



## CITY OF FOREST PARK MAYOR & COUNCIL

### City Council Work Session

Monday, May 17, 2021 at 6:00 PM

Council Chambers, Virtual Meeting Via Zoom and YouTube Livestream

Website: [www.forestparkga.gov](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

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.

To join the meeting via Zoom Webinar:

<https://us02web.zoom.us/j/89464957303?pwd=eXB1dEE5QnQ2NTJ4c3NQVkdNWISQT09>

**Webinar ID:** 894 6495 7303

**Passcode:** 288884

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

*Meeting ID and Password are above*

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

The Council Meetings will be livestream and available on the City's YouTube page "City of Forest Park GA".

*Please Subscribe to our YouTube page for notifications!*

**CALL TO ORDER/WELCOME:****ROLL CALL-CITY CLERK:****CITY MANAGER'S REPORT:** Dr. Marc-Antonie Cooper**COVID-19 UPDATE:** Deputy Fire Chief, Clemons**PRESENTATION(S):**

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

**NEW BUSINESS:**

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

**Background and Summary:**

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

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

**Background and Summary:**

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

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

**Background and Summary:**

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

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

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

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

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

**Background and Summary:**

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

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

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

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

**Background and Summary**

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

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

**Background and Summary:**

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

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

# City of Forest Park Welcome Signs

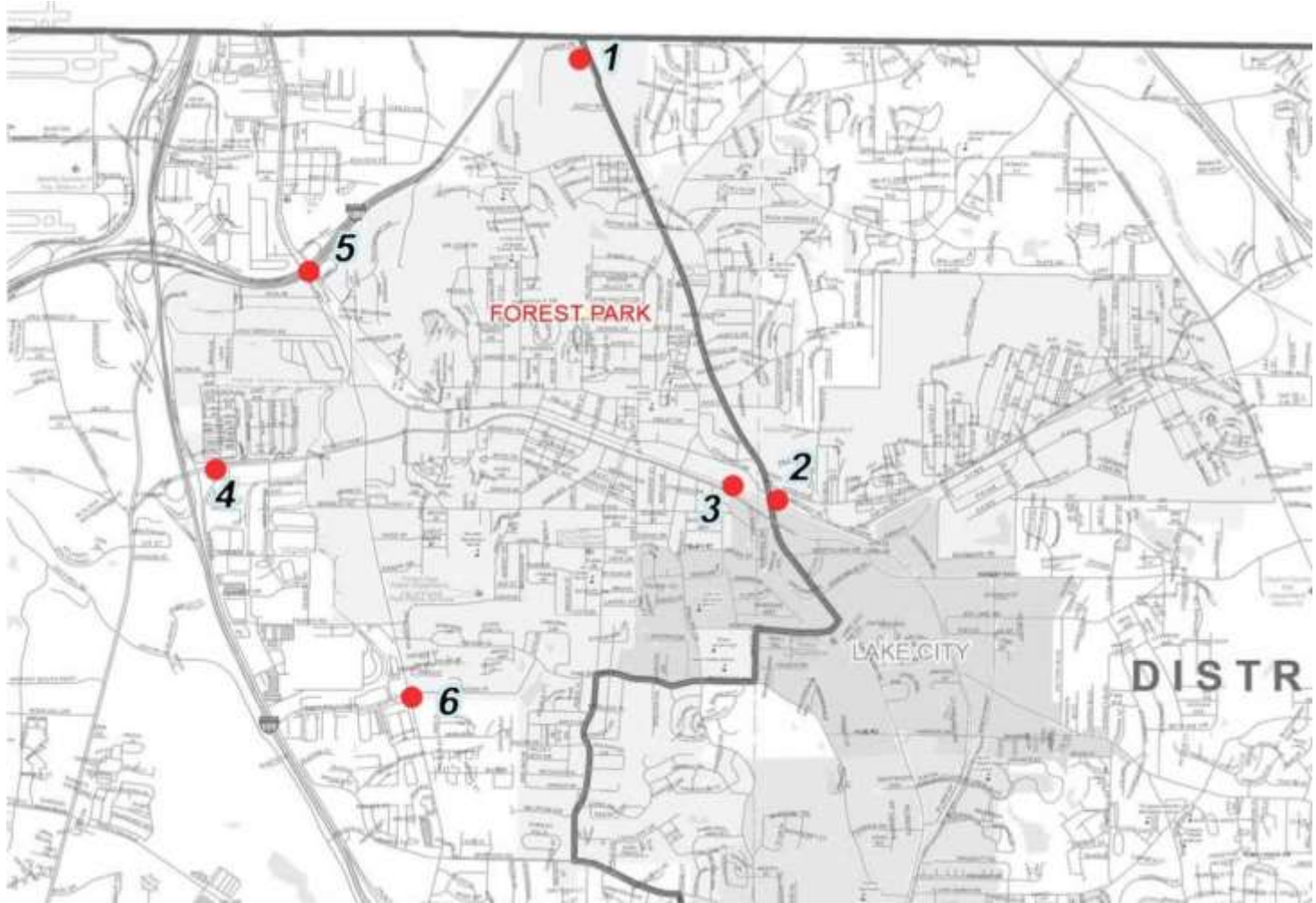
Site Investigation and Pre-Development Report

May 3, 2021

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- ▶ Sign 5 - Existing Conditions and Proposed Concept
- ▶ Sign 6 - Existing Conditions and Proposed Concept

# Overall Location Map





# Sign 1 - Existing Conditions

- Location: Jonesboro Road/Hwy 54 @ Ruskin Drive (LD-LL) 13-015
- Coordinates: 33.647569, -84.365293
- Parcel ID: 13015A-A003



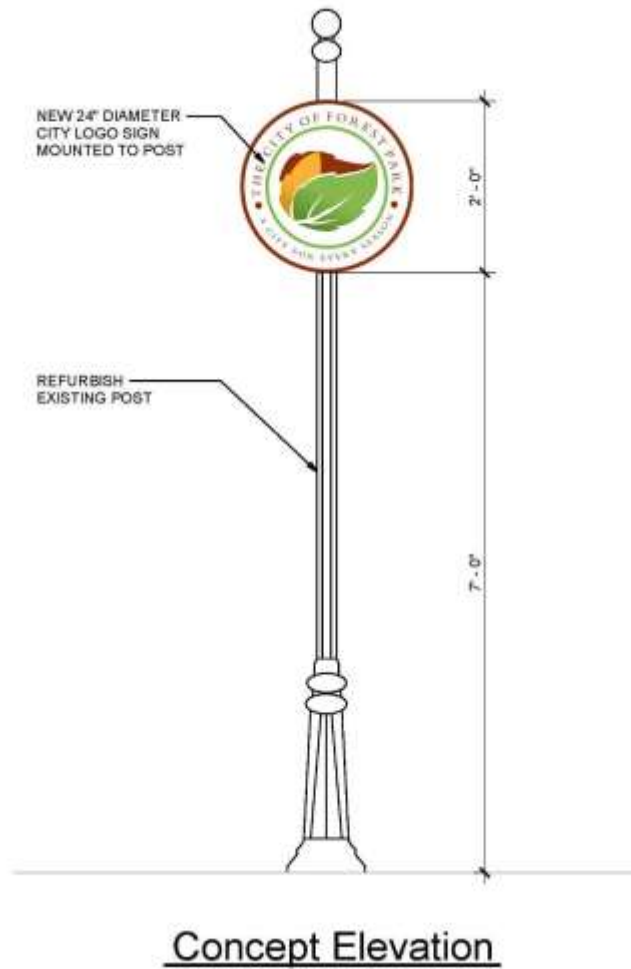
# Sign 1 - Existing Conditions

- ▶ The existing sign is located in the State DOT right-of-way along Jonesboro Rd near the intersection of Ruskin Drive, adjacent to the McDonald's restaurant. Due to the proximity of the sign to Jonesboro Road and the adjacent property, there is not enough space to install a larger sign at this location. PPI recommends refurbishing the existing sign post and installing a new sign mounted to the existing post.



