



## CITY COUNCIL WORK SESSION

Monday, October 21, 2024 at 6:00 PM  
Council Chambers and YouTube Livestream

Website: [www.forestparkga.gov](http://www.forestparkga.gov)  
YouTube: <https://bit.ly/3c28p0A>  
Phone Number: (404) 366.4720

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

The Honorable Mayor Angelyne Butler, MPA

The Honorable Kimberly James  
The Honorable Hector Gutierrez

The Honorable Latresa Akins-Wells  
The Honorable Allan Mears

Ricky L. Clark Jr, City Manager  
Randi Rainey, City Clerk  
Danielle Matricardi, City Attorney

### AGENDA

#### VIRTUAL NOTICE

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

The Council Meetings will be live-streamed and available on the City's

YouTube page - "*City of Forest Park GA*"

**CALL TO ORDER/WELCOME:**

**ROLL CALL:**

**ADOPTION OF THE CONSENT AGENDA WITH ANY ADDITIONS / DELETIONS:**

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**CONSENT AGENDA:**

1. **Council Discussion for Vehicle Exhaust Removal System for Fire Stations 1 & 2 - Fire & EMS Department**

**Background/History:**

In January 2022, City Council approved the Forest Park Fire Department to accept an awarded grant for the purchase of a Vehicle Exhaust Removal System for 2 of our Fire Stations in the amount of \$173,871.81 with the City's match being 10% equaling \$17,387.19. The total amount of the system was quoted by SafeAir Corporation at \$191,259 in 2023. However, upon completion of the work the cost increased to a total cost of \$202,097. This increased the City's obligation by \$10,838.00.

Once the city receives the AFG grant funds, we will amend the budget to transfer \$173,871.81 to general funds and pay it using budget line item 100-61-3510-53-1106. The remaining balance, \$10,838.00, will also be paid using budget line item 100-61-3510-53-1106.

**2. Council Discussion on the Renaming of the Trade Specialist Position to Building Maintenance Technician**– Public Works/ Human Resources

**Background/History:**

The Building Maintenance Division within the Public Works Department handles the maintenance of systems and infrastructure across City buildings. Their work includes tasks such as:

- Carpentry: Fabricating, repairing, and installing items like shelves, doors, and windows.
- Plumbing: Repairing or replacing faucets, valves, sinks, and unblocking drains.
- Painting and Electrical: Performing electrical repairs, painting, and masonry work.

The current job title, "Trade Specialist," does not clearly describe these duties, especially for external applicants. The department proposes renaming the position to "Building Maintenance Technician" to better reflect the responsibilities and attract more qualified applicants. Staff believe this change will provide clarity about the role and help fill vacant positions with a broader and more qualified pool of candidates.

If approved, the department will adopt the title change and update all related documents, signage, and communication materials accordingly.

**NEW BUSINESS:**

**3. Council Discussion on a Partnership with Clayton State for Continuing & Professional Education – Executive Offices & Human Resources**

**Background/History:**

The Executive Offices seeks approval for a strategic partnership between the City of Forest Park and Clayton State University's Continuing & Professional Education (CPE) program. This collaboration will provide targeted professional development opportunities for our employees in key areas such as Microsoft Office, business writing, customer service, and professional etiquette. This initiative aligns with the **Operational Efficiency (O)** pillar of the **ONE Forest Park** program, ensuring that our workforce remains skilled, competent, and equipped to serve the citizens of Forest Park effectively.

**4. Council Discussion on the Presentation from Walking In Authority Teen Council-** Councilwoman Akins-Wells, Ward 4

**Background/History:**

The **Walking In Authority Teen Council (formerly the Forest Park Teen Council)** was founded in 2008 by Mayor Pro-Tem Sparkle K. Adams with a group of students from Forest Park, and became fully active in 2009. It was formed to engage teens ages 13-19 from local schools, with elections held for positions like Teen Mayor, Councilperson, City Manager, and City Attorney. Since then, the council has been involved in various community activities, including clean-ups, mock trials, voter registration drives, and leadership training.

Sparkle Adams is present to provide an overview of the Walking in Authority Teen Council.

**5. Council Discussion of the Comprehensive Classification Analysis & Compensation Study- Human Resources**

**Background/History:**

As part of the strategic objectives established during the FY '23 Budget Cycle, the Governing Body endorsed a contract with Gallagher for an in-depth Comprehensive Classification Analysis and Compensation Study. Our dedicated staff has engaged in close collaboration with the contractor to ensure that our wage and compensation framework is not only equitable but also strategically designed to cultivate a more progressive approach to attracting and retaining exceptional talent within the City of Forest Park. We are now prepared to present the findings of this study for consideration by the Governing Body.

**6. Council Discussion to extend the contractual agreements for On-Call Plumbing Repairs and Maintenance Services – Procurement/Public Works**

**Background/History:**

The Department of Public Works is requesting Council's approval to extend the contractual agreements with the following two plumbing repair and maintenance contractors:

MaxAir Mechanical

The Plumbing Shop Inc., DBA Quick Action Plumbers

These contractors have been providing on-call plumbing repairs and maintenance services to the City, supplementing the Public Works Department's staff. The initial contract term was for three years, and after reviewing the performance of both firms, the Department is recommending a two-year extension to continue utilizing their services.

The extension will allow these contractors to remain on an as-needed, on-call basis to perform specific plumbing-related task orders. The Department of Public Works will maintain the option to rotate the firms or allow them to compete for various projects throughout the City of Forest Park, including services for the City's different boards.

**7. Council Discussion on the City of Forest Park Financial Policies-Finance Department**

**Background/History:**

Financial policies provide written guidance for how the City of Forest Park officials and staff should approach fiscal issues and core financial areas. To continue a healthy financial support to the Citizens of Forest Park for services and infrastructure maintenance, the financial policies ensures accountability, minimize confusion on the direction to follow, protects the City, and helps determine the City's fiscal stability.

**8. Council Discussion on the Presentation by Kimley Horn for Pedestrian Bridge Feasibility Study Update-Planning and Community Development Department**

**Background/History:**

Kimley Horn has been working to complete a feasibility study for the Forest Park Pedestrian Bridge. Per the timeline provided to staff by Kimley Horn, the draft feasibility study report is nearing completion, and they would like to share the progress made through stakeholder interviews, visioning sessions, pop ups, open house and online engagement.

**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 meeting accommodation should notify the City Clerk's Office at 404-366-4720 at least 24 hours before the meeting.

**File Attachments for Item:**

**1. Council Discussion for Vehicle Exhaust Removal System for Fire Stations 1 & 2 - Fire & EMS Department**

**Background/History:**

In January 2022, City Council approved the Forest Park Fire Department to accept an awarded grant for the purchase of a Vehicle Exhaust Removal System for 2 of our Fire Stations in the amount of \$173,871.81 with the City's match being 10% equaling \$17,387.19. The total amount of the system was quoted by SafeAir Corporation at \$191,259 in 2023. However, upon completion of the work the cost increased to a total cost of \$202,097. This increased the City's obligation by \$10,838.00.

Once the AFG grant funds are received by the City, we will do a budget amendment in the amount of \$173,871.81 to be transferred to general funds and paid using budget line item: 100-61-3510-53-1106. The remaining balance \$10,838.00 will also be paid using budget line item 100-61-3510-53-1106.

CITY OF  
**FORESTPARK**

## City Council Agenda Item

**Subject:** Request Approval – SafeAir Corporation (Exhaust Removal System replacement for Fire Stations 1 and 2)

**Submitted By:** SANDRA DAVIS – FFPD

**Date Submitted:** October 15, 2024

**Work Session Date:** October 21, 2024

**Council Meeting Date:** October 21, 2024

### Background:

In January 2022, City Council approved the Forest Park Fire Department to accept an awarded grant for the purchase of a Vehicle Exhaust Removal System for 2 of our Fire Stations in the amount of \$173,871.81 with the City's match being 10% equaling \$17,387.19. The total amount of the system was quoted by SafeAir Corporation at \$191,259 in 2023. However, upon completion of the work the cost increased to a total cost of \$202,097. This increased the City's obligation by \$10,838.00.

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**Cost: \$** \$184,709.81

**Budgeted for:** ☒ Yes ☐ No

**Financial Impact:** 100-61-3510-53-1106

**Action Requested from Council:** Approval

# Award Letter

U.S. Department of Homeland Security  
Washington, D.C. 20472

Effective date: 05/25/2023



Ioana Armstrong  
CITY OF FOREST PARK  
745 FOREST PARKWAY  
FOREST PARK, GA 30297

EMW-2022-FG-03562

Dear Ioana Armstrong,

Congratulations on behalf of the Department of Homeland Security. Your application submitted for the Fiscal Year (FY) 2022 Assistance to Firefighters Grant (AFG) Grant funding opportunity has been approved in the amount of \$173,871.81 in Federal funding. As a condition of this grant, you are required to contribute non-Federal funds equal to or greater than 10.0% of the Federal funds awarded, or \$17,387.19 for a total approved budget of \$191,259.00. Please see the FY 2022 AFG Notice of Funding Opportunity for information on how to meet this cost share requirement.

Before you request and receive any of the Federal funds awarded to you, you must establish acceptance of the award through the FEMA Grants Outcomes (FEMA GO) system. By accepting this award, you acknowledge that the terms of the following documents are incorporated into the terms of your award:

- Summary Award Memo - included in this document
- Agreement Articles - included in this document
- Obligating Document - included in this document
- 2022 AFG Notice of Funding Opportunity (NOFO) - incorporated by reference

Please make sure you read, understand, and maintain a copy of these documents in your official file for this award.

Sincerely,

A handwritten signature in blue ink, appearing to read "P. Williams", is written over a faint, larger blue ink signature that appears to read "P. Williams".

PAMELA WILLIAMS  
Assistant Administrator, Grant Programs

## Summary Award Memo

**Program:** Fiscal Year 2022 Assistance to Firefighters Grant

**Recipient:** CITY OF FOREST PARK

**UEI-EFT:** V4UWJTZVJ2H1

**DUNS number:** 078115979

**Award number:** EMW-2022-FG-03562

### Summary description of award

The purpose of the Assistance to Firefighters Grant program is to protect the health and safety of the public and firefighting personnel against fire and fire-related hazards. After careful consideration, FEMA has determined that the recipient's project or projects submitted as part of the recipient's application and detailed in the project narrative as well as the request details section of the application - including budget information - was consistent with the Assistance to Firefighters Grant Program's purpose and was worthy of award.

Except as otherwise approved as noted in this award, the information you provided in your application for Fiscal Year (FY) 2022 Assistance to Firefighters Grants funding is incorporated into the terms and conditions of this award. This includes any documents submitted as part of the application.

### Amount awarded table

The amount of the award is detailed in the attached Obligating Document for Award.

The following are the budgeted estimates for object classes for this award (including Federal share plus your cost share, if applicable):

| Object Class     | Total        |
|------------------|--------------|
| Personnel        | \$0.00       |
| Fringe benefits  | \$0.00       |
| Travel           | \$0.00       |
| Equipment        | \$191,259.00 |
| Supplies         | \$0.00       |
| Contractual      | \$0.00       |
| Construction     | \$0.00       |
| Other            | \$0.00       |
| Indirect charges | \$0.00       |
| Federal          | \$173,871.81 |
| Non-federal      | \$17,387.19  |
| Total            | \$191,259.00 |
| Program Income   | \$0.00       |

## Approved scope of work

After review of your application, FEMA has approved the below scope of work. Justifications are provided for any differences between the scope of work in the original application and the approved scope of work under this award. You must submit scope or budget revision requests for FEMA's prior approval, via an amendment request, as appropriate per 2 C.F.R. § 200.308 and the FY2022 AFG NOFO.

### Approved request details:

## Modify facilities

### Source Capture Exhaust System(s)

#### DESCRIPTION

Purchase and installation for an exhaust capture system for Fire Station 2 (Linda Way)

| QUANTITY | UNIT PRICE  | TOTAL       |
|----------|-------------|-------------|
| 1        | \$91,259.00 | \$91,259.00 |

#### BUDGET CLASS

Equipment

CHANGE FROM APPLICATION

JUSTIFICATION

### Source Capture Exhaust System(s)

#### DESCRIPTION

Purchase and installation for an exhaust capture system for Fire Station 1 (Jonesboro Rd.)

| QUANTITY | UNIT PRICE   | TOTAL        |
|----------|--------------|--------------|
| 1        | \$100,000.00 | \$100,000.00 |

#### BUDGET CLASS

Equipment

CHANGE FROM APPLICATION

JUSTIFICATION

## Agreement Articles

**Program:** Fiscal Year 2022 Assistance to Firefighters Grant

**Recipient:** CITY OF FOREST PARK

**UEI-EFT:** V4UWJTZVJ2H1

**DUNS number:** 078115979

**Award number:** EMW-2022-FG-03562

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**Article 1****Assurances, Administrative Requirements, Cost Principles, Representations and Certifications**

I. DHS financial assistance recipients must complete either the Office of Management and Budget (OMB) Standard Form 424B Assurances – Non-Construction Programs, or OMB Standard Form 424D Assurances – Construction Programs, as applicable. Certain assurances in these documents may not be applicable to your program, and the DHS financial assistance office (DHS FAO) may require applicants to certify additional assurances. Applicants are required to fill out the assurances as instructed by the awarding agency. II. DHS financial assistance recipients are required to follow the applicable provisions of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards located at Title 2, Code of Federal Regulations (C.F.R.) Part 200 and adopted by DHS at 2 C.F.R. Part 3002. III. By accepting this agreement, recipients, and their executives, as defined in 2 C.F.R. § 170.315, certify that their policies are in accordance with OMB's guidance located at 2 C.F.R. Part 200, all applicable federal laws, and relevant Executive guidance.

**Article 2****General Acknowledgements and Assurances**

All recipients, subrecipients, successors, transferees, and assignees must acknowledge and agree to comply with applicable provisions governing DHS access to records, accounts, documents, information, facilities, and staff. I. Recipients must cooperate with any DHS compliance reviews or compliance investigations conducted by DHS. II. Recipients must give DHS access to examine and copy records, accounts, and other documents and sources of information related to the federal financial assistance award and permit access to facilities or personnel. III. Recipients must submit timely, complete, and accurate reports to the appropriate DHS officials and maintain appropriate backup documentation to support the reports. IV. Recipients must comply with all other special reporting, data collection, and evaluation requirements, as prescribed by law, or detailed in program guidance. V. Recipients (as defined in 2 C.F.R. Part 200 and including recipients acting as pass-through entities) of federal financial assistance from DHS or one of its awarding component agencies must complete the DHS Civil Rights Evaluation Tool within thirty (30) days of receipt of the Notice of Award for the first award under which this term applies. Recipients of multiple awards of DHS financial assistance should only submit one completed tool for their organization, not per award. After the initial submission, recipients are required to complete the tool once every two (2) years if they have an active award, not every time an award is made. Recipients should submit the completed tool, including supporting materials, to [CivilRightsEvaluation@hq.dhs.gov](mailto:CivilRightsEvaluation@hq.dhs.gov). This tool clarifies the civil rights obligations and related reporting requirements contained in the DHS Standard Terms and Conditions. Subrecipients are not required to complete and submit this tool to DHS. The evaluation tool can be found at <https://www.dhs.gov/publication/dhs-civil-rights-evaluation-tool>. DHS Civil Rights Evaluation Tool | Homeland Security. The DHS Office for Civil Rights and Civil Liberties will consider, in its discretion, granting an extension if the recipient identifies steps and a timeline for completing the tool. Recipients should request extensions by emailing the request to [CivilRightsEvaluation@hq.dhs.gov](mailto:CivilRightsEvaluation@hq.dhs.gov) prior to expiration of the 30-day deadline.

**Article 3****Acknowledgement of Federal Funding from DHS**

Recipients must acknowledge their use of federal funding when issuing statements, press releases, requests for proposal, bid invitations, and other documents describing projects or programs funded in whole or in part with federal funds.

**Article 4****Activities Conducted Abroad**

Recipients must ensure that project activities performed outside the United States are coordinated as necessary with appropriate government authorities and that appropriate licenses, permits, or approvals are obtained.

- Article 5      Age Discrimination Act of 1975**  
 Recipients must comply with the requirements of the Age Discrimination Act of 1975, Public Law 94-135 (1975) (codified as amended at Title 42, U.S. Code, § 6101 et seq.), which prohibits discrimination on the basis of age in any program or activity receiving federal financial assistance.
- Article 6      Americans with Disabilities Act of 1990**  
 Recipients must comply with the requirements of Titles I, II, and III of the Americans with Disabilities Act, Pub. L. 101-336 (1990) (codified as amended at 42 U.S.C. §§ 12101– 12213), which prohibits recipients from discriminating on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities.
- Article 7      Best Practices for Collection and Use of Personally Identifiable Information**  
 Recipients who collect personally identifiable information (PII) are required to have a publicly available privacy policy that describes standards on the usage and maintenance of the PII they collect. DHS defines PII as any information that permits the identity of an individual to be directly or indirectly inferred, including any information that is linked or linkable to that individual. Recipients may also find the DHS Privacy Impact Assessments: Privacy Guidance and Privacy Template as useful resources respectively.
- Article 8      Civil Rights Act of 1964 – Title VI**  
 Recipients must comply with the requirements of Title VI of the Civil Rights Act of 1964 (codified as amended at 42 U.S.C. § 2000d et seq.), which provides that no person in the United States will, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. DHS implementing regulations for the Act are found at 6 C.F.R. Part 21 and 44 C.F.R. Part 7.
- Article 9      Civil Rights Act of 1968**  
 Recipients must comply with Title VIII of the Civil Rights Act of 1968, Pub. L. 90-284, as amended through Pub. L. 113-4, which prohibits recipients from discriminating in the sale, rental, financing, and advertising of dwellings, or in the provision of services in connection therewith, on the basis of race, color, national origin, religion, disability, familial status, and sex (see 42 U.S.C. § 3601 et seq.), as implemented by the U.S. Department of Housing and Urban Development at 24 C.F.R. Part 100. The prohibition on disability discrimination includes the requirement that new multifamily housing with four or more dwelling units—i.e., the public and common use areas and individual apartment units (all units in buildings with elevators and ground-floor units in buildings without elevators)—be designed and constructed with certain accessible features. (See 24 C.F.R. Part 100, Subpart D.)

**Article 10 Copyright**

Recipients must affix the applicable copyright notices of 17 U.S.C. §§ 401 or 402 and an acknowledgement of U.S. Government sponsorship (including the award number) to any work first produced under federal financial assistance awards.

**Article 11 Debarment and Suspension**

Recipients are subject to the non-procurement debarment and suspension regulations implementing Executive Orders (E.O.) 12549 and 12689, which are at 2 C.F.R. Part 180 as adopted by DHS at 2 C.F.R. Part 3002. These regulations restrict federal financial assistance awards, subawards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in federal assistance programs or activities.

**Article 12 Drug-Free Workplace Regulations**

Recipients must comply with drug-free workplace requirements in Subpart B (or Subpart C, if the recipient is an individual) of 2 C.F.R. Part 3001, which adopts the Government-wide implementation (2 C.F.R. Part 182) of Sec. 5152-5158 of the Drug-Free Workplace Act of 1988 (41 U.S.C. §§ 8101-8106).

**Article 13 Duplication of Benefits**

Any cost allocable to a particular federal financial assistance award provided for in 2 C.F.R. Part 200, Subpart E may not be charged to other federal financial assistance awards to overcome fund deficiencies; to avoid restrictions imposed by federal statutes, regulations, or federal financial assistance award terms and conditions; or for other reasons. However, these prohibitions would not preclude recipients from shifting costs that are allowable under two or more awards in accordance with existing federal statutes, regulations, or the federal financial assistance award terms and conditions may not be charged to other federal financial assistance awards to overcome fund deficiencies; to avoid restrictions imposed by federal statutes, regulations, or federal financial assistance award terms and conditions; or for other reasons.

**Article 14 Education Amendments of 1972 (Equal Opportunity in Education Act) – Title IX**

Recipients must comply with the requirements of Title IX of the Education Amendments of 1972, Pub. L. 92-318 (1972) (codified as amended at 20 U.S.C. § 1681 et seq.), which provide that no person in the United States will, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance. DHS implementing regulations are codified at 6 C.F.R. Part 17 and 44 C.F.R. Part 19.

- Article 15**      **E.O. 14074 – Advancing Effective, Accountable Policing and Criminal Justice Practices to Enhance Public Trust and Public Safety**  
Recipient State, Tribal, local, or territorial law enforcement agencies must comply with the requirements of section 12(c) of E.O. 14074. Recipient State, Tribal, local, or territorial law enforcement agencies are also encouraged to adopt and enforce policies consistent with E.O. 14074 to support safe and effective policing.
- Article 16**      **Energy Policy and Conservation Act**  
Recipients must comply with the requirements of the Energy Policy and Conservation Act, Pub. L. 94- 163 (1975) (codified as amended at 42 U.S.C. § 6201 et seq.), which contain policies relating to energy efficiency that are defined in the state energy conservation plan issued in compliance with this Act.
- Article 17**      **False Claims Act and Program Fraud Civil Remedies**  
Recipients must comply with the requirements of the False Claims Act, 31 U.S.C. §§3729- 3733, which prohibit the submission of false or fraudulent claims for payment to the Federal Government. (See 31 U.S.C. §§ 3801-3812, which details the administrative remedies for false claims and statements made.)
- Article 18**      **Federal Debt Status**  
All recipients are required to be non-delinquent in their repayment of any federal debt. Examples of relevant debt include delinquent payroll and other taxes, audit disallowances, and benefit overpayments. (See OMB Circular A-129.)
- Article 19**      **Federal Leadership on Reducing Text Messaging while Driving**  
Recipients are encouraged to adopt and enforce policies that ban text messaging while driving as described in E.O. 13513, including conducting initiatives described in Section 3(a) of the Order when on official government business or when performing any work for or on behalf of the Federal Government.
- Article 20**      **Fly America Act of 1974**  
Recipients must comply with Preference for U.S. Flag Air Carriers (air carriers holding certificates under 49 U.S.C.) for international air transportation of people and property to the extent that such service is available, in accordance with the International Air Transportation Fair Competitive Practices Act of 1974, 49 U.S.C. § 40118, and the interpretative guidelines issued by the Comptroller General of the United States in the March 31, 1981, amendment to Comptroller General Decision B-138942.

- Article 21      Hotel and Motel Fire Safety Act of 1990**  
 Recipients must ensure that all conference, meeting, convention, or training space funded in whole or in part with federal funds complies with the fire prevention and control guidelines of Section 6 of the Hotel and Motel Fire Safety Act of 1990, 15 U.S.C. § 2225a
- Article 22      John S. McCain National Defense Authorization Act of Fiscal Year 2019**  
 Recipients, subrecipients, and their contractors and subcontractors are subject to the prohibitions described in section 889 of the John S. McCain National Defense Authorization Act for Fiscal Year 2019, Pub. L. No. 115-232 (2018) and 2 C.F.R. §§ 200.216, 200.327, 200.471, and Appendix II to 2 C.F.R. Part 200. Beginning August 13, 2020, the statute – as it applies to DHS recipients, subrecipients, and their contractors and subcontractors – prohibits obligating or expending federal award funds on certain telecommunications and video surveillance products and contracting with certain entities for national security reasons
- Article 23      Limited English Proficiency (Civil Rights Act of 1964, Title VI)**  
 Recipients must comply with Title VI of the Civil Rights Act of 1964, (42 U.S.C. § 2000d et seq.) prohibition against discrimination on the basis of national origin, which requires that recipients of federal financial assistance take reasonable steps to provide meaningful access to persons with limited English proficiency (LEP) to their programs and services. For additional assistance and information regarding language access obligations, please refer to the DHS Recipient Guidance: <https://www.dhs.gov/guidance-published-help-department-supported-organizations-provide-meaningful-access-people-limited> and additional resources on <http://www.lep.gov>.
- Article 24      Lobbying Prohibitions**  
 Recipients must comply with 31 U.S.C. § 1352, which provides that none of the funds provided under a federal financial assistance award may be expended by the recipient to pay any person to influence, or attempt to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any federal action related to a federal award or contract, including any extension, continuation, renewal, amendment, or modification.
- Article 25      National Environmental Policy Act**  
 Recipients must comply with the requirements of the National Environmental Policy Act of 1969, (NEPA) Pub. L. 91-190 (1970) (codified as amended at 42 U.S.C. § 4321 et seq. and the Council on Environmental Quality (CEQ) Regulations for Implementing the Procedural Provisions of NEPA, which require recipients to use all practicable means within their authority, and consistent with other essential considerations of national policy, to create and maintain conditions under which people and nature can exist in productive harmony and fulfill the social, economic, and other needs of present and future generations of Americans

- Article 26      Nondiscrimination in Matters Pertaining to Faith-Based Organizations**  
It is DHS policy to ensure the equal treatment of faith-based organizations in social service programs administered or supported by DHS or its component agencies, enabling those organizations to participate in providing important social services to beneficiaries. Recipients must comply with the equal treatment policies and requirements contained in 6 C.F.R. Part 19 and other applicable statutes, regulations, and guidance governing the participations of faith-based organizations in individual DHS programs.
- Article 27      Non-Supplanting Requirement**  
Recipients receiving federal financial assistance awards made under programs that prohibit supplanting by law must ensure that federal funds do not replace (supplant) funds that have been budgeted for the same purpose through non-federal sources.
- Article 28      Notice of Funding Opportunity Requirements**  
All the instructions, guidance, limitations, and other conditions set forth in the Notice of Funding Opportunity (NOFO) for this program are incorporated here by reference in the award terms and conditions. All recipients must comply with any such requirements set forth in the program NOFO.
- Article 29      Patents and Intellectual Property Rights**  
Recipients are subject to the Bayh-Dole Act, 35 U.S.C. § 200 et seq, unless otherwise provided by law. Recipients are subject to the specific requirements governing the development, reporting, and disposition of rights to inventions and patents resulting from federal financial assistance awards located at 37 C.F.R. Part 401 and the standard patent rights clause located at 37 C.F.R. § 401.14.
- Article 30      Procurement of Recovered Materials**  
States, political subdivisions of states, and their contractors must comply with Section 6002 of the Solid Waste Disposal Act, Pub. L. 89-272 (1965), (codified as amended by the Resource Conservation and Recovery Act, 42 U.S.C. § 6962.) The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 C.F.R. Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition.
- Article 31      Rehabilitation Act of 1973**  
Recipients must comply with the requirements of Section 504 of the Rehabilitation Act of 1973, Pub. L. 93-112 (1973), (codified as amended at 29 U.S.C. § 794,) which provides that no otherwise qualified handicapped individuals in the United States will, solely by reason of the handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

- Article 32      Reporting of Matters Related to Recipient Integrity and Performance**  
General Reporting Requirements: If the total value of any currently active grants, cooperative agreements, and procurement contracts from all federal awarding agencies exceeds \$10,000,000 for any period of time during the period of performance of this federal award, then the recipients must comply with the requirements set forth in the government-wide Award Term and Condition for Recipient Integrity and Performance Matters located at 2 C.F.R. Part 200, Appendix XII, the full text of which is incorporated here by reference in the award terms and conditions.
- Article 33      Reporting Subawards and Executive Compensation**  
Reporting of first tier subawards. Recipients are required to comply with the requirements set forth in the government-wide award term on Reporting Subawards and Executive Compensation located at 2 C.F.R. Part 170, Appendix A, the full text of which is incorporated here by reference in the award terms and conditions.
- Article 34      Required Use of American Iron, Steel, Manufactured Products, and Construction Materials**  
Recipients must comply with the “Build America, Buy America” provisions of the Infrastructure Investment and Jobs Act and E.O. 14005. Recipients of an award of Federal financial assistance from a program for infrastructure are hereby notified that none of the funds provided under this award may be used for a project for infrastructure unless: (1) all iron and steel used in the project are produced in the United States—this means all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States; (2) all manufactured products used in the project are produced in the United States—this means the manufactured product was manufactured in the United States; and the cost of the components of the manufactured product that are mined, produced, or manufactured in the United States is greater than 55 percent of the total cost of all components of the manufactured product, unless another standard for determining the minimum amount of domestic content of the manufactured product has been established under applicable law or regulation; and (3) all construction materials are manufactured in the United States—this means that all manufacturing processes for the construction material occurred in the United States. The Buy America preference only applies to articles, materials, and supplies that are consumed in, incorporated into, or affixed to an infrastructure project. As such, it does not apply to tools, equipment, and supplies, such as temporary scaffolding, brought to the construction site and removed at or before the completion of the infrastructure project. Nor does a Buy America preference apply to equipment and furnishings, such as movable chairs, desks, and portable computer equipment, that are used at or within the finished infrastructure project but are not an integral part of the structure or permanently affixed to the infrastructure project. Waivers When necessary, recipients may apply for, and the agency may grant, a waiver from these requirements. Information on the process for requesting a waiver from these requirements is on the website below. (a) When the federal agency has made a determination that one of the following exceptions applies, the awarding official may waive the

application of the domestic content procurement preference in any case in which the agency determines that: (1) applying the domestic content procurement preference would be inconsistent with the public interest; (2) the types of iron, steel, manufactured products, or construction materials are not produced in the United States in sufficient and reasonably available quantities or of a satisfactory quality; or (3) the inclusion of iron, steel, manufactured products, or construction materials produced in the United States will increase the cost of the overall project by more than 25 percent. A request to waive the application of the domestic content procurement preference must be in writing. The agency will provide instructions on the format, contents, and supporting materials required for any waiver request. Waiver requests are subject to public comment periods of no less than 15 days and must be reviewed by the Made in America Office. There may be instances where an award qualifies, in whole or in part, for an existing waiver described at “Buy America” Preference in FEMA Financial Assistance Programs for Infrastructure | FEMA.gov. The awarding Component may provide specific instructions to Recipients of awards from infrastructure programs that are subject to the “Build America, Buy America” provisions. Recipients should refer to the Notice of Funding Opportunity for further information on the Buy America preference and waiver process.

**Article 35      SAFECOM**

Recipients receiving federal financial assistance awards made under programs that provide emergency communication equipment and its related activities must comply with the SAFECOM Guidance for Emergency Communication Grants, including provisions on technical standards that ensure and enhance interoperable communications.

**Article 36      Terrorist Financing**

Recipients must comply with E.O. 13224 and U.S. laws that prohibit transactions with, and the provisions of resources and support to, individuals and organizations associated with terrorism. Recipients are legally responsible to ensure compliance with the Order and laws.

**Article 37      Trafficking Victims Protection Act of 2000 (TVPA)**

Trafficking in Persons. Recipients must comply with the requirements of the government-wide financial assistance award term which implements Section 106 (g) of the Trafficking Victims Protection Act of 2000 (TVPA), codified as amended at 22 U.S.C. § 7104. The award term is located at 2 C.F.R. § 175.15, the full text of which is incorporated here by reference.

**Article 38      Universal Identifier and System of Award Management**

Requirements for System for Award Management and Unique Entity Identifier. Recipients are required to comply with the requirements set forth in the government-wide financial assistance award term regarding the System for Award Management and Universal Identifier Requirements located at 2 C.F.R. Part 25, Appendix A, the full text of which is incorporated here by reference.

**Article 39 USA PATRIOT Act of 2001**

Recipients must comply with requirements of Section 817 of the Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act of 2001 (USA PATRIOT Act), which amends 18 U.S.C. §§ 175–175c.

**Article 40 Use of DHS Seal, Logo and Flags**

Recipients must obtain permission from their DHS FAO prior to using the DHS seal(s), logos, crests or reproductions of flags or likenesses of DHS agency officials, including use of the United States Coast Guard seal, logo, crests or reproductions of flags or likenesses of Coast Guard officials.

