



Mayor & City Council

Workshop Session

~ Agenda ~

City of College Park
3667 Main Street
College Park, GA 30337

<http://www.collegeparkga.com>
404-669-3756 (Main)

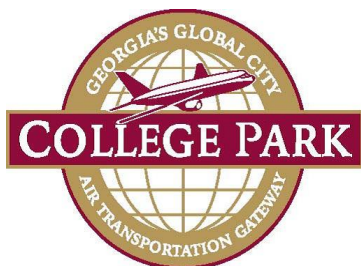
Experience College Park
Georgia's Global City

Monday, March 2, 2020

6:00 PM

Council Chambers

1. Direction Regarding Forensic Financial and Accounting Assessment and Review Processes. See memorandum dated February 26, 2020 from City Manager Terrence R. Moore.
2. Considerations regarding citywide municipal facilities project management contractual services. See memorandum dated February 27, 2020 from City Manager Terrence R. Moore. Also, see attached tabulation matrix.
3. Considerations regarding paperless payroll administration. See memorandum dated February 26, 2020 from City Manager Terrence R. Moore. Also, see attached supporting documentation.



CITY OF COLLEGE PARK

P.O. BOX 87137 · COLLEGE PARK, GA 30337 · 404.767.1537

WORKSHOP AGENDA ITEM

DOC ID: 7968

DATE: February 26, 2020

TO: The Honorable Mayor and Members of City Council

FROM: Terrence Moore, City Manager

RE: Direction Regarding Forensic Financial and Accounting Assessment and Review Processes

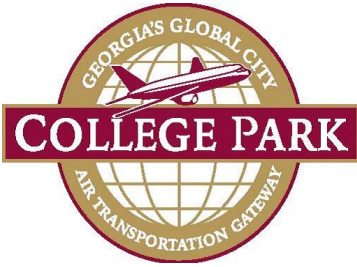
In support of consensus offered during the February 17, 2020 regular meeting to initiate an external forensic review of the City's accounting and financial transaction policies interdepartmentally, both Director of Finance and Accounting Althea Philord-Bradley and I met soon thereafter to begin tasks necessary to host a productive workshop meeting discussion on the subject.

As discussed, this involves the need to define a specific scope of service (e.g., focus areas relative to purchasing, invoicing, expenses, payroll administration, etc.) necessary to engage a formal Request for Proposal process to consider audit firms respectively. With a solicitation and selection process to this effect anticipated to take a couple months, an opportunity to dialogue relative to expectations and outcomes as summarized will be helpful.

Thank you.

Review:

- Terrence R. Moore Completed 02/26/2020 3:22 PM
- Rosyline Robinson Completed 02/26/2020 3:33 PM
- Althea Philord-Bradley Completed 02/26/2020 10:26 PM
- Willis Moody Completed 02/27/2020 8:22 AM
- Terrence R. Moore Completed 02/27/2020 11:06 AM
- Mayor & City Council Pending 03/02/2020 6:00 PM



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WORKSHOP AGENDA ITEM

DOC ID: 7969

DATE: February 27, 2020

TO: The Honorable Mayor and Members of City Council

FROM: Terrence Moore, City Manager

RE: Citywide Municipal Facilities Project Management Contractual Services

As city administration has been working for some time now to evaluate the merits of engaging external property and facility management services, the Purchasing Section of the Department of Finance and Accounting recently administered a Request for Proposal (RFP) process to evaluate financial considerations respectively.

The genesis behind this exercise is the fact that the City of College Park as a municipal operation owns and operates numerous facilities, including large scale buildings such as the Georgia International Convention Center and the Gateway Center Arena @ College Park.

Thank you.

ATTACHMENTS:

- Tabulation - RFP – CITY PROPERTY MANAGEMENT SERVICES - 120419 (PDF)

Review:

- Terrence R. Moore Completed 02/26/2020 3:23 PM
- Rosyline Robinson Completed 02/26/2020 3:34 PM
- Willis Moody Completed 02/26/2020 3:53 PM
- Terrence R. Moore Completed 02/26/2020 5:40 PM
- Mayor & City Council Pending 03/02/2020 6:00 PM



City of College Park

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Tabulation Matrix

RFP – CITY PROPERTY MANAGEMENT SERVICES - 120419

	Company Name	Bid Amount	Minority Y/N Class	Is your company located in CP	Previous Work w/CP?
1	Bailey & Hunter / The Walters Consulting Group (College Park, GA)	\$669,995.00	Y (AABE)	Y	N
2	Cross Creek Realty Inc Century 21 Intowm (Atlanta, GA)	\$990,000.00	Y (AABE, FBE)	N	N
3					
4					
5					

See the Bid Tabulation Sheet for results of opening. The original proposals are available for review in the Purchasing Department, schedule a time in advance.

