



Legal Services Proposal for the City of Jonesboro, Georgia

THE WILEY LAW FIRM, P.C.

1100 Peachtree Street N.E. Suite 200
Atlanta, Georgia 30309

Submitted by:

**LaTonya Nix Wiley, Esq.
The Wiley Law Firm, P.C.**

December 5, 2025



THE WILEY LAW FIRM. P.C. Statement of Interest

I am pleased to submit this formal request to serve as City Attorney for the City of Jonesboro. My legal career spans more than two decades of high-impact legal services to Georgia local governments at the County and municipal levels, including representation of the City of Jonesboro. In my prior assignment supporting the City of Jonesboro through the former City Attorney's Office, I worked directly with the Mayor, Council, and staff, delivering timely legal advice, drafting and reviewing legislation and contracts, attending public meetings, and collaborating with leadership to meet the City's immediate and long-term goals. During that time, I developed an authentic understanding of Jonesboro's priorities, operational pace and expectations for high-quality, responsive legal counsel. This familiarity will allow me to step into the role seamlessly with no learning curve should I be selected to serve.

Throughout my legal career, I have consistently been relied upon to help governing authorities navigate complex, politically sensitive, and high-stakes matters. For each of my public-sector clients, my approach is rooted in responsiveness, collaborative problem-solving and practical, defensible legal guidance. I consistently maintain steady, objective communication with elected officials and provide timely advice to senior management and department leadership.

I also have a strong economic development background, having served as legal counsel to development authorities, where I have negotiated development transactions and guided board governance, organizational structuring, bylaws drafting, incentives negotiation, handling public finance matters, bonds involving multi-million-dollar capital project developments, real estate closing matters, as well as eminent domain proceedings, all of which are essential to supporting municipal growth and development.

It would be my honor to return to Jonesboro in this capacity and to serve with excellence as your next City Attorney. I welcome the opportunity to bring seasoned municipal judgment, strategic insight, and a proven record of high-level public-sector legal services to support the City's continued growth and success.

Proposal Contact Information

Attorney Name

LaTonya Nix Wiley, Attorney at Law

Address

1100 Peachtree Street NE, Suite 200
Atlanta, Georgia 30309

Phone Number

Office: 404.806.9076
Mobile: 678.614.1921

Email Address

latonyanixwiley@wileylawpc.com



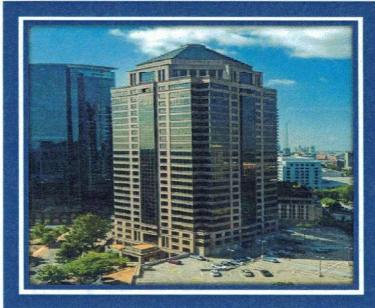
Firm Description

The Wiley Law Firm, P.C. is a Georgia-based public-sector law practice dedicated exclusively to serving local governments, public authorities, and public-sector entities across the state. The firm's mission is to deliver high-quality, efficient, and solutions-oriented legal services tailored to the operational realities of municipalities and public agencies. Its practice spans the full range of local government legal needs, including public finance, procurement, development, ethics, personnel, land use, open government compliance, and litigation management.

Although organized as a solo practice, the firm functions with the strength of a fully staffed municipal law department. Attorney LaTonya Nix Wiley brings more than two decades of high-level experience advising governing authorities, executive leadership teams, boards, commissions, and public officials in all aspects of municipal operations, policy development, and risk management. Her background includes extensive work in real estate transactions, public financing mechanisms, economic development projects, intergovernmental agreements, regulatory compliance, and litigation affecting public bodies. This depth of experience allows the firm to address complex governmental matters with precision, speed, and practical judgment.

To further enhance capacity, The Wiley Law Firm, P.C. maintains strategic professional partnerships with seasoned public-sector attorneys. Attorney Deana Ingram serves in an Of Counsel capacity, providing additional depth, support, and subject-matter expertise when matters require expanded legal resources or accelerated turnaround. This structure enables the firm to take on sophisticated legal assignments while maintaining personalized, accountable service to its clients.