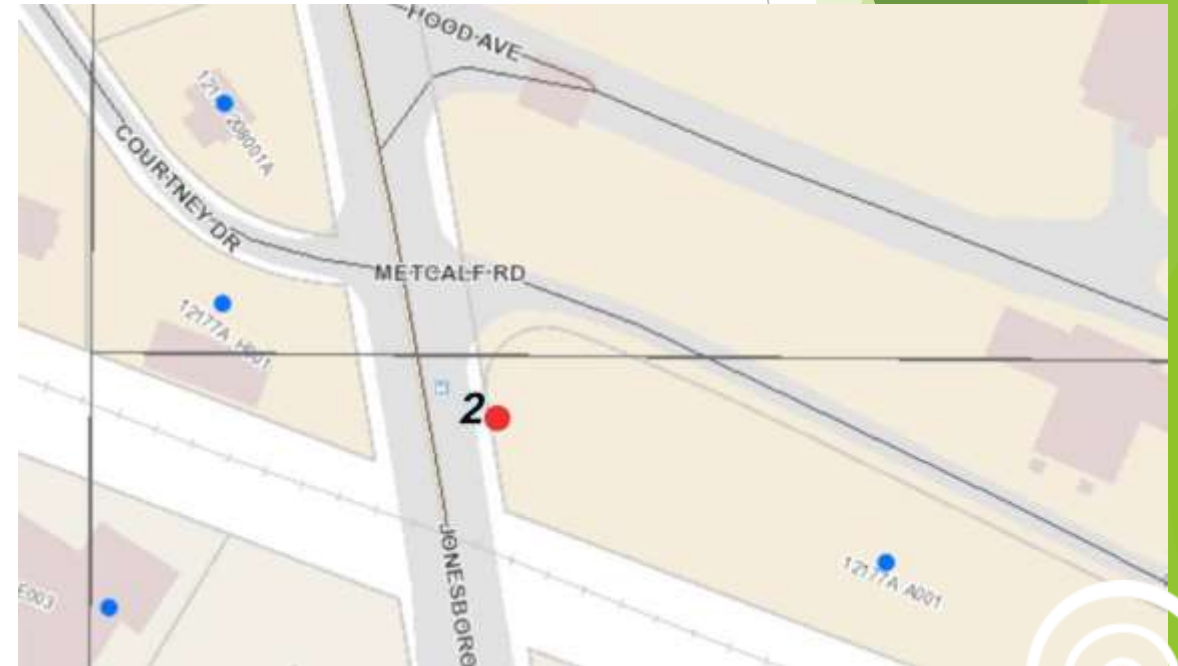


# Sign 1 -Concept Design



# Sign 2 - Existing Conditions

- Location: Jonesboro Road/Hwy 54 @ Metcalf Road (LD, LL) 12-208, 12-177
- Coordinates: 33.616352, -84.349655
- Parcel ID: 12177A-A001



## Sign 2 - Existing Conditions

- ▶ The existing sign is located in the State DOT right-of-way along Jonesboro Rd near the intersection of Metcalf Road, adjacent to an undeveloped property. PPI recommends purchasing a signage easement from the existing property owner and installing a new monument sign outside of the right-of-way in the clear zone.





# Sign 2 - Concept Design



Concept 3D View

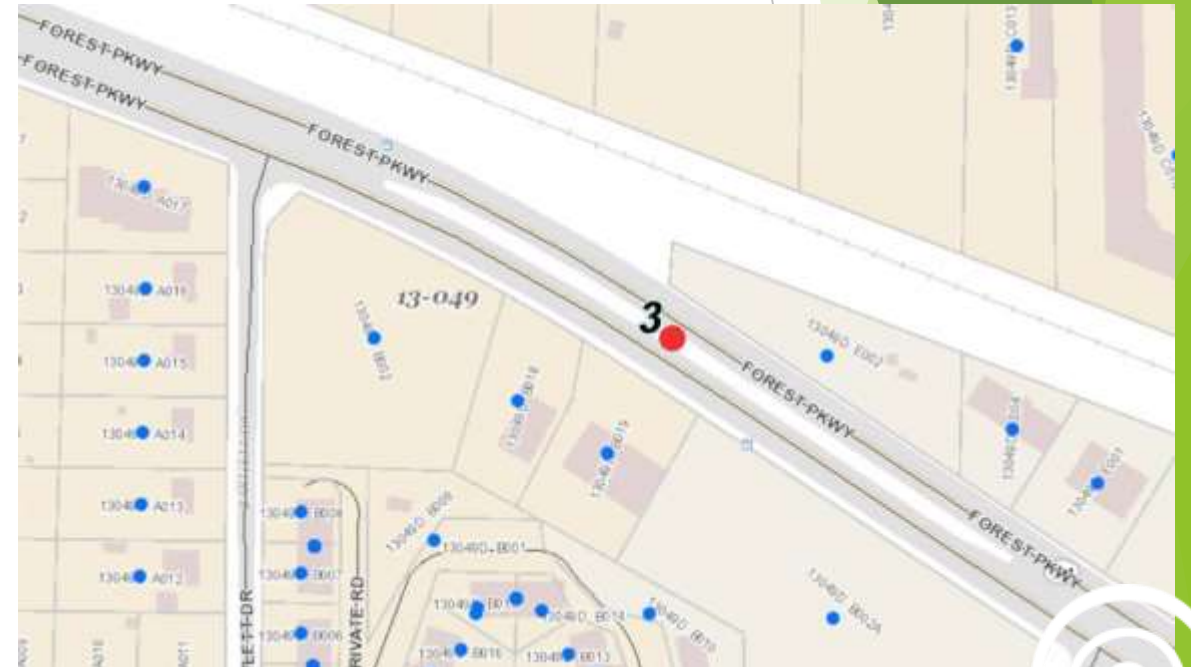


Concept Elevation



# Sign 3 - Existing Conditions

- Location: Forest Parkway/SR 331 @ Lake City Limits near Bartlett Drive (LD, LL) 13-049
- Coordinates: 33.616510, -84.353025
- Parcel ID: N/A





## Sign 3 - Existing Conditions

- The existing sign is located in the State DOT median right-of-way along Forest Parkway, between Bartlett Drive and Jones Court. The sign is constructed of high density foam supported by two posts. PPI recommends replacing the existing sign with a new high density foam sign supported by DOT approved breakaway posts. New landscaping should be installed.





# Sign 3 - Concept Design



Concept 3D View



Concept Elevation



# Sign 4 - Existing Conditions

- Location: Forest Parkway/SR 331 @ State Farmers Market (LD, LL) 13-053
- Coordinates: 33.618450, -84.393692
- Parcel ID: N/A





## Sign 4 - Existing Conditions

- The existing sign is located in the State DOT median right-of-way along Forest Parkway, at the intersection of Main Drive. The sign is constructed of high density foam supported by two posts. PPI recommends replacing the existing sign with a new high density foam sign supported by DOT approved breakaway posts. New landscaping should be installed.



# Sign 4 - Concept Design



Concept 3D View



Concept Elevation





# Sign 5 - Existing Conditions

- Location: Old Dixie Road/19/41 @ 285 (LD, LL) 13-045
- Coordinates: 33.631606, -84.387479
- Parcel ID: 13045A-C008



## Sign 5 - Existing Conditions

- Currently there is no sign at this location, and the City has requested a new sign in this area. PPI recommends purchasing a signage easement from the existing property owner and installing a new high density foam sign supported by DOT approved breakaway posts. Signage shall be located outside of the right-of-way in the clear zone. New landscaping should be installed.