**Article 41 Whistleblower Protection Act**

Recipients must comply with the statutory requirements for whistleblower protections (if applicable) at 10 U.S.C § 2409, 41 U.S.C. § 4712, and 10 U.S.C. § 2324, 41 U.S.C. §§ 4304 and 4310.

**Article 42 Environmental Planning and Historic Preservation (EHP) Review**

DHS/FEMA funded activities that may require an Environmental Planning and Historic Preservation (EHP) review are subject to the FEMA EHP review process. This review does not address all federal, state, and local requirements. Acceptance of federal funding requires the recipient to comply with all federal, state and local laws. DHS/FEMA is required to consider the potential impacts to natural and cultural resources of all projects funded by DHS/FEMA grant funds, through its EHP review process, as mandated by: the National Environmental Policy Act; National Historic Preservation Act of 1966, as amended; National Flood Insurance Program regulations; and any other applicable laws and executive orders. To access the FEMA EHP screening form and instructions, go to the DHS/FEMA website. In order to initiate EHP review of your project(s), you must complete all relevant sections of this form and submit it to the Grant Programs Directorate (GPD) along with all other pertinent project information. The EHP review process must be completed before funds are released to carry out the proposed project; otherwise, DHS/FEMA may not be able to fund the project due to noncompliance with EHP laws, executive orders, regulations, and policies. If ground disturbing activities occur during construction, applicant will monitor ground disturbance, and if any potential archeological resources are discovered the applicant will immediately cease work in that area and notify the pass-through entity, if applicable, and DHS/FEMA.

**Article 43      Applicability of DHS Standard Terms and Conditions to Tribes**

The DHS Standard Terms and Conditions are a restatement of general requirements imposed upon recipients and flow down to subrecipients as a matter of law, regulation, or executive order. If the requirement does not apply to Indian tribes or there is a federal law or regulation exempting its application to Indian tribes, then the acceptance by Tribes of, or acquiescence to, DHS Standard Terms and Conditions does not change or alter its inapplicability to an Indian tribe. The execution of grant documents is not intended to change, alter, amend, or impose additional liability or responsibility upon the Tribe where it does not already exist.

**Article 44      Acceptance of Post Award Changes**

In the event FEMA determines that changes are necessary to the award document after an award has been made, including changes to period of performance or terms and conditions, recipients will be notified of the changes in writing. Once notification has been made, any subsequent request for funds will indicate recipient acceptance of the changes to the award. Please call the FEMA/GMD Call Center at (866) 927-5646 or via e-mail to ASK-GMD@fema.dhs.gov if you have any questions.

**Article 45      Disposition of Equipment Acquired Under the Federal Award**

For purposes of original or replacement equipment acquired under this award by a non-state recipient or non-state subrecipients, when that equipment is no longer needed for the original project or program or for other activities currently or previously supported by a federal awarding agency, you must request instructions from FEMA to make proper disposition of the equipment pursuant to 2 C.F.R. section 200.313. State recipients and state subrecipients must follow the disposition requirements in accordance with state laws and procedures.

**Article 46****Prior Approval for Modification of Approved Budget**

Before making any change to the FEMA approved budget for this award, you must request prior written approval from FEMA where required by 2 C.F.R. section 200.308. For purposes of non-construction projects, FEMA is utilizing its discretion to impose an additional restriction under 2 C.F.R. section 200.308(f) regarding the transfer of funds among direct cost categories, programs, functions, or activities. Therefore, for awards with an approved budget where the federal share is greater than the simplified acquisition threshold (currently \$250,000), you may not transfer funds among direct cost categories, programs, functions, or activities without prior written approval from FEMA where the cumulative amount of such transfers exceeds or is expected to exceed ten percent (10%) of the total budget FEMA last approved. For purposes of awards that support both construction and non-construction work, FEMA is utilizing its discretion under 2 C.F.R. section 200.308(h)(5) to require the recipient to obtain prior written approval from FEMA before making any fund or budget transfers between the two types of work. You must report any deviations from your FEMA approved budget in the first Federal Financial Report (SF-425) you submit following any budget deviation, regardless of whether the budget deviation requires prior written approval.

**Article 47****Indirect Cost Rate**

2 C.F.R. section 200.211(b)(15) requires the terms of the award to include the indirect cost rate for the federal award. If applicable, the indirect cost rate for this award is stated in the budget documents or other materials approved by FEMA and included in the award file.

**Article 48****Award Performance Goals**

FEMA will measure the recipient's performance of the grant by comparing the number of items requested in its application, the numbers acquired (ordered, paid, and received) within the period of performance. In order to measure performance, FEMA may request information throughout the period of performance. In its final performance report submitted at closeout, the recipient is required to report on the recipients compliance with the applicable industry, local, state and national standards described in the NOFO.

**Article 49      EHP Compliance Review Required**

Under the Modification to a Facility, Equipment, or a component in the Wellness and Fitness Activity, this award includes work, such as ground disturbance, that triggers an EHP compliance review. The recipient is prohibited from committing, obligating, expending, or drawing down FY22 Assistance to Firefighters Grant funds in support of the Modification to Facility, Equipment or a component in the Wellness and Fitness Activity that requires the EHP compliance review, with a limited exception for any approved costs associated with the preparation, conducting, and completion of required EHP reviews. See the FY22 Assistance to Firefighters Grant NOFO for further information on EHP requirements and other applicable program guidance, including FEMA Information Bulletin No. 404. The recipient is required to obtain the required DHS/FEMA EHP compliance approval for this project pursuant to the FY22 Assistance to Firefighters Grant NOFO prior to commencing work for this project. DHS/FEMA will notify you when the EHP compliance review is complete, and work may begin. If the recipient requests a payment for one of the activities requiring EHP compliance review, FEMA may not make a payment for that work while the EHP compliance review is still pending. If FEMA discovers that work has been commenced under one of those activities prematurely, FEMA may disallow costs incurred prior to completion of the EHP compliance review and the receipt of DHS/FEMA approval to begin the work. Please contact your DHS/FEMA AFG Help Desk at 1-866-274-0960 or [FireGrants@fema.dhs.gov](mailto:FireGrants@fema.dhs.gov) to receive specific guidance regarding EHP compliance. If you have questions about this term and condition or believe it was placed in error, please contact the relevant Preparedness Officer.

## Obligating document

|                                                                                                                                                                                                                                     |                                                     |                                                                                                                                              |                                                                                         |                                                                                                                                 |                                         |                                          |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|------------------------------------------|
| <b>1. Agreement No.</b><br>EMW-2022-FG-03562                                                                                                                                                                                        | <b>2. Amendment No.</b><br>N/A                      | <b>3. Recipient No.</b><br>586002562                                                                                                         | <b>4. Type of Action</b><br>AWARD                                                       | <b>5. Control No.</b><br>WX01191N2023T                                                                                          |                                         |                                          |
| <b>6. Recipient Name and Address</b><br>CITY OF FOREST PARK<br>745 FOREST PKWY<br>FOREST PARK, GA<br>30297                                                                                                                          |                                                     | <b>7. Issuing FEMA Office and Address</b><br>Grant Programs Directorate<br>500 C Street, S.W.<br>Washington DC, 20528-7000<br>1-866-927-5646 |                                                                                         | <b>8. Payment Office and Address</b><br>FEMA, Financial Services Branch<br>500 C Street, S.W., Room 723<br>Washington DC, 20742 |                                         |                                          |
| <b>9. Name of Recipient Project Officer</b><br>Ioana Armstrong                                                                                                                                                                      |                                                     | <b>9a. Phone No.</b><br>4048253586                                                                                                           | <b>10. Name of FEMA Project Coordinator</b><br>Assistance to Firefighters Grant Program |                                                                                                                                 | <b>10a. Phone No.</b><br>1-866-274-0960 |                                          |
| <b>11. Effective Date of This Action</b><br><br>05/25/2023                                                                                                                                                                          | <b>12. Method of Payment</b><br><br>OTHER - FEMA GO | <b>13. Assistance Arrangement</b><br><br>COST SHARING                                                                                        |                                                                                         | <b>14. Performance Period</b><br>06/01/2023 to 05/31/2025<br><b>Budget Period</b><br>06/01/2023 to 05/31/2025                   |                                         |                                          |
| <b>15. Description of Action a. (Indicate funding data for awards or financial changes)</b>                                                                                                                                         |                                                     |                                                                                                                                              |                                                                                         |                                                                                                                                 |                                         |                                          |
| <b>Program Name Abbreviation</b>                                                                                                                                                                                                    | <b>Assistance Listings No.</b>                      | <b>Accounting Data(ACCS Code)</b>                                                                                                            | <b>Prior Total Award</b>                                                                | <b>Amount Awarded This Action + or (-)</b>                                                                                      | <b>Current Total Award</b>              | <b>Cumulative Non-Federal Commitment</b> |
| AFG                                                                                                                                                                                                                                 | 97.044                                              | 2023-F2-GB01 - P410-xxxx-4101-D                                                                                                              | \$0.00                                                                                  | \$173,871.81                                                                                                                    | \$173,871.81                            | \$17,387.19                              |
| Totals                                                                                                                                                                                                                              |                                                     |                                                                                                                                              | \$0.00                                                                                  | \$173,871.81                                                                                                                    | \$173,871.81                            | \$17,387.19                              |
| <b>b. To describe changes other than funding data or financial changes, attach schedule and check here:</b><br>N/A                                                                                                                  |                                                     |                                                                                                                                              |                                                                                         |                                                                                                                                 |                                         |                                          |
| <del><b>16. FOR NON-DISASTER PROGRAMS: RECIPIENT IS REQUIRED TO SIGN AND RETURN THREE (3) COPIES OF THIS DOCUMENT TO FEMA (See Block 7 for address)</b></del><br>This field is not applicable for digitally signed grant agreements |                                                     |                                                                                                                                              |                                                                                         |                                                                                                                                 |                                         |                                          |

|                                                                 |                   |
|-----------------------------------------------------------------|-------------------|
| <b>17. RECIPIENT SIGNATORY OFFICIAL (Name and Title)</b>        | <b>DATE</b>       |
| <b>18. FEMA SIGNATORY OFFICIAL (Name and Title)</b>             | <b>DATE</b>       |
| <b>PAMELA WILLIAMS, Assistant Administrator, Grant Programs</b> | <b>05/25/2023</b> |

General Fund  
FY 2024-2025 Budget Amendment  
Prepared by J. Wiggins  
16-Oct-24

## Revenue

| FUND Number          | FUND Name           | Current Budget  | Amendment         | Amended Budget    | NOTES                           |
|----------------------|---------------------|-----------------|-------------------|-------------------|---------------------------------|
| 100                  | GRANT REIMBURSEMENT | \$ 3,000        | \$ 173,871        | \$ 176,871        | Increase to account for receipt |
|                      |                     |                 |                   |                   | of the Grant to remain balanced |
|                      |                     |                 |                   |                   |                                 |
|                      |                     |                 |                   |                   |                                 |
|                      |                     |                 |                   |                   |                                 |
| <b>Total Revenue</b> |                     | <b>\$ 3,000</b> | <b>\$ 173,871</b> | <b>\$ 176,871</b> |                                 |

## Expenditures

| FUND Number          | FUND Name                | Current Budget   | Amendment         | Amended Budget    | NOTES                          |
|----------------------|--------------------------|------------------|-------------------|-------------------|--------------------------------|
| 100                  | FACILITY MAINT & REPAIRS | \$ 75,000        | \$ 173,871        | \$ 248,871        | Increase expenses to use funds |
|                      |                          |                  |                   |                   | and remain balanced            |
|                      |                          |                  |                   |                   |                                |
|                      |                          |                  |                   |                   |                                |
|                      |                          |                  |                   |                   |                                |
| <b>Total Expense</b> |                          | <b>\$ 75,000</b> | <b>\$ 173,871</b> | <b>\$ 248,871</b> |                                |
| Net Suplus (Deficit) |                          | \$ (72,000.00)   | \$ -              | \$ (72,000.00)    |                                |

## RESOLUTION NO. 2024-\_\_

**A RESOLUTION BY COUNCILMEMBERS KIMBERLY JAMES, DABOUZE ANTOINE, HECTOR GUTIERREZ, LATRESA AKINS-WELLS, AND ALLAN MEARS TO APPROVE THE INCREASE IN COST TO THE JANUARY 2022 APPROVED GRANT FOR THE PURCHASE OF A VEHICLE EXHAUST REMOVAL SYSTEM FOR CITY FIRE STATIONS FROM THE CITY'S FIRE AND EMERGENCY SERVICES DEPARTMENT.**

**WHEREAS**, the City of Forest Park ("City") is a municipal corporation duly organized and existing under the laws of the State of Georgia; and

**WHEREAS**, in January of 2022, City Council approved the awarded grant for the purchase of a vehicle exhaust removal system for two (2) fire stations within the City in a total amount of One Hundred and Ninety-One Thousand, Two Hundred and Fifty-Nine Dollars and 00/100 Cents (\$191,259.00) quoted by SafeAir Corporation; and

**WHEREAS**, upon completion of the work, the cost increased to a total cost of Two Hundred and Two Thousand, Ninety-Seven Dollars and 00/100 Cents (\$202,097.00), which increased the City's obligation by Ten Thousand, Eight Hundred and Thirty-Eight Dollars and 00/100 Cents (\$10,838.00); and

**WHEREAS**, the City's Fire and Emergency Services Department requests the approval of the Ten Thousand, Eight Hundred and Thirty-Eight Dollars and 00/100 Cents (\$10,838.00) cost increase which shall be paid using budget line item 100-61-3510-53-1106; and

**WHEREAS**, the approval of this budget increase for the fire equipment is necessary for the safety, health, and wellbeing of the Citizens of the City.

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

**Section 1. Approval.** The Department's request to approve the cost increase in the amount of the Ten Thousand, Eight Hundred and Thirty-Eight Dollars and 00/100 Cents (\$10,838.00) regarding the awarded grant for the purchase of a vehicle exhaust removal system for two (2) fire stations within the City as presented to the Mayor and City Council on October 21, 2024 is hereby approved.

**Section 2. Public Record.** This document shall be maintained as a public record by the City Clerk ("Clerk") and shall be accessible to the public during all normal business hours of the City.

**Section 3. Authorization of Execution.** The Mayor is hereby authorized to sign all documents necessary to effectuate this Resolution.

**Section 4. Attestation.** The Clerk is authorized to execute, attest to, and seal any documents necessary to effectuate this Resolution, subject to approval as to form by the City Attorney.

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

**SO RESOLVED** this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

**CITY OF FOREST PARK, GEORGIA**

\_\_\_\_\_  
Angelyne Butler, *Mayor*

**ATTEST:**

\_\_\_\_\_ (SEAL)  
*City Clerk*

**APPROVED AS TO FORM:**

\_\_\_\_\_  
*City Attorney*

## **File Attachments for Item:**

### **2. Council Discussion on the Renaming of the Trade Specialist Position to Building Maintenance Technician– Public Works/ Human Resources**

#### **Background/History:**

The Building Maintenance Division within the Public Works Department is responsible for maintaining systems and infrastructure across City buildings and structures. Their tasks involve a range of semi-skilled work, including:

**Carpentry:** Fabricating, repairing, and installing shelves, doors, windows, and other structures.

**Plumbing:** Replacing or repairing faucets, valves, toilets, sinks, basins, and unblocking drains.

**Painting and Electrical:** Performing electrical work, painting, and masonry repairs.

The current position name, "Trade Specialist," does not clearly reflect these responsibilities, particularly for external job applicants. Renaming the position to the Building Maintenance Technician provides a more accurate representation of the team's scope of work and functions. Additionally, staff believes that this name change will attract more qualified applicants for the currently vacant positions, as the new title will provide a clearer understanding of the job's nature and duties.

**Attracting Talent:** The updated name is more transparent, potentially increasing the interest of qualified applicants seeking positions related to building maintenance.

**Recruitment:** The new title may attract a wider and more qualified pool of applicants for vacant positions within the division.

If approved, the department will officially adopt the title change to Building Maintenance Technician and update all relevant documents, signage, and communication materials to reflect this change.

CITY OF  
**FORESTPARK**

## City Council Agenda Item

**Title of Agenda Item:** Renaming of the Trade Specialist Position to Building Maintenance Technician – Public Works/ Human Resources

**Submitted By:** Nigel Wattley

**Date Submitted:** 10-14-2024

**Work Session Date:** 10-21-2024

**Council Meeting Date:** 10-21-2024

### Background/History:

The Building Maintenance Division within the Public Works Department is responsible for maintaining systems and infrastructure across City buildings and structures. Their tasks involve a range of semi-skilled work, including:

- **Carpentry:** Fabricating, repairing, and installing shelves, doors, windows, and other structures.
- **Plumbing:** Replacing or repairing faucets, valves, toilets, sinks, basins, and unblocking drains.
- **Painting and Electrical:** Performing electrical work, painting, and masonry repairs.

The current position name, "Trade Specialist," does not clearly reflect these responsibilities, particularly for external job applicants. Renaming the position to the Building Maintenance Technician provides a more accurate representation of the team's scope of work and functions. Additionally, staff believes that this name change will attract more qualified applicants for the currently vacant positions, as the new title will provide a clearer understanding of the job's nature and duties.

- **Attracting Talent:** The updated name is more transparent, potentially increasing the interest of qualified applicants seeking positions related to building maintenance.
- **Recruitment:** The new title may attract a wider and more qualified pool of applicants for vacant positions within the division.

If approved, the department will officially adopt the title change to Building Maintenance Technician and update all relevant documents, signage, and communication materials to reflect this change.

### Action Requested from Council:

Council approval to officially rename the position from Trade Specialist to the Building Maintenance Technician

**Cost:** \$ 0

**Budgeted for:** \_\_\_\_\_ Yes \_\_\_\_\_ No

**Financial Impact:**

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**File Attachments for Item:**

**3. Council Discussion on a Partnership with Clayton State for Continuing & Professional Education**

**– Executive Offices & Human Resources**

The Executive Offices seeks approval for a strategic partnership between the City of Forest Park and Clayton State University's Continuing & Professional Education (CPE) program. This collaboration will provide targeted professional development opportunities for our employees in key areas such as Microsoft Office, business writing, customer service, and professional etiquette. This initiative aligns with the **Operational Efficiency (O)** pillar of the **ONE Forest Park** program, ensuring that our workforce remains skilled, competent, and equipped to serve the citizens of Forest Park effectively.



CITY OF  
**FOREST PARK**

## City Council Agenda Item

**Title of Agenda Item:** Partnership with Clayton State for Continuing & Professional Education – Executive Offices & Human Resources

**Submitted By:** Ricky L. Clark, Jr., City Manager

**Date Submitted:** October 17, 2024

**Work Session Date:** October 21, 2024

**Council Meeting Date:** October 21, 2024

### Background/History:

The Executive Offices seeks approval for a strategic partnership between the City of Forest Park and Clayton State University's Continuing & Professional Education (CPE) program. This collaboration will provide targeted professional development opportunities for our employees in key areas such as Microsoft Office, business writing, customer service, and professional etiquette. This initiative aligns with the **Operational Efficiency (O)** pillar of the **ONE Forest Park** program, ensuring that our workforce remains skilled, competent, and equipped to serve the citizens of Forest Park effectively.

The **ONE Forest Park Initiative** is focused on promoting unity, excellence, and continuous improvement across all City departments. As part of this initiative, the "O" pillar stands for **Operational Efficiency**, which aims to optimize internal processes, improve service delivery, and enhance employee performance.

To achieve these goals, we have identified the need for ongoing training and skill development among our workforce. By partnering with Clayton State University's CPE program, we can offer courses tailored to our employees' needs in the following critical areas:

1. **Microsoft Office Suite:** Proficiency in programs such as Word, Excel, PowerPoint, and Outlook will enhance the efficiency and productivity of our workforce in document management, data handling, and communication.
2. **Memo and Letter Writing:** High-quality written communication is essential for both internal operations and external interactions. Training in this area will ensure clarity, professionalism, and consistency in our official correspondences.
3. **Customer Service & Professional Etiquette:** As representatives of the City, employees must demonstrate exceptional customer service and professional behavior. This training will enhance the quality of interactions between employees and the public, contributing to a positive public image for the City.

### Justification

The need for professional development is evident across all sectors of the City's workforce, from administrative staff to frontline personnel. By equipping employees with these essential skills, we directly support the **Operational Efficiency** objective, ensuring the City operates at peak performance. Specifically, this initiative addresses the following:

- **Operational Efficiency:** Enhancing employees' technical and soft skills will improve their ability to perform tasks more efficiently, reduce errors, and increase the quality of service delivery.
- **Public Service Excellence:** Training in customer service and professional etiquette ensures that our interactions with the public are respectful, courteous, and aligned with the high standards we strive to uphold. This will foster greater trust and satisfaction among the citizens of Forest Park.
- **Employee Empowerment and Morale:** Providing access to professional development opportunities demonstrates the City's commitment to employee growth, which will boost morale, job satisfaction, and overall performance.

### Strategic Benefits

1. **Increased Productivity:** Proficiency in Microsoft Office applications will lead to faster task completion, improved accuracy, and better data management across departments.
2. **Improved Communication:** Training in memo and letter writing will ensure that all City communications are clear, concise, and professional, reducing miscommunication and enhancing internal collaboration.
3. **Enhanced Public Interaction:** By improving customer service skills, employees will handle interactions with citizens more effectively, which will enhance the overall reputation of the City and create a more positive community experience.
4. **Alignment with ONE Forest Park Goals:** This initiative supports the larger vision of **ONE Forest Park** by promoting operational excellence and ensuring all employees are aligned with the City's mission of providing superior service to its residents.

### Program Details

- **Cost:** \$7,500
- **Training Duration:** 18 hours (over six weeks)
- **Cohort Size:** Up to 25 employees per cohort
- **Cohort Frequency:** One cohort per year
- **Schedule:** One day per week, 9:00 AM to 12:00 PM
- **Location:** City Hall, Council Chambers

### Financial Impact

The total cost of this professional development program is **\$7,500**, which includes 18 hours of instruction for up to 25 employees per cohort. The City Manager proposes conducting one cohort per year, ensuring that a significant portion of the workforce receives training over time. The training will be funded through the Human Resources training budget, which has been allocated to support the goals of the **ONE Forest Park** initiative. Funding for this cohort would be allocated out of ARPA funds.

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Cost: \$

Budgeted for: \_\_\_\_\_ Yes \_\_\_\_\_ No

Financial Impact:

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# Clayton State University Continuing & Professional Education (CaPE)

on behalf of the  
**City of Forest Park**

Presents

## **Clerical Skills Training Program**

- **Microsoft Office Suite**
  - Word
  - Excel
  - PowerPoint
- **Memo and Letter Writing**
  - Writing Skills
- **Customer Service & Professional Etiquette**
  - Internal Customer Service
  - External Customer Service

## **Proposal (10.7.24)**

Prepared by Dr. Tira Harney Clay, Ph.D.  
CEO/President  
Human Interaction Experience, LLC  
Clayton State University-CaPE Consultant/Contractor

## **Clerical Skills Training Program**

### **I. Program Narrative**

Clayton State University Continuing Education and Training (CaPE) provides an onsite interactive and participatory curriculum for clerical staff on behalf of the City of Forest Park.

The *Clerical Skills Training Program* will be taught in three (3) Phases to include the following courses:

- **Microsoft Office Suite** teaches advanced Word, Excel, and PowerPoint skills to improve efficiency and productivity.
- **Memo and Letter Writing** focused on professional writing skills to ensure clear, professional communication.
- **Customer Service & Professional Etiquette:** Provide increased knowledge and skills to improve interactions with colleagues, leadership, and the public and promote a positive and professional work environment.

The Clerical Skills Training Program helps participants improve the accuracy, efficiency, and effectiveness of administrative tasks. The curriculum reinforces specific clerical job-related functions and allows participants to develop professional and technical skills for success. Participants are provided with skills to perform successfully in their current roles and beyond. They will be equipped with practical tools to improve their daily work, contribute to their overall career development, and receive a certificate of completion at the end of this program.

The Clerical Skills Training Program extends for 18 Hours/6 weeks (6 hours - Microsoft Office Suite; 6 hours - Memo and Letter Writing; 6 hours - Customer Service & Professional Etiquette training) commencing October 22, 2024, and ending December 3, 2024. The residential training will occur every Tuesday from 9 am - 12 pm at 745 Forest Parkway, Forest Park, GA 30297 (Council Chambers). The training will provide classes to include up to 25 clerical staff employees.

The Clerical Skills Training Program will offer three-hour Tuesday classes comprising multimedia and interactive workshops. The courses include pre- and post-assessments, theory, interactive exercises, hands-on training, and resources needed for enhanced competency and professionalism. Participants will acquire knowledge, skills, and competencies through training workshops facilitated by Clayton State University (CaPE) subject matter experts, administrative educators, and leaders.

Participants will also receive information referencing organizational skills, technical proficiency, communication skills, interpersonal effectiveness, time management, customer feedback and excellence, attitudes, behavior, communication skills, and problem-solving capabilities.

## **CLERICAL STAFF TRAINING PROGRAM**

### **II. Program Overview**

CAPE's education and training instructor will use appropriate teaching and learning approaches to engage diverse learning styles to:

#### ***Communication and Organizational Skills***

- Formatting Business Documents, Letters, and Memorandums
- Introduction to the Clerical Profession
- Presenting with Confidence using PowerPoint Essentials
- Writing Essentials & Proofreading

#### ***Office Technology and Computations***

- Applying Business Math in Excel
- Microsoft Excel Essentials
- Microsoft Outlook Essentials
- Microsoft PowerPoint Essentials
- Microsoft Word Essentials
- Office Equipment and PC Essentials
- Organization in the Office

#### ***Professional and Interpersonal Management***

- Combining The Skills
- Courtesy, Respect, and Professionalism
- Customer Service
- Communication Skills, Diplomacy, and Managing Emotions

### **A. Scope of Services**

The Clerical Staff Training Program is comprised of three (3) Phases. Participants will participate in 18 hours of curriculum-based course material, including Microsoft Office Suite, Memo and Letter Writing, and Customer Service & Professional Etiquette. Phase 1 (6 hours), Phase 2 (6 hours), and Phase 3 (6 hours) of education and training.

 **MICROSOFT OFFICE SUITE****Course Description**

Microsoft Office Suite courses teach students how to use the Microsoft Office applications for a variety of tasks, including creating documents, spreadsheets, and presentations:

This six-week introduction course focuses on the essential features of Microsoft Office Suite, including Word, Excel, and PowerPoint. Participants learn how to create professional documents and presentations, analyze data, and create reports in Excel. This training teaches the basic knowledge needed to use the Microsoft Office suite and its main applications: Microsoft Word, Microsoft Excel, and Microsoft PowerPoint.

During this course, participants will be accomplishing the following:

**MS WORD****Module 1: Text Basics**

- ☐ Typing the text, Alignment of text
- ☐ Editing Text: Cut, Copy, Paste, Select All, Clear
- ☐ Find & Replace

**Module 2: Text Formatting and saving file**

- ☐ New, Open, Close, Save, Save As
- ☐ Formatting Text: Font Size, Font Style
- ☐ Font Color: Use Bold, Italic, and Underline
- ☐ Change the Text Case
- ☐ Line spacing, Paragraph spacing
- ☐ Shading text and paragraph
- ☐ Working with Tabs and Indents

**Module 3: Working with Objects**

- ☐ Shapes, Clipart and Picture, Word Art, Smart Art
- ☐ Columns and Orderings - To Add Columns to a Document
- ☐ Change the Order of Objects
- ☐ Page Number, Date & Time
- ☐ Inserting Text boxes
- ☐ Inserting Word art
- ☐ Inserting symbols
- ☐ Inserting Chart

**Module 4: Header & Footers**

- ☐ Inserting custom Header and Footer
- ☐ Inserting objects in the header and footer
- ☐ Add a section break to a document

### **Module 5: Working with bullets and numbered lists**

- ☐ Multilevel numbering and Bulleting
- ☐ Creating List
- ☐ Customizing List style
- ☐ Page bordering
- ☐ Page background

### **Module 6: Tables**

- ☐ Working with Tables, Table Formatting
- ☐ Table Styles
- ☐ Alignment option
- ☐ Merge and split option

### **Module 7: Styles and Content**

- ☐ Using Build- in Styles, Modifying Styles
- ☐ Creating Styles, Creating a list style
- ☐ Table of contents and references
- ☐ Adding internal references
- ☐ Adding a Footnote
- ☐ Adding Endnote Module

### **8: Merging Documents**

- ☐ Typing new address list
- ☐ Importing address list from Excel file
- ☐ Write and insert field
- ☐ Merging with Outlook contact
- ☐ Preview Result
- ☐ Merging to envelopes
- ☐ Merging to label
- ☐ Setting rules for merges
- ☐ Finish & Merge options

### **Module 9: Sharing and Maintaining Documents**

- ☐ Changing Word Options
- ☐ Changing the Proofing Tools
- ☐ Managing Templates
- ☐ Restricting Document Access
- ☐ Using Protected View

- ☐ Working with Templates
- ☐ Managing Templates
- ☐ Understanding building blocks
- ☐ Module 10: Proofing the document
- ☐ Check Spelling As You Type.
- ☐ Mark Grammar Errors As You Type.
- ☐ Setting AutoCorrect Options

### **Module 11: Printing**

- ☐ Page Setup, Setting margins
- ☐ Print Preview, Print
- ☐ MS EXCEL

### **Module 12: Introduction to Excel**

- ☐ Introduction to Excel interface
- ☐ Understanding rows and columns, Naming Cells
- ☐ Working with Excel workbook and sheets

### **Module 13: Formatting Excel workbook:**

- ☐ New, Open, Close, Save, Save As
- ☐ Formatting Text: Font Size, Font Style
- ☐ Font Color: Use the Bold, Italic, and Underline
- ☐ Wrap text, Merge and Centre
- ☐ Currency, Accounting, and other formats
- ☐ Modifying Columns, Rows & Cells

### **Module 14: Performing Calculations with**

- ☐ Functions
- ☐ Creating Simple Formulas
- ☐ Setting up your formula
- ☐ Date and Time Functions, Financial Functions
- ☐ Logical Functions, Lookup and Reference
- ☐ Functions Mathematical Functions
- ☐ Statistical Functions, Text Functions.
- ☐ Module 15: Sort and Filter Data with Excel
- ☐ Sort and filtering data
- ☐ Using number filter, Text filter
- ☐ Custom filtering
- ☐ Removing filters from columns
- ☐ Conditional formatting

 **MEMO AND LETTER-WRITING SKILLS****Course Description**

This course will utilize business writing rules, protocols, etiquette, and norms to improve writing skills for Email, text messages, memos, and business letters. When written effectively, each tool provides clear business communication and is valuable for enhanced customer connection and excellent service. In adherence to the City of Forest Park's rules for writing emails, memos, and letters, the business writing skills acquired from this course will reflect the City's standard. *(Participants will be provided with a detailed course syllabus).*

By the end of this course, participants should be able to:

1. Identify characteristics of effective professional emails.
2. Discuss the purpose and format of a memo.
3. Understand effective strategies for business memos.
4. Describe the distinct parts of a standard business letter.
5. Discuss emerging standards (netiquette) in social media for professional purposes.

**Recommended Readings and Textbook:**

- *Business Communication For Everyone* (c) 2019 by Arley Cruthers and is licensed under a [Creative Commons-Attribution-NonCommercial-Share Alike 4.0 International license](#)
- *Communication at Work* by Jordan Smith is licensed under a [Creative Commons Attribution 4.0 International License](#).
- Strunk, W., Jr., & White, E. B. (1979). *The elements of style* (3rd ed.). New York, NY: Macmillian.
- Wyrick, J. (2008). *Steps to writing well* (10th ed.). Boston, MA: Thomson Wadsworth.



