



where possibilities grow

3921 CHURCH STREET ♦ CLARKSTON, GEORGIA 30021

(404) 296-6489 ♦ WWW.CLARKSTONGA.GOV

Mayor Beverly H. Burks
Councilmembers:

Debra Johnson-Vice Mayor

Yterenickia Bell

Jamie Carroll

Susan Hood

Mark Perkins

Tammi Saddler Jones, Interim City Manager

CITY COUNCIL WORK SESSION AGENDA

Tuesday, April 30, 2024 - 7:00PM
IN-PERSON/ HYBRID

1. CALL TO ORDER

2. ROLL CALL

3. PUBLIC COMMENTS

Any member of the public may address questions or comments to the City Council referencing only agenda items after the Mayor and Council have had the opportunity to discuss the agenda item. Each attendee will be allowed 3 minutes for comments.

4. PRESENTATION/ ADMINISTRATIVE BUSINESS

A. Presentation by the Clarkston Development Foundation (CDF) about the Early Learning Task Force and the Tell Me A Story Programs.

5. OLD BUSINESS

- A. To discuss an ordinance amending Chapter 3 of the Code, regarding alcoholic beverages, to allow “late night sales” for consumption on the premises subject to certain conditions.
- B. To discuss an ordinance to amend the City Charter to authorize the city manager to purchase certain goods and services and to enter into certain contracts on behalf of the City.
- C. To discuss an ordinance to amend the Chapter 2 of the city code, regarding administration, to delegate to the city manager the authority to purchase goods and services and to enter into contracts on behalf of the city, subject to certain conditions and limitations.
- D. To discuss an ordinance amending Chapter 2 of the city code, regarding administration, to establish a new procurement policy, and for other purposes.

6. NEW BUSINESS

- A. To discuss a proclamation designating May 10th as Mayor’s Book Club Day.
- B. To discuss a proclamation designating May 10th as Kids’ Day.
- C. To discuss a resolution authorizing an agreement with Bowman Moody Enterprise, LLC for professional procurement services in the amount of \$3,500 monthly for 3 to 6 months.
- D. To discuss a resolution to renew GIRMA Property & Liability Coverage for the policy period 5/1/2024 - 04/30/2025 through the GMA Property & Liability Self Insurance Program funded through the General Fund Budget.
- E. To discuss the uses of the National Opioid Settlement Distributions in the amount of \$7,757.76 received by the city.
- F. To discuss a resolution to Implement an Increase of FY2024 Sanitation Assessment fee to \$317 that was approved at the February 6, 2024, City Council meeting to cover cost of residential garbage and recycling services for FY2024.
- G. To discuss a contract with Integrated Science & Engineering (ISE) Scope of Work for MS4 Permitting; in the amount of \$10,500 to be funded from the Storm Water Enterprise Program.



- H. To discuss SPLOST II projects list and changes recommended by the Housing & Infrastructure and Transportation and Environment committees.
- I. To discuss a contract with Volkert for the Public Meeting Display Proposals for the Mell Ave Intersection Safety and Operational Improvements Project (SPLOST 09); in an amount not to exceed \$17,500 (renderings) or \$35,000 (3D animation) to be funded from SPLOST I.
- J. To discuss a Lease Agreement with G&I X Industrial GA LLC for the Lease of Approximately 27,510 sq/ft of Office Space at the Property Known as 736 Park North for Use as City Administrative Space for a Term of 62 Months.
- K. To discuss a Contract with Paryani Construction, Inc., a Statewide Contractor, for the redesign and renovations of some areas within the building located at 736 Park North for Use as City Administrative Space for a term of six months.
- L. To discuss a Contract with Southern Computer Warehouse, Inc. (SCW, Inc), a Statewide Contractor, to provide a security system for the new proposed City Administrative Space located at 736 Park North for a Term of six months in an amount not to exceed \$126,000.

7. **EXECUTIVE SESSION**

8. **ADJOURNMENT**

PUBLIC PARTICIPATION BY VIDEO CONFERENCE

The City of Clarkston, Georgia will conduct the City Council Work Session at 7:00 p.m. on Tuesday, April 30, 2024. The public may participate in the meeting in-person or by using the following information below:

Register in advance for this webinar:

https://us02web.zoom.us/webinar/register/WN_Iaq-0X0bTwWNoPbRB2FX9w

After registering, you will receive a confirmation email containing information about joining the webinar.

CITY OF CLARKSTON

ITEM NO:

CLARKSTON CITY WORK SESSION

HEARING TYPE:
Work Session

BUSINESS AGENDA / MINUTES

ACTION TYPE:
Review/Discussion

MEETING DATE: April 30, 2024

SUBJECT: Presentation by the Clarkston Development Foundation (CDF) about the Early Learning Task Force and the Tell Me A Story Programs.

DEPARTMENT: CITY ADMINISTRATION

PUBLIC HEARING: ☐ YES ☒ NO

ATTACHMENT: ☐ YES ☐ NO
Pages:

INFORMATION CONTACT: **Tammi Saddler Jones,**
Interim City Manager
PHONE NUMBER: 404-296-6489

PURPOSE: Presentation by the Clarkston Development Foundation (CDF) about the Early Learning Task Force and the Tell Me A Story Programs.

NEED/ IMPACT: Roberta Malavenda, Executive Director of CDF Action, will be presenting information about the Early Learning Taskforce and the Tell Me A Story Programs. The City provides funding for these two programs. The Tell Me A Story Program is funded through the General Fund (Community Action Budget FY 2024) in the amount of \$7,000 and the Clarkston Early Learning Task Force is funded through the General Fund (Community Action Budget FY 2024) in the amount of \$10,000.

RECOMMENDATION: N/A

Clarkston Early Learning Task Force, January – March 2024

Summary Report

Clarkston Early Learning Task Force (CELTF) is included in the 2024 City of Clarkston Budget.

The City of Clarkston 2024 budget included funding through the general fund (Community Action Budget) for (1) the annual Clarkston Tell Me a Story Festival (\$7,000) and (2) three projects sponsored by the CELTF – Story Walk at Friendship Forest, Clarkston Early Learning Fair, and Georgia Department of Early Care and Learning (DECAL) Dialogue with refugee and immigrant case managers (\$10,000).

CDF is the fiscal agent for both grants. Fully executed copies were received electronically by CDF Action on April 2, 2024.

CELTF City of Clarkston resolution to be reviewed.

We understand that the CELTF original resolution (2019) will be an agenda item for review at a future City of Clarkston Community Development Advisory Committee meeting. We propose that the Clarkston Early Learning Task Force be continued and re-named The Clarkston Early Learning Advisory Council, to be appointed annually.

Names of current CELTF members who wish to continue to serve, and names of several new members have been submitted to the City Council.

CELTF members and partners will proceed with planning and implementing the activities approved in the City of Clarkston's 2024 budget.

As soon as members are officially appointed by the City Council, we propose to develop priorities and outcomes for the remainder of 2024.

Summary of CELTF activities January – March 2024

A. Eleventh Annual Clarkston Tell Me a Story! Update

- Venue and date secured: September 14, 2024, 11 am. to 3 p.m. Clarkston Community Center. We made a \$500 deposit, and the contract was signed. The total cost of renting the Clarkston Community Center (minus the cost of a Courtesy Officer) is \$4,100, an increase from 2023 of about \$2,000.
- The Masters of Ceremonies and most of the story tellers are confirmed.
- Save the Date was announced to volunteers and partners and on social media.
- Clarkston Tell Me A Story! Committee will meet to continue planning and will develop a system to collect additional data on participation.
- Approximately 350 children and adults attended last year, over 20 literacy partners. A smaller number of literacy partners and attendance is projected for 2024 because the venue is limited.

B. Clarkston Story Walk Update

- A MOU was finalized with Patrick Kasele, Story Walk Coordinator, April - December 2024.
- Event: Walk with a Doc and Story Walk, March 30, at Friendship Forest.
 - 31 adults and children participated.
 - Mini- presentation by Dr. Dawood Azaazy, on Healthy Habits.
 - Book in the stands: **All Are Welcome.**
 - Free books were distributed.
 - Health information and goody bags provided by Preventative Care Outreach Group, a leadership group sponsored by New American Pathways.
 - Facebook posts.
- New book in the stands: April, **Strictly No Elephants.** Maggie Deaton, Clarkston resident, and staff member, Rollins School of Language and Literacy, is preparing a guide for parents which will be placed in the stands and distributed to the library and other venues.
- A field trip is planned for May with Early Learning Scholars and Family Services Pre-K program, a Clarkston child care center, located on Clarkston Industrial Boulevard
- A May/early June date is planned for a Walk with a Doc and Story Walk event in Friendship Forest.

C. Child Care Navigation Activities

During COVID, committee members identified a major gap in the community's ability to help families access existing child care services and support.

- Case workers and others working with agencies were not aware of the resources and services available and those that were had difficulty understanding the eligibility requirements and following through with families.
- Families were not aware of the resources and services available, and those that were had difficulty completing enrollment forms and communicating with early learning providers because of language barriers and lack of computer skills.

As a result, CELTF developed the "Child Care Navigation Initiative." CELTF assisted two partners (IRC and Refugee Family Assistance Program) develop proposals to provide child care navigation services to assist families apply for child care so they can work or go to school. Funding was secured.

Activities January – March.

- Family Enrollment in DeKalb Pre-K Lottery. The DeKalb Board of Education schedules about three weeks each March for families to apply for the DeKalb Pre-Kindergarten lottery, which takes place at the end of March. This is a very short window of opportunity. Clarkston partners mobilized to assist families with the application process.

Result. Approximately 40 families successfully applied for the school-based Pre-Kindergarten lottery, with the majority applying to Indian Creek Elementary School.

The agencies are assisting families who were selected through the lottery to complete the enrollment process. They are assisting those not selected to enroll in a center-based Pre-Kindergarten program. Updated numbers will be provided.

- CELTF was invited to present our strategies to the national IRC Youth Committee. This was a Zoom meeting with approximately 20 participants.
- We attended a meeting with national ORR staff to share the results of the Refugee Family Services Program Child Care Navigation Initiative.

D. The Mayor's Tots Town Hall.

CELTf members helped plan and attended the Mayor's inaugural Tots Town Hall January 15:

- Promoted the Tots Town Hall to families and on social media.
- Recruited and provided transportation to families.
- Recruited and paid for the storyteller, who read a Martin Luther King book and engaged the children in music and movement activities.
- Provided 30 copies of a MLK children's book.
- Approximately 20 children attended.
- Shared photos from the event on social media.

E. GEEARS Summer Reading Program.

- The Clarkston Early Learning Task Force was approved to participate in the GEEARS summer reading program, which includes 100 new children's books to be distributed during summer literacy activities. Clarkston events will include Juneteenth and the July 15 Tots Town Hall.

F. Advocacy.

- CELTF members received and responded to action alerts during the Georgia legislative session, resulting in an increase in the state budget for child care subsidies for Georgia's families.

**RESOLUTION TO CREATE A CITY OF CLARKSTON
EARLY LEARNING TASK FORCE
2019-19**

WHEREAS, the City Council understands the valuable and important role that early learning programs and resources play in creating a sustainable community with a very high quality of life within the City of Clarkston; and

WHEREAS, the City Council desires to create programs and services with community partners to engage residents, caregivers, and policy makers to create equitable policies, practices, and programs so that every young child enjoys safe, nurturing, and playful learning environments; and

WHEREAS, the City Council has determined a desire to establish a Clarkston Early Learning Task Force; and

WHEREAS, the City Council is similarly desirous to establish the mission and the membership criteria of the Clarkston Early Learning Task Force;

NOW, THEREFORE, BE IT RESOLVED BY THE City Council of the City of Clarkston that the following shall apply to the Clarkston Early Learning Task Force.

1. The mission shall be to research, discuss, and create practical, innovative, and equitable practices, policies, and programs designed to further enhance early learning activities.
2. The Clarkston Early Learning Task Force (CELTF) shall collaborate with policy makers, families, caregivers, and other partners to take a holistic view at the needs and aspirations of families with young children; review local, state, and national early learning strategies; and develop short and long term recommendations.
3. The CELTF shall consist of no more than eleven (11) total members, comprising: two (2) Council members who shall be appointed by a majority vote of the City Council; one (1) member of City management; five (5) Clarkston residents with (2) two appointed by the Mayor, and three (3) appointed by a majority vote of the City Council; and three (3) community

members currently employed in education (preferably early learning) or a not-for-profit/community organization providing early learning services.

4. All member appointments will be for one (1) year as the duration for the Task Force will similarly be for one (1) year.
5. Any City of Clarkston residents and referenced individuals wishing to be considered for appointment to the Clarkston Early Learning Task Force shall first complete an application which will be make available at Clarkston City Hall Annex, on the City's official website, or via email upon request.

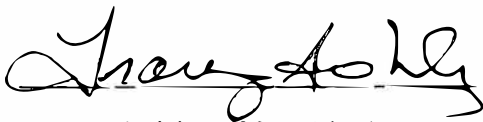
SO RESOLVED, this 3 day of September 2019

CITY COUNCIL
CITY OF CLARKSTON, GEORGIA



Ted Terry, Mayor

ATTEST:



Tracy Ashby, City Clerk



EARLY LEARNING TASK FORCE



Why Early Care and Learning?

- Early care and learning is essential to the social, emotional, and cognitive development of children.
- Families are aware of early care and learning resources and how to access them, allowing parents to work and pursue career opportunities
- Through active participation in early care and learning, families build strong social networks
- Multi-lingual learning is important to brain development, setting children up for future success in achieving positive life outcomes.



Clarkston, Ga



Clarkston has been hailed as “the most diverse square mile in America,” where residents have proudly adopted the nickname “The Ellis Island of the South.” Because of its proximity to Atlanta’s plentiful job market, and its convenient access to public transportation and affordable housing, it became a hub for refugee resettlement after the Vietnam War.

A photograph of a child's hands playing with colorful geometric toys on a wooden floor. The toys include various shapes like gears, triangles, and squares in colors like blue, red, yellow, and green. The child is wearing a blue long-sleeved shirt. The image is partially obscured by a dark blue wavy shape on the right side.

PRESENTATION AGENDA

CDF Action

Clarkston Early Learning Task Force (CELTF)

City of Clarkston Council CELTF Resolution

Examples of CELTF partnerships & activities

CELTF's Upcoming Events

Clarkston Tell Me a Story!

Clarkston Early Learning Fair

Georgia Department of Early Care and Learning (DECAL) &
Partners Dialogue

Next Steps: CELTF Resolution & Appointment of Members
Questions

A blue wavy line graphic located at the bottom right of the slide.



CDF ACTION

Introduction





Our Mission – We collaborate with residents and partners to strengthen a community's capacity to ensure healthy, safe, joyful, and culturally responsive early care and learning. We focus on transforming policies, programs, and places to be equitable for all pre-school children and their families.

Connect, Collaborate, Transform!

Our Vision - We envision vibrant and inclusive communities where early care and learning matter and where residents have a voice, working alongside partners, to ensure that children, families, and the community thrive.

Early Learning Happens Everywhere!

OUR STRATEGY FRAMEWORK

We strengthen a community's capacity to ensure culturally responsive early care and learning and, with partners, transform policies, programs, and places to be equitable for all preschool children and their families.

Connect, Collaborate, Transform

Resident Engagement

Organizational Collaboration

Innovative Solutions

Our Levers -- Create systems change and deliver social impact.

Our Focus -- Early care and learning for all children and families in super-diverse communities in Atlanta, Georgia, and the U.S.

We pilot, evaluate, learn, innovate, and scale promising practices and activities.

We provide technical assistance and consulting services.

We support advocacy and thought leadership efforts to advance the field.

Our Service Pillars – Deliver the promise of our mission.

Listen, Learn, Leverage, Lead



LEARNING HAPPENS
EVERYWHERE!

MISSION

We collaborate with residents and partners to strengthen a community's capacity to ensure healthy, safe, joyful, and culturally responsive early care and learning.

We focus on transforming policies, programs, and places to be equitable for all pre-school children and their families.

READY Schools

Clarkston Tell Me a Story! Festival

Early Learning Fair

Learning Spaces with

United Way of Greater Atlanta

Clarkston Story Walk!

Child Development Associate Credential

Clarkston Early Learning Task Force

Community Dialogues & Advocacy



CONTACT US

404-736-6602

info@cdfaction.org

PO Box 529
Clarkston, GA
30021





EARLY LEARNING TASK FORCE BACKGROUND & OVERVIEW



PURPOSE

To engage the Clarkston community to develop equitable policies, practices, and programs so that every young child enjoys safe, nurturing, and playful learning environments

MISSION

To research, discuss, and collaborate to create practical, innovative, and equitable policies, practices, and programs to enhance early learning

HISTORY



The Clarkston Early Learning Network was formed in 2013 to support the Clarkston library, promote the importance of literacy and the early learning years, and collaborate to create and sustain early learning programs and experiences for all Clarkston children.

IN 2019, NETWORK MEMBERS APPROACHED THE CITY COUNCIL TO BECOME AN ADVISORY COMMITTEE OR TASK FORCE. THE CITY PASSED A RESOLUTION IN 2020 TO CREATE THE TASK FORCE APPOINTING 20 MEMBERS.

Members include families, childcare experts, City Council staff; CDF Action was appointed as the facilitator.

RESOLUTION TO CREATE A CITY OF CLARKSTON EARLY LEARNING TASK FORCE **2019-19**

WHEREAS, the City Council understands the valuable and important role that early learning programs and resources play in creating a sustainable community with a very high quality of life within the City of Clarkston; and

WHEREAS, the City Council desires to create programs and services with community partners to engage residents, caregivers, and policy makers to create equitable policies, practices, and programs so that every young child enjoys safe, nurturing, and playful learning environments; and

WHEREAS, the City Council has determined a desire to establish a Clarkston Early Learning Task Force; and

WHEREAS, the City Council is similarly desirous to establish the mission and the membership criteria of the Clarkston Early Learning Task Force;

MEET OUR MEMBERS



Mayor Beverly Burks, ex-officio
Councilman Awet Eyasu
Councilman, Jamie Carroll
City Manager, Shawanna
Qawiy Virginia Baker
Alexandra Cesar
Hira Chhetri
Angel Chin
Beena Dahal
Maggie Deaton
Eyelachew Desta
Julie Goldberg
Jennifer Green
Amy Jaret
Roberta Malavenda
Janette Miles
Nasra Mirreh
Gwen Morgan
Ashi Owen-Smith
Linda Travers

Collaborative Activities Achievements



Changes to DECAL policies

- allowing I-94 form to be used as proof of child's birthdate instead of birth certificate for CAPS (Child and Parent Services) eligibility. CAPS is Georgia's child care subsidy program



Early learning and family services,

Blue Ridge Apartments
located in Clarkston



ARPA Funding to assist child care centers stay open during COVID:

COVID supplies and child care scholarships

CLARKSTON EARLY LEARNING TASK FORCE



ACTIVITIES

- Clarkston Tell Me a Story! Festival
- Clarkston Story Walk at Friendship Forest
- Children's activities at festivals including Juneteenth, health fairs,
- Clarkston Summit Recruitment
- Training to increase the number of and diversity among childcare professionals (Enhanced Child Development Associate)
- Advocacy: legislative and local

CLARKSTON TELL ME A STORY!

