



**MEETING NOTES OF THE  
CITIZENS BUDGET REVIEW ADVISORY COMMITTEE (CBRA)  
CITY OF DULUTH, GA  
COMMUNITY ROOM  
3167 MAIN STREET  
DULUTH, GA. 30096  
6:00 P.M.  
FEBRUARY 24, 2021  
770-476-3434  
[www.duluthga.net](http://www.duluthga.net)**

**Present:**

Alana Moss  
Manfred Graeder  
Eva Kuhn  
Chantal Scantlebury  
Michael Park  
Sonya Wigfall  
Tom Moore  
Parv Nahajan

**Absent:**

Arthur Mac Williams  
Wetonka Blakmon  
Teresa S. Lynn, Staff

**City Representatives**

Nancy Harris, Mayor  
Rob Froehbrodt, Facilitator  
City Manager, James Riker  
Asst.City Mgr/Economic Development/Finance Director, Ken Sakmar

**I. WELCOME**

Rob Froehbrodt, Facilitator, welcomed the committee members to the meeting and gave a brief overview of the items that were to be discussed. He asked the members to be thinking about the questions James Riker, City Manager send out for discussion later.

**II. APPROVAL OF FEBRUARY 17<sup>TH</sup> MEETING MINUTES**

Rob Froehbrodt, ask members to review the minutes for any corrections. Being none, he called for a motion to approve the minutes.

Motion made by Michael Park

Seconded by Tom Moore

All for – Motion approved.

### III. DISCUSSION/QUESTION BY COMMITTEE

Rob Froehbrodt, ask if the member had any questions about the material that was presented at the last meeting or any other question. Being none, he turned the meeting over to James Riker.

### IV. PRESENTATION ON CITY SERVICES, STANDARDS AND COMMUNITY SURVEY RESULTS

City Manager James Riker led a general discussion about the services the City offers and quizzed the members about the different services to see if they were aware of all the services the City offers. Mayor Harris then discussed with the members the results of a recent online survey the City had conducted of residents to gauge what they liked best about the City and what areas they felt could be improved. Members discussed the results of the survey and provide feedback to the Mayor on whether they agreed with the results and how they would improve the services the City offers.

### V. GROUP DISCUSSIONS

Rob Froehbrodt, then lead a discussion with the members regarding the questions the City Manager had sent out to the members about what services need improvement and what additional services should be offered/provided to the residents. Rob Froehbrodt made a list of the different items/suggestion member came up with and further discussion ensued by member and staff of several of the items in order to get further information about the idea or provide additional information. The ideas will be group by Rob Froehbrodt and brought back to the next meeting for further discussion.

### VI. GROUP DISCUSSION/QUESTIONS BY COMMITTEE

No questions brought forth.

### VII. ELECTION OF CBC CHAIRPERSON

Committee member Michael Park volunteered to be the Chairperson of the committee. Rob Froehbrodt call for a motion to appoint Michael Park as Chairperson.

Motion made by Eva Kuhn

Seconded by Manfred Graeder

All for – Motion approved

### VIII. NEXT STEPS

Rob Froehbrodt, Facilitator indicated he would group the member's ideas and bring them back to the next meeting for further discussion. He also ask member to continue to think about the discussion they had tonight and if they come up with other ideas to bring them to the next meeting.

### IX. ADJOURNMENT

Being no further business, the meeting adjourned at 8:00 p.m.

Motion by Manfred Graeder

Second by Tom Moore

All for – Motion Approved

---

Teresa S. Lynn, City Clerk

The next scheduled meeting of the Committee is March 3rd 6:00 pm., in the City Hall Community Room for the purpose to present recommendations to the Mayor and Council.

PLEASE NOTE: This and other city meetings may be audio and/or videotaped for broadcast, transcription and/or archival purposes. As set forth in the Americans with Disabilities act (ADA) of 1992, the City of Duluth government does not discriminate on the basis of disability in the admission or access to or treatment of employment in its programs or activities, and complies with the requirements contained in section 35.107 of the department of Justice regulations. Any requests for reasonable accommodations required by individuals to fully participate in any open meeting, program, or activity of the City of Duluth government should be made seven days prior to the event. Inquiries should be directed to the ADA Coordinator in the Planning Department, located at 3167 Main Street, Duluth, Ga. 30096, telephone (770-) 476-1790.