The Wiley Law Firm, P.C., also works closely with an experienced paralegal support firm that provides comprehensive administrative, research, drafting, and litigation-related assistance. This partnership ensures strong infrastructure for document management, timely production of legal work, and comprehensive support for multi-layered municipal matters. The firm is fully equipped to handle the demands of public meetings, legislative drafting, open records management, procurement matters, real estate transactions, code enforcement, personnel investigations, and complex litigation coordination. The firm combines the agility of a boutique practice with the sophistication and depth expected of a government-focused legal team. Its structure allows for personalized attention to each client while ensuring the capability, bandwidth, and institutional knowledge required to support a growing and active municipality such as the City of Jonesboro.



Office Location and Proposed Legal Team

1100 Peachtree Street
Atlanta, Georgia 30309

Office Address

1100 Peachtree Street N.E. Suite 200
Atlanta, Georgia 30309

Proposed City Attorney

LaTonya Nix Wiley, Esq.
Office: (404) 809 -9076
Mobile: (678) 614 -1921
Email: latonyawiley@wileylawpc.com

Support Resources

Attorney Deana Holiday Ingraham will be available to provide legal support and specialized services during periods of high demand, ensuring seamless service delivery. Foster Harris, LLC, an experienced paralegal firm, provides administrative and legal support.

Qualifications: Education

LaTonya Nix Wiley, Esq.

Bachelor of Arts

English and Philosophy
Emory University,
Atlanta, Georgia

Juris Doctorate

Walter F. George School of Law,
Mercer University
Macon, Georgia

Bar Admission

1993 State Bar of Georgia (Active Member In Good Standing)



Qualifications: Education

Deana Holiday Ingraham, Esq.

Bachelor of Science

Bachelor of Science
Florida A&M University
Tallahassee, Florida

Juris Doctorate

Howard University School of Law
Washington D.C.

Bar Admission

2009 State Bar of Georgia (Active Member In Good Standing)



Public Sector Experience: Henry County, Georgia

From 2009 to 2014, I reported directly to the Chief Executive Officer and the governing legislative body, providing comprehensive legal services in government operations. A signature achievement was leading the County's acquisition of Tara Field Airport (now known as Henry County Airport) from Clayton County, Georgia.

From 2004 to 2009, I served as Deputy County Attorney, providing legal support to the County Attorney. In that capacity, I handled employment and personnel matters, including drafting personnel policies, attending personnel hearings, defending EEOC claims, providing daily support to human resources, department heads and senior management. I also conducted EEO and FMLA training.

Legal Leadership

Managed all legal claims involving the County and its elected and appointed officials, provided risk management analyses and liability assessments. Managed cases assigned to outside counsel and coordinated with insurance counsel on covered claims.

Litigation Management

Represented the County and elected officials in State appellate courts, federal district court, and bankruptcy court. Successfully defended zoning litigation. Handled all condemnation litigation; drafted legislation for SPLOST and other local legislation as required.

Policy & Compliance

Drafted the County's first comprehensive Ethics Ordinance, coordinated with state and federal agencies to ensure regulatory compliance on federal, and consulted proactively with department heads to ensure compliance with Open Meetings Act and Open Records Act requirements.

Public Sector Experience: Georgia Municipalities

While serving as Of Counsel at Denmark Ashby, LLC, I was assigned legal counsel to several of the firm's contracted municipalities. My duties included:

- Providing full-service municipal legal representation to multiple cities and public entities throughout Georgia, delivering day-to-day legal guidance to elected officials, executive leadership, department heads, and staff.
- Ensuring all governmental operations complied with federal law, Georgia statutes, local charters, ordinances, and internal policies, mirroring the core requirement of the Jonesboro RFP.
- Attending regularly scheduled and special-called public meetings as needed and providing real-time legal advice, procedural guidance, and parliamentary support to governing bodies and appointed boards.
- Interpretation of the Georgia Open Meetings Act and parliamentary procedure during public meetings to ensure legal compliance with meeting procedures and legislative actions.
- Drafting, reviewing, and negotiating ordinances, resolutions, local legislation, municipal policies, departmental policies, procedures, and legal advertisements, ensuring accuracy, enforceability, and compliance with all legal standards.
- Providing formal written and oral legal opinions on a wide variety of municipal issues, including governance, personnel, procurement, ethics, land use, contracts, liability exposure, and statutory interpretation, and risk-analysis assessments of legal likelihoods.
- Providing training and routine legal support on the Georgia Open Records Act, Open Meetings Act, including legal review of responses and guidance on exemptions and disclosure obligations.
- Drafting, reviewing, revising and contracts, professional services agreements, leases, procurement documents, intergovernmental agreements (IGAs), local legislation, and transactional instruments to ensure legal sufficiency and protect the municipality's financial and operational interests.
- Delivering ethics compliance guidance to municipal officials and employees, including conflict of interest evaluations and interpretation of ethics codes.

