented a Certificate of Appreciation from CALEA to Chief Clark.

PUBLIC COMMENTS: (There is a 3 MINUTE LIMIT)

Ms. LaWanda Folami – I am here on behalf of the concerned citizens. We attended a hearing here about two weeks ago and that was the most embarrassing, unprofessional ethics that the concerned citizens could see. We do not see where there could be justice to the accuser or the person who you are trying to prove themselves, it was just not by ethics or anything. I feel that the governing body needs to review the Ethics Board, we do not feel that the people that come before you can get a fair justice service and to say that you should feel the same way, you should not want to govern the meeting and come govern the ethics board, that is not giving fairness to the community. That is being disrespectful, taking money unnecessary, because you have already made your mind. I also, would like to say, on behalf of the concerned citizens, we ask that Mike Williams resign or quit, we do not care which one it is, and we are going to follow up to make sure that happens. Because anytime you have a city attorney, who does not represent the city in a proper manner, he is not only deceiving you and failing you, but he is really failing the taxpayers. It is a whole lot; we have a lot of people asking who is the mayor of the city of Forest Park? Where did that come from, Angelyne Butler is the Mayor of Forest Park and you all should recognize that at all meetings. Why are you playing tick for tack with each other, I do not know and really do not care; but at the end of the day, the only thing we are saying, you can say it is negative, we are saying it is positive, because this is our opinion, and when we come with our opinion it is going to stand. Mayor Butler, you know that concerned citizens is real, because you were there. We have seen dog fights, pig fights, but we have seen snakes fight, so if we do not get this house in order, this house is going to fall and I have come to tell you today, this house will fall, and I hate it because it is on my watch. I walked the streets, I have prayed a prayer, asked my neighbor, my enemy, my friend to support me in bringing in a governing body. Let me be the first to tell you ladies and gentlemen, you all are failing us, believe it or not, you are failing us because you are failing each other, you may not want to hear from me, but I am the only one going to stand up and tell you the truth, and those who want to say it is a rocket something, evidently it is not applying to you, because anything you out and say that your mayor is not the mayor of this city, I woe you.

Ms. Dorinda Ellis – Behind me is the waste management at 327 Lamar Drive, every morning we got beep, beep, beep, crash, green at 1:30 or 2:00 o'clock in the morning waking me up. I have spent personally, two times up to \$12K rebuilding sewer lines, because bellies have formed in my backyard from the rats that are coming from waste management. I have spent over \$8k redoing the wiring harness on my 2000 Mustang with 23,000 miles on it, a collector's car; I can not have a barbecue outside my house because the stink that comes from the waste management. I have rats in my backyard, garage and driveway and I am sick of it. I want to know who in Forest Park, okayed these people to move in, my neighbor, Chris DeLuca, has been at these meetings, the sheriff's office and has talked to the mayor, and I have personally talked with CM Wells regarding this. My neighbor got a phone call offering his house, that was the solution, because something like \$20 million dollars is what the city of Forest Park would have to pay to get rid of waste management, second-hand information, I got that from him and a phone call. I have been in my house for 30 years and I am 65 years old, I would like to retire in my home. I have done work in my house, and I know every little sound, every little niche if something is wrong with my house, I fix it. Yes, I live it, it is my house, I have worked, I have given everything I have to live here, if I want to sell my house, I cannot, I have rats in my backyard. Can someone help me please? Can someone help me fix this, 30 years, I have invested in this

house, it is where I wanted to live. I cannot even leave my windows open in the summertime for fresh air, because there is not any, I smell trash. Can someone help me, my information is on the form I filled out to speak.

Forest Park Resident – Several years ago, during a council meeting, it was decided that any questions that citizens bring up the following meeting the city manager would address those questions with what has been done or why it could not happen, being that was not the ideal solution, this worked out satisfactorily. This was under Angela Redding's tenure she really knew the workings of our city. Since she was terminated, no one would address our concerns, even though I know you are new Mr. Cooper, I truly believe you will be honest enough to investigate our issues. Barker and Clark never cared. Speaking of Clark, this city is not big enough for a Public Safety Director, just terminate the position and let him consider if he wants a position with PD to be a patrol officer, frankly he has cost the city loads of money, and all I see is people leaving for other cities. Mr. Cooper and Council, I am opposed to having to pay a consulting firm \$6k a month, speaking for the city on the city's behalf. Let us save that \$72k year fee and let a department head speak or until you terminate Clark, let him do it. Let us save some money, so give the News Daily or the Clayton Crescent the information to report and I would like to know, for the record, if Chief Horton is still on payroll.

ADOPTION OF THE AGENDA WITH ANY ADDITIONS / DELETIONS:

Motion made by Councilmember James, Seconded by Councilmember Antoine, to adopt the Council Agenda as printed.

Voting Yea: Councilmember James, Councilmember Antoine, Councilmember Gutierrez, Councilmember Akins-Wells, Councilmember Mears

APPROVAL OF MINUTES:

3. **Council Approval to Adopt the Council Work Session and Regular Meeting Minutes for April 19, 2021** - Sharee Steed, City Clerk

Motion made by Councilmember James, Seconded by Councilmember Wells to approve the Council Work Session and Regular meeting minutes for April 1, 2021.

Voting Yea: Councilmember James, Councilmember Antoine, Councilmember Gutierrez, Councilmember Akins-Wells, Councilmember Mears

NEW BUSINESS:

4. **Approval of Body Worn Camera Policy** - Public Safety Director/Chief of Police, Nathaniel Clark

Motion made by Councilmember James, Seconded by Councilmember Antoine to approve the Body Worn Camera Policy.

Voting Yea: Councilmember James, Councilmember Antoine, Councilmember Gutierrez, Councilmember Akins-Wells, Councilmember Mears

5. **Approval of Cleaning Services Contract for the Police Department** - Public Safety Director/Chief of Police, Nathaniel Clark

Motion made by Councilmember James, Seconded by Councilmember Antoine to approve a cleaning contract for the Police Department.

Voting Yea: Councilmember James, Councilmember Antoine, Councilmember Gutierrez, Councilmember Akins-Wells, Councilmember Mears

6. Approval of Human Resource Departments Budget/Amendment/Transfer of Funds – Diane Lewis, Benefits Specialist and Darquita Williams, Interim Finance Director

Motion made by Councilmember James, Seconded by Councilmember Mears to approve the Human Resources Department Budget Transfer of Funds.

Voting Yea: Councilmember James, Councilmember Antoine, Councilmember Gutierrez, Councilmember Akins-Wells, Councilmember Mears

7. Council Approval of Budget Transfers for the Planning, Building & Zoning Department - James Shelby, Director of PBZ and Darquita Williams, Interim Finance Director

Motion made by Councilmember James, Seconded by Councilmember Antoine to approve the Budget Transfers for the Planning, Building & Zoning Department.

Voting Yea: Councilmember James, Councilmember Antoine, Councilmember Gutierrez, Councilmember Akins-Wells, Councilmember Mears

8. Council Approval to enter a contract with Mauldin and Jenkins for Professional Services - Dr. Cooper, City Manager

Motion made by Councilmember James, Seconded by Councilmember Antoine to approve to enter a contract with Mauldin & Jenkins for Profession Services.

Voting Yea: Councilmember James, Councilmember Antoine, Councilmember Gutierrez, Councilmember Akins-Wells, Councilmember Mears

9. Council Approval to enter a Contract with Spiked Communications for the establishment of a Public Information Office in the amount of \$6,000 monthly - Dr. Cooper, City Manager

Motion made by Councilmember James, Seconded by Councilmember Antoine to enter a contract with Spiked Communications for the establishment of a Public Information Office in the amount of \$6,000 monthly.

Voting Yea: Councilmember James, Councilmember Antoine, Councilmember Gutierrez, Councilmember Akins-Wells, Councilmember Mears

Councilmember James asked Dr. Cooper what is the estimated time for this?

City Manager – The length of time that we are looking at is between 4 to 6 months, that is why we said “not to exceed” amount, so if we get to that point and we are still not there, I will have to come back to council with justification to continue.

