



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

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

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

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

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
Sharee Steed, City Clerk
Mike Williams, City Attorney

VIRTUAL MEETING NOTICE

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

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Meeting ID and Password are above

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The Council Meetings will be livestream and available on the City's YouTube page "City of Forest Park GA".
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CALL TO ORDER/WELCOME:**INVOCATION/PLEDGE:****ROLL CALL - CITY CLERK:****PRESENTATIONS:**

- 1. Councilmember Akins-Wells would like to present the Forest Park High School Boy's Varsity Baseball Team with a proclamation for becoming the 2021 Region 3 5A Runner-Up.**
- 2. Nathaniel Clark, Police Chief would like to present the CALEA (Commission on Accreditation for Law Enforcement Agencies) advanced 4 year Award**

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

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

NEW BUSINESS:

- 4. Approval of Body Worn Camera Policy - Public Safety Director/Chief of Police, Nathaniel Clark**
- 5. Approval of Cleaning Services Contract for the Police Department - Public Safety Director/Chief of Police, Nathaniel Clark**
- 6. Approval of Human Resource Departments Budget/Amendment/Transfer of Funds – Diane Lewis, Benefits Specialist and Darquita Williams, Interim Finance Director**
- 7. Council Approval of Budget Transfers for the Planning, Building & Zoning Department - James Shelby, Director of PBZ and Darquita Williams, Interim Finance Director**
- 8. Council Approval to enter a contract with Mauldin and Jenkins for Professional Services - Dr. Cooper, City Manager**
- 9. Council Approval to enter into a Contract with Spiked Communications for the establishment of a Public Information Office in the amount of \$6,000 monthly - Dr. Cooper, City Manager**

CLOSING COMMENTS BY GOVERNING BODY:

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

ADJOURNMENT:

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

File Attachments for Item:

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



CITY OF
FORESTPARK



Proclamation

Congratulating the Forest Park High School Boys' Varsity Baseball Team for Becoming the 2021 Region 3 5A Runner Up

WHEREAS: The City of Forest Park congratulates the Forest Park High School Boys' Varsity Baseball Team for becoming the 2021 Region 3 5A Runner Up

WHEREAS: The Forest Park High School Boys' Baseball Team, the Panthers, through hard work and perseverance through 19 hard-fought games, became the Region 3 5A Runner Up. The Panthers take great pride in respecting their opponents and playing the game of baseball with class and dignity; and

WHEREAS: The demanding athletic competition requires the high levels of skills, determination, teamwork, scholastic achievement, and focus on selfless commitment to others; and

WHEREAS: These 15 outstanding high school players: Larry Pippins, Vernon Belt, Kenneth Williams, Levar Tinsley, Morelando Johnson, Jaquez Akins, Cesar Rodriguez, Jacari Hardaway, Elijah Johnson, Matthew Nettles, Michael Storey, Bradley Murphy, Monterrius Zackery, Terrance Pree, and Montrell Christian have represented themselves, their families, their school, and their community proudly; and

WHEREAS: The team coached by Head Coach Josh Froneberger, with the assistance of Quintin Avery, Dennis Colbert, and Lance Lewis, with the help of manager, Sasha Ellis, and photographer, Demantavis Alexander.

NOW THEREFORE, Latresa Akins-Wells, by virtue of authority vested in me as Ward 4 Councilwoman, and on behalf of the remaining members of the Governing Body, do hereby recognize Forest Park High School Boys' Baseball team for its extraordinary achievement of becoming the Region 3 5A Runner Up. We salute your hard work and wish you continue success.

The Honorable Latresa Akins- Wells | Ward 4

Sharee Steed | City Clerk

File Attachments for Item:

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



CITY OF FOREST PARK MAYOR & COUNCIL

City Council Work Session

Monday, April 19, 2021 at 6:00 PM

Council Chambers, Virtual Meeting Via Zoom and YouTube Livestream

Website: www.forestparkga.gov

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

Phone Number: (404) 366.1555

FOREST PARK CITY HALL

745 Forest Parkway

Forest Park, GA 30297

DRAFT Work Session Minutes

The Honorable Mayor Angelyne Butler, MPA

The Honorable Kimberly James

The Honorable Dabouze Antoine

The Honorable Hector Gutierrez

The Honorable Latresa Akins-Wells

The Honorable Allan Mears

Dr. Marc-Antonie Cooper, City Manager

Sharee Steed, City Clerk

Mike Williams, City Attorney

CALL TO ORDER/WELCOME: The meeting was called to order by Mayor Butler at 6:00pm

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

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

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

PRESENTATIONS:

1. Status update on City's Zoning Ordinance - James Shelby, Director of PBZ and Collaborative Firm

James Shelby, Director of PBZ introduce Ms. K.C. Krzic of the Collaborative Firm, who gave a detailed presentation on the update of the City's Zoning Ordinance (**comments were not recorded**)

Questions/Comments from Council:

Councilmember Antoine – For those that do not know, what this presentation says to me is that Forest Park is moving in a new direction and it seems like a new city has just been adopted within Clayton County. Even though we were founded in 1908, just listening to how you have the district/zoning maps, if you look at the other Clayton County cities, Morrow for example, they are zoned more for commercial. Why is there no Wal-Mart, Kroger, Fridays, Zaxby's, Costco, LA Fitness, because we are zoned industrial. With this zoning, we are changing the entire city, so for those that do not know Forest Park and you are coming into the City, it will be a new city. You cannot put something new in Atlanta, but you can in a city who never had it. Are you saying we are going more commercial or what?

K.C. Krzic –You must give them a path, maybe they wanted to come to Forest Park, but your ordinances were too restrictive for them, so now we create the things that everyone and the market is asking for you will find them coming here. Your development patterns will have to go through this entire process. We can write it, but we have no ownership of the land, but if we can start creating those paths for new development, retail, outdoor dining, working with your entire staff with every project, the zoning ordinance is just one piece of the whole puzzle. Your capital improvement projects are going to feed into this, and you will have your own little renaissance here.

Councilmember Gutierrez – Echo Councilmember Antoine sentiments, this is incredible, and it is not just one perspective, but a 360 staff, elected officials and everyone that lives here in the city, I just want to point out now that we have this public information, we are hearing what the public is saying, now it is time to hold elected officials accountable and let us deliver the things that the citizens want.

2. Mauldin & Jenkins will provide and update on Audit

David Roberts with Mauldin & Jenkins gave an Executive Summary of the Audit

The City has experienced significant turnover in recent years with its elected positions, the City Manager position, and numerous department heads. The average tenure of current department heads serving in their current role is approximately 9 months. As there is now a paradigm of newer personnel in City leadership positions bringing new ideas and methods to the City, there is a constant struggle with making and implementing positive change and not just operating in the same manner as the City has historically operated for decades. Many of the City's non-executive positions are filled with employees who have created lengthy careers for themselves at the City.

