

MINUTES OF A WORK SESSION
OF THE CITY COUNCIL OF CLARKSTON, GEORGIA
HELD IN-PERSON AND BY TELECONFERENCE, ZOOM AUDIO/VIDEO
IN SAID CITY ON TUESDAY, OCTOBER 31, 2023

On the 31st day of October 2023, at 7:01 p.m., the City Council of Clarkston, Georgia met in a Work Session in-person and by teleconference, Zoom Audio/Video in said City. Mayor Burks called the meeting to order. Mayor Beverly Burks and the following members of the City Council were present: Vice Mayor Debra Johnson; Councilmembers Jamie Carroll; Awet Eyasu, Susan Hood, Yterenickia Bell, and Laura Hopkins. Absent: None. The following City staff were present: Tammi Saddler Jones (Interim City Manager); Dan Defnall (Finance Director); Christine Hudson (Police Chief); 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

Mayor Burks called the meeting to order.

2. ROLL CALL

No Councilmembers were absent.

3. PUBLIC COMMENTS

Mayor Burks read the Resident Comment Policy.

4. PRESENTATION/ ADMINISTRATIVE BUSINESS

A. Empower Clarkston Update by Malek Alarmash of Tekton Training.

Malek Alarmash of Tekton Training presented an update on the Tekton Career Training Program and what locations received home improvements. Mr. Alarmash stated the program provided job training, mentorship, entrepreneurship development, and job placement.

The Council briefly discussed this item.

City Attorney, Stephen Quinn provided clarification on ARPA Funding for this project.

Dean Moore presented comments on this item.

Mr. Alarmash will follow-up with Council and provide data from the program and the door-to-door study to the Council. He will also follow up with the Council on lessons learned.

B. Presentation by Kicky (Art Tech Company) on a proposal for a Guinness World Record for the Largest Recycled Statue in Clarkston, GA.

Councilmember Bell stated this item was an idea/ exploratory project about women empowerment and a statue pertaining to renewable energy. This project could bring attraction to the City of Clarkston.

Luke Keller with Kicky expressed his idea of creating the largest recycled statue in Clarkston. Mr. Keller stated he chose Clarkston because of sustainability, awareness, celebration and community engagement.

The Council briefly discussed this item.

Dean Moore and DeJah Ault presented comments on this item.

This project will be discussed to determine if it will move forward to a committee for further discussion.

C. Proclamation for Purple Thursday to be recognized on the third Thursday for Domestic Violence Awareness Month.

Councilmember Bell stated there is already a Domestic Violence Awareness Proclamation and Purple Thursday is known nationwide. Establishing this proclamation will allow partnership with the Women Resource Center to end Domestic Violence in Dekalb County to provide annual education to employees on the resources and protection for staff and the community.

The Council briefly discussed this item.

Dean Moore and Kim Ault presented comments on this item.

Councilmember Bell stepped out the meeting. Mayor Burks stated they would circle back to this item upon her return.

5. OLD BUSINESS

There was no Old Business to discuss.

6. NEW BUSINESS

A. To discuss a resolution approving an agreement with PivotPath, LLC for website maintenance and communication services.

Interim City Manager, Tammi Saddler Jones stated this item was for an agreement with PivotPath, LLC in the amount of \$5,000 to do website maintenance and communications services for the City of Clarkston until December 31, 2023.

- Perform fifteen (15) hours of Social Media Management (including content and graphics);
- Produce one Newsletter highlighting City news, events, achievements, and such other content as may be directed by the Interim City Manager;

- Produce one (1) Flyer promoting a City event;
- Prepare and distribute one (1) email blast to residents and businesses promoting City events, meetings and other relevant activities, with a link to the Newsletter;
- Perform Eight (8) hours of Website Maintenance including calendar updates, uploads and banner changes.

The Council briefly discussed this item.

Mayor Burks recommended adding a corresponding banner to match the flyer and Councilmember Bell inquired about geo-targeting.

Dean Moore presented comments on this item.

This item will be placed on Consent Agenda on the next City Council agenda.

The meeting returned to Item D. to conclude the discussion.

The Council recommended the proclamation be revised to state "...partnership with local agencies..." to end Domestic Violence in Dekalb County, Georgia.

This item will be placed on the Consent Agenda.

- B. To discuss a resolution approving an agreement with Elarbee, Thompson, Sapp & Wilson, LLP. to review and revise the City of Clarkston Personnel Policies and Employee Handbook.

City Clerk, Tomika Mitchell stated the City of Clarkston Handbook was created in October 2011 by a former City Manager, with a few updates made since then. The City of Clarkston Personnel Policies and Employee Handbook are out of date and should be reviewed and edited for compliance with applicable federal, state and local laws and regulations, identifying any areas where the policies could be subject to multiple or conflicting interpretation or are internally inconsistent, explain any potential weaknesses of the current policies and procedures, and recommend any additional best practices or process improvement.