CLOSING COMMENTS BY GOVERNING BODY:

Councilmember James – Thanks to all for coming out to be a part of our council meeting, we appreciate you and appreciate you being here. Congratulations to the Class of 2021 and special thanks to Ms. Tenisha Dixon for her help in organizing the caravan parade, and Senior day activity; thanks to all the departments that took part, especially our police, fire, public works and recreation and leisure departments. Thanks to the community partners, Clayton Police and Sheriff's office and thanks to the business owners who made donations and contributions. We had a very successful cleanup of the cemetery on Conley Road, which is classified in the books, as Colored Cemetery. Thanks to the Public Works department for cutting the grass, elected officials that attended, State Representatives Sandra Scott and Kim Schofield, Judge Shalonda Jones Parker. This was State Representative Schofield's first time using a rake, I told her that I would mention that. The next neighborhood meeting that I will host will take place on Thurs., May 20th, I invite everyone to come and be a part of our virtual meeting at 5:00pm, we invite our subject matter experts, as I call them, which is our department heads and leaders in the city to talk about some of the great things that are happening in Forest Park and I would like to express that a lot of times things are one-sided and you get a tunnel vision as to what you believe the truth is and what your perception is and I would just say we have to be mindful of everything, we have mindful of the employees and how they feel, we have to be mindful of everything. So, some decisions we make, everybody is not going to agree with, and everyone is not going to agree with everything everyone does. There will always be disagreement with someone, we are all individuals, we are all unique and with that I do not think we should tear each other down, I do not think we should ask people to resign, I do not think we should try to force people. I think it is our personal opinions of what we have, and we are allowed to have that; I am allowed to have my personal opinions as well, but I know that are certain platforms that I would not express different things. I do not want to assassinate anyone's character, anyone's ability to do their job, I know we had a great leader in our Fire department, but there were some flaws found by the investigator and that is known. So, I cannot jump to one side because of the great job; if I do a great job as a city councilmember, but I have some issues that are plaguing people, then I need to be called out on that. So, we just cannot say this person doing a great job, so we got to look over some of the things that transpired, we cannot do that, and I refuse to do that, and I will not do that. I will not back down on any decisions that I have made and as I have stated once before, whether I am in the majority or minority, it does not matter, I can move forward and I can continue to work, but I will not tear down someone because they do not agree with me; that is something we cannot do, we are not going to always agree. Thanks to ATL Sling for participating in the Senior caravan and the alumni game that occurred at Kiwanis stadium, Coach Rex wants to bring the football team in the community, so he petitioned the County to have their spring football game at Kiwanis stadium, there were a lot of alumni that graduated from Forest Park High school in attendance and the team won, beating Mt. Zion 30-0, we are looking forward to a great season.

Councilmember Antoine – Thanks to everyone for coming in, I see some new faces, hopefully this is not your last, because we all are here to serve the best for the city. I had a huge concern, that most of you probably do not know, it is the trees that is in Forest Park. I keep saying that, but some of that the city and the citizens are going to have to come together and work on, because last couple of weeks ago, we had a little storm that passed by here; thanks to public works and fire departments, but honestly it is a concern, because you have people that have trees behind their houses, they do not know how old the trees are and they could fall destroy their houses. If you do not know the law, if your neighbor's tree falls on your house or on your property, guess who pays for that. We are talking about \$6 to \$8 thousand dollars for a tree. It is something that we might not even overlook, because we do not think of the trees. But whenever it rains, I think about the trees behind my house how a branch or tree could fall. The huge oak tree that fell on the old lady's house on North Ave; her husband was a councilman; she has raccoons and rats in her house, and I am working with her to try to help her out. Shoot out to the police department, you all are awesome, the award is something unheard of, there are only 40 police departments out of 500 that has accomplish this; give credit where it is due; this is huge with all that is going on. Thanks to Planning & Zoning for making our city look better. There is important information that our city manager just shared with us, it is the rental assistant program, please share that, they are helping renters with 15 months, it is a great opportunity. We also have the utility assistance

program on Main Street at Reverend Grant Center, they are paying up to \$800 on your GA Power bill; you need your license, GA Power bill and social security number. This is offered to Fayette County, Henry County and Clayton County. That is my concern, I am not here to bash people or take people down, because that is not what God does and if you ever want to ask God what needs to be done, that is what you do, because God is not going to come here and make people look bad. So, I would encourage everybody that we all want the best for this city, I am sure, we do not want to see it burn down. But God is not a God of confusion, so that is one plan, and who has that plan? Him. So, help us so we can help everyone else. We want to help, we need you, there is nobody here that is smart, we all need help, none of us are Einstein out here, so if you want to help us grow just take us out and we will talk about it. Thank you and may God continue to bless you.

Councilmember Gutierrez – I am sorry and having a real hard time after hearing your testimony, Ms. Ellis. I drove by there and went to the police department, and I could see that half of the road is black, the other half is street color, when all that trash comes in. And the smell was horrible, and the flies look like bats, and I could see this dry stuff on the cars and houses and what you said about the barbecue, I am sorry, because that changed when I saw that this is my priority number one, right now. Even though it is not in my Ward, this is our city, our people that have to live there in that. It has not fallen on deaf ears, thank you for coming up and that is where it starts, with the people, with your comments, with you coming here and letting us know what the priorities are, we are going to do something and I know the council is motivated to change that, our people come first and that was a mistake that never should have been done, but it is here and we have to acknowledge it, so thank that. Thanks for all the public comments, honestly, because it feels nice to have people back in here. Congratulations the boy's baseball team that was amazing to have them come here. I went to that game and it just beautiful to see the community, and that where it starts in the community supporting our future, so let us support them as much as we can and support all sports here in Forest Park. Congratulations to the Police Department for the CALEA recognition and bringing in the major in today, is all the new leadership and good things that are happening here; there are some problems, but nothing is perfect. Even the council, no family is perfect, nothing is going to always go the same way, if we had that then we should just have one party, but we need to have that balance. So, I appreciate each council's opinion even though we do not share them. Let us get vaccinated, do it for your family, do it yourself, you can only bring harm to your family if you do not get vaccinated. Other countries do not have access to these vaccines, so take advantage of the resources. Ms. Sharee Steed, I would like to thank you for everything you have done for our city, and I wish you the best. We had a Mother's Day Food Truck Friday event, thanks to all that donated to that event, our next one is June 4th and we are going to it towards our dads. I want to recognize our fathers for our Food Truck event on June 4th and we will have giveaways for you as well. Make sure you come out and if any departments want to donate anything let me know. On June 5th, I will be having a clean-up day in my Ward, look for the information on our social media; on May 20th we are having an educational event, with a motivational speaker, free gifts for our youth. Hopefully this upcoming year, we will establish a Senior Committee and Youth Committee so you can have a seat table and hold us accountable. As far as the decision that was made, when we had the appeal hearing, I unfortunately disagreed with you CM James, but I always appreciate your input as well; I was not happy with what happened. Our duty was to decide, and a decision was made, and I do not want to make our employees feel like we do not care about, we definitely do. You cannot take this candy and chop your head off, I think there is levels of getting on to somebody or things that can be done; I did not agree with that, but we are going to do something about it, we have not given up. Thanks to everyone for coming out and we appreciate you and hope to see you at the free events and reach out for anything.