# Sign 5 - Concept Design



Concept 3D View



Concept Elevation







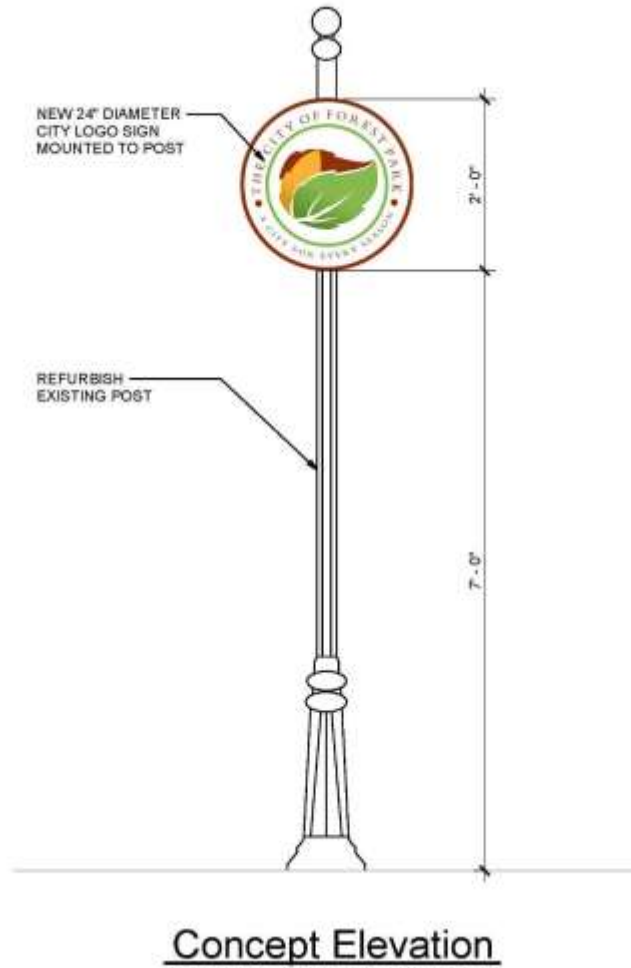


## Sign 6 - Existing Conditions

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



# Sign 6 - Concept Design



# City of Forest Park Welcome Signs

Site Investigation and Pre-Development Report

May 3, 2021

**File Attachments for Item:**

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

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

**City of Forest Park  
Department of Police Services**

|  |                   |                      |
|--|-------------------|----------------------|
| <i>Subject:</i><br><b>Body Worn/In-Car Cameras</b> |                   | <i>Number:</i>       |
| <i>Date Issued:</i>                                | <i>Effective:</i> | <i>Revised Date:</i> |

**I. Purpose and Scope:**

- A. The purpose of this policy is to establish guidelines regarding the use of Body Worn Cameras (BWC) supplied by the Forest Park Police Department, In-Car Cameras (ICC), and the control of recorded media created by these devices. This policy shall apply to all officers who may utilize this equipment, mobile applications or software related to the equipment, or who may utilize and/or access media recorded from these devices.

**II. Policy**

- A. The Forest Park Police Department is committed to protecting the safety and welfare of the public as well as its members. Audio/Video recordings from Body Worn Cameras (BWC) and In-Car Cameras (ICC) can improve the quality and reliability of investigations and increase transparency.
- B. The Forest Park Police Department will provide Body Worn Camera (BWC) equipment for purposes of providing evidence in the prosecution of criminal offenses, to enhance officer safety, to gather evidence, to help resolve citizen complaints, verify officer actions, and for evaluating officer performance and determining training needs. In order to maximize the utility of this equipment in these and related areas, officers will follow the procedures for BWC, and related equipment use as set forth in this policy.
- C. It is the policy of the Forest Park Police Department (FPPD) that officers will use the BWC and related equipment to record video and audio interactions, in their entirety, that occur between officers and the public as described in this policy.
- D. All videos created using the FPPD BWC and related equipment are the sole property of the FPPD. Any portion of the video/audio recording that contains events surrounding a violation of the law is considered a record of a criminal investigation.

**III. Program Objectives:**

- A. BWCs are intended to improve the operational efficiency of the FPPD. The purpose of the Forest Park Police Department's BWC program is to accomplish the following objectives:
1. Promote transparency, accountability, and build community trust.
  2. Accurately document events, actions, conditions, and statements made during arrests, contacts, and critical incidents, to enhance officer reports, collection of evidence, and testimony in court; and
  3. The enhancement of this agency's ability to review probable cause for arrest, arrest procedures, officer interaction with the public and suspects, and evidence for investigative purposes, as well as for officer evaluation and training.

**IV. Definitions**

- A. Visual Labs– The vendor selected by the department to provide Body Worn Cameras (BWC), in-car cameras (ICC).

- B. Activate – To manually begin recording officers must intentionally start the BWC unless there is a triggering event.
- C. Trigger Event – An event that causes the ICC/BWC system to begin recording. Trigger events include activation of emergency lights, the police vehicle exceeding a preset speed or manual activation by the officer.
- D. Pre-Event Recording – ICC systems will retain the video recording made prior to the trigger event for a period of time determined by the system settings. Audio is not recorded until the trigger event occurs.
- E. Category – A term used in the Visual Labs system for video/audio that has been marked for retention for longer than the default retention period. Categories are also labels given to BWC or ICC data for classification. Note: changing the category does not automatically change the retention; those are two separate permissions.
- F. Bookmark – A bookmark is a place marker in the video. By marking a video with a marker, it will allow you to quickly advance to an important segment in that video later during playback.
- G. Visual Labs Administrator – A Visual Labs system user who has the authorized access to gov.visuallabsinc.com with the capability of utilizing functions beyond the basic user.
- H. Body Worn Camera (BWC) – Is defined as any device that can be worn on the body and capture recorded media in both audio and visual signals.
- I. In-Car Camera (ICC) – Is defined as any device that is mounted inside a marked patrol vehicle to capture recorded media in both audio and visual signals.
- J. Covert Mode – A setting for the BWC that will suppress all external indicators on the unit, audio, and visual indicators.
- K. Officers – For the purpose of this policy, officers could also include civilian personnel who wear a BWC during the performance of their duties.

#### **V. Operating Procedures:**

- A. BWC equipment is the responsibility of the officer assigned to it and will be maintained according to manufacturer's recommendations and the policy requirements of the Forest Park Police Department. Officers will follow the procedures listed below when utilizing BWC equipment.
  - 1. Based on availability of equipment, BWC will be primarily issued to those officers assigned to the patrol division in a non-supervisory role. However, should any sworn officer work in a uniformed patrol capacity they must wear a BWC if a BWC is available for use.
    - a. Such officers must contact a Visual Labs administrator prior to the duty assignment to be temporarily assigned a BWC.
    - b. Upon completion of the assignment, the BWC must be returned to the Visual Labs administrator.
  - 2. Prior to each shift, officers shall inspect and test BWCs to ensure that it is operational, and the battery is fully charged. The officer shall then sync their BWC with the ICC (if the vehicle is equipped with Visual Labs ICC) to determine whether their equipment is working satisfactorily according to the manufacturer's directions. Any failure of the equipment shall immediately be brought to the attention of their immediate supervisor.