FESTIVAL



"ONE OF THE EVENTS
WITH THE MOST
DIVERSITY IN THE CITY"

2023: 10th Annual, Georgia
Piedmont Technical College

10 committee members
30 literacy partners
28 Sponsors
10 Story tellers
35 Volunteers

350 TOTAL
PARTICIPANTS



CLARKSTON StoryWalk®

AT FRIENDSHIP FOREST

4380 EAST PONCE DE LEON AVE.
CLARKSTON, GA 30021

NEW BOOK! ALL ARE WELCOME BY ALEXANDRA
PENFOLD AND SUZANNE KAUFMAN

Alexandra Penfold ★ Suzanne Kaufman

All Are Welcome



- ✓ Take a walk in the park
- ✓ Read the book
- ✓ Talk about the pictures
- ✓ Great for young children
- ✓ Bring a snack or picnic
- ✓ Healthy and free!

The StoryWalk® Project was created by Anne Ferguson of Montpelier, VT and developed in collaboration with the Kellogg-Hubbard Library. StoryWalk® is a registered service mark owned by Ms. Ferguson.



THE CLARKSTON STORY WALK IS INSPIRED BY
THE NATIONAL STORYWALK MOVEMENT,
CREATED BY ANNE FERGUSON OF
MONTPELIER, VT.

THE CLARKSTON STORY WALK IS A SERIES OF
DISPLAY BOARDS INSTALLED ALONGSIDE THE
WALKING TRAIL AT FRIENDSHIP FOREST.

PURPOSE

- Support our philosophy that learning happens everywhere
- Address the finding that Clarkston needs more "playful spaces" where families can interact and learn together
- Counteract "learning loss"
- Increase physical fitness
- Promote early learning, health, and appreciation of nature
- Build community connections



CLARKSTON STORY WALK

AT FRIENDSHIP FOREST



**CHILDREN'S
LITERACY**



**FAMILY
TIME**



**PHYSICAL
FITNESS**



Supporting Clarkston: The Impact of CELTF



- CLARKSTON CENSUS COMMITTEE
- CLARKSTON GREENWAY STUDY COMMITTEE
- GSU PREVENTION RESEARCH CENTER (PRC)
- NATIONAL LEAGUE OF CITIES
- GEORGIA MUNICIPAL ASSOCIATION ARTICLE
- TRUNK OR TREAT
- JUNETEENTH - CHILDRENS ACTIVITIES AND BOOK GIVEAWAY
- TOTS TOWN HALL - PROMOTION, RECRUITMENT OF CHILD CARE CENTERS, & STORYTELLER

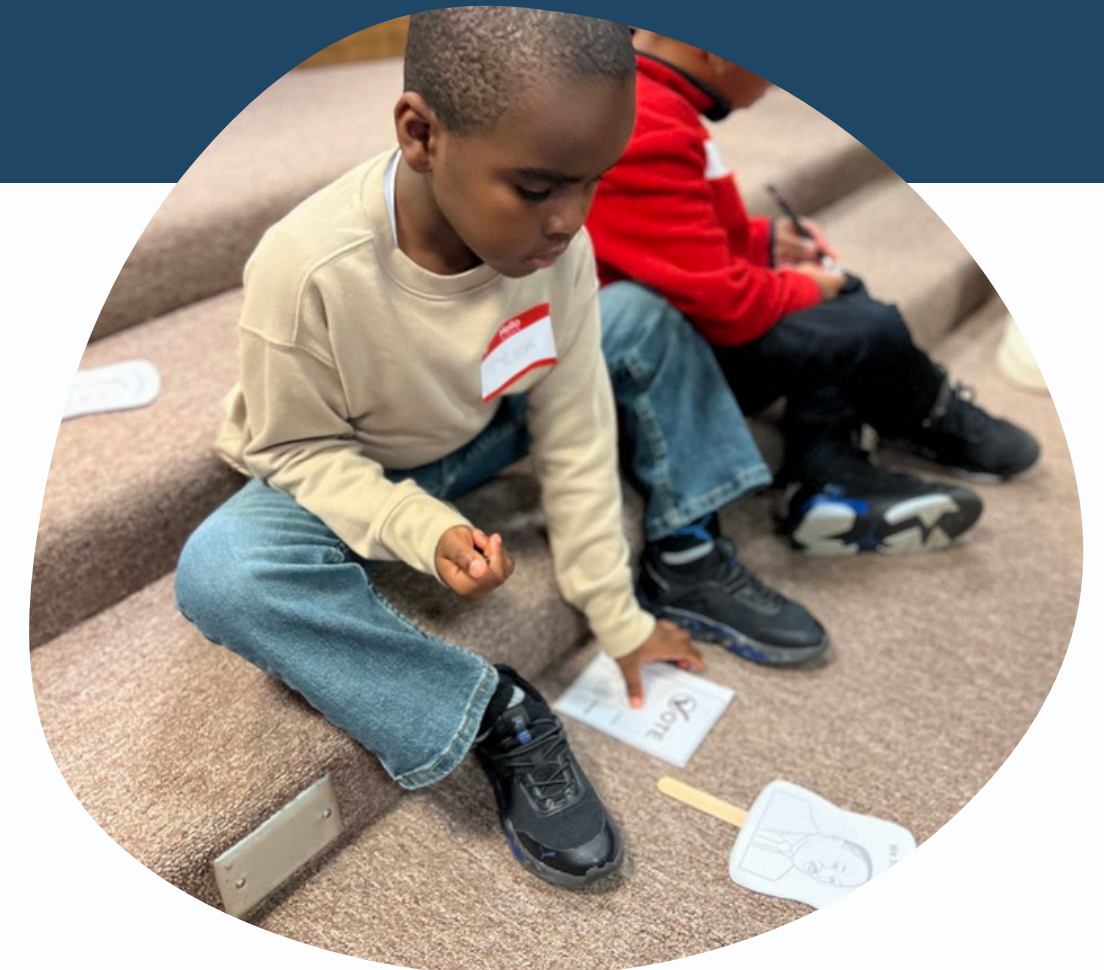


TOTS TOWNHALL

This MLK Day, CDF Action joined hands with the City of Clarkston, GA Government and Mayor Beverly Burks for the inaugural "Tot Townhall" - a fun and engaging day rooted in educating our young citizens about democracy and government.



BUILDING A STRONG FOUNDATION FOR OUR COMMUNITIES AND CHILDREN BEGINS WITH EARLY CIVIC EDUCATION AND ACTIVE PARTICIPATION.





CLARKSTON EARLY LEARNING FAIR

PURPOSE

To showcase Clarkston early learning child care centers and programs to increase the number of eligible children enrolled



CLARKSTON EARLY LEARNING FAIR IMPACT

2022: FIRST ANNUAL, INDIAN CREEK ELEMENTARY SCHOOL

OVER 75 CHILDREN AND THEIR FAMILIES ASSISTED WITH HEADSTART, CAPS
FORMS,& RESOURCE DISTRIBUTIONS

2023: SECOND ANNUAL, CLARKSTON COMMUNITY CENTER

OVER 150 CHILDREN AND THEIR FAMILIES ASSISTED WITH CHILDCARE
NAVIGATION INTERVIEWS, COMMUNITY SURVEYS, RESOURCE DISTRIBUTIONS,
AND BOOK GIVEAWAYS

2024: THIRD ANNUAL - WATCH FOR THE DATE!

DECAL and Partners Early Care and Learning

ENGAGE WITH DECAL REPRESENTATIVES AND PARTNERS FOR EARLY LEARNING DIALOGUE AND DISCUSSION

KEY TOPICS:

- Child and Parent Services (CAPS), Georgia Child Care Subsidies
- Georgia Pre- Kindergarten
- Head Start and Early Head Start
- Inclusion & Behavior Support
- Quality Rated and Quality Care for Children
- Child Care Navigation



REFUGEE FAMILY
ASSISTANCE
PROGRAM

EARLY LEARNING DIALOGUE AND
DISCUSSION WITH GEORGIA
DEPARTMENT OF EARLY CARE AND
LEARNING (DECAL)



**Georgia Dept
of Early Care
and Learning**
BRIGHT FROM THE START

Thursday, October 12, 2023
9:30am - 1:00pm

**Georgia Piedmont Technical College
Conference Center**
495 N Indian Creek Dr, Clarkston,
GA 30021

This event is specifically designed for case managers, employment specialists, home visitors, family advocates, child care center staff, mentors, volunteers, and others who play an integral role in supporting refugee, immigrant, and asylee families with accessing child care and early learning services.

Event Sponsored by:
Clarkston Early
Learning Task Force,
International Rescue
Committee, Refugee
Family Assistance
Program, and CDF
ACTION

DECAL AND PARTNERS EARLY CARE AND LEARNING IMPACT



2023: First annual, Georgia Piedmont Technical College

- 6 presenters (3 DECAL, Head Start, Quality Care for Children, Child Care Navigation)
- 60 participants, including refugee resettlement and refugee agency case managers and other staff, ethnic organizations, others.
- FAQ produced as a result of dialogue



Child Care Navigation

- Funding secured for two refugee serving programs to inform families about the Dekalb Schools Pre-K lottery, center-based Pre-Kindergarten, Head Start, and other early learning resource and to provide navigation services in the family's language
- Identify gaps and mobilize resources
- Share city/county/state/national resources, policy updates, best and promising practices
- Advocacy
- 2023
 - over 100 children and their families assisted in enrolling in a child care program
- 2024
 - over 50 children and their families assisted with applications to the DeKalb Pre-K lottery

CELTF's Upcoming 2024 Events & Activities



EARLY LEARNING FAIR

DECAL AND PARTNERS
EARLY CARE AND LEARNING



CLARKSTON TELL ME A
STORY! FESTIVAL



CHILD CARE
NAVIGATION



11TH ANNUAL CLARKSTON TELL ME A STORY! FESTIVAL

Children's Cultural, Language, and Literacy Celebration

Save The Date

SATURDAY, SEPTEMBER 14
11 A.M. TO 3 P.M.

Clarkston Community Center Inc

VOLUNTEER & SPONSORSHIP INTERESTS
CONTACT: INFO@CDFACTION.ORG
404-736-6602





CELTf Next Steps: Resolution and Appointment of Members

EARLY CARE AND LEARNING MATTERS.

remember to advocate for policies
that make a difference for all the
families in our communities with
young children.



CONTACT INFO:

Roberta Malavenda

✉ roberta@cdfaction.org



cdfaction.org



CITY OF CLARKSTON

ITEM NO: 5A

WORK SESSION/ CITY COUNCIL MEETING

HEARING TYPE:
Work Session

AGENDA ITEM SUMMARY SHEET

ACTION TYPE:
Discussion

MEETING DATE: April 30, 2024

SUBJECT: To discuss an ordinance amending Chapter 3 of the Code, regarding alcoholic beverages, to allow “late night sales” for consumption on the premises subject to certain conditions.

DEPARTMENT: CITY ADMINISTRATION

PUBLIC HEARING: ☐ YES ☒ NO

ATTACHMENT: ☐ YES ☐ NO
Pages:

INFORMATION CONTACT:
Councilmember Awet Eyasu
PHONE NUMBER: (404) 296-6489

PURPOSE: To approve an ordinance amending Chapter 3 of the Code, regarding alcoholic beverages, to allow “late night sales” for consumption on the premises subject to certain conditions.

NEED/ IMPACT: Allowing “late night sales” for consumption on the premises subject to certain conditions.

RECOMMENDATION: N/A

ORDINANCE NO. 24-_____

**AN ORDINANCE TO AMEND CHAPTER 3 OF THE CODE, REGARDING
ALCOHOLIC BEVERAGES, TO ALLOW “LATE NIGHT SALES” FOR
CONSUMPTION ON THE PREMISES SUBJECT TO CERTAIN CONDITIONS.**

WHEREAS, the City Council has determined that “late night sales” of alcohol for consumption on the premises, as defined herein, present an important economic opportunity for businesses located within the City; and

WHEREAS, the City Council has determined that certain conditions must be met by licensed alcohol vendors in order to protect public safety during the “late night sales” period.

NOW THEREFORE, BE IT ORDAINED BY the City of Clarkston, Georgia that Chapter 3 of the City’s Code of Ordinances, concerning the sale of alcohol within the City of Clarkston, be amended as follows:

Section 1.

New Code Section 3-34 is hereby adopted, to read as follows:

“Sec. 3-34. Late night alcohol sales for consumption on premises.

(a) In addition to the permissible hours for sales of alcoholic beverages for consumption on the premises set out in Section 3-29, businesses licensed to sell alcohol for consumption on premises may also make such sales during the following hours, subject to the conditions set forth this section:

- (1) Monday, Tuesday, Wednesday, Thursday and Friday mornings between 1:56 a.m. and 4:00 a.m.; and
- (2) Saturday morning between 2:51 a.m. and 4:00 a.m.

(b) Late night sales pursuant to this section shall only be permitted when the licensee engages an off-duty P.O.S.T. certified law enforcement officer currently employed in such capacity by either the City of Clarkston or DeKalb County to provide security at the licensed establishment during late night hours and such security officer is actually present at the premises to provide security.

(c) The licensee shall not permit any person under 21 years of age to be present at the premises during late night sales hours as defined in this section.

(d) Upon request by a City of Clarkston official, the licensee offering late night sales of alcohol shall provide a sworn verification of the fact that a certified law enforcement officer is engaged at the premises per subsection (b) of this section during all periods of late night alcohol sales pursuant to subsection (a).”

Section 2.

This ordinance shall become effective immediately upon its adoption by the City Council.

SO ORDAINED, this _____ day of _____, 2024.

ATTEST:

**CITY COUNCIL OF THE
CITY OF CLARKSTON, GEORGIA**

Tomika Mitchell, City Clerk

Mayor Beverly H. Burks

Approved as to Form

Stephen Quinn
Stephen G. Quinn, City Attorney

CITY OF CLARKSTON

ITEM NO: 5B

CITY COUNCIL MEETING

BUSINESS AGENDA ITEM

HEARING TYPE:
Work Session

ACTION TYPE:
Discuss

MEETING DATE: April 30, 2024

SUBJECT: To discuss an ordinance to amend the City Charter to authorize the city manager to purchase certain goods and services and to enter into certain contracts on behalf of the City.

DEPARTMENT: ADMINISTRATION

PUBLIC HEARING: ☐ YES ☒ NO

ATTACHMENT: ☒ YES ☐ NO
Pages:

INFORMATION CONTACT: Tammi Saddler Jones,
Interim City Manager
PHONE NUMBER: 404-296-6489

PURPOSE: To discuss approval an Ordinance by the City of Clarkston to amend the City Charter to authorize the city manager to purchase certain goods and services and to enter into certain contracts on behalf of the City.

NEED/ IMPACT:

Currently, the city manager has zero contracting authority. Our City Charter says that the Council approves and the Mayor signs contracts. The proposed ordinance would amend the City Charter to allow the City Council to enact an ordinance to allow city manager to enter into contracts on the City's behalf. The details of and limits on this authority are contained in a separate ordinance that will amend the City Code. The ordinance to amend the City Charter will need to be adopted at two consecutive regular meetings to become effective.

RECOMMENDATION:

Staff recommends approval of an Ordinance to amend the City Charter to allow the City Council to adopt an ordinance to authorize the city manager to purchase certain goods and services and to enter into certain contracts on behalf of the City.

ORDINANCE NO. _____

AN ORDINANCE BY THE CITY OF CLARKSTON TO AMEND THE CITY CHARTER TO AUTHORIZE THE CITY MANAGER TO PURCHASE CERTAIN GOODS AND SERVICES AND TO ENTER INTO CERTAIN CONTRACTS ON BEHALF OF THE CITY.

WHEREAS, the City Council hereby finds that it would benefit the efficiency and effectiveness of city operations to empower the city manager to purchase certain goods and services and to enter into certain contracts on behalf of the City; and

WHEREAS, the City Council will establish by ordinance appropriate guidelines, limits and procedural controls to govern the city manager's spending and contracting authority authorized by this Charter amendment; and

WHEREAS, the City is authorized to amend its Charter pursuant to its home rule powers as set forth in O.C.G.A. § 36-35-3; and

WHEREAS, the City has complied with the notice requirements of O.C.G.A. § 36-35-3(b)(1).

NOW THEREFORE, BE IT ORDAINED by the City of Clarkston as follows:

SECTION 1. City Charter Section 3.02 is hereby amended to re-designate existing subsection 3.02(d)(10) as new subsection 3.02(d)(11) and to adopt new subsection 3.02(d)(10), which shall read as follows:

“(10) Purchase goods and services, and enter into contracts on behalf of the City, pursuant to the authority delegated and limitations imposed by ordinance duly adopted by the City Council.”

SECTION 2. This Ordinance shall become effective immediately upon its final adoption by the City Council at the second of two consecutive regular meetings.

SO ORDAINED, this ____ day of _____, 2024.

SO ORDAINED, this ____ day of _____, 2024.

ATTEST:

**CITY COUNCIL,
CITY OF CLARKSTON, GEORGIA**

City Clerk

Beverly H. Burks, Mayor

Approved as to Form:

Stephen Quinn
Stephen G. Quinn, City Attorney

CITY OF CLARKSTON

ITEM NO: 5C

CITY COUNCIL MEETING

BUSINESS AGENDA ITEM

HEARING TYPE:
Work Session

ACTION TYPE:
Discuss

MEETING DATE: April 30, 2024

SUBJECT: To discuss an ordinance to amend the Chapter 2 of the city code, regarding administration, to delegate to the city manager the authority to purchase goods and services and to enter into contracts on behalf of the city, subject to certain conditions and limitations.

DEPARTMENT: ADMINISTRATION

PUBLIC HEARING: ☐ YES ☒ NO

ATTACHMENT: ☒ YES ☐ NO
Pages:

INFORMATION CONTACT: Tammi Saddler Jones,
Interim City Manager
PHONE NUMBER: 404-296-6489

PURPOSE: To discuss approval an Ordinance to amend the City Code to authorize the city manager to purchase certain goods and services and to enter into certain contracts on behalf of the City and to establish limits on this authority.

NEED/ IMPACT:

The proposed ordinance would allow the city manager to make purchases and enter into contracts in an amount not to exceed \$25,000. The ordinance provides several checks and balances for fiscal responsibility and public transparency.

RECOMMENDATION:

Staff recommends approval the Ordinance to authorize the city manager to purchase certain goods and services and to enter into certain contracts on behalf of the City, subject to limitations established by the Ordinance.

ORDINANCE NO. _____

AN ORDINANCE BY THE CITY OF CLARKSTON TO AMEND CHAPTER 2 OF THE CITY CODE, REGARDING ADMINISTRATION, TO DELEGATE TO THE CITY MANAGER THE AUTHORITY TO PURCHASE GOODS AND SERVICES AND TO ENTER INTO CONTRACTS ON BEHALF OF THE CITY, SUBJECT TO CERTAIN CONDITIONS AND LIMITATIONS.