## **CUSTOMER SERVICE AND PROFESSIONAL ETIQUETTE**

### **Course Description**

Customer service is the foundation of any business. It is a critical factor in the success of your city, department, and individual services as they are offered and perceived by your customers. The level of service we provide to customers makes us different from our competitors. The training segment is designed to help you learn about the level of service expected by the City of Forest Park. The knowledge, skills, and tools acquired throughout this course will help improve the service level you provide to internal customers (co-workers) and external customers (public).

The course teaches participants the skills to provide exceptional customer service to internal and external customers. It begins by identifying the characteristics of extraordinary customer service through excellent communication skills. Awareness and appreciation for diversity and inclusion are vital in the community and workplace. *Customer Service and Professional Etiquette* also provide tools and tactics to enhance listening skills, especially when working with demanding customers.

Teamwork is critical to providing excellent customer service to internal and external customers. Understanding the importance of the customer service cycle and the interfacing roles others play adds to the team's effectiveness. Professionalism, attitude, and stress management are critical skills that prepare clerical staff with the requisite tools to support their professional growth and development.

Upon completion of the course, participants should be able to:

#### **Utilize Communication Skills:**

- Identify the characteristics of excellent customer service
- Identify internal and external customers and the importance of good relationship-building
- Describe the main characteristics of effective communication
- Understand the communication process and problems or perceived barriers that can contribute to miscommunications and misinterpretation
- Identify your communication style

#### **Appreciate Diversity & Inclusion:**

- Understand the meaning of the terms diversity, inclusion, globalization, multiculturalism, and prejudice
- Describe the four stages of understanding/learning
- Identify the four fundamental principles of diversity
- Apply the ten tips for a respectful workplace

#### **Develop Effective Listening Skills:**

- Apply good listening skills and recognize the importance they play in communication
- Utilize and implement diverse levels of listening
- Identify and practice personal level of listening skills

- "Demonstrate an understanding of the barriers to effective listening and apply them at work" ("Customer Service Training Program - American Water Works Association")

**Recognize Customer Service in Action:**

- Utilize the knowledge of channels of communication for better customer interactions
- "Employ good telephone etiquette when assisting customers on the phone" ("Customer Service Training Program - American Water Works Association")
- Analyze role-playing and the elements of practical communication skills
- Understand personal operating style

**Know How to Work with Difficult Customers:**

- Apply good listening skills and recognize the importance they play in communication
- Utilize and implement various levels of listening
- Identify and practice personal level of listening skills
- Demonstrate an understanding of the barriers to effective listening and apply them at work

**Value Teamwork:**

- Understand the characteristics of a great customer service representative and apply them to everyday tasks
- Recognize the importance of working together as a team to improve customer service
- Identify and apply the traits of a good team member for effective performance

**Adopt A Professional Attitude:**

- I. Define professionalism and describe the benefits for customer service representatives
- II. Utilize the seven keys that promote an optimistic mental attitude
- III. Demonstrate and apply the power of a smile
- IV. Practice the steps to staying energized and positive

**Identify Various Personality Types:**

- Recognize the importance and benefits of knowing your personality type
- Understand different personality test types and models
- Compare the traits of personality style with that of other types to improve interpersonal relationships

### III. CURRICULUM/COURSE SCHEDULE & OUTLINE

| SESSION/DATE                                                                       | CLASS                                                                                                                    | WEEK |
|------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|------|
| Session 1 – October 22, 2024<br>• 9 am –10 am<br>• 10 am –11 am<br>• 11 pm – 12 pm | Microsoft Office Suite (Word, Excel, PowerPoint)<br>Memo and Letter Writing<br>Customer Service & Professional Etiquette | 1    |
| Session 2 – October 29, 2024<br>• 9 am –10 am<br>• 10 am –1 pm<br>• 1 pm – 3 pm    | Microsoft Office Suite (Word, Excel, PowerPoint)<br>Memo and Letter Writing<br>Customer Service & Professional Etiquette | 2    |
| Session 3 –November 5, 2024<br>• 9 am –10 am<br>• 10 am –1 pm<br>• 1 pm – 3 pm     | Microsoft Office Suite (Word, Excel, PowerPoint)<br>Memo and Letter Writing<br>Customer Service & Professional Etiquette | 3    |
| Session 4 – November 12, 2024<br>• 9 am –10 am<br>• 10 am –1 pm<br>• 1 pm – 3 pm   | Microsoft Office Suite (Word, Excel, PowerPoint)<br>Memo and Letter Writing<br>Customer Service & Professional Etiquette | 4    |
| Session 5 – November 19, 2024<br>• 9 am –10 am<br>• 10 am –1 pm<br>• 1 pm – 3 pm   | Microsoft Office Suite (Word, Excel, PowerPoint)<br>Memo and Letter Writing<br>Customer Service & Professional Etiquette | 5    |
| Session 6 – December 3, 2024<br>• 9 am –10 am<br>• 10 am –1 pm<br>• 1 pm – 3 pm    | Microsoft Office Suite (Word, Excel, PowerPoint)<br>Memo and Letter Writing<br>Customer Service & Professional Etiquette | 6    |

| CLASS                                            | HOURS           |
|--------------------------------------------------|-----------------|
| <b>COMPLETE SESSIONS</b>                         |                 |
| <b>18 HOURS</b>                                  |                 |
| Microsoft Office Suite (Word, Excel, PowerPoint) | 6               |
| Memo and Letter Writing                          | 6               |
| Customer Service & Professional Etiquette        | 6               |
| <b>TOTAL COURSE COMPLETION</b>                   | <b>18 HOURS</b> |
| <b>CE CERTIFICATE</b>                            | <b>1.8 CEUs</b> |

#### IV. **BUDGET & COMPENSATION**

Clayton State University Continuing and Professional Education and The City of Forest Park's Clerical Skills Training Program provides 18 hours of training. Each segment comprises an overview in the following areas: Microsoft Office Suite (6 hours), Memo & Letter Writing (6 hours), and Customer Service and Professional Etiquette (6 hours).

- A. **Course/Curriculum Development/Design:** (includes course learning resources (i.e., digital and workbook), additional materials needed for the sessions, and Clayton State University Continuing & Professional Education – 1.8 CE hour Certificate.

AND

- B. **Course Delivery and Training**

- Hours: **18 hours**
- \*Total Costs/Fee: **\$7,500**

*\* Cost/Fee is based on a class size of up to 25 students per cohort.*

- C. **Instructor Credentials**

Dr. Tira Clay is a strategic and purpose-driven leader and administrator. She is also a training and curriculum development/instructional design expert. Dr. Tira is an experienced and innovative leader in human resources, customer service, strategic transformations, turnarounds, building new businesses, and leading cultural change. Dr. Tira has years of experience as a leader, working with and guiding all levels of employees, including clerical staff.

Cynthis Reese is experienced in teaching Microsoft Office Suite and other relevant technology. She has a high degree of knowledge, skill, and experience working directly with adult learners. She is a business leader linked to emergent and in-demand industry and computer technology skills. Mrs. Reese is a computer technology expert and business professional who views learners as collaborative thinkers and vital resources for creating a dynamic learning environment. Mrs. Reese will provide the City of Forest Park's clerical staff with industry-based knowledge and skills to develop in-demand work-based learning experiences.

#### V. **PAYMENT SCHEDULE**

Two (2) Payments should be made by the following dates:

- *Training Begins* – Payment Due by October 22, 2024 - \$3,750
- *Training Ends* – Payment Due by December 3, 2024 - \$3,750

## VI. PROPOSAL SIGNATURES

This contract will begin on October 22, 2024, and the option to renew will be available at the end of the agreement.

|                                                                            |                                                                      |
|----------------------------------------------------------------------------|----------------------------------------------------------------------|
| Clayton State University                                                   | City of Forest Park                                                  |
| Continuing & Professional Education (CaPE)                                 | City of Forest Park                                                  |
| 2000 Clayton State Blvd                                                    | 785 Forest Parkway                                                   |
| Morrow, Georgia 30260                                                      | Forest Park, GA 30297                                                |
| 678-466-5115                                                               | Tel: 770 305 8118   Mobile: (404) 925-5964                           |
| <a href="mailto:reginaldturner@clayton.edu">reginaldturner@clayton.edu</a> | <a href="mailto:sbrown@forestparkga.gov">sbrown@forestparkga.gov</a> |
| Signature:                                                                 | Signature:                                                           |
| Name: Dr. Reginald Turner, Ph.D.                                           | Name: Shalonda Brown, IPMA-SCP                                       |
| Title: Executive Director                                                  | Title: Human Resources Director                                      |
| Date:                                                                      | Date:                                                                |

**File Attachments for Item:**

**4. Council Discussion on the Presentation from Walking In Authority Teen Council-** Councilwoman Akins-Wells, Ward 4

**Background/History:**

The Walking In Authority Teen Council (formerly the Forest Park Teen Council) was founded in 2008 by Mayor Pro-Tem Sparkle K. Adams with a group of students from Forest Park, and became fully active in 2009. It was formed to engage teens ages 13-19 from local schools, with elections held for positions like Teen Mayor, Councilperson, City Manager, and City Attorney. Since then, the council has been involved in various community activities, including clean-ups, mock trials, voter registration drives, and leadership training.

Sparkle Adams is present to provide an overview of the Walking in Authority Teen Council.



CITY OF  
**FOREST PARK**

## City Council Agenda Item

**Title of Agenda Item:** Presentation from Walking In Authority Teen Council, Councilwoman Akins-Wells, Ward 4

**Submitted By:** Ricky L. Clark, Jr., City Manager

**Date Submitted:** October 17, 2024

**Work Session Date:** October 21, 2024

**Council Meeting Date:** October 21, 2024

### Background/History:

Walking In Authority Teen Council originally was called the Forest Park Teen Council. The Forest Park Teen Council was officially formed in 2008 by Mayor Pro-Tem Sparkle K. Adams with a group of students from Forest Park, began to thrive in 2009. In January 2010 students ages 13-19, from Forest Park Middle, Babb Middle, Forest Park High, and Forest Park Street School were referred to Mayor Pro-Tem Adams to run for office. The offices included Teen Mayor, Councilperson, City Manager, and City Attorney. An election was held in February 2010, student body elected 47 students to serve in these capacities. An official swearing-in was held and the teen council began holding meetings on the 2nd Tuesday of each month. That increased to the 2nd and 4th Tuesday's of each month when the teens began to engage in multiple activities. A new election was held on Feb. 21, 2012 with 46 students elected in various positions.

In 2009, 2010, 2011, and 2012, we participated in the annual Keep Forest Park Beautiful Clean Up. In 2010 we assisted in planting the city's first community garden. In 2011, we were recognized at the Black History Month Celebration called "Rising on The Southside"; conducted a mock trial focusing on bullying with Judge Allison Pitts; attended and spoke at the Forest Park City Council meetings; participated in Clayton County Board of Health's Teen Summit; participated and graduated from the Forest Park Police Department's cadet program; attended the Neighborhood Watch meetings; held a fashion show with clothing made from recycled materials as an awareness campaign; assisted with 5K Fun Run; was interviewed on cable channel 24's television show "The Hot Seat"; helped with the 2011 Halloween Festival; assisted the Forest Park Kiwanis Club with their semi-annual pancake breakfast; aided and interacted with the Atlanta Chapter Tuskegee Airmen while attending events with the public; and launched the broadcast of their radio show "Make It Happen" on WJPMG, FM 106.3 Feb 2012. The Teen Council held a voter's registration drive in May 2012 at Forest Park High School with a successful registration of approximately 40 people. They also conducted a voter's forum involving candidates for the July 2012 primary election with participation of approximately 150 people. Collaborating with Keep Forest Park Beautiful and Retrofit-A-Million in July and August 2012, they assisted with the distribution of 1000 energy efficient light bulbs and water kits to senior and disabled residents of Forest Park.

Out of the 46 original members elected in February 2012, we have approximately 25-30 actively participating in the program. Most of the 25-30 were recruited or referred when some of the original members moved, graduated, or just found different interest. We actively receive support from the parents, principals, counselors, teachers, and administrators at Forest Park High, Forest Park and Babb Middle Schools to encourage participation in the program. An added incentive comes from the acknowledgement from the Forest Park Mayor, City Council, city staff, and press releases. There have been several positive articles written in the Clayton News Daily and the Clayton Neighbor Newspaper. The students are also able to use this experience to meet the requirements of some college scholarship application looking for community volunteer project. Some students complete summer internships working in the various city departments and go on to lucrative careers.

### **SUMMARY:**

Walking in Authority Teen Council, name changed from Forest Park Teen Council in 2013, is a 501(c)3 nonprofit organization founded to educate and bring awareness to the young children and adults in our community through education, motivation, mentorship, empowerment and commitment. Our life skills training and education program develops employability skills, financial literacy, citizenship and related competencies while our leadership training and education program cultivates social and emotional learning skills such as self-awareness, social awareness, responsible decision-making and self-management while serving as a platform for promoting civic responsibility and encouraging community advocacy.

### **Mission:**

Walking In Authority Teen Council empowers teens (13-19) and their parents in Metro Atlanta to advocate for themselves, gain exposure to civic duty, and develop leadership skills in preparation to address community issues and to become agents of change.

### **Vision:**

To create an international network of future leaders united to become change agents in response to critical issues.

### **Goal:**

To empower youth leaders by catalyzing them to become community assets and lead the charge to address the most pressing health and social issues impacting their peers and find valuable resources for crafting successful solutions to community problems.

Our organization aims to provide youth with evidence based or evidence informed life skills training and education programing supported by comprehensive leadership training and education designed to strengthen our teen's social and emotional competencies while preparing them for a life of community advocacy.

Our strategies include our youth meeting twice per month in a community setting to participate in highly structured training and education sessions; using facilitators adept at keeping youth engaged to lead them through a process of training and education using real world scenarios and relevant case studies; and networking through field trips to

give hands on exposure to professional environments and civic responsibilities. Meals are prepared and served at each meeting to the youth and families, since the meetings are generally held after school and work.

In addition to the above strategies, we form collaborations and partnerships that help us network and reach out further than our base and provide skills in the following areas: home, food, self-determination and management, financial literacy, personal appearance, community, employment, technology, citizenship, health and wellness, transportation, and social media. We invite elected officials and community business leaders along with the faith based community to speak to the teens. By showing bi-partisan support at the local and national levels we're teaching tolerance and diversity of thought. We hold sessions' regarding the voting process to help the teens understand what happens at the polls directly affects the community. We perform community engagement projects and service learning excursions. Through partnerships and collaborations with major corporations, and some private organizations we can create a pathway to college and leadership opportunities.

We have helped students through our core program bring up their grade point average, meet professionals, minimize destructive behavior, and focus on improving test taking techniques, study skills, and career development. Through a series of facilitated discussions, youth have explored educational modules containing information about nutrition, diet, and health and wellness.

We have also helped them enhance workforce development skills and through the service learning excursions and community service projects the teens have a great appreciation for civic responsibility. Our participation in the Ambassador's Program with the State of Georgia, accomplished registering teens to vote and educating them on the voting process.

We continue to carry a legacy that emphasizes the engagement of youth toward all matters involving our communities. Rain or shine, we Walk In Authority! We continue taking great steps toward further expansion.

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**Action Requested from Council:**

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**Cost: \$**

**Budgeted for:** \_\_\_\_\_ **Yes** \_\_\_\_\_ **No**

**Financial Impact:**

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**File Attachments for Item:**

**5. Council Discussion of the Comprehensive Classification Analysis & Compensation Study-  
Human Resources**

**BACKGROUND/HISTORY:**

As part of the strategic objectives established during the FY '23 Budget Cycle, the Governing Body endorsed a contract with Gallagher for an in-depth Comprehensive Classification Analysis and Compensation Study. Our dedicated staff has engaged in close collaboration with the contractor to ensure that our wage and compensation framework is not only equitable but also strategically designed to cultivate a more progressive approach to attracting and retaining exceptional talent within the City of Forest Park. We are now prepared to present the findings of this study for consideration by the Governing Body.

CITY OF  
**FORESTPARK**

## City Council Agenda Item

**Title of Agenda Item:** Wage & Compensation Study – Human Resources

**Submitted By:** Ricky L. Clark, Jr., City Manager

**Date Submitted:** October 17, 2024

**Work Session Date:** October 21, 2024

**Council Meeting Date:** October 21, 2024

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**Action Requested from Council:**

As part of the strategic objectives established during the FY '23 Budget Cycle, the Governing Body endorsed a contract with Gallagher for an in-depth Comprehensive Classification Analysis and Compensation Study. Our dedicated staff has engaged in close collaboration with the contractor to ensure that our wage and compensation framework is not only equitable but also strategically designed to cultivate a more progressive approach to attracting and retaining exceptional talent within the City of Forest Park. We are now prepared to present the findings of this study for consideration by the Governing Body.

---

**Cost: \$**

**Budgeted for:** \_\_\_\_\_ **Yes** \_\_\_\_\_ **No**

**Financial Impact:**

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**File Attachments for Item:**

**6. Council Discussion to extend the contractual agreements for On-Call Plumbing Repairs and Maintenance Services – Procurement/Public Works**

**Background/History:** The Department of Public Works is requesting Council's approval to extend the contractual agreements with the following two plumbing repair and maintenance contractors:

MaxAir Mechanical

The Plumbing Shop Inc., DBA Quick Action Plumbers

These contractors have been providing on-call plumbing repairs and maintenance services to the City, supplementing the Public Works Department's staff. The initial contract term was for three years, and after reviewing the performance of both firms, the Department is recommending a two-year extension to continue utilizing their services.

The extension will allow these contractors to remain on an as-needed, on-call basis to perform specific plumbing-related task orders. The Department of Public Works will maintain the option to rotate the firms or allow them to compete for various projects throughout the City of Forest Park, including services for the City's different boards.

CITY OF  
**FORESTPARK**

## City Council Agenda Item

**Title of Agenda Item:** Approval of a Two-Year Extension for On-Call Plumbing Repairs and Maintenance Services – Procurement/Public Works

**Submitted By:** Nigel Wattley

**Date Submitted:** 10-14-2024

**Work Session Date:** 10-21-2024

**Council Meeting Date:** 10-21-2024

### Background/History:

The Department of Public Works is requesting Council's approval to extend the contractual agreements with the following two plumbing repair and maintenance contractors:

- MaxAir Mechanical
- The Plumbing Shop Inc., DBA Quick Action Plumbers

These contractors have been providing on-call plumbing repairs and maintenance services to the City, supplementing the Public Works Department's staff. The initial contract term was for three years, and after reviewing the performance of both firms, the Department is recommending a two-year extension to continue utilizing their services.

The extension will allow these contractors to remain on an as-needed, on-call basis to perform specific plumbing-related task orders. The Department of Public Works will maintain the option to rotate the firms or allow them to compete for various projects throughout the City of Forest Park, including services for the City's different boards.

### **Action Requested from Council:**

Council approval for a two-year contract extension with MaxAir Mechanical and The Plumbing Shop Inc. (Quick Action Plumbers) for continued on-call plumbing repairs and maintenance services.

**Cost:** As needed by different Departments

**Budgeted for:** \_\_\_\_\_ **Yes** \_\_\_\_\_ **No**

**Financial Impact:**



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

Monday, November 01, 2021 at 6:00 PM  
Council Chambers and YouTube Livestream

Website: [www.forestparkga.gov](http://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, City Clerk  
Mike Williams, City Attorney

### VIRTUAL NOTICE

**DISCLAIMER:** For in-person attendance, all CDC requirements of Masks and Social Distancing is recommended.

**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**"

**CALL TO ORDER/WELCOME:**

**ROLL CALL - CITY CLERK:**

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

**COVID-19 UPDATE:** Division Chief Joel Turner

**NEW BUSINESS:**

1. **Council Discussion and Approval to Retire Forest Park K-9 "Yoeri" – Police Department**

**Background/History:**

Consideration to retire the current Forest Park Police Department's 11-year-old canine named "Yorei" from active duty and that his former handler adopts him effective immediately.

This recommendation is based on the Forest Park Police Department's K-9 Unit Administration policy 17-01 states "canines may be retired between the ages of 8 years and 9 years old" and a thorough medical assessment conducted on 10/25/2021 that shows the canine is in overall decent health but does have some medical limitations.

2. **Discussion on Approving a Bi-Lingual Pay Incentive – Chief Executive Office**

**Background/History:**

Approval of \$1.00 per hour Bilingual Pay incentive for speaking and \$1.50 per hour incentive for speaking and writing a non-English language used by any group. To receive the incentive employees must be fluent (reading, writing, and speaking) in a non-English language, which could include for the hearing impaired and must agree to translate for employees who are not bilingual in the event such services are needed, even if the employee needing assistance is not from the same department or work unit and perform related work as assigned by the Department Director. Employees receiving bilingual pay may be required to report to work during nonscheduled working hours and will have a role in disaster recovery efforts and will be expected to work during periods of emergency response by the city.

The incentive must be approved by the City Manager, only after the appropriate validation test has been administered and successfully completed as describe in the memorandum.

3. **Parks and Leisure Budget Transfer of Funds - Interim Finance Director/Parks & Leisure Director**

**Background/History:**

The Recreation Department would like to transfer \$25,000 from their Athletic line item to their Special Events line item. The department would like to implement more community events such as family game night, painting classes, movie nights and community dances.

4. **Discussion on Approving a Citywide Janitorial Services – Procurement Department**

**Background/History:**

The various departments throughout the City is requesting your approval to enter into a contractual agreement the the following Janitorial Service Contractor: **American Facility Services, Inc.** The Department of Procurement conducted a request for proposals for Citywide Janitorial Service and of the four firms that submitted their proposals, American Facility Services, Inc. was the lowest and most qualified firm and therefore they was selected. This will eliminate the use of several different janitorial contractors providing services to individual departments and replace it with one contractor for the entire City. The contract will last for 3 years with two additional 1-year term renewal options if the City wants to continue with this firm based on their performance.

5. **Discussion on Approving On-Call Plumbing Repairs and Maintenance Services – Public Works/Procurement Department**

**Background/History:**

The Department of Public Works is requesting your approval to enter into a contractual agreement with the following two plumbing repairs and maintenance contractor companies: **MaxAir Mechanical** and **The Plumbing Shop Inc, dba Quick Action Plumbers**. The Department of Procurement conducted a request for qualifications for on- call plumbing repairs and maintenance services. One firm missed the deadline and therefore could not submit their qualifications while MaxAir Mechanical and Quick Action Plumbers submitted their qualifications and therefore, they were selected. These firms are on an on-call basis, which means as services are needed, The City will utilize these two firms to perform specific task orders. These firms will supplement the Public Works short staffed for plumbing repairs and maintenance services. The Department of Public Works will have the option to allow these firms to compete against each other or they can be in rotation for various sites throughout The City of Forest Park, as well as for the various existing City Boards. The contracts will last for 3 years with a 2 year renewal option if the City wants to continue any one of the three firms based on their performance.

6. **Council Approval to Adopt GDOT's Procurement Policy for The Procurement, Management and Administration of Engineering and Design Related Consultant Services** – Procurement Department

**Background/History:**

The Department of Procurement is requesting your approval to adopt the Georgia Department of Transportation Procurement Policy For The Procurement, Management, and Administration of Engineering and Design Related Consultant Services for all state and federally funded transportation projects. The City has taken steps to get Local Administered Projects (LAP) Certified through GDOT and as part of this process, the Procurement Department attended a two-day class and passed the administered test to become certified in the procurement, management, and administration of Engineering and Design Related Consultant Services. Prior to receiving this certification, we must adopt this section of GDOT's procurement policy. This adoption will not replace our current procurement policy. It will be a stand-alone addition. We will follow the adopted policy only when we procure Engineering and Design Related Consultant Services and only when utilizing Federal-Aid funds. This policy is guided by Federal Laws and Regulations and the procedures incorporates best practices in accordance with the requirements set by the Federal Highway Administration. Its purpose is to ensure that a qualified consultant is obtained through an equitable qualifications-based selection procurement process in a timely manner at a fair and reasonable cost. This policy will guide the Procurement Department to ensure we are in compliance with the requirements to maintain federal funds.

7. **Discussion on Adopting an Ordinance Amending the Local Vendor Preference** – Procurement

**Background/History:**

The City's existing procurement ordinance provides for a local vendor preference in procurement. However, this preference is only available for contracts of \$100,000 or less. It is proposed that the \$100,000 limitation be removed.

8. **New Citywide Banners** – Executives Office

**Background/History:**

Requesting to purchase new customized pole banners. These banners will be displayed citywide. The city purchased banners in 2018 that are not very worn and displayed the old city logo. This item is not budgeted for. The Executive Office is requesting a transfer of \$23,000 from the Reserve for Contingency line item to the Right of Way Enhancement line item.

**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.

**RESOLUTION NO. 2021-35****A RESOLUTION TO AUTHORIZE THE AWARD OF ON-CALL CONTRACTS FOR PLUMBING REPAIRS AND MAINTENANCE SERVICES**

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

WHEREAS, the City proposes to authorize the award of on-call contracts to provide for Plumbing Repairs and Maintenance Services; and

WHEREAS, MaxAir Mechanical and The Plumbing Shop Inc, dba Quick Action Plumbers are the recommended winning bidders;

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

**SECTION 1. Approval of Bidder.** The award of on-call contracts for Plumbing Repairs and Maintenance Services as presented to the City Council on November 1, 2021 to MaxAir Mechanical and The Plumbing Shop Inc, dba Quick Action Plumbers is hereby approved by the City Council.

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

**SECTION 3. Authorization of Execution.** The Mayor is hereby authorized to sign all documents, including the contract with such changes and modifications as recommended by the City Attorney, necessary to effectuate this Resolution.

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

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

[SIGNATURES APPEAR ON FOLLOWING PAGE]

SO RESOLVED this 1<sup>st</sup> day of November, 2021.

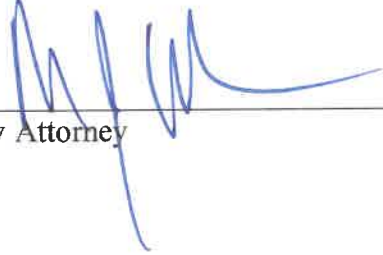
  
\_\_\_\_\_  
Mayor Angelyne Butler

ATTEST:

  
\_\_\_\_\_  
City Clerk



APPROVED AS TO FORM:

  
\_\_\_\_\_  
City Attorney

**File Attachments for Item:**

**7. Council Discussion on the City of Forest Park Financial Policies**-Finance Department

**Background/History:**

Financial policies provide written guidance for how the City of Forest Park officials and staff should approach fiscal issues and core financial areas. To continue a healthy financial support to the Citizens of Forest Park for services and infrastructure maintenance, the financial policies ensure accountability, minimize confusion on the direction to follow, protect the City, and help determine the City's fiscal stability.

CITY OF  
**FORESTPARK**

## City Council Agenda Item

**Subject:** Financial Policies

**Submitted By:** John Wiggins

**Date Submitted:** 10/07/2024

**Work Session Date:** 9/23/2024

**Council Meeting Date:** 9/23/2024

### Background/History:

Financial policies provide written guidance for how the City of Forest Park officials and staff should approach fiscal issues and core financial areas. To continue a healthy financial support to the Citizens of Forest Park for services and infrastructure maintenance, the financial policies ensures accountability, minimize confusion on the direction to follow, protects the City, and helps determine the City's fiscal stability.

The policies included in this agenda packet is as followed:

1. Accounting, Auditing, and Financial Reporting
2. Accounts Payable Policy
3. Budget Line Transfer and Amendment Process
4. Fund Balance and Stabilization Policy
5. Long-term Debt Financing Policy
6. Grants Policy
7. Empower Retirement Payment Draft Procedures
8. Procedure for Recording Returned Checks to a Receivable Account and Writing Off Unresolved Amounts
9. Revenue Collection SOP
10. Stale Check Policy
11. Mail Policy
12. Cash Receipts Policy and Procedures

**Cost:** Budgeted for: \_\_\_\_\_ Yes ☒ No

**Financial Impact:**

**Action Requested from Council:** The request of Council is to approve the Financial Policies.

## LONG TERM DEBT FINANCING POLICY

The City of Forest Park, Georgia (City) recognizes that to maintain flexibility in responding to changing service priorities, revenue inflows, and cost structures, a debt management strategy is required. The City strives to balance service demands and the amount of debt incurred. The City realizes that failure to meet the demands of growth may inhibit its continued economic viability, but also realizes that too much debt may have detrimental effects as well.

The goal of the City's debt policy is to maintain a sound fiscal position and to protect the credit rating of the City. When the City utilizes debt financing, it will ensure the debt is financed soundly and conservatively.

## RECOMMENDATION

Debt financing of capital improvements and equipment will be done only when one or more of the following four conditions exist:

- When non-continuous projects (those not requiring continuous annual appropriations) are desired;
- When it can be determined that future users will receive a benefit from the improvement;
- When it is necessary to provide basic services to residents and taxpayers;
- When total debt, including that issued by overlapping government entities, does not constitute an unreasonable burden to residents and taxpayers;
- Determining that the benefits of the improvement exceed the costs, including interest costs;
- Maintaining a debt service coverage ratio which ensures that combined debt service requirements will not exceed revenues pledged for the payment of debt;
- Analyzing the impact of debt service on total annual fixed costs before bonded long-term debt is issued;
- Maintaining total debt service for general obligation debt that does not exceed 10 percent of the net operating revenues. Net operating revenues are all general fund revenues available after accounting for transfers between other City funds;
- The Annual Budget and Capital Improvement Plan should include a statement of sources and uses for long term capital projects including debt service financing schedules and a capital debt capacity analysis;

- Professionals related to the financing transaction should be selected through a Request for Proposal process. Such professionals should include Bond Counsel, Financial Advisor, Underwriters, Placement Agent and Bond Trustee when such applicable services are needed. In no instance should the Underwriter selling and marketing the bonds serve as the Financial Advisor.



CITY OF  
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**City of Forest Park, GA**  
**Policies**

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# CITY OF FOREST PARK FINANCE AND ADMINISTRATION DEPARTMENT

## ACCOUNTING, AUDITING AND FINANCIAL REPORTING

CITY OF  
**FORESTPARK**

## City of Forest Park, GA Policies

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## City of Forest Park, GA Policies

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### I. ACCOUNTING

The City shall maintain a system of financial monitoring, control, and reporting for all operations and funds in order to provide an effective means of ensuring that financial integrity is not compromised. In addition, such practices shall provide City officials with the necessary resources in order to make sound financial decisions.

#### A. **SCOPE**

This policy applies to all accounting records that are the responsibility and under the management of the City's Department of Finance.

#### B. **GENERALLY ACCEPTED ACCOUNTING PRINCIPLES (GAAP)**

The City will establish and maintain a high standard of accounting practices. Accounting standards will conform to generally accepted accounting principles of the United States as promulgated by the Governmental Accounting Standards Board (GASB). The City also will follow the Financial Accounting Standards Board's pronouncements, as applicable.

#### C. **FUND STRUCTURE**

The City will maintain the minimum number of funds consistent with legal compliance and sound financial administration. The City will adhere to the mandatory fund structure included in the Georgia Department of Community Affairs' (DCA) chart of accounts (see link below). Funds shall be classified in conformity with GAAP. Further, all funds shall be reported within the annual financial statements.