Councilmember Akins-Wells – Thanks to everyone for coming out and being at our meeting. Congratulations to our baseball team and the coaches; also, congratulations to Samaya Fagan, I so proud of her. I have gotten better with not responding to negativity, but what I will say is, some of us actually care, some of us actually get out and work for the people, so we are not just sitting and doing nothing. And just because we do not get along the way certain people want us to get along, does not mean we are not handling business. Just because we are not handling how you want us to handle it, does not mean things are not getting done. No we are not here to be friends, we are here to do a job, we are here to get things done, we are here to move the city forward and so if you are not here for that

reason, then you should not be here, so I am not going to agree with oh the city's falling down and out, because whoever put waste management in the middle of Ward 4, that is when they should have been speaking on the city going downhill. So, I feel like even though we do not always get along, it is okay. The people elected us because we are all different, we all represent something different, so instead of coming here bashing at every meeting, every meeting, help, if you see that something is wrong help, because we talk about division and then the people get up here and talk about it are the ones that is causing it. To Ms. Ellis, I apologize to you, yes, we have spoken on several occasions and everybody in Forest Park knows that I am totally against Waste Management being in the middle of a community. I have talked about it and talked about it, and I am the reason we got the city attorney to communicate with waste management and everyone had something to say about the amount that the city would have to pay, well I do not care, honestly, because it is about the residents of Forest Park. But again, I am just one person, so if they do not feel something should be done, I can sit here and talk until I am blue in the face and nothing is going to happen, and maybe it is because they do not have to live by it and deal with it. But I care, I hear you, do not think it is falling on deaf ears, but I cannot do anything by myself. So, again I will ask Mr. Williams, Mayor, Dr. Cooper, whoever can help us get them out our community, please; because you heard Ms. Ellis, I was in tears, because it is ridiculous that our citizens have to deal with that and we are sitting here talking about the city falling down because people are not getting along or someone resigning because they do not agree with certain things, when there are bigger issues. I want to thank the fire department for being involved in the community; for supporting Forest Park's baseball team, that is so unheard of, that has never happened; so, to see our scouts, fire department out there supporting, I thank you, this is what our young men and women need to see, that they have the support of everybody. I was not here when the hearing took place, I was at the hospital, I attend at the last minute, but I do not feel that there was a proper investigation done, do not think the Chief of Police should have had anything to do with it from the start and hand picking who the investigator who was going to be; I do not feel that a victim should be a victim and a judge; that was unethical to me and something definitely needs to be done about that, I have spoken to the City Attorney, as to whether or not there was a clause or something in our charter that states where the mayor can veto ordinances or resolutions, but it says nothing about an appeal hearing. And we you have three affirmative votes, that is it, you cannot come in and recuse yourself and un-recuse yourself; that like being in a courtroom and somebody committed murder, somebody killed your family member and you recuse yourself and then when they do not get life, you come back and say, oh, no I do not like that, I want to un-recuse myself, it does not like that, and I am not an attorney, and I know better, so something needs to be done about the whole process, about how everything was done, because it was not right. Chief Horton is not my friend, I have known him for seven months, just like the rest of you. But, if it was one of you, if it was Chief Clark, a captain, a police officer, whoever, the process should have been fair and it was not fair, and if you have a heart, you can look at what happened, you can listen to read the minutes, you can listen to it and it was not done properly and so, we do need to revisit that, we do need to file some complaints because it was unethical and should not have happened. Again, we have great things going on in Forest Park, everything is not all bad, although some people want to make it seem like it is, it is not. I do feel at the end of the day, most of us have the city's best interest at heart, and I am definitely one of them, I am not going to sit here and let someone dog us out because we do not get along the way they want us to get along and they do not get along with us. Thank you all so much and have a blessed night.

Councilmember Mears – I would like to thank the Police Department and the Fire Department; I think they are God sent for the work and hard things that they do. Thanks to Chief Clark and his department, we had a big bust at Kroger, there was a big theft ring there and with their service and with our diligent police we broke that up. The Fire Department, like CM Wells said, coming out there supporting the city, they are doing a wonderful; and we have new recruits coming in. The main thing you got to have a city our size is support and safety. Also, thanks to Public Works for that tree work that Dr. Cooper spoke about. There was 15 plus trees across the power lines and streets and Public Works did an exceptional job getting them out of the way so that emergency services could get to them, and they could get out and go to work, get food and whatever and I am so proud of our Public Works Department. Last week, going back to Mother's Day, I would appreciate the people that sent me Mother's Day cards would put your return address so I could thank you. Everyone have a nice evening.

Mayor Butler – I want to thank everyone for being present with us this evening. One of the principals I cherish most is our great constitution. One of the most salient principles that set us aside from other countries around the world is our 1st Amendment, Freedom of Speech and Freedom of the Press. Our individual freedom of expression is a fundamental human right, that while bestowed upon us all is not sans consequences. As such what is said and done, what is typed, text, or printed or what is taken or “gifted” shall be noted and leveraged, for what is truly in the City’s best interest.

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

Motion made by Councilmember James, Seconded by Councilmember Antoine to recess into Executive Session at 8:02pm.

Voting Yea: Councilmember James, Councilmember Antoine, Councilmember Gutierrez, Councilmember Akins-Wells, Councilmember Mears

Motion made by Councilmember James, Seconded by Councilmember Adkins Wells to reconvene from Executive Session back into the Regular meeting at 8:52pm.

Voting Yea: Councilmember James, Councilmember Antoine, Councilmember Gutierrez, Councilmember Akins-Wells, Councilmember Mears

Motion was made by Councilmember James and seconded by Councilmember Akins-Wells to purchase 460, 470, 480 and 490 Springdale Drive for a combined purchased price of \$22,000.

Voting Yea: Councilmember James, Councilmember Antoine, Councilmember Gutierrez, Councilmember Akins-Wells, Councilmember Mears

Motion was made by Councilmember James and seconded by Councilmember Mears to retain a law firm of Parker Po for certain real estate services.

Voting Yea: Councilmember James, Councilmember Antoine, Councilmember Gutierrez, Councilmember Akins-Wells, Councilmember Mears

Motion was made by Councilmember Wells and seconded by Councilmember Gutierrez to enter a contract with the firm, Bondurant, Mixson & Elmore to dispute the mayor’s veto on the appeal of Chief Horton.

Voting Yea: Councilmember Antoine, Councilmember Gutierrez, and Councilmember Akins-Wells,
Voting No: Councilmember James and Councilmember Mears

ADJOURNMENT:

Motion made by Councilmember James, Seconded by Councilmember Mears to adjourn the May 17, 2021, Council Regular meeting at 8:52pm.

Voting Yea: Councilmember James, Councilmember Antoine, Councilmember Gutierrez, Councilmember Akins-Wells, Councilmember Mears

DRAFT

File Attachments for Item:

6. Council Approval to Enter into a Contract with Intact Consulting and Dominion Voting to Conduct the 2021 Municipal Elections - City Manager, Dr. Cooper

SERVICE AGREEMENT For ELECTION SERVICES

This Service Agreement (“Agreement”) is made this ____ day of June 2021, by and between Intact Consulting, and the City of Forest Park Georgia (“Forest Park”), with reference to the following:

WHEREAS, Intact Consulting is engaged in the business of rendering election consulting and program management services; and

WHEREAS, in connection therewith, Intact Consulting wishes to perform election management consulting for Forest Park for the November 2, 2021 Municipal General Election Cycle;

WHEREAS, in connection therewith, Forest Park wishes to acquire the election management services from Intact Consulting for the November 2, 2021 Municipal General Election Cycle;

WHEREAS, Intact Consulting is willing and able to render said services.

NOW, THEREFORE, in consideration of the mutual terms, conditions and covenants set forth herein, the parties agree as follows:

1. Intact Consulting agrees to render services to the City of Forest Park as set forth in the Statement of Works attached hereto and incorporated into this Agreement as Exhibit “A”. The parties agree that Intact Consulting may provide services in addition to or different from those services listed in the Statement of Works and Intact Consulting agrees to render such services under the terms of this Agreement.

2. **Compensation.** *In consideration of these services, Intact Consulting shall be paid a Consultant rate of \$50.00 per Hour.*

a. **Reimbursable Expenses.** In addition to the Total Compensation Fee specified in subparagraph (c), Intact Consulting shall be reimbursed for reasonable, necessary and substantiated expenses incurred by Intact Consulting for administrative expenses in connection with the services rendered hereunder.

b. **Manner of Payment.**

Intact Consulting shall prepare and submit an invoice, showing time worked and expenses incurred during the engagement, together with such supporting documentation as may be required by Forest Park. ***Each invoice shall be paid two weeks after submission of invoice.***

c. Total Compensation

For the services rendered by Intact Consulting as set forth in the Statement of Works and pursuant to the November 2, 2021 Municipal Election Calendar, Intact Consulting anticipates the compensation for services rendered under this Agreement to total \$27,000.00.