WHEREAS, City Charter Section 3.02(d)(11) provides that the City Council, by ordinance, may delegate to the city manager the authority to purchase goods and services, and enter into contracts on behalf of the City; and

WHEREAS, the City Council hereby finds that it will benefit the efficiency and effectiveness of city operations to empower the city manager to do so; and

WHEREAS, the City Council desires to establish appropriate guidelines, limits and procedural controls to govern the city manager's spending and contracting authority.

NOW THEREFORE, BE IT ORDAINED by the City of Clarkston as follows:

SECTION 1. New City Code Section 2-8 is hereby adopted and shall read as follows:

“Section 2-8. City Manager Spending and Contracting Authority.

- (a) Whenever the city manager determines that it is necessary to acquire goods and/or services which will involve an expenditure of not more than Twenty-Five Thousand Dollars (\$25,000.00), the city manager may purchase, or enter into a contract on behalf of the city to obtain, such goods and/or services. When the city manager enters into a contract on behalf of the City in accordance with this section, it shall have the same binding effect as if it had been approved by the City Council.
- (b) *Quotes to be obtained.* The city manager may, but need not, use the competitive procurement process set forth in Section 2-5 when acquiring goods and/or services pursuant to this section. It shall be a sufficient procurement process for the city manager to make a good-faith effort to obtain quotes from three potential vendors offering the goods and/or services to be acquired. Such quotes shall be obtained in writing where practicable, or the city manager shall make detailed contemporaneous notes of quotes obtained verbally. All quotes obtained shall be documented in a file associated with the transaction and, if less than three quotes are obtained, the city manager shall document in said file the reason that obtaining three quotes was not practicable.
- (c) *Stringing prohibited.* The city manager shall not divide a purchase or contract with a vendor into multiple parts that, if combined into a single purchase or contract, would exceed the \$25,000 limitation on the city manager's authority under this section. This subsection is violated if multiple purchases or contracts with a single

vendor for the same, similar, or related goods and/or services are purchased or contracted for by the city manager at an aggregate expense exceeding \$25,000 during a budget year.

(d) *City attorney to approve contracts.* As required by City Charter § 3.03, the city attorney shall approve as to form all contracts entered into by the city manager pursuant to this section prior to the city manager committing the City to the contract. An unconditional order of goods shall not be considered a contract under this subsection.

(e) *Reporting to City Council.* In order to ensure that the City Council is properly informed and that the City's expenditures are transparent to the public, the city manager shall report all purchases and contracts that have a cost of Ten Thousand Dollars (\$10,000.00) or greater to the City Council. Such reports shall be made in writing no later than the last day of the month following the month in which the city manager made the purchase or entered into the contract. The city manager's report shall be included in the agenda packet for the next regular meeting of the City Council so that Councilmembers may inquire about the reported expenditure if desired and members of the public may review the information. Such reports shall include, at a minimum:

- 1) a brief description of the good and/or service purchased or contracted for,
- 2) the vendor's legal name,
- 3) the amount spent, and
- 4) a brief description of the procurement process followed by the city manager."

SECTION 2. This Ordinance shall become effective immediately upon its final adoption by the City Council.

SO ORDAINED, this ____ day of _____, 2024.

ATTEST:

**CITY COUNCIL,
CITY OF CLARKSTON, GEORGIA**

City Clerk

Beverly H. Burks, Mayor

Approved as to Form:

Stephen Quinn
Stephen G. Quinn, City Attorney

CITY OF CLARKSTON

ITEM NO: 5D

WORK SESSION/ CITY COUNCIL MEETING

HEARING TYPE:
Work Session

BUSINESS AGENDA ITEM

ACTION TYPE:
Review/Discuss

MEETING DATE: April 30, 2024

SUBJECT: To discuss an ordinance amending Chapter 2 of the city code, regarding administration, to establish a new procurement policy, and for other purposes.

DEPARTMENT: ADMINISTRATION

PUBLIC HEARING: ☐ YES ☒ NO

ATTACHMENT: ☒ YES ☐ NO
Pages:

INFORMATION CONTACT: Tammi Saddler Jones,
Interim City Manager
PHONE NUMBER: 404-296-6489

PURPOSE: To discuss approval an Ordinance by the City of Clarkston to amend the Chapter 2 of the city code, regarding administration, to establish a new procurement polic, and for other purposes.

NEED/ IMPACT:

City Code Section 2-5 currently requires all contracts or purchases for goods or services costing greater than \$5,000 to go through a public bid procurement process involving publication in the DeKalb Champion. This is an unduly restrictive requirement that is burdensome for City staff and is an obstacle to the timely acquisition of necceary goods and services.

The proposed ordinance would still require a public bid procurement process for purchases in an amount greater than \$25,000 but would allow this to be done through a State purchasing website (which is the modern way of doing public bids). The ordinance also recognizes a number of situations for which exceptions are made to the general rule.

RECOMMENDATION: Staff recommends approval the proposed procurement policy.

ORDINANCE NO. 24-_____

AN ORDINANCE BY THE CITY OF CLARKSTON TO AMEND CHAPTER 2 OF THE CITY CODE, REGARDING ADMINISTRATION, TO ESTABLISH A NEW PROCUREMENT POLICY; AND FOR OTHER PURPOSES.

WHEREAS, the City Council has determined that the existing “competitive bidding” provisions in the City Code, which were adopted in 1991, are out of date and unduly cumbersome; and

WHEREAS, the City Council desires to enact a modern procurement policy that will protect public resources and ensure that the City receives the best value possible when acquiring necessary goods and services.

NOW THEREFORE, BE IT ORDAINED BY the City of Clarkston, Georgia that Chapter 2 of the City’s Code of Ordinances be amended as follows:

Section 1.

Existing City Code Section 2-5 is hereby repealed. The following language is hereby adopted as new Section 2-5, to read as follows:

“Sec. 2-5. Procurement Policy.

- (a) Whenever the City deems it necessary to acquire goods and/or services which will involve an expenditure in excess of Twenty-Five Thousand Dollars (\$25,000.00), then the City shall procure such goods and/or services by competitive bids or proposals as set forth in this section, unless the purchase or contract is subject to one of the exceptions set forth in this section.
- (b) Soliciting competitive sealed bids. When soliciting bids, the City shall observe the following protocols:
 - 1) The City shall develop and publish a request for bids that includes a clear description of the goods and/or services to be obtained and any other terms or conditions required of the offeror.
 - 2) Such request for bids shall be advertised on the City’s web site and on the Georgia Procurement Registry. The City may also solicit bids by advertisement in a newspaper of county-wide circulation but newspaper publication shall not be required. Prospective bidders shall be given a window of at least fifteen (15) days to submit their bids.
 - 3) The sealed bids shall be opened in public at a time and place designated in the request for bids. A register of the bids shall be prepared and be available to the public once the bids have been opened.
 - 4) The award shall be made to the responsible, responsive bidder submitting the lowest price for the goods and/or services required.

- (c) Each sealed bid shall be signed by the party making that bid and the following oath attached thereto:

“I certify that this bid is made without prior understanding, agreement, or connection with any other corporation, firm, or person submitting the bid for the same materials, supplies, or equipment and is in all respects fair and without collusion and fraud. I agree to abide by all conditions of this bid and certify that I am authorized to sign this bid for the bidder.”

- (d) Competitive sealed proposals. If it appears that the use of competitive sealed bidding is either not practicable or not advantageous to the City, a contract may be entered into after soliciting competitive sealed proposals, subject to the following conditions:

- 1) The request for proposals shall include all relevant details necessary for potential respondents to understand the City’s needs.
- 2) Adequate public notice of the request for proposals shall be given in the same manner as provided for competitive sealed bidding.
- 3) The proposals shall be opened in the same manner as competitive sealed bids and a register of those proposals shall be prepared and made available to the public.
- 4) The request for proposals shall state the relative importance of price and other evaluation factors.
- (5) The award shall be made to the responsible offeror whose proposal is determined in writing to be the most advantageous to the City, taking into consideration price and the evaluation factors set forth in the request for those proposals. No other factors or criteria shall be used in the evaluation. The contract file shall contain the basis on which the award is made.

- (e) Whether using sealed bids or proposals, under any and all circumstances, the City may reject any individual bid or proposal if it does not comply with the terms of the request or if the offeror is deemed to be non-responsible. The City may always elect to reject all bids or proposals and not acquire the goods and/or services solicited.

- (f) Exceptions. Competitive procurement shall not be required in the following circumstances:

- 1) *Emergency*. In any situation presenting an imminent danger to the public health or safety, threat of substantial damage to public property, or the loss of an essential governmental service, the City may procure emergency services without observing a competitive procurement process.
- 2) *Professional services*. As used in this subsection, “professional services” refers to those services to be performed by a professional licensed by the State of Georgia (for example: architects, engineers, attorneys, real estate agents, surveyors, or certified public accountants) or other similar professionals with learned expertise (for example: financial consultants or

scientists). The City may enter into a contract for professional services without observing a competitive procurement process so long as the engagement provides for compensation of the professional on an hourly basis or monthly flat fee basis for services rendered and allows the City to terminate the engagement at any time.

- 3) *Sole source.* Where the city manager reasonably makes a written determination that there is only one source for the required supply, service, or construction item, the City may procure such supply, service or construction item without observing a competitive procurement process.
 - 4) *State contracts.* Whenever a good or service is available from a vendor through a pre-negotiated contract made available to the City by the State of Georgia, the City may elect to contract with such vendor according to the terms of the State contract without using its own competitive procurement process.
 - 5) *Waiver by City Council.* The City Council may waive the competitive procurement process when approving a contract whenever such waiver is determined by the Council to be in the best interest of the City.
- (g) Public works construction. Projects subject to the Georgia Public Works Construction Law (O.C.G.A. § 36-91-1, *et. seq.*) shall be let in accordance with said law, as amended.
- (h) Engineering and design-related services for transportation projects funded by the Federal Aid Highway Program. Notwithstanding any other provision of this section, procurement of engineering and/or design-related services for transportation projects funded by the Federal Aid Highway Program shall employ the competitive negotiation qualifications-based selection (QBS) method, as codified under 40 U.S.C. 1101-1104 (commonly referred to as the Brooks Act). The QBS method shall be used as set forth in the City's Resolution regarding the same dated July 5, 2016."

Section 2.

This ordinance shall become effective immediately upon its adoption by the City Council. All provisions of prior ordinances or resolutions that are inconsistent with this ordinance are hereby repealed.

Draft 4.24.24

SO ORDAINED, this _____ day of _____, 2024.

ATTEST:

**CITY COUNCIL OF THE
CITY OF CLARKSTON, GEORGIA**

City Clerk

Mayor Beverly H. Burks

Approved as to Form

Stephen G. Quinn, City Attorney



CITY OF CLARKSTON

ITEM NO: 6A

CITY COUNCIL WORK SESSION

MEETING TYPE:
Work Session

AGENDA ITEM SUMMARY SHEET

ACTION TYPE:
Discussion

MEETING DATE: APRIL 30, 2024

SUBJECT: To discuss a proclamation designating May 10th as Mayor's Book Club Day.

DEPARTMENT: CITY ADMINISTRATION

PUBLIC HEARING: ☐ YES ☒ NO

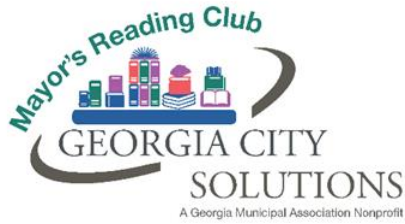
ATTACHMENT: ☐ YES ☐ NO
PAGES:

PRESENTER CONTACT INFO: Mayor Beverly H. Burks
PHONE NUMBER: 770-331-3285

PURPOSE: To discuss a proclamation for May 10 as Mayor's Book Club Day

NEED/ IMPACT: N/A

RECOMMENDATION: No Recommendations from Staff



PROCLAMATION

WHEREAS, literacy is not just an education issue. It is an economic, workforce, and quality of life issue; and

WHEREAS, research shows that children who can't read proficiently by the end of third grade are more likely to experience poor health, have discipline problems, and drop out of high school; and

WHEREAS, each year in the United States, low literacy levels are linked to hundreds of billions of dollars in non-productivity, healthcare, and judicial costs; and

WHEREAS, 68% of Georgia fourth graders do not read proficiently; and

WHEREAS, collaborative efforts and strategic partnerships must be undertaken to address literacy issues; and

WHEREAS, the Mayor's Reading Club program is offered through Georgia City Solutions, a Georgia Municipal Association managed nonprofit; and

WHEREAS, the goal of the program is to improve literacy skills and overall success with early reading among children and youth in Georgia cities through encouragement, support, and leadership from city mayors; and

WHEREAS, Georgia City Solutions has commissioned a children's book series to use as part of the program to teach young readers about local government and a copy of the first two books in the series titled, *Georgia Caroline Visits City Hall* and *Georgia Caroline Visits Our Hometown Heroes*, is provided in the program starter-kit; and

WHEREAS, the Mayor's Reading Club is flexible and can be delivered in person or virtually and promotes partnerships and collaboration between the city, county, schools, public libraries, local nonprofits, and business community.

NOW, THEREFORE, I, Beverly H. Burks, Mayor of the City of Clarkston, do hereby join the Mayor's Reading Club program and proclaim May 10 as:

"MAYOR'S READING CLUB DAY"

in Clarkston, Georgia and encourage all residents, businesses, and community partners to help promote and elevate literacy as a community priority and support the Mayor's Reading Club to improve Georgia's economic vitality one book at a time.

SO ORDAINED, this _____ day of _____, 2024.

ATTEST:

By _____
Melissa Penate, City Clerk

CITY COUNCIL
CITY OF CLARKSTON, GEORGIA

Beverly H. Burks, Mayor



CITY OF CLARKSTON

ITEM NO: 6B

CITY COUNCIL WORK SESSION

MEETING TYPE:
Work Session

AGENDA ITEM SUMMARY SHEET

ACTION TYPE:
Discussion

MEETING DATE: APRIL 30, 2024

SUBJECT: To discuss a proclamation designating May 10th as Kids' Day.

DEPARTMENT: CITY ADMINISTRATION

PUBLIC HEARING: ☐ YES ☒ NO

ATTACHMENT: ☐ YES ☐ NO
PAGES:

PRESENTER CONTACT INFO: Mayor Beverly H. Burks
PHONE NUMBER: 770-331-3285

PURPOSE: To discuss a proclamation for May 10 as Kid's Day.

NEED/ IMPACT: N/A

RECOMMENDATION: No Recommendations from Staff

PROCLAMATION BY THE CLARKSTON MAYOR AND CITY COUNCIL
DESIGNATING MAY 10 AS KIDS' DAY

WHEREAS, the children of Clarkston, through the April 2024 TOTS Town Hall, have voiced their insightful recommendations to the Mayor and Council, proposing a day dedicated to celebrating the youth of our city; and

WHEREAS, these young citizens have advocated not only for recognition through an annual celebration but also for the planning and development of kid-friendly projects and infrastructure such as splash pads and playgrounds; and

WHEREAS, our children have expressed a desire to engage more fully with the world around them through reading, exploring nature, enjoying nutritious and delicious foods, and forming new friendships across diverse languages and cultures; and

WHEREAS, the children's vision for Kids Day includes a day filled with fun games, opportunities for meaningful conversations, and community-building activities that highlight the joy and potential of our young residents; and

WHEREAS, it is imperative that we, as a community, listen to and uplift the voices of our children, ensuring that their ideas are integral to our civic planning and celebrations; and

WHEREAS, the City of Clarkston recognizes the importance of nurturing, educating, and encouraging our youth to ensure a bright future as they grow into productive and responsible citizens; and

WHEREAS, Kids Day will serve as a vital opportunity for the community to celebrate and recommit to our children through proactive support, learning, and play in a safe and engaging environment;

NOW, THEREFORE, I, Beverly H. Burks, Mayor of the City of Clarkston, alongside the City Council, do hereby proclaim May 10, 2024, as **KIDS DAY** in Clarkston and encourage all citizens, businesses, and organizations to observe this day with appropriate programs, ceremonies, and activities that promote the well-being, creativity, and development of our children.

SO ORDAINED, this _____ day of _____, 2024.

ATTEST:

CITY COUNCIL
CITY OF CLARKSTON, GEORGIA

By _____
Melissa Penate, City Clerk

Beverly H. Burks, Mayor

CITY OF CLARKSTON

ITEM NO: 6C

COUNCIL MEETING

HEARING TYPE:
Work Session

BUSINESS AGENDA / MINUTES

ACTION TYPE:
Review/Discuss

MEETING DATE: April 30, 2024

SUBJECT: To discuss a resolution authorizing an agreement with Bowman Moody Enterprise, LLC for professional procurement services in the amount of \$3,500 monthly for 3 months.

DEPARTMENT: CITY ADMINISTRATION

PUBLIC HEARING: ☐ YES ☒ NO

ATTACHMENT: ☐ YES ☐ NO
Pages:

INFORMATION CONTACT:
Tammi Saddler Jones, Interim City Manager
PHONE NUMBER: (404) 296-6489

PURPOSE: To approve a authorizing an agreement with Bowman Moody Enterprise, LLC for professional procurement services in the amount of \$3,500 monthly for 3 months.

NEED/ IMPACT: The City Council has directed the Interim City Manager to do RFPs/RFQs for professional services for the position of Solicitor, City Attorney, Financial Auditor, Audio/Visual Services (for city council meetings), and an RFP/RFQ for a Housing Plan. There may are other RFPs/RFQs needed as well (i.e., organizational assessment). Since the City does not have a staff person on board that can specifically manage procurement services, there is a need to enter into a contract for this service.

The Interim City Manager has selected Mr. Willis Moody, former Procurement Manager for the City of College Park. Mr. Willis Moody has a Bachelor of Science degree in Business Management, and he has 18 years of experience in public procurement.

The services contemplated by this Agreement will be performed by Bowman Moody Enterprise, LLC beginning on May 8, 2024, and continuing for an initial term of 90 days. This Agreement will automatically extend for up to three (3) additional extension terms of thirty (30) days each, unless either party delivers written notice of termination for convenience to the other party prior to the first day of an extension term.

Mr. Moody is willing to work in the office three days a week from 8:30am to 5pm and remote two days a week and then rotate this schedule to 2 days in office and 3 days remotely the following week. This would be his rotating schedule each week for the term of the agreement.

RECOMMENDATION: Approve the resolution authorizing an agreement with Bowman Moody Enterprise, LLC for professional procurement services in the amount of \$3,500 monthly for 3 months.

AGREEMENT FOR PROCUREMENT SERVICES

This Agreement is made this ____ day of _____, 2024, by and between the **City of Clarkston** (“City”), a Georgia municipal corporation, and **Bowman Moody Enterprises, LLC** (“BME”), a Georgia limited liability corporation:

WHEREAS, the City is in need of procurement services; and

WHEREAS, BME is a respected provider of such services.