**CITIZENS BUDGET REVIEW COMMITTEE**




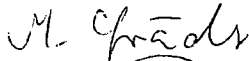

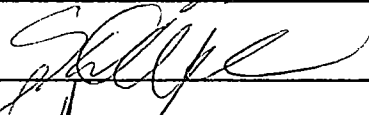
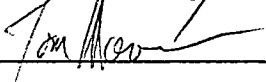
**SIGN IN SHEET FOR FEBRUARY 24, 2021**

NAME	EMAIL
Michael Park	mikepark78@gmail.com
Parv Mahajan	parviam@gmail.com

# Citizen Budget Review Authority

## Sign in Sheet

February 24, 2021

Alana Moss	<a href="mailto:alana.moss@adp.com">alana.moss@adp.com</a>	
Chantal Scantlebury	<a href="mailto:cscantle101@gmail.com">cscantle101@gmail.com</a>	
Eva Kuhn	<a href="mailto:evkuhn@bellsouth.net">evkuhn@bellsouth.net</a>	
Manfred Graeder	<a href="mailto:graderm@bellsouth.net">graderm@bellsouth.net</a>	
Michael Park	<a href="mailto:mikepark78@gmail.com">mikepark78@gmail.com</a>	
Sonya Wigfall	<a href="mailto:SJrunnerMommy@outlook.com">SJrunnerMommy@outlook.com</a>	
Tom Moore	<a href="mailto:tom.moore@commast.net">tom.moore@commast.net</a>	
Wetonka Blakmon	<a href="mailto:tonka75@att.net">tonka75@att.net</a>	

1. The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that proper record-keeping is essential for the integrity of the financial system and for the ability to detect and prevent fraud. The text notes that without reliable records, it would be difficult to track the flow of funds and identify any irregularities.

2. The second part of the document focuses on the role of internal controls in ensuring the accuracy of financial reporting. It describes how internal controls are designed to prevent errors and misstatements, and to ensure that all transactions are properly authorized and recorded. The text highlights that strong internal controls are a key component of an organization's risk management strategy.

3. The third part of the document discusses the importance of transparency and accountability in financial reporting. It notes that providing clear and concise information to stakeholders is essential for building trust and confidence in the organization. The text emphasizes that transparency is not only a moral obligation but also a practical necessity for the success of any business.

4. The fourth part of the document addresses the challenges of financial reporting in a complex and rapidly changing environment. It discusses the impact of new technologies, such as artificial intelligence and blockchain, on the way financial data is collected, processed, and reported. The text notes that while these technologies offer significant opportunities for improvement, they also present new challenges that must be carefully managed.

5. The fifth part of the document concludes by reiterating the importance of a strong financial reporting framework. It emphasizes that a robust framework is essential for ensuring the accuracy, reliability, and transparency of financial information. The text notes that such a framework is not only a requirement for regulatory compliance but also a key factor in the long-term success of any organization.



## **PUBLIC NOTICE**

### **CITIZENS BUDGET REVIEW COMMITTEE**

**FEBRUARY 24, 2021 AT 6:00PM**

#### **Duluth City Hall**

Community Room  
3167 Main Street  
Duluth, GA 30097

Notice is hereby given that the second meeting of the Citizens Budget Review Committee will be held Wednesday, February 24, 2021 at 6:00pm. A subsequent meeting will be held March 3<sup>rd</sup> at 6:00PM. A quorum of Council may be present; no official action will be taken by Council. The public is invited to attend.

Posted February 19, 2021

Teresa S. Lynn

Assistant City Manager, City Clerk

#### Agenda:

- I. Welcome
- II. Approval of February 17, 2021 Minutes
- III. Discussion/Questions by Committee
- IV. Presentation on City Services, Standards and Community Survey Results
- V. Group Discussion
  - a. What service, facility or program offered/provided by the City of Duluth needs improvement?
  - b. What service, facility or program, not currently offered/provided, should be offered/provided by the City of Duluth?
- VI. Discussion/Questions by Committee
- VII. Election of CBC Chairperson
- VIII. Next steps
- IX. Adjournment