- a. If the BWC must be pulled from service, the officer and/or supervisor shall immediately report the defective item to the Visual Labs system administrator.
  - b. If there is noticeable damage to the BWC, do not attempt to charge the device. Doing so could damage the device or its battery, cause serious personal injury, or result in smoke or fire.
3. Except as otherwise provided in this policy, officers shall activate their BWC equipment to record.
- a. All contacts with citizens in the performance of his/her official duties (i.e., calls for service, vehicle stops, execution of search and/or arrest warrants, observed events).
    - i. Officers have discretion on whether or not to record casual non-enforcement contacts.
  - b. Once a body-worn camera is activated, the device shall remain on until the event is completed to ensure the integrity of the recording.
  - c. If an officer fails to activate his/her body-worn camera, fails to record the entire event, or interrupts the recording, the officer shall document in his/her report why the recording was not made, interrupted, or terminated.
  - d. If an officer purposely de-activates his/her body-worn camera without justified cause, he/she may be subject to disciplinary action. Below are some examples where an officer needs to keep recording and are NOT justifiable reasons to turn off a BWC:
    - i. When an officer is in an area open to the public, and a citizen objects to the recording, the officer shall not stop recording.
    - ii. When an officer is in an area where an individual has a reasonable expectation of privacy (such as a private home), pursuant to a valid search warrant, and the individual objects to the recording, the officer shall not stop recording.
    - iii. When an officer enters an area where an individual has a reasonable expectation of privacy (such as a private home), without a valid search warrant, but where exigent circumstances exist (hot pursuit of fleeing felon; imminent destruction of evidence, need to prevent suspect's escape; or a risk of danger to the police or others), and an individual objects to the recording, the officer shall not stop recording.
  - e. If multiple officers are on scene with a BWC, all officers with a BWC will record.
  - f. While not required by policy or state law, officers assigned a BWC may inform other parties that they are being recorded. This has proven to be influential in garnering cooperation of subjects and has been shown to reduce incidents of use of force.
  - g. Officers should use their assigned BWC to record crime scenes prior to the arrival of crime scene technicians if possible, especially if the scene may change or be compromised.
  - h. Officers shall make a verbal notation on the recording anytime he or she plans to intentionally stop or mute a recording prior to the completion of an event or incident. The verbal notation must include the reason why the member is stopping the recording.

4. Video will automatically upload to the Visual Lab cloud after the video is captured and saved. Officers will charge their BWC phone between shifts and can manually upload using the VL Android application.
5. BWC equipment will automatically activate when a Triggered Event or Remote Triggering occurs. When the event has concluded, the officer will manually stop the recording. The equipment may be manually deactivated during non-enforcement activities such as when protecting accident scenes from other vehicular traffic.
6. As soon as practical, the officer shall classify the recordings with the appropriate category. This is accomplished through [gov.visuallabsinc.com](http://gov.visuallabsinc.com). Categories include:
  - a. Uncategorized – System category that is default for all new evidence.
  - b. Citizen Contact - to be utilized when an officer contacts a citizen, but no enforcement action is taken.
  - c. Crash Investigation to be used during a traffic accident investigation.
  - d. Sensitive not for release – If the video is sensitive in nature, the officer can request consideration for viewing of the video, such as same gender, etc. In this event the Visual Labs administrator will designate a person to review the video who will report the contents of the video to the administrator.
  - e. DWI/DUI/DRE – When the officer arrests a person for DWI or DUI. Also, for DRE evaluations.
  - f. Felony Offense/Arrest – to be used when a person is arrested and/or transported in a patrol unit for a felony.
  - g. Incident – To be used for situations beyond casual citizen encounters but do not rise to the level of enforcement action as listed above, including civil matters. These typically will be cleared as stat 4 Cad notes.
  - h. Misd. Offense/Arrest – to be used when a person is arrested and/or transported in a patrol unit for a misdemeanor.
  - i. Pending Review – System category for supervisors only. DO NOT USE.
  - j. Person/Vehicle Search - when a vehicle search or pat down search is recorded but no arrest occurs.
  - k. Pursuit – to be used when the patrol unit is involved in a vehicle pursuit.
  - l. Accidental - to be used to classify an accidental activation, or other situation where there is no need to retain the video recording beyond the default period. This category is to be used for video that may have been accidentally recorded in a situation in which BWC usage is not mandated. The video is not viewable to anyone other than a designated review supervisor.
  - m. Test/Training – to be used during a pre-shift inspection of the BWC/ICC to ensure the proper operation of the camera systems. Also, to be used when the BWC/ICC is utilized for training.
  - n. Traffic Stop - to be used for all traffic stops.
  - o. VIOLENT Felony Offense/Arrest – the same as above but for violent crimes (homicides, terroristic acts, etc.).



- p. Critical Incident – Homicide, officer involved shooting, etc.
7. Recorded data will be retained and archived based on the applied category for the following minimum periods:
- a. Uncategorized – 180 days
  - b. Citizen Contact – 180 days
  - c. Crash Investigation - 30 months
  - d. Sensitive not for release – 30 months
  - e. DWI/DUI/DRE – 30 months
  - f. Felony Offense/Arrest – 30 months
  - g. Incident – 30 months
  - h. Misd. Offense/Arrest – 30 months
  - i. Pending Review – Until Manually Deleted (system category)
  - j. Person/Vehicle Search – 30 months
  - k. Pursuit – 30 months
  - l. Accidental – 180 days
  - m. Test/Training – 180 days
  - n. Traffic Stop – 30 months
  - o. VIOLENT Felony Offense/Arrest – 30 months
  - p. Critical Incident- Permanent
  - q. Officer Injury- 30 months
  - r. Officer Use of Force- 30 months
8. The officer is responsible for ensuring that equipment is operating to record every citizen and/or enforcement action. In so doing, officers will ensure that:
- a. The BWC is affixed to their department-issued uniform in the chest area, above the belt line and below the neck, to optimally capture all recordings and to optimize the field of view.
  - b. The BWC shall not be deactivated until the enforcement action is completed and;
  - c. The use of the BWC will be recorded in all department reports. This notation of the use of BWC does not replace the officer's responsibility to fully complete departmental reports.
  - d. Whenever an officer obtains a recording of a statement, the event shall be documented in all department reports. A video statement is a supplement to, and not a replacement or substitute for, a written statement.
  - e. An officer may not exclusively use "please see video" or any similar language on any department-mandated reports.

**B. Restrictions on Use of Body-Worn Cameras**

1. BWCs shall be used only in conjunction with official law enforcement duties. However, BWCs shall NOT be used to record the following:
    - a. Secretly record conversations that are not investigative in nature or are unrelated to official police activities (i.e., casual “shop-talk” conversations between officers).
      - i. A violation of this prohibition would be considered serious in nature and could result in discipline, up to and including termination.
      - ii. If such a conversation is recorded, the officer shall immediately notify a supervisor. The supervisor shall take all necessary steps to ensure that the recorded conversation is not repeated or played unless required by law.
    - b. Performance of non-enforcement functions or administrative duties within a department facility.
    - c. During departmental investigations and/or interviews involving any of the following: Command-level interviews, Response to Use of Force Interviews, and/or Office of Professional Standards interviews.
    - d. Intentional recording of undercover officers or their confidential informants.
    - e. When on break or otherwise engaged in personal activities.
    - f. Locations where department personnel have a reasonable expectation of privacy, including, but not limited to, hospital rooms or emergency rooms, locker rooms, and restroom facilities.
  2. Officers shall utilize body-worn cameras while on secondary employment. BWC’s will be activated whenever an officer working secondary employment takes any type of law enforcement action.
- C. Officers shall only use department issued BWC’s. Officers shall not use personally owned body-worn cameras while on duty.
- D. Special circumstances.
- a. When an officer enters an area where an individual has a reasonable expectation of privacy (such as a private home), without a valid search warrant, and where exigent circumstances do not exist, but person with authority over the premises, such as a renter, objects to the recording, this shall be regarded as a revocation of the consent to enter, and the officer should (after recording the objection) exit the location to a public area outside the structure, such as a yard, side walk, street etc. Revoking consent for BWC’s does not constitute probable cause to arrest.
  - b. When an officer is taking a witness statement from a victim of a sexual assault, or if there is a rational belief by that officer that the recording would place the witness in danger of harm, the video should be tagged as sensitive not for release. This discretion is solely left to the responding officer.
  - c. Any interruption of a BWC recording under this section must be properly documented in the officer’s report.
  - d. Officers shall not attempt to erase, alter, or tamper with any BWC data/recording or in any way interfere with the recording system, or intentionally cause the unit to malfunction.