As part of the direction of new/newer City leadership, the City sought to conduct an Operational and

Performance Audit of the City's operations, performance, and culture. We commend City leadership for taking the proactive initiative to have an objective assessment performed, which has identified strengths and opportunities for improvement throughout the City. We also would like to recognize the numerous City employees throughout all departments and across all position levels who gave their time conducting interviews, providing requested information, and participating in an anonymous operations and culture survey.

The Operational and Performance Audit is the first step in a long transformation journey that provides an overview of the City's current state related to operations, performance, and culture. Our final report identifies numerous recommendations and provides a Roadmap that should be leveraged to help the City reach its goal of "operational excellence". Implementing positive change is never easy, but by leveraging the City's greatest asset – its employees, and by clearly articulating and communicating the rationale and benefits of the desired change, we are confident that the City can successfully transform its operations and continue to provide quality services to the citizens and stakeholders of Forest Park.

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

Dr. Marc-Antoine Cooper, City Manager gave the following report:

COVID-19

Anyone testing positive for COVID positive contact Shalonda Schoolmaker with Healthy Life Atlanta at 678-671-8336 - they have aftercare resources for individuals in need.

Clayton County is establishing Vaccination Strike Teams to serve all residents of the county. Contact Stacy Tolbert (404)-427-6276 or Carla Cooper (678)209-5600.

CITY OPERATIONS

Fire Department

- ▯ Introduced the class of 16 new recruits of the Forest Park Fire Department (Captain Baker).

Police Department

- ▯ The Forest Park Police Department currently has 3 recruits in the academy scheduled to graduate end of next month.
- ▯ 3 Recruits are scheduled to start the academy April 26, 2021.
- ▯ 3 new officers (recruits) are scheduled to be hired by April 21, 2021.
- ▯ We are hiring Police Officers in the City of Forest Park, GA if interested please contact Recruiting at 404-366-4141.
- ▯ Commission on Accreditation for Law Enforcement Agencies (CALEA) has awarded for the 7th time in a row accreditation to the Forest Park Police Department,

City Operations

- ▯ The Forest Park Ministers Association in partnership with the City of Forest Park's Public Works Division held a Clean Up on the Southside of Our City last Saturday April 17, 2021. More of these clean ups are in the plans for other sides of the City, and we will make sure that they are announced prior to the event.

- ▯ Recreation and Leisure Department Summer Camp 2021 registration started today April 19, 2020. The Summer camp runs from June 7 – July 30 for children ages 4-12. The cost is \$50 per child – per week. There are limited slots available so to register or find out more details about summer camp or about all the other awesome programs the city has to offer visit www.forestparkga.gov/parksrec.
- ▯ Exterior Construction (canopy, deck, etc.) has and will be commencing at 751 and 771 Main Street, both buildings are owned by the Re-Development Authority.
- ▯ Strive Atlanta is offering a FREE 7-week Training Program to get the skills you need for a career in the high-demand industry of logistics. You could obtain a certification in Logistics and Inventory Controls. The March 2021 Information Sessions will be held virtually on Thursday's at 10:00am. For virtual meeting information and/or to apply for the program visit www.strive.org/atlprograms.
- ▯ Congresswoman Nikema Williams (GA-05) announced that FEMA has begun accepting applications for funeral assistance for Georgians who have lost loved ones to COVID-19. Congresswoman Williams helped pass the funeral assistance program as part of the American Rescue Plan. Georgians who paid for funeral expenses after January 20, 2020, for an individual whose death may have been caused by or was likely the result of COVID-19 can apply for up to \$9,000 of assistance per funeral through FEMA's dedicated call center at 844-684-6333; TTY 800-462-7585, Monday-Friday, 9 AM ET - 9 PM ET. No online applications will be accepted. For more information visit www.fema.gov/disasters/coronavirus/economic/funeral-assistance/faq

COVID-19 UPDATE: Deputy Fire Chief, Latosha Clemons

As of April 11, 2021, there has been over 22,740 cases in the Clayton County. Clayton County continues to account for 2.6% of the total cases in Georgia, and Forest Park representing 9.5% of cumulative Cases, not a significant change over the past couple of months. Per Stacy Tolbert, the (CCHD) Clayton County Health Department has begun the process of sending out Vaccine Strike Team, the first trial run was scheduled for five homes in Riverdale and three people were able to be vaccinated. Any residents that meet the following criteria please reach out to Carla Cooper at 678-209-5600; Janna McWilson at 404-276-4412 or Stacy Tolbert at 404-427-6276.

Criteria Required:

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

Vaccines: Clayton County Board of Health continues to provide vaccines for all residents of Clayton County at Mundy's Mill High School as stated last Council Meeting.

To date, there has been over **(5, 321,111) million** vaccines administered in the State of Georgia

Following the guidance and recommendations of the Food and Drug Administration (FDA) and the Centers for Disease Control and Prevention (CDC), the Georgia Department of Public Health (DPH) is pausing J&J (Janssen) vaccinations in Georgia until further notice. The FDA and CDC are reviewing data involving six reported cases of a

rare and severe type of blood clot occurring in women aged 18-48 about a week after vaccination. None of the six cases are in individuals vaccinated in Georgia.

Vaccination remains one of our best tools for stopping the spread of COVID-19, along with basic prevention measures, continue to wear a mask to protect yourself and others; cover your nose and mouth; social distance – maintain at least 6 feet of distance when possible; choose safe social activities and handwashing – wash hands frequently and avoid touching your eyes, nose, and mouth.

NEW BUSINESS:

3. **Discussion to Approve Resolution 2021-18 - Georgia Department of Natural Resources - Georgia Section 319(h) Non-Point Source, Implementation Grant FY2021 Green Infrastructure - LaShawn Gardiner, Management Analyst and James Shelby, Director of PB&Z**

Background and Summary:

The Georgia Section 319 (h) Non-Point Source Implementation Grant award period for FY 2021 is open for green infrastructure projects that improve and enhance urban water quality and reduce non-point source pollution. There are 2 potential sites in the City of Forest Park, (1) Starr Park-Construction and Design and (2) the Police Department Headquarters Design. Both projects will include retrofitting and enhancing existing infrastructure. The total projected cost is \$12,450,000.00. The grant requires a cost-ration of 60% federal dollar maximum and 40% non-federal match minimum toward the total project cost. The City is requesting \$350,000.00. The total maximum federal award to any individual project is \$400,000.00.