 [Uniform Chart of Accounts \(UCOA\) - Fourth Edition 4.3 \(May 2020, Amended May 2023\)](#)

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### **D. CHART OF ACCOUNTS**

The Georgia General Assembly passed the Local Government Uniform Chart of Accounts and Reporting Act in 1997 (House Bill 491). This law requires the DCA to prepare and issue a standardized chart of accounts for Georgia governments. It shall be the policy of the City to implement and utilize the account classifications as the chart of accounts prescribes.

## **II. AUDITING**

Georgia Law on Local Government Audits, O.C.G.A. Section 36-81-7, requires an independent annual audit for the City. The annual independent audit shall be conducted in accordance with generally accepted auditing standards (GAAS) and generally accepted governmental auditing standards (GAGAS). In addition, the City shall comply with the requirements of the General Accounting Office (GAO) and the Office of Management and Budget (OMB) when audits are conducted relating to federal funding, consistent with the Single Audit Act.

### **A. SCOPE**

This policy applies to all funds that are the responsibility and under the management of the City of Sandy Springs and its Department of Finance.

### **B. AUDITOR QUALIFICATIONS**

A properly licensed Georgia independent public accounting firm shall conduct the audit.

### **C. CHOOSING THE AUDIT FIRM**

Every three to five years, the City will issue a request for proposal to choose an audit firm for a period of three years with two one-year renewal options. The City will request two proposals from qualified public accounting firms. One

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## **City of Forest Park, GA Policies**

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proposal shall contain the firm's costs and a second will contain the firm's qualifications. The cost proposals shall only be presented after three qualified firms are determined. When awarding the contract for the independent audit, not less than 70% of the decision will be based upon technical qualifications rather than cost.

### **D. *AUDITING AGREEMENT***

The agreement between the independent auditor and the City shall be in the form of a written contract or an engagement letter. The contract or engagement letter shall include the request for proposal as an appendix to the written document and all issues addressed in the request for proposal shall be required as part of the contract or engagement letter.

## **III. INTERNAL AUDIT**

The City shall develop, and once developed, maintain a strong internal audit function, whereby applying financial practices and policies to transactions. The City shall develop accounting practices and procedures, which will be documented for use in internal control evaluation.

## **IV. MALFEASANCE AND EMBEZZLEMENT**

Any employee will be prosecuted to the extent of the law in any instance where the employee is proven to have committed an illegal act such as theft.

## **V. FINANCIAL REPORTING**

### **A. *SCOPE***

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## **City of Forest Park, GA Policies**

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The Department of Finance shall develop and maintain an ongoing system of financial reporting to meet the information needs of the government, authorities, and regulatory agencies. In addition, the City Manager, Mayor, Council, Department Heads and the public shall have access to reports to allow them to monitor, regulate, and to use as a basis for future financial decisions.

### **B. ANNUAL COMPREHENSIVE FINANCIAL REPORT**

In conjunction with the annual independent audit, the City shall prepare and publish an Annual Comprehensive Financial Report (ACFR). The City shall prepare the ACFR in conformity with GAAP and the Government Finance Officers Association's (GFOA) program requirements. Annually, the City will submit its ACFR to the GFOA to determine its eligibility to receive the GFOA's "*Certificate of Achievement for Excellence in Financial Reporting*." The City shall make this report available to the elected officials, bond rating agencies, creditors and citizens.

The City shall report in conformity with O.C.G.A Section 36-81-7. A copy of the City's annual audit (i.e., the ACFR) shall be submitted to the Georgia Department of Audits and Accounts within 180 days of year-end, as required. Additionally, all external reports as required by the regulatory agencies shall be completed and filed as prescribed by state and federal law. This includes, but not limited to CVIOG, EMMA, Federal government (single audit), and DCA.

## **VI. ANNUAL BUDGET DOCUMENT**

The City shall prepare and publish an annual budget document in accordance with the policies contained within this document. This budget shall measure the annual funding and forecast the financial position of the City for the subsequent fiscal year. This document shall be prepared in conformity to the GFOA program requirements. Annually, the City will submit the budget to the GFOA to determine its eligibility to receive the GFOA's "*Distinguished Budget Presentation Award*." The City shall make the report available to elected officials, citizens, and any interested parties.

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## **City of Forest Park, GA Policies**

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### **VII. ANNUAL CITIZEN'S REPORT**

At the direction of the City Manager, the Finance Department may coordinate with the Marketing Department (or similar provider) on the publication of an annual report to the citizen's (e.g., a popular report) which includes financial details. The citizen's report shall be in addition to the ACFR. This report shall follow the recommendations of the GFOA's "Popular Annual Financial Report" (PAFR) program guidelines. The City shall submit the Annual Citizen's Report to the PAFR program to determine its eligibility to receive the award.

### **VIII. INTERNAL REPORTING**

#### **A. FINANCIAL REPORTING TO THE CITY COUNCIL**

On a monthly basis, the Finance Department shall prepare and present a summarized "*Statement of Revenues and Expenditures*" to the City Council for all of the City's operating funds. The City also shall prepare a "Capital Project" report outlining appropriations (if any), expenses, outstanding encumbrances, and available appropriable balances for capital projects.

#### **B. FINANCIAL REPORTING TO THE ADMINISTRATION**

In addition to the external reporting detailed above, the Finance Department shall coordinate the reporting needs of each department in order to design and implement those reports which the departments need to make sound business decisions. At a minimum, departments will receive reports detailing monthly department financial activity including expenses, any personnel costs in excess of the approved budget, and recommended budget line-item adjustments.

## FUND BALANCE AND STABILIZATION POLICY

This policy establishes guidelines for preserving an adequate fund balance in order to sustain financial stability and to provide prudent management of the City's financial reserves. Fund balance is a surplus of funds accrued from unexpended operating budgets and unanticipated revenues.

Fund equity at the governmental fund financial reporting level is classified as "fund balance." Fund equity for all other reporting is classified as "net assets." Generally, fund balance represents the difference between the assets and liabilities under the current financial resources measurement focus of accounting.

In the fund financial statements, the City's governmental funds report fund balance classifications that comprise a hierarchy based primarily on the extent to which the City is bound to honor constraints on the specific purposes for which amounts in those funds can be spent. Fund balances are classified as follows:

**Non-spendable.** Fund balances are reported as non-spendable when amounts cannot be spent because they are either (a) not in spendable form (i.e., items that are not expected to be converted to cash) or; (b) legally or contractually required to be maintained intact.

**Restricted.** Fund balances are reported as restricted when there are limitations imposed on the use either through the enabling legislation adopted by the City, or through external restrictions imposed by creditors, grantors, or laws or regulations of other governments.

**Committed.** Fund balances are reported as committed when they can be used only for specific purposes pursuant to constraints imposed by formal action of the City Council through the adoption of a resolution. Only the City Council may modify or rescind the commitment.

**Assigned.** Fund balances are reported as assigned when amounts are constrained by the City's intent to be used for specific purposes, but are neither restricted nor committed. Through Resolution, the City Council has authorized the City Manager or his or her designee to assign fund balances.

**Unassigned.** Fund balances are reported as unassigned as the residual amount when the balances do not meet any of the above criterion. The City reports positive unassigned fund balance only in the general fund. Negative unassigned fund balances may be reported in all funds.

The City's policy is to obtain and then maintain a minimum General Fund Balance and a related Stabilization Reserve equal to no more than **three months or 25 percent** of total annual operating expenditures.

The Stabilization Reserve provides the City with a "rainy day" fund for use in unforeseen, unbudgeted emergency situations, such as rapidly declining real estate values and/or tax

collection rates; the loss of a major taxpayer; sudden changes in revenues or spending requirements imposed by the state or federal government; natural disasters or emergency infrastructure failures; or unforeseen litigation.

## GRANTS POLICY

The purpose of this policy is to set forth an overall framework for guiding the City's use and management of grant resources. The City will aggressively pursue grant funding from federal, state and other sources, consistent with identified goals and objectives as set forth by the Mayor and Council. Aside from entitlement grants, the City should focus its efforts on securing grants for capital improvements. This approach will allow the City to compete for projects while maintaining financial independence should future grant sources diminish.

The City will only seek grants when sufficient staff resources are available to effectively administer the program in compliance with grant requirements and successfully perform the grant scope of work. Operating departments have the primary responsibility for seeking out grant opportunities, preparing effective grant applications, and successfully managing grant programs after they have been awarded.

### A. Application and Acceptance of Grants

City Council approval to submit an application is required for Grants over \$100,000, any grant requiring match, or when approval or resolution is a requirement of the application. A detailed staff report and a resolution (where required) should be brought forth to City Council for Council adoption. The staff report should include the following information:

1. Project and grant details
2. Budget summary
3. Administration requirements and funding source
4. Match requirements
5. Compliance requirements
6. Grantee responsibilities
7. Maintenance and operations requirements
8. Long-term costs including staffing needs after the expiration of the grant.

In the event the application deadline does not allow the necessary lead time for council approval; and prior Council approval is not a requirement of the application; the Department Director should ensure the approval of the City Manager prior to submitting the application. Applications for grants under \$100,000 with no matching requirements can be submitted without City Council approval unless required by the granting agency.

### B. Grant Administration and Compliance

Each department must notify the City Clerk and Finance Director upon acceptance of any grant awards. The City Department which applied for and received the grant is responsible for compliance with all aspects of the grant requirements including monitoring to ensure that grant activities are properly accomplished; submitting requests for reimbursement accurately and on time; and maintaining sufficient documentation to properly account for the grant activity. Any and all communication between the City and the granting agency must be forwarded to the Finance Director, at least quarterly, unless grant requirements call for more frequent reporting. The outsourcing of grant management does not relieve the responsible staff from ensuring compliance with grant requirements.

# City of Forest Park

## Accounts Payable Policy

### 1. Purpose

To establish clear guidelines for processing, approving, and paying vendor invoices to ensure timely and accurate payment of the City of Forest Park's liabilities.

### 2. Scope

This policy applies to all employees involved in the accounts payable process, including finance, procurement, and relevant Department Head or designee.

### 3. Policy Statement

The City of Forest Park is committed to maintaining good relationships with its vendors by ensuring timely and accurate payments while safeguarding its own financial interests.

### 4. Vendor Management

- **Vendor Selection:** Vendors should be selected based on criteria such as quality, cost, reliability, and compliance with the City of Forest Park's standards as determined by Procurement Officer(s).
- **Vendor Information:** Procurement Officer(s) will maintain a master list of approved vendors, including contact information, payment terms, and banking details.

### 5. Invoice Processing

- **Receipt of Invoices:** All invoices must be:
  - Stamped with received date.
  - Attached to purchase order and forwarded to the Accounts Payable department within 5 business days.
    - Acceptable delivery methods include mail, interoffice mail, email ([accountspayable@forestparkga.gov](mailto:accountspayable@forestparkga.gov)), or electronic data interchange (i.e. Asana, Microsoft Groups, etc.)
- **Invoice Verification:** Accounts Payable will verify invoices against purchase orders for accuracy. A purchase order number must be included on the invoice. Discrepancies must be resolved before approval.
- **Approval Process:** Invoices must be approved by the relevant Department Head or designated approver before payment.
- **Data Entry:** Enter approved invoices into the accounting system within 7 business days.

## 6. Payment Processing

- **Payment Terms:** The City of Forest Park operates on a net-30 pay schedule unless otherwise negotiated with between the vendor & Procurement.
- **Payment Methods:** Payments will be made via check, electronic funds transfer (EFT), wire transfer, or credit card.
- **Payment Schedule:** To maintain volume levels, payments will be processed weekly. Invoices delivered to Accounts Payable by noon on Friday will be paid within 7 business days pending no discrepancies.
- **Payment Approval:** Payments must be reviewed and approved by authorized personnel before disbursement.
- **Disbursement:** Payments will be dispersed to the vendor by agreed upon payment method.

## 7. Record Keeping

- **Documentation:** Payment records will be retained in an alphabetized vendor file, in dated order and archived on an annual basis.
- **Reconciliation:** Reconcile accounts payable records with vendor statements regularly to ensure accuracy.

## 8. Internal Controls

- **Segregation of Duties:** Maintain separate responsibilities for invoice approval, data entry, and payment processing to prevent fraud.
- **Access Controls:** Restrict access to the accounts payable system to authorized personnel only.
- **Audit:** Conduct regular audits of the accounts payable process to identify and address any discrepancies or inefficiencies.

## 9. Dispute Resolution

- **Discrepancies:** Address any discrepancies or disputes with vendors promptly and professionally.
- **Dispute Escalation:** Escalate unresolved disputes to higher management for resolution.

## 10. Compliance

- **Regulatory Compliance:** Ensure all accounts payable activities comply with relevant laws and regulations.
- **Policy Review:** Review and update the accounts payable policy annually or as needed to ensure continued effectiveness and compliance.

## 11. Training and Communication

- **Employee Training:** Provide training to employees involved in the accounts payable process to ensure they are aware of and comply with the policy.
- **Communication:** Communicate any changes to the accounts payable policy to all relevant stakeholders promptly.

## 12. Responsibility and Accountability

- **Department Heads:** Responsible for ensuring their departments adhere to the accounts payable policy.
- **Accounts Payable Team:** Responsible for the accurate and timely processing of invoices and payments.
- **Internal Audit:** Responsible for auditing the accounts payable process to ensure compliance with the policy.

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By following this policy, the City of Forest Park can ensure a streamlined and efficient accounts payable process that supports strong vendor relationships and maintains financial integrity.

## **City of Forest Park Standard Operating Procedure Revenue Collection**

**Subject:** Revenue Collection and Reconciliation

**Department(s):** All Revenue-Collecting Departments

### **1. Purpose**

To establish a standardized process for collecting, recording, and reconciling revenue by all departments collecting revenue on behalf of the City of Forest Park. This procedure ensures consistency, accuracy, and timely submission of financial data to the Finance Department.

### **2. Scope**

This procedure applies to all departments responsible for collecting revenue through cash, check, or credit card payments for the City of Forest Park.

### **3. Responsibilities**

- **All Revenue-Collecting Departments:**
  - Record all revenue in the City's accounting system (currently Tyler).
  - Open daily batches for each type of payment (cash, check, and credit card).
  - Reconcile daily batches at the end of each business day.
  - Deliver the cash letter and supporting documentation (cash, check, and credit card payments) to the Finance Department prior to 10:00 AM the following business day for verification and posting.
- **Finance Department:**
  - Verify the accuracy of daily batches and supporting documentation.
  - Post the verified information into the City's accounting system.

### **4. Procedure**

#### **4.1 Revenue Recording in Accounting System**

- Each department is responsible for recording revenue using the Tyler system. This includes:
  - Properly coding all revenue to the appropriate account line items.
  - Ensuring each transaction is reflected in the system.

## 4.2 Opening Daily Batches

- For each business day:
  - Open a separate batch for each payment type (cash, check, and credit card).
  - Record each transaction in the appropriate batch as payments are received throughout the day.

## 4.3 Daily Reconciliation

- At the end of each business day:
  - Reconcile all batches for cash, check, and credit card transactions.
  - Ensure the total amount in the batch matches the physical cash, checks, and credit card receipts on hand.

## 4.4 Preparation and Submission of Cash Letter

- Daily, before 10:00 AM:
  - Prepare a cash letter for each batch from the previous day.
  - Include the following supporting documentation:
    - Cash: Physical cash and cash receipts.
    - Check: Physical checks and check receipts.
    - Credit card: Receipts and corresponding transaction reports.
  - Submit the cash letter and all supporting documentation to the Finance Department for verification.

## 4.5 Verification and Posting

- Upon receipt of the cash letters and supporting documentation, the Finance Department will:
  - Verify the accuracy of the recorded revenue against the supporting documents.
  - Post the verified revenue into the City's accounting system.

## 5. Compliance

All departments must adhere to this procedure to ensure accurate and timely financial reporting. Non-compliance may result in delays in posting revenue and potential discrepancies in the City's financial records.

## 6. Review and Revision

This SOP will be reviewed annually by the Finance Department or as necessary to accommodate changes in the accounting system or revenue collection practices.

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### Appendices:

- **Appendix A:** Example of a Cash Letter
- **Appendix B:** Tyler System Batch Entry Instructions

# STALE CHECK POLICY

## Purpose

The City of Forest Park issues checks for Payroll, Refunds and Accounts Payable. Once a check is issued, the recipient has 180 days to deposit the check. If the check has not cleared City of Forest Park's bank after 180 days, the check is considered stale dated. It is the City's policy to review and process stale dated and unclaimed checks monthly.

## Definition

A stale check is a check that has not been presented to the bank for encashment within a period of 6 months.

## Authority

Finance/City Manager

## Procedure

### 1. Determining Stale Dated Checks

- a) Staff will identify and generate a list of outstanding checks six months old or older, by issue date, utilizing its treasury management reporting each month.
- b) The identified funds are moved to the appropriate holding account in the General Ledger for up to five (5) years.
- c) Staff will attempt to locate the payee by using available search tools (e.g., LexisNexis, SPOKEO, DMV, etc.).

### 2. Canceling Stale Dated Checks

- a) Staff will notify the payee or beneficiary in writing that a check was issued more than six months ago and has not cleared The City's treasury account. The payee will be provided with a "Declaration to Obtain Duplicate of a Lost or Destroyed Check" form.
- b) 30 days after initial notification - If there is no reply from the payee or beneficiary, a second notification will be sent by certified mail.
- c) 60 days after initial notification - If no reply has been received a final notice will be sent to the payee or beneficiary. The funds will remain in the holding account for up to five (5) years and will be absorbed into the System's reserves if unclaimed.

### 3. Re-issuing Stale Dated Checks

- a) Payee or beneficiary must provide a completed "Declaration to Obtain Duplicate of a Loss of Destroyed Check" affidavit, signed by the payee or beneficiary.
- b) Once the required documents are received by the City, a new check will be issued to the payee or beneficiary through the City accounts payable process.

### 4. Redeposit to Reserves (5 Years)

- a) At fiscal year-end, the holding accounts will be reconciled; any unclaimed funds five (5) years and older, from the date of initial contact, will be moved to the appropriate reserve account(s).

# STALE CHECK POLICY

Policy Review:

This policy shall be reviewed at least every three years.

\_\_\_\_\_  
John Wiggins, Finance Director

POLICY APPROVAL DATE: January 22, 2024

## FORM 1

### Declaration to Obtain Duplicate of a Lost or Destroyed Check Form

I, \_\_\_\_\_, have examined the check numbered, dated \_\_\_\_/\_\_\_\_/\_\_\_\_, payable to me in the amount of \$ \_\_\_\_\_. I did not sign this check or authorize anyone to sign it. The signature on this check is not mine. I did not receive the whole or any part of the money. The signature below is my proper signature.

I certify under penalty of perjury that the information I have given in this statement is correct and true.

\_\_\_\_\_  
Signature of Recipient

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Date

# City of Forest Park Mail Policy

## 1. Purpose

The purpose of this mail policy is to establish standardized procedures for the receipt, handling, and distribution of incoming and outgoing mail to ensure efficiency, security, and confidentiality within the City of Forest Park.

## 2. Scope

This policy applies to all employees, contractors, and third parties involved in receiving mail at the City of Forest Park.

## 3. Mail Processing Operations

### 3.1. Hours of Operation

Mail will be received at City Hall from 8:00am to 5:00pm Monday through Friday, excluding holidays.

### 3.2. Mail Staff

Staff receiving mail are responsible for the following:

- Receiving all incoming mail and packages delivered to City Hall.
- Sorting and distributing mail to the appropriate departments or individuals.
- Sending outgoing mail from City Hall.
- Ensuring the security and confidentiality of mail.

## 4. Incoming Mail

### 4.1. Receipt of Mail

- All incoming mail should be delivered to City Hall.
- Mail will be received by front office staff
- Front office staff will open, date stamp and sort mail as delivered.
  - Note: Mail identified as Confidential will NOT be opened. Staff will date stamp outer face of mail piece.

### 4.2. Sorting and Distribution

- Mail (Confidential or otherwise) will be sorted and delivered to the designated mailbox located at City Hall.

## **5. Outgoing Mail**

### **5.1. Preparation**

- All outgoing mail must be placed in the designated area (on top of City Hall mailboxes) by 10am for same-day dispatch.

### **5.2. Special Handling**

- Packages and registered mail will be handled according to the carrier's requirements.

## **6. Security and Confidentiality**

### **6.1 Confidential Mail**

- Confidential mail must be sealed and marked appropriately.

## **7. Mail Equipment**

- Postage meter/ Scale is located at City Hall.
  - Can be accessed by individual department code.
- Letter openers
- Mail bag

## **8. Monitoring**

### **8.1 Monitoring**

- Finance will monitor postage usage and bill department line items monthly.

## **9. Review and Updates**

- This policy will be reviewed annually and updated as necessary to ensure its effectiveness.

## Budget Line Transfer and Amendment Process

### Purpose:

To provide a structured and controlled method for departments to reallocate funds within the budget when attempting to allocate an expense to a line item that is over budget.

### Scope:

This procedure applies to all departments within the organization that seek to amend the budget to cover expenses that exceed the allocated amount for a specific line item.

### Procedure:

#### 1. Identify the Overbudget Line Item:

- The department identifies the line item that is over budget and determines the amount needed to cover the excess expense.
- If funds are not within budget, a budget amendment must be approved by resolution. The budget shall be adopted at the fund/department level, which is the legal level of budgetary control. The current year's budget may be adjusted to reflect changes in the local economy, changes in priorities or services needed, and receipt of unbudgeted revenues and for unanticipated expenditures.

#### 2. Determine Source of Funds:

- The department identifies potential line items within their budget where funds are available and can be reallocated to the overbudget line item. The reallocation should not negatively impact the department's ability to meet its objectives.

#### 3. Complete the Budget Transfer Form:

- The department completes the Budget Transfer Form, including:
  - **Line Item Over Budget:** Description and account number of the overbudget line item.
  - **Amount Needed:** The amount required to cover the overbudget expense.
  - **Source of Funds:** Description and account number of the line item(s) from which funds will be reallocated.

- **Justification:** A detailed explanation of the need for the budget amendment and the impact of reallocation on the department's operations.
- **Department Head Approval:** The department head must sign the form indicating their approval of the proposed budget transfer.

#### 4. **Submit to Finance for Review:**

- The completed Budget Transfer Form is submitted to the Finance Department for review. Finance will:
  - **Review the Budget Transfer:** Assess the validity and necessity of the amendment.
  - **Check Availability of Funds:** Confirm that the proposed source of funds is available, and that the reallocation is feasible.
  - **Approve or Deny:** Finance will approve or deny the transfer. If denied, the department will need to revise the form or identify alternative solutions.

#### 5. **Submit to City Manager for Final Approval:**

- Upon Finance approval, the form is forwarded to the City Manager for final approval. The City Manager will:
  - **Review the Request:** Ensure the line transfer aligns with the overall budgetary strategy and organizational priorities.
  - **Approve or Deny:** The City Manager will approve or deny the request. If denied, the department must revisit the budget or seek alternative funding.

#### 6. **Execute the Budget Transfer:**

- Once approved by both Finance and the City Manager, the department may proceed with the reallocation of funds.
- The Finance Department will update the budget to reflect the approved changes.

#### 7. **Record Keeping:**

- The approved Budget Transfer Form, along with any supporting documentation, will be retained by the Finance Department for audit and review purposes.

#### **8. Reporting:**

- The Finance Department will report all budget amendments to the City Council or appropriate governing body during the next budget report cycle.

#### **Document: Budget Amendment Form (See Form Below)**

##### **Form Sections:**

- **Line Item Over Budget:** (Include fields for description, account number, and amount needed)
- **Source of Funds:** (Include fields for description, account number, and amount to be transferred)
- **Justification:** (Provide space for a detailed explanation)
- **Approval Signatures:**
  - **Department Head:**
  - **Finance Department:**
  - **City Manager:**

This process ensures that all budget amendments are made transparently, with proper oversight and alignment with organizational financial strategies.

**CITY OF FOREST PARK  
FY2024-2025 BUDGET AMENDMENTS**

DEPARTMENT: \_\_\_\_\_  
FUND: \_\_\_\_\_

DATE: \_\_\_\_\_

Amendment Number

**TRANSFER FROM: FINANCE**

| Dept.        | Account Number | Account Name | Transfer Amount | Original Budget | Amended Budget | Expenses To Date | Current Balance | Amended Balance |
|--------------|----------------|--------------|-----------------|-----------------|----------------|------------------|-----------------|-----------------|
| 0            |                |              |                 |                 |                |                  |                 |                 |
|              |                |              |                 |                 |                |                  |                 |                 |
|              |                |              |                 |                 |                |                  |                 |                 |
| <b>TOTAL</b> |                |              | \$0.00          | \$0.00          | \$0.00         | \$0.00           | \$0.00          | \$0.00          |

**TRANSFER TO:**

| Dept.        | Account Number | Account Name | Transfer Amount | Original Budget | Amended Budget | Expenses To Date | Current Balance | Amended Balance |
|--------------|----------------|--------------|-----------------|-----------------|----------------|------------------|-----------------|-----------------|
|              |                |              |                 |                 |                |                  |                 |                 |
|              |                |              |                 |                 |                |                  |                 |                 |
|              |                |              |                 |                 |                |                  |                 |                 |
| <b>TOTAL</b> |                |              | \$0.00          | \$0.00          | \$0.00         | \$0.00           | \$0.00          | \$0.00          |

**JUSTIFICATION:**

|  |
|--|
|  |
|--|

|                      |                     |                              |                      |
|----------------------|---------------------|------------------------------|----------------------|
| Department Director: | Finance:            | City Manager:                | Date Incode Updated: |
| Date:                | Recommend Approval: | Recommend Approval: Yes / No | Date: _____          |
|                      | Date:               | Date:                        | Action: _____        |

City of Forest Park

Empower Retirement Payment Draft Procedures - Incode

Effective July 2024

### **Scope**

These guidelines apply to the activity associated with the processing of funds transmitted to EMPOWER Retirement Services on a weekly basis. Employees elect the retirement program they wish to enroll in, and the payroll department updates the deduction codes accordingly.

Deductions are processed weekly and entered in TYLER by uploading the payroll journal entry generated in the ADP system. The Deputy Finance Director processes the weekly journal entry associated with the TRUIST ZBA account.

These guidelines cover all transactions involving the collection of employee deductions and subsequent remittance to EMPOWER Retirement Services. **Note:** Effective August 1, 2024, the City will transition to a deferred pension plan administered by the GA Municipal Association with no employer match to calculate.

### **Purpose**

To establish and maintain a uniform process for recording payroll deductions and subsequently remitting an equal amount to EMPOWER Retirement. Deductions and remittance amounts should match weekly. Any discrepancies should be identified and resolved immediately.

### **Processes Related to Plan Enrollment and Payroll Deductions**

Refer to the Human Resources department for procedures outlining the steps for onboarding employees and enrolling in various benefit programs, including retirement and pension. These processes are reviewed by the Finance Department to ensure compliance with guidelines.

*Note: These procedures should be reviewed at least annually to ensure they remain current.*

### **Procedure for Remitting to EMPOWER**

1. The Finance Manager will run the Custom Empowerment report from the ADP portal. See separate directions for generating this report.
2. Using the Empower Report and Confirmation of funds transmitted, the Finance Manager will ensure that the transaction is entered into the Tyler ERP Accounts Payable Module.

The distribution of amounts in the Tyler ERP system will align with the chart below (see Coding Empower Payments) to ensure matching of deductions and remittances. Transactions will be posted weekly for timely expense reporting and bank account and GL reconciliation.

3. The Accounts Payable entry will debit the General Ledger accounts shown below and credit the Accounts Payable system.
4. When the check is processed, the AP will be debited, and the cash GL account 999-00-0000-11-1103 will be credited for the check amount and batch amount in total.

**Coding Empower Payments**

Effective July 2024

| <b>Empower Report Column Heading</b> | <b>GL Account Number</b> | <b>GL Account Name</b>         |
|--------------------------------------|--------------------------|--------------------------------|
| LP_Loan PMNT457_Deductions           | 100-00-0000-12-1313      | PR DED PAYABLE PENSION LOANS   |
| LP2_Thrift LOANS_Deductions          | 100-00-0000-12-1313      | PR DED PAYABLE PENSION LOANS   |
| PEN_Pension WKL_Deductions           | 100-00-0000-12-1314      | PR DED PAYABLE DEFERRED COMP   |
| PE2_Pension WK_Other Deduction       | 100-00-0000-12-1314      | PR DED PAYABLE DEFERRED COMP   |
| R_Roth_Deductions                    | 100-00-0000-12-1315      | PR DED PAYABLE PENSION AFT TAX |
| MAT_457ER MATCH_Match                | 100-00-0000-51-2401      | RETIREMENT CONTRIBUTIONS       |

*Note: This Coding should be reviewed at least annually to ensure they remain current.*

By following these procedures, we ensure accurate and timely processing of payroll deductions and remittances, maintaining transparency and efficiency in our financial operations.

## City of Forest Park

### Cash Receipt Policy and Procedures

June 2024

#### Scope

These guidelines include all departments in the City of Forest Park that accept cash, credit card or check payments. These guidelines cover all transactions that involve an exchange of payments for goods or services. All City personnel that handle cash must have an awareness of and show a commitment towards maintaining strong internal controls for money handling responsibilities.

#### Purpose

To establish and maintain uniform cash receipt and reporting policies and procedures across the City of Forest Park.

#### Guidelines

City departments in a funds handling capacity should be committed to establishing and maintaining strong internal controls around the cash receipts process to prevent the mishandling of funds and safeguarding against loss. Strong internal controls also protect employees by defining crosschecking roles for funds handling responsibilities. Departments responsible for handling checks and cash must maintain written procedures outlining each step in the funds handling process. These procedures should be reviewed at least annually to ensure that the procedures are current. For those departments that do not have adequate staff to support proper separation of duties, compensating controls must be established to ensure procedures are followed. Compensating controls are additional procedures to help reduce the risk of error or loss. Departmental procedures should also address the security of funds (i.e., locking file cabinet, safe) during the workday, and storage for overnight safekeeping. The Finance Department, in consultation with city leadership and department heads, will conduct annual reviews of randomly selected cash collection areas to ensure the following:

Written procedures have been established for processing cash receipts and a copy has been sent to the Finance department. The procedures should indicate who is responsible for each duty by position title.

Staff are properly trained in these procedures.

The written procedures are being followed.

Revenues collected by the departments are not used to cash personal checks, third party checks or to make change.

Funds and receipts are kept in secure locations.

## Procedures

Departments must record all currency transactions in an electronic transaction register appropriate to their area of responsibility. Currency transactions include cash, check, money order, Finance check, and credit cards. All receipts must be generated from the system of entry - no handwritten receipts are to be used. Receipts must include, but are not limited to, the following information: the date received, the dollar amount, a receipt number, name of the person paying for the transaction, description of the service or product, name of the department or area collecting the funds, and name of the cash handler. Here are some key things to keep in mind when writing your procedures:

The cashier is responsible for assuring that the funds are deposited in the appropriate bank account at Truist bank. The cashier is responsible for having the reports from the entry system and City deposit ticket transported to the Finance Office for verification, entry and reconciliation.

All deposits must be made to the bank within 24 hours of the time close out of the daily activity. Reports are submitted to the finance department daily by 8:30 AM for the previous day's transactions.

If not using the Remote Deposit Scanner for deposits, Stamp the back of each check with a restrictive endorsement (such as "City of Forest Park for Deposit Only"). See User guide attached.

Funds, register, and receipts must be kept in secure locations. To protect the funds, they should be kept in a lockable container, such as a cash box, and stored in an area that is not visible to unauthorized personnel. The container should not be left unattended during the workday. At night or outside of business hours, all funds must be kept in a secured (locked) storage area, such as a locking file cabinet or safe. The transaction register/receipts should be stored separately from the funds to maintain accountability for loss in the event of a theft.