NOW THEREFORE, in consideration of the mutual covenants and promises contained herein, the parties do agree as follows:

1. SCOPE OF SERVICES

- a) BME will perform procurement services in accordance with the Scope of Work section of the document attached hereto as Exhibit “A”, at the direction of the city manager.
- b) BME will be solely responsible for compensating all person(s) performing services pursuant to this Agreement. Such person(s) will not be an employee of the City. The City will not provide any benefits of employment (such as insurance) to Mr. Willis Moody nor withhold any payroll tax for any person performing services pursuant to this Agreement.
- c) BME will dedicate such effort and hours to the procurement services contemplated by this Agreement as necessary.
- d) Willis Moody will personally appear at City Hall Annex for “office hours” of 8:30 a.m. to 5:00 p.m. either two or three days per week on a rotating basis (i.e., Monday, Wednesday and Friday of the first week, Tuesday and Thursday of the second week, etc.). When not working “office hours,” Mr. Moody will be available “remotely” during business hours (8:30 a.m. to 5:00 p.m.) and will respond promptly to communications from the city manager or her/his designee.

2. COMPENSATION

- a) In exchange for the services provided by BME, City shall pay BME a flat fee of Three Thousand Five Hundred Dollars (\$3,500) per month.
- b) Such payments shall be paid in arrears for services rendered, upon invoice by BME at the conclusion of each month.

3. TERM AND TERMINATION

- a) This Agreement shall become effective when approved by the City Council and BME.
- b) The services contemplated by this Agreement will be performed by BME beginning on May 8, 2024 and continuing for an initial term of 90 days. This Agreement will automatically extend for up to three (3) additional extension terms of thirty (30) days each, unless either party delivers written notice of termination for convenience to the other party prior to the first day of an extension term.
- c) City may immediately terminate this Agreement at any time, for any or no reason, by giving notice to BME.
- d) BME agrees not to terminate this Agreement during the initial 90 day term or any extension term, but may decline any extension term per subsection (b) of this section.
- e) In the event of termination by the City prior to the end of the initial 90-day term or an extension term, City will pay BME on a prorated basis for services performed prior to termination.

4. RESOURCES PROVIDED TO BME BY CITY

During the term of this Agreement, including any extension terms, City shall provide BME with the following resources to assist with the performance of BME's procurement services:

- a) Work Space. The City will provide Mr. Moody with workspace at City Hall Annex during all "office hours" contemplated by this Agreement.

- b) Equipment. The City will provide Mr. Willis Moody with a City of Clarkston email address, cellular phone and laptop computer to be used to perform the procurement services contemplated by this Agreement. Mr. Moody shall promptly return all such equipment to the city manager or her/his designee upon the conclusion of the term (and any extension term) of this Agreement.

5. MISCELLANEOUS TERMS

- a) Prior Agreements. This Agreement supersedes and renders null and void all prior agreements between the parties.
- b) Assignment. This Agreement may not be assigned by either party without the express written consent of the other party.
- c) Amendment. This Agreement may only be amended by the mutual written consent of both parties.

SO AGREED, upon the date first written above:

City of Clarkston, Georgia

BME Consulting LLC

Mayor Beverly H. Burks

Willis Moody

Attest:

City Clerk

Approved as to form:

Stephen Quinn
City Attorney

EXHIBIT A

EVIDENCE
OF THINGS
HOPE
FOR

BOWMAN MOODY ENTERPRISE, LLC
BROADCASTING TO CATCH FISH OF EVERY KIND



Pricing

Description	Rate	Qty	Line Total
Procurement Manager	\$3,500.00	3	\$10,500.00
Subtotal			10,500.00
Tax			0.00
Proposal Total (USD)			\$10,500.00

Prepared For
City of Clarkston
1055 Rowland St
Clarkston, GA 30021

Proposal Number
0006r

Proposal Date
04/15/2024

Scope of Work

1. This position is responsible for procuring or coordinating the procurement of construction, and related goods, supplies and services required by various departments in accordance with all applicable federal, state, and local laws, policies, and procedures.
2. Prepare and analyze specifications, competitive sealed bids and proposals, requests for quotations and requests for statements of qualifications.
3. Conduct all pre-bid/proposal meetings when necessary.
4. Coordinate and supervise activities of bid evaluation committees.
5. Analyze current procurement activities and recommend improvements through more efficient procurement methods, e-procurement, privatization, quantity discounts, standardization, value analysis or cooperative purchasing.
6. Read, interpret, explain, and properly apply rules, regulations, laws, policies, and procedures.

Timeline

1. 3-month contract (90 days)
2. City issued email address.
3. Work equipment to consider.
 1. Desktop and/or laptop computer
 2. Phone
4. The proposal is to include Monday through Friday days working: three days in office and two days remote with a rotating schedule of three remote working days the next week.
5. The proposal is to include Monday through Friday working hours from 8:30 am – 5:00 pm.

Notes

Desired task might need additional attention outside of working hours, which will be included in the price.

Experience and qualifications: Bachelor of Science - Business Management with 18 years of experience in public procurement.

Terms

These services are billed at the beginning of each month based on services provided during the timeframe.

CITY OF CLARKSTON

ITEM NO: 6D

CLARKSTON CITY COUNCIL MEETING

HEARING TYPE:
Work Session

BUSINESS AGENDA / MINUTES

ACTION TYPE:
Resolution

MEETING DATE: April 30, 2024

SUBJECT: To discuss a resolution to renew GIRMA Property & Liability Coverage for the policy period 5/1/2024 - 04/30/2025 through the GMA Property & Liability Self Insurance Program funded through the General Fund Budget.

DEPARTMENT: Administration

PUBLIC HEARING: ☐ YES ☒ NO

ATTACHMENT: ☒ YES ☐ NO
Pages: 1

INFORMATION CONTACT: Dan Defnall,
Finance Director : 770-367-4580

PURPOSE: To renew Georgia Interlocal Risk Management Agency (GIRMA) GMA Property and Liability Self-Insurance Program coverage for the period May 1, 2024 – April 30, 2025.

NEED/ IMPACT:

The City of Clarkston participates in the (GIRMA) GMA Property and Liability Self-Insurance Program for Property and Liability insurance coverage. The City received our premium invoice and renewal information package for the 2024/25 renewal period on April 1, 2024. Our annual coverage runs from May 1, 2024 – April 30, 2025.

Once the information is received, the Finance Director performs an annual premium analysis worksheet each year to analyze the premium calculations and understand any changes in premium estimates for each year. The premium analysis worksheets for 2023/24 and 2024/25 premiums are attached for your information. This worksheet is used to calculate premium allocations to departments and define our schedule of premium payments for the year. For reference, the net annual premium for 2023/24 term was \$150,271 compared to \$171,983. This is an increase of \$21,712 for 2024-25 premium year. This increase in premium is due primarily to a significant increase in automobile liability coverage for police vehicles which increased overall by \$39,992.

This increase in premium was offset by a decrease in our Law Enforcement Liability Coverage net premium for last year was \$43,539 compared to \$35,945 for this year's renewal, a decrease of \$7,593. The rate for this coverage is \$1,938.95 per officer which decreased from a rate of \$2,371.75 last year. This rate is adjusted each year based on GIRMA analysis across the entire GMA Police population. Also, we had a significant decrease of \$12,911 in our General Liability and Public Officials Liability coverage compared to last year.

Many factors go into the changes in premiums including our history of claims, current outstanding liability claims, and the fact that we have updated our fleet of vehicles to newer vehicles over the past few years and disposed of old vehicles. The City has experienced an increase in claims on Police Vehicles over the past couple of years with at least two vehicles being total losses.

Because the City participates in the GIRMA program, the City receives a Dividend (Premium Credit) for our participation in the plan. Our total GIRMA Dividend for the 2024/25 renewal was \$13,558 compared to \$17,054 last year, which was a negative variance of \$3,496.

RECOMMENDATIONS:

Staff recommends approval.

Georgia Interlocal Risk Management Agency

GMA Property & Liability Self-Insurance Program

CONTRIBUTION PAYMENT TERMS

CITY OF CLARKSTON

RLFC# CL1

INVOICE NUMBER	346839
EFFECTIVE DATE	05/01/2024
INVOICE AMOUNT	\$171,983
PROPOSAL NUMBER	RCL1-PR2024-1

PAYMENT TERMS:

- OPTION 1: Full Amount Due on Binding
- OPTION 2: 50% Down – Balance due in 30 days
- OPTION 3: 25% Down – Balance due in 4 monthly installments. The entire contribution must be paid within 6 months of the effective date.

Checks should be made payable to **GIRMA**. Please sign and return with your check to:

Georgia Interlocal Risk Management Agency
P.O. Box 105377
Atlanta, Georgia 30348

Please sign and date on the lines below that you have read and accept the limits and deductibles outlined in the renewal terms. Please return the signed invoice with your initial payment to the GIRMA address above.

Authorized Signature

Date

Georgia Interlocal Risk Management Agency

RENEWAL TERMS FOR 2024-2025

CITY OF CLARKSTON

Contribution Summary

<u>Line of Coverage</u>	<u>Annual Contribution</u>
General Liability	\$11,081
Law Enforcement Liability – Before Credit	\$38,779
<i>Law Enforcement Initiative Credit Amount</i>	<i>\$0</i>
Law Enforcement Liability – After Credit	\$38,779
Public Officials Liability	\$15,956
Automobile Liability	\$87,473
Automobile Physical Damage	\$18,426
Property – Buildings & Contents	\$10,669
Mobile Equipment	\$819
Police Animal Mortality	\$0
Crime / Fidelity	\$918
Boiler & Machinery	\$940
Uninsured Motorist	\$480
Sub Total	\$185,541
Less Renewal Credit	\$13,558
Total	\$171,983

Disclaimer:

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Georgia Interlocal Risk Management Agency

GMA Property & Liability Self-Insurance Program

RENEWAL TERMS FOR 2024-2025

CITY OF CLARKSTON

CL1

1055 Rowland Street
Clarkston, GA 30021

Coverage Period:

May-01-2024 to May-01-2025

Presented by:



201 Pryor Street
Atlanta, GA 30303

Quote Date:

4/1/2024

Administered by:

Lockton Companies

3280 Peachtree Road NE #1000
Atlanta, GA 30305

Georgia Interlocal Risk Management Agency

RENEWAL TERMS FOR 2024-2025

CITY OF CLARKSTON

General Liability and Law Enforcement Liability	Limit of Liability
Each Occurrence	\$2,000,000
Personal & Advertising Injury	\$2,000,000
Products / Completed Operations	\$2,000,000
Failure to Supply Utilities	\$2,000,000
Fire Legal Liability	\$2,000,000
Law Enforcement Liability	\$2,000,000
General Aggregate	\$10,000,000
Medical Payments	Excluded
Form	Occurrence
General Liability Deductible	\$1,000
Law Enforcement Liability Deductible	\$1,000
Employee Benefits Liability	\$2,000,000
Employee Benefits Aggregate	\$10,000,000
Form	Occurrence
Deductible	\$1,000

Coverage Features:

- No Premium Audits
- Defense Costs Outside the Limit
- Special Events Liability
- Athletic Participants Liability
- Fireworks Display Liability
- Cemetery Professional Liability
- Limited Pollution Liability
- Non-Owned Aircraft & Watercraft
- Liquor Liability
- Limited Drone Coverage (\$50,000)
- Garage Liability
- Personal Injury Liability
- Authorized Moonlighting by Police Officers
- Jail Cell Operations
- Police Animal Liability
- Assault and Battery
- Inmate Medical Coverage
- Sexual Abuse Coverage
- Worldwide Territory

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Georgia Interlocal Risk Management Agency

RENEWAL TERMS FOR 2024-2025

CITY OF CLARKSTON

Public Officials / Errors & Omissions Liability	Limit of Liability
Each Wrongful Act or Occurrence	\$2,000,000
Aggregate Limit	\$10,000,000
Form	Occurrence
Deductible	\$1,000

Coverage Features:

- No Premium Audits
- Defense Costs Outside the Limits
- Pay on Behalf Basis
- Personal Injury – to include:
 - Mental Anguish
 - Shock
 - Humiliation
- Employment Practices Liability – including coverage for:
 - Libel
 - Slander
 - Defamation
 - Sexual Harassment
 - Sexual Abuse
- Americans with Disabilities Act (ADA)
- Zoning Claims Seeking Monetary Demands
- Civil Rights Violations
- Services Performed Under a Mutual Aid Agreement

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Disclaimer:

Georgia Interlocal Risk Management Agency

RENEWAL TERMS FOR 2024-2025

CITY OF CLARKSTON

Automobile Liability	Limit of Liability
Combined Single Occurrence Limit	\$2,000,000
Uninsured Motorists Liability	\$75,000
Hired & Non-Owned Liability	\$2,000,000
Medical Payments	Excluded
Deductible	\$1,000
Uninsured Motorist Deductible	\$1,000

Automobile Physical Damage	Limit of Liability
Limit	Actual Cash Value
Hired Physical Damage	Included
Vehicles Covered	Per Schedule
Comprehensive Deductible	\$1,000
Collision Deductible	\$1,000
Hired Physical Damage Deductible	\$1,000

Coverage Features:

- Automatic Coverage for Vehicles up to \$100,000 in value
- Automatic Liability Coverage for new vehicles
- Deductible Per Occurrence

Crime / Fidelity	Limit of Liability
Blanket Employee Dishonesty	\$500,000
Forgery or Alteration	\$500,000
Computer Crime	\$500,000
Money and Securities	\$500,000
Social Engineering Fraud	\$25,000
Deductible	\$1,000
Social Engineering Deductible Only	\$2,500

Coverage Features:

- Faithful Performance Included
- Includes all local and state required bonds

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Georgia Interlocal Risk Management Agency

RENEWAL TERMS FOR 2024-2025

CITY OF CLARKSTON

Property	Limit of Liability
Total Insured Values	\$4,990,589
Blanket Building & Contents	\$4,504,229
Mobile Equipment	\$486,360
Computers ("EDP")	Included
Flood Limit – Including Zones A and V	\$4,990,589
Earthquake Limit	\$4,990,589
Coinsurance Provision	None
Locations Covered	Per Schedule
Valuation – Building & Contents	Replacement Cost
Valuation – Mobile Equipment	Actual Cash Value
Deductible – Buildings & Contents All Perils (Tier 1 Only-All Perils <i>except</i> Named Windstorm)	\$1,000
Deductible – Mobile Equipment All Perils (Tier 1 Only-All Perils <i>except</i> Named Windstorm)	\$1,000
Deductible – Named Windstorm for Tier 1 Only* <i>* Applies separately to (1) Each separate building. (2) The value of personal property located in each separate building. (3) Each item of Mobile Equipment. (4) Actual value of Business Interruption and Extra Expense loss for the 12 months immediately following the date of the direct physical loss.</i>	1% per unit
Automatic Coverage Extensions:	
Business Interruption	\$500,000
Extra Expense	\$500,000
Computers ("EDP")	\$500,000
Builders Risk	\$500,000
Property in Transit	\$500,000
Valuable Papers	\$500,000
Equipment Breakdown	Limit of Liability
Limit Per Occurrence	\$4,504,229
Ordinance or Law Limit	\$4,504,229
Hazardous Substance	\$250,000
Deductible	\$1,000
Automatic Coverage Extensions	
Ammonia Contamination	\$1,000,000
Expediting Expenses	\$10,000,000
Service Interruption	\$4,504,229
Spoilage / Consequential Damage	\$10,000,000
Water Damage	\$1,000,000

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Georgia Interlocal Risk Management Agency

RENEWAL TERMS FOR 2024-2025

CITY OF CLARKSTON

Cyber	Limit of Liability
Security & Privacy Liability	\$250,000
Regulatory Action Sublimit of Liability	\$250,000
Event Management	\$250,000
Cyber Extortion	\$250,000
Deductible	\$10,000

Police Animal Mortality Coverage	Limit of Liability
Scheduled Limit	\$0
Deductible	Nil

Risk Management Services

<u>Type of Service</u>	<u>Annual Contribution</u>
Loss Control & Safety Training	
On Site Visitation	Included
Awareness Training	Included
Awareness Through Safety Bulletins	Included
Automobile Drivers Training	Included
Access to Safety Videos	Included
Safety Grant	
Based on a Contribution Volume and up to \$10,000	Included
*Subject to Approval & Requirements	
Employment Practices Help Line	
Legal Advice	Included
Property Appraisals	
Building Valuations	Included
Contents and Historical Valuations	Included
Crisis Management	
Provides \$50,000 for expenses incurred in response to a Crisis Event including Workplace Violence	Included

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CITY OF CLARKSTON

ITEM NO: 6E

CITY COUNCIL WORK SESSION

MEETING TYPE:
Work Session

AGENDA ITEM SUMMARY SHEET

ACTION TYPE:
Discussion

MEETING DATE: APRIL 30, 2024

SUBJECT: E.To discuss the uses of the National Opioid Settlement Distributions in the amount of \$7,757.76 received by the city.

DEPARTMENT: CITY ADMINISTRATION

PUBLIC HEARING: ☐ YES ☒ NO

ATTACHMENT: ☒ YES ☐ NO
PAGES: 1

PRESENTER CONTACT INFO: Dan Defnall, Finance Director
PHONE NUMBER: 770-367-4580

PURPOSE: To discuss the intended uses of the National Opioid Settlement Distributions received by the city.

NEED/ IMPACT: On April 5, 2022 the City approved a resolution to participate in the State of Georgia and local governments memorandum of understanding concerning the national distribution of Opioid Settlement. The city has received \$1,347.73 in 2022, \$4,845.25 in 2023 and \$1,564.78 to date in 2024 for an accumulated balance of \$7,757.76 to date. This is a multi-year settlement agreement.

The City needs to determine how we intend to utilize these funds. The funds are currently being held in our Special Revenue Fund for restricted purposes.

Attached is Exhibit E List of Opioid Remediation Uses from the Settlement Agreement that outlines how the fund should be used. The City needs to define how we intend to use these funds so staff can move forward with implementing a plan to utilize these funds.

RECOMMENDATION: No recommendation.

EXHIBIT E

List of Opioid Remediation Uses

Schedule A Core Strategies

States and Qualifying Block Grantees shall choose from among the abatement strategies listed in Schedule B. However, priority shall be given to the following core abatement strategies (“*Core Strategies*”).¹⁴

A. **NALOXONE OR OTHER FDA-APPROVED DRUG TO
REVERSE OPIOID OVERDOSES**

1. Expand training for first responders, schools, community support groups and families; and
2. Increase distribution to individuals who are uninsured or whose insurance does not cover the needed service.

B. **MEDICATION-ASSISTED TREATMENT (“MAT”)
DISTRIBUTION AND OTHER OPIOID-RELATED
TREATMENT**

1. Increase distribution of MAT to individuals who are uninsured or whose insurance does not cover the needed service;
2. Provide education to school-based and youth-focused programs that discourage or prevent misuse;
3. Provide MAT education and awareness training to healthcare providers, EMTs, law enforcement, and other first responders; and
4. Provide treatment and recovery support services such as residential and inpatient treatment, intensive outpatient treatment, outpatient therapy or counseling, and recovery housing that allow or integrate medication and with other support services.