James Shelby, Director of PB&Z - In 2020, Clayton Water Authority developed a watershed improvement plan for the West Jesters Creek watershed to identify and prioritize areas for stormwater improvements roughly between Forest Parkway and Mount Zion Road. The watershed improvement project identified two stormwater improvement projects in Forest Park that drain to West Jesters Creek: one at Starr Park and another at the Police Department. The Existing concrete channel does not currently provide infiltration or water quality improvements, an enhanced dry swale is proposed in this location. The practice would collect, treat, and convey flows from the playground and gravel walking path to the existing drop inlet, which will be retrofit as an outlet control structure. Considering its location in Starr Park, this is a high visibility project with an opportunity to provide for public education on green infrastructure. GAEPD can allocate up to 400k through their 319(h)-grant program to supplement local government funds to address stormwater problems relating to stormwater quality and quantity from "non-point" sources. Forest Park, CCWA, and their consultants have met with GAEPD and developed an application to receive this funding for these two sites to improve stormwater management in the West Jesters Creek watershed via green infrastructure.

We are asking the Council's approval of the resolution to allow staff to submit a grant application to GA Environmental Protection Division.

Questions/Comments from Council:

Councilmember Antoine – Mr. Shelby, I am sure you are familiar with Clayton County Water Authority has in their budget, where they go out and clean the sewers, what is that program called, and do you know if it is budget for this year or not? Clayton Water Authority will come out and investigate any water system issues in Forest Park that has not been cleaned, but we will have to call and request this service from them.

Mr. Shelby – This is entirely different and does not have anything to do with maintenance. This is a grant that will help with the Jester Creek's environmental issues. Jester Creek traverses through Starr Park, there is a concrete inlite that the water is coming into, we are going to create something that looks much better than that. The architects are going to incorporate this into their designs for the park.

I will give this information to Bobby Jinks, Director of Public Works to contact Clayton County Water Authority and request their services.

Councilmember James – The total projected cost of \$12,450,000.00, do we have that already, who is going to do the work and will all the funds be used to do these two projects? The additional monies we are getting for the two projects that you described, will cost that much? The money we have to put up front is \$350,000 in order to be awarded the \$12,450,000 grant.

Mr. Shelby - We have already allocated \$12,000,000 in our capital projects, \$5 to \$6 million is allocated through SPLOST and the rest is coming from bond issue. The money is there for Starr Park, this is additional monies that we are getting. \$450,000 is the cost, \$250,000 will go towards Starr Park and the remaining \$200,000 will go to the drainage system behind the Police Department. Clayton County Water Authority is really sponsoring the one behind the Police Department and we are doing the one for Starr Park. We are using our match with money we already allocated for the Starr Park project, which we are using as our match to the \$450,000, we do not have to come out of pocket for any

Councilmember Antoine – Help us understand how detailed is this project?

Mr. Shelby – Starr Park is a renovation project that will include things like ballpark, walking trails, fitness walking trails, expansion of the swimming pools to include pool house expansion, basketball, and volleyball courts, and possibly a skate park. All of these are included in the \$12million, this project will enhance that project by creating the greenspace through Starr Park. It will be an educational component to teach children about water infiltration and how we keep our creeks clean, which will traverse through the Park. This is an added attraction to what we are currently doing. This is going to be unique for Forest Park.

4. Discussion to Approve the replacement of Two (2) Pumpers and One (1) 75' Quint Aerial - Fire Department

Background and Summary:

The Fire Department is seeking approval for replacement of two Pumpers and one 75' Quint Aerial. The Pumpers to be replaced are Engine 1, Rosenbauer with 41,000 miles (equivalent to 142,000 road miles) and structural body frame issues, Engine 2, a 2002 E-one) with 125,000 miles (equivalent to 427,500 road miles) and Quint 3 (2010 E-one) with 61,000 miles (equivalent to 208,000 road miles).

The replacement allows for continuity of units and service/maintenance with warranty agreements for parts and labor. It further allows our current reserve pumper, Engine-3, a 1992 E-one pumper with unknown number of miles due to the odometer being replaced to be circulated to the Training Division to aid in Fire Department Driver.

Operator Training for (FAO)'s, Fire Apparatus Operators.

Current, Engine-1, Engine-2, and Quint-3 will move into reserve roles in order to provide the Department with reliable reserve units. These units have reached usable service life for service delivery to the community of Forest Park.

The purchase cost is \$1,945,738.00 and these items are budgeted in the Fire Department's allocated SPLOST funds.

Replacement Age:

- A. Engine 2 (24 years)
- B. Engine 3 (29 years)
- C. Quint 3 (11 years)

Latosha Clemons, Deputy Fire Chief – NFPA recommends replacing Fire Trucks between 10-15 years of age, but most certainly any vehicle over 25 years of age should be officially retired.

5 Indicators Fire Department is ready for new Fire Apparatus

1. Maintenance cost have exceeded their worth

Departments that spend at least \$75,000 o repairs and maintenance over the course of five (5) years to keep an apparatus on the road, roughly (\$15,000/year) should purchase new apparatus to last for the next 20 years

2. Intangible

Upholding the mission of the organization by providing the highest level of customer service to the community.

Low morale, new apparatus is invaluable to fire department employees, professional service to the community increases

3. Failure of major components

Our community depends on not only the crew but the fleet of vehicles to be ready for any fire emergency they respond to, if one or several components on your apparatus are making it difficult to complete these assigned missions and thus putting lives at risk, then it's time for an update.

A repair might make sense if the cost is low enough and damage is not severe, but critical damage to the apparatus major component (engine, transmission, pump) is often expensive and difficult to repair. (not 100% stability in that)

4. Outdated Equipment

Though some outdated equipment is easy to replace, other integral pieces of the apparatus body are not. Example: electrical components that support current equipment may not support newer equipment; it may not be compatible with the upgraded electrical signals required to operate more modern equipment

5. Apparatus no longer meets industry status

In 2009, NFPA (National Fire Protection Association) published the Standard for Automotive Fire Apparatus. This document outlines all the necessary features and equipment that departments are legally required to have in place, some may require painless upgrade to your current truck while some may require the purchase of a new one.

Questions/Comments from Council:

Mayor Butler – These three units that we are retiring, your plans are to put them in reserve?

Deputy Chief Clemons – Yes, with any apparatus, it is good to have fire trucks to go into reserve status, in the event that one of our trucks should breakdown, you will need something to go into. Per standards it is good to keep items in reserve for 5 years.

Councilmember Mears – I wish you could incorporate new turn-out gear, there is no sense for a city our size and the funds from SPLOST, and our firemen are having to wear wet/dirty gear if they have to respond

to back-to-back fires. Things like that should be readily available. I would like you and your team to work on including this in your next purchase for each shift to have two (2) turn-out gears.

Deputy Chief Clemons – You are obviously right, the health and safe of your personnel is important. We will work with the City Manager to include in next fiscal budget.