In the event of Loss or theft, immediately notice the Police Chief and Finance director.

All transactions must be recorded on the transaction register. If an error is made, contact the direct supervisor to void and authorization to correct transaction entry. Corrections must be approved & dated by a supervisor or manager at the time of the transaction.

A receipt must be given for all transactions, especially those that involve cash.

ADDENDUMS AND REFERENCE MATERIALS ATTACHED

Tyler Cash Receipt training manual

Documents list that should be part of each daily cash packet.

Remote Deposit Capture (RDC) Machine.

# TYLER CASH RECEIPT **TRAINING** GUIDE

## CASH COLLECTION

### **OPENING BATCH PROCESS**

10/3/22, 8:40 AM

Open Batch for Payment Processing

## Opening a Batch for Payment Processing

Cash Collection > Processing >

Follow the steps below to open a batch for payment processing:

### [Click Here to OP-en an Existing Batch](#)

1. Click **Open Batch**. The Open Batch dialog box opens.
2. From the **Batch** dropdown list, select the batch the user wants to use.
3. Click **Ok**. operator entry in the Open Operators/Batches grid indicates the batch you are using and the date and time that you opened the batch.

### [Click Here to Open a New Batch](#)

1. Click **Open Batch**. The Open Batch dialog box opens. (If you have a batch open but no other batches exist for operator login, the system opens the New Batch dialog box immediately. Skip to step 3.)
2. Click **New**. The New Batch dialog box opens.
3. In the **Description** field, type a description for the new batch, using up to 25 characters.
4. Click **Ok**. operator entry in the Open Operators/Batches grid indicates the batch you are using and the date and time that you opened the batch.

If you open a batch when you already have another batch open, the system closes the original batch.

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10/3/22, 8:42 AM

Close Batch

## Closing a Batch

Cashiering > Processing > Operator Process

This procedure assumes that you are currently logged in to the Operator Process and that a batch is currently open.

Follow the steps below to close a batch:

1. In the **Open Operators/Batches** grid, highlight the row containing the batch the user wants to close.
2. Click **Close Batch**. The system updates the Closed Batches grid to include the batch you closed.

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## Approving a Batch of Receipts

Cash Collection > Processing > Operator Process

The method for approving batches of receipts depends on whether operators are set up in Operator Maintenance to require approval of their batches. Follow the procedure that applies to you.

Follow the steps below to approve a batch of receipts:

### [Click Here if Operator Requires AP-proval](#)

This procedure assumes that you are currently logged into the Operator Process, that the batches the user wants to approve are closed, and that you successfully printed the Receipt Register for the batches.

1. In the **Closed Batches** grid, ensure that the checkbox in the **Selected** column is marked for each batch the user wants to approve.
2. Click **Approve**. The Approve Batch dialog box opens.
3. In the **Total Dollars Received** field, type the total amount received for the transactions in all selected batches.
4. Click **Ok** to approve the batch(es). A Y displays in the Approved column of the Closed Batches grid for each approved batch.

### [Click Here if Operator Does Not Require Appr<sup>TM</sup>1](#)

This procedure assumes that you are currently logged into the Operator Process, that the batches the user wants to approve are closed, and that you successfully printed the Receipt Register for the batches.

1. In the **Closed Batches** grid, ensure that the checkbox in the **Selected** column is marked for each batch the user wants to approve.
2. Click **Approve**. A Y displays in the Approved column of the Closed Batches grid for each approved batch.

## Emailing Receipts

Cashiering > Processing > Operator Process > Enter Payments

Follow the steps below to email receipts:

1. Enter payment information and click **Ok** to commit to the payment.
2. Click **Email Receipt** in the Document Printing window.

**NOTE** The Email Receipts button is only enabled if the Email Receipts flag is enabled in the transaction code.

3. After clicking the Email Receipt button, a window opens to allow the entry/edit of recipient addresses. For all transactions except court, enter the email address the user wants to send the receipt to.
4. For court transactions, mark the checkbox next to the name of each defendant the user wants to send a receipt to. The defendant's default email address appears in the field to the right of the defendant's name. the user can modify these addresses if necessary, but any changes will update the email address on the defendant record when you click **Ok**.
5. To add an additional email, such as a bondsperson, mark the **Other** checkbox and enter the corresponding email address in the adjacent field.
6. Click **Ok** to send the email and return to the Document Printing Window.

**NOTE** After sending emails, the Continue button is disabled. To return to Document Printing without disabling the Continue button, click **Cancel**.

**TIP** To enable emailing receipts on transaction, you must enable the email receipts option in Transaction Code Maintenance. the user can modify the system email settings in SMTP Maintenance.

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## Voiding a Receipt

Cashiering > Processing > Operator Process

This procedure assumes that you are currently logged in to the Operator Process and that the batch that contains the receipt you need to void is currently open.

Follow the steps below to void a receipt:

1. In the **Operator Process** window, click **Void Receipt**. The Void Receipt window opens with the Enter Receipt Number dialog box open in front of it.
2. In the **Receipt Number** field, type the number of the receipt the user wants to void.
3. Click **Ok**. The Enter Receipt Number dialog box closes and the system loads information for the selected receipt in the Void Receipt window.
4. Verify that the information for the receipt is correct; then click **Ok** to void the receipt. The system confirms that the receipt was successfully voided.
5. Click **Ok** to close the message box.

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10/3/22, 8:47 AM

Accept Multiple Payments in MultiPay

## Accepting Multiple Payments in Multi Pay

Cashiering > Processing > Operator Process

This procedure assumes that you are currently logged in to the Operator Process and that a batch is currently open.

Follow the steps below to accept:

1. In the Operator Process window, click **Enter Payments**. The Payment Input window opens.
2. Click **Multi Pay** in the bottom left corner of the window. The Multi Pay window opens.
3. Select the Individual option to filter the Name display by the name of the individual whom the payment is to be entered for. If you select this option, the system enables the Last Name and First Name fields. If you do not want to filter by individual, skip the next step.
4. In the **Last Name** field, type the first few characters of the customer's last name. The system applies the filter when you TAB out of this field.
5. To filter the Name display by first name, type the first few characters of the customer's first name. The system applies the filter when you TAB out of this field.
6. Select the **Entity** option to filter the Name display by the name of the entity that the payment is to be entered for. If you select this option, the system enables the **Name** field.
7. In the **Name** field, type the first few characters of the customer's business name. The system applies the filter when you TAB out of this field.
8. In the **Name** display, select a name from the list to load it into the Multi Pay display. the user can highlight the name and click **Select** or the user can double-click in the row containing the name the user wants.
9. In the **Multi Pay** display, select an account from the list for payment and mark the **Pay** checkbox found within the same row as the account.

10/3/22, 8:47 AM

Accept Multiple Payments in MultiPay

**NOTE** The total amount of the account which will be applied to the payment will be displayed in the Total field.

10. Once you have selected all the accounts that the user wants to include in the payment, click **Ok** to return to the Payment Input window.

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## Resolving Cash Long and Short Conditions

Cash Collections > Operator Process

Use this program to input a transaction to balance a cash drawer that does not balance with the totals on the Daily Collection Register. You have the option to print a receipt for cash long and short transactions.

Follow the steps below to resolve:

1. In the **Operator Process** window, click **Cash Long & Short**. The Cash Long and Short window opens.
2. From the **Batch** dropdown list, select the batch for which you need to input a cash long or short transaction. The system enables the fields below when you TAB out of this field.
3. In the **Drawer is** field, select an option to indicate whether the drawer is long or short.
4. In the **Amount** field, type the amount by which the drawer is long or short.
5. In the **Transaction Code** field, type the code to use for the transaction or click to select from a list of transaction codes. You must choose a Cash Long & Short-type transaction code.
6. To print a receipt for the cash long or short transaction, click **Receipt**.
7. Click **Ok** to save the transaction.

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10/3/22, 8:48 AM

View Batch Totals

## Viewing Batch Totals

Cashiering > Operator Process

This procedure assumes that you are currently logged in to the Operator Process.

Follow the steps below to view:

1. Click **Batch Totals**. The Batch Totals window opens.
2. From the **Operator** dropdown list, select the operator for whom the user wants to view batch totals. The system loads batch information for the selected operator in the display grid.
3. To see transaction details for the batches represented in the display grid, mark the **Show Detail** checkbox. The system updates the grid with transaction information.
4. When you finish viewing batch information, click **Return** to return to the Operator Process window.

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## Printing the Receipt Register

Follow the link below for the procedure you need to perform.

### [Print the Receiru...Register in the Operator Process](#)

Cash Collection > Processing > Operator Process

This procedure assumes that you are currently logged in to the Operator Process and that the batches for which the user wants to print the register are closed.

1. In the **Closed Batches** grid, mark the checkbox in the Selected column for each batch the user wants to include on the Receipt Register. To print the register for all closed batches, click **Select All**.
2. Click **Register**. The Receipt Register window opens.
3. In the **Report Sequence** field, select the order in which to print the register. options are:
  - Receipt Number: Prints the register in order by receipt number.
  - Transaction Number: Prints the register in order by transaction code.
4. To order and total the Receipt Details section of the register by operator, mark the **By Operator** checkbox.
5. To print a list of check payments in the selected batch(es) on the register, mark the **Print Check Listing** checkbox.
6. To print messages entered for GLB transactions on the register, mark the **Print Complete GLB Note** checkbox.
7. If you are set up in System File Maintenance to use Cash Collections with CMS Tax, the system makes the **Print nee Details** checkbox visible. Mark the checkbox to print details for CMS tax payments on the register.
8. If you are set up in System File Maintenance to use Cash Collections with CMS Miscellaneous Receipts, the system makes the **Print MRC Details** checkbox visible. Mark the checkbox to print details for CMS miscellaneous receipts on the register.

10/3/22, 8:49 AM

Print Receipt Register

9. Click **Ok** to run the register. The register prints to the preview window where the user can review, format, and print.

**TIP** If you often run this report using the same selection criteria, save a criteria profile so that you do not have to set up the report each time.

### Print the Receipt Register in the End of Day Process

Cash Collection > Processing > End of Day Process

1. In the Packets information tree, expand the **Packets** branch and click on the folder for the packet for which the user wants to print the Receipt Register.
2. Click **Register**. The Receipt Register window opens.
3. In the **Report Sequence** field, select the order in which to print the register. options are:
  - Receipt Number: Prints the register in order by receipt number.
  - Transaction Number: Prints the register in order by transaction code.
4. To order and total the Receipt Details section of the register by operator, mark the **By Operator** checkbox.
5. To print a list of check payments in the selected batch(es) on the register, mark the **Print Check Listing** checkbox.
6. To print messages entered for GLB transactions on the register, mark the **Print Complete GLB Note** checkbox.
7. If you are set up in System File Maintenance to use Cash Collections with CMS Tax, the system makes the **Print nee Details** checkbox visible. Mark the checkbox to print details for CMS tax payments on the register.
8. If you are set up in System File Maintenance to use Cash Collections with CMS Miscellaneous Receipts, the system makes the **Print MRC Details** checkbox visible. Mark the checkbox to print details for CMS miscellaneous receipts on the register.

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Print Receipt **Register**

9. Click **Ok** to run the register. The register prints to the preview window where the user can review, format, and print.

**TIP** If you often run this report using the same selection criteria, save a criteria profile so that you do not have to set up the report each time.

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10/3/22, 8:50 AM

View Receipt Information

## Viewing Receipt Information for a Cash Collections Receipt

Cash Collection > Processing > Operator Process

Use this program to view details for a receipt or reprint a receipt by specifying the receipt number. the user can view details for receipts or reprint receipts in process, posted receipts, and voided receipts.

Follow the steps below to view:

1. Click **Receipt Inquiry**. The Receipt Inquiry window opens.
2. In the **Receipt** field, type the number of the Cash Collections receipt for which the user wants to view receipt information, and then press **TAB**.
3. When you finish viewing receipt information, click **Clear** to reset the Receipt Inquiry window.

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CASH COLLECTION

END OF DAY **PROCESS**

10/3/22, 8:51 AM

Select Batches for EOD Processing

## Selecting Batches for End of Day Processing

-. Cashiering > Processing > End of Day Process

Follow the steps below to select batches for End of Day processing:

1. In the **Packets Information** tree, expand the **Packets** branch and click on the folder for the packet to which the user wants to add batches for processing.
2. Click **Select Batches**. The Select Batches window opens.
3. Select batches to add to the packet. The batches in the Unselected pane are available for processing. Only the batches that you move to the Selected pane will be processed. Use the move icons to move one or more batches to the Selected pane.
4. When you finish, click **Ok** to add the selected batches to the packet.

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## Approving an End of Day Processing Packet

Cashiering > Processing > End of Day Process

The End of Day Process helps you perform final processing of receipt packets.

Follow the steps below to approve:

1. In the Packets information tree, expand the **Packets** branch and click on the folder for the packet the user wants to approve.
2. Click **Approve**. The system prompts you to verify that the user wants to approve the selected packet.
3. Click **Ok** to approve the packet. A checkmark on the folder that represents the packet you selected indicates that it is approved.

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## Printing the Tender Register

- Cashiering > Processing > End of Day Process

The Tender Register lists the payment transactions in a selected end-of-day processing packet that meet selection criteria. For each payment transaction included, the register shows the method of payment, reference note, amount tendered, receipt number, and name of the person who made the payment (if provided). The register also summarizes the amount tendered by payment method.

Follow the steps below to print:

1. In the Packets information tree, expand the **Packets** branch and click on the folder for the packet for which the user wants to print the register.
2. Click **Tender Register**. The Tender Register window opens.
3. In the **Packet** field, verify that the packet for which the user wants to print the register is selected.
4. In the **Sequence** field, select an option to indicate the order in which to print the register. options are:
  - Method: Prints transactions in order by payment method.
  - Receipt #: Prints transactions in order by receipt number.
5. In the **Method Types** field, select the payment method types for which to include transactions on the register.
6. Click **Ok** to run the register. The register prints to the preview window where the user can review, format, and print.

**TIP** If you often run this report using the same selection criteria. save a criteria profile so that you do not have to set up the report each time.

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## Printing the Daily Collection Register

Cashiering > Processing > End of Day Process

Follow the steps below to print the Daily Collection Register:

1. In the **Packets Information** tree, expand the **Packets** branch and click on the folder for the packet for which the user wants to print the register.
2. Click **Register**. The Daily Collection Register window opens.
3. In the **Packet** field, verify that the packet for which the user wants to print the register is selected.
4. In the **Posting Date** field, type the date that the transactions in the selected batch(es) will be transferred to the sub-systems and posted to the General Ledger or use the calendar button to select the date.
5. If the user wants the register to include a section with GL posting details, mark the **Print GL Posting Detail** checkbox.
6. To print a list of check payments in the selected batch(es) on the register, mark the **Print Check Listing** checkbox.
7. Click **Ok** to run the register. The register prints to the preview window where the user can review, format and print.

**TIP** If you often run this report using the same selection criteria, save a criteria profile so that you do not have to set up the report each time.

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## Transferring Transactions to Sub-Systems

Cashiering > Processing > End of Day Process

Follow the steps below to transfer transactions to sub-systems:

1. In the **Packets information** tree, expand the **Packets** branch and click on the folder for the approved packet the user wants to post.
2. Click **Posting**. The Transfer to Sub-Systems window opens.
3. From the **Packet** dropdown list, verify that the end-of-day processing packet for which to transfer transactions to sub-systems and to post transactions to the General Ledger is selected.
4. Click **Ok** to start the transfer process. When the process completes, the End of Transfer window opens, showing the number of transactions transferred to each sub-system.
5. Click **Ok** to close the End of Transfer window. The system notifies you when GL posting is complete.
6. Click **Ok** to close the message box.

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# DAILY PACKET SUBMISSION DOCUMENT LIST

**COURT/ JPD / PROBATION DAILY PACKET SUBMITTAL**

**Every day submit prior day monies activity/ Monday's submittal should include weekend monies activity.**

**Court Daily Packet Submittal should include the following:**

1. Bank Deposit Receipt/ Remote Capture Deposit Detail report
2. Bank Deposit Slip (Yellow/Pink)/ Remote Capture Image Deposit Items Detail Report with check **IMAGE**
3. Courtware Report & Back Up Corresponding to Deposit
4. Court Credit Card Report

**JPD Daily Packet Submittal should include the following:**

1. Bank Deposit Receipt/ Remote Capture Deposit Detail
2. Bank Deposit Slip (Yellow/Pink)/ Remote Deposit Capture Report with check image
3. Back Up Corresponding to Deposit
4. ERP Pro (Incode) Cash Receipts
5. ERP PRO (Incode) Reports
  - a. Tender Register
  - b. Cash Collection Receipt Register
  - c. Daily Cash Collection Register Operator Summary

**Probation Daily Packet Submittal should include the following:**

1. Bank Deposit Receipt/ Remote Capture Deposit Detail
2. Bank Deposit Slip (Yellow/Pink)/ Remote Capture Image Deposit Items Detail Report
3. Probation Report & Back Up Corresponding to Deposit

# REMOTE DEPOSIT CAPTURE {RDC) USER GUIDE

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**Remote Deposit Capture: User Guide**

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## Getting started

Remote Deposit Capture is a depository service that allows you to create check image files that can be electronically transmitted to Truist for deposit. The service allows you to make multiple deposits per account per day. Payments received in the afternoon, which normally would have to be delivered for deposit the next day, can be transmitted to Truist for same-day credit. The service allows you to capture images of remittance coupons for reconciliation of your deposits. The service may not be used to deposit ineligible items. A list of items that are eligible and ineligible for transmission is provided in this manual.

Imaged check transactions received by Truist before **10:30 p.m. ET** are deposited to your account the same business day. Deposits received after the deadline will be considered deposited on the next business day. Deposits submitted on a Saturday, Sunday or holiday will be considered deposited on the next business day following the weekend or holiday.

**The service may not be used outside of the United States, US territories, US military bases or US Embassies.**

We are not liable for any delays or errors in transmission of the images or associated information. If the service is not available, you must make your deposits by another method, such as an in-person deposit at one of our branches or alternatively, mobile application. If you must make a deposit by other means due to service being unavailable, you should deposit only checks and should retain in your possession the other documents you would normally scan with a Remote Deposit Capture deposit

We will make funds for each substitute check or electronic item that we process for deposit to your account available to you under the same schedule that would have applied if you had deposited the original paper check to your account.

Truist recommends that you create a user ID with administrator entitlement for daily use. Keep all IDs and passwords in a secure location, and do not share passwords with other users.

## If you need assistance

Remote Deposit Capture has an online help feature that provides information on screens within the application and information on how to perform tasks. You can access the online help by clicking on the Help link at the top right of each page.

Please refer to the Receivables section on the [Treasury Resource Center](#) for more information about Remote Deposit capture and client reference materials.

## Security

### User ID and Password

You will need a valid user ID and password to access the Remote Deposit Capture application. Truist will assign a Primary Administrator designated by your company. Your administrator will set up users, locations, entitlements and permissions. You will receive your user ID and temporary password directly from your company's designated administrator. You are responsible for maintaining the confidentiality of your user authorization credentials. Do not share your user ID and password with anyone.

If your company has single sign-on (SSO) permissions, you will be automatically logged into Remote Deposit Capture.

| Role         | User IDs             | Passwords                                                                                                                  |
|--------------|----------------------|----------------------------------------------------------------------------------------------------------------------------|
| Length       | 8- 20 characters     | 8-28 characters                                                                                                            |
| Requirements | 1 Alpha<br>1 Numeric | Must contain three of the four<br>One Uppercase<br>One Lowercase<br>1 Numeric or Symbol<br>Must begin with Alpha character |

- New users must have a user ID and password to access the system for the first time.
- A password must be at least eight characters in length.
- A password must contain each of these character types: upper-case alpha, lower-case alpha, numeric and special character(s).
- An administrator provided password is temporary and must be changed at log in. The system will prompt users to change their temporary password.
- A password is valid for 90 days. After 90 days, a user's password will expire. The system will automatically prompt users to change a password beginning 10 days before the expiration date.
- A user is disabled after five unsuccessful login attempts. The system will block access to any user after five failed login attempts, at which time the user must contact Truist Treasury Solutions Client Support at 800-774-8179.

**For general questions related to your account** - Please contact Truist Treasury Solutions Client Support at 800-774-8179. Representatives are available from 8 am - 8 pm ET, Monday through Friday (except for bank holidays).

**For password resets**- Passwords resets may be initiated from the login page. An email will be sent to the address on file.

**For assistance:** Please contact Truist Treasury Solutions Client Support at 800-774-8179. Representatives are available from 8 am -8 pm ET, Monday through Friday (except for bank holidays).

## Understanding Remote Deposit Capture

Use of the Remote Deposit Capture service involves important preliminary steps in preparing your deposits, as well as steps to ensure the security of original checks, images and associated information once a deposit has been completed.

The terms and conditions in the agreement that governs your company's use of the service require that you develop internal procedures to be used in conjunction with the procedures described in this manual.

Before you begin using the service, please obtain and review your company's internal procedures to ensure that you understand the requirements and your responsibilities for use of the service.

### Eligible Items **Accepted**

The following items are acceptable for deposit through Remote Deposit Capture:

- Checks denominated in U.S. currency that are drawn on financial institutions located in the U.S.
- Money Orders\*
- Traveler's Checks\*
- Cashier's Checks\*
- Remittance items (coupon sized)\*\*

*\*These items may be designated as unknown in the system and may require additional action*

*\*\*Not Applicable to RDC Lite*

### Ineligible Items **Not Accepted**

Items not eligible for deposit through Remote Deposit Capture must be delivered to the bank for deposit. The following are examples of items not eligible for deposit through Remote Deposit Capture:

- Savings bonds
- Coupons (i.e. bond coupon, non-financial remittance coupon)
- Foreign items
- Items with illegible or missing account numbers or bank routing numbers in the Magnetic Ink

*Character Recognition* (MICR) line at the bottom of the check

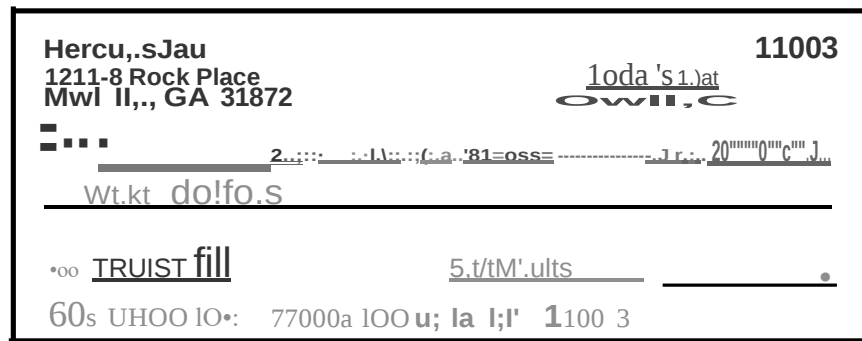
- Items in document carriers
- Remotely created checks

## Misread Information

The MICR line at the bottom of a check contains the account number, bank routing number, and check number information, all of which are required by banks for check processing.

Remote Deposit Capture analyzes checks for the common features, including the information provided by the check's maker, which includes:

1. Check Number
2. Payee
3. Courtesy Amount
4. Legal Amount
5. Makers / Drawers Signature
6. Routing/ Transit Number
7. Account Number



An item without a MICR line or a check with MICR line information damaged beyond recognition cannot be processed through Remote Deposit Capture.

When information is present, but not readable, Remote Deposit Capture brings this condition to your attention by displaying the warning icon near the error field. Please see Handling Failed Image Quality for how to handle these errors.

## Serious Scanner Errors

If your system has been configured to disable a check scanner when a serious error occurs, you will see a new error message. You will not be able to continue using the scanner until you contact the Technical Services Group for assistance and provide the listed scanner information.

## Check Routing Symbols

The check routing symbols 1: and,: surrounding the Routing Transit number are used to distinguish this number from the Account Number. If both symbols are missing Remote Deposit Capture will prompt you to remove the check from your deposit. A check with this deficiency should be taken to the branch for processing or returned to the check's maker.

## Preparing Your Deposit

Before you log in to Remote Deposit Capture, follow these steps for preparing your deposit.

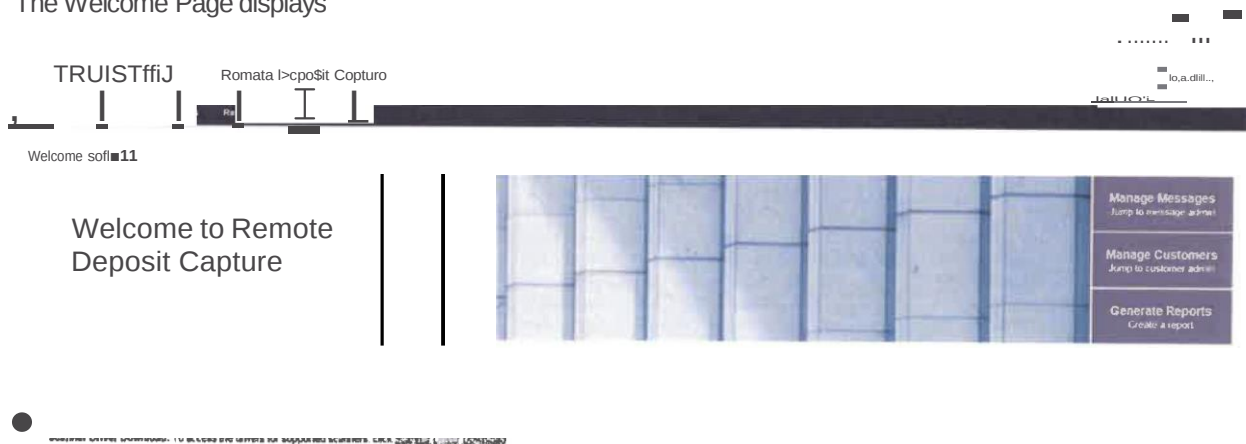
1. Confirm that all checks being batched for imaging are acceptable for deposit through Remote Deposit Capture.
2. Group your checks in batches.
3. For each batch, follow these guidelines:
  - a. Remove any attachments, including paper clips and staples from the checks.
  - b. Face checks in the same direction.
  - c. Run a list tape to establish the expected total amount of the deposit.
  - d. Place the list with the batch until you are ready to scan the checks.
  - e. Enter this total in a field on the Declared Amount screen in Remote Deposit Capture.

You must change the temporary password provided to you by your administrator the first time you access the system. Passwords must be seven or more characters in length and must contain each of these character types: upper-case alpha, lower-case alpha, and numeric character.

## Logging into the application

1. Access <https://remotedepositcapture.truist.com> for Login.
2. Enter your user ID and password in the corresponding login fields.
3. Click the Log In button.

The Welcome Page displays



## The Welcome Page

After you log in successfully, the Welcome page displays. From the Welcome page, you can access common deposit operations and see any messages that have been sent to you or all application users.

1. Home-To access the Home page
2. **Administration** -
3. **Deposits**- To access the deposit processing function of the application, including: view a list of current deposits, edit and complete open deposits, and create new deposits.

4. **Reports-** To access the Reports page allowing you to generate and view reports.
5. **Research** - To access the Research page allowing you to query information about completed deposits or specific deposit items.
6. **Web Banking Interface** - To access all service requests.
7. **User Information** - This area of the page shows your user information and which user roles you have been assigned.
8. **Application Links-** To access Help and user reference material; enable or disable the application tooltips (that provide supplemental information about the application controls when you mouse over a user interface element), and log off.
9. **User Alerts-** This area of the page shows messages that were sent to you directly from your administrator such as notices about your user account, changes made to a deposit you recently completed, or special handling instructions for a newly assigned deposit.
10. **Messages-** This area of the page shows general information that was sent to all application users such as upcoming system maintenance or scheduled downtime, or changes to deposit processing times.

#### Remote Deposit Capture Fields

| Field                     | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|---------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Account                   | The item's account number.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Amount                    | The dollar amount of the item.<br>Green indicates the deposit is in balance.<br>Red indicates the deposit is not in balance.                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Balance(\$)               | Identifies whether the transaction is in balance.<br>If the <b>Credit Total (\$)</b> matches the <b>Debit Total(\$)</b> , the <b>Balance (\$)</b> will be 0 and green, indicating the transaction is balanced.<br>If the <b>Credit Total (\$)</b> does not match the <b>Debit Total(\$)</b> , the <b>Balance(\$)</b> will be red, indicating the transaction is not balanced.<br>If the value is contained in brackets, the transaction credit total is less than the debit total. If the value is not in brackets, the transaction credit total is greater than the debit total. |
| Balancing Difference (\$) | The <b>Declared amount(\$)</b> for the deposit must match the <b>Current amount(\$)</b> . If the values match, the <b>Balancing difference(\$)</b> will be 0 and green.<br><br>If the <b>Declared amount(\$)</b> does not match the <b>Current amount (\$)</b> , the <b>Balancing difference(\$)</b> will be red.                                                                                                                                                                                                                                                                 |
| Coupon Total (\$)         | The total amount recognized for the coupon item (or items) in the transaction.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Credit Total(\$)          | The total current amount recognized for all credit items in the transaction.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

| Field                | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Current Amount (\$)  | The total current amount for all items in the deposit                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Debit Total (\$)     | The total current amount recognized for all debit items in the transaction.                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Declared Amount (\$) | The total amount entered for the deposit.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Errors               | <p>Indicates whether the item contains an error. These items are identified with a warning icon.</p> <p>On large deposits it is sometimes difficult to see all the deposit items. You can use the filter feature to show only error items, (a to hide all errors).</p> <ul style="list-style-type: none"> <li>Click <b>Show Errors</b> to show only errors</li> <li>Click <b>No Errors</b> to hide all errors</li> </ul> <p>The total number of items that have errors (missing fields, misread characters, unknown items).</p> |
| @ All 0 With Errors  | Allows you to filter the list of transactions to show only transactions with errors. Select the <b>With Errors</b> radio button to turn the filter on or select the <b>All</b> radio button to turn the filter off.                                                                                                                                                                                                                                                                                                             |
| Items                | The total number of items, scanned or actual, in this deposit.                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Item Type            | The document identification applied to this item.                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Post Amount (\$)     | The dollar amount of the item.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Routing Transit      | The item's routing transit number.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Sequence             | The order in which the item was captured.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Status               | The current processing state of the deposit (for example, Open-Processing or Open-Incomplete).                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Tasks                | Identify actions you can perform on the item.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Transactions         | The total number of transactions in this deposit.                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| (Transaction Total)  | Identifies whether the transaction is in balance.                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

## Scanner Setup

Scanners require the download and installation of drivers before they can properly interface with the Remote Deposit Capture application. Before installing the driver:

- Unplug your check scanner.

- Disconnect the USS connection from your check scanner to your computer.
- Verify that you are logged into your computer with administrator privileges.

### To Download the scanner driver

1. Login using a profile with deposit privileges.
2. Click Deposits.
3. The Driver Download page displays.
4. Click the check scanner Image that most closely matches your check scanner.
5. A file download dialog displays.
6. Click the **Save** button.
7. Choose a location for the driver.

If you do not have administrator privileges the system will notify you. You will receive a pop up message informing you.

If the scanner download page does not load automatically, you can access the page directly by using this web address:

**<https://remotedepositcapture.truist/CPWECmpk!tion!PriverDowoload.faces>**

### To install the scanner driver

1. Double-click the scanner driver installation file.
2. Click the **Run** button and follow the instructions to install the driver.
3. Connect the scanner to the computer using the scanner USS cable.
4. Plug the scanner into the AC outlet.