3. a. Status as Independent Contractors. This Agreement shall not constitute, create, or otherwise imply an employment, joint venture, partnership, agency or similar arrangement, between Intact Consulting and the City of Forest Park. It is expressly agreed that Intact Consulting is acting as an independent contractor and not as an employee in providing the Services under this Agreement.

b. Ineligible for Employee Benefits. Intact Consulting shall not be eligible for any benefit available to employees of Forest Park, including, but not limited to, workers compensation insurance, state disability insurance, unemployment insurance, group health and life insurance, vacation pay, sick pay, severance pay, bonus plans, pension plans, savings plans and the like.

c. Payroll Taxes. No income, social security, state disability or other federal or state payroll tax will be deducted from payments made to Intact Consulting under this Agreement.

4. ***Term. This Agreement shall become effective as of the date of the signing of this Agreement and shall continue in effect through December 31, 2021, unless earlier terminated as provided in paragraph 5 below. If no changes are required to the contract, and both parties are in agreement, the contract will remain in effect until terminated by one of the parties as allowed by the contract or replaced by another contract.***

5. Termination. Intact Consulting shall have the right to terminate this Agreement if Forest Park is in default of any obligation hereunder and such default is not cured within ten (10) days of receipt of a notice from Intact Consulting specifying such default. This Agreement may also be terminated by Intact Consulting by written notice 30 days prior to the effective date of termination.

6. Termination of Services and Return of Property. Upon the expiration or earlier termination of this Agreement, Intact Consulting shall immediately terminate the services hereunder, and shall deliver promptly to Forest Park all property relating to the business, work and any Work Product (as defined below), patents or copyrights covered by this Agreement. Such property shall include but not be limited to all hardware and software, written, graphical, and recorded material, and any copies, abstracts or summaries thereof.

7. Standard of Performance. Intact Consulting warrants and represents that it possesses the special skill and professional competence, expertise and experience to undertake the obligations imposed by this Agreement. Intact Consulting agrees to perform in a diligent,

efficient, competent and skillful manner commensurate with the highest standards of the profession, and to devote such time as is necessary to perform the services required under this Agreement.

8. Conflicts of Interest. Intact Consulting warrants and represents that (i) the work hereunder will not create an actual or apparent conflict of interest with any other work it is currently performing, (ii) Intact Consulting is not presently subject to any agreement with a competitor or with any other party that will prevent Intact Consulting from performing in full accord with this Agreement and (iii) Intact Consulting is not subject to any statute, regulation, ordinance or rule that will limit its ability to perform the obligations under this Agreement. The parties agree that Intact Consulting shall be free to accept other work during the term hereof; provided, however, that such other work shall not interfere with the provision of services hereunder.

9. Proprietary Information; Non-Solicitation. Intact Consulting acknowledges that it may have access to and become acquainted with confidential and other information proprietary to Forest Park including, but not limited to, information concerning Forest Park, its operations, customers, business and financial condition, as well as information with respect to which Intact Consulting has an obligation to maintain confidentiality (collectively referred to herein as "Proprietary Information"). Intact Consulting agrees not to disclose, directly or indirectly, to anyone, or to use or let others use, for any purpose whatsoever, any Proprietary Information, of any type, whether or not designated confidential or proprietary, acquired in the course of performing under this Agreement.

10. Indemnification. Each party ("Indemnitor") agrees to defend, indemnify and hold harmless the other ("Indemnatee") from and against any and all claims, losses, liabilities or expenses (including without limitation attorneys' fees) which may arise, in whole or in part, out of a breach by the Indemnitor of its obligations under this Agreement.

11. Entire Agreement. This Agreement contains the entire agreement and understanding of the parties with respect to the subject matter hereof, and supersedes and replaces any and all prior discussions, representations and understandings, whether oral or written.

IN WITNESS WHEREOF, the parties have executed this Agreement through their duly authorized representatives.

By _____
City of Forest Park

By _____
Intact Consulting

Title: _____

Title _____

City of Forest Park Municipal Election

				COST
SALARY				
Elections Consultant Fee			\$10,000	
				\$10,000.00
EQUIPMENT DELIVERY/PICKUP				
	141.80/ Election Day/Early Voting		\$141.80	
				\$141.80
LEGAL ADVERTISEMENTS				
Advertise Logic & Accuracy Testing/ Bulk Update	Early Voting and Elections Day		\$4,000.00	
Publish Call/Qualifying	Legal Organ		\$100	
PRINTING & BINDING	Elections Documents		\$50.00	
Printing Ballot	22,000 @ \$.35/each + \$250.00setup & delivery		\$4,150	
Printing Revised Poll Worker Training Manual				\$8,300.00
TOTAL PRINTING & BINDING				
POSTAGE				
Mail of Absentee Ballots, Letters to Poll Workers,	\$300.00		\$300.00	
Brochure to the Candidate	\$50		\$50.00	
				\$350.00
Election Day Poll Workers				
1 Chief Mgr	\$175.00 ea		\$ 175.00	
1 Asst Mgr(s)	\$125.00 ea		\$ 125.00	
1 Assistant Manager	100.00 ea		\$ 100.00	
				\$400.00
Advance Voting Poll Workers				
1 Chief Mgr(s)	1@ \$95.00/each/17days		\$1,425.00	
1 Asst Mgr(s)	1@\$85.00/each/17 days		\$1,275.00	
1 Assitant Manager	1@\$80.00/each/17 days		\$1,200.00	
				\$3,900.00
Absentee (paper ballot) Workers(Election Night)				
1Chief Mgr	\$95		\$ 95.00	
1 Asst Mgr(s)	\$85		\$ 85.00	
1 clerk	\$80		\$ 80.00	
				\$260.00
19,483 @0.13 + \$75.00 Shipping	2607.79		\$2,607.79	
				\$2,607.79
GENERAL SUPPLIES & MATERIALS			\$50.00	
				\$50.00
			\$26,009.59	\$26,009.59
GRAND TOTAL - FOREST PARK MUNICIPAL GENERAL ELECTION				



June 1, 2021

City of Forest Park, GA

Prepared by:
Barry Herron
barry.herron@dominionvoting.com

Q00006240

Budgetary Quote

Product/Service	Description	Qty	Unit Price	Extension
In-Person Voting: Polling Location Hardware				
ImageCast Precinct Tabulator - 320C	5.5 A	3	\$3,900.00	\$11,700.00
Sub-Total				\$11,700.00
Accessories				
ImageCast Precinct Ballot Box - Plastic		3	\$1,000.00	\$3,000.00
ICP Plastic Ballot Box Adapter Kit		3	\$13.50	\$40.50
Sub-Total				\$3,040.50
Consumables/Parts				
Fine Point Black Permanent Markers - 12 pack		2	\$15.00	\$30.00
Compact Flash Memory Card 16GB		8	\$36.75	\$294.00
I-Button Administrator Key - Black		2	\$25.00	\$50.00
ICP Cleaning Sheet		2	\$20.00	\$40.00
ICP Paper Roll (72')		6	\$2.50	\$15.00
Sub-Total				\$429.00
Support Services				
On-Site Services - Non-Election Day (/day)	Advance Voting On-site	1	\$2,000.00	\$2,000.00
On-Site Services - Non-Election Day (/day)	Logic & Accuracy Support, Poll Worker training	1	\$2,000.00	\$2,000.00
On-site Services - Election Day	Election Day Support - 1 day	1	\$2,000.00	\$2,000.00
Test Deck Generation Service - 1st Deck – Per Precinct/Ballot Type		1	\$16.00	\$16.00
Sub-Total				\$6,016.00
Estimated Shipping				
Shipping (estimated)		1	\$523.00	\$523.00
Sub-Total				\$523.00
Total Purchase Sub-Total				\$21,708.50
Election Support Services				
Election Setup / Ballot Setup		1	\$3,500.00	\$3,500.00
Sub-Total				\$3,500.00
Year One Total				\$25,208.50



City of Forest Park, GA

Prepared by:
Barry Herron
barry.herron@dominionvoting.com

Item # 6.