Mayor Butler – This is for all department, we have Sister Cities that are in need of supplies and equipment, so if there is anything that you are going to surplus or retire, etc, once we go through the process to keep this in mind as we build these relationships and if we know a particular need, we can keep that on the radar to make sure we are really fulfilling the mission of the Sister City relationship.

Councilmember Antoine – For those that do not know what Sister Cities is, it is a partnership that the City of Forest Park has partnered with a city in Haiti and the goal is from training equipment, medical and educational; it is just like churches partnering together. When we go to Haiti next month, if there is an old fire truck that could be transferred over there, this is why we partnered with another city, so that whatever the things we do not use, other cities can. I too, would like to see that we could possibly help another city.

Councilmember Gutierrez – Let us know let this fall through the waste line, what Councilmember Mears spoke about, let us put a deadline on it and get these uniforms to our firefighters and not wait until later. If you can move on that, it would be appreciated.

Councilmember James – The company that was selected and gave the proposal for the equipment, how did we select this particular company?

Arthur Geeter, Procurement – The company that was selected is Sutphen, we got them from the cooperative state contract called Southware, this is where we get all the police cars and fire cars. We will receive a 20% discount of the bid, by going through the cooperative and we get most of our large purchase from this source. They have already done the bidding process.

5. Discussion to Approve the Legislative Offices Budget Amendment/Transfer of Funds - Sharee Steed, City Clerk and Darquita Williams, Interim Finance Director

Background and Summary:

In an effort to create a balance budget, the following budget amendments are being proposed to fix our shortcomings. Proposed transfers are coming from line items that have not been utilized and are anticipated to not be completely utilized by the close of the FY21. This transfer will not have a negative impact on any of the involved line items. Requesting a total of \$18,900 in transfers from the following:

Transfer \$6,000 from 100-20-1110-52-3913 Public Relations to 100-20-1110-52-3919 Employee Appreciation Event

Ward 2

Transfer \$5,000 from 100-20-110-52-3704 Meetings/Conventions to 100-20-1110-52-3908 Ward 2 Projects

Ward 3

Transfer \$6,000 from 100-20-1110-54-2506 Capital Outlay to 100-20-1110-52-3950 Day of the Dead Event

Transfer \$350.00 from 100-20-1110-52-3705 Meetings/Conventions to 100-20-1110-52-3924 Hispanic Heritage Month

Ward 4

Transfer \$5,000 from 100-20-1110-52-3706 Meetings/Conventions, \$2,200 from 100-20-1110-52-3920 Forest Park Day to 100-20-1110-52-3918 Friday Nights

Darquita Williams, Deputy Finance Director – These are line items that went over budget, looking at the overall budget of the department, there are some line items that appear they will not be utilize and I had a conversation with City Manager and Ms. Steed, these will balance out the budget and when we are closing out the department will not be over budgeted.

Questions/Comments from Council:

Councilmember James – I want to make sure that we do not get here again. When we set the budget and go over the budget, we need to think about making these adjustments beforehand. How did we get so far over budget in these Ward projects, if money is not there, then we do not need to spend it? I do not mind transferring the funds if we have it. This is addressed to the Council, because it is our budget that we are discussing. If the money is not there, we need to move it before we make the expense and think we need to follow a certain protocol, the same way we hold the directors accountable for staying within their budgets, we, as a Council, need to do the same. We need to make sure that we are checking with the Finance Director and City Manager to make sure that we are not going over budget. If we see that we are going over budget, then we can make those adjustments first and not do them afterwards.

Councilmember Wells – That is why we have a Finance department, we know we have a budget for our events.

Councilmember Gutierrez – When I budget for my events, I never had event of this magnitude, I just wanted to have events that celebrated Hispanic Heritage and I just made a number that was not enough, so I will not do that again. These were very successful events and we are moving money from areas that are not being used, so thank you Finance for that and I apologize for misjudging my expenditures.

Ms. Williams – Dr. Cooper and I have met to address the issue and so we have come up with an action plan going forward to ensure that we are catching overages on the front end or doing a better job at budgeting the events beforehand.

6. Discussion to Approve the Police Department's Budget Amendment/Transfer of Funds - Chief Nathaniel Clark and Darquita Williams, Interim Finance Director

Background Summary:

The Police Department needs funds to test new applicants and copier expenses. The Police Department is requesting the following budget amendments/transfers. These transfers will not have a negative impact on any of the involved line items.

Transfer \$1,300 from 100-31-3210-52-2201 Office Equipment Maint. to 100-31-3210-53-1103 Copier Expense

Transfer \$1,000 from 100-31-3210-52-3712 Training to 100-31-3210-52-1202 Psychological Services

Questions/Comments from Council: There were no comments/discussion

7. Discussion to Approve the Executive Offices Budget Amendment/Transfer of Funds - Dr. Cooper, City Manager

Background and Summary:

The Executive Offices is in need for a budget amendment/transfer of funds. Requesting to transfer \$10,000 from Education, Seminars & Travel 100-21-1320-52-3701 to the following:

\$3,000 - Consulting Services - 100-21-1320-52-1002

\$5,000 - Printing - 100-21-1320-52-3401

\$2,000 - Office Supplies - 100-21-1320-53-1102

This transfer will not have a negative impact on any of the involved line items.

Questions/Comments from Council:

Councilmember James – Asked the City Manager to speak on this.

Dr. Cooper – As with several line items we found in this budget year, some of these line items, as Councilmember Wells mentioned, there were monies moved out of these line items at different times of the year to cover other line items, and technically you have things/funds coming in that were spent that really was supposed to go in these line items. Basically, at this point, we looked at the Executive Office, as you know we are going through the whole budget process right now, and to get us through the year of this budget year this is what we estimated we would need in those line items.

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

ADJOURNMENT:

It was motioned to adjourn the Council Work Session of April 19, 2021 at 7:44pm.

Motion was made by Councilmember Mears and seconded by Councilmember Akins-Wells

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



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FOREST PARK CITY HALL

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Draft Regular Meeting Minutes

The Honorable Mayor Angelyne Butler, MPA

The Honorable Kimberly James

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The Honorable Hector Gutierrez

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The Honorable Allan Mears

Dr. Marc-Antonie Cooper, City Manager

Sharee Steed, City Clerk

Mike Williams, City Attorney

CALL TO ORDER/WELCOME: The meeting was called to order by Mayor Butler at 7:44pm.

INVOCATION/PLEDGE OF ALLEGIANCE: Invocation was done, and pledge was led by Pastor Paul Fortson

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

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

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

PRESENTATION(S):

1. Ward 4 Yard of the Quarter - Councilwoman, Latresa Akins-Wells

It was motioned to table this item.

Motion made by Councilmember Akins-Wells, Seconded by Councilmember James.