Public Sector Experience: Economic Development

I have extensive legal experience representing economic development authorities throughout Georgia.

College Park Business & Industrial Development Authority (BIDA) – General Counsel (current)

As general counsel, I provide full legal and strategic support, including: Representing the Board in all governance, compliance, and real estate matters; Negotiating and closing of multi-million-dollar land transactions for residential, commercial, industrial, and mixed-use economic development projects; Serving as Issuer's Counsel for bond financing projects, and public-private development transactions; Reviewing title work; Structuring and negotiating incentives including bond-for-title arrangements, tax abatements, PILOT agreements, and lease-back structures; Liaising with the City of College Park's governing authority to align zoning, land use, infrastructure, and intergovernmental obligations with BIDA's statutory and constitutional powers; Drafting resolutions, contracts, easements, development agreements, and intergovernmental agreements for project implementation; Providing live legal advice at all board meetings and ensuring compliance with the Georgia Open Meetings Act, Open Records Act, conflict of interest laws and the Authority's enabling legislation.

Clayton County Water Authority – Eminent Domain Representation (former)

I handled eminent domain proceedings to secure easement rights for the expansion of critical public infrastructure. My responsibilities included: Preparing and filing condemnation petitions; Negotiating property acquisition terms, rights-of-way, and easements required for water and sewer infrastructure projects; Coordinating with engineers, land acquisition specialists, and Authority leadership to ensure timely project delivery; Advising senior officials on valuation issues, litigation exposure, and compliance with statutory takings procedures.

Stockbridge Development Authority – Board Counsel (former)

I served as the Authority's primary legal advisor during all meetings. My duties included: Negotiating major development deals, including a high-profile hotel project intended to expand the City's hospitality, tourism, and commercial footprint; Drafting and revising bylaws, governance policies, and financial processes to strengthen the Authority's operational integrity and fiduciary accountability; and developing incentive packages designed to attract businesses to invest in the municipality.

Camilla Urban Redevelopment Authority – General Counsel (former)

I provided end-to-end legal and organizational support beginning with the creation of the legal instruments required to establish the Authority and ensuring statutory compliance under the Urban Redevelopment Law; Developing the Authority's bylaws, governance structure, and internal operating procedures; Negotiating and overseeing the \$6 million bond financing for a new municipal recreation center, the first such capital project in the City in more than 30 years; Coordinating with City officials, bond counsel, financial advisors, underwriters, and project consultants to ensure a fully compliant financing process and successful project launch.

Litigation Experience

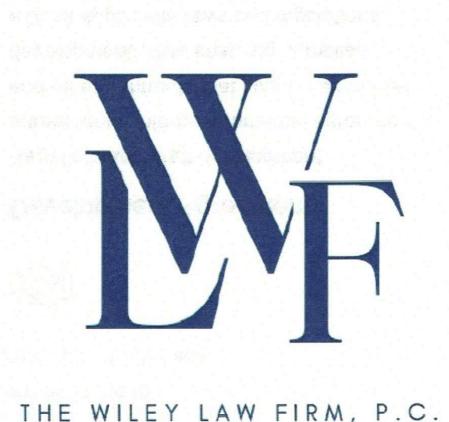
My extensive litigation experience spans multiple forums and encompasses the full range of legal matters affecting municipalities. I have successfully represented local governments and public officials in state and federal courts, administrative proceedings, and alternative dispute resolution forums.

Courts & Forums

- State appellate courts
- Federal district court
- Bankruptcy court
- Administrative proceedings
- Municipal court prosecutions
- EEOC proceedings and mediation

Types of Claims Managed

- Employment discrimination and retaliation
- Civil rights violations
- Contract disputes
- Real estate and land use matters
- Code enforcement and nuisance abatement
- Election challenges



Real Estate Transaction Experience



Municipal growth and development require sophisticated legal support for real estate transactions, economic development initiatives, and financing projects. My extensive experience in these areas positions me to provide comprehensive counsel that facilitates the City's development objectives while protecting its interests.