June 17, 2021

Q00006240

Budgetary Quote

Annual Licenses

ImageCast Precinct Annual Firmware License - 5.5 A 320C	3	\$228.00	\$684.00
Sub-Total			\$684.00

Annual Warranties

ImageCast Precinct Annual Hardware Warranty - 320C	5.5 A 3	\$135.00	\$405.00
Sub-Total			\$405.00

Annual Fees

\$1,089.00

Terms and Conditions

This quote is valid for 90 days and subject to change for scope and configuration updates.
All Shipping costs to be invoiced separately to customer. All pricing is subject to standard terms and conditions.
Amounts due in years 2 and thereafter are subject to annual increases reflective of inflation.
Annual warranties are optional.

Signatures

Customer Name (printed)	Title	Signature	Date (MM/DD/YYYY)

File Attachments for Item:

7. Council Approval to Adopt a Credit Card Use Policy - Darquita Williams, Interim Finance Director



CITY OF
FORESTPARK

Credit Card Policy for City Employees

City of Forest Park, Georgia

Created May 2021

I. Program Overview and Purpose

The purpose of the Procurement Card (P-Card) Program is to establish a faster, more cost-effective method for authorized employees to make purchases of supplies, materials, equipment, and services for City business use. The program streamlines payments by reducing the administrative burdens and costs associated with traditional methods of payment.

The City of Forest Park P-Card Policy establishes minimum standards for use of the P-Card to ensure compliance with procurement policies and procedures. **The City of Forest Park Purchasing Ordinance and all related policies and procedures apply to the use of the P-Card. The P-card serves as a means of payment, not as an alternative to the City's procurement policies and procedures.**

In 2015, the Georgia General Assembly established penalties into the Official Code of Georgia Annotated (O.C.G.A. § 16-9-37) regarding the misuse of government p-cards.

(b) Any person who has been issued or entrusted with a financial transaction card by a government for specifically limited and specifically authorized purposes, provided such limitations and authorizations are in writing, and who uses the financial transaction card in a manner and for purposes not authorized shall be punished as provided in subsection (b) of Code Section 16-9-38.

Code Section 16-9-38 specifies that “a person subject to punishment under this subsection shall be guilty of a felony and shall be punished by a fine of not more than \$5,000.00 or imprisonment for not less than one year nor more than three years, or both.”

Under this program, the SunTrust Mastercard P-Card is the only authorized card for use by city employees. P-Cards can only be used for official City of Forest Park business and cards must be surrendered and accounts closed upon termination of employment for any reason or upon demand by The City of Forest Park.

All City Departments will designate one P-card Liaisons to serve as the primary point of contact with the Finance Department. Departments should also ensure that a Backup Liaison is designated and trained. P-card Liaisons will also be responsible for the administration of the P-card Program within their respective department, including card administration, account maintenance and monthly billing statement reconciliation.

The Purchasing Card is honored by all merchants who accept Mastercard, and there are no annual, transaction, or reporting fees.

II. Use of Purchasing Card for Personal Purchases Prohibited

Under no circumstances is a cardholder permitted to use the P-Card for personal purchases. Personal purchases are defined as the purchase of goods or services intended for non-work-related use or for use other than official City business. Cardholders that unintentionally violate this rule shall notify the Department Liaison, complete the required documentation, and reimburse the City immediately. Unintentional violations of this rule shall be subject to the Progressive Discipline Guidelines noted later in this policy.

If a violation is determined to be intentional, the cardholder shall be subject to disciplinary action, up to and including termination from City employment and criminal prosecution.

Any person who knowingly, or through willful neglect, approves personal or fraudulent purchases shall be subject to the same disciplinary actions as the cardholder.

III. Program Administration

A. Card Order Request

To be eligible for a P-Card, the applicant must be an employee of The City of Forest Park. Department Heads approve P-cards for their employees based on the applicant's job responsibilities and their need to make purchases. ***The issuance of P-cards should be reserved for those employees whose job duties regularly require the purchase of goods and services. Employees who require only the occasional use of a P-card should coordinate purchases through their Department's P-card Liaison.***

To begin the application, process the P-card Application is completed by the Department Head or Department Liaison. The completed and signed application is then forwarded to the P-card Coordination Team for review. The P-card Coordination Team then submits the application to the Finance Director and City Administrator for final approval. The approved application is returned to the P-Card Coordination Team for processing and the card mailed to the P-card Coordination Team in 7 to 10 business days.

B. Card Issuance

The P-card Coordination Team notifies the cardholder and the cardholder's Department Liaison when the card is received. The P-card Coordination Team is responsible for scheduling an appointment with the cardholder to pick up the new Purchasing Card, sign The City of Forest Park Cardholder Purchasing Card Agreement, and attend training. The cardholder is responsible for familiarizing himself/herself with the P-Card Policy.

C. Card Profiles

Each card is assigned a single profile. The profile specifies the Single Transaction Limit (STL), the Credit Limit (CL), and the Merchant Category Codes (MCC) that are permitted on the card. The Finance Director may develop a series of predefined card profiles that Department Heads may request be assigned to a cardholder. Deviation from the predefined card profiles, if provided, requires the approval of the Finance Director and City Administrator. Card profile options will be noted on the P-card Application.

If it is determined that a cardholder's card limits are restricting purchases that are required to perform job responsibilities, the Department Head may request an increase or decrease of the cardholder's card limits. To request changes in a cardholder's credit limit and/or single transaction limit, a Cardholder Change Form must be completed and signed by both the cardholder and the Department Head. The completed and signed change form is then forwarded to the P-card Coordination Team for review. The P-card Coordination Team then submits the Cardholder Change Form to the Finance Director and City Administrator for approval. If approved, the form is processed by the P-card Coordination Team and is effective immediately.

D. Lost or Stolen Cards

Cardholders are required to immediately report any lost or stolen P-card to SunTrust at 1-800-786-8787 (24 hours a day, 365 days a year). The City of Forest Park is liable for all charges on the card until the lost or stolen card is reported to the Bank.

At the first opportunity during normal business hours the cardholder must promptly notify his/her Department Liaison (or the Backup Department Liaison should the Department Liaison be absent) about the lost or stolen card. The cardholder must also advise the Liaison if SunTrust informed the cardholder that a replacement card would be processed.

The Department Liaison or backup must promptly notify the P-card Coordination Team of the lost or stolen card and if SunTrust advised the cardholder that a replacement card would be processed.

The P-card Coordination Team will be responsible for ordering a replacement card in such cases when SunTrust did not process a replacement card at the time the cardholder reported the lost or stolen card.

The cardholder should notify all merchants who have the card number on file to flag their records that the card was lost or stolen.

E. Card Cancellation

The P-card and the signed Return Card Acknowledgement Receipt form must be returned to the Department Liaison when an employee is terminated from employment, submits their notice of separation from The City of Forest Park, transfers to another department, or loses their purchasing card privileges for any other reason. Transfers within the same department may also require cancellation of the card if the cardholder's job responsibilities change and they no longer require the need of a P-card. Prior to the employee's last date of employment or transfer, the employee must sign and deliver all outstanding P-card receipts to their assigned P-card Liaison. The Department Liaison will submit the P-card and the signed Return Card Acknowledgement Receipt to the P-card Coordination Team. A copy of the signed form will be provided to the employee and a copy retained for the Department's file. The original will be kept in the employee's Purchasing Card file in the Finance Department.

IV. Program Roles and Responsibilities

A. Department Head

Department Heads are responsible for ensuring the integrity of the P-card Program within their Department by upholding City policies and procedures. All Department Heads are responsible for overseeing P-card activity and must have a minimum understanding of the rules and regulations as contained in The City of Forest Park Purchasing Manual and internal purchasing rules. While the Department Head holds the responsibility of oversight, administration of the day-to-day activity and usage of the P-card will be managed through designation of one or more Department Liaisons.