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

PUBLIC COMMENTS: (Please adhere to the 3-minute time limit) – There was one (1) speaker

Lawanda Folami – I want to thank Nathaniel Clark for keeping our accreditation and our police services, thank you from the Concerned Citizens of Forest Park for a good job. I also stand with Holland Park in Ellenwood; they are still seeking an answer on the issues they are having. I called Dr. Cooper, not sure if you received the message or not, to speak with you about what is happening to the constituents of Holland Park. Madame Mayor, Ward 3 Councilmember is calling constituents asking them to knock on doors to bring to other tenants the attention that there is a 3–6-month expense that is coming from you all and that you all are going to relocate them, that should not be said unless it is in writing.

ADOPTION OF THE AGENDA:

It was motioned to Adopt the Agenda for the April 19, 2021 Regular Meeting as printed.

Motion made by Councilmember Mears, Seconded by Councilmember Akins-Wells.

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

APPROVAL OF MINUTES:

2. Council Approval to Adopt the Council Work Session & Regular Meeting Minutes from April 5, 2021 and the Special Called Meeting Minutes from April 8, 2021 - Sharee Steed, City Clerk

It was motioned to Adopt the Council Work Session and Regular Meeting Minutes from April 5, 2021.

Motion made by Councilmember James, Seconded by Councilmember Gutierrez.

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

NEW BUSINESS:

3. City Manager would like to confirm the hiring of the new Director of Finance

Dr. Cooper, City Manager asked Council to confirm Shaquita Winters Burke as the new Finance Director for the City of Forest Park. Ms. Burke has over 27 years of experience in creating Finance departments from ground up, well versed in zero based budgeting aspect that we are looking to bring to the city and help restructure the Finance department. She has an MBA and spent the last few years with the Vicksburg School District, working with bonds issues.

It was motioned to Approve the hiring of Shaquita Winters Burke as the new Director of Finance.

Motion made by Councilmember Antoine, Seconded by Councilmember James.

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

4. **Approval of Resolution 2021-18 - Georgia Department of Natural Resources - Georgia Section 319(h) Non-Point Source, Implementation Grant FY2021 Green Infrastructure - LaShawn Gardiner, Management Analyst and James Shelby, Director of PB&Z**

It was motioned to Approve Resolution 2021-18 - Georgia Department of Natural Resources - Georgia Section 319(h) Non-Point Source, Implementation Grant FY2021 Green Infrastructure

Motion made by Councilmember James, Seconded by Councilmember Antoine.

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

5. **Council Approval of the Replacement of Two (2) Pumpers and One (1) 75' Quint Aerial to be paid from Fire Department's SPLOST funds - Deputy Chief Clemons and Darquita Williams, Interim Finance Director**

It was motioned to Approve the Replacement of Two (2) Pumpers and One (1) 75' Quint Aerial to be paid from Fire Department's SPLOST funds

Motion made by Councilmember Mears, Seconded by Councilmember James.

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

6. **Council Approval of the Legislative Offices Budget Amendment/Transfer of Funds - Sharee Steed, City Clerk and Darquita Williams, Interim Deputy Finance Director**

It was motioned to Approve the Legislative Offices Budget Amendment/Transfer of Funds

Motion made by Councilmember Akins-Wells, Seconded by Councilmember Mears.

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

7. **Council Approval of the Police Department Budget Amendment/Transfer of Funds - Chief Nathaniel Clark and Darquita Williams, Interim Finance Director**

It was motioned to Approve the Police Department Budget Amendment/Transfer of Funds

Motion made by Councilmember James, Seconded by Councilmember Antoine.

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

8. Council Approval of the Executive Offices Budget Amendment/Transfer of Funds - Dr. Cooper, City Manager

It was motioned to Approve the Executive Offices Budget Amendment/Transfer of Funds

Motion made by Councilmember James, Seconded by Councilmember Akins-Wells.

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

CLOSING COMMENTS BY GOVERNING BODY:

Councilmember James – We had the Neighborhood Meeting for the month of April and will be downloaded to the City's website soon, and here are some highlights; James Shelby, Director of Planning and Zoning spoke about the capital projects to include Starr Park renovations, the new city center, which will combine city hall, fire and police and the administrative offices. He also spoke about the Premium Industrial Park in the form of Gillem Logistics Center which will house a mini public safety area with new buildings for fire and police, Main Street scape phase 2a and 2b getting started, Aerotropolis Model Mile, which expands Main Street to the Farmers Market with walking & bike trails. Be on the lookout for Open Houses & Public Hearing for LCI \$150,000 improvements and to visit the city's website for the surveys and he reminded the citizens this will not affect your taxes; all this money is from SPLOST funds and pilot program at the Gillem Logistics Center. Bobby Jinks, Director of Public Works spoke on how the department is busy with grass, road repairs, planting spring flowers, cleaning the parks, traffic signs and fleet maintenance. We had a special guest from MARTA, Dominique Hollman, who spoke about all the routes are being restored as of Sat., Apr. 24th and share the safety protocol to ensure that everyone is safe and feel safe riding the buses; trip times have been adjusted in Clayton, so please check the schedules at www.itsmarta.com; the BRT (Bus Rapid Transit) a new project coming in our area, currently taking input from residents on this at www.connectclayton.com and put in comments until May 15th. Deputy Chief Clemons gave an update on the Fire Department and the new recruits, Clayton County Health Department vaccine strike team. Sgt. Zackery from the Police Department spoke the CALEB accreditation we received for the 7th year, announced the Neighborhood Watch meetings have started back, have new recruits started in April and some coming in May, with some graduating from training, crime in the city is at a 10year low. Mr. Fleming from Zoning Department shared information about the increase code violations and spoke on each violation. Danita Hamid, Economic Development spoke to us about the remodeling at 651 & 671 Main Street, Amazon is estimating their completion will be in the fall and they will have job fairs. Darquita Williams, Interim Finance Director reminded us that we are open to the public and drive-thru services are available and we are working on getting on-line payment options and Tarik Maxwell, Director of Recreation & Leisure told us the summer soccer programs occurring this summer and the aqua-tot and indoor pool programs. Please visit the city website to view the entire video of the meeting on Ward 1 page. We must write our own story, in my opinion, we are the best city, very diverse culturally and economically. We have everything from multi-million-dollar investors that live in our city to two parent households, single parent households, seniors, and young adults that all reside in our city. We have Asian, Hispanic, Blacks, Whites and mixed race and they all reside in our city, we are progressive, major developments are in process and forthcoming. Forest Park is a safe city, thanks to our Police Department, yes, we have more work to be done, but a lot has already been accomplished. Let us promote those who are saying positive things about our city and our communities and not the negative ones. Mark your calendars for May 15th, we will celebrate the Class of 2021 with a caravan, like last year, and thanks to all the Departments who are assisting with this event. Also, on that day at Stanford Field, behind Kiwanis Stadium, the Seniors will be celebrating. Forest Park High School football

team will have a game at 1pm. Information will be on the website about the route on that day and donations are being accepted, so that every senior will have a banner on their car, you can Cash App \$forestparkspts2020. Thank you everyone for spending time with us tonight.

