MINUTES OF A WORK SESSION
OF THE CITY COUNCIL OF CLARKSTON, GEORGIA
HELD BY TELECONFERENCE, ZOOM AUDIO/VIDEO
IN SAID CITY ON TUESDAY, NOVEMBER 26, 2024

On the 26th day of November 2024, at 7:16 p.m., the City Council of Clarkston, Georgia met in a Work Session in-person and by teleconference, Zoom Audio/Video in said City. Vice Mayor Johnson called the meeting to order. The following members of the City Council were present: Councilmembers Sharifa Adde; Jamie Carroll; and Mark Perkins. Absent: Mayor Beverly Burks and Councilmembers Yterenickia Bell and Susan Hood. The following City staff were present: Tammi Saddler Jones (Interim City Manager); Lolita Grant (Finance Director); Dwight Baker (Director of Human Resources and Risk Management); Tomika R. Mitchell (City Clerk); Larry Kaiser (City Engineer); 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 7:16 p.m.

2. ROLL CALL

   Mayor Beverly Burks and Councilmembers Yterenickia Bell and Susan Hood were absent.

3. PUBLIC COMMENTS
   Vice Mayor Johnson read the Resident Comment Policy.

4. PRESENTATION/ ADMINISTRATIVE BUSINESS
   A. Report on recommendations by Interim City Manager, Tammi Saddler Jones, regarding which committees, councils, and taskforces entities are still necessary for the city's goals.

   Interim City Manager, Tammi Saddler Jones, presented recommendations to merge some of the committees, councils, and taskforces and keep some with recommended changes.

   Ms. Saddler Jones stated the following committees, councils, and taskforces were recommended to merge:

   - Public Safety and Legal Committee and Police Community Task Force
     PROPOSED NEW NAME: Public Safety Committee

   - Youth Advisory Council, Senior Resident Advisory Council, Early Learning Task Force
     PROPOSED NEW NAME: Community Services Council

   Ms. Saddler Jones also recommended abolishing the following committees:

- Transportation and Environment Committee – **can be handled by the Public Works Department and City Engineer**

- Business and Economic Development Committee – **can be handled by Planning/Economic Development Department**

- Community Development and Civic Innovation Committee – **can be handled by Planning/Economic Development Department. The Civic Innovation portion of that Committee can be merged with the responsibility of the Equality, Inclusion and Opportunity Committee.**

- Housing and Infrastructure Committee – **can be handled by Planning/Economic Development Department**

Lastly, Ms. Saddler Jones recommended keeping the following committees and task force with recommended changes: Equality, Inclusion and Opportunity Committee; Public Art Advisory Committee; and Preventive Health Task Force.

5. OLD BUSINESS

No Old Business was discussed.

6. NEW BUSINESS

A. To discuss a resolution to add membership in a fund of Georgia Interlocal Risk Management Agency (GIRMA) for PTSD Diagnosis Benefit for First Responders in the amount of $736.00 to be funded out of the General Fund.

Director of Human Resources/ Risk Management, Dr. Dwight Baker presented the proposed PTSD Diagnosis Benefit for all First Responders. This benefit aims to provide financial support for mental health challenges encountered in the line of duty. The lifetime benefit per first responder is $3,000, which is the mandated limit. The estimated annual premium for all First Responders is $736.00, to be paid from the General Fund.

The Council briefly discussed the item.

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

B. To discuss a declaration and application proposing an adjustment to the Georgia Municipal Employees Benefit Systems, Life and Health Plan effective date for new employees at no cost to the city.

Director of Human Resources/ Risk Management, Dr. Dwight Baker presented a declaration from Georgia Municipal Employees Benefit Systems, Life and Health Plan proposing an adjustment to the Benefits Plan effective date for all City employees. The proposed change would shift the current policy—from benefits beginning on the first day of the month after thirty days of employment—to benefits starting on the first day of the month following an employee's hire date. This adjustment aims to enhance employee satisfaction, align with best practices adopted by other municipalities, and implement the change at no additional cost to the city.