### Scanner Guidelines

- Turn on the scanner.
- Connect the scanner in accordance with the manufacturer's guidelines.

## Deposits

Creating deposits, scanning deposit items, and making any corrections and changes to deposit information and deposit items required to complete a deposit are the principle Operator activities in the Online Deposit Application. Deposit processing activities are accessed from the **Deposits** tab.

Do not physically endorse the back of each item. The application will place a virtual endorsement on each check.

## Deposit Types

The Remote Deposit Capture application supports processing the following deposit types:

- Simple deposit -
  - o 1 transaction
  - o 1 or more checks
  - o 1 deposit slip, rtual only
- Remittance deposit-
  - a 1 or more transactions
    - o 1 or more checks
    - o 1 or more coupons
    - o 1 or more deposit slip, rtual only

### To create a new deposit:

From the Welcome page

1. Click Create New Deposit.
  - a. The New Deposit page displays.
2. Select the location:
  - a. Use the Find Locations link to search for a location if you have many locations. Use the Find Account link to search for an account if you have multiple accounts.
  - b. Use Ad hoc for locations that have not been defined in the application. A numeric designation (up to 10 numbers) may be used in the Serial Field to define an ad hoc location. The Serial Field will not overwrite a defined location number.
3. Enter the deposit information in all required fields (required fields are identified with an asterisk \*)
4. Scan the deposit items.

## Scanning Deposit Items

Once you have entered all required information for the new deposit, you are ready to scan your deposit items.

### Preparing Items for Scanning

To minimize the likelihood of jams and to decrease manual re-sequencing of captured items, complete the following steps to prepare your items for scanning:

- Remove any staples or paper clips and items that are torn or have bent corners
- Arrange and sequence all deposit items. Ensure that the bottom and leading edges of all items are aligned and facing in the same direction. As a general rule, place a payment coupon first, followed by check(s). If the deposit includes multiple transactions, repeat the same order for each transaction within the deposit.
- Load the deposit items into the check scanner according to the guidelines for your scanner.

## Scanning Items

To scan deposit items:

1. Click the **Start Capture** button, the Deposit List page will display.

The screenshot shows the Truist Remote Deposit Capture web application. At the top, the Truist logo is on the left, and 'Remote Deposit Capture' is in the center. On the right, there are links for 'Help', 'Hide Tips', and 'Logoff'. Below these, it says 'Logged in as: [username]' and 'Last Log in: [timestamp]'. A navigation bar contains 'Deposits', 'Reports', 'Research', and 'WBI'. The 'Deposits' section is active, showing a 'Deposit List' with a search bar for 'Customer' and 'Location'. Below this is a 'List of Deposits' table with columns for 'Deposit Number', 'Type', 'Location', 'Amount', 'Number of Items', and 'State'. The table contains one row of data. At the bottom right, there is a version number '1700J(JS/8/69)'.

## Responding to Scanner Errors

A variety of issues (for example, a scanner jam or item double feed) can cause scanning to stop and require attention. A message displays indicating that a problem has occurred.

**Note:** If your system has been configured with multi-feed override settings, you will **see a** scanner error message when a suspected multi-feed occurs during processing.

- If the multi-feed was caused by a carrier document click the Yes button and resume scanning.
- If the multi-feed was not caused by a carrier document, click the **No** button to perform the transport recovery steps outlined below.

To recover from a scanner error:

1. Click the **Recover** button.
- The system displays the error reason.
2. Empty the hopper of any items, then straighten and separate the items.
3. Reorder the items according to the directions in the message, then place the items back into the hopper.
4. Click the **Restart Scanner** button.

The system returns to the Deposit Item List page and resumes scanning.

## Correcting a Deposit

Once you have scanned all deposit items, you are ready to review the deposit and make any necessary corrections to the deposit or deposit items.

### Identifying Required Corrections

Typically, correcting a deposit involves clicking all items marked with warning

( ) icons to correct any errors, supplying missing information, and making any additional changes required to bring the deposit into balance.

For each deposit item requiring attention, click the item to display the Edit Item pop-up.

Once you have made all required corrections to the deposit items and deposit information, the **Complete** button will be visible and green, allowing you to send the deposit to Truist.

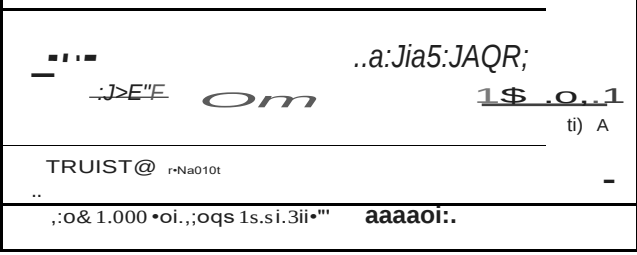
**Reminder:** If you require assistance, contact Truist Treasury Management Technical Services Group at 800-TT4-8179 and select the option for Remote Deposit Capture. Representatives are available from 8 am - 8 pm ET, Monday through Friday (except for bank holidays).

Once you determine what corrections you will need to make, you can perform the following actions from this page:

- Click the warning icon for any flagged items.
- Enter a new deposit value, then click the Save button to change the deposit amount.
- Click the **Edit Deposit** button to view or modify the deposit details.
- Click the **Delete Deposit** button to cancel and remove a deposit (with a deposit status of Open-Incomplete).
- Click the Edit icon next to an Item in the Scanned Items list to see details about that item and edit the item.

- Click the **Report View** button to view a printable summary report of the deposit and deposit details.
- Click the **Add Items** button to scan additional items for this deposit.
- Click the **Complete** button to finish the deposit (You can only click this button if it is green; if it is red, the deposit is not ready to be completed).
- Click the **Return to Deposit List** button to exit the deposit without completing it.
- Click the Virtual Credit icon to display the Virtual credit Item for the deposit.
- Click the Edit Transaction icon to display the transaction items in the Transaction Details list.
- Click the Delete Transaction Icon (or **Delete Transaction** button) to remove the transaction (and all items in the transaction) from the deposit.
- Click the Edit icon next to an item in the Transaction Details list to see details about that item
- Move deposit items within transactions or between transactions.
- Click the **Find Errors** button to display the first error in the selected transaction. Once you correct the first error, click the button again to locate the next error (The next error will only be found when the first error is corrected).
- Click the **Start Capture** button to scan additional transactions or items for this deposit.
- Click the **End Capture** button to signal to the application that you have finished adding items to the deposit.
- Click the **Report View** button to view a printable summary report of the deposit and deposit details.
- Click the **Complete** button to finish the deposit (You can only click this button if it is green; if it is red, the deposit is not ready to be completed).
- Click the **Re-Open Deposit** button to open a completed deposit to add items or make data corrections. Click the **Return to Deposit List** button to exit the deposit without completing it

## Edit Item -10

| Confidential Amount                                                                 |                        |
|-------------------------------------------------------------------------------------|------------------------|
| Personal Check                                                                      | Teec 00000000          |
|  |                        |
| @61000104<br>Routing Trans                                                          | 10987654321<br>AccOInt |
| 888806<br>TIC                                                                       | 10.00<br>Amount IS)    |

## Editing Item Details

When you edit an item within a deposit the Edit Item pop-up displays, showing the front image and current field results for the selected item.

- You may be allowed to change the item type (personal check, etc.). See *Handling Unknown Items/Reclassifying Items* for details. You may be required to enter valid data for fields, including a non-zero amount. See *Completing Field Data* for details.

- You may be required to enter valid data for defined optional fields. See *Completing Custom Field Data* for details.  
You may need to resolve duplicate items. See *Handling Duplicate Items* for details.
- You may need to resolve image quality errors. See *Handling Failed Image Quality Items* for details.

While correcting items on the Edit Item pop-up, you can manipulate your view of the current item, and other deposit items, in a number of ways:

- You can rotate the image, as well as zoom into specific portions of the image. The image controls in the upper-right corner of the window have hover-help tips to help you identify them. See *Manipulating Image Views* for details.
- You can navigate directly between items in the transaction or deposit using the arrow keys in the bottom-left of the page.
- You can view the remittance coupon associated with the current remittance debit item by hovering your mouse over one of the thumbnails on the right side of the Edit Item window to view that coupon image full size.

If validation or balancing is enabled, you can click the **Next Error** button to go to the first deposit item with an error. If you open an item with an error, you must correct that error before you can go to the next item with an error.

If you wish to make changes to a single item, click the **Save** button to accept your changes and close the Edit Item pop-up. (You can also click the **Cancel** button to abandon your changes.)

### Balancing a Deposit

The Remote Deposit Capture system requires that the check total match the declared amount before a deposit can be submitted to Truist. In the application, the Declared amount (\$) must equal the Current amount (\$).

\*Your company can decide to require remittance coupons to balance to checks or not.

\*This does not apply to RDC lite

For a simple deposit to be considered balanced, the Declared amount (\$) for the deposit must match the Current amount (\$). If the values match, the Balancing difference (\$) value in the top-right of the Deposit Item List page will be 0 and green, indicating the deposit is balanced. For a remittance deposit each transaction within the deposit must be in balance, as well as the overall deposit.

If the Declared amount (\$) does not match the Current amount (\$), the Balancing difference (\$) will be red, indicating the deposit is not balanced. If the value is contained in brackets, the declared deposit amount is less than the total value of the deposit items. If the value is not in brackets, the declared deposit amount is greater than the total value of the deposit items.

To balance the deposit, you must make changes to either the declared deposit amount or individual deposit item amounts. You can make changes to the declared amount by entering a new deposit value in the Declared amount (\$) field and clicking the **Save** button.

To balance transactions, you must make changes to individual deposit item amounts.

### Changing the Declared Deposit Amount

If you need to change the declared deposit amount (for example, you added additional items after creating the deposit) you can enter a new value.

#### To change the declared amount:

From the Deposit Item List page

1. Enter a new value in the Declared amount(\$) field.
2. Click the **Save** button.

The deposit information updates to reflect your change.

#### Editing Deposit Details

If you need to change any details about the deposit (for example, to change the value you entered for the number of deposit items), you can edit the deposit information you specified when you first created the deposit.

To edit the deposit details

From the Deposit Item List page

1. Click the **Edit Deposit** button.  
The Edit Deposit page displays.
2. Make any desired changes to the deposit information.
3. When you have finished making your changes, click the **Save Changes** button to save your changes and return to the Deposit Item List page.

To add additional items to a deposit

1. Place your items in the scanner hopper.
2. From the Deposit Item List page, click the **Add Items** button (if you are processing a simple deposit) or the **Start Capture** button (if you are processing a remittance deposit).

The additional deposit items automatically feed through the scanner and are added to the current deposit, appearing in the deposit item list as they are captured.

### Rearranging Deposit Items

If an item is in the wrong place in your remittance deposit (for example, items were scanned out of order), you can use the mouse to drag that item to a new location either within the Transactions list (if you want to move the item to another location in the same transaction) or the Transaction Details list (if you want to move the item to another transaction).

You can move an item within a transaction by dragging and dropping the item in the desired position. This applies to completed transactions in the current deposit, but not to a current (Open-Incomplete) transaction:

- Drag the item icon and drop it on the item below its desired location. This item appears above the item you drop it on, which means it cannot be placed on top of the first credit item.
- If you drop an item on a second (or subsequent) credit, the lower credit(s) and checks become a new transaction.
- To place an item at the end of the list, drop it on the last item (it appears above the current last item), then drag and drop the current last item over what is now the second last item.

You can also drag an item from the Transaction Details list and drop it on a different transaction in the Transactions list:

- Credit items, virtual deposit slips, will appear after any existing credits or at the top of the list if there are no credits.
- Checks (debits) will appear at the top of the existing checks.
- Unknown items will appear at the top of the list. (You should fix unknown items before you move them.)

### To delete an item from a deposit:

From the Deposit Item List page

1. Click the delete icon for the item you want to remove from the deposit.

- A confirmation dialog displays.
- Click the OK button to confirm.

The Deposit Item List page displays.

#### To delete a transaction from a deposit:

From the Deposit Item List page

- Click the delete icon for the transaction you want to remove from the deposit.

A confirmation dialog displays.

- Click the **OK** button to confirm.

The Deposit Item List page displays.

#### To delete a deposit:

From the Deposit Item List page

- Click the **Delete Deposit** button.

A confirmation dialog displays.

- Click the **OK** button to confirm the deposit deletion and return to the Deposit List page

#### Correcting Deposit Items

You may have to complete one or more of the following activities to correct deposit items before you can send the deposit to Truist.

#### Manipulating Image Views

When you are viewing an image on the Edit Item pop-up, you can use the image viewer controls at the top of the page to see details of the images captured for the current item.

The following image viewer controls are available:

| Field                                                                               | Description       |                                      |
|-------------------------------------------------------------------------------------|-------------------|--------------------------------------|
|  | Zoom in           | Magnifies the image                  |
|  | Zoom out          | Shrinks the image                    |
|  | Zoom to signature | Magnifies the image's signature area |

| Field | Description                   |                                                   |
|-------|-------------------------------|---------------------------------------------------|
|       | Zoom to endorsement           | Magnifies the image's endorsement area            |
| 0     | Zoom to Bank of First Deposit | Magnifies the image's Bank of First Deposit area  |
|       | Rotate image right            | Rotates the image clockwise                       |
| @     | Rotate image left             | Rotates the image counter-clockwise               |
| —     | View front                    | Displays the front image of the item              |
| t     | View back                     | Displays the rear image of the item               |
|       | Rewrite video                 | Toggles between a regular and rewrite video image |
|       | Toggle binary and grayscale   | <i>Not applicable to this release</i>             |

#### To enter field data:

From the Deposit Item List page

1. Click the Edit icon beside the item.

The Edit Item pop-up displays.

2. Correct or complete the data in any red bordered fields below the item image. Characters that are not recognized by the scanner appear as exclamation marks.
3. Click the **Save** button to save your changes.

#### Completing Custom Field Data

Custom fields are an application feature that can be assigned by your administrator. If custom fields are enabled, you will be prompted (and may be required) to enter supplemental information about a deposit item in additional fields on the Edit Item pop-up.

Custom fields follow standard display rules, so they have a red border when they contain invalid or missing data. If you change the item's document type, any data from custom fields common to the types will be retained.

#### To enter custom field data:

From the Deposit Item List page

1. Click the Edit icon beside the desired item.

The Edit Item pop-up displays.

2. Key in custom field data in any red bordered fields below the item image.
3. Correct other field errors as appropriate.
4. Click the **Save** button to save your changes.

## Handling Unknown Items/Reclassifying Items

The application classifies items based on the data it reads from them. If data is missing from an item, or if the application is unable to interpret some of the item data, the application may classify the item as an "unknown" document type (or may classify the item incorrectly). When you see an Unknown Item message on the Edit Item pop-up, you may need to manually select the proper item type.

### To specify the correct item type for an item:

From the Deposit Item List page

1. Click the Edit icon beside the item flagged as an unknown, item (or the item you want to reclassify). The Edit Item pop-up displays.
2. From the drop-down menu on the top left side of the image window, select correct item type.

**Note:** With Edit Item - 4  
validation, the application will validate the item type.

act1w, choosing a new item type causes the application to re-validate all item data. If the current data is incorrect for the new item type, you must either correct missing data or choose a different item type.

3. Click the **Save** button.

The screenshot shows the 'Edit Item' pop-up window. On the left, a dropdown menu is open, listing item types: '-Unknown-', 'Personal Check with Serial Nbr', 'Multidash Acctint', 'Business IRO', and 'Personal IRD'. The main area of the pop-up displays item details. At the top right, there's a date field with the value '10/..g 5:lc?.Pta'. Below it, a currency field shows '\$ B.t).0/'. In the center, there's a numeric field with the value '1 5 1'. At the bottom, there's a field with the value 'm'. The background of the pop-up is a blurred image of a document.

## Handling Duplicate Items

If, during processing, the application encounters a deposit item that matches an existing record in the Remote Deposit Capture database, the application will flag the deposit item as a duplicate item and require your attention.

### To respond to a duplicate item error:

From the Deposit Item List page

1. Click the Edit icon beside the item flagged as a duplicate. The Edit Item pop-up displays.
2. Click the **Duplicate** link in the message area at the top of the page. The Duplicate Items page displays.
3. Review the available information for both items (the current deposit item, shown in the top window, and the duplicate item record from the Remote Deposit Capture database, shown in the bottom window) to determine what corrective action to take:
  - You may decide that correcting incorrectly recognized codeline data would make the items unique. (Correct the codeline data after returning to the Edit Item pop-up.)
  - You may decide to delete the current item because it really is a duplicate.

(Click the **Delete** button after returning to the Edit Item pop-up.)

- You may decide to keep the current item because it really is not a duplicate and override the duplicate flag. (Click the **Override Duplicate** check box after returning to the Edit Item pop-up.)
4. Once you determine the proper action to take, click the **Return to Edit Item** button to return to the Edit Item pop-up to carry out your decision.

### Handling Failed Image Quality Items

If, during processing, the application encounters a deposit item that did not pass image quality testing, the application will flag the deposit item with a failed image quality error and require your attention.

### To respond to a failed image quality error:

From the Deposit Item List page:

Click the Edit icon beside the item flagged with a failed image quality error.

The Edit Item pop-up displays.

1. Click the **Failed Image Quality** link in the message area at the top of the page.

The Image Quality page displays the captured item images and the status of the image quality tests for the current item. When the page first appears, the image displayed is the first image that failed a configured quality test.

2. Examine the images to verify that the document was scanned correctly. If you see that the document was reversed, upside down, or folded you can delete the item and scan it again.

- To toggle between front and rear views of the item, click the **Back/Front** button.
  - To toggle between binary (black and white) and grayscale, select an option from the drop-down menu.
3. View the test results below the image. The test name, result, type, and value columns provide details to help you determine what corrective action to take:
- You may decide the image quality of the current item is unacceptable, and delete the item and scan it again. (Click the **Delete** button after returning to the Edit Item pop-up.)
  - You may decide to keep the current item and override the image quality error flag. (Click the **Override Image Quality** check box after returning to the Edit Item pop-up.)
4. Once you determine the proper action to take, click the **Return to Edit** button to return to the Edit Item pop-up to carry out your decision.

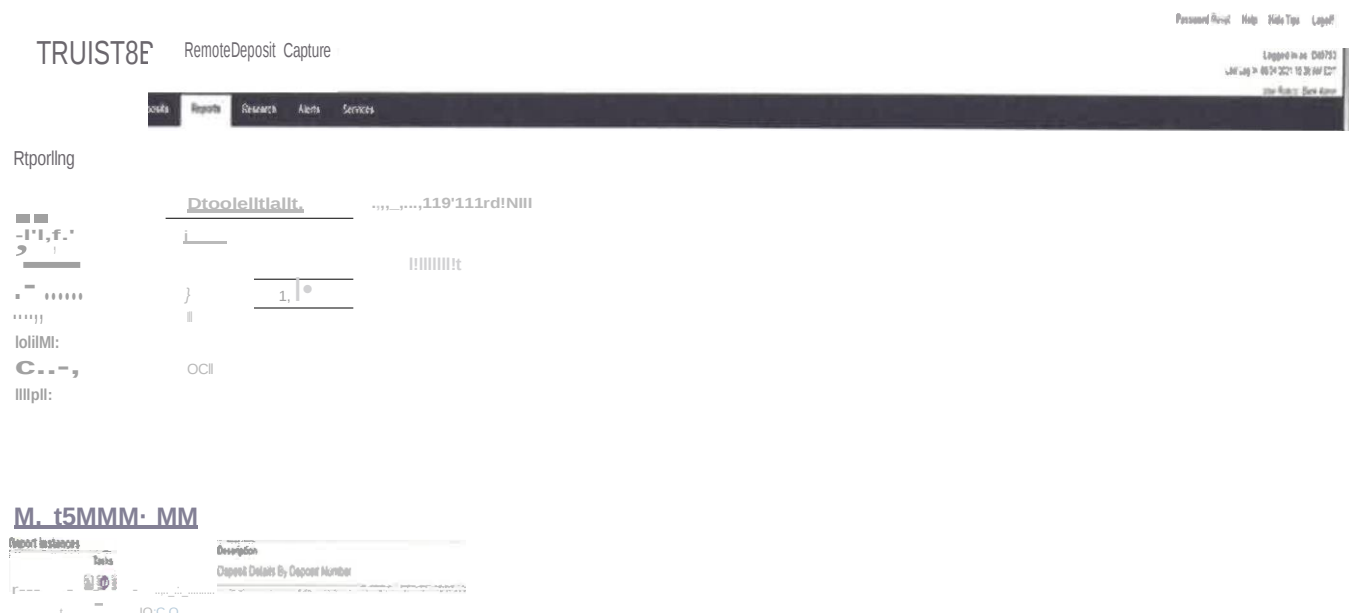
### Completing a Deposit

Once you have made all required corrections to the deposit and deposit items, you can complete the deposit and send it to Truist for additional processing.

Before you can complete a deposit, make sure:

- No warning icons remain for any items or transactions within the deposit -you have made all required corrections to the deposit and the items within the deposit.

The **Complete** button must be green - a red button indicates that the deposit is not ready to be completed and still requires your attention.



To complete a deposit

1. Ensure the **Complete** button is visible and green on the Deposit Item List page.
  2. Click the **Complete** button.
- A confirmation dialog displays.
3. Click the **OK** button.

## Supervisor Tasks

By default, the following permissions are typically assigned to a supervisor role:

- Access Deposits
- Access Research
- Assign Deposits
- Create Customer Report for All Users
- Approve / Transmit Deposits created by Operators

Supervisors can perform a variety of deposit processing activities, including:

- Reversing deposits and deposit details
- Assigning deposits to operators
- Transmitting completed deposits
- Researching items
- Approve / Transmit Deposits created by Operators

## About Deposit States

Deposit states are used to identify where a deposit is within the Remote Deposit Capture application processing workflow. An Open Balanced state indicates that a deposit is ready for transmission to the Truist for processing. Research items and report queries can be filtered on the deposit state. Possible deposit states:

| Field           | 1 Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|-----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Open-Processing | <p><b>The initial deposit state</b> When:</p> <ul style="list-style-type: none"> <li>You click <b>Start Capture</b> button While deposit items are scanned</li> <li>After a user recovers from an Open- Jammed state</li> <li>When a user clicks the <b>Add Items</b> button to add additional items to an Open-Incomplete or Open-Complete deposit</li> </ul> <p>Until you click to <b>End Capture</b> or <b>Complete</b> button.</p>                                                                     |
| Open-Jammed     | <p><b>An exception state</b></p> <p>When the scanner jams</p> <p>Until the jam is removed</p>                                                                                                                                                                                                                                                                                                                                                                                                              |
| Open-Incomplete | <p><b>Deposit is in process</b> When:</p> <ul style="list-style-type: none"> <li>Clicking the <b>End Capture</b> or <b>Complete</b> button for a deposit that is out of balance or has not met all deposit requirements</li> <li>Clicking <b>Re-Open</b> button for a deposit to perform additional processing activities</li> </ul> <p>Until a user clicks the <b>End Capture</b> or <b>Complete</b> button after the deposit has been completed and all deposit completion conditions have been met.</p> |
| Open-Balanced   | <p><b>Deposit is complete and ready to be transmitted</b></p> <p>When</p> <ul style="list-style-type: none"> <li>Clicks the <b>End Capture</b> or <b>Complete</b> button and all deposit completion conditions have been met</li> </ul> <p>Until the deposit is transmitted</p>                                                                                                                                                                                                                            |
| Transmitting    | <p><b>Deposit is being sent to Truist</b> When a user clicks Transmit until it is retrieved by Truist</p>                                                                                                                                                                                                                                                                                                                                                                                                  |
| Queue Complete  | <p><b>Deposit retrieved by Truist</b></p> <p>When retrieved by Truist</p> <p>Until retrieved by another bank system.</p>                                                                                                                                                                                                                                                                                                                                                                                   |
| Received        | <p>Successfully transmitted from the receiving bank application, to another bank system</p>                                                                                                                                                                                                                                                                                                                                                                                                                |
| Receive Failed  | <p>Unsuccessfully transmitted from the receiving bank application to another bank system</p>                                                                                                                                                                                                                                                                                                                                                                                                               |

| Field           | Descripbon                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|-----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Open-Processing | <p><b>The initial deposit state</b> When:</p> <ul style="list-style-type: none"> <li>You click <b>Start Capture</b> button</li> <li>While deposit items are scanned</li> <li>After a user recovers from an Open- Jammed state</li> <li>When a user clicks the <b>Add Hems</b> button to add additional items to an Open-Incomplete or Open-Complete deposit</li> </ul> <p>Until you click to <b>End Capture</b> or <b>Complete</b> button.</p>                                                              |
| Open-Jammed     | <p><b>An exception state</b></p> <p>When the scanner jams</p> <p>Until the jam is removed</p>                                                                                                                                                                                                                                                                                                                                                                                                               |
| Open-Incomplete | <p><b>Deposit is in process</b> When:</p> <ul style="list-style-type: none"> <li>Clicking the <b>End Capture</b> or <b>Complete</b> button for a deposit that is out of balance or has not met all deposit requirements</li> <li>Clicking <b>Re-Open</b> button for a deposit to perform additional processing acti'Aties.</li> </ul> <p>Until a user clicks the <b>End Capture</b> or <b>Complete</b> button after the deposit has been completed and all deposit completion conditions have been met.</p> |

- a paper shredder or other reliable means of destroying processed checks

- Develop internal procedures your employees must follow before beginning the scanning process and after deposit processing is completed.
- Please note that Truist requires you to retain the originals of scanned checks in a secure storage facility for a period as designated by your company policies. However, we recommend that you store the items no less than 30 calendar days. If you choose to store beyond 30 days, we recommend that you mark the front of the item as *previously deposited*.
- Consider developing an internal form that can be attached to batches processed on the same date to record the processed date and the destruction date for these batches.
- We strongly encourage implementing dual control procedures for the handling of processed checks from their Initial stage of placement in secure storage through the final stage of the destruction process as one of the ways to reduce risk and opportunity for fraud.

Ensure you are following your company's guideliies for storage andi destruction of deposited checks.

## Administrationtasks

**Administratorsperfonn user and application management tasks. By default, the following permissions are typically assigned to an Administrator:**

## Creating Online Reports

The Remote Deposit Capture application also allows you to view and create online reports. This type of report allows you to view both complete and incomplete deposits as well as the details of a particular deposit in HTML format. The online report contains different information than the reports you create using the controls under the **Reports** tab.

### To create a Deposit Summary report:

From any page

1. Click the **Deposits** tab.

The Location Select page displays.

2. Select the location that created the deposits you wish to view.

The Deposit List page displays.

3. Click the **Report View** button.

The Deposit Summary Report displays summary information for the listed deposits.

4. If you want to print the report, click the **Print** button.
5. Click the **Close** button when you have finished viewing the report to return to the Deposit List page.

### To create a Deposit Details report:

From any page

1. Click the **Deposits** tab. The Location Select page displays.
2. Select the location that created the deposit you wish to view. The Deposit List page displays.
3. Click the Edit icon for the deposit you wish to report on. The Deposit Item List page displays.
4. Click the **Report View** button. The Deposit Items Detail Report displays summary information and detailed item information for the selected deposit.
5. Click the **Close** button when you have finished viewing the report.

The Remote Deposit Capture application includes an item research feature that lets you create and submit an item research query using a series of search filters to find deposit items stored in the Remote Deposit Capture database. In order to access the item research capability of the Remote Deposit Capture application, your role must include the proper permission. Report examples are located in Appendix: A.

## Researching an Item

The Item Research page presents multiple search filter options. While some of the criteria, like dates, have a very wide range, you must remember that you can only find items that are currently stored in the Remote Deposit Capture database. Items and their images remain in the Remote Deposit capture database for 90 rolling calendar days.

### To research an item: From any page

1. Click the **Research** tab.

The Item Research - Query page displays.

2. Select your search criteria filters from the drop-down menus. A maximum of five filters may be used. Many of the filters, once selected, require additional input or selections.
3. Click the **Search** button.

**Note:** By default query results are limited to 100 items.

4. Review your research results or refine your search query further, noting the following:
  - To refine your search query further, select additional (or different) search criteria and values, then click the **Search** button again.
  - To see the front image for a specific item, click the item in the results list.
  - To see the deposit associated with a specific item, click the view icon.
  - To save the results of your query, click the **Select All** button or select specific items from the results, then click the **Add to Stored Results** button. See *Storing Your Research Results* for more information.
  - To generate a report on your research results, select the report type you wish to create and whether you want to include images in the generated report (only docx, rtf and pdf reports can include images), then click the **Create Report** button. See *Creating an Item Research Report* for more information.
  - To delete the current research results, click the **Clear List** button.

Search results. You can store all results or select specific items from your results to store. Once stored, you can construct and submit additional queries and continue adding additional items to your stored results. By selecting specific items from query results and adding them to a stored results list, you can build a list of items from multiple queries and report on those stored items. **Note:** All stored research results are deleted at logout or time-out

### To store research results:

1. Complete your item research query.

2. Select the items you want to store from your current query results:
  - Click the **Select All** button for all items
  - OR
  - Click the check box for the items that you want to display.
3. Click the **Add to Stored Results** button.  
The selected items are added to your stored results.
4. To access your stored results, click the **Go to Stored Results** link. The **Item Research - Stored Results** page displays.
5. Review your stored results, noting the following:  
To create a report containing all your stored results, select the report type you wish to create and whether you want to include images in the generated report, then click the **Create Report** button.
6. To return to the **Item Research - Query** page, click the **Go to Query** link. Continue constructing and submitting additional queries and adding more items to your stored results to suit your research needs.

### Creating an Item Research Report

Once you have completed an item research query, you can create a formatted report of your research results from either the **Item Research-Query** page or, if you stored research results, from the **Item Research - Stored Results** page.

**Note:** Generated reports contain item information for ALL items in the query results or stored results lists. Selecting specific items from either list before creating the report does not change the report contents.

#### To create a report based on your Item research results:

1. Complete your item research query (or access your stored results).
2. Select a **Report Type** in the drop-down menu. Options are: csv, pdf, rtf, and xls.
3. If you want to include images in the report, select the image type from the **Images** dropdown menu.

**Note:** Limit the inclusion of images to smaller reports as they add to the system load and increase the report page count significantly.

4. Click the **Create Report** button.
5. Click the **Save** button.

Open the saved report. The report contains item details for each item in your research query or stored results list and, if specified for inclusion in the report, the front and back images of each item.

## AppendixA: Reports

### Deposit Summary - Sample Report

The Deposit Summary Report provides a summary of deposits by the processing date and allows you to filter information using from date, to date, account number(s) and export formats.

The screenshot displays the TRUIST RemoteDepos Captura interface. At the top, the title bar reads "TRUIST RemoteDepos Captura". Below the title bar, there is a navigation pane on the left with a search bar and a list of items. The main area shows a "Deposit Summary" report. The report includes a "Create Date" dropdown menu set to "10/4/2011" and a "Deposit Date" dropdown menu set to "10/4/2011". The report also includes a "Deposit Summary" table with columns for "Status", "Description", "Execution Date", and "Elapsed Time". The table shows a single entry with a status of "Success", a description of "Deposit Summary", an execution date of "10/4/2011 10:44 AM", and an elapsed time of "2:41B".

### Deposit Details by Deposit Number- Sample Report

The Deposit Details by Deposit Number Report provides detailed information about the simple deposit processing activities for a selected deposit number or consecutive range of deposit numbers for a selected customer's accounts (or for all customers' accounts). For each account, the report summarizes the total number of deposits submitted to the account, the total dollar value of the submitted deposits, and the total number of items deposited. For each deposit, there is detailed information about each item within the deposit.