Real Estate Transactions

Handle all City real estate transactions, whether through traditional closings or eminent domain proceedings, ensuring proper documentation, clear title, and favorable terms for the City.



Bond Financing

Serve as issuer's counsel on bond financing projects related to SPLOST, ESPLOST, and economic development initiatives, managing the complex legal requirements of municipal financing.



Development Agreements

Negotiate and draft development agreements, intergovernmental agreements, and other contracts that support economic development while ensuring compliance with all applicable laws and regulations.

Employment Law & Personnel Management Expertise

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Throughout my career, I have developed deep expertise in labor and employment law as it applies to public sector entities. This includes ensuring compliance with all major federal employment statutes and managing the full spectrum of personnel and related legal matters.

Federal Law Compliance

- Title VII of the 1964 Civil Rights Act
- Americans with Disabilities Act (ADA)
- Age Discrimination in Employment Act (ADEA)
- Family and Medical Leave Act (FMLA)
- Fair Labor Standards Act (FLSA)
- Equal Pay Act (EPA)
- Uniformed Services Employment and Reemployment Rights Act (USERRA)

Personnel Services Provided

- Managed internal investigations arising from employee discrimination and retaliation claims.
- Prepared position statements in response to EEOC claims and participated in EEOC mediation processes.
- Negotiated and drafted severance agreements, non-disclosure agreements, settlement agreements, and employment contracts.
- Developed and conducted EEO and FMLA training seminars for management and supervisors.
- Represented County and department heads in employee civil service hearings.
- Drafted comprehensive anti-harassment policies and established legally viable drug testing policies.

Election Law & Legislative Drafting Experience

My experience includes specialized work in election law and legislative drafting, providing critical support to local boards of elections and ensuring compliance with voting rights legislation. This expertise is particularly valuable for municipalities navigating election matters and local legislative requirements.



Election Administration

Advised and represented local board of elections in election -related disputes, including candidate residency challenges and elector qualification challenges.



Legislative Drafting

Drafted local legislation affecting local voting matters for General Assembly approval and prepared ballot language for local referendums.



Federal Compliance

Prepared Section 5 preclearance packages for Department of Justice approval prior to Shelby County v. Holder, demonstrating expertise in voting rights compliance.



THE WILEY LAW FIRM, P.C.

Professional Memberships & Appointments



State Bar of Georgia

Active Member in good standing



Fulton County Board of Ethics

Appointed Member, Term: February 12, 2024 - February 12, 2027



National Association of Bond Lawyers

Professional member demonstrating commitment to compliance excellence



Alpha Kappa Alpha Sorority, Inc.



Bar Disciplinary History

Affirmative Statement: I have no disciplinary history with the State Bar of Georgia. I am an active member in good standing with no complaints, sanctions, or disciplinary actions of any kind on my record.

Throughout my 30+ year career practicing law in Georgia, I have maintained the highest standards of professional conduct and ethical practice. My record reflects a commitment to integrity, competence, and service to clients and the legal profession.

Specialized Municipal Services

Governance & Compliance

- Draft and review contracts, ordinances, resolutions, and legislation for clarity, enforceability, and legal compliance.
- Review City policies to ensure alignment with federal and state laws, City Charter, and local ordinances.
- Provide written and oral legal opinions on matters affecting City operations.
- Attend all public meetings and ensure legal compliance.

Real Estate & Economic Development

- Handle all City real estate transactions via closing or eminent domain.
- Prepare condemnation petitions and litigate the same.
- Serve as issuer's counsel on bond financing projects related to SPLOST and other economic development initiatives.

Code Enforcement & Collections

- Prosecute nuisance abatement and code violations in Municipal Court.
- Advise staff on and prosecute all violations of City codes.
- Engage in collections efforts for unpaid utility fees.

Personnel & Employment

- Review and approve proposed adverse personnel actions as requested by City staff.
- Provide consultation on labor and employment matters.
- Ensure compliance with federal employment laws including Title VII, ADA, ADEA, FMLA, and FLSA.

Training & Capacity Building



An essential component of effective municipal legal services is building internal capacity through comprehensive training programs. I am committed to providing regular, high-quality training to City staff and officials on critical legal topics that affect daily operations.