The Council briefly discussed the item.

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

C. To discuss a resolution approving an agreement between the City of Clarkston and A&S Paving, Inc for Drainage Improvement Project #1 at 3731 & 3737 Market Crescent Drive, Clarkston, GA 30021 and 860 Market Way, Clarkston, GA 30021 in the amount of $177,430 to be funded out of the Storm Water Enterprise Fund.

Larry Kaiser, City Engineer with Collaborative Infrastructure, gave a brief overview of the bid process for this project. He also stated this project was to repair a sinkhole at a residence located at 860 Market Way that partially collapsed the driveway apron and the sidewalk on Market Way and then repair a couple of sink holes in the backyards of 3731 and 3737 Market Crescent Drive. Mr. Kaiser recommended A&S Paving, Inc for approval as the most responsive and responsible offeror. The award amount of $132,320.00 for this project should be paid from the Stormwater Fund.

The Council briefly discussed the item.

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

D. To discuss submitting the FY 2025 Local Maintenance Improvement Grant (LMIG) application in the amount of $112,384.11 to the Georgia Department of Transportation; including the minimum of 30% local match to be funded out of SPLOST II, due by February 1, 2025.

Larry Kaiser, City Engineer with Collaborative Infrastructure, gave a brief overview of three projects (Rogers Street, Casa Drive and Smith Street, which are included in the attached LMIG 25 submittal) that were previously selected by the Council for the SPLOST II 2024 Resurfacing Project List bid package. The estimated cost for milling, resurfacing, traffic control and related tasks for the three projects is $200,695. It should be noted that the submitted bid must be no less than $146,099.34 to ensure the city satisfies its 30% match requirement. The required LMIG 25 application must be submitted by February 1, 2025. Staff will modify the documents based on council and mayor decision on project selections.

The Council briefly discussed the item.

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

E. To discuss the U.S. Department of Transportation "Safe Streets for All (SS4A) Grant Agreement" to receive a SS4A Grant for the Greater Clarkston SS4A Vision Zero Safety Action Plan.

Larry Kaiser, City Engineer with Collaborative Infrastructure, gave a brief overview of the SS4A Grant application for the Greater Clarkston SS4A Vision Zero Safety Action Plan. To obligate funding, the U.S. DOT requires City approval and submittal of the signed agreement at the December 2024 City Council Meeting. After approval and required signatures are received, the 15-month project will begin early next year.

The Council briefly discussed the item.

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

F. To discuss a resolution approving a renewal agreement for procurement services with Bowman Moody Enterprise, LLC in the amount of $21,000 for up to six months to be funded out of the General Fund.

Interim City Manager, Tammi Saddler Jones, stated Will Moody with Bowman Moody Enterprise, LLC is currently offering professional procurement services for the city and has assisted the city for the past six months. This resolution is for Mr. Moody to continue those services with the city in the amount of $21,000 for up to six months to be funded out of the General Fund.

The Council briefly discussed the item.

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

G. To discuss a resolution to amend the alcoholic beverage license fee schedule.

City Clerk, Tomika R. Mitchell stated the next four items were formalities from the FY 2025 budget adoption and the Council also adopted a fee schedule which included increased fee amounts for alcohol license, business license, hookah license, and admin fees. The resolution and ordinances before Council are required to make the proposed fee changes.

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

H. To discuss an ordinance to amend Chapter 3 of the City Code to increase the annual license fees associated with various alcoholic beverage licenses.

This item was discussed under Item 6G.

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

I. To discuss an ordinance to amend Chapter 11 of the City Code to increase the administrative fee amount required to be paid in connection with applying for or renewing a business license.

This item was discussed under Item 6G.

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

J. To discuss an ordinance to amend Chapter 10, Article VII of the City Code to increase the annual permit fee amount associated with a hookah permit.

This item was discussed under Item 6G.

