



# City of Smyrna

## Issue Sheet

A Max Bacon  
City Hall  
2800 King Street  
Smyrna, GA 30080

File Number: AGR2024-031

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**Agenda Date:** 7/15/2024

**In Control:** City Council

**File Type:** Agreement

**Agenda Section:**  
Consent Agenda

**Agenda Number:** D.

**Department:** Community Relations

**Agenda Title:**

Approval of Letter of Agreement with Mitch Leff & Associates for ongoing public relations support, managed by the Community Relations Department.

***Citywide***

**ISSUE AND BACKGROUND:**

The City of Smyrna has been working with Mitch Leff & Associates since July 2023 with the initial contract/agreement period expiring in December 2023. This Letter of Agreement formalizes the ongoing working relationship and scope of work. The agreement is effective July 1, 2024 through June 30, 2025 with terms as outlined in the Letter of Agreement with monthly rate below budget, and includes clear terms for termination and/or adjustment due to change in scope of work.

**RECOMMENDATION / REQUESTED ACTION:**

Approve Letter of Agreement with Mitch Leff & Associates and authorize signature according to purchasing policy.