¹⁴ As used in this Schedule A, words like “expand,” “fund,” “provide” or the like shall not indicate a preference for new or existing programs.

C. **PREGNANT & POSTPARTUM WOMEN**

1. Expand Screening, Brief Intervention, and Referral to Treatment (“*SBIRT*”) services to non-Medicaid eligible or uninsured pregnant women;
2. Expand comprehensive evidence-based treatment and recovery services, including MAT, for women with co-occurring Opioid Use Disorder (“*OUD*”) and other Substance Use Disorder (“*SUD*”) / Mental Health disorders for uninsured individuals for up to 12 months postpartum; and
3. Provide comprehensive wrap-around services to individuals with OUD, including housing, transportation, job placement/training, and childcare.

D. **EXPANDING TREATMENT FOR NEONATAL ABSTINENCE SYNDROME (“*NAS*”)**

1. Expand comprehensive evidence-based and recovery support for NAS babies;
2. Expand services for better continuum of care with infant-need dyad; and
3. Expand long-term treatment and services for medical monitoring of NAS babies and their families.

E. **EXPANSION OF WARM HAND-OFF PROGRAMS AND RECOVERY SERVICES**

1. Expand services such as navigators and on-call teams to begin MAT in hospital emergency departments;
2. Expand warm hand-off services to transition to recovery services;
3. Broaden scope of recovery services to include co-occurring SUD or mental health conditions;
4. Provide comprehensive wrap-around services to individuals in recovery, including housing, transportation, job placement/training, and childcare; and
5. Hire additional social workers or other behavioral health workers to facilitate expansions above.

F. **TREATMENT FOR INCARCERATED POPULATION**

1. Provide evidence-based treatment and recovery support, including MAT for persons with OUD and co-occurring SUD/MH disorders within and transitioning out of the criminal justice system; and
2. Increase funding for jails to provide treatment to inmates with OUD.

G. **PREVENTION PROGRAMS**

1. Funding for media campaigns to prevent opioid use (similar to the FDA's "Real Cost" campaign to prevent youth from misusing tobacco);
2. Funding for evidence-based prevention programs in schools;
3. Funding for medical provider education and outreach regarding best prescribing practices for opioids consistent with the 2016 CDC guidelines, including providers at hospitals (academic detailing);
4. Funding for community drug disposal programs; and
5. Funding and training for first responders to participate in pre-arrest diversion programs, post-overdose response teams, or similar strategies that connect at-risk individuals to behavioral health services and supports.

H. **EXPANDING SYRINGE SERVICE PROGRAMS**

1. Provide comprehensive syringe services programs with more wrap-around services, including linkage to OUD treatment, access to sterile syringes and linkage to care and treatment of infectious diseases.

I. **EVIDENCE-BASED DATA COLLECTION AND RESEARCH ANALYZING THE EFFECTIVENESS OF THE ABATEMENT STRATEGIES WITHIN THE STATE**

Schedule B Approved Uses

Support treatment of Opioid Use Disorder (OUD) and any co-occurring Substance Use Disorder or Mental Health (SUD/MH) conditions through evidence-based or evidence-informed programs or strategies that may include, but are not limited to, the following:

PART ONE: TREATMENT

A. **TREAT OPIOID USE DISORDER (OUD)**

Support treatment of Opioid Use Disorder (“*OUD*”) and any co-occurring Substance Use Disorder or Mental Health (“*SUD/MH*”) conditions through evidence-based or evidence-informed programs or strategies that may include, but are not limited to, those that:¹⁵

1. Expand availability of treatment for OUD and any co-occurring SUD/MH conditions, including all forms of Medication-Assisted Treatment (“*MAT*”) approved by the U.S. Food and Drug Administration.
2. Support and reimburse evidence-based services that adhere to the American Society of Addiction Medicine (“*ASAM*”) continuum of care for OUD and any co-occurring SUD/MH conditions.
3. Expand telehealth to increase access to treatment for OUD and any co-occurring SUD/MH conditions, including *MAT*, as well as counseling, psychiatric support, and other treatment and recovery support services.
4. Improve oversight of Opioid Treatment Programs (“*OTPs*”) to assure evidence-based or evidence-informed practices such as adequate methadone dosing and low threshold approaches to treatment.
5. Support mobile intervention, treatment, and recovery services, offered by qualified professionals and service providers, such as peer recovery coaches, for persons with OUD and any co-occurring SUD/MH conditions and for persons who have experienced an opioid overdose.
6. Provide treatment of trauma for individuals with OUD (*e.g.*, violence, sexual assault, human trafficking, or adverse childhood experiences) and family members (*e.g.*, surviving family members after an overdose or overdose fatality), and training of health care personnel to identify and address such trauma.
7. Support evidence-based withdrawal management services for people with OUD and any co-occurring mental health conditions.

¹⁵ As used in this Schedule B, words like “expand,” “fund,” “provide” or the like shall not indicate a preference for new or existing programs.

8. Provide training on MAT for health care providers, first responders, students, or other supporting professionals, such as peer recovery coaches or recovery outreach specialists, including telementoring to assist community-based providers in rural or underserved areas.
9. Support workforce development for addiction professionals who work with persons with OUD and any co-occurring SUD/MH conditions.
10. Offer fellowships for addiction medicine specialists for direct patient care, instructors, and clinical research for treatments.
11. Offer scholarships and supports for behavioral health practitioners or workers involved in addressing OUD and any co-occurring SUD/MH or mental health conditions, including, but not limited to, training, scholarships, fellowships, loan repayment programs, or other incentives for providers to work in rural or underserved areas.
12. Provide funding and training for clinicians to obtain a waiver under the federal Drug Addiction Treatment Act of 2000 (“*DATA 2000*”) to prescribe MAT for OUD, and provide technical assistance and professional support to clinicians who have obtained a DATA 2000 waiver.
13. Disseminate of web-based training curricula, such as the American Academy of Addiction Psychiatry’s Provider Clinical Support Service–Opioids web-based training curriculum and motivational interviewing.
14. Develop and disseminate new curricula, such as the American Academy of Addiction Psychiatry’s Provider Clinical Support Service for Medication–Assisted Treatment.

B. SUPPORT PEOPLE IN TREATMENT AND RECOVERY

Support people in recovery from OUD and any co-occurring SUD/MH conditions through evidence-based or evidence-informed programs or strategies that may include, but are not limited to, the programs or strategies that:

1. Provide comprehensive wrap-around services to individuals with OUD and any co-occurring SUD/MH conditions, including housing, transportation, education, job placement, job training, or childcare.
2. Provide the full continuum of care of treatment and recovery services for OUD and any co-occurring SUD/MH conditions, including supportive housing, peer support services and counseling, community navigators, case management, and connections to community-based services.
3. Provide counseling, peer-support, recovery case management and residential treatment with access to medications for those who need it to persons with OUD and any co-occurring SUD/MH conditions.

4. Provide access to housing for people with OUD and any co-occurring SUD/MH conditions, including supportive housing, recovery housing, housing assistance programs, training for housing providers, or recovery housing programs that allow or integrate FDA-approved medication with other support services.
5. Provide community support services, including social and legal services, to assist in deinstitutionalizing persons with OUD and any co-occurring SUD/MH conditions.
6. Support or expand peer-recovery centers, which may include support groups, social events, computer access, or other services for persons with OUD and any co-occurring SUD/MH conditions.
7. Provide or support transportation to treatment or recovery programs or services for persons with OUD and any co-occurring SUD/MH conditions.
8. Provide employment training or educational services for persons in treatment for or recovery from OUD and any co-occurring SUD/MH conditions.
9. Identify successful recovery programs such as physician, pilot, and college recovery programs, and provide support and technical assistance to increase the number and capacity of high-quality programs to help those in recovery.
10. Engage non-profits, faith-based communities, and community coalitions to support people in treatment and recovery and to support family members in their efforts to support the person with OUD in the family.
11. Provide training and development of procedures for government staff to appropriately interact and provide social and other services to individuals with or in recovery from OUD, including reducing stigma.
12. Support stigma reduction efforts regarding treatment and support for persons with OUD, including reducing the stigma on effective treatment.
13. Create or support culturally appropriate services and programs for persons with OUD and any co-occurring SUD/MH conditions, including new Americans.
14. Create and/or support recovery high schools.
15. Hire or train behavioral health workers to provide or expand any of the services or supports listed above.

C. CONNECT PEOPLE WHO NEED HELP TO THE HELP THEY NEED
(CONNECTIONS TO CARE)

Provide connections to care for people who have—or are at risk of developing—OUD and any co-occurring SUD/MH conditions through evidence-based or evidence-informed programs or strategies that may include, but are not limited to, those that:

1. Ensure that health care providers are screening for OUD and other risk factors and know how to appropriately counsel and treat (or refer if necessary) a patient for OUD treatment.
2. Fund SBIRT programs to reduce the transition from use to disorders, including SBIRT services to pregnant women who are uninsured or not eligible for Medicaid.
3. Provide training and long-term implementation of SBIRT in key systems (health, schools, colleges, criminal justice, and probation), with a focus on youth and young adults when transition from misuse to opioid disorder is common.
4. Purchase automated versions of SBIRT and support ongoing costs of the technology.
5. Expand services such as navigators and on-call teams to begin MAT in hospital emergency departments.
6. Provide training for emergency room personnel treating opioid overdose patients on post-discharge planning, including community referrals for MAT, recovery case management or support services.
7. Support hospital programs that transition persons with OUD and any co-occurring SUD/MH conditions, or persons who have experienced an opioid overdose, into clinically appropriate follow-up care through a bridge clinic or similar approach.
8. Support crisis stabilization centers that serve as an alternative to hospital emergency departments for persons with OUD and any co-occurring SUD/MH conditions or persons that have experienced an opioid overdose.
9. Support the work of Emergency Medical Systems, including peer support specialists, to connect individuals to treatment or other appropriate services following an opioid overdose or other opioid-related adverse event.
10. Provide funding for peer support specialists or recovery coaches in emergency departments, detox facilities, recovery centers, recovery housing, or similar settings; offer services, supports, or connections to care to persons with OUD and any co-occurring SUD/MH conditions or to persons who have experienced an opioid overdose.
11. Expand warm hand-off services to transition to recovery services.
12. Create or support school-based contacts that parents can engage with to seek immediate treatment services for their child; and support prevention, intervention, treatment, and recovery programs focused on young people.
13. Develop and support best practices on addressing OUD in the workplace.

14. Support assistance programs for health care providers with OUD.
15. Engage non-profits and the faith community as a system to support outreach for treatment.
16. Support centralized call centers that provide information and connections to appropriate services and supports for persons with OUD and any co-occurring SUD/MH conditions.

D. ADDRESS THE NEEDS OF CRIMINAL JUSTICE-INVOLVED PERSONS

Address the needs of persons with OUD and any co-occurring SUD/MH conditions who are involved in, are at risk of becoming involved in, or are transitioning out of the criminal justice system through evidence-based or evidence-informed programs or strategies that may include, but are not limited to, those that:

1. Support pre-arrest or pre-arraignment diversion and deflection strategies for persons with OUD and any co-occurring SUD/MH conditions, including established strategies such as:
 1. Self-referral strategies such as the Angel Programs or the Police Assisted Addiction Recovery Initiative (“*PAARP*”);
 2. Active outreach strategies such as the Drug Abuse Response Team (“*DART*”) model;
 3. “Naloxone Plus” strategies, which work to ensure that individuals who have received naloxone to reverse the effects of an overdose are then linked to treatment programs or other appropriate services;
 4. Officer prevention strategies, such as the Law Enforcement Assisted Diversion (“*LEAD*”) model;
 5. Officer intervention strategies such as the Leon County, Florida Adult Civil Citation Network or the Chicago Westside Narcotics Diversion to Treatment Initiative; or
 6. Co-responder and/or alternative responder models to address OUD-related 911 calls with greater SUD expertise.
2. Support pre-trial services that connect individuals with OUD and any co-occurring SUD/MH conditions to evidence-informed treatment, including MAT, and related services.
3. Support treatment and recovery courts that provide evidence-based options for persons with OUD and any co-occurring SUD/MH conditions.

4. Provide evidence-informed treatment, including MAT, recovery support, harm reduction, or other appropriate services to individuals with OUD and any co-occurring SUD/MH conditions who are incarcerated in jail or prison.
5. Provide evidence-informed treatment, including MAT, recovery support, harm reduction, or other appropriate services to individuals with OUD and any co-occurring SUD/MH conditions who are leaving jail or prison or have recently left jail or prison, are on probation or parole, are under community corrections supervision, or are in re-entry programs or facilities.
6. Support critical time interventions (“CTP”), particularly for individuals living with dual-diagnosis OUD/serious mental illness, and services for individuals who face immediate risks and service needs and risks upon release from correctional settings.
7. Provide training on best practices for addressing the needs of criminal justice-involved persons with OUD and any co-occurring SUD/MH conditions to law enforcement, correctional, or judicial personnel or to providers of treatment, recovery, harm reduction, case management, or other services offered in connection with any of the strategies described in this section.

E. ADDRESS THE NEEDS OF PREGNANT OR PARENTING WOMEN AND THEIR FAMILIES, INCLUDING BABIES WITH NEONATAL ABSTINENCE SYNDROME

Address the needs of pregnant or parenting women with OUD and any co-occurring SUD/MH conditions, and the needs of their families, including babies with neonatal abstinence syndrome (“NAS”), through evidence-based or evidence-informed programs or strategies that may include, but are not limited to, those that:

1. Support evidence-based or evidence-informed treatment, including MAT, recovery services and supports, and prevention services for pregnant women—or women who could become pregnant—who have OUD and any co-occurring SUD/MH conditions, and other measures to educate and provide support to families affected by Neonatal Abstinence Syndrome.
2. Expand comprehensive evidence-based treatment and recovery services, including MAT, for uninsured women with OUD and any co-occurring SUD/MH conditions for up to 12 months postpartum.
3. Provide training for obstetricians or other healthcare personnel who work with pregnant women and their families regarding treatment of OUD and any co-occurring SUD/MH conditions.
4. Expand comprehensive evidence-based treatment and recovery support for NAS babies; expand services for better continuum of care with infant-need dyad; and expand long-term treatment and services for medical monitoring of NAS babies and their families.

5. Provide training to health care providers who work with pregnant or parenting women on best practices for compliance with federal requirements that children born with NAS get referred to appropriate services and receive a plan of safe care.
6. Provide child and family supports for parenting women with OUD and any co-occurring SUD/MH conditions.
7. Provide enhanced family support and child care services for parents with OUD and any co-occurring SUD/MH conditions.
8. Provide enhanced support for children and family members suffering trauma as a result of addiction in the family; and offer trauma-informed behavioral health treatment for adverse childhood events.
9. Offer home-based wrap-around services to persons with OUD and any co-occurring SUD/MH conditions, including, but not limited to, parent skills training.
10. Provide support for Children's Services—Fund additional positions and services, including supportive housing and other residential services, relating to children being removed from the home and/or placed in foster care due to custodial opioid use.

PART TWO: PREVENTION

F. PREVENT OVER-PRESCRIBING AND ENSURE APPROPRIATE PRESCRIBING AND DISPENSING OF OPIOIDS

Support efforts to prevent over-prescribing and ensure appropriate prescribing and dispensing of opioids through evidence-based or evidence-informed programs or strategies that may include, but are not limited to, the following:

1. Funding medical provider education and outreach regarding best prescribing practices for opioids consistent with the Guidelines for Prescribing Opioids for Chronic Pain from the U.S. Centers for Disease Control and Prevention, including providers at hospitals (academic detailing).
2. Training for health care providers regarding safe and responsible opioid prescribing, dosing, and tapering patients off opioids.
3. Continuing Medical Education (CME) on appropriate prescribing of opioids.
4. Providing Support for non-opioid pain treatment alternatives, including training providers to offer or refer to multi-modal, evidence-informed treatment of pain.
5. Supporting enhancements or improvements to Prescription Drug Monitoring Programs ("PDMPs"), including, but not limited to, improvements that:

1. Increase the number of prescribers using PDMPs;
2. Improve point-of-care decision-making by increasing the quantity, quality, or format of data available to prescribers using PDMPs, by improving the interface that prescribers use to access PDMP data, or both; or
3. Enable states to use PDMP data in support of surveillance or intervention strategies, including MAT referrals and follow-up for individuals identified within PDMP data as likely to experience OUD in a manner that complies with all relevant privacy and security laws and rules.
6. Ensuring PDMPs incorporate available overdose/naloxone deployment data, including the United States Department of Transportation's Emergency Medical Technician overdose database in a manner that complies with all relevant privacy and security laws and rules.
7. Increasing electronic prescribing to prevent diversion or forgery.
8. Educating dispensers on appropriate opioid dispensing.

G. PREVENT MISUSE OF OPIOIDS

Support efforts to discourage or prevent misuse of opioids through evidence-based or evidence-informed programs or strategies that may include, but are not limited to, the following:

1. Funding media campaigns to prevent opioid misuse.
2. Corrective advertising or affirmative public education campaigns based on evidence.
3. Public education relating to drug disposal.
4. Drug take-back disposal or destruction programs.
5. Funding community anti-drug coalitions that engage in drug prevention efforts.
6. Supporting community coalitions in implementing evidence-informed prevention, such as reduced social access and physical access, stigma reduction—including staffing, educational campaigns, support for people in treatment or recovery, or training of coalitions in evidence-informed implementation, including the Strategic Prevention Framework developed by the U.S. Substance Abuse and Mental Health Services Administration (“SAMHSA”).
7. Engaging non-profits and faith-based communities as systems to support prevention.

8. Funding evidence-based prevention programs in schools or evidence-informed school and community education programs and campaigns for students, families, school employees, school athletic programs, parent-teacher and student associations, and others.
9. School-based or youth-focused programs or strategies that have demonstrated effectiveness in preventing drug misuse and seem likely to be effective in preventing the uptake and use of opioids.
10. Create or support community-based education or intervention services for families, youth, and adolescents at risk for OUD and any co-occurring SUD/MH conditions.
11. Support evidence-informed programs or curricula to address mental health needs of young people who may be at risk of misusing opioids or other drugs, including emotional modulation and resilience skills.
12. Support greater access to mental health services and supports for young people, including services and supports provided by school nurses, behavioral health workers or other school staff, to address mental health needs in young people that (when not properly addressed) increase the risk of opioid or another drug misuse.

H. PREVENT OVERDOSE DEATHS AND OTHER HARMS (HARM REDUCTION)

Support efforts to prevent or reduce overdose deaths or other opioid-related harms through evidence-based or evidence-informed programs or strategies that may include, but are not limited to, the following:

1. Increased availability and distribution of naloxone and other drugs that treat overdoses for first responders, overdose patients, individuals with OUD and their friends and family members, schools, community navigators and outreach workers, persons being released from jail or prison, or other members of the general public.
2. Public health entities providing free naloxone to anyone in the community.
3. Training and education regarding naloxone and other drugs that treat overdoses for first responders, overdose patients, patients taking opioids, families, schools, community support groups, and other members of the general public.
4. Enabling school nurses and other school staff to respond to opioid overdoses, and provide them with naloxone, training, and support.
5. Expanding, improving, or developing data tracking software and applications for overdoses/naloxone revivals.
6. Public education relating to emergency responses to overdoses.