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

K. To discuss the FY 2024 Budget Amendment.

Lolita Grant, Finance Director gave a brief overview of the Fiscal Year 2024 General Fund budget after receiving updated data on the 2024 Property Tax Digest. The recommendation is to amend the FY2024 Operating Budget from $12,079,688 to $12,356,956. Staff reviewed the 2024 Budget to amend revenues and expenditure based on current information. There is no change to the amendment to General Fund Revenues, but the net amendment to General Fund expenditures decreased by $46,906.

The Council briefly discussed the item.

This item will be placed on the next City Council Meeting agenda for discussion.

L. To discuss allocating $7,000 from the FY 2025 adopted budget/ Community Action Budget Grant Program to the Tell Me a Story Event.

Interim City Manager, Tammi Saddler Jones stated during the FY 2025 budget hearings, staff made the recommendation that the Tell Me A Story Festival not be funded this upcoming budget year. CDF can apply for funding through the adopted Community Action Budget which has $100,000 allocated for nonprofit organizations that serve Clarkston's residents to apply through a new grant funded program with the City of Clarkston for up to a certain grant amount. The intent is to create a fair process for all eligible nonprofits to get funds from the city and not focus on just one organization.

If Council does approve allocating the $7,000 for the Tell Me a Story Festival, then staff recommends it be taken from the $100,000 grant program allocation which will result in a reduction to the line item.

The Council briefly discussed the item.

Roberta Malavenda presented public comments on this item.

Councilmember Perkins informed the City Council the funding would have to wait until March to be allocated. Councilmember Perkins explained that an organization cannot have a member of the City Council on their board and receive funding from the city, even if they are just a fiscal agent. There is a 12-month rest period after the member of the Council leaves.

City Attorney, Stephen Quinn provided further clarification.

This item will be placed on the next City Council Meeting agenda for discussion.

M. To discuss allocating an additional $5,000 from the FY 2025 adopted budget/ Community Action Budget to the Clarkston Community Center venue rentals.

Interim City Manager, Tammi Saddler Jones stated during the FY 2025 budget hearings, staff recommended that the allocation to the Clarkston Community Center (venue rentals) be reduced from $20,000 in FY 2024 to $15,000 in FY 2025. The rationale for the reduction is that with our new city administrative office located at 736 Park North Blvd, city staff may not need to use the Clarkston Community Center as much in 2025 because the city will have our own large meeting space to hold training sessions and/or possibly some community meetings. If there an increase of $5,000 for a new total of $20,000, then staff recommends a reduction in the Community Action Budget Grant Program Line Item, which is currently funded at $100,000 so this will cause a reduction in that line item.

The Council briefly discussed the item.

This item will be placed on the next City Council Meeting agenda for discussion.

N. Discuss an ordinance to amend the City's Personnel Code to specify department heads and to provide for an administrator of human resources.

Interim City Manager, Tammi Saddler Jones stated this item was to designate the department directors for the city and provide for the administrator for the Human Resources functions. Currently the City Charter says the City Manager handles the Personnel and the City Clerk serves as the Assistant Personnel Administrator. Now that the City has hired a Director of Human Resources/Risk Management, the city code needs to be amended.

The Council briefly discussed the item.

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

O. To discuss the proposed 2025 City Council Regular Meeting and Work Session dates.

Interim City Manager, Tammi Saddler Jones gave a brief overview of the proposed 2025 City Council Regular Meeting and Work Session dates.

The Council briefly discussed the item.

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

P. To discuss the proposed dates for the 2025 Mayor, Council, and Staff Retreat.

Interim City Manager, Tammi Saddler Jones stated this year's retreat was in March but is recommending the retreat to be scheduled sooner, possibly in January or February. Ms. Saddler Jones also recommended the retreat to be held for two-days rather than just one-day to have more time to discuss important items.

The Council briefly discussed the item.

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

7. ADJOURNMENT

Councilmember Perkins made a motion to adjourn the meeting. Councilmember Carroll duly seconded the motion. Vice Mayor Johnson called for the vote and declared the meeting adjourned (4-0).

The meeting was adjourned at 8:32 p.m.

ATTEST:

Tomika R. Mitchell
City Clerk

Beverly H. Burks
Mayor