Councilmember Antoine – Thank you for joining us. Thanks to the Police and Fire Departments on their new recruits and the changes that are happening in Planning and Zoning. I will be working with the Strike Team to reach those that are homebound. Congratulations to our new Finance Director and City Manager. Thanks to Ms. Sharee Sneed, Ward 2, you have a bench on 2nd Street and a barbeque grill, we have a safety component on College Street and Slaton where it is hazardous for an accident to happen. Next month there will be a community meeting for Warren and Elizabeth Streets.

Councilmember Gutierrez – Thanks everyone for listening in. I am excited about everything that has happened tonight, the new firefighter class, seeing people who look like us, really touched my heart. It is good to see, especially when negative things get highlighted more than when what is happening here, so when we started our own training and doing it within the community and changing someone's life, by giving them the opportunity to change their career. Welcome to the new Police Officers that at the academy, the new Finance Director, and the new City Manager. Upcoming events Food Truck Friday, May 7th with a Mother's Day theme and our Ward 3 cleanup on May 8th, I hope to have more volunteers and reminder to the employees, we did pass a policy where 2 days in the year, you can volunteer and use it as time worked, please take advantage of that, you can contact the HR Department to get further details. I want to address a comment that was made, keeping my constituents aware of things, is something that I do, and I am sad that it was taken out of context, but I did share with my constituents the different options that the city was experiencing and just as a reminder this whole thing was started by the Clayton Crescent, when you posted that article, Ms. Robin Kemp, got the wheel rolling. Councilmember Wells received calls and she forwarded to me and I went out and had a meeting with the constituents and brought their concerns to council. This has been going on for years and we are now trying to solve it. If you want to be part of the resolution become part of it, if you find fault you can do that as well, it is all about love, preach, teach, and spread love. I apologize for giving the different options, which was taken out of context. Holland Park we are working on the situation.

Councilmember Akins-Wells – I would like to piggyback off Councilmember Gutierrez's comments about Holland Park, for a lot of years this has been an issue and things were said, but not followed through. So, I appreciate you for attempting to keep the residents informed. Wellness with Wells on tomorrow from 6pm – 7pm and on Saturday, April 24th, myself and Felicia Palmer founder of Jesus Jewels will be having a Health and Wellness Community Event, from 10am – 2pm at 528 Suite D Forest Parkway, with line dancing hosted by Nick Fitness, so come out and enjoy the event, we are just trying to bring the community together because there is so much hate and negative things going around and bringing one another down, we need to do things to bring us together. Welcome again to our City Manager and I hope and pray that you will do the right thing and I have faith that you will, thank you in advance. Thanks to Captain Baker and the Fire Department for making the changes and welcome to the new recruits. Thanks to everyone for joining us tonight.

Councilmember Mears – There was a Clayton County officer killed today and we need to keep the family in prayer. Police and Fire put their lives on the line everyday and when we are at home warm and safe, they are out getting wet and fighting. We owe them a lot of gratitude for what they do. I am happy to see we are expanding and doing well, which means the city is getting better. Thanks to both Police and Fire and to Interim Finance Director for the job she has done for the city.

Mayor Butler – I echo a lot of the sentiments shared by my colleagues, but I want to expand upon the CALEB accreditation, it is not just we received this the 7th time, but it is the first time the City was awarded an advance accreditation and that is to be commended and I want to thank you Chief Clark, for the work you did in bring this to fruition. Regarding Holland Park at Gillem, we all know that the root of the problem did not occur with this administration, but

I want you to understand that we are truly committed to bringing a solution. And yes, some information was prematurely spoken on, but it is important that we really allow the process to play out, because we do not want what could be an amicable conversation/possible solution to become adversary. So, we have hit a bit of a roadblock, and we are not ready to fully discuss what the options are, I do want you to know that in conversations with the apartment complex management company has not been as forthcoming as we had wanted them to be. We would like the residents to assist the city in speaking with the City Attorney, Mike Williams, in gathering some information, which will help us in trying to figure out we are moving forward. There is not one answer here, so we are trying to explore all our options and once we have something we can stand on, we will be coming back with some solutions for us to have a holistic conversation.

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

It was motioned to recess into Executive Session at 8:17pm.

Motion made by Councilmember Mears, Seconded by Councilmember James.

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

NOTE: Councilmembers Antoine and Akins-Wells left the meeting at 9:30pm

It was motioned to reconvene from Executive Session back into Regular Meeting at 9:33pm

Motion made by Councilmember James, Seconded by Councilmember Gutierrez.

Voting Yea: Councilmember James, Councilmember Gutierrez, Councilmember Mears

It was motioned to approve and authorize settlement of litigation with Dwayne Hobbs as discussed in Executive Session.

Motion made by Councilmember James, Seconded by Councilmember Gutierrez.

Voting Yea: Councilmember James, Councilmember Gutierrez, Councilmember Mears

ADJOURNMENT:

It was motioned to adjourn the April 19, 2021 Regular Council meeting at 9:45pm.

Motion made by Councilmember Mears, Seconded by Councilmember James.

Voting Yea: Councilmember James, Councilmember Gutierrez, Councilmember Mears

File Attachments for Item:

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



Mauldin & Jenkins
200 Galleria Parkway SE
Suite 1700
Atlanta, GA 30339

March 11, 2021

Ms. Angelyne Butler
Mayor
City of Forest Park
745 Forest Parkway
Forest Park, GA 30297

Dear Ms. Butler:

Thank you for allowing us to serve the City of Forest Park ("City," "you" or "your") by conducting the recent City-wide Operational and Performance Audit ("Audit" or "Assessment"). The purpose of this engagement letter is to document your agreement for Mauldin & Jenkins ("M&J") to consult with, and assist you in establishing a Project Management Office ("PMO") to assist the City with implementation of the recommendations identified during the City-wide Operational and Performance Audit.

A. Engagement Objectives, Approach, and Scope of Work

We understand that the City of Forest Park desires the creation of a PMO to assist with implementation of the recommendations identified during the City-wide Operational and Performance Audit.

The PMO, staffed by M&J professionals, will help to facilitate the implementation of recommendations; create project management tools for implementation; and will track/report on the progress of implementation. The PMO can not act as City management, make management decisions, and the City has the ultimate responsibility to determine the prioritization level and timeline for implementation of any of the following recommendations.