Department Head responsibilities include:

1. Maintain knowledge of City of Forest Park P-card Policy and Procedures and internal policies and procedures to effectively oversee P-Card activity of the cardholders within their department.

2. Designate a Department Liaison(s) to manage the day-to-day activity and usage of the card. A back-up Liaison should also be designated and cross-trained.
3. Request P-Cards for employees in their department by submitting a signed P-card Application form to the P-card Coordination Team for processing.
4. Request changes in credit limits, within the guidelines contained in the P-card Policy, by submitting a signed P-card Cardholder Change form to the P-card Coordination Team for processing.
5. Review and approve cardholders' monthly transaction activity as part of the monthly approval process.
6. Promptly report any erroneous use of the P-card to the P-card Coordination Team.
7. Ensure that appropriate disciplinary actions are taken for violation of Purchasing Card Program policies and procedures.
8. Ensure P-cards are collected from cardholders upon termination, resignation, transfer, or when purchasing privileges are lost due to disciplinary action and that upon relinquishing P-Cards, cardholders sign the Return Card Acknowledgement Receipt.

B. Department Liaison

Department Liaisons are assigned the responsibility of managing the day-to-day P-Card activities and usage of the cardholders in their department. Secondary Department Liaisons should also be designated by each Department Head. The secondary Department Liaisons are designated as back up to the Department Liaison and have the same responsibility to manage the day-to-day P-Card usage and activities of the cardholders in their department in the Department Liaison's absence.

Department Liaison responsibilities include:

1. Maintain knowledge of City of Forest Park P-card Policy and internal policies and procedures to effectively manage the day-to-day P-card activity and usage.
2. Monitor transactions and account activity as often as possible to ensure that all purchases are for legitimate City of Forest Park business use. ***Transactions must be reviewed in a timely manner to identify fraud or misuse and is necessary to qualify for the liability protection included with the SunTrust Mastercard Purchasing Card Program.***
3. Collect all invoices/packing slips/charge slips/cash register receipts and phone/mail/fax/internet order forms and confirmations from assigned cardholders.
4. Complete the monthly reconciliation process:
 - a. Review and reconcile each assigned cardholders' invoices/receipts to their respective card statement.
 - b. Scan and attach all receipts and other related documentation to each cardholders' monthly statement in Munis.
 - c. Review all documentation to ensure:
 - i. Invoices/receipts are signed by the cardholder;
 - ii. Completed, signed, and approved Missing Receipt forms are included when a cardholder does not have an itemized receipt or invoice documenting the purchase;
 - iii. State Sales and Use Tax was not charged;
 - iv. Purchases were for legitimate City business use;
 - v. Completed, signed, and approved Misuse forms are included along with evidence of reimbursement for any purchase made for personal or other than City of

Forest Park business use.

- d. Review and update, if necessary, the description and account code for each transaction.
- e. Submit a Purchase Order for payment in Incode.
5. Identify transactions which were erroneously charged sales tax and work with cardholder to have vendor credit their account.
6. Attempt to resolve any disputes with a vendor that has not been resolved by cardholder.
7. Notify P-card Coordination Team within 5 days of any unresolved disputes, noting the reason for dispute and a brief statement of steps taken.
8. Promptly notify P-card Coordination Team of lost or stolen cards.
9. Collect P-card from cardholder and obtain cardholder's signature on the Return Card Acknowledgement form when cardholder is terminated, submits a notice of separation, is transferred to another department, transferred to another job within the department that does not require Purchasing Card privileges, or when cardholder loses P-Card privileges as a result of disciplinary action.
10. ***Promptly notify P-card Coordination Team to cancel a cardholder's card for employment termination, resignation by separation notice, transfer to another department, transfer to another job within the department that does not require Purchasing Card privileges, or for any other loss of purchasing card privileges as determined by the Department Head. Forward cancelled P-Card along with the signed Return Card Acknowledgement form to the P-card Coordination Team.***
11. Review new Purchasing Card Application forms and Cardholder Change forms for completeness and forward to P-card Coordination Team for processing.

C. Cardholder

All cardholders are essentially purchasing agents for The City of Forest Park. Accordingly, all cardholders must have a minimum understanding of City Procurement rules and regulations as contained in The City of Forest Park Purchasing Manual and internal purchasing rules. Cardholders must also be familiar with The City of Forest Park **Human Resources Policies & Procedures Manual, Chapter II - Ethics and Conduct**, and provisions of O.C.G.A. §45-10-3 regarding public officers and employees code of ethics and conflicts of interest.

Cardholder responsibilities include:

1. Maintain knowledge of City of Forest Park Purchasing Card Policy and internal policies and procedures.
2. Maintain security of the card, the account number, expiration date, and security code at all times.
3. Ensure all purchases are allowable purchases according to City and internal purchasing card program policies and are only for legitimate business purposes. Misuse (inappropriate, unauthorized, or fraudulent use) of the card may subject the cardholder to disciplinary action, criminal prosecution, and/or termination of City of Forest Park employment.
4. Ensure all purchases comply with the City Purchasing Ordinance which sets a no bid limit and City of Forest Park Purchasing Manual requirements concerning Competitive Bidding.
5. Adhere to the purchase limits and restrictions of the P-card and ensure that all purchases are within all other spending and vendor guidelines established by The City of Forest Park.
6. Obtain "best value" for the City when making purchases with the P-card account.
7. Ensure that the P-card is only used by the approved cardholder. Use by anyone other than the approved cardholder is strictly prohibited. The P-card is not transferable between cardholders or

department personnel.

8. Obtain all vendor invoices, packing slips, cash register receipts and charge slips and for phone/fax/internet/mail purchases, print or make a copy of the order form. **The cardholder must sign each receipt before submitting to Department Liaison to signify their approval of the transaction.**
 - i. If receipt/invoice has been lost and a duplicate cannot be obtained, complete and sign a Missing Receipt Affidavit in lieu of receipt and provide to Department Liaison for scanning into Munis.
 - ii. Use of the form more than three times in one fiscal year may result in suspension of card privileges.
9. Attempt to resolve a dispute or billing error directly with the vendor. If a cardholder cannot resolve the dispute or error with the vendor directly, then the cardholder shall complete a Commercial Card Claims Statement of Disputed Item form and forward the original to the Procurement Card Coordination Team and a copy to their Department Liaison. The cardholder must also ensure that an appropriate credit for the reported disputed item(s) or billing error appears on the SunTrust website in the current or subsequent P-Card cycle. If the credit is not in the current cycle, the information must be documented on the Payable Allocation Report or Activity Log. **Under no circumstances shall cash be accepted in lieu of a credit to the Purchasing Card account.**
10. Report a lost or stolen Purchasing Card immediately to SunTrust at 1-800-316-6056 (24 hours a day, 365 days a year). The Department Liaison must also be notified of the lost or stolen P-card at the first opportunity during business hours.
11. Return P-card and complete Return Card Acknowledgement Receipt form immediately when terminating employment, transferring to another Department, or upon request to forfeit card.

D. City Administrator & Finance Director

The City Administrator and Finance Director are responsible for establishing overall policies and procedures to ensure the integrity of the P-card Program throughout the City. Primary roles and responsibilities include:

1. Establishing card limits and allowable merchant category codes
2. Providing final review of
 - a. P-card Applications
 - b. Requests for changes in card limits and merchant category codes
 - c. Monthly P-card Statement and Certification
3. Reviewing P-card policy violations and determining disciplinary action based upon P-card Policy and Human Resources Policies and Procedures.

V. Use of the Card

A. Cardholder Liability

The P-card is a “corporate” charge card that will not affect the cardholder’s personal credit; however, it is the cardholder’s responsibility to ensure that the card is used within the guidelines of the P-card Policy and The City of Forest Park Policies and Procedures.

The City of Forest Park will not accept liability or financial responsibility for unauthorized use of

Purchasing Cards, i.e., fraudulent use of account numbers, lost or stolen Purchasing Cards, and purchases made for personal use.

Failure to comply with program guidelines may result in permanent revocation of the card, notification of the situation to management, and further disciplinary measures that may include termination.