- e. Officers shall not attempt to duplicate videos for any purpose other than legitimate department matters, nor shall any officer attempt to or upload videos not authorized by the Chief of Police or the Chief's designee to any social media platform.
- f. Officers may review video/audio recordings created under their own profile to aid in reviewing details or in completing documentation of events.
- g. Supervisors may review video/audio recordings created by another officer to aid in training.
- h. Officers will note in incident, arrest, and related reports when video/audio recordings were made during the incident in question.

## **VI. Video Control and Management:**

A. BWCs containing information that may be of value for case prosecution or in any criminal or civil adversarial proceeding shall be safeguarded as other forms of evidence. As such, these will:

- 1. Be subject to the same security restrictions and chain-of-evidence safeguards as detailed in this agency's evidence control policy. Whenever possible, the case can be made digitally available by those with permissions through email links. If needed a DVD copy can be utilized.
- 2. Not be released to another criminal justice agency for trial or other reasons without the approval of the Evidence Custodian.
- 3. Not be released to the public, the media, or any other entity outside law enforcement without prior approval of the Chief of Police or the Chief's designee.
- 4. Media or citizen requests for a video recording shall be made in accordance with the Georgia Open Records Act and shall be directed to the City Clerk for processing.

B. The Training Unit, Office of Professional Standards, or other unit as approved by the Chief of Police or the Chief's designee, may request a copy of a video segment for use in training, review, investigation of a complaint, or other legitimate purpose pertaining to the function of that unit. Upon approval by the Chief of Police or the Chief's designee, these recorded copies may be retained by the requesting unit for the use of that unit. Such recorded copies will be subject to the same restrictions from release to non-law enforcement entities or uploading to social media network.

## **VII. Supervisory Responsibilities:**

Supervisory personnel who manage officers equipped with BWCs shall ensure that:

- 1. All officers follow established procedures for the use and maintenance of BWC equipment, handling of video/audio recordings, and the completion of BWC documentation.
- 2. The supervisor shall, on a weekly basis, also ensure that the correct classification of the "event" is selected for the incident. A report may be run in [gov.visuallabs.com](http://gov.visuallabs.com) to list those officers who have not properly categorized their evidence.
- 3. On a monthly basis, supervisors shall randomly review recordings to assist in an assessment of officer performance, determine whether BWC equipment is being fully and properly used, and to identify material that may be appropriate for training. Supervisors shall conduct this assessment on each officer under their command and should review at least one video per officer during each month. Supervisors shall keep documentation of this assessment recording, the date of the assessment, the system ID of the video reviewed, the type of video reviewed, and any observations made by the supervisor. The video that is reviewed should be from the same month the assessment is being made and may be a review of any type of officer/citizen contact.
- 4. Repairs and replacement of damaged or non-functional BWC equipment is performed.

## **VIII. Training**

All officers must receive training, including policy review, on BWC equipment prior to use. This training will include the unit nomenclature, mounting options, and operation procedures of the BWC. This training will also include a documented overview of the gov.visuallabs.com software system.

## **IX. Critical Incident Protocol**

Critical Incident for the Purpose of this SOP is any police action or activity that directly or indirectly results in great bodily harm or death to a department member and/or civilian.

1. In the event of a critical incident, members assigned a body worn camera will refrain from viewing the recorded data until the investigative entity responsible for the investigation arrives on scene.
2. The Chief of Police or his designee shall make the determination if the involved officer(s) will be permitted to view the recorded data.
3. This section does not prohibit members in critical incidents with ongoing exigency from viewing body worn camera recordings that may aid the present investigation (e.g., suspect descriptions, suspect vehicles, direction of travel, etc.)

## **X Data Privacy/ Records Request**

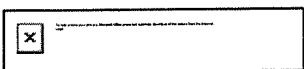
1. Members will not allow citizens to review video captured by a BWC unless there is an investigative reason to do so and such viewing has been approved by a supervisor. Members shall advise civilians that they may request a copy of the recording through the public records process.
2. The release of video requested through a public records request will be handled in accordance with existing policy and public records laws. Reproduction fees for duplication of recordings will be established by the City of Forest Park.
3. Prior to the release of any BWC recordings to the public, the Records Division will ensure that proper redactions have been made in accordance with state law.

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

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

**Lisa Waller**

**From:** Millennial Cleaning Services <notification@getjobber.com>  
**Sent:** Sunday, June 07, 2020 10:32 AM  
**To:** jdelk@forestparkpd.com; lwaller@forestparkpd.com  
**Subject:** Following up on quote #67  
**Attachments:** quote\_67.pdf



## Quote follow-up

Hi Forest Park Police Department,

We just wanted to send a quick note to see if you had a chance to look at the quote we sent recently? W

We're excited to get to work, so if you'd like to proceed let us know and we can get started!

Thanks,

Millennial Cleaning Services

4707154744

**Review Quote**

Button not working? Copy and paste this link to your browser address bar: [https://secure.getjobber.com/client\\_hubs/690b1218-fe3e-45c1-8374d9df1a402/quotes/7651275?auth\\_token=eyJhbGciOiJIUzI1NiJ9.eyJidW5rZXJfdXNlcl9pZCI6Mjg3MzI2NTV9.aZoAb8YMgBGJKMyAsilv](https://secure.getjobber.com/client_hubs/690b1218-fe3e-45c1-8374d9df1a402/quotes/7651275?auth_token=eyJhbGciOiJIUzI1NiJ9.eyJidW5rZXJfdXNlcl9pZCI6Mjg3MzI2NTV9.aZoAb8YMgBGJKMyAsilv)

**Millennial Cleaning Services**

4707154744

crs@millennialcs.com

3061 Oakcliff Road 202, Doraville, Ga 30340

## Millennial Cleaning Services

3061 Oakcliff Road 202, Doraville, Ga 30340

4707154744

crs@millennialcs.com | <https://www.millennial-cleaning-services.com>



### RECIPIENT:

### Forest Park Police Department

320 Cash Memorial Boulevard

Forest Park, Georgia 30297

### Quote #67

Sent on Jun 01, 2020

Frequency x3 Weekly

**Total \$105.00**

| PRODUCT / SERVICE                      | DESCRIPTION   | QTY. | UNIT COST | TOTAL    |
|--|---|------|-----------|----------|
| General Commercial and Office Cleaning | Full cleaning of commercial and office spaces                                     | 1    | \$105.00  | \$105.00 |
|  | 157 Services in a year<br>Average Monthly Cost: \$1373.75                         |      |           |          |
|  | 12 Service Month: \$1260  |      |           |          |
|  | 13 Service Month: \$1365  |      |           |          |
|  | 14 Service Month: \$1470  |      |           |          |
|  | If you all are closed for holidays or an other event,<br>you will not be charged. |      |           |          |

**Total \$105.00**

Thank You! This is the cost per day for our cleaning services at 3 days a week. Please feel free to reach out to us if you have any further questions or concerns. References upon request. Insured. Bonded. Workers Comp.