Objectives

PMO objectives include the following:

- Work with the City to define the City's prioritization and timeline for implementation of recommendations (which may include all or a subset of recommendations identified by M&J during the City-wide Operational and Performance Audit)
- Develop PMO tools to assist with the implementation of City-desired recommendations
 - Recommendation implementation plans including critical tasks and stakeholders
 - Dashboard reporting for status of implementation
- Monthly progress reports

Approach, Scope, and Deliverables

We will establish the PMO and our working role with all relevant stakeholders. The PMO will work with the City to define the City's prioritization and timeline for implementation of recommendations. Once defined, we will organize the recommendations by logical groupings (departments or stakeholder groups).

We will create suggested individual project plans for the implementation of each recommendation. The project plans will include the necessary actions and stakeholder involvement needed to implement each recommendation.

We will conduct meetings and workshops with the appropriate stakeholders to facilitate the implementation of each recommendation and will provide the final needed actions to City leadership (Mayor and/or City Manager) for review and decision making.

Deliverables: Implementation plans for each recommendation, Monthly status reports showing the progress achieved for each recommendation

Timing

This proposal includes establishing a PMO and providing PMO support for up to 3 months. Some of the shorter-term recommendations should be fully implemented, and others will not be implemented as we believe (and identified during the City-wide Operational and Performance Audit) that certain recommendations are longer-term and will require greater than 3 months to implement. However, progress should be made towards implementation of all recommendations and the City will have tools to continue the implementation.

We are prepared to begin work within 1 week of receiving a mutually executed copy of this engagement letter.

B. Engagement Team

David Roberts will serve as the engagement partner and will be responsible for overseeing the engagement and the delivery of all services to you. Kate Russell, Tim Evans, and other professionals from our Government Practice will also serve the City in delivering services against our scope of work. Your team will consist of the professionals who primarily delivered the City-wide Operational and Performance Audit.

C. Engagement Assumptions, Client Acknowledgements, Responsibilities and Representations

Our Services, Fees and work schedule are based upon the following assumptions, acknowledgements, representations and understandings with you:

- The services described in this engagement letter constitute an advisory engagement conducted under American Institute of Certified Public Accountants standards for consulting services
- Our work will be to assist and advise you with this project. As stated below and for clarity, we will not, nor does City desire us to, perform any management functions, make management

decisions, or otherwise perform in a capacity equivalent to that of an employee or officer of the City

- The City will determine the extent of services it wishes Mauldin & Jenkins to provide and will undertake the responsibilities set forth in this engagement letter
- The City will designate an employee or employees within its senior management who will make or obtain all management decisions with respect to this engagement on a timely basis
- The City will ensure that we have access to key people, facilities and data, and that all levels of your employees and contractors will cooperate fully and timely with us. The success of this engagement is dependent upon full openness, communications, cooperation and timely direction
- The City agrees that all assumptions set forth in this engagement letter are accurate and agrees to provide us with such further information we may need and which we can rely on to be accurate and complete. We will be entitled to rely on all of your decisions and approvals made independently, and we will not be obligated to evaluate, advise on, confirm or reject such decisions and approvals
- The City will evaluate the adequacy and results of services and will let us know immediately of any problems or issues you perceive in our personnel, services or deliverables
- Mauldin & Jenkins will provide recommendations as applicable. The City is responsible for evaluating such recommendations and implementing the recommendations as deemed appropriate by the City
- The City will review the deliverables in a timely manner
- Untimely review, or access to people or information could have an impact on the project schedule
- In no event shall Mauldin & Jenkins (or its personnel) be liable to the City—whether a claim be in tort, contract or otherwise—for any consequential, indirect, lost profit or similar damages relating to the services provided under this engagement letter, except to the extent finally determined to have resulted from the willful misconduct or fraudulent behavior of Mauldin & Jenkins relating to such service

The fulfillment and confirmation of these responsibilities, acknowledgements and representations are critical to the success of this engagement. The successful delivery of our services, and the fees charged, are also dependent on your timely and effective completion of your responsibilities, the accuracy and completeness of the assumptions, and timely decisions and approvals by your management. You will be responsible for any delays, additional costs or other liabilities caused by or associated with any deficiencies in the assumptions or in carrying out your responsibilities.

D. Additional Understandings Arising from the Performance of Attest Services by Mauldin & Jenkins

Mauldin & Jenkins currently performs the financial audit in accordance with “Government Auditing Standards” (GAS) issued by the Comptroller General of the United States. GAS requires that the auditor maintain independence so that opinions, findings, conclusions, judgments and recommendations will be impartial and viewed as impartial by reasonable and informed third parties. Before we agree to provide a nonaudit service to an existing GAS audit client or an entity for which we may be asked to provide future audit services under GAS standards, we determine whether providing such a service would create a significant threat to our independence for GAS audit purposes, either by itself or in aggregate with other nonaudit services provided. A critical component of our determination is consideration of management’s ability to effectively oversee

the nonaudit service to be performed. The City has agreed to designate an individual who possesses suitable skill, knowledge, or experience and that the individual understands the Services to be performed sufficiently to oversee them.

Accordingly, the management of the City agrees to the following:

1. The City has designated a senior member of management, who possesses suitable skill, knowledge, and experience to oversee the services
2. The City will assume all management responsibilities for subject matter and scope of the Services
3. The City will evaluate the adequacy and results of the Services performed
4. The City accepts responsibility for the results and ultimate use of the Services

GAS further requires we establish an understanding with the management, and those charged with governance, of the City of the objectives of the nonaudit service, the services to be performed, the entity's acceptance of its responsibilities, the auditor's responsibilities, and any limitations of the nonaudit service. We believe this engagement letter documents that understanding.

E. Fees and Expenses

The fees for the work described in this Scope of Work, will approximate and not exceed \$99,000 (\$33,000 per month for 3 months) based on the following hourly rates, which are the same rates used for the City-wide Operational and Performance Audit:

Staff Level	Hourly Rates
Partners	\$285
Senior Managers	\$235
Managers	\$195
Professional Staff	\$140

M&J is prepared to continue work past 3 months at the fees/rates listed above upon mutual agreement.


We will submit monthly invoices to the City based on actual hours worked at the above hourly rates. Payment is expected within 30 days.

The above fees are based on anticipated cooperation from your personnel (including complete and timely receipt of requested information and the scheduling and conduct of requested interviews) and the assumption that unexpected circumstances (including scope changes) will not be encountered during the project. If significant additional time is necessary, or if additional scope elements are requested, we will discuss it with the designated client project sponsor and arrive at a new fee estimate before we incur the additional costs.

The attached Terms and Conditions apply to this engagement and are an integral part of our agreement. Please indicate your agreement to these arrangements by signing and returning a copy of this engagement letter with the completed acknowledgement section.

We appreciate the opportunity to be of service to you and look forward to working with you on this engagement.