7. Public education relating to immunity and Good Samaritan laws.
8. Educating first responders regarding the existence and operation of immunity and Good Samaritan laws.
9. Syringe service programs and other evidence-informed programs to reduce harms associated with intravenous drug use, including supplies, staffing, space, peer support services, referrals to treatment, fentanyl checking, connections to care, and the full range of harm reduction and treatment services provided by these programs.
10. Expanding access to testing and treatment for infectious diseases such as HIV and Hepatitis C resulting from intravenous opioid use.
11. Supporting mobile units that offer or provide referrals to harm reduction services, treatment, recovery supports, health care, or other appropriate services to persons that use opioids or persons with OUD and any co-occurring SUD/MH conditions.
12. Providing training in harm reduction strategies to health care providers, students, peer recovery coaches, recovery outreach specialists, or other professionals that provide care to persons who use opioids or persons with OUD and any co-occurring SUD/MH conditions.
13. Supporting screening for fentanyl in routine clinical toxicology testing.

PART THREE: OTHER STRATEGIES

I. FIRST RESPONDERS

In addition to items in section C, D and H relating to first responders, support the following:

1. Education of law enforcement or other first responders regarding appropriate practices and precautions when dealing with fentanyl or other drugs.
2. Provision of wellness and support services for first responders and others who experience secondary trauma associated with opioid-related emergency events.

J. LEADERSHIP, PLANNING AND COORDINATION

Support efforts to provide leadership, planning, coordination, facilitations, training and technical assistance to abate the opioid epidemic through activities, programs, or strategies that may include, but are not limited to, the following:

1. Statewide, regional, local or community regional planning to identify root causes of addiction and overdose, goals for reducing harms related to the opioid epidemic, and areas and populations with the greatest needs for treatment

intervention services, and to support training and technical assistance and other strategies to abate the opioid epidemic described in this opioid abatement strategy list.

2. A dashboard to (a) share reports, recommendations, or plans to spend opioid settlement funds; (b) to show how opioid settlement funds have been spent; (c) to report program or strategy outcomes; or (d) to track, share or visualize key opioid- or health-related indicators and supports as identified through collaborative statewide, regional, local or community processes.
3. Invest in infrastructure or staffing at government or not-for-profit agencies to support collaborative, cross-system coordination with the purpose of preventing overprescribing, opioid misuse, or opioid overdoses, treating those with OUD and any co-occurring SUD/MH conditions, supporting them in treatment or recovery, connecting them to care, or implementing other strategies to abate the opioid epidemic described in this opioid abatement strategy list.
4. Provide resources to staff government oversight and management of opioid abatement programs.

K. TRAINING

In addition to the training referred to throughout this document, support training to abate the opioid epidemic through activities, programs, or strategies that may include, but are not limited to, those that:

1. Provide funding for staff training or networking programs and services to improve the capability of government, community, and not-for-profit entities to abate the opioid crisis.
2. Support infrastructure and staffing for collaborative cross-system coordination to prevent opioid misuse, prevent overdoses, and treat those with OUD and any co-occurring SUD/MH conditions, or implement other strategies to abate the opioid epidemic described in this opioid abatement strategy list (*e.g.*, health care, primary care, pharmacies, PDMPs, etc.).

L. RESEARCH

Support opioid abatement research that may include, but is not limited to, the following:

1. Monitoring, surveillance, data collection and evaluation of programs and strategies described in this opioid abatement strategy list.
2. Research non-opioid treatment of chronic pain.
3. Research on improved service delivery for modalities such as SBIRT that demonstrate promising but mixed results in populations vulnerable to opioid use disorders.

4. Research on novel harm reduction and prevention efforts such as the provision of fentanyl test strips.
5. Research on innovative supply-side enforcement efforts such as improved detection of mail-based delivery of synthetic opioids.
6. Expanded research on swift/certain/fair models to reduce and deter opioid misuse within criminal justice populations that build upon promising approaches used to address other substances (*e.g.*, Hawaii HOPE and Dakota 24/7).
7. Epidemiological surveillance of OUD-related behaviors in critical populations, including individuals entering the criminal justice system, including, but not limited to approaches modeled on the Arrestee Drug Abuse Monitoring (“*ADAM*”) system.
8. Qualitative and quantitative research regarding public health risks and harm reduction opportunities within illicit drug markets, including surveys of market participants who sell or distribute illicit opioids.
9. Geospatial analysis of access barriers to MAT and their association with treatment engagement and treatment outcomes.



CITY OF CLARKSTON

ITEM NO: 6F

CITY COUNCIL WORK SESSION

MEETING TYPE:

Work Session

AGENDA ITEM SUMMARY SHEET

ACTION TYPE:

Discuss

MEETING DATE: APRIL 30, 2024

SUBJECT: To discuss a resolution to Implement Increase of FY2024 Sanitation Assessment fee to \$317 that was approved at the February 6, 2024, City Council meeting to cover cost of residential garbage and recycling services for FY2024.

DEPARTMENT: CITY ADMINISTRATION

PUBLIC HEARING: ☐ YES ☒ NO

ATTACHMENT: ☒ YES ☐ NO

PAGES: 1

PRESENTER CONTACT INFO: Dan Defnall, Finance
Director **PHONE NUMBER:** 770-367-4580

PURPOSE: To approve a resolution to implement the FY2024 Sanitation Assessment Fee increase approved by the City Council on 2/6/2024.

NEED/ IMPACT:

The City will need to provide a copy of the final executed resolution to the Dekalb County Tax Commissioners Office by July 1, 2024 so the assessments can be implemented on the final tax digest for the 2024 tax billings to residents.

RECOMMENDATION: Staff recommends approval of the resolution.

RESOLUTION NO. _____

A RESOLUTION TO AMEND THE SANITATION FEE SCHEDULE

WHEREAS, the City of Clarkston, Georgia is authorized by O.C.G.A. Title 12, Chapter 8, Article 2 to collect a fee from property owners in order to fund the collection of solid waste within the City; and

WHEREAS, City Code Chapter 19, Article III, adopted rules and procedures for the collection of solid waste and the imposition of a fee to fund the same; and

WHEREAS, City Code Section 19-78 contemplates that the City Council will establish a sanitation fee to cover the cost of the collection of solid waste; and

WHEREAS, for year 2023, the amount collected in sanitation fees was less than the cost of collecting solid waste within the City; and

WHEREAS, the City Council desires to adjust the sanitation fee amount by means of this Resolution.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Clarkston that the City of Clarkston hereby adopts the following amended fee schedule for solid waste collection and disposal, effective for 2024 and until and unless further amended by City Council:

Residential Property: Three Hundred and Seventeen Dollars (\$317) per residence
to be collected annually

BE IT FURTHER RESOLVED that this Resolution shall be maintained as a public record by the City Clerk and shall be available for public inspection.

SO RESOLVED, this _____ day of May, 2024.

CLARKSTON CITY COUNCIL

BEVERLY H. BURKS, Mayor

ATTEST:

City Clerk

Approved as to form:

Stephen Quinn

Stephen G. Quinn, City Attorney

RESOLUTION 18-0701
TO AMEND THE SANITATION FEE SCHEDULE

WHEREAS, the City of Clarkston, Georgia is authorized by O.C.G.A. Title 12, Chapter 8, Article 2 to collect a fee from property owners in order to fund the collection of solid waste with the City; and

WHEREAS, City Code Chapter 19, Article III, adopted rules and procedures for the collection of solid waste and the imposition of a fee to fund the same; and

WHEREAS, City Code Section 19-78 contemplates that the City Council will establish a sanitation fee to cover the cost of the collection of solid waste; and

WHEREAS, for years 2016 and 2017, the amount collected in sanitation fees was less than the cost of collecting solid waste within the City; and

WHEREAS, the City Council desires to adjust the sanitation fee amount by means of this Resolution.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Clarkston that the City of Clarkston hereby adopts the following amended fee schedule for solid waste collection and disposal, effective until and unless further amended by City Council:

Residential Property: \$213.21 per residence, to be collected annually

BE IT FURTHER RESOLVED that this Resolution shall be maintained as a public record by the City Clerk and shall be available for public inspection.

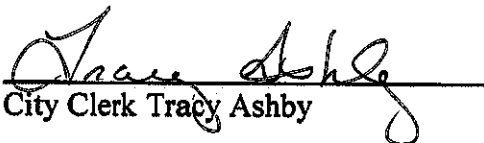
SO RESOLVED, this 5 day of July, 2018.

CITY OF CLARKSTON, GEORGIA

By: _____

Mayor Ted Terry

Attest:


City Clerk Tracy Ashby

Approved as to form:

 6-21-18
Stephen G. Quinn, City Attorney

MINUTES OF A REGULAR MEETING
OF THE CITY COUNCIL OF CLARKSTON, GEORGIA
HELD IN-PERSON AND BY TELECONFERENCE, ZOOM AUDIO/VIDEO
IN SAID CITY ON TUESDAY, FEBRUARY 6, 2024

On the 6th day of February 2024, at 7:00 p.m., the City Council of Clarkston, Georgia met in regular session in-person and by teleconference, Zoom Audio/Video in said City. Mayor Beverly Burks called the meeting to order. The following members of the City Council were present: Vice Mayor Debra Johnson and Councilmembers Awet Eyasu; Jamie Carroll; Susan Hood; Yterenickia Bell; and Mark Perkins. Absent: None. The following City staff were present: Tammi Saddler Jones (Interim City Manager); Dan Defnall (Finance Director); Christine Hudson (Police Chief); Rodney Beck (Public Works Director); Lisa Cameron (Planning & Economic Development Director); Tomika R. Mitchell (City Clerk); and Stephen Quinn (City Attorney).

NOTE: Items appearing in these minutes are in the order they were discussed, not necessarily in the order they appeared on the agenda.

1. CALL TO ORDER

The meeting was called to order at 7:00 p.m.

2. ROLL CALL

All Councilmembers were present.

Councilmember Hood made a motion to remove Item 7E from the Consent Agenda and add it as Item 8G; Acknowledged Items E and F were not discussed at the previous Works Session but added to this Council Meeting agenda; Add a discussion from the previous Work Session -an ordinance to repeal existing and adopt new Article III of Chapter 5 of the City's Code Regarding Floodplain Management and Flood Damage Prevention as Item 8H; and Add a resolution by the City Council of the City of Clarkston, Georgia, consenting to the Housing Authority of the County of DeKalb, Georgia, exercising its powers within the City of Clarkston for the purpose of financing a proposed multifamily housing project at 1086 Montreal Rd. as Item 8I. Councilmember Eyasu duly seconded the motion. Mayor Burks called for the vote and declared the motion approved (6-0).

3. ADMINISTRATIVE BUSINESS/ PRESENTATION

A. To approve minutes the following meetings:

- 01/09/2024 – City Council Meeting
- 01/30/2024 – City Council Work Session

Vice Mayor Johnson made a motion to approve the following meeting minutes: 01/09/2024 – City Council Meeting (with the noted correction) and 01/30/2024 - City Council Work Session. Councilmember Carroll duly seconded the motion. Mayor Burks called for the vote and declared the motion approved (6-0).

4. REPORTS

A. Planning/Economic and Development Report.

- Planning/Economic and Development Manager, Lisa Camera gave a brief report about on the following topics:
 - New Code Compliance Officer started employment on January 28th.
 - Two applications received for board member positions of the Planning & Zoning Board
 - City of Clarkston selected to do a Film Production
 - Met with staff regarding Business License process and working to get a meeting with the Business License Manager at the County to discuss the delays in the process
 - Meeting scheduled with HOAs President of the Cottage Homes to discuss the Pocket Park
 - Will schedule a Special Called Meeting for the DDA for Board member selection

B. City Manager's Report

- Interim City Manager, Tammi Saddler Jones gave an update on the following:
 - Monday, February 19th – City Offices Closed to observe Presidents Day
 - The City Manager's Office held an "All Staff Meeting" to discuss various items
 - Staff had a kick-off meeting with Dept. of Transportation regarding the Safe Street 4 All "SS4A" Grant
 - Gave a brief overview of events she attended as the Interim City Manager

C. City Attorney's Report

- No report.

D. Council Remarks

- The Councilmembers briefly gave an overview of meetings and events they attended, and projects they are currently working on.

E. Mayor's Report

- Mayor Burks gave a brief overview of meetings and events she attended and other news of the city.

5. PUBLIC COMMENTS

The following citizens presented comments to the Mayor and Council: Chris Brusing, Luay Sami, Kim Ault, and Rasheed Mahamed.

6. OLD BUSINESS

A. To refer the Brockett Triangle Pocket Park recommendations back to the Transportation and Environment Committee.

Mayor Burks stated the Brockett Triangle Pocket Park recommendations will go back to the Transportation and Environment Committee for the committee members to engage with staff to bring a plan with a timeline back to the City Council.

7. CONSENT AGENDA

- A. To approve a resolution awarding the bid for Grant Solicitation Services to CHA Consulting, Inc. and authorizing the Mayor to execute the contract in the amount of \$50,000 annually to be funded out of the American Rescue Plan Act (APPA).
- B. To approve a resolution authorizing a temporary month-to-month extension to the Waste Management contract.
- C. To approve a resolution authorizing a contract with Railroad Outdoor, LLC for digital billboard advertising at the City of Clarkston exit on Hwy 285 in the amount of \$1,900 per month.
- D. To approve an ordinance amending Chapter 22, Article II of the City Code Regarding Stream Buffer Protection to Clarify the Purpose and Intent of Such Article.
- E. To approve appointing City Councilmembers to Standing Advisory Committees and other city committees. *(This item was removed from the Consent Agenda and added to New Business.)*

Councilmember Eyasu made a motion to approve Items A-D on the Consent Agenda. Councilmember Carroll duly seconded the motion. Mayor Burks called for the vote and declared the motion approved (6-0).

8. NEW BUSINESS

- A. To approve a resolution awarding the bid for Sanitation Services to Waste Pro of Ga, Inc. for Solid Waste Collection and Recycling Services and authorizing the Mayor to execute the contract in the amount of \$347,363 per year to be funded out of the Sanitation Fund.

Councilmember Carroll made a motion to approve the contract for Sanitation Services to Waste Pro of Ga, Inc. for Solid Waste Collection and Recycling Services in the amount of \$347,363 per year to be funded out of the Sanitation Fund. Vice Mayor Johnson duly seconded the motion.

The Council briefly discussed this item.

Vice Mayor Johnson exited the meeting during the discussion.

Mayor Burks called for the vote and declared the motion approved (3-1-1). Councilmember Hood voted “no” and Councilmember Eyasu abstained. Vice Mayor Johnson was absent during the vote.

- B. To approve increasing the FY 2024 Sanitation Assessment Fee to cover residential garbage and recycling services.

Councilmember Carroll made a motion to increase the FY 2024 Sanitation Assessment Fee to \$317 per service address.

Vice Mayor Johnson returned to the meeting.

Vice Mayor Johnson duly seconded the motion. Mayor Burks called for the vote and declared the motion approved (4-2). Councilmembers Hood and Eyasu voted “no”.

- C. To approve the selection of the most responsive and responsible vendor for the City Manager Executive Search Firm and authorize the Mayor and City Attorney to negotiate a contract with the selected vendor.

Mayor Burks stated the top two most responsive and responsible vendors were Sumter Consulting and Slavin Management Consultants for consideration of the City Manager Executive Search Firm.

Councilmember Eyasu made a motion to select Slavin Management Consultants as the vendor to provide City Manager executive recruiting services to the City of Clarkston. Vice Mayor Johnson duly seconded the motion.

The Council briefly discussed this item.

Councilmember Perkins encouraged Slavin Management Consultant to provide an opportunity for the City staff and possibly the community members at appropriate times to be involved in the input and the process.

Mayor Burks called for the vote and declared the motion approved (6-0).

- D. To approve a resolution authorizing a Use of Meeting Space Agreement with the Clarkston Community Center in the amount of \$20,000 for 2024.

Councilmember Perkins recused himself of this item due to a conflict of interest and exited the meeting.

Councilmember Eyasu made a motion to approve a resolution authorizing a Use of Meeting Space Agreement with the Clarkston Community Center in the amount of \$20,000 for 2024. Councilmember Hood duly seconded the motion. Mayor Burks called for the vote and declared the motion approved (5-0).

Councilmember Perkins returned to the meeting.

- E. To approve a resolution authorizing a take-home vehicle for the Interim City Manager for business use.

Councilmember Eyasu made a motion to approve a resolution authorizing a take-home vehicle for the Interim City Manager for business use. Councilmember Bell duly seconded the motion.

The Council briefly discussed this item.

City Attorney, Stephen Quinn provided clarification of the City’s vehicle insurance coverage.

Mayor Burks called for the vote and declared the motion approved (6-0).

- F. To approve an ordinance amending and restating the GMEBS Defined Benefit Retirement Plan Adoption Agreement for the Employees of the City of Clarkston.

Finance Director, Dan Defnall stated the city's GMEBS Defined Benefit Retirement Plan through GMA had their legal counsel updated to the city's defined plan, which was written many years ago, to bring it up to date to the current code with the IRS rules and laws. This did not change any terms or conditions.

Vice Mayor Johnson made a motion to approve an ordinance amending and restating the GMEBS Defined Benefit Retirement Plan Adoption Agreement for the Employees of the City of Clarkston. Councilmember Bell duly seconded the motion. Mayor Burks called for the vote and declared the motion approved (6-0).

- G. To approve an ordinance to repeal existing and adopt the new Article III of Chapter 5 of the City's Code Regarding Floodplain Management and Flood Damage Prevention.

Mayor Burks stated this item was deferred at the previous Work Session to the February 27th Work Session and the March City Council Meeting.

- H. To approve appointing City Councilmembers to Standing Advisory Committees (SAC) and other city committees.

Mayor Burks stated this item was on the Consent Agenda and moved to a discussion item for further discussion. She stated the SAC were fine but some of the task forces needed to be re-evaluated, which could be done at a later date.

Public Safety and Legal Committee

Chair: Yterenickia Bell
Vice-Chair: Awet Eyasu
Members: Mark Perkins

Transportation and Environment Committee

Chair: Awet Eyasu
Vice-Chair: Jamie Carroll
Members: Susan Hood

Housing and Infrastructure Committee

Chair: Jamie Carroll
Vice-Chair: Susan Hood
Members: Mayor Beverly H. Burks

Community Development and Civic Innovation Committee

Chair: Mark Perkins
Vice-Chair: Debra Johnson
Members: Yterenickia Bell

Business and Economic Development Committee

Chair: Susan Hood
Vice-Chair: Yterenickia Bell
Members: Mayor Beverly H. Burks

Equity, Inclusion, and Opportunity Committee:

Chair: Debra Johnson
Vice-Chair: Mayor Beverly H. Burks
Members: Awet Eyasu

Vice Mayor Johnson made a motion to appoint the City Councilmembers to the Standing Advisory Committees. Councilmember Eyasu duly seconded the motion. Mayor Burks called for the vote and declared the motion approved (6-0).