Minority Status Legend:

- (1) African American Business Enterprise (**AABE**) (2) Hispanic Business Enterprise (**HBE**)
(3) Female Business Enterprise (**FBE**) (4) Asian Business Enterprise (**ABE**)
(5) Native American Business Enterprise (**NABE**)

City of College Park
Willis Moody
Purchasing/Fleet Administrator
College Park, GA 30337



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WORKSHOP AGENDA ITEM

DOC ID: 7970

DATE: February 26, 2020

TO: The Honorable Mayor and Members of City Council

FROM: Terrence Moore, City Manager

RE: Paperless Payroll Administration

PURPOSE: Consideration of a paperless payroll administration.

Given the level of interests expressed relative to paperless payroll administration and various options to help facilitate such, the Department of Human Resources and Risk Management is currently evaluating specific practices to enable city administration to implement accordingly. As referenced in the attached background information from Director of Human Resources and Risk Management Chris Cook, direction to this effect includes an engagement with the City's official depositor, Sun Trust Bank, to provide several electronic direct deposit considerations (including loadable/prepaid debit cards specifically manufactured for this purpose - for employees who may not have traditional checking accounts).

ATTACHMENTS:

- RE_Paperless Pay Payroll - Update (PDF)
- Paperless Payroll Letter 2020 (DOCX)

Review:

- Terrence R. Moore Completed 02/26/2020 3:30 PM
- Rosyline Robinson Completed 02/26/2020 3:35 PM
- Charles Christopher Cook Completed 02/26/2020 3:58 PM
- Terrence R. Moore Completed 02/26/2020 5:40 PM
- Mayor & City Council Pending 03/02/2020 6:00 PM

From: [Terrence Moore](#)
To: [Chris Cook](#)
Cc: [Rosylene Robinson](#)
Subject: RE: Paperless Pay Payroll - Update
Date: Monday, February 24, 2020 1:43:27 PM

Very well, Chris. Such will therefore be the basis of the March 2nd workshop meeting agenda transmittal respectively.

Thanks.

Terrence

From: Chris Cook <ccook@collegeparkga.com>
Sent: Monday, February 24, 2020 1:31 PM
To: Terrence Moore <tmoore@collegeparkga.com>
Subject: Paperless Pay Payroll - Update

Terrence,

This is an update on where we are on paperless payroll. All employees without direct deposit has been identified. I have met with SunTrust and Delta Credit Union upcoming in March. They will meet with employees who does not have direct deposit with the City. In addition, I will send out letter and a email message to all employees this pay period, making them aware that we are moving towards a paperless payroll and the opportunity to have their checks deposited to SunTrust or Delta Credit Union. The plan is to go paperless during the last pay period in March, with the approval from Mayor and Council.

Thanks,

Chris Cook, RCCTM
Director, Human Resources
& Risk Management
City of College Park
Office:(404)767-1537 Ext. 1400
Mobile: (470) 382-0304
Email: ccook@collegeparkga.com

From: Chris Cook
Sent: Wednesday, January 15, 2020 4:21 PM
To: Terrence Moore <tmoore@collegeparkga.com>
Cc: Chris Cook <ccook@collegeparkga.com>
Subject: Paperless Pay Payroll

Terrence,

There are several steps that I will need to take in preparation to go paperless.

1. Identify employees who do not have checking or savings accounts.
2. Meet with SunTrust – Establish Loadable /Prepaid Debit Cards, free of charge for those who do not have accounts.
3. Ensure that every employee has an email for them to view their check, vacation, sick time etc. online.
4. Once approved by Mayor & Council, establish employee meetings to explain the direction and what will be required moving towards paperless payroll.

Thanks,

Chris Cook, RCC™
Director, Human Resources
& Risk Management
City of College Park
Office:(404)767-1537 Ext. 1400
Mobile: (470) 382-0304
Email: ccook@collegeparkga.com



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To Whom it may concern,

The City of College Park is moving towards a paperless payroll. This means the City will no longer provide checks to employees. We have scheduled SunTrust and Delta Credit Union meetings with all employees who do not have direct deposit and to those who would like to open an account with these financial institutions. Dates and times will be provided no later than the end of February 2020.

All employees will be able to access their pay stubs by logging into the E-Suites portal, where they may view and print their payroll history conveniently and securely.

If you have any questions, please contact Chris Cook in Human Resources @ 404-767-1537 Ext. 1400.

Thanks,

Chris Cook

Director of Human resources