B. Purchasing Rules

The P-card is only a method for making purchases. All purchases made with the P-card must be for official City of Forest Park business. Only the employee whose name appears on the face of the P-card is authorized to initiate transactions with the card. Use of the card by any other person is considered misuse of the card, even if the purchase is for legitimate City of Forest Park business. Use of the card for personal purchases is strictly prohibited and will result in disciplinary action, which may include termination of employment and criminal prosecution. All City of Forest Park procurement rules apply when using the purchasing card.

I. Purchases Under \$3,000

The procurement of goods and services under \$3,000.00 may be made using the P-Card.

II. Splitting Orders

The splitting of orders to remain under the “no bid limit” or the single transaction/monthly credit limit is strictly prohibited. Likewise, purchasing similar items from several vendors or two or more cardholders in the same department purchasing similar items to remain under the no bid limit or p-card limit is also prohibited.

III. Purchasing Thresholds

Use of the P-card is authorized for purchases up to the “no bid limit” which shall coincide with the single transaction limit for all cards. Purchases over the “no bid limit” shall be authorized by the Finance Director and/or City Administrator and processed by the Finance Department.

Although each purchasing card is set with specific transaction limits, the cardholder is required to follow the policies established in Section IV.B of The City of Forest Park Purchasing Manual, including the requirement for three (3) quotes on purchases of \$3,000.00 and above.

IV. City of Forest Park or State of Georgia Contracts

Purchases made using a City of Forest Park or State of Georgia contract and exceeding \$3,000.00 shall be authorized by the Finance Director and/or City Administrator and processed by the Finance Department.

V. Recycled Material

Cardholders must adhere to the Purchasing Manual policy for promoting sustainability through the purchasing process.

C. Allowable Purchases

The P-card can be used for official purchases of supplies, materials, equipment, or services, where not otherwise prohibited or restricted. All purchases must be within assigned spending limits and follow the policies established in The City of Forest Park Purchasing Manual and the P-Card Policy. The City Administrator, with the concurrence of the Finance Director, may approve purchases in exceptional circumstances that exceed the limits established in this Policy when deemed in the best interest of the City.

Allowable purchases include:

1. Supplies, materials, goods, and services up to the cardholder's approved Single Transaction Limit and/or approved cycle Credit Limit which are not otherwise excluded in the Prohibited Purchases section.
2. Memberships for professional organizations that support a City employee's assigned job duties. Employees must obtain prior approval from a supervisor and/or Department Head. Department Liaisons should ensure that membership charges are allocated to account number 523600 (Dues and Fees). Receipts must also reflect the start and end date of the membership.
3. Airline tickets, lodging, and vehicle rental with prior Department Director approval for City personnel traveling on official City business for which the per diem rate does not apply. Use of P-card for travel and training expenses must comply with The City of Forest Park Policy and Procedures for Training and Related Travel. Department Liaisons should ensure that all training and travel charges are allocated to the appropriate account number (Travel = 523500; Education & Training = 523700).
4. Incidental computer replacement parts such as keyboards, mouse, and power strips.
5. Small recurring charges under certain guidelines
 - i. Made by agreement between the cardholder and the vendor in coordination with Accounts Payable Division and approved by the Department Head;
 - ii. Annual fee is broken down into a monthly charge and there is no monthly invoice or receipt to substantiate the monthly charge;
 - iii. The cumulative annual expenditure shall not exceed \$75,000 or the threshold for formal bids, whatever is greater.
 - iv. The Accounts Payable Division will maintain a log of approved recurring p-card transactions and will provide a list to Department Heads and Liaisons on an annual basis.
 - v. Small Recurring P-Card Expenditure form must be completed by cardholder. The form along with a copy of the agreement must accompany the monthly statement reconciliation in Munis when the first charge is made against the P-card. Subsequent charges during the agreement period will not require paperwork be submitted.

D. Prohibited Purchases

The following types of purchases are prohibited by City policy:

1. Personal purchases of any kind including those for the personal benefit of another individual.
2. Cash back with a purchase, cash advances including use of the card, card number or account number at ATMs, inside bank branches or at cash advance, quasi-cash, and money transfer locations such as Western Union, Telecheck, etc.

3. Gift cards, without prior approval of a Department Head.
4. Stored value cards, calling cards, pre-paid cards, traveler's checks, money orders or similar products.
5. Entertainment.
6. Alcoholic beverages.
7. Fax machines and copiers.
8. Firearms, ammunition, explosives.
9. Expenses for which per diem rate applies. (See City of Forest Park Policy and Procedure for Training and Related Travel)
10. Unauthorized computer equipment including all printers, cell phones/PDA, tablet computers, computer memory, flash drives, external hard drives, or software of any kind that is licensed or requires installation.
11. Unauthorized purchases also include purchases generally considered legitimate that are disallowed or not approved by cardholder's supervisor.
12. Additional item(s) expressly prohibited by other City of Forest Park policy and procedures.

E. Sales Tax Exemption

Purchases made in Georgia are exempt from Georgia Sales Tax. Cardholders should use the State of Georgia Sales and Use Tax Certificate of Exemption as documentation. Purchases made in other states are subject to that state's sales tax. Cardholders are responsible for ensuring that merchants do not charge tax. If taxes are charged, the cardholder must contact the merchant to obtain a credit to the account. Documentation of attempts to obtain credit for any State Sales Tax charged in error must be maintained with the documentation for the transaction where the tax was charged. Taxes cannot be disputed with SunTrust. **EXCEPTION: Purchases in restaurants only are not required to have sales tax removed due to the varying ability of restaurants to exempt sales tax. Cardholders may still attempt to have sales tax removed, however, if unsuccessful, the transaction will not be considered a policy violation.**

F. Making Purchases

Purchases may be made in person, by phone, fax, e-mail, Internet, or mail. If the purchase is made via the Internet, make sure it is a secure site. Look for "https" in the URL and check for the lock or key icon in the Security Status bar in the Address bar (do not enter confidential information if there is no lock or key icon on the Address bar). You should be confident that the site is using your information properly and in a secure manner before providing any information.

When making a purchase by fax, call the merchant and provide the card number over the phone instead of including it on the fax documentation. If the card number is provided over the telephone, the cardholder should be alert to others in the surrounding area that may hear the card information.

When making a purchase or placing an order using the P-card, remember the following:

- Provide the merchant with the Tax ID number and/or Sales and Use Tax Certificate of Exemption;
- Take advantage of any government discounts or price agreements, if applicable;
- Supply your cardholder's name and expiration date of the card;
- Provide delivery instructions;
- Obtain receipts/invoices showing the details and pricing for each item ordered;

- Do not split orders or purchase the same item from several vendors to circumvent the \$2,500.00 no bid limit. (Cost of freight should be included in total purchase amount when considering the No Bid Limit.)

G. Documentation of Transactions

The cardholder is responsible for ensuring that every transaction has valid supporting documentation. The nature of the goods or services received will determine what information the invoice or receipt must contain. However, all invoices should contain basic information about the transaction. These are:

1. Vendor or merchant name
2. Transaction date
3. Line-item information
 - i. Quantity
 - ii. Description
 - iii. Unit Price
 - iv. Line Price (quantity x unit price)
4. Total invoice amount
5. Confirmation of receipt of goods or services
 - i. If the documentation is a cash register receipt, then the cardholder's signature must be on the receipt. The signed charge transaction slip must also be signed and attached to the cash register receipt.
 - ii. If the items were shipped, the receiving employee must sign the packing slip and the invoice if it comes in the shipment and forward this documentation to the cardholder. The cardholder must then forward the signed packing slip, invoice, and all other pertinent documentation to the Department Liaison.

H. Missing Receipt/Invoice

Should a receipt or invoice be lost or unobtainable from vendor, the cardholder must complete a Missing Receipt/Invoice Affidavit and forward to the Department Liaison. Refer to the Progressive Discipline Guidelines found at the end of this policy for consequences of failing to obtain a receipt/invoice.