Sincerely,



David Roberts, Mauldin & Jenkins
Government Advisory Lead Partner

F. Acknowledgement and Acceptance

We have read and agree to this engagement letter, the attached and incorporated Terms and Conditions, and any specified Exhibits and Attachments hereto. Client and its signatory below represents that said signatory is its duly authorized representative and has the requisite power and authority to bind Client to the undertakings and obligations contained herein.

Acknowledged and accepted:

The City of Forest Park

By: _____

Name: _____

Title: _____

File Attachments for Item:

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



404-610-4432 info@spikedcommunicationsllc.com www.spikedcommunicationsllc.com



@SpikedComm



SpikedCommunications

PREMIERE COMMUNICATIONS CONSULTING AND DEVELOPMENT

April 28, 2021

City of Forest Park
City Manager & Mayor's Office
Dr. Marc-Antonie Cooper
Via: Email

RE: Public Affairs & Community Engagement

Thank you in expressing an interest in **Spiked Communications, LLC.** and allowing us to present this proposal for Communications Consulting to serve provide public affairs and community engagement consulting.

Spiked Communications, LLC. is a communications consulting firm that specializes in the art of communication and media development ranging from media/public relations to crisis communications as well as writing and strategic communications planning. At **Spiked Communications, LLC.**, we believe that our job is to assist, train and develop our clients using traditional and non-traditional methods to help them reach their desired communication goals.

Spiked Communications, LLC. is prepared to deliver extraordinary service with exceptional results. Thank you again for your consideration of services. We look forward to with you soon. Enclosed you will find a Client Quote for Services and the **Spiked Communications, LLC.**

Objectives: Spiked Communications will provide public affairs and community engagement consulting related to heightening the city's footprint in the City of Forest Park.

- Increase City's visibility
- Promote City Initiatives
- Provide action steps to increase community engagement and outreach
- Develop a strategic communications plan
- Provide counsel in any matters pertaining to public appearances/statements, speaking engagements, and presentations.

Payment: \$6,000 Crisis Management Services/month

Length: May 2021 – July 2021

- Spiked Communications will invoice the City Manager
- **Invoice Date:** 15th day of each month
- **Invoice Due:** The last day of each month

With Kind Regards I Remain

Chata M. Spikes

Chata M. Spikes

President, Spiked Communications, LLC

Client Initial/Return ALL Pages

Chata M. Spikes



404-610-4432 info@spikedcommunicationsllc.com www.spikedcommunicationsllc.com



@SpikedComm



SpikedCommunications

PREMIERE COMMUNICATIONS CONSULTING AND DEVELOPMENT

Date: April 28, 2021

Client(s): City of Forest Park

Project: Public Affairs & Community Engagement (City Manager/Mayor's Office)

Objectives:

- Increase City and Mayor's visibility
- Promote city initiatives
- Provide action steps to increase community engagement and outreach
- Develop a strategic communications plan
- Provide advice and counsel in any matters pertaining to public appearances/statements, speaking engagements, and presentations.

CONSULTING OBJECTIVES/DELIVERABLES

PHASE 1: Initial Assessment of the public relations needs.

- Identify areas of critical I needs i.e. initiatives, programs and events

PHASE 2: Background Details sake of developing a communications plan

PHASE 3: Plan for communications management i.e., press conference, interviews, social media management.

PHASE4: Execution

COST: \$6,000 /month

Client Initial/Return ALL Pages

Chata M. Spikes



404-610-4432 info@spikedcommunicationsllc.com www.spikedcommunicationsllc.com



@SpikedComm



SpikedCommunications

PREMIERE COMMUNICATIONS CONSULTING AND DEVELOPMENT

AGREEMENT

This Agreement Date: **May 2021** between Spiked Communications, LLC (hereafter called Spiked) and **(CLIENT) City of Forest Park** (CLIENT) for work Spiked Communications, LLC (SCL) will complete.

This Agreement defines the terms and conditions of the continuation of services to be provided to client and specifies the services for which the Client engages Spiked and the terms and conditions of the engagement. All work will be performed in a professional manner. No guarantees are made; as all sessions are for the purpose of coaching.

PAYMENT OPTIONS:

All parties agree to retain the services of Spiked Communications, LLC (SCL) as outlined above with the period commencing **May 2021** (DATE). **(CLIENT) City of Forest Park** agrees to pay Spiked Communications, LLC **\$6,000/month**

If the needs of the client change beyond the deliverables the cost associated with retaining Spiked Communications, LLC will be increased to satisfy the needs of the client; therefore, the fee is subject to change.

This professional fee to be made payable to Spiked Communications, LLC compensates Spiked Communications, LLC time, staff and services provided by, but not limited to: Chata Spikes any and all Spiked Communications, LLC employees and interns working directly under their supervision. Additionally, Spiked Communications, LLC will be compensated each month for all necessary and reasonable expenses incurred by Spiked Communications on behalf of **(CLIENT) City of Forest Park**. Expenses incurred will be invoiced and made payable at the same time as the professional fee. We do not charge for phone or email/fax related expenses, and we never mark up any costs.

Any and all other additional out-of-pocket expenses require written request and pre-approval by CLIENT and costs are in addition to the Services Fee and are to be paid by CLIENT upon presentation of invoice and such further terms as stipulated hereto.

Spiked Communications, LLC and its personnel working on behalf of **(CLIENT) City of Forest Park** are considered contracted services and our staff is not to be considered employees of CLIENT.

Client understand and agrees that thereafter, this Agreement and may be cancelled by either party hereto by giving a 15-day advance written cancellation notice to the other and fees are due and/or services to be provided include those required to book, confirm, and follow-up with the relevant media sources through the final 30-day period after formal written notice is received by Client or Spiked Communications, LLC.

Such commitment would be cancelable by, Spiked Communications, LLC if any remittance due from **(CLIENT) City of Forest Park** is not paid within fifteen (15) days after receipt of invoice.

This contract reflects a consecutive contractual commitment. In the event of nonpayment, CLIENT will pay reasonable attorney's fees. A service charge of 15% of total invoice will be made on past due balances. By signing this contract, you are accepting full responsibility for on-time payment.

Client Initial/Return ALL Pages

Chata M. Spikes



404-610-4432 info@spikedcommunicationsllc.com www.spikedcommunicationsllc.com



@SpikedComm



SpikedCommunications

PREMIERE COMMUNICATIONS CONSULTING AND DEVELOPMENT

ACKNOWLEDGEMENT AND ACCEPTANCE

By signing below, I/We accept the terms and acknowledge receipt of the Spiked Communications, LLC Client Quote.

Signature/Printed Name

Date

Address:

Phone:

Email:

Chata M. Spikes

CONSULTANT: Chata M. Spikes

Spiked Communications, LLC.

404-610-4432

info@spikedcommunicationsllc.com

Client Initial/Return ALL Pages

Chata M. Spikes