- I. To approve a resolution by the City Council of the City of Clarkston, Georgia, consenting to the Housing Authority of the County of Dekalb, Georgia, exercising its powers within the City of Clarkston for the purpose of financing a proposed multifamily housing project at 1086 Montreal Rd.

Vice Mayor Johnson made a motion to approve a resolution by the City Council of the City of Clarkston, Georgia, consenting to the Housing Authority of the County of Dekalb, Georgia, exercising its powers within the City of Clarkston for the purpose of financing a proposed multifamily housing project at 1086 Montreal Rd. Councilmember Perkins duly seconded the motion.

The Council briefly discussed this item.

Mayor Burks stated she met with the president of the Dekalb Housing Authority agreed to provide the city \$90,000 each year to go to the Housing Trust Fund. The Council will have to define the role for the Housing Trust.

Mayor Burks called for the vote and declared the motion approved (6-0).

9. EXECUTIVE SESSION

- A. To discuss a real estate matter.

Councilmember Eyasu made a motion to enter Executive Session to discuss a real estate matter. Vice Mayor Johnson duly seconded the motion. Mayor Burks called for the vote and declared the motion approved (6-0).

The Council exited Executive Session after the real estate matter was discussed.

10. ADJOURNMENT

Councilmember Eyasu made a motion to adjourn. Vice Mayor Johnson duly seconded the motion. Mayor Burks called for the vote and declared the meeting adjourned (6-0).

The meeting was adjourned at 8:18 p.m.

ATTEST:

Tomika R. Mitchell
City Clerk

Beverly H. Burks
Mayor



CITY OF CLARKSTON

ITEM NO: 6G

WORK SESSION/ CITY COUNCIL MEETING

HEARING TYPE:
Work Session

AGENDA ITEM SUMMARY SHEET

ACTION TYPE:
Review/Discussion

MEETING DATE: April 30, 2024

SUBJECT: To discuss a contract with Integrated Science & Engineering (ISE) Scope of Work for MS4 Permitting; in the amount of \$10,500 to be funded from the Storm Water Enterprise Program.

DEPARTMENT: CITY ADMINISTRATION

PUBLIC HEARING: ☐ YES ☒ NO

ATTACHMENT: ☒ YES ☐ NO
Pages: 7

INFORMATION CONTACT: XXXXXXXXXXXXXXXX
PHONE NUMBER: XXXXXXXXXX

PURPOSE: To discuss MS4 compliance assistance to satisfy the requirements for the National Pollutant Discharge Elimination System (NPDES) MS4 EPD Permit

NEED/ IMPACT: Since 2015, ISE has teamed with Collaborative Infrastructure Services and City Public Works to perform certain tasks for purposes of satisfying EPD's MS4 (Municipal Separate Storm Sewer System) Annual Permit requirements.

ISE provides dry weather screening at various stream locations (see Task 2 in the proposal), receives field and other reporting documents from CIS (see Task 1 in the proposal) that are collected throughout the year as well as storm water structure inspection data from public works, and then inputs that information into the annual reporting form.

CIS and City Public Works staff has begun to assimilate all the data/reports from throughout the year (April 16, 2023 to April 15, 2024) for submittal to ISE for report preparation with city submittal to EPD of the MS4 report prior to the June 15, 2024 deadline

RECOMMENDATION: Approve of ISE's contract in the amount of \$10,500.

To: Tammi Saddler Jones
Company: City of Clarkston
Address: 1055 Rowland Street
Clarkston, Georgia 30021

Date: March 13, 2024
From: Jason Ray, GISP
Copy to:

Project: City of Clarkston 2023-2024 NPDES Phase I
Compliance Assistance

Background Information:

Integrated Science & Engineering, Inc. (ISE) has prepared this proposal to assist the City of Clarkston (City) in maintaining compliance with the City's NPDES Phase I MS4 permit. This proposal is formulated to address the completion of the annual report and dry weather screening for the 2023-2024 permit period.

Scope of Work:

Task 1 - Annual Report

NPDES Permit No. GAS000105 will be expiring on June 10, 2024, which will complete the 5-year permit cycle. The City is required to complete 100% of the MS4 activities prior to this permit expiration date. As such, ISE will contact City staff prior to the end of the permit period to discuss the SWMP and ensure that all tasks are properly planned and completed.

In the months preceding the June 15, 2024 annual report submittal date, ISE will contact City staff to collect information on stormwater related programs implemented during the 2023-2024 reporting period. This information will be used to develop an Annual Report for submittal to EPD due on June 15, 2024. We assume that the activity can be performed via email, telephone, etc. Below is an outline of the items that will be addressed in the Annual Report per the requirements of the City's Stormwater Management Plan:

Structural & Source Control Measures

1. MS4 Control Structure Inventory & Map
2. MS4 Inspection & Maintenance Program
3. Planning Procedures
4. Street Maintenance
5. Flood Management Projects
6. Municipal Facilities
7. Pesticide, Fertilizer & Herbicide Application

Illicit Discharge Detection & Elimination (IDDE)

1. Legal Authority
2. Outfall Inventory & Map

WORK AUTHORIZATION

3. IDDE Plan
4. Spill Response Procedures
5. Public Reporting Procedures
6. Proper Management & Disposal of Used Oil & Toxic Materials
7. Sanitary Sewer Infiltration Controls

Industrial Facility Stormwater Discharge Control

1. Industrial Facility Inventory
2. Inspection Program
3. Enforcement Procedures
4. Educational Activities

Construction Site Management

1. Legal Authority
2. Site Plan Review Procedures
3. Inspection Procedures
4. Enforcement Procedures
5. Certification

Highly Visible Pollutant Sources (HVPS)

1. HVPS Facility Inventory
2. Inspection Program
3. Enforcement Procedures
4. Educational Activities

Impaired Waters

Municipal Employee Training

Public Education

Public Involvement

GI/LID Program

1. Legal Authority
2. GI/LID Program
3. GI/LID Structure Inventory
4. Inspection and Maintenance Program

On behalf of the City, ISE will submit the Annual Report to EPD. In the event that comments are received from EPD; those comments will be addressed on an hourly basis.

Deliverable

- One copy of the 2023-2024 Annual Report

Task 2 – Dry Weather Screening

The City has been divided into 5 dry weather screening sectors. Each sector contains approximately 20% of the City's outfall inventory. ISE proposes dry weather screening all outfalls within the 2023-2024 inspection sector. This will ensure that 100% of the outfalls are screened prior to permit expiration.

Dry weather screening will be performed according to the City's dry weather screening procedures approved by the EPD. The EPD approved dry weather screening checklist will also be filled out for each outfall visited and inspected. The checklists will be delivered in a format that can be easily inserted into the City's NPDES Phase I 2023-2024 Annual Report. Additionally, this task will include preparation of a map for insertion into the annual report outlining the outfalls screened as part of this effort. This effort will constitute Level 1 visual screening.

If a dry weather discharge is present, the discharge will be tested per EPD requirements for pH, temperature, and specific conductivity utilizing an in-situ water quality meter and field observations noted. Additionally, a sample will be collected and analyzed for fluoride, surfactants, and fecal coliform (under certain circumstances) by a laboratory (Analytical Environmental Services). This effort will constitute Level 2 in-situ water quality screening.

Source Tracing

Source tracing activities will need to be undertaken if the dry weather screening data indicates that there is a potential water quality impairment present (see parameters above). Collaborative Infrastructure Services will be notified immediately if the in-situ parameters or visual observations indicated that there is a potential illicit discharge prior to beginning any source tracing activities. ISE will not initiate source tracing activities without prior authorization from the City.

Source tracing will involve following the MS4 system "upstream" in an attempt to identify the source of the non-stormwater discharge. Please note that the NPDES Phase I permit requires that the City source trace 100% of the identified illicit discharges and notify the illicit discharger to cease the activity, if the source tracing clearly documents the source. In the event that the source cannot be definitively identified, the City is only required to document the activities undertaken and the findings. A checklist will be filled out for each source tracing exercise. The checklist will be in a format that can be easily inserted in the City's 2023-2024 NPDES Phase I Annual Report.

In the event that ISE performs a source tracing work effort, the estimated cost for ISE to conduct the work will be based on a "per source tracing exercise", not to exceed three hours of field time by the ISE staff person. If the illicit discharge source cannot be clearly identified within a three-hour time frame, the work will be documented and provided to the City for possible further investigation.

Deliverables

- Completed dry weather screening checklists
- Completed outfall screening map

Schedule:

ISE will complete Task 1 by June 15, 2024 and Task 2 by April 30, 2024.

Fee Estimate:

Task No.	Tasks Performed for a Fixed Fee	Fixed Fee Contract Amount
1.1	Annual Report	\$ 7,000
1.2	Annual Report Comments	\$1,000 (Hourly/NTE)
2.1	Dry Weather Screening	\$2,500
2.2	Level 2 In-Situ Screening (\$120/Outfall)	If Required (Per Outfall)
2.3	Source Tracing (Hourly)	If Required (Hourly)
TOTAL		\$ 10,500

All work will be performed in accordance with the attached Terms and Conditions. The fees listed contain ISE labor, subconsultants, and direct project expenses previously noted in the Scope of Work section. Additional efforts, including fees and services outside the Scope of Work detailed herein will be coordinated directly with the Client prior to proceeding. Additional fees will be billed hourly and in accordance with the rate schedule herein.

If this Work Authorization is acceptable, the return of this document with your signature below (Proposal Acceptance) acknowledging the Scope of Work, Fee Estimate, and Terms and Conditions will constitute our Agreement to perform these services and will be considered our Notice to Proceed.

WORK AUTHORIZATION

TERMS AND CONDITIONS

Integrated Science & Engineering, Inc. (ISE) shall perform the services outlined in this agreement for the stated fee arrangement.

Access to Site: Unless otherwise stated ISE will have reasonable access to the site for activities necessary for the performance of the services. If reasonable access is not provided and consequently ISE is denied or delayed in performing their services, the associated cost may be viewed as a reimbursable expense.

Billings/Payment: Invoices for ISE's services shall be submitted, at ISE's option, either upon completion of such services or on a monthly basis (unless noted otherwise) and are due when rendered. Invoices shall be considered "Past Due" if not paid within 30 days after the invoice date. If the invoice is not paid within 30 days, ISE may, without waiving any claim or right against the Client, and without liability whatsoever to the Client, terminate the performance of the service. Unpaid accounts shall be subject to a monthly service charge of 1.5% on the unpaid balance at the sole election of ISE. In the event any portion or all of an account remains unpaid 90 days after billing, the Client shall pay all costs of collection, including attorney's fees.

Reimbursable Expenses: Any expenses that are required beyond those identified under professional services will be billed at a multiple of 1.15 times the cost incurred.

Additional Services: Additional services include increase or change in scope of project, major revisions when such revisions are inconsistent with written approvals or instructions previously given, services after award of contract in evaluation of substitutions proposed by the construction contractor, and other services that are not included under professional services; provided, however, that additional services shall not be classified as reimbursable expenses and will be billed at ISE's cost incurred or normal prevailing rate. ISE will only perform additional services when authorized in writing by the Client.

Indemnification: The Client shall indemnify and hold harmless ISE and all of its personnel from and against any claims, damages, losses and expenses (including attorney's fees) arising out of or resulting from the performance of the services, provided that any such claim, damage, loss or expense is caused by the negligent act, omission, and/or strict liability of the Client, anyone directly employed by the Client (except ISE), or anyone for whose acts any of them may be liable.

ISE shall indemnify and hold harmless Client and all of Client's personnel from and against any claims, damages, losses and expenses (including attorney's fees) arising out of or resulting from the performance of the services, provided that any such claim, damage, loss or expense is caused by the negligent act, omission, and/or strict liability of ISE, anyone directly employed by ISE, or anyone for whose acts any of them may be liable.

Risk Allocation: In recognition of the relative risks, rewards and benefits of the project to both the Client and ISE, the risks have been allocated such that ISE and the Client agree that, to the fullest extent permitted by the law, each parties' total aggregate liability to the one another and their respective contractors, subcontractors, consultants and other parties with legal standing to file claims resulting from any and all injuries, claims, losses, expenses, damages or claim expenses arising out of this agreement from any cause or causes, shall not exceed \$50,000 or the total fee for services contemplated under this Agreement, whichever is less. Such causes include, but are not limited to, ISE's or Client's negligence, errors, omissions, strict liability, breach of contract or breach of warranty.

Termination of Services: This agreement may be terminated by written notice by either the Client or ISE should the other fail to perform its obligations

hereunder. In the event of termination, the Client shall pay ISE for all services rendered to the date of termination and all reimbursable expenses.

Ownership of Documents: All documents produced by ISE under this agreement shall remain the property of ISE and may not be used by the Client for any other endeavor without the written consent of ISE. Any unauthorized use or distribution shall be at Client's and Recipient's sole risk and without liability to ISE. Client further agrees that documents produced by ISE pursuant to this agreement will not be used at any location or for any project not expressly provided for in this agreement without ISE's written approval.

Discovery of Unanticipated Hazardous Materials: Hazardous materials may exist where there is no reason to believe they could or should be present. The client acknowledges that ISE's scope of services for this project does not include any services related to hazardous wastes. ISE and the Client agree that the discovery of unanticipated hazardous materials constitutes a changed condition mandating a renegotiation of the scope of work or termination of services. ISE and the Client also agree that the discovery of unanticipated hazardous materials may make it necessary for ISE to take immediate measures to protect human health and safety, and/or the environment. ISE agrees to notify the Client as soon as practically possible should unanticipated hazardous materials or suspected hazardous materials be encountered. The Client encourages ISE to take any and all measures that in ISE professional opinion are justified to preserve and protect the health and safety of ISE personnel and the public, and/or the environment, and the Client agrees to compensate ISE for the additional cost of such work.

Site Operations: ISE field personnel will avoid hazards or utilities which are visible to them at the site. If ISE is advised or given data in writing that reveals the presence or potential presence of underground or overground obstructions, such as utilities, ISE will give special instructions to their field personnel. ISE will conduct the research that in its professional opinion is necessary to locate utility lines and other man-made objects that may exist beneath the site's surface. The Client recognizes that ISE's research may not identify all subsurface utility lines and man-made objects, and that the information upon which ISE relies may contain errors or may not be complete. ISE is not responsible for any damage or loss due to undisclosed or unknown surface or subsurface conditions, owned by Client or third parties. Evaluations of existing buildings require that certain assumptions be made regarding existing conditions, many of which are not able to be reviewed by reasonable visual observation. These assumptions cannot be verified without substantial cost of demolition. Where the detailed investigation of such a condition is not authorized, ISE shall not be responsible for the condition of the existing structure. The Client understands that actual field conditions may subsequently be found to vary from design assumptions which in turn may alter or increase the scope of the design and/or construction services. The Client is fully responsible for and assumes all risks associated with such conditions.

Construction Activities: Unless specifically stated otherwise, the Client and his contractor(s) are fully and solely liable for all means and methods of construction, temporary bracing and shoring, and construction site safety.

Integration: This agreement, the attached documents and those incorporated herein constitute the entire agreement between the parties and cannot be changed except by a written instrument signed by both parties.

Governing Law: Unless otherwise specified, this agreement shall be governed by the laws in the State of Georgia.

WORK AUTHORIZATION

UNIT RATES – 2024 BILLING RATES

Integrated Science & Engineering, Inc.

	Rate/Hour
Sr. Principal	\$265
Principal	\$250
Sr. Project Manager	\$200
Project Manager	\$180
Project Engineer III	\$175
Project Engineer II	\$165
Project Engineer I	\$140
Engineer II	\$135
Engineer I	\$115
Sr. Environmental Scientist	\$155
Environmental Scientist	\$120
Sr. Professional Land Surveyor	\$175
Staff Surveyor	\$135
Survey Crew (1-person)	\$150
Survey Crew (2-person)	\$175
Planner	\$140
Technician III	\$130
Technician II	\$115
Technician I	\$95
Administrative	\$85
Subcontractor / Subconsultant	Cost + 15%
Reimbursables	Cost + 15%

WORK AUTHORIZATION

PROPOSAL ACCEPTANCE

Project Name _____
Project Location _____
Proposal Date _____

FOR PAYMENT OF CHARGES

Charge Invoice to the Account of:

Firm _____
Address _____
City, State Zip Code _____
Phone Number _____
Attention _____ Title _____

FOR APPROVAL OF CHARGES (if other than above)

If the Invoice is to be mailed for approval to someone other than the account charges, please indicate where to mail the invoice in the space below.

Firm _____
Address _____
City, State Zip Code _____
Phone Number _____
Attention _____ Title _____

PROPERTY OWNER IDENTIFICATION (if other than above)

Name _____
Address _____
City, State Zip Code _____
Phone Number _____
Attention _____ Title _____

PROPOSAL ACCEPTANCE

The Terms and Conditions of this Proposal, including the Terms on this page and the Proposal contents are:

Accepted this _____ day of _____, 20____

Print or type individual, firm or corporate name

X

Signature of authorized representative

Print or type name of authorized representative and title



CITY OF CLARKSTON

ITEM NO: 6H

CITY COUNCIL WORK SESSION

MEETING TYPE:
Work Session

AGENDA ITEM SUMMARY SHEET

ACTION TYPE:
Discussion

MEETING DATE: APRIL 30, 2024

SUBJECT: Discuss SPLOST project list and changes recommended by the Housing & Infrastructure and Transportation and Environment committees.

DEPARTMENT: CITY ADMINISTRATION

PUBLIC HEARING: ☐ YES ☒ NO

ATTACHMENT: ☐ YES ☐ NO
PAGES:

PRESENTER CONTACT INFO: XXXXXXXXXXXXXXXX
PHONE NUMBER: XXXXXXXXXX

PURPOSE: Discuss SPLOST project list and changes recommended by the Housing & Infrastructure and Transportation and Environment committees.

NEED/ IMPACT: XXXXXXXXXXXXXXXXXXXXXXXX

RECOMMENDATION: Recommended changes: (1) omitting the 3601 Cobble Mill project and replacing it with \$200,000 for maintenance for existing SPLOST projects; (2) for milling and resurfacing streets, milling and resurfacing all the worst streets ranked 2-4 on Exhibit D (2 is the worst) and reserving \$200,000 for traffic calming; and (3) for the sidewalk/ADA installation, increasing that to \$300,000 to cover Jolly Avenue South.