I. Credits

If a cardholder returns merchandise a credit should be issued to the cardholder's P-card and a credit receipt obtained. **Under no circumstances should a cardholder receive cash or a credit voucher.** The cardholder should contact the vendor first to obtain the credit and ensure the credit is applied. If the vendor refuses to issue a credit to the cardholder's account, the next step would be to file the appropriate form for disputed items. Cardholders should avoid merchants with restrictive merchandise return policies.

J. Disputes

A cardholder should attempt to first resolve a dispute or billing error directly with the vendor. If the vendor agrees to issue a credit, the cardholder must ensure that an appropriate credit for the reported disputed item(s) or billing error appears on the current or subsequent P-Card statement cycle. The cardholder should also complete the required documentation and forward to the Department Liaison.

If the cardholder cannot resolve the dispute with the vendor directly, then the cardholder should contact SunTrust at 1-888-786-8787. A dispute can be filed with SunTrust within 60 days of the transaction date. Cardholders should also complete the Disputed Item form and forward a copy to the Department Liaison.

Examples of transactions that should be disputed include:

- Unauthorized charges
- Differences between the amount authorized and the amount charged
- Duplicate charges
- Failure to receive goods
- Returned goods that were not credited
- Unrecognized charges

K. Fraudulent Charges

When a cardholder determines possible fraudulent charges on their card it must promptly be reported to the Department Liaison who in turn, promptly notifies the Finance Director. The P-card Coordination Team will report the fraudulent incident(s) to SunTrust. The card is cancelled, and a new card and number is issued to the cardholder. A provisional credit is usually applied to the account.

L. Card Security

Cardholders should always treat The City of Forest Park Purchasing Card with at least the same level of care as one does their own personal credit cards. The card should be maintained in a secure location and the card account number should be carefully guarded. The only person entitled to use the card is the person whose name appears on the face of the card. The card may not be lent to another person for any reason. However, a cardholder may use his or her card to make purchases on behalf of the staff of City of Forest Park.

VI. Documentation

A. Program Documentation

At the close of the monthly billing cycle, the monthly statement for all cardholders will be mailed to each director. Statements will progress through a predefined workflow approval process. Throughout the preceding month, cardholders should be forwarding signed vendor invoices/packing slips/cash register receipts/charge transaction slips to the Department Liaison. The Department Liaison will reconcile the submitted documents of assigned cardholders to the monthly statement. The Department Liaison approves the statements to confirm review and reconciliation.

B. Statement Reconciliation

The Finance Team reviews each cardholder's monthly statement and related documents to substantiate the P-card statement charges. Additional reviews will be conducted by the Accounting Division to check for fraudulent charges and items that qualify as prepaid expenditures.

C. Records Retention

The Office of the Secretary of State maintains the official Records Retention Schedule for the State of Georgia. This information is available on their website at www.sos.georgia.gov by searching for Records Retention schedule.

- Documents related to transaction are account records and must be maintained according to the requirement of Accounts Payable Files.
- Documents related to the issuance of cards to employees are accounting records and must be maintained according to the requirements of Credit Card Administration Records.

VII. Program Compliance

A. Internal Controls

An internal control structure is established to ensure compliance with City Ordinance, City Purchasing Manual, City P-card Policy, and internal policy.

Internal controls include:

- Appropriate separation of duties between making transactions (cardholders), review and approval of transactions for payment (approving officials), and payment of monthly billing statement (accounts payable).
- Appropriate hierarchical review and approval of purchases by someone with supervisory authority over the cardholder and/or the authority to question purchases if needed.

B. Internal Audits

I. Monthly Reviews

At the end of each billing cycle and reconciliation process, the P-card Coordination Team will review and log all exceptions and/or offenses. The monthly log will be forwarded to each Department Liaison and Department Head. The Department Liaison will be responsible for working with cardholders to remedy, if possible, the recorded exceptions.

P-card exceptions that result in a violation will also be documented each month. Notification will be sent to the cardholder, Department Liaison, and Department Head. The P-card Coordination Team will be responsible for enforcing the Progressive Discipline Guidelines.

II. On-site Reviews

The Finance Team will make random audits to ensure compliance with the City's Purchasing Card policies and procedures. The review will be based on selected transactions and a periodic visual review of the purchased item if applicable. Upon request, the Department Liaison will assist the P-card Coordination Team with the location of the purchased item.

The P-card Coordination Team may also make recommendations to the cardholder, Department Liaison, and/or Department Head to improve various components of the P-card process. Continuous deficiencies in administering components of the P-card Program may result in disciplinary action up to

revocation of P-card eligibility.

C. Disciplinary Action for Violations

When a serious Purchasing Card exception or violation is discovered, the Finance Team will investigate the surrounding circumstances and provide findings to the Finance Director, Department Head, and Department Liaison. Disciplinary consequences will be based upon the Human Resources and P-card Policies and Procedures. The Finance Director, in coordination with Human Resources, will notify the Department Head and City Administrator of the recommended disciplinary actions.

CREDIT CARD - PROGRESSIVE DISCIPLINE GUIDELINES (Within A Fiscal Year)

(Department Head & Liaison Notified with each Offense)

<i>Offense</i>	<i>1st Offense</i>	<i>2nd Offense</i>	<i>3rd Offense</i>
Missing/Invalid Receipts (includes paying sales tax, no signature on receipt)	Violation Form filed after 2 occurrences	Suspension of card for 1 month after 3 occurrences	Suspension of card for 3 months after 4 occurrences
Splitting purchase willfully	Revocation of card privileges for 6 months	*Termination	
Inappropriate/Unauthorized purchase (including unintentional personal use)	Violation Form filed and reimbursement	Suspension of card privileges for 6 months and reimbursement	Revocation of card privileges
Allowing use of card by another	Suspension of card privileges for 3 months	Revocation of card privileges	
Failure to provide documentation in a timely manner to Department Liaison	Violation Form filed	Suspension of card privileges for 3 months	Revocation of card privileges
Use of card for personal gain or other non-compliant or inappropriate card use	Revocation of card privileges at the discretion of the Director of Finance. *Termination and possible criminal prosecution at the discretion of the Department Head with consultation by the HR Director		

P-Card Glossary

Allocating – The act of entering codes to identify what sector of the organization’s General Ledger (GL) will be charged for a transaction.

Available Credit - The maximum amount that can be spent with the card in the remaining billing cycle.

Billing Cycle – The monthly billing period begins on the 28th day of each month and ends the 27th day of each following month.

Card ID – The last four digits of the card account number.

Card Profile – The settings that control the funding, spending, and reconciliation process for a group of cards. Each card must belong to a single card profile.

Cardholder – A user who is assigned at least one card.

Cardholder Agreement – An agreement signed by the cardholder acknowledging receipt of The City of Forest Park Purchasing Card and agreement to comply with the terms and conditions of the Agreement and the provisions of the P-Card Policy.

Charge Slip – Documentation provided by a vendor that reflects the authorization to charge the P-card. Charge slips are NOT substitutions for Receipts (see definition).

Credit Limit – The maximum spending or ceiling allowed on a card in one billing cycle. **CVV** The

Category Verification Value (four digits) located on the back of a credit card.

Merchant – A vendor that accepts the Mastercard credit card.

Merchant Category Code (MCC) – Merchant Category Code assigned to a merchant by Mastercard which identifies the primary goods or services that are provided by the merchant.

Purchase Date – The date on which the goods or services were purchased.

Reconciliation – The process of reviewing and signing off payable documents. Sometimes this must be accomplished at several levels (i.e., cardholder, manager, and accountant).

Receipt – The purchase documentation provided by a vendor that includes a transaction date, itemized list of purchases, and total purchase amount. Receipts may be generated by a cash register or can include invoices or other types of documentation for online, telephone, or fax purchases. Documentation that reflects the P-card charge with only a total purchase amount is NOT a receipt.

Single Transaction Limit – The maximum amount that can be spent on a single transaction with the card.

Transaction – A charge, credit, correction, or other activity associated with the card.

Vendor – A business with which you have conducted business using a card entered the system. For all practical purposes, this term is synonymous with the term merchant.