### SERVICE AGREEMENT OVERVIEW

This contract is to be for (1) one year from the date of the first service. This agreement is automatically renewed thereafter. Either party may at any time cancel the current services after this agreement is made as long as there is written notice. MILLENNIAL CLEANING SERVICES, LLC is required to remain Insured and Bonded at all times. Documents are available upon request. All work is guaranteed to be specified, and the above work to be performed in accordance with the specifications submitted. Unless stated otherwise in the task specifications, we will provide all the necessary equipment needed to perform all tasks. If you are not

## Millennial Cleaning Services

3061 Oakcliff Road 202, Doraville, Ga 30340

4707154744

crs@millennialcs.com | <https://www.millennial-cleaning-services.com>



### Notes Continued...

satisfied with the service please inform us within 24 hours of the last service. A representative of MILLENNIAL CLEANING SERVICES, LLC will fix the issue at no extra charge to you. Otherwise, the service will be accepted as is.

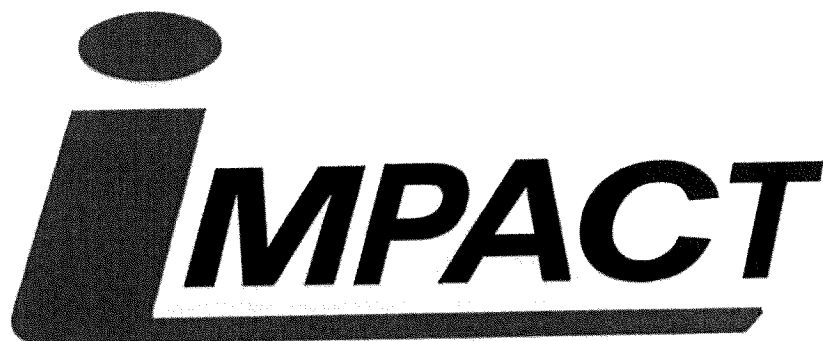
### CONDITIONS OF PAYMENT

I understand that it is my obligation and that of the business that I represent to pay what is due to MILLENNIAL CLEANING SERVICES LLC, upon receiving my invoice within the terms of payment. I am aware that I will have a three (3) day grace period to submit a payment after the invoice is due. Non payment or delayed payment will be subject to immediate cancellation of all services agreed upon until reconciliation is made. Any alteration or deviation from above specifications involving any extra services will be executed only upon written orders and will become an extra charge over and above the proposal price stated.

The above prices, specifications and conditions are fair and hereby accepted. MILLENNIAL CLEANING SERVICES, LLC and any of it's representatives are authorized to do the work as specified.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_





Cleaning Service, Inc.

*Impacting* the way you see clean



Dear Mrs. Waller


Thank you very much for your interest in our company concerning your commercial cleaning needs. The opportunity is greatly appreciated, and I hope that we have done all that is necessary to further this business relationship.

Enclosed you will find a completed proposal for your building. The monthly bid is to include supervision, cleaning equipment, payroll, taxes, and insurance. We feel that we can successfully meet all of your cleaning needs.

In closing I would like you to know that Impact Cleaning Service Inc. is a dedicated professional and hard working company. Our main goal is to satisfy you and all of your cleaning needs.

If you have any questions at anytime, please don't hesitate to call.

Trusting that we may be of service,



Derrick Hoskins, Owner  
Impact Cleaning Service, Inc.

### **Impact Cleaning Service, Inc.**

Impact Cleaning Service Inc. was established on a simple belief that quality workmanship and open communication are the keys to complete customer satisfaction.

With over 18 years in the janitorial business, Impact has the experience to handle any janitorial or maintenance projects. We provide expert cleaning for any size job. We have also built our reputation on the premise that responsible people and quality workmanship, at a competitive price, results in customer loyalty and satisfaction.

Impact is making the difference in the cleaning industry by offering a 100% customer satisfaction guarantee and providing a professional service by using a strict quality control program and advance cleaning techniques.

#### **The Impact Difference:**

- Reduce overhead
- No sub-contractors
- On-site management
- Immediate response
- Proven transition procedures
- Licensed/Insured
- Quality personnel
- Employee training
- Advanced equipment
- Environmentally safe chemicals

**1. Quality Control**

- A. Impact will have on-site management that will perform daily, weekly, monthly, inspections of accounts.
- B. Impact's personnel will be properly trained on all accounts to meet the specified needs of each client.
- C. All personnel are responsible for their daily performance by completing a daily specified cleaning form.

**2. Impact's Personnel**

- A. All personnel are required to have the proper uniforms and neatly dressed and groomed.
- B. All personnel will know and understand all work hours and pay scale.
- C. All personnel will be properly trained and thoroughly explained their job description.
- D. All personnel will be familiar with all cleaning chemicals and supplies as well as operating equipment.

**3. Security and Insurance**

- A. All Impact personnel will go through a thorough background check.
- B. All personnel will be responsible for securing the building after each completed work day/night.
- C. Impact will provide all necessary license, and insurances.

**Entrance/Hallways:**

- Sweep and mop floors.
- Empty trash and replace liner.
- Dust and wipe down furniture and fixtures.
- Clean all doors and partition glass.

**Restrooms:**

- Sweep and mop floors.
- Empty trash and replace liner.
- Completely sanitize all toilets, urinals, and sinks.
- Clean all mirrors.
- Replace all paper products and fill dispensers.

**Offices (911 Comm., Records Division, Detective, Watch, Roll Call):**

- Vacuum and or sweep and mop floors.
- Empty trash and replace liner.
- Dust and wipe down desk, furniture and fixtures.

**Break Room:**

- Sweep and mop floors.
- Empty trash and replace liner.
- Wipe down all tables, chairs, cabinets, counters, and sink.
- Wipe down appliances and inside of microwave.

**Conference Room and Court Room:**

Vacuum floors.

Empty trash and replace liner.

Wipe down table and chairs.

Dust and wipe down furniture and fixtures.

Keep organized and arranged every cleaning.

**All other services that are verbally agreed upon.**

**TOTAL COST OF SERVICE**

Department of Police Services  
320 Cash Memorial Blvd  
Forest Park, GA. 30297

**One Thousand Nine Hundred and Forty-Eight Dollars**  
**(\$1,948.00)**  
***Per Month (Monday, Wednesday and Friday)***

***This bid includes equipment, insurance, supervision, taxes and labor.***

### Summary

Ultimately we believe that Impact Cleaning Service, Inc. is a qualified and enthusiastic company prepared to serve and care for our clients based on the stipulated need of service. We know that our passion for this project combined with our strong work ethics, validates our ability and desire to successfully render quality service. We believe our vast competencies place us in a very good position for making logical and expeditious decisions.

We are confident that our team members and staffing levels will fit appropriately with the demands of your facility. We will remain organized and structured, yet readily willing to be flexible when necessary. We are certain our pricing is reasonable and fair, rivaling any competitor for this position.

The quality of our work speaks volumes. However, we realize that the true determining factor of our performance lies with the satisfaction of our clients. Therefore, it will remain our ongoing mission to execute our services and always considering the welfare and needs of our clients. Implementing our services and transitioning into your organization will be a smooth one due to our excellent time management skills, thorough organizational skills, competent and friendly team members.

We deeply appreciate being considered for this position and opportunity to serve. We look forward to continuing a strong and loyal business relationship with your company.

Thank You.