The screenshot displays the TRUIST RemoteDepositCaptura1 interface. At the top, the title bar reads "TRUIST RemoteDepositCaptura1". Below the title bar, there is a navigation pane on the left with a search bar and a list of items. The main area shows a "Deposit Details by Deposit Number" report. The report includes a "Deposit Number" dropdown menu set to "100" and a "Deposit Date" dropdown menu set to "10/4/2011". The report also includes a "Deposit Details by Deposit Number" table with columns for "Status", "Description", "Execution Date", and "Elapsed Time". The table shows a single entry with a status of "Success", a description of "Deposit Details by Deposit Number", an execution date of "10/4/2011 10:44 AM", and an elapsed time of "2:41B".

### Summary of Remittances by Deposit Number- Sample Report

The Summary of Remittances by Account provides detailed information about the remittance deposit processing activities for a selected deposit number or consecutive range of deposit numbers for a selected customer's accounts (or for all customers' accounts). For each account, the report summarizes the total number of deposits submitted to the account, the total value of the deposits, and the total number of checks and payment coupons deposited. For each deposit, the report provides detailed information about each item within the deposit.

The screenshot displays the TRUISTHE Remote Deposit Capture interface. At the top, the TRUISTHE logo is visible on the left, and 'Remote Deposit Capture' is centered. On the right, there are fields for 'Date' (1411) and 'Data' (17SK1011). Below the header, there are input fields for 'Ref. Int.' and 'JlphvWu'9'. A large 'bJ' watermark is overlaid on the screen. The main content area shows a report titled 'Remittance Details By Deposit Number'. The report includes a table with columns for 'Deposit Number', 'Amount', 'Currency', 'Status', and 'Description'. The table is currently empty. To the right of the table, there is a 'Print' button and a 'Cancel' button. At the bottom right, there is a 'Showing 1 of 1' indicator.

### Exception Item Export - Sample Report

The Exception Item Export Report lists all deposit items processed during the selected processing period that were flagged with an error during Rules application processing (specifically, all deposit items with a non-0 value in the recostatecode column of the pcwitem table of the Capture database), including CAR/I.AR, MICR, Image Quality Assessment, and duplicate detection processing errors.

The screenshot displays the TRUISTHE Remote Deposit Capture interface. At the top, the TRUISTHE logo is visible on the left, and 'Remote Deposit Capture' is centered. On the right, there are fields for 'Date' (1411) and 'Data' (17SK1011). Below the header, there are input fields for 'Ref. Int.' and 'JlphvWu'9'. A large 'bJ' watermark is overlaid on the screen. The main content area shows a report titled 'Exception Item Export'. The report includes a table with columns for 'Deposit Number', 'Amount', 'Currency', 'Status', and 'Description'. The table is currently empty. To the right of the table, there is a 'Print' button and a 'Cancel' button. At the bottom right, there is a 'Showing 1 of 1' indicator.

## Detailed Item Export-Sample Report

The Detailed Item Export prm.;des detailed information about all items processed by a selected customer's locations over a specified processing period.

**TRUISTBH** Remote Deposit capture

Home Administration Deposits Reports Research Alerts Servers

### Renorting

Blank Export File Provides an exportable version of all received deposit(s) within the given date range. Tailored for CSV output.

CSV Create Date

|         | 104 JJ.iv | JJil! | 11200  | JAM-i    |
|---------|-----------|-------|--------|----------|
| Enddl<< | 104       | mmmm  | *12021 | 111::lll |
| !qi!:   | C--!      |       |        | Jfll!.   |

ilepbRIHHHIIII

iiiii

REPORTS REPORTS

## For more information

If you have any questions, contact your Treasury Consultant. For assistance with Remote Deposit Capture, please contact Truist Treasury Solutions Client Support at 800-777-1799, or you can email

[TreasuryClientServices@truist.com](mailto:TreasuryClientServices@truist.com). For more information **about** Remote Deposit Capture, please visit the RDC Treasury Resource Center.

## RESOLUTION NO. 2024-\_\_

### A RESOLUTION BY COUNCILMEMBERS KIMBERLY JAMES, DABOUZE ANTOINE, HECTOR GUTIERREZ, LATRESA AKINS-WELLS, AND ALLAN MEARS TO APPROVE ALL FINANCIAL POLICIES FROM THE CITY'S FINANCE DEPARTMENT.

**WHEREAS**, the City of Forest Park ("City") is a municipal corporation duly organized and existing under the laws of the State of Georgia; and

**WHEREAS**, the City's Finance Department ("Department") requests the (i) Long-Term Debt Financing Policy; (ii) the Forest Park Financial, Auditing, and Reporting Policy; (iii) the Fund Balance and Stabilization Policy; (iv) the Procedure for Recording Returned Checks to a Receivable Account and Writing Off Unresolved Amounts Policy; (v) the Grants Policy; (vi) the Accounts Payable Policy; (vii) the SOP Revenue Collection Policy; (viii) the Stale Check Policy; (ix) the City of Forest Park Mail Policy; (x) the Budget Line Transfer and Amendment Process Policy; (xi) the Empowerment Retirement Payment Procedures Policy; and (xii) the Cash Receipting Policy and Procedures (collectively, the "Financial Policies") to be accepted by the City; and

**WHEREAS**, the Long-Term Debt Financing Policy, more particularly described in **Exhibit A** attached hereto and incorporated herein, incorporates provisions to maintain a sound fiscal position and to protect the credit rating of the City; and

**WHEREAS**, the Forest Park Financial, Auditing, and Reporting Policy, more particularly described in **Exhibit B** attached hereto and incorporated herein, applies to all accounting records that are the responsibility of the Department and establishes a system of financial monitoring, control, and reporting for all operations and funds to provide an effective means of ensuring that financial integrity is not compromised; and

**WHEREAS**, the Fund Balance and Stabilization Policy, more particularly described in **Exhibit C** attached hereto and incorporated herein, establishes guidelines for preserving an adequate fund balance to sustain financial stability and to provide prudent management of the City's financial reserves; and

**WHEREAS**, the Procedure for Recording Returned Checks to a Receivable Account and Writing Off Unresolved Amounts Policy, more particularly described in **Exhibit D** attached hereto and incorporated herein, establishes identification, communication, recording, notice, and monitoring protocols for returned checks; and

**WHEREAS**, the Grants Policy, more particularly described in **Exhibit E** attached hereto and incorporated herein, establishes a framework for guiding the City's use and management of grant resources; and

**WHEREAS**, the Accounts Payable Policy, more particularly described in **Exhibit F** attached hereto and incorporated herein, establishes clear guidelines for processing, approving, and paying vendor invoices to ensure timely and accurate payment of the City's liabilities; and

**WHEREAS**, the SOP Revenue Collection Policy, more particularly described in **Exhibit G** attached hereto and incorporated herein, establishes a standardized process for collecting, recording, and reconciling revenue by all departments collecting revenue on behalf of the City; and

**WHEREAS**, the Stale Check Policy, more particularly described in **Exhibit H** attached hereto and incorporated herein, establishes provisions for checks which have not cleared the City's account after one hundred and eighty (180) days; and

**WHEREAS**, the City of Forest Park Mail Policy, more particularly described in **Exhibit I** attached hereto and incorporated herein, establishes standardized procedures for the receipt, handling, and distribution of incoming and outgoing mail to ensure efficiency, security, and confidentiality within the City; and

**WHEREAS**, the Budget Line Transfer and Amendment Policy, more particularly described in **Exhibit J** attached hereto and incorporated herein, establishes structured and controlled method for departments to reallocate funds within the budget when attempting to allocate an expense to a line item that is over budget; and

**WHEREAS**, the Empowerment Retirement Payment Procedures Policy, more particularly described in **Exhibit K** attached hereto and incorporated herein, establishes and maintains a uniform process for recording payroll deductions and subsequently remitting an equal amount to EMPOWER Retirement; and

**WHEREAS**, the Cash Receipting Policy and Procedures establishes uniform cash receipt and reporting policies and procedures across the City; and

**WHEREAS**, this approval of the Financial Policies will help aid with the overall financial efficiency, accuracy, and transparency of the City.

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

**Section 1. Approval.** The Department's request to approve the Financial Policies as presented to the Mayor and City Council on October 21, 2024 is hereby approved; and

**Section 2. Public Record.** This document shall be maintained as a public record by the City Clerk ("Clerk") and shall be accessible to the public during all normal business hours of the City.

**Section 3. Authorization of Execution.** The Mayor is hereby authorized to sign all documents necessary to effectuate this Resolution.

**Section 4. Attestation.** The Clerk is authorized to execute, attest to, and seal any documents necessary to effectuate this Resolution, subject to approval as to form by the City Attorney.

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

**SO RESOLVED** this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

**CITY OF FOREST PARK, GEORGIA**

\_\_\_\_\_  
Angelyne Butler, *Mayor*

**ATTEST:**

\_\_\_\_\_ (SEAL)  
*City Clerk*

**APPROVED AS TO FORM:**

\_\_\_\_\_  
*City Attorney*

## EXHIBIT A

### LONG TERM DEBT FINANCING POLICY

The City of Forest Park, Georgia (City) recognizes that to maintain flexibility in responding to changing service priorities, revenue inflows, and cost structures, a debt management strategy is required. The City strives to balance service demands and the amount of debt incurred. The City realizes that failure to meet the demands of growth may inhibit its continued economic viability, but also realizes that too much debt may have detrimental effects as well.

The goal of the City's debt policy is to maintain a sound fiscal position and to protect the credit rating of the City. When the City utilizes debt financing, it will ensure the debt is financed soundly and conservatively.

### RECOMMENDATION

Debt financing of capital improvements and equipment will be done only when one or more of the following four conditions exist:

- When non-continuous projects (those not requiring continuous annual appropriations) are desired;
- When it can be determined that future users will receive a benefit from the improvement;
- When it is necessary to provide basic services to residents and taxpayers;
- When total debt, including that issued by overlapping government entities, does not constitute an unreasonable burden to residents and taxpayers;
- Determining that the benefits of the improvement exceed the costs, including interest costs;
- Maintaining a debt service coverage ratio which ensures that combined debt service requirements will not exceed revenues pledged for the payment of debt;
- Analyzing the impact of debt service on total annual fixed costs before bonded long-term debt is issued;
- Maintaining total debt service for general obligation debt that does not exceed 10 percent of the net operating revenues. Net operating revenues are all general fund revenues available after accounting for transfers between other City funds;
- The Annual Budget and Capital Improvement Plan should include a statement of sources and uses for long term capital projects including debt service financing schedules and a capital debt capacity analysis;

- Professionals related to the financing transaction should be selected through a Request for Proposal process. Such professionals should include Bond Counsel, Financial Advisor, Underwriters, Placement Agent and Bond Trustee when such applicable services are needed. In no instance should the Underwriter selling and marketing the bonds serve as the Financial Advisor.

## EXHIBIT B

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CITY OF  
**FORESTPARK**

**City of Forest Park, GA  
Policies**

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# CITY OF FOREST PARK FINANCE AND ADMINISTRATION DEPARTMENT

## ACCOUNTING, AUDITING AND FINANCIAL REPORTING

CITY OF  
**FORESTPARK**

## **City of Forest Park, GA Policies**

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CITY OF  
**FORESTPARK**

## **City of Forest Park, GA Policies**

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### **I. ACCOUNTING**

The City shall maintain a system of financial monitoring, control, and reporting for all operations and funds in order to provide an effective means of ensuring that financial integrity is not compromised. In addition, such practices shall provide City officials with the necessary resources in order to make sound financial decisions.

#### **A. SCOPE**

This policy applies to all accounting records that are the responsibility and under the management of the City's Department of Finance.

#### **B. GENERALLY ACCEPTED ACCOUNTING PRINCIPLES (GAAP)**

The City will establish and maintain a high standard of accounting practices. Accounting standards will conform to generally accepted accounting principles of the United States as promulgated by the Governmental Accounting Standards Board (GASB). The City also will follow the Financial Accounting Standards Board's pronouncements, as applicable.

#### **C. FUND STRUCTURE**

The City will maintain the minimum number of funds consistent with legal compliance and sound financial administration. The City will adhere to the mandatory fund structure included in the Georgia Department of Community Affairs' (DCA) chart of accounts (see link below). Funds shall be classified in conformity with GAAP. Further, all funds shall be reported within the annual financial statements.

 [Uniform Chart of Accounts \(UCOA\) - Fourth Edition 4.3 \(May 2020, Amended May 2023\)](#)

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City of Forest Park, GA  
Accounting, Auditing,  
and Financial Reporting Policy

2

Effective TBD

CITY OF  
**FOREST PARK**

## **City of Forest Park, GA Policies**

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### **D. CHART OF ACCOUNTS**

The Georgia General Assembly passed the Local Government Uniform Chart of Accounts and Reporting Act in 1997 (House Bill 491). This law requires the DCA to prepare and issue a standardized chart of accounts for Georgia governments. It shall be the policy of the City to implement and utilize the account classifications as the chart of accounts prescribes.

## **II. AUDITING**

Georgia Law on Local Government Audits, O.C.G.A. Section 36-81-7, requires an independent annual audit for the City. The annual independent audit shall be conducted in accordance with generally accepted auditing standards (GAAS) and generally accepted governmental auditing standards (GAGAS). In addition, the City shall comply with the requirements of the General Accounting Office (GAO) and the Office of Management and Budget (OMB) when audits are conducted relating to federal funding, consistent with the Single Audit Act.

### **A. SCOPE**

This policy applies to all funds that are the responsibility and under the management of the City of Sandy Springs and its Department of Finance.

### **B. AUDITOR QUALIFICATIONS**

A properly licensed Georgia independent public accounting firm shall conduct the audit.

### **C. CHOOSING THE AUDIT FIRM**

Every three to five years, the City will issue a request for proposal to choose an audit firm for a period of three years with two one-year renewal options. The City will request two proposals from qualified public accounting firms. One

|                                                                                    |   |               |
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CITY OF  
**FORESTPARK**

## **City of Forest Park, GA Policies**

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proposal shall contain the firm's costs and a second will contain the firm's qualifications. The cost proposals shall only be presented after three qualified firms are determined. When awarding the contract for the independent audit, not less than 70% of the decision will be based upon technical qualifications rather than cost.

### **D. AUDITING AGREEMENT**

The agreement between the independent auditor and the City shall be in the form of a written contract or an engagement letter. The contract or engagement letter shall include the request for proposal as an appendix to the written document and all issues addressed in the request for proposal shall be required as part of the contract or engagement letter.

## **III. INTERNAL AUDIT**

The City shall develop, and once developed, maintain a strong internal audit function, whereby applying financial practices and policies to transactions. The City shall develop accounting practices and procedures, which will be documented for use in internal control evaluation.

## **IV. MALFEASANCE AND EMBEZZLEMENT**

Any employee will be prosecuted to the extent of the law in any instance where the employee is proven to have committed an illegal act such as theft.

## **V. FINANCIAL REPORTING**

### **A. SCOPE**

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|                                                                                    |   |               |
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CITY OF  
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## City of Forest Park, GA Policies

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The Department of Finance shall develop and maintain an ongoing system of financial reporting to meet the information needs of the government, authorities, and regulatory agencies. In addition, the City Manager, Mayor, Council, Department Heads and the public shall have access to reports to allow them to monitor, regulate, and to use as a basis for future financial decisions.

### B. ANNUAL COMPREHENSIVE FINANCIAL REPORT

In conjunction with the annual independent audit, the City shall prepare and publish an Annual Comprehensive Financial Report (ACFR). The City shall prepare the ACFR in conformity with GAAP and the Government Finance Officers Association's (GFOA) program requirements. Annually, the City will submit its CAFR to the GFOA to determine its eligibility to receive the GFOA's "*Certificate of Achievement for Excellence in Financial Reporting*." The City shall make this report available to the elected officials, bond rating agencies, creditors and citizens.

The City shall report in conformity with O.C.G.A Section 36-81-7. A copy of the City's annual audit (i.e., the ACFR) shall be submitted to the Georgia Department of Audits and Accounts within 180 days of year-end, as required. Additionally, all external reports as required by the regulatory agencies shall be completed and filed as prescribed by state and federal law. This includes, but not limited to CVIOG, EMMA, Federal government (single audit), and DCA.

## VI. ANNUAL BUDGET DOCUMENT

The City shall prepare and publish an annual budget document in accordance with the policies contained within this document. This budget shall measure the annual funding and forecast the financial position of the City for the subsequent fiscal year. This document shall be prepared in conformity to the GFOA program requirements. Annually, the City will submit the budget to the GFOA to determine its eligibility to receive the GFOA's "*Distinguished Budget Presentation Award*." The City shall make the report available to elected officials, citizens, and any interested parties.

CITY OF  
**FORESTPARK**

## **City of Forest Park, GA Policies**

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### **VII. ANNUAL CITIZEN'S REPORT**

At the direction of the City Manager, the Finance Department may coordinate with the Marketing Department (or similar provider) on the publication of an annual report to the citizen's (e.g., a popular report) which includes financial details. The citizen's report shall be in addition to the ACFR. This report shall follow the recommendations of the GFOA's "Popular Annual Financial Report" (PAFR) program guidelines. The City shall submit the Annual Citizen's Report to the PAFR program to determine its eligibility to receive the award.

### **VIII. INTERNAL REPORTING**

#### **A. FINANCIAL REPORTING TO THE CITY COUNCIL**

On a monthly basis, the Finance Department shall prepare and present a summarized "*Statement of Revenues and Expenditures*" to the City Council for all of the City's operating funds. The City also shall prepare a "Capital Project" report outlining appropriations (if any), expenses, outstanding encumbrances, and available appropriable balances for capital projects.

#### **B. FINANCIAL REPORTING TO THE ADMINISTRATION**

In addition to the external reporting detailed above, the Finance Department shall coordinate the reporting needs of each department in order to design and implement those reports which the departments need to make sound business decisions. At a minimum, departments will receive reports detailing monthly department financial activity including expenses, any personnel costs in excess of the approved budget, and recommended budget line-item adjustments.

## EXHIBIT C

### FUND BALANCE AND STABILIZATION POLICY

This policy establishes guidelines for preserving an adequate fund balance in order to sustain financial stability and to provide prudent management of the City's financial reserves. Fund balance is a surplus of funds accrued from unexpended operating budgets and unanticipated revenues.

Fund equity at the governmental fund financial reporting level is classified as "fund balance." Fund equity for all other reporting is classified as "net assets." Generally, fund balance represents the difference between the assets and liabilities under the current financial resources measurement focus of accounting.

In the fund financial statements, the City's governmental funds report fund balance classifications that comprise a hierarchy based primarily on the extent to which the City is bound to honor constraints on the specific purposes for which amounts in those funds can be spent. Fund balances are classified as follows:

**Non-spendable.** Fund balances are reported as non-spendable when amounts cannot be spent because they are either (a) not in spendable form (i.e., items that are not expected to be converted to cash) or; (b) legally or contractually required to be maintained intact.

**Restricted.** Fund balances are reported as restricted when there are limitations imposed on the use either through the enabling legislation adopted by the City, or through external restrictions imposed by creditors, grantors, or laws or regulations of other governments.

**Committed.** Fund balances are reported as committed when they can be used only for specific purposes pursuant to constraints imposed by formal action of the City Council through the adoption of a resolution. Only the City Council may modify or rescind the commitment.

**Assigned.** Fund balances are reported as assigned when amounts are constrained by the City's intent to be used for specific purposes, but are neither restricted nor committed. Through Resolution, the City Council has authorized the City Manager or his or her designee to assign fund balances.

**Unassigned.** Fund balances are reported as unassigned as the residual amount when the balances do not meet any of the above criterion. The City reports positive unassigned fund balance only in the general fund. Negative unassigned fund balances may be reported in all funds.

The City's policy is to obtain and then maintain a minimum General Fund Balance and a related Stabilization Reserve equal to no more than **three months or 25 percent** of total annual operating expenditures.

The Stabilization Reserve provides the City with a "rainy day" fund for use in unforeseen, unbudgeted emergency situations, such as rapidly declining real estate values and/or tax

collection rates; the loss of a major taxpayer; sudden changes in revenues or spending requirements imposed by the state or federal government; natural disasters or emergency infrastructure failures; or unforeseen litigation.

## EXHIBIT D

### **Procedure for Recording Returned Checks to a Receivable Account and Writing Off Unresolved Amounts**

#### **Identification of Returned Checks:**

Receive returned checks and/or notification from the bank indicating non-sufficient funds (NSF) or any other reason for the return.

Immediately mark the returned checks with the date received for tracking purposes.

#### **Communication with Payee:**

Contact the payee immediately upon receipt of the returned check to inform them of the issue.

Notify the payee of the need to resolve the returned check and request them to make the payment promptly.

#### **Certified Mail Notification:**

Prepare a certified mail notification to the payee regarding the returned check.

Include details such as the amount of the returned check, reason for return, and instructions for resolving the issue.

Ensure to retain proof of mailing and delivery for record-keeping purposes.

#### **Recording Returned Checks in Receivable Account:**

Provide a copy of the NSF Notice and a copy of the check to the Senior Accountant to make a Journal Entry in Tyler ERP with the details of returned checks.

The Journal Entry will include information such as check number, date of original transaction, revenue account that is impacted, amount, reason for return, and customer/payee details.

#### **Follow-Up and Resolution:**

Regularly follow up with the payee to inquire about the status of the returned check and resolution efforts.

Document all communication with the payee regarding the returned check.

#### **Replacement Check Recorded:**

Cashier will record the repayment in a batch in Tyler ERP. The entry will debit the cash account and credit the NSF check receivable account and credit the NSF returned check revenue line.

#### **Monitoring Period:**

Maintain a monitoring period of 12 months from the date of receipt of the returned check.

Continuously track the progress of resolution attempts during this period.

**Writing Off Unresolved Amounts:**

At the end of the 12-month monitoring period, review the status of unresolved returned checks.

If the returned checks remain unresolved after diligent efforts, prepare to write off the outstanding amounts as bad debt.

**Approval Process for Write-Off:**

Obtain necessary approvals from management or relevant authorities before proceeding with the write-off process.

**Recording Bad Debt Write-Off:**

Document the write-off of the unresolved returned checks in the receivable account.

Adjust the accounts receivable balance by the amount of the write-off and adjust the subsidiary account (Business License, Property Taxes, other) and revenue account as required.

**Closing Records:**

Close out the records associated with the unresolved returned checks, ensuring proper documentation and filing for audit purposes.

**Continued Monitoring:**

Maintain records of the written-off amounts and periodically review them for potential recovery opportunities, e.g. business license renewal or property tax liens.

**Process Improvement:**

Conduct periodic reviews of the returned check handling process to identify any areas for improvement.

Implement necessary changes to enhance efficiency and effectiveness in handling returned checks and resolving outstanding issues.

By following this procedure, the organization can effectively manage returned checks, diligently pursue resolution with payees, and appropriately write off uncollectible amounts after a reasonable period.

**ADDENDUM**

Sample of Letter to Payee

Journal entry to record NSF Check



March 22, 2024

Verdin Properties, LLC  
675 Seminole Avenue Suite 301  
Atlanta, GA 30307

Dear Sir or Madam:

You are hereby notified that check number #1000 issued by you on February 08, 2024, drawn upon Regions Bank payable to City of Forest Park has been dishonored.

Pursuant to Georgia Law, you have (10) days from receipt of the notice to tender payment of the full amount of the check, plus a service charge, payable **Cash, Money Order or Certified Check**.

|                |              |
|----------------|--------------|
| Check Amount   | \$ 11,801.37 |
| Service Charge | \$ 35.00     |
| Amount Due     | \$11,836.37  |

Unless this amount is paid in full within (10) days, you will be turned over to Collections.

Sincerely,

Chaunda Melson  
Financial Service Tech  
404 366-4720 Ext. 323



**Journal Entry Input** [X]

File Edit Functions Options Help Chat

Journal No# 13393 [New] Posting Date 3/22/2024 [Calendar]

Packet 05156-RECORD RETURNED CHECKS 2024 [New] Reversing Date [Calendar]

Description RECORD RETURNED CHECK

Receipt ☐

Entry Notes

Account [Template] Reference [Description] Amount 0.00

Project [Amount]

| FN  | Account       | PJ | Line | Reference   | Description           | Amount   |
|-----|---------------|----|------|-------------|-----------------------|----------|
| 100 | 00-0000-11-15 |    |      | CK #xxxxxx  | RECORD RETURNED CHECK | 999.66   |
| 999 | 00-0000-11-11 |    |      | Misc 012345 | RECORD RETURNED CHECK | 999.66CR |
|     |               |    |      |             |                       |          |

Transaction Balance 0.00

OK Cancel

Edit fpg.nrobinso

## EXHIBIT E

### GRANTS POLICY

The purpose of this policy is to set forth an overall framework for guiding the City's use and management of grant resources. The City will aggressively pursue grant funding from federal, state and other sources, consistent with identified goals and objectives as set forth by the Mayor and Council. Aside from entitlement grants, the City should focus its efforts on securing grants for capital improvements. This approach will allow the City to compete for projects while maintaining financial independence should future grant sources diminish.

The City will only seek grants when sufficient staff resources are available to effectively administer the program in compliance with grant requirements and successfully perform the grant scope of work. Operating departments have the primary responsibility for seeking out grant opportunities, preparing effective grant applications, and successfully managing grant programs after they have been awarded.

#### A. Application and Acceptance of Grants

City Council approval to submit an application is required for Grants over \$100,000, any grant requiring match, or when approval or resolution is a requirement of the application. A detailed staff report and a resolution (where required) should be brought forth to City Council for Council adoption. The staff report should include the following information:

1. Project and grant details
2. Budget summary
3. Administration requirements and funding source
4. Match requirements
5. Compliance requirements
6. Grantee responsibilities
7. Maintenance and operations requirements
8. Long-term costs including staffing needs after the expiration of the grant.

In the event the application deadline does not allow the necessary lead time for council approval; and prior Council approval is not a requirement of the application; the Department Director should ensure the approval of the City Manager prior to submitting the application. Applications for grants under \$100,000 with no matching requirements can be submitted without City Council approval unless required by the granting agency.

#### B. Grant Administration and Compliance

Each department must notify the City Clerk and Finance Director upon acceptance of any grant awards. The City Department which applied for and received the grant is responsible for compliance with all aspects of the grant requirements including monitoring to ensure that grant activities are properly accomplished; submitting requests for reimbursement accurately and on time; and maintaining sufficient documentation to properly account for the grant activity. Any and all communication between the City and the granting agency must be forwarded to the Finance Director, at least quarterly, unless grant requirements call for more frequent reporting. The outsourcing of grant management does not relieve the responsible staff from ensuring compliance with grant requirements.

## EXHIBIT F

### City of Forest Park Accounts Payable Policy

#### 1. Purpose

To establish clear guidelines for processing, approving, and paying vendor invoices to ensure timely and accurate payment of the City of Forest Park's liabilities.

#### 2. Scope

This policy applies to all employees involved in the accounts payable process, including finance, procurement, and relevant Department Head or designee.

#### 3. Policy Statement

The City of Forest Park is committed to maintaining good relationships with its vendors by ensuring timely and accurate payments while safeguarding its own financial interests.

#### 4. Vendor Management

- **Vendor Selection:** Vendors should be selected based on criteria such as quality, cost, reliability, and compliance with the City of Forest Park's standards as determined by Procurement Officer(s).
- **Vendor Information:** Procurement Officer(s) will maintain a master list of approved vendors, including contact information, payment terms, and banking details.

#### 5. Invoice Processing

- **Receipt of Invoices:** All invoices must be:
  - Stamped with received date.
  - Attached to purchase order and forwarded to the Accounts Payable department within 5 business days.
    - Acceptable delivery methods include mail, interoffice mail, email ([accountspayable@forestparkga.gov](mailto:accountspayable@forestparkga.gov)), or electronic data interchange (i.e. Asana, Microsoft Groups, etc.)
- **Invoice Verification:** Accounts Payable will verify invoices against purchase orders for accuracy. A purchase order number must be included on the invoice. Discrepancies must be resolved before approval.
- **Approval Process:** Invoices must be approved by the relevant Department Head or designated approver before payment.
- **Data Entry:** Enter approved invoices into the accounting system within 7 business days.

## 6. Payment Processing

- **Payment Terms:** The City of Forest Park operates on a net-30 pay schedule unless otherwise negotiated with between the vendor & Procurement.
- **Payment Methods:** Payments will be made via check, electronic funds transfer (EFT), wire transfer, or credit card.
- **Payment Schedule:** To maintain volume levels, payments will be processed weekly. Invoices delivered to Accounts Payable by noon on Friday will be paid within 7 business days pending no discrepancies.
- **Payment Approval:** Payments must be reviewed and approved by authorized personnel before disbursement.
- **Disbursement:** Payments will be dispersed to the vendor by agreed upon payment method.

## 7. Record Keeping

- **Documentation:** Payment records will be retained in an alphabetized vendor file, in dated order and archived on an annual basis.
- **Reconciliation:** Reconcile accounts payable records with vendor statements regularly to ensure accuracy.

## 8. Internal Controls

- **Segregation of Duties:** Maintain separate responsibilities for invoice approval, data entry, and payment processing to prevent fraud.
- **Access Controls:** Restrict access to the accounts payable system to authorized personnel only.
- **Audit:** Conduct regular audits of the accounts payable process to identify and address any discrepancies or inefficiencies.

## 9. Dispute Resolution

- **Discrepancies:** Address any discrepancies or disputes with vendors promptly and professionally.
- **Dispute Escalation:** Escalate unresolved disputes to higher management for resolution.

## 10. Compliance

- **Regulatory Compliance:** Ensure all accounts payable activities comply with relevant laws and regulations.
- **Policy Review:** Review and update the accounts payable policy annually or as needed to ensure continued effectiveness and compliance.

## 11. Training and Communication

- **Employee Training:** Provide training to employees involved in the accounts payable process to ensure they are aware of and comply with the policy.
- **Communication:** Communicate any changes to the accounts payable policy to all relevant stakeholders promptly.

## 12. Responsibility and Accountability

- **Department Heads:** Responsible for ensuring their departments adhere to the accounts payable policy.
- **Accounts Payable Team:** Responsible for the accurate and timely processing of invoices and payments.
- **Internal Audit:** Responsible for auditing the accounts payable process to ensure compliance with the policy.

---

By following this policy, the City of Forest Park can ensure a streamlined and efficient accounts payable process that supports strong vendor relationships and maintains financial integrity.

## EXHIBIT G

### City of Forest Park Standard Operating Procedure Revenue Collection

**Subject:** Revenue Collection and Reconciliation

**Department(s):** All Revenue-Collecting Departments

#### 1. Purpose

To establish a standardized process for collecting, recording, and reconciling revenue by all departments collecting revenue on behalf of the City of Forest Park. This procedure ensures consistency, accuracy, and timely submission of financial data to the Finance Department.

#### 2. Scope

This procedure applies to all departments responsible for collecting revenue through cash, check, or credit card payments for the City of Forest Park.

#### 3. Responsibilities

- **All Revenue-Collecting Departments:**
  - Record all revenue in the City's accounting system (currently Tyler).
  - Open daily batches for each type of payment (cash, check, and credit card).
  - Reconcile daily batches at the end of each business day.
  - Deliver the cash letter and supporting documentation (cash, check, and credit card payments) to the Finance Department prior to 10:00 AM the following business day for verification and posting.
- **Finance Department:**
  - Verify the accuracy of daily batches and supporting documentation.
  - Post the verified information into the City's accounting system.