SPLOST II
PROJECTS PROPOSED FOR 3-YEAR BOND FUNDING
PROJECT ANALYSIS

(revisions based on updated info)

3/22/2024

Cultural Facility, Recreational Facility, or Historical Facility				
Project Name	Location	Cost Estimate	Issues to Discuss	Implementation Steps
Park/Recreational Land	3520 Montreal Creek Ct • parcel #18 118 03 029 • 2.6 acres purchased 2023 • <u>Refer to Exhibit A</u> • Other sites	TBD based on council decision on use; est. \$ allocation of \$949,000	• Land purchased for possible dual use for public works and recreation/park • Parcel abuts future Greenway Trail currently in planning phase • Passive park – parking? Playground equipment? • Public Works yard? • Refer to the SPLASH pad project below	• If decision is to move forward, RFP for park design services will be prepared and advertised. • <i>If the decision is to include all city owned land for future park/recreational uses, staff would recommend combining all sites into one Park Design Services” RFP which will result in lower design fees</i>
Park/Recreational Land	3601 Cobble Mill Lane • Parcel #18 119 11 086 • 2.9 acres adjoining Friendship Forest Wildlife Sanctuary (FFWS) • Located within Wildcreek Apartment Complex (Wild Circle – private drive) • <u>Refer to Exhibit B & B-1</u>	\$250,000	• Parcel abuts future Greenway Trail currently in planning phase • Private road and apartments – public use for parking and access will require owner permission. Liability issues. Cost to build parking • Access from FFWS with a pedestrian bridge possible • Parking availability at East Ponce entrance into FFWS for public park use will be problematic – insufficient capacity • Parcel is 100% in floodplain; 1% chance of flooding any - given year.	• Aforementioned discussion

			• Passive park only – no building structures allowed; except trails/boardwalks/etc. – cost for bridge over South Fork Peachtree Creek and benches/trails - \$250k	
Milam Park Pavilion and Bathroom Upgrades	• Norman Road	\$500,000	• Scope to include remodeling existing bathrooms (standalone and rock house) • New playground equipment? • Upgrades to pavilions? • Additional Lighting? • Remove all pine trees (safety issue) and replant with new trees (tree bank use?) • Estimated \$500k	• Aforementioned discussion
40 Oaks Upgrades	• Market Street	Variable From \$650k to \$900k	• Renovate existing home (\$600k); remove existing and construct smaller structure (\$350k) • Improve trail system, parking & lighting - \$300k	• Several scopes of work developed and architectural fees, including site visits by council, over the past 3 years • Decision on renovation or demolition – RFP for either approach
Splash Station/Pads	• Possible sites TBD	\$900,000	• Land costs (unless city owner parcel) for parking/bathroom facility/small office/splash pad footprint – cost TBD – <u>not included in the \$900,000</u> • Consider location in an area underserved by city amenities but not isolated. Suggest development of pro's/con's for each site • Location possibilities; (a) Milam Park remove one pavilion with other adjacent land – parking at upper level - restripe (b) BOE property next to CCC – prior discussions not successful (c) Vaughan St city parcel – parking will be a problem	• Pending council decision

			(d) West Hill Street parcel – house and land purchase; partially in floodplain (e) 3520 Montreal Creek Ct – city purchased parcel • 3000 SF site development for small adm. office, splash pad, paved parking, fencing • Splash pad amenity could offer water play options such as motion sensors, a fountain spray, ground geyser, jet stream, magic mist, etc; Need small adm. office will cost approx. \$900k • SOP required; SPLASH pad high maintenance and high injury rates; staffing and vandalism issues • Potential sites developed – hold public outreach meeting for citizen input	
	TOTAL (bond allocation)	\$3,449,196		
Road, Street, and Bridge Purpose, Including Sidewalks and Bike Paths				
Safe Streets for All (SS4A)	Citywide Pedestrian and Vehicular Safety Action Plan	\$300,000	• Match funds on USDOT grant	• Retreat discussion on breadth of grant and rethinking development practices and public engagement on all infrastructure projects going forward on vehicular and pedestrian safety • Grant implementation wide ranging influence • City currently completing US DOT agreement form; will require US DOT officials to review/edit and then send to City attorney • Next Steps - prepare RFP - Anticipate advertising mid-summer • Potential RFP Review Committee members; Mayor, city manager, city project engineer, non-profits, city EDI officer, ARC • Implementation funding in 2 years – cannot

				apply without an approved Safety Action Plan DeKalb received a Safety Action Plan – did not send grant application to the city. City sent its application to the county in 2022. Issues with lack of coordination for the NIC corridor – need to ensure that Safety Action Plan recommendations are not contradicting on the NIC corridor. City send email to the county weeks ago asking for meeting to discuss.
Mell Ave/Northern/Church/East Ponce de Leon Safety and Operational Improvement	Mell at Church/East Ponce de Leon @ CSX RR	\$650,000	- Finish design and construction plans - \$350k - Acquire Right-of-Way - \$300k (not before federal approval – may occur within 3 years) Construction will not occur within 3 years – no funding allocation – reduce from \$1.5 M to \$650,000 (use the difference on more resurfacing or recreational site land purchases)	- State will not support funding partnership currently - Staff to submit intersection to ARC Transp. Improvement Program (TIP) during spring 2025 project solicitation process - LAP certification city staff must proceed this year - Hold public meeting spring 2024 to show schematic and renderings – developing renderings now
EPDL/Church Street Sidewalk Construction		\$800,000	- Complete PH II of the SPLOST 07 project - A portion of the project is within unincorporated DeKalb - Pending IGA with DeKalb – arrival in March/April time frame <u>Refer to Exhibit C</u>	- Next steps – negotiate unit prices with existing contractor or rebid - Proceed with construction and complete by end of 2024 - Need to acquire small area of R/W from Kentucky Fried Chicken corner to improve radius – trucks unable to maneuver through intersection
Milling and Resurfacing Streets		\$700,000	Combine SPLOST with LMIG – 2 years of rollover for approx. \$180K & in addition to the new state funding with no local match - \$138k; budget of approx.	- Prepare Invitation to Bid (ITB) and advertise to-bid this summer - Project selections for milling and resurfacing; Refer to Exhibit D

			\$1,108,000 • <u>Refer to Exhibit D</u>	
Crosswalks on North Indian Creek/Pedestrian Crossing	Various locations on North Indian Creek	\$285,000	• Recommend no planning or installations – SS4A grant incorporates this corridor with the citywide Safety Action Plan	• Recommend no planning or installations – SS4A grant incorporates this corridor with the citywide Safety Action Plan • Recommend re-allocation of funds
Neighborhood Traffic Calming – College Ave	College Ave from Rogers St to Market Street	\$100,000	• Resurfacing and granite curb reset necessary if council approves this project • Inadequate budget if C&G work is undertaken	• Advertise to-bid combined project; granite reset-resurface- traffic calming • Type of traffic calming?
Various Sidewalk/ADA Installations or Replacements	(a) Church St; 3895 Church to Market (b) Remove asphalt sidewalk on Church – near Park North (c) Brockett Road ADA improvements (d) Jolly Ave (south) from Rowland to City limits	\$200,000	• Few locations on city r/w where new sidewalks are needed (exclusive of residential streets) • Church Street sidewalk (from Woman’s Club to Market) and Brockett Road ADA improvements were included in the 2024 LMIG submittal. <u>Refer to Exhibit E.</u> • Correct 3 ADA ramps on North Indian Creek between Rogers and Jamison (minor cost) • Jolly will require GA Power pole relocations and drainage upgrades	• Prepare bid package and advertise • Projects identified will exceed the estimated \$200,000 budgeted
Greenway Trail Design Plans – PH I & II	(a) East Ponce de Leon to Tucker City Limits (east city limits near Peachtree Creek Apartments)	\$700,000	• Council decision on PH I and/or PH II • Design duration 2 years • Complete design plans to allow for identification of easements/land to be purchased	• Be prepared to submit to ARC for construction funding in FY 27/28 – for one or both phases • Need to identify land to be acquired • Hold public engagement meetings citywide during various stages of design plan preparation
Norman Road Dam Planning/Design	Norman Road – dam at Clarkston Lakes	\$300,000 (planning/design only)	• Consider including Clarkston Lakes uses in the scope of the dam rehabilitation/replacement project • “Uses” could consider lakes as a city stormwater enhancement project (EPD	• Can prepare design/planning RFP for the council selected scope by this summer with firm under contract by late summer

			grants) and a city amenity provided easement and ownership questions can be resolved • Lake likely will need to be drained if dam reconstruction or rehabilitation occurs – Clarkston estates stakeholder outreach necessary • Discussions with DeKalb on possible construction partnership	
	TOTAL (bond allocation of \$4,097,587)	\$4,097,587		



CITY OF CLARKSTON

ITEM NO: 6I

WORK SESSION/ CITY COUNCIL MEETING

HEARING TYPE:
Work Session

AGENDA ITEM SUMMARY SHEET

ACTION TYPE:
Review/Discussion

MEETING DATE: APRIL 30, 2024

SUBJECT: To discuss Public Meeting Display Proposals for the Mell Ave Intersection Safety and Operational Improvements Project (SPLOST 09); in the amount of \$17,500 (renderings) or \$35,000 (3D animation) to be funded from SPLOST I with Volkert.

DEPARTMENT: CITY ADMINISTRATION

PUBLIC HEARING: ☐ YES ☒ NO

ATTACHMENT: ☒ YES ☐ NO
Pages: 11

INFORMATION CONTACT: Tammi Saddler Jones,
Interim City Manager
PHONE NUMBER: 404-296-6489

PURPOSE: To discuss options for presentation of schematic plans at Public Information Open House (PIOH).

NEED/ IMPACT: Three options exist for presentation of proposed improvements at the PIOH;

- (a) 24 x 36 color poster boards (form core) on easels depicting existing and proposed conditions – currently included in the design contract,
- (b) side-by-side color renderings – see attachment, i.e. renderings are computer-generated images that shows the finished project from a specific angle and perspective - \$17,500,
- (c) 3D animated fly-through; see on-screen example - \$35,000
(<https://youtube.com/watch?v=V7pQ7Nramvo&si=ljQYQK5qCJAnike6>)

It should be noted that citizen input for potential modifications to the proposed schematics will be very limited. The options available for project modifications to the proposed schematic is limited due to the following constraints: (1) location of existing city infrastructure such as the pocket park at Mell and Church, PATH Trail, etc, (2) CSX ownership of the existing right-of-way (total of 200 feet) which encompasses all of Church St and East Ponce de Leon, (3) existing building structures.

If the decision is to utilize renderings or 3D animation for presentation purposes, the application of either technique will be used primarily to inform the public of future improvements and not for public input for potential modifications to the schematic plan.

RECOMMENDATION: Utilize color poster board materials for presentation purposes



March 8, 2024

Attn: Larry Kaiser

City of Clarkston
City Annex
1055 Rowland Street
Clarkston, GA 30021

SPLOST 9 – Professional Engineering
Services for Mell Avenue Crossing Multi-Leg Intersection Safety and Operational Improvements
SA 01 – Rendering Services

Volkert, Inc. is pleased to submit our proposal for preparing rendering drawings for the subject project. Renderings will include an existing and proposed side by side views of the following:

- Looking east on Church Street
- Looking west on Church Street
- Looking east on Ponce De Leon Avenue
- Looking west on Ponce De Leon Avenue
- Looking north on Northern Avenue

The cost for these services is a lump sum \$17,500.

We appreciate this opportunity and are available to discuss at your convenience.

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Sincerely,

A handwritten signature in blue ink, appearing to read "Richard E. Boston". The signature is fluid and stylized, with a large, looping "R" and "B".

Richard E. Boston, P.E.
Volkert Project Manager

Prepared For:

Mike Warnke, PE, ENV SP
VP Southeast Region Chief Engineer
Volkert, Inc.
mike.warnke@volkert.com



ESTIMATE

Prepared By:

Martin Grebing
Production Manager
martin@transgc.com
941.735.1263

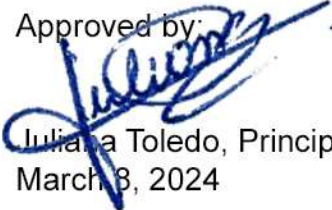
Service	Description	Fee	Qty.	Subtotal
3D Modeling and Animation	Create a 3D animated fly-through of proposed corridor based on provided plans.	35,000.00	1	35,000.00
Video Editing	Includes modeling and texture-mapping proposed roadway, sidewalks, medians, and other features indicated in the plan sheet. Includes modeling and texture-mapping up to 8 existing buildings and surrounding trees. Includes stitching multiple aerial images together to form the ground plane. Includes adding animated vehicles, bicyclists, and pedestrians on sidewalk if needed. Fly-through camera path and pause points to be discussed and developed based on client direction. Video will be produced at full 1080 HD (resolution of 1920 x 1080 at 30 frames per second), and delivered through 3rd party file transfer service (HighTail), in .mp4 format. Other formats available upon request. Total video length up to 3 minutes.			

* All services are guaranteed to be accurate according to provided design plans and client comments

* Invoices to be sent monthly based on work performed that month.

* Schedule to be discussed

Approved by:


Juliana Toledo, Principal
March 8, 2024

Estimate Total: 35,000.00

Thanks for choosing Transgraphics Consulting! We look forward to working with you soon.



















CITY OF CLARKSTON

ITEM NO: 6J

COUNCIL MEETING

HEARING TYPE:
Council Work Session
Meeting

BUSINESS AGENDA / MINUTES

ACTION TYPE:
Review/Discuss

MEETING DATE: April 30, 2024

SUBJECT: To discuss a Lease Agreement with G&I X Industrial GA LLC for the Lease of Approximately 27,510 sq/ft of Office Space at the Property Known as 736 Park North for Use as City Administrative Space for a Term of 62 Months.

DEPARTMENT: CITY ADMINISTRATION

PUBLIC HEARING: ☐ YES ☒ NO

ATTACHMENT: ☐ YES ☐ NO
Pages:

INFORMATION CONTACT:
Tammi Saddler Jones, Interim City Manager
PHONE NUMBER: (404) 296-6489

PURPOSE: Discuss a Lease Agreement with G&I X Industrial GA LLC for the Lease of Approximately 27,510 sq/ft of Office Space at the Property Known as 736 Park North for Use as City Administrative Space for a Term of 62 Months

NEED/ IMPACT: The current City Hall and City Hall Annex buildings can no longer accommodate our staff needs. We are desperately in need of more office space. We currently have staff sitting in the hallways at the City Hall Annex building. The new proposed location at 736 Park North will provide efficient workspace for the City Hall Annex staff and the Police Department staff. The city is growing, and new building will allow city operations to keep up with the growth.

There is a possibility of subleasing space at the new location to offset the lease costs (i.e., certain offices can be a future business incubator). The new proposed new location will provide adequate and safe parking for our employees and the public in the front and back of the building. The building owner has expressed a willingness to allow the installation of a fence/gate in the back of the building for the police department due to their 24/7/365 operations. The proposed new building allows for a dedicated training room for city staff and a dedicated roll-call room for the police department.

Staff recommend keeping the current City Hall Annex for office space for the Mayor and City Council which they currently do not have offices now or we can consider leasing the current City Hall Annex building to offset the new lease costs (i.e., Lawyer's Office or Accountant's Office). This concept of city administrative offices residing in leased office spaces is not uncommon. It is currently being done at other cities like the City of Tucker/City Hall. The annual lease payment amount for the proposed new location was approved in the FY 2024 operating budget in the amount of \$390,000.

RECOMMENDATION: Approve the lease agreement with G&I X Industrial GA LLC for the Lease of Approximately 27,510 sq/ft of Office Space at the Property Known as 736 Park North for Use as City Administrative Space for a Term of 62 Months

CITY OF CLARKSTON

ITEM NO: 6K

COUNCIL MEETING

HEARING TYPE:
Work Session

BUSINESS AGENDA / MINUTES

ACTION TYPE:
Review/Discuss

MEETING DATE: April 30, 2024

SUBJECT: To discuss a Contract with Paryani Construction, Inc., a Statewide Contractor, for the redesign and renovations of some areas within the building located at 736 Park North for Use as City Administrative Space for a Term of six months.

DEPARTMENT: CITY ADMINISTRATION

PUBLIC HEARING: ☐ YES ☒ NO

ATTACHMENT: ☐ YES ☐ NO
Pages:

INFORMATION CONTACT:
Tammi Saddler Jones, Interim City Manager
PHONE NUMBER: (404) 296-6489

PURPOSE: Discuss a Contract with Paryani Construction, Inc, a Statewide Contractor. for the redesign and renovations of some areas within the building located at 736 Park North for Use as City Administrative Space for a Term of six months.

NEED/ IMPACT: Some renovations are needed to the current floor design to include selective demolition, updating floor plan, new lighting, exterior entry and main lobby, and secure areas for property and evidence storage. More specifically, creating a new public entrance which will be handicap accessible, providing for secure property and evidence storage in the Police Department side of the building, creating an Emergency Operations Center/Conference Room in the Police Department side of the building, as well as creating a secure entrance and exit for the police department personnel. The proposed renovations will include adding a wall to create area for the City Manager's Office and the construction of a secure area with a counter installed in the main lobby for the Receptionist, Permit Technician, and Municipal Court staff to ensure safe interactions with the public. The redesigning and renovations will include new flooring in some areas of the building, new paint as well as new walls and doors in some areas of the building. Safety is a top priority, which is the reason these renovation changes are necessary.

RECOMMENDATION: Approve the contract with Paryani Construction, Inc, a Statewide Contractor, for the redesign and renovations of some areas within the building located at 736 Park North for Use as City Administrative Space for a Term of six months.

CITY OF CLARKSTON

ITEM NO: 6L

COUNCIL MEETING

HEARING TYPE:
Work Session

BUSINESS AGENDA / MINUTES

ACTION TYPE:
Review/Discuss

MEETING DATE: April 30, 2024

SUBJECT: To discuss a Contract with Southern Computer Warehouse, Inc. (SCW, Inc), a Statewide Contractor, to provide a security system for the new proposed City Administrative Space, located at 736 Park North, for a Term of six months in an amount not to exceed \$126,000.

DEPARTMENT: CITY ADMINISTRATION

PUBLIC HEARING: ☐ YES ☒ NO

ATTACHMENT: ☐ YES ☐ NO
Pages:

INFORMATION CONTACT:
Tammi Saddler Jones, Interim City Manager
PHONE NUMBER: (404) 296-6489

PURPOSE: Discuss a Contract with Southern Computer Warehouse, Inc. (SCW, Inc), a Statewide Contractor, to provide a security system for the new proposed City Administrative Space, located at 736 Park North, for a Term of six months in an amount not to exceed \$126,000.

NEED/ IMPACT: The new proposed new location will provide adequate office space and safe parking for our employees and the public in the front and back of the building. A security system which will include cameras and access control points, with card readers, is needed. This system will provide the Interim City Manager or her/his designee as well as the Chief of Police or her/his designee with the ability to monitor the facility 24/7/365 if needed. There will be restricted access for employees only in certain areas of new administrative office building.

Approving this request will ensure the safety of staff and visitors.

RECOMMENDATION: Approve the contract with Southern Computer Warehouse, Inc. (SCW, Inc.), a Statewide Contractor, to provide a security system for the new proposed City Administrative Space located at 736 Park North for a Term of six months in an amount not to exceed \$126,000.