## ESTIMATE


**City Of Forest Park GA Department  
Of Police Services**

 320 Cash Memorial Blvd.  
Forest Park, GA 30297

+404-608-2 366 Ext. 705

+404-608-2 366 Ext. 701

**Boyd's Cleaning Empire LLC**

758 Belle Grove Drive

Jonesboro, GA 30238

Phone: (470) 715-9566

Email: boydscleaningempire@gmail.com

Fax: (770) 629-2365

Web: boydscleaningempire.com

Estimate #

000100

Date

05/22/2020

| Description  | Total      |
|--|------------|
| Professional Cleaning Services   | \$4,180.00 |
| * Clean and sanitize all restrooms (sinks/vanity, toilets, floors) as well as refill paper products, soap & air freshener<br>* Empty all trash cans (Main entrance, all offices, Court rooms, conference rooms, gym, back of building)<br>* Sweep & mop tile floors (Main entrance, offices, hallways, restrooms)<br>* Vacuum all carpets & area rugs (Court rooms, Office, conference rooms, gym, hallways)<br>* Clean windows (Main entrance, hallways, Admin/Records/Court areas)<br>* Dust (Court rooms, conference rooms, offices & Judge's office)<br>* Clean sinks & countertops in break rooms<br>* Clean glass tabletop in conference room & sanitize tables in Squad room<br>* Empty cigarette posts<br>* Clean & sanitize water fountains |            |

**Subtotal** \$4,180.00

**Total** **\$4,180.00**

**Notes:**

- \* The total is a Monthly Charge for labor ONLY. Invoicing will be submitted within a 30 day net cycle. Taxes are included.
- \* Client will receive two Professional Cleaners.
- \* Cleaning services will be performed three (3) days per week (Monday, Wednesday, Friday) between the hours of 8am - 5pm.
- \* Client will furnish all necessary cleaning supplies, equipment and cleaning agents.
- \* The term of this agreement shall be for a period of one (1) year and shall automatically renew for additional (1) year on the anniversary of this agreement.
- \* This agreement may be terminated or canceled at any time with a minimum of thirty (30) days written notice from either party.
- \* Proposed total amount is negotiable.

By signing this document, the customer agrees to the services and conditions outlined in this document.

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Carolyn Boyd

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City Of Forest Park GA Department Of Police  
Services

# Permits and License Division

This registration must be displayed in a conspicuous place in your business establishment.  
This registration is not transferable  
Valid for Calendar Year 2020



CLAYTON COUNTY  
COMMUNITY DEVELOPMENT

**Business Name:** BOYD'S CLEANING EMPIRE LLC

**Business Location:** 758 BELLE GROVE DR  
JONESBORO GA 30238

**Owner:** Boyd's Cleaning Empire

**License Number:** BL-001710-2019

**Issue Date:** 1/1/2020

**Expiration Date:** 12/31/2020

**Mailing Address:** 758 Belle Grove Dr  
Jonesboro GA 30238

**License Type:** Business License

**Classification:** In Jurisdiction

**Business Type:** 561720 Janitorial Services

Restrictions and Comments:

Other Licenses:

| County/State/Federal | Document No. | Holder Name | Expiration Date |
|----------------------|--------------|-------------|-----------------|
|                      |              |             |                 |

This registration may be suspended or revoked if Federal, State or County Codes, Ordinances, or requirements are violated. Report any of the following changes to the Business License Division immediately: Ownership, Name, Location, Business Type, or additional lines of Business.

If this business closes before the end of the expiration date, please send us a signed written notification of the business closure and the last day of operation to the Business License Division address. It will properly inactivate your business license account and protect you from incurring late fees and penalties.