This process will require approximately 50-60 hours of work to complete the above-described process. The work would be billed at an hourly rate of \$250.00. There will be a current cap of \$15,000 to complete the above-described process. The cap may be raised upon mutual agreement between the City and Elarbee, Thompson, Sapp & Wilson, LLP.

The Council briefly discussed this item.

Mr. Quinn provided clarification and explanation on why this item did not have to be advertised for an RFP.

Dean Moore, Doris Wynn, and DaJah Ault presented comments on this item.

This item will be placed on Consent Agenda on the next City Council agenda.

C. To discuss a resolution approving a supplemental letter agreement with Davenport & Company, LLC. for financial advisory services.

Finance Director, Dan Defnall presented the proposal from Davenport & Company, LLC. for financial advisory services related to future public financing projects such as potential bond financial arrangements. Mr. Defnall stated the request was for a \$20,000 retainer.

The City is currently anticipating a new bond financing agreement if the SPLOST II referendum is approved in the November 7th election. Davenport Public Finance has served as our professional advisory firm for financial analysis for financing arrangements since January 2018. They have continually provided updated annual reports, advice, and support to city management and the Mayor and City Council regarding updates on our financials and debt capacity planning since that time.

Mr. Quinn provided clarification on what a retainer is and recommended not to use it pertaining to this matter. He then explained this agreement with Davenport is a Flat Fee Agreement.

The Council stated they would like to see an invoice of what services had been rendered to the City.

The Council briefly discussed this item.

Dean Moore presented comments on this item.

Ms. Saddler Jones recommended discussing this item further with staff and bringing it back to the Council at a later date for additional discussion and clarification.

D. To discuss allocating \$120,000 of ARPA Funds for a Homeowner's Assistance and/or Weatherization Program.

Finance Director, Dan Defnall stated the Council previously allocated an additional \$120,000 with a maximum of \$6,000 per application. Since that date we have processed 18 applications averaging \$5,170.34 and currently have an additional 17 applications with total requests totaling \$83,149.23. The response has been overwhelming as word has gotten out. Up until October 19th, we were informing new applicants that current funding allocation has been exhausted and we are putting applications on pending status if future funding is allocated. We date and time stamped all applications as they came in order to prioritize processing. On August 19th, we stopped accepting applications. We currently have \$26,270 in current funding available and plan to process more applications this week. We currently have 21 pending applications with a total of \$113,000 in requests that would need to be funded.

The Council briefly discussed this item.

Vice Mayor Johnson recommended increasing the allocation amount to \$240,000 of ARPA Funds for a Homeowner's Assistance and/or Weatherization Program. The Council also

addressed changing the language for applying emphasizing you could not be a public official and utilize the services.

Dean Moore presented comments on this item.

Mayor Burks expressed her thoughts that no elected officials should ever be receiving funds from any of the City programs provided for the residents.

This item will be placed on Consent Agenda on the next City Council agenda.

E. To discuss replacing the Police Department vehicle, Unit 626.

Chief Hudson expressed the need to replace a 2020 Ford Explorer, police unit 626, stating the vehicle was totaled due to an accident. We received a check from our insurance company GIRMA in the amount of \$32,416.50.

The Council briefly discussed this item.

Dean Moore presented comments on this item.

This item will be placed on Consent Agenda on the next City Council agenda.

F. To discuss the Standing Advisory Committee Appointments.

Councilmember Bell stated the committees were discussed at the retreat this year and would like to move forward with discussing the committees due to a surplus of applications that have been received.

The Council discussed the application process and recommended amending the application stating the position is for a one-year term and could be continued.

Ms. Mitchell provided the process of receiving the applications and forwarding them to Council.

The Council briefly discussed this item.

Dean Moore presented comments on this item.

The Mayor recommended bringing the new members to the Council meeting to be introduced to the public. The Council also recommended recruiting for the committees.

Mayor Burks announced there will not be a City Council meeting on Tuesday, November 7th due to Election Day. The City Council meeting will be moved to Thursday, November 9th.

7. ADJOURNMENT

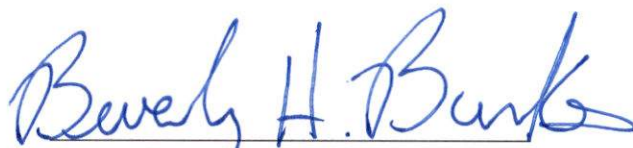
Councilmember Eyasu made a motion to adjourn the meeting. Vice Mayor Johnson duly seconded the motion. Mayor Burks called for the vote and declared the meeting adjourned (6-0).

The meeting was adjourned at 9:54 p.m.

ATTEST:



Tomika R. Mitchell
City Clerk



Beverly H. Burks
Mayor