Open Meetings Act

Ensuring transparency and compliance with Georgia's Sunshine Laws

Open Records Requests

Proper handling and response procedures

Civil Liability

Understanding and minimizing exposure to legal claims

Ethics & Conflicts of Interest

Maintaining integrity in public service

Procurement & Contracting

Legal requirements and best practices

Personnel & Labor Law

Compliance with federal and state employment laws

Professional Accomplishments

- Successfully litigated two landmark appellate victories that now serve as binding precedent governing Georgia municipalities. These cases distinguish me as one of the very few public-sector attorneys who have independently shaped statewide municipal law at the highest level of the judiciary on two critical areas of local government.
- Responsible for all right -of-way condemnation for \$30 million road construction, expansion and development of Eagle's Landing Parkway, which serves as the premiere commercial corridor in Henry County, Georgia.
- Successfully led the acquisition of 100+ acres of land for the New North Clayton High School for Clayton County Public Schools via eminent domain and intergovernmental coordination with Clayton County, Georgia.
CCPS New North Clayton H.S.
 - Negotiated and closed a contract for the development of the first data mining project in College Park, Georgia, a multi-million dollar economic development project.
 - Led the acquisition of Tara Field Airport (now known as Henry County Airport) from Clayton County, Georgia, a highly complex project involving extensive coordination of local, state and federal agencies.

Proposed Compensation



THE WILEY LAW FIRM, P.C.

Monthly Retainer



Proposed monthly retainer: \$12,500 flat rate.

Hourly Rates



Hourly rates for services for litigation and special projects: \$300 per hour.

Flexible Structure



Open to discussing alternative compensation structures that best meet the City's budgetary requirements and service expectations.

Client References

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My track record of service to Georgia municipalities speaks to the quality, reliability, and effectiveness of my legal counsel. Current and former clients can attest to my responsiveness, practical problem solving approach and commitment to supporting their governance and operational objectives.

"LaTonya's expertise in municipal law and her proactive approach to risk management have been invaluable to our operations. She provides clear, practical advice that helps us make informed decisions while protecting the City's interests."

— Dr. Subrenia Willis, Chair, College Park Building and Industrial Development Authority.

"Her deep knowledge of eminent domain and real estate transactions has helped us navigate complex situations with confidence. She's always available when we need her and provides guidance that is both legally sound and operationally practical."

— Dr. Anthony Smith, Superintendent, Clayton County Board of Education

Mr. Raimond Burley, Acting Mayor
City of Camilla, Georgia
(229) 395 -5351

Dr. Subrenia Willis
BIDA Chair
(678) 760 -2159

Jazzmin Cobble, Mayor
City of Stonecrest, Georgia
(770) 224 -0200

Commitment to Jonesboro's Success

Serving as City Attorney for Jonesboro represents an opportunity to apply two decades of municipal law experience to support a dynamic, growing community. I am committed to providing legal services that not only meet the City's immediate needs but also position Jonesboro for long-term success.

Local Knowledge & Commitment

As a Georgia attorney with extensive experience serving municipalities throughout the state, I understand the unique legal landscape, regulatory environment, and community dynamics that shape local government operations in Georgia.

Responsive & Accessible Service

I am committed to being readily available to City officials and staff, providing timely responses to inquiries, and delivering clear, practical legal advice that supports effective governance and efficient operations.

Strategic Partnership

I view the City Attorney role as a strategic partnership with City leadership, working collaboratively to achieve the City's goals while ensuring legal compliance, managing risks, and protecting the City's interests.

Next Steps

LaTonya Nix Wiley, Attorney at Law

Proposal Submission

This proposal is submitted in response to the City of Jonesboro's Request for Proposal for City Attorney services, to be received by Mayor Donya Sartor.

Ready to Serve

I am prepared to begin serving as City Attorney for Jonesboro immediately upon selection, bringing two decades of municipal law experience, proven expertise, and unwavering commitment to supporting the City's success.

I welcome the opportunity to discuss this proposal in detail and answer any questions the Mayor and Council may have regarding my qualifications and approach to serving as City Attorney.

Thank you for considering this proposal. I look forward to the opportunity to serve the City of Jonesboro and contribute to its continued growth and success through exceptional legal counsel and dedicated service.



THE WILEY LAW FIRM, P.C.