| <b>CERTIFICATE OF LIABILITY INSURANCE</b>  |  | DATE (MM/DD/YYYY)<br>10/8/2019 |                         |                         |   |        |   |  |             |           |           |   |   |  |  |  |  |   |  |  |  |  |  |  |  |     |     |  |  |   |  |  |
|--|--|--------------------------------|-------------------------|-------------------------|---|--------|---|--|-------------|-----------|-----------|---|---|--|--|--|--|---|--|--|--|--|--|--|--|-----|-----|--|--|---|--|--|
| <p><small>THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.</small></p> <p><small>IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).</small></p>   |  |                                |                         |                         |   |        |   |  |             |           |           |   |   |  |  |  |  |   |  |  |  |  |  |  |  |     |     |  |  |   |  |  |
| <b>PRODUCER</b><br>Liberty Mutual Insurance<br>PO Box 188065<br>Fairfield, OH 45018  | <b>CONTACT</b><br>NAME: _____<br>PHONE (A/C No. Ext): 800-962-7132 FAX (A/C No.): 800-845-3666<br>E-MAIL: BusinessService@LibertyMutual.com<br>ADDRESS: _____<br><b>INSURER(S) AFFORDING COVERAGE</b><br>INSURER A: Ohio Security Insurance Company NAIC # 24082<br>INSURER B: _____<br>INSURER C: _____<br>INSURER D: _____<br>INSURER E: _____<br>INSURER F: _____ |                                |                         |                         |   |        |   |  |             |           |           |   |   |  |  |  |  |   |  |  |  |  |  |  |  |     |     |  |  |   |  |  |
| <b>INSURED</b><br>oyd's Cleaning Empire LLC<br>58 Belle Grove Dr<br>Jonesboro GA 30238   |  |                                |                         |                         |   |        |   |  |             |           |           |   |   |  |  |  |  |   |  |  |  |  |  |  |  |     |     |  |  |   |  |  |
| <b>COVERAGES</b> <b>CERTIFICATE NUMBER:</b> 51704525 <b>REVISION NUMBER:</b> _____   |  |                                |                         |                         |   |        |   |  |             |           |           |   |   |  |  |  |  |   |  |  |  |  |  |  |  |     |     |  |  |   |  |  |
| <p><small>THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.</small></p>  |  |                                |                         |                         |   |        |   |  |             |           |           |   |   |  |  |  |  |   |  |  |  |  |  |  |  |     |     |  |  |   |  |  |
| <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: left;">TYPE OF INSURANCE</th> <th style="text-align: left;">ADDL SUBR (MM/DD/YYYY)</th> <th style="text-align: left;">POLICY NUMBER</th> <th style="text-align: left;">POLICY EFF (MM/DD/YYYY)</th> <th style="text-align: left;">POLICY EXP (MM/DD/YYYY)</th> <th style="text-align: left;">LIMITS</th> </tr> <tr> <td> <input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b><br/> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR<br/> <br/>           GEN'L AGGREGATE LIMIT APPLIES PER:<br/> <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PER <input type="checkbox"/> LOC<br/>           OTHER: _____         </td> <td></td> <td>BLS60415584</td> <td>10/6/2019</td> <td>10/5/2020</td> <td>           EACH OCCURRENCE \$1,000,000<br/>           DAMAGE TO RENTED PREMISES (Ea occurrence) \$300,000<br/>           MED EXP (Any one person) \$15,000<br/>           PERSONAL &amp; ADV INJURY \$1,000,000<br/>           GENERAL AGGREGATE \$2,000,000<br/>           PRODUCTS - COMP/OP AGG \$2,000,000<br/>           \$         </td> </tr> <tr> <td> <b>AUTOMOBILE LIABILITY</b><br/> <input type="checkbox"/> ANY AUTO<br/> <input type="checkbox"/> OWNED <input type="checkbox"/> SCHEDULED<br/> <input type="checkbox"/> AUTOS ONLY <input type="checkbox"/> AUTOS<br/> <input type="checkbox"/> HIRED <input type="checkbox"/> NON-OWNED<br/> <input type="checkbox"/> AUTOS ONLY <input type="checkbox"/> AUTOS ONLY         </td> <td></td> <td></td> <td></td> <td></td> <td>           COMBINED SINGLE LIMIT (Ea accident) \$<br/>           BODILY INJURY (Per person) \$<br/>           BODILY INJURY (Per accident) \$<br/>           PROPERTY DAMAGE (Per accident) \$<br/>           \$         </td> </tr> <tr> <td> <b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR<br/> <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE         </td> <td></td> <td></td> <td></td> <td></td> <td>           EACH OCCURRENCE \$<br/>           AGGREGATE \$<br/>           \$         </td> </tr> <tr> <td> <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b><br/>           ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/ MEMBER EXCLUDED? (Mandatory in NH)<br/>           If yes, describe under DESCRIPTION OF OPERATIONS below         </td> <td>Y/N</td> <td>N/A</td> <td></td> <td></td> <td>           PER STATUTE <input type="checkbox"/> OTHER <input type="checkbox"/><br/>           E.L. EACH ACCIDENT \$<br/>           E.L. DISEASE - EA EMPLOYEE \$<br/>           E.L. DISEASE - POLICY LIMIT \$         </td> </tr> </table> | TYPE OF INSURANCE  | ADDL SUBR (MM/DD/YYYY)         | POLICY NUMBER           | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY)   | LIMITS | <input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b><br><input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR<br><br>GEN'L AGGREGATE LIMIT APPLIES PER:<br><input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PER <input type="checkbox"/> LOC<br>OTHER: _____ |  | BLS60415584 | 10/6/2019 | 10/5/2020 | EACH OCCURRENCE \$1,000,000<br>DAMAGE TO RENTED PREMISES (Ea occurrence) \$300,000<br>MED EXP (Any one person) \$15,000<br>PERSONAL & ADV INJURY \$1,000,000<br>GENERAL AGGREGATE \$2,000,000<br>PRODUCTS - COMP/OP AGG \$2,000,000<br>\$ | <b>AUTOMOBILE LIABILITY</b><br><input type="checkbox"/> ANY AUTO<br><input type="checkbox"/> OWNED <input type="checkbox"/> SCHEDULED<br><input type="checkbox"/> AUTOS ONLY <input type="checkbox"/> AUTOS<br><input type="checkbox"/> HIRED <input type="checkbox"/> NON-OWNED<br><input type="checkbox"/> AUTOS ONLY <input type="checkbox"/> AUTOS ONLY |  |  |  |  | COMBINED SINGLE LIMIT (Ea accident) \$<br>BODILY INJURY (Per person) \$<br>BODILY INJURY (Per accident) \$<br>PROPERTY DAMAGE (Per accident) \$<br>\$ | <b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR<br><b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE |  |  |  |  | EACH OCCURRENCE \$<br>AGGREGATE \$<br>\$ | <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b><br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/ MEMBER EXCLUDED? (Mandatory in NH)<br>If yes, describe under DESCRIPTION OF OPERATIONS below | Y/N | N/A |  |  | PER STATUTE <input type="checkbox"/> OTHER <input type="checkbox"/><br>E.L. EACH ACCIDENT \$<br>E.L. DISEASE - EA EMPLOYEE \$<br>E.L. DISEASE - POLICY LIMIT \$ |  |  |
| TYPE OF INSURANCE  | ADDL SUBR (MM/DD/YYYY)   | POLICY NUMBER                  | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS  |        |   |  |             |           |           |   |   |  |  |  |  |   |  |  |  |  |  |  |  |     |     |  |  |   |  |  |
| <input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b><br><input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR<br><br>GEN'L AGGREGATE LIMIT APPLIES PER:<br><input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PER <input type="checkbox"/> LOC<br>OTHER: _____  |  | BLS60415584                    | 10/6/2019               | 10/5/2020               | EACH OCCURRENCE \$1,000,000<br>DAMAGE TO RENTED PREMISES (Ea occurrence) \$300,000<br>MED EXP (Any one person) \$15,000<br>PERSONAL & ADV INJURY \$1,000,000<br>GENERAL AGGREGATE \$2,000,000<br>PRODUCTS - COMP/OP AGG \$2,000,000<br>\$ |        |   |  |             |           |           |   |   |  |  |  |  |   |  |  |  |  |  |  |  |     |     |  |  |   |  |  |
| <b>AUTOMOBILE LIABILITY</b><br><input type="checkbox"/> ANY AUTO<br><input type="checkbox"/> OWNED <input type="checkbox"/> SCHEDULED<br><input type="checkbox"/> AUTOS ONLY <input type="checkbox"/> AUTOS<br><input type="checkbox"/> HIRED <input type="checkbox"/> NON-OWNED<br><input type="checkbox"/> AUTOS ONLY <input type="checkbox"/> AUTOS ONLY  |  |                                |                         |                         | COMBINED SINGLE LIMIT (Ea accident) \$<br>BODILY INJURY (Per person) \$<br>BODILY INJURY (Per accident) \$<br>PROPERTY DAMAGE (Per accident) \$<br>\$   |        |   |  |             |           |           |   |   |  |  |  |  |   |  |  |  |  |  |  |  |     |     |  |  |   |  |  |
| <b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR<br><b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE   |  |                                |                         |                         | EACH OCCURRENCE \$<br>AGGREGATE \$<br>\$  |        |   |  |             |           |           |   |   |  |  |  |  |   |  |  |  |  |  |  |  |     |     |  |  |   |  |  |
| <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b><br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/ MEMBER EXCLUDED? (Mandatory in NH)<br>If yes, describe under DESCRIPTION OF OPERATIONS below   | Y/N  | N/A                            |                         |                         | PER STATUTE <input type="checkbox"/> OTHER <input type="checkbox"/><br>E.L. EACH ACCIDENT \$<br>E.L. DISEASE - EA EMPLOYEE \$<br>E.L. DISEASE - POLICY LIMIT \$   |        |   |  |             |           |           |   |   |  |  |  |  |   |  |  |  |  |  |  |  |     |     |  |  |   |  |  |
| <b>DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES</b> (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)<br><br>Description of Operations: _____<br>Location of Operations: _____<br>Description of Vehicles: _____   |  |                                |                         |                         |   |        |   |  |             |           |           |   |   |  |  |  |  |   |  |  |  |  |  |  |  |     |     |  |  |   |  |  |
| <b>CERTIFICATE HOLDER</b><br>oyd's Cleaning Empire, LLC<br>58 Belle Grove Dr<br>Jonesboro GA 30238   |  |                                |                         |                         |   |        |   |  |             |           |           |   |   |  |  |  |  |   |  |  |  |  |  |  |  |     |     |  |  |   |  |  |
| <b>CANCELLATION</b><br>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.<br>AUTHORIZED REPRESENTATIVE: <i>Clara Gabriel</i><br>Clara Gabriel  |  |                                |                         |                         |   |        |   |  |             |           |           |   |   |  |  |  |  |   |  |  |  |  |  |  |  |     |     |  |  |   |  |  |
| ACORD 25 (2015/02)      The ACORD name and logo are registered marks of ACORD<br><small>© 1988-2015 ACORD CORPORATION. All rights reserved.</small>  |  |                                |                         |                         |   |        |   |  |             |           |           |   |   |  |  |  |  |   |  |  |  |  |  |  |  |     |     |  |  |   |  |  |

**File Attachments for Item:****6. Discussion on a Professional Services contract with Mauldin and Jenkins** - Dr. Cooper, City Manager**Background and Summary**

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



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:

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Name:

---

Title:

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**File Attachments for Item:****7. Discussion to enter into a Public Affairs & Communications contract with Spiked Communications** - Dr. Cooper, City Manager**Background and Summary:**

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



404-610-4432 [info@spikedcommunicationsllc.com](mailto:info@spikedcommunicationsllc.com) [www.spikedcommunicationsllc.com](http://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:** 15<sup>th</sup> 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](mailto:info@spikedcommunicationsllc.com) [www.spikedcommunicationsllc.com](http://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.

**PHASE 4:** Execution

**COST: \$6,000 /month**

Client Initial/Return ALL Pages

*Chata M. Spikes*



404-610-4432 [info@spikedcommunicationsllc.com](mailto:info@spikedcommunicationsllc.com) [www.spikedcommunicationsllc.com](http://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](mailto:info@spikedcommunicationsllc.com) [www.spikedcommunicationsllc.com](http://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](mailto:info@spikedcommunicationsllc.com)

Client Initial/Return ALL Pages

*Chata M. Spikes*