#### 4. Procedure

##### 4.1 Revenue Recording in Accounting System

- Each department is responsible for recording revenue using the Tyler system. This includes:
  - Properly coding all revenue to the appropriate account line items.
  - Ensuring each transaction is reflected in the system.

#### **4.2 Opening Daily Batches**

- For each business day:
  - Open a separate batch for each payment type (cash, check, and credit card).
  - Record each transaction in the appropriate batch as payments are received throughout the day.

#### **4.3 Daily Reconciliation**

- At the end of each business day:
  - Reconcile all batches for cash, check, and credit card transactions.
  - Ensure the total amount in the batch matches the physical cash, checks, and credit card receipts on hand.

#### **4.4 Preparation and Submission of Cash Letter**

- Daily, before 10:00 AM:
  - Prepare a cash letter for each batch from the previous day.
  - Include the following supporting documentation:
    - Cash: Physical cash and cash receipts.
    - Check: Physical checks and check receipts.
    - Credit card: Receipts and corresponding transaction reports.
  - Submit the cash letter and all supporting documentation to the Finance Department for verification.

#### **4.5 Verification and Posting**

- Upon receipt of the cash letters and supporting documentation, the Finance Department will:
  - Verify the accuracy of the recorded revenue against the supporting documents.
  - Post the verified revenue into the City's accounting system.

#### **5. Compliance**

All departments must adhere to this procedure to ensure accurate and timely financial reporting. Non-compliance may result in delays in posting revenue and potential discrepancies in the City's financial records.

## 6. Review and Revision

This SOP will be reviewed annually by the Finance Department or as necessary to accommodate changes in the accounting system or revenue collection practices.

---

### Appendices:

- **Appendix A:** Example of a Cash Letter
- **Appendix B:** Tyler System Batch Entry Instructions

## EXHIBIT H

# STALE CHECK POLICY

### Purpose

The City of Forest Park issues checks for Payroll, Refunds and Accounts Payable. Once a check is issued, the recipient has 180 days to deposit the check. If the check has not cleared City of Forest Park's bank after 180 days, the check is considered stale dated. It is the City's policy to review and process stale dated and unclaimed checks monthly.

### Definition

A stale check is a check that has not been presented to the bank for encashment within a period of 6 months.

### Authority

Finance/City Manager

### Procedure

#### 1. Determining Stale Dated Checks

- a) Staff will identify and generate a list of outstanding checks six months old or older, by issue date, utilizing its treasury management reporting each month.
- b) The identified funds are moved to the appropriate holding account in the General Ledger for up to five (5) years.
- c) Staff will attempt to locate the payee by using available search tools (e.g., LexisNexis, SPOKEO, DMV, etc.).

#### 2. Canceling Stale Dated Checks

- a) Staff will notify the payee or beneficiary in writing that a check was issued more than six months ago and has not cleared The City's treasury account. The payee will be provided with a "Declaration to Obtain Duplicate of a Lost or Destroyed Check" form.
- b) 30 days after initial notification - If there is no reply from the payee or beneficiary, a second notification will be sent by certified mail.
- c) 60 days after initial notification - If no reply has been received a final notice will be sent to the payee or beneficiary. The funds will remain in the holding account for up to five (5) years and will be absorbed into the System's reserves if unclaimed.

#### 3. Re-issuing Stale Dated Checks

- a) Payee or beneficiary must provide a completed "Declaration to Obtain Duplicate of a Loss of Destroyed Check" affidavit, signed by the payee or beneficiary.
- b) Once the required documents are received by the City, a new check will be issued to the payee or beneficiary through the City accounts payable process.

#### 4. Redeposit to Reserves (5 Years)

- a) At fiscal year-end, the holding accounts will be reconciled; any unclaimed funds five (5) years and older, from the date of initial contact, will be moved to the appropriate reserve account(s).

## STALE CHECK POLICY

Policy Review:

This policy shall be reviewed at least every three years.

\_\_\_\_\_  
John Wiggins, Finance Director

POLICY APPROVAL DATE: January 22, 2024

FORM 1

**Declaration to Obtain Duplicate of a Lost or Destroyed Check Form**

I, \_\_\_\_\_, have examined the check numbered, dated \_\_\_\_/\_\_\_\_/\_\_\_\_, payable to me in the amount of \$ \_\_\_\_\_. I did not sign this check or authorize anyone to sign it. The signature on this check is not mine. I did not receive the whole or any part of the money. The signature below is my proper signature.

I certify under penalty of perjury that the information I have given in this statement is correct and true.

\_\_\_\_\_  
Signature of Recipient

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Date

## EXHIBIT I

### City of Forest Park Mail Policy

#### 1. Purpose

The purpose of this mail policy is to establish standardized procedures for the receipt, handling, and distribution of incoming and outgoing mail to ensure efficiency, security, and confidentiality within the City of Forest Park.

#### 2. Scope

This policy applies to all employees, contractors, and third parties involved in receiving mail at the City of Forest Park.

#### 3. Mail Processing Operations

##### 3.1. Hours of Operation

Mail will be received at City Hall from 8:00am to 5:00pm Monday through Friday, excluding holidays.

##### 3.2. Mail Staff

Staff receiving mail are responsible for the following:

- Receiving all incoming mail and packages delivered to City Hall.
- Sorting and distributing mail to the appropriate departments or individuals.
- Sending outgoing mail from City Hall.
- Ensuring the security and confidentiality of mail.

#### 4. Incoming Mail

##### 4.1. Receipt of Mail

- All incoming mail should be delivered to City Hall.
- Mail will be received by front office staff
- Front office staff will open, date stamp and sort mail as delivered.
  - Note: Mail identified as Confidential will NOT be opened. Staff will date stamp outer face of mail piece.

##### 4.2. Sorting and Distribution

- Mail (Confidential or otherwise) will be sorted and delivered to the designated mailbox located at City Hall.

## **5. Outgoing Mail**

### **5.1. Preparation**

- All outgoing mail must be placed in the designated area (on top of City Hall mailboxes) by 10am for same-day dispatch.

### **5.2. Special Handling**

- Packages and registered mail will be handled according to the carrier's requirements.

## **6. Security and Confidentiality**

### **6.1 Confidential Mail**

- Confidential mail must be sealed and marked appropriately.

## **7. Mail Equipment**

- Postage meter/ Scale is located at City Hall.
  - Can be accessed by individual department code.
- Letter openers
- Mail bag

## **8. Monitoring**

### **8.1 Monitoring**

- Finance will monitor postage usage and bill department line items monthly.

## **9. Review and Updates**

- This policy will be reviewed annually and updated as necessary to ensure its effectiveness.

## EXHIBIT J

### Budget Line Transfer and Amendment Process

#### Purpose:

To provide a structured and controlled method for departments to reallocate funds within the budget when attempting to allocate an expense to a line item that is over budget.

#### Scope:

This procedure applies to all departments within the organization that seek to amend the budget to cover expenses that exceed the allocated amount for a specific line item.

#### Procedure:

##### 1. Identify the Overbudget Line Item:

- The department identifies the line item that is over budget and determines the amount needed to cover the excess expense.
- If funds are not within budget, a budget amendment must be approved by resolution. The budget shall be adopted at the fund/department level, which is the legal level of budgetary control. The current year's budget may be adjusted to reflect changes in the local economy, changes in priorities or services needed, and receipt of unbudgeted revenues and for unanticipated expenditures.

##### 2. Determine Source of Funds:

- The department identifies potential line items within their budget where funds are available and can be reallocated to the overbudget line item. The reallocation should not negatively impact the department's ability to meet its objectives.

##### 3. Complete the Budget Transfer Form:

- The department completes the Budget Transfer Form, including:
  - **Line Item Over Budget:** Description and account number of the overbudget line item.
  - **Amount Needed:** The amount required to cover the overbudget expense.
  - **Source of Funds:** Description and account number of the line item(s) from which funds will be reallocated.

- **Justification:** A detailed explanation of the need for the budget amendment and the impact of reallocation on the department's operations.
- **Department Head Approval:** The department head must sign the form indicating their approval of the proposed budget transfer.

**4. Submit to Finance for Review:**

- The completed Budget Transfer Form is submitted to the Finance Department for review. Finance will:
  - **Review the Budget Transfer:** Assess the validity and necessity of the amendment.
  - **Check Availability of Funds:** Confirm that the proposed source of funds is available, and that the reallocation is feasible.
  - **Approve or Deny:** Finance will approve or deny the transfer. If denied, the department will need to revise the form or identify alternative solutions.

**5. Submit to City Manager for Final Approval:**

- Upon Finance approval, the form is forwarded to the City Manager for final approval. The City Manager will:
  - **Review the Request:** Ensure the line transfer aligns with the overall budgetary strategy and organizational priorities.
  - **Approve or Deny:** The City Manager will approve or deny the request. If denied, the department must revisit the budget or seek alternative funding.

**6. Execute the Budget Transfer:**

- Once approved by both Finance and the City Manager, the department may proceed with the reallocation of funds.
- The Finance Department will update the budget to reflect the approved changes.

**7. Record Keeping:**

- The approved Budget Transfer Form, along with any supporting documentation, will be retained by the Finance Department for audit and review purposes.

#### 8. Reporting:

- The Finance Department will report all budget amendments to the City Council or appropriate governing body during the next budget report cycle.

#### **Document: Budget Amendment Form (See Form Below)**

##### **Form Sections:**

- **Line Item Over Budget:** (Include fields for description, account number, and amount needed)
- **Source of Funds:** (Include fields for description, account number, and amount to be transferred)
- **Justification:** (Provide space for a detailed explanation)
- **Approval Signatures:**
  - **Department Head:**
  - **Finance Department:**
  - **City Manager:**

This process ensures that all budget amendments are made transparently, with proper oversight and alignment with organizational financial strategies.

**CITY OF FOREST PARK  
FY2024-2025 BUDGET AMENDMENTS**

DEPARTMENT: \_\_\_\_\_  
FUND: \_\_\_\_\_

DATE: \_\_\_\_\_

|                  |
|------------------|
| Amendment Number |
| _____            |

**TRANSFER FROM: FINANCE**

| Dept.        | Account Number | Account Name | Transfer Amount | Original Budget | Amended Budget | Expenses To Date | Current Balance | Amended Balance |
|--------------|----------------|--------------|-----------------|-----------------|----------------|------------------|-----------------|-----------------|
| 0            |                |              |                 |                 |                |                  |                 |                 |
|              |                |              |                 |                 |                |                  |                 |                 |
|              |                |              |                 |                 |                |                  |                 |                 |
| <b>TOTAL</b> |                |              | \$0.00          | \$0.00          | \$0.00         | \$0.00           | \$0.00          | \$0.00          |

**TRANSFER TO:**

| Dept.        | Account Number | Account Name | Transfer Amount | Original Budget | Amended Budget | Expenses To Date | Current Balance | Amended Balance |
|--------------|----------------|--------------|-----------------|-----------------|----------------|------------------|-----------------|-----------------|
|              |                |              |                 |                 |                |                  |                 |                 |
|              |                |              |                 |                 |                |                  |                 |                 |
|              |                |              |                 |                 |                |                  |                 |                 |
| <b>TOTAL</b> |                |              | \$0.00          | \$0.00          | \$0.00         | \$0.00           | \$0.00          | \$0.00          |

**JUSTIFICATION:**

|  |
|--|
|  |
|--|

|                      |                     |                              |                      |
|----------------------|---------------------|------------------------------|----------------------|
| Department Director: | Finance:            | City Manager:                | Date Incode Updated: |
| Date:                | Recommend Approval: | Recommend Approval: Yes / No | Date:                |
|                      | Date:               | Date:                        | Action:              |

## EXHIBIT K

City of Forest Park

Empower Retirement Payment Draft Procedures - Incode

Effective July 2024

### **Scope**

These guidelines apply to the activity associated with the processing of funds transmitted to EMPOWER Retirement Services on a weekly basis. Employees elect the retirement program they wish to enroll in, and the payroll department updates the deduction codes accordingly.

Deductions are processed weekly and entered in TYLER by uploading the payroll journal entry generated in the ADP system. The Deputy Finance Director processes the weekly journal entry associated with the TRUIST ZBA account.

These guidelines cover all transactions involving the collection of employee deductions and subsequent remittance to EMPOWER Retirement Services. **Note:** Effective August 1, 2024, the City will transition to a deferred pension plan administered by the GA Municipal Association with no employer match to calculate.

### **Purpose**

To establish and maintain a uniform process for recording payroll deductions and subsequently remitting an equal amount to EMPOWER Retirement. Deductions and remittance amounts should match weekly. Any discrepancies should be identified and resolved immediately.

### **Processes Related to Plan Enrollment and Payroll Deductions**

Refer to the Human Resources department for procedures outlining the steps for onboarding employees and enrolling in various benefit programs, including retirement and pension. These processes are reviewed by the Finance Department to ensure compliance with guidelines.

*Note: These procedures should be reviewed at least annually to ensure they remain current.*

### **Procedure for Remitting to EMPOWER**

1. The Finance Manager will run the Custom Empowerment report from the ADP portal. See separate directions for generating this report.
2. Using the Empower Report and Confirmation of funds transmitted, the Finance Manager will ensure that the transaction is entered into the Tyler ERP Accounts Payable Module.

The distribution of amounts in the Tyler ERP system will align with the chart below (see Coding Empower Payments) to ensure matching of deductions and remittances. Transactions will be posted weekly for timely expense reporting and bank account and GL reconciliation.

3. The Accounts Payable entry will debit the General Ledger accounts shown below and credit the Accounts Payable system.
4. When the check is processed, the AP will be debited, and the cash GL account 999-00-0000-11-1103 will be credited for the check amount and batch amount in total.

**Coding Empower Payments**

Effective July 2024

| <b>Empower Report Column Heading</b> | <b>GL Account Number</b> | <b>GL Account Name</b>         |
|--------------------------------------|--------------------------|--------------------------------|
| LP_Loan PMNT457_Deductions           | 100-00-0000-12-1313      | PR DED PAYABLE PENSION LOANS   |
| LP2_Thrift LOANS_Deductions          | 100-00-0000-12-1313      | PR DED PAYABLE PENSION LOANS   |
| PEN_Pension WKL_Deductions           | 100-00-0000-12-1314      | PR DED PAYABLE DEFERRED COMP   |
| PE2_Pension WK_Other Deduction       | 100-00-0000-12-1314      | PR DED PAYABLE DEFERRED COMP   |
| R_Roth_Deductions                    | 100-00-0000-12-1315      | PR DED PAYABLE PENSION AFT TAX |
| MAT_457ER MATCH_Match                | 100-00-0000-51-2401      | RETIREMENT CONTRIBUTIONS       |

*Note: This Coding should be reviewed at least annually to ensure they remain current.*

By following these procedures, we ensure accurate and timely processing of payroll deductions and remittances, maintaining transparency and efficiency in our financial operations.

**File Attachments for Item:**

**8. Council Discussion on the Presentation by Kimley Horn for Pedestrian Bridge Feasibility Study**

**Update-**Planning and Community Development Department

**Background/History:**

Kimley Horn has been working to complete a feasibility study for the Forest Park Pedestrian Bridge. Per the timeline provided to staff by Kimley Horn, the draft feasibility study report is nearing completion, and they would like to share the progress made through stakeholder interviews, visioning sessions, pop ups, open house and online engagement.



CITY OF  
**FOREST PARK**

# City Council Agenda Item

**Subject:** Presentation by Kimley Horn for Pedestrian Bridge Feasibility Study Update

**Submitted By:** SaVaughn Irons-Kumassah

**Date Submitted:** September 30, 2024

**Work Session Date:** October 7, 2024

**Council Meeting Date:** October 7, 2024

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**Background/History:**

Kimley Horn has been working to complete a feasibility study for the Forest Park Pedestrian Bridge. Per the timeline provided to staff by Kimley Horn, the draft feasibility study report is nearing completion, and they would like to share the progress made through stakeholder interviews, visioning sessions, pop ups, open house and online engagement.

---

**Cost:**

Budgeted for: \_\_\_\_\_ Yes \_\_\_\_\_ No

**Financial Impact:**

---

**Action Requested from Council:**

# Pedestrian Bridge Feasibility Study



Item #8.

Kimley»Horn



# Purpose of Study



Evaluate Feasibility of Pedestrian Bridge over Norfolk-Southern Railroad and Forest Parkway



Assess Design Constraints



Engage Public and Key Stakeholders



Determine Key Bridge Features



Develop cost estimate and project schedule

# Work Plan



1. Study existing conditions
2. Review previous planning efforts
3. Interview key stakeholders
4. Prepare initial layout options
5. Facilitate a visioning session with stakeholders
6. Refine preferred layout
7. Engage public feedback
8. Prepare final deliverables

# Previous Planning Efforts

- City of Forest Park 2018 Comprehensive Plan Update
- City of Forest Park 2023 Comprehensive Plan
- AeroATL Greenway Plan
- AeroATL Greenway Model Mile Feasibility Study
- Downtown Forest Park Livable Centers Initiative Study



# Stakeholder Interviews

- MARTA SR 54 BRT Team
- Clayton County DOT GDOT
- City of Forest Park
- Aerotropolis Alliance
- ATL Airport CIDs
- Georgia Power
- Local Business Owners



# Visioning Session

Item #8.

May 22, City Hall

- Share and brainstorm ideas and details for the pedestrian bridge



## Fun Friday Pop Up

- July 12 5-7
- Bill Lee Park
- Present Layout and Rendering

# Public Information Open House

August 20, 2024 5:30-7:30 City Hall

**FOREST PARKWAY & MAIN STREET**

**PEDESTRIAN  
BRIDGE STUDY**

Do you want a safer and easier way to cross Forest Parkway and the railroad tracks to access places like Starr Park, City Hall and shops on Main Street?

**LEARN MORE!**

**MEET US HERE!**

**July 12th, 5:00 - 7:00 PM**  
Food Truck Friday  
Bill Lee Park

**August 20th, 5:30 - 7:30 PM**  
Community Open House  
745 Forest Parkway  
Forest Park, GA 30297

**ENGAGE ONLINE!**  
forestparkpedbridge.com

**FOREST PARKWAY Y MAIN STREET**

**ESTUDIO DE  
PUENTE PEATONAL**

¿Quisiera cruzar Forest Parkway y las vías ferroviarias de manera más segura y más rápida para llegar a lugares como Starr Park, City Hall y las tiendas en Main Street?

**¡OBTENGA MÁS INFORMACIÓN!**

**¡LO ESPERAMOS AQUÍ!**

**12 de Julio, 5:00 - 7:00 P. M.**  
Viernes de Food Trucks  
Bill Lee Park

**20 de agosto, 5:30 - 7:30 P. M.**  
Reunión abierta pública  
745 Forest Parkway Forest Park, GA 30297

**¡PARTICIPE EN LÍNEA!**  
forestparkpedbridge.com

**FOREST PARKWAY & MAIN STREET**

**NGHIÊN CỨU CẦU ĐI BỘ**

Bạn có muốn có một cách an toàn và dễ dàng hơn để băng qua Forest Parkway và đường ray xe lửa như công viên Starr Park, Tòa thị Chính, và mua sắm trên đường Main Street không?

**TÌM HIỂU THÊM!**

**GẶP CHÚNG TÔI TẠI ĐÂY!**

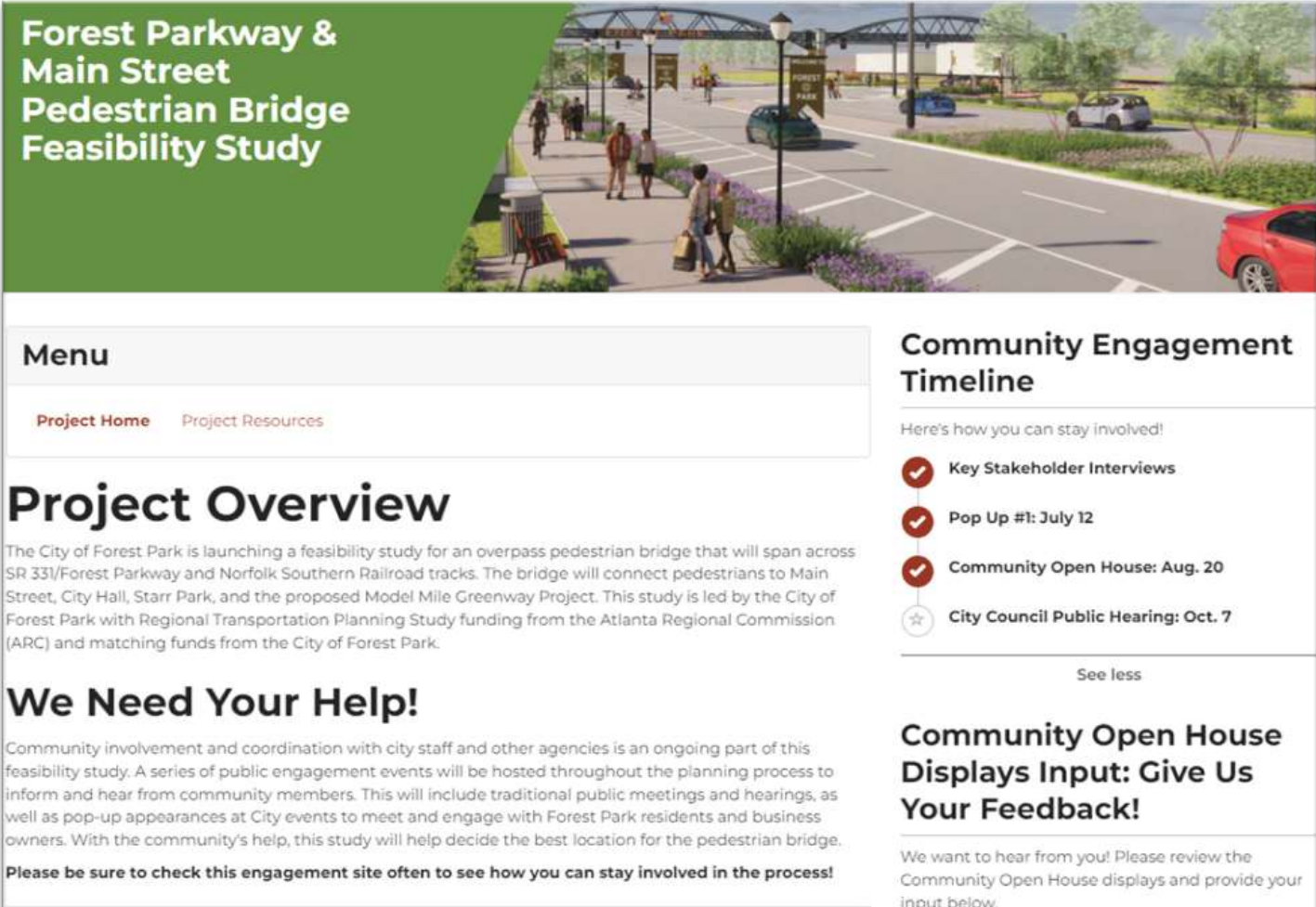
**12 Tháng 7, 5:00 - 7:00 PM**  
Food Truck Friday  
Bill Lee Park

**20 Tháng 8, 5:30 - 7:30 PM**  
Community Open House  
745 Forest Parkway  
Forest Park, GA 30297

**THAM GIA TRỰC TUYẾN!**  
forestparkpedbridge.com

# Online Engagement Results

- Project Website
- Social Media
- A total of 1,311 visits from 1,177 unique visitors
- A total of 67 document downloads
- A total of 67 quick poll entries
- A total of 93 online survey entries



**Forest Parkway & Main Street Pedestrian Bridge Feasibility Study**

**Menu**

[Project Home](#) [Project Resources](#)

**Project Overview**

The City of Forest Park is launching a feasibility study for an overpass pedestrian bridge that will span across SR 331/Forest Parkway and Norfolk Southern Railroad tracks. The bridge will connect pedestrians to Main Street, City Hall, Starr Park, and the proposed Model Mile Greenway Project. This study is led by the City of Forest Park with Regional Transportation Planning Study funding from the Atlanta Regional Commission (ARC) and matching funds from the City of Forest Park.

**We Need Your Help!**

Community involvement and coordination with city staff and other agencies is an ongoing part of this feasibility study. A series of public engagement events will be hosted throughout the planning process to inform and hear from community members. This will include traditional public meetings and hearings, as well as pop-up appearances at City events to meet and engage with Forest Park residents and business owners. With the community's help, this study will help decide the best location for the pedestrian bridge.

**Please be sure to check this engagement site often to see how you can stay involved in the process!**

**Community Engagement Timeline**

Here's how you can stay involved!

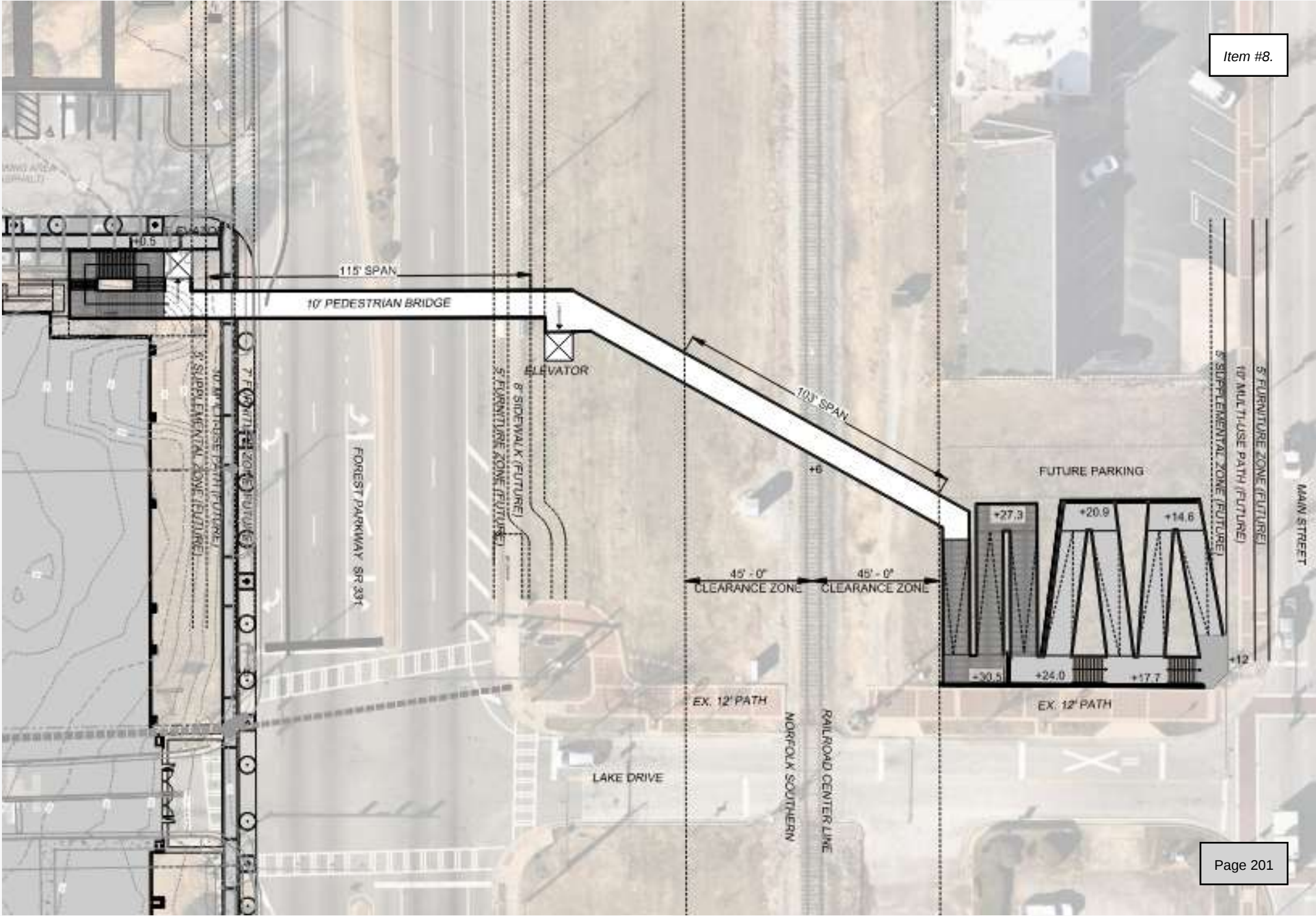
- ✓ Key Stakeholder Interviews
- ✓ Pop Up #1: July 12
- ✓ Community Open House: Aug. 20
- ☆ City Council Public Hearing: Oct. 7

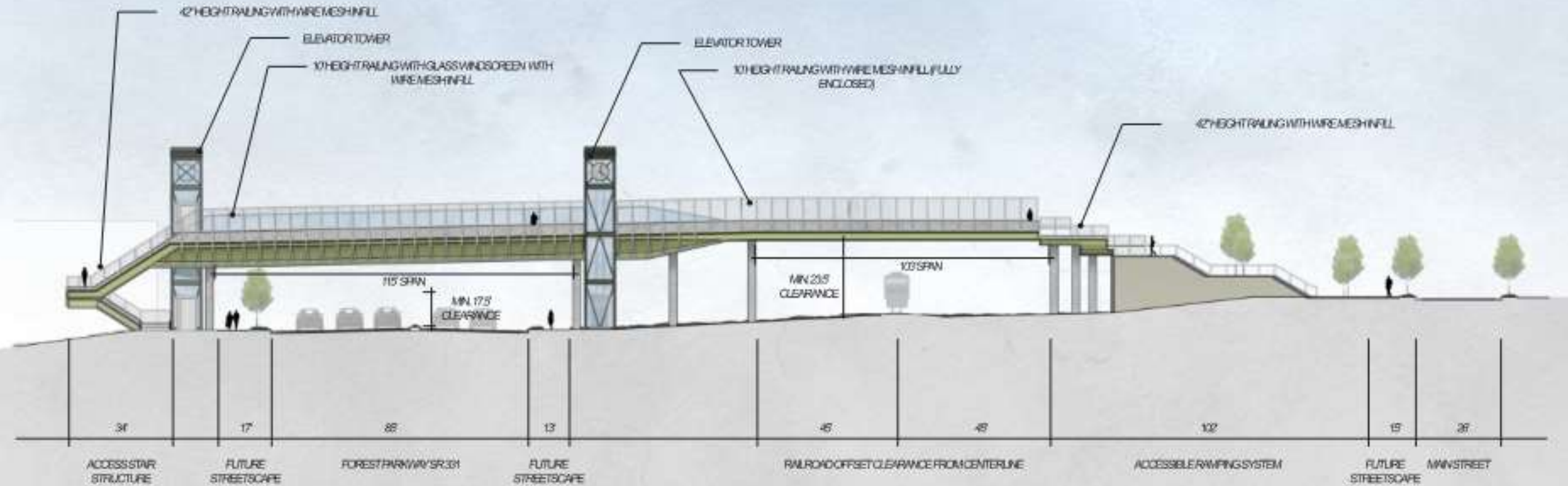
[See less](#)

**Community Open House Displays Input: Give Us Your Feedback!**

We want to hear from you! Please review the Community Open House displays and provide your input below.

# Bridge Layout





# Bridge Rendering

# Estimated Project Costs

|                           |                    |
|---------------------------|--------------------|
| Preliminary Engineering   | \$1,200,000        |
| Utility Relocation        | \$200,000          |
| Right of Way and Easement | \$50,000           |
| Construction              | \$5,600,000        |
| <b>Total</b>              | <b>\$7,050,000</b> |

# Next Steps

IIJA Grant  
Applications

Item #8.

Atlanta Regional  
Transportation  
Improvement Program  
Call for Projects

# Kimley»»Horn

Expect More. Experience Better.

## Questions