



CITY COUNCIL SPECIAL CALL/ WORK SESSION

Beverly Burks –Mayor

*Awet Eyasu
Jamie Carroll*

*Ahmed Hassan
Laura Hopkins*

Debra Johnson

Robin Gomez – City Manager

AGENDA

Tuesday, December 1, 2020 7:00PM

A. CALL TO ORDER –SPECIAL CALL MEETING

B. ROLL CALL

C. OLD BUSINESS

D. NEW BUSINESS

D1) 2021 Budget Adoption

1) 2021 Budget Presentation – City Manager

2) Public Hearing – To take public comment on the 2021 Proposed Operating & Enterprise Fund Budget

ADJOURN SPECIAL CALL MEETING

E. WORK SESSION - RESIDENT COMMENT POLICY

Any member of the public may address questions or comments to the 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.

F. OLD BUSINESS

G. NEW BUSINESS

G1) Ordinance to Re-Adopt the City's Sign Ordinance and to Prohibit Billboards along Interstate 285

G2) Ordinance to Confirm Zoning Designations for Every Parcel in the City

G3) Ordinance to Amend the Text of the Zoning Ordinance to Create the New Zoning Designation "Railroad Open Space"

G4) Ordinance to Zone the CSX Railroad Right of Way "Railroad Open Space"

G5) Ordinance to Re-Adopt the Procedures for Conducting Public Hearings Required by the Zoning Procedures Act

G6) Development of Local Comprehensive Plan Agreement with the Atlanta Regional Commission to prepare the comprehensive plan update for the City of Clarkston.

G7) Award Weekly Curbside Recycling Collections Services to the lower bidder – Latham Home Sanitation

G8) Approve GDOT Local Maintenance Improvement Grant 2021 Application in the amount of \$103,740, for various road/street milling and resurfacing projects.

G9) Approve Allocating any and all CARES Act Funds that will not otherwise be spent by December 20, 2020, Rental, Mortgage, and Utilities' Payment Assistance Relief to avoid returning Un-spent Funds to DeKalb County.

G10) Approve allocating CARES Act Funds for an additional 5% hazard/COVID-19 pay for all Police and Public Works employees back to March 16 through at least December 20, 2020.

G11) Approve allocating CARES Act Funds to upgrade City facilities to reduce the spread of COVID-19.

G12) Discuss the City of Clarkston registering to become: An affiliate member of the AARP Network of Age-Friendly States and Livable Communities.

G13) Discuss/Review Proposed FY 2021 City Calendars for Holidays and Council Worksessions and Meetings.

G14) Discuss/Review Proposed FY 2021 City Council and City Senior Staff Strategic Retreat.

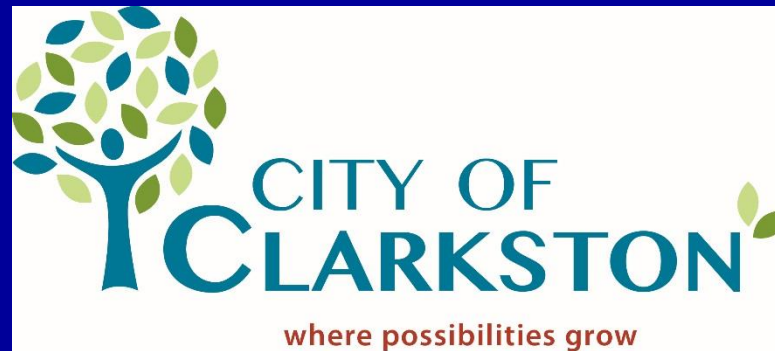
G15) Discuss recommendations and approve to fill one (1) vacant position and to reconfirm three (3) expiring term positions on the Planning and Zoning Board.

H. EXECUTIVE SESSION

An executive session to Discuss a Personnel matter and a Legal Matter (via teleconference - Executive Sessions are not open to the public).

I. ADJOURNMENT

FY 2021 BUDGET



DECEMBER 1, 2020

Process



- **Council and Public Input**
 - **Oct 27, 2020, 7:00 pm Worksession**
- **The Council will hold 2 PUBLIC HEARINGS**
 - **Dec 1, 2020, 7:00 pm Council Worksession Meeting**
 - **Dec 8, 2020, 7:00 pm Council Regular Meeting**
- **Adopt budget at the City Council Regular Meeting – Dec 8, 2020**

PREFACE



- **COVID-19 IMPACTS**
- **ECONOMIC UNCERTAINTIES**
 - ▣ **High Unemployment**
 - ▣ **Changing Industries**
 - ▣ **Government, Business, Education**
- **UNCERTAIN & CONSERVATIVE**
- **NO SIGNIFICANT CHANGES FY 21**

FY 2021 Budget



FY 2021 ALL FUNDS BUDGET

\$11,508,463

FY 2021 Budget



FY 2021 ALL FUNDS

General Fund	\$ 6,790,423	59.0%
Federal Seizures	\$ 80,000	0.7%
Grants	\$ 104,000	0.9%
HOST	\$ 71,194	0.6%
Stormwater	\$ 326,190	2.8%
Sanitation	\$ 217,900	1.9%
SPLOST	\$ 3,918,756	34.1%

FY 2021 Budget



**The Total FY 2021 Budget of
\$11,508,463
a 12.6% decrease over
the Total FY 2020 Budget of
\$13,174,759**

FY 2021 Budget



GENERAL FUND REVENUE

2021 Proposed	\$6,790,423
Increase of \$21,565, 0.3% over 2020 Adopted	
2020 Amended	\$5,825,023
2020 Adopted	\$6,768,858
2019 Actual	\$7,649,985

FY 2021 Budget



GEN FUND REVENUE HISTORY

FY 2016	\$4,700,147	(\$171,599)	3.6%
FY 2017	\$5,641,381	\$941,234	20.0%
FY 2018	\$5,935,613	\$294,232	5.2%
FY 2019	\$7,795,072	\$1,859,459	31.3%
FY 2020	\$6,768,858	(\$1,026,214)	(13.2%)
FY 2021	\$6,790,423	\$ 21,565	0.03%

FY 2021 Budget



GENERAL FUND REVENUE

Property Tax	\$3,642,543	53.6%
Other Tax/Fees	\$2,280,280	33.6%
Permits	\$ 107,600	1.6%
Fines/Forfeitures	\$ 539,000	7.9%
Debt Issuance	<u>\$ 221,000</u>	3.3%
TOTAL	\$6,790,423	

FY 2021 Budget



GENERAL FUND EXPENDITURES

Administration	\$1,104,436	16.3%
Planning & Development	\$ 440,601	6.5%
Community Action Projects	\$ 171,500	2.5%
Municipal Court	\$ 489,805	7.2%
Police	\$2,258,713	33.3%
Public Works	\$1,164,556	17.1%
Debt Service	\$ 840,812	12.4%
Capital Projects-GF	<u>\$ 320,000</u>	4.7%
TOTAL	\$6,790,423	

FY 2021 Budget



**Total FY 2021 GF Budget of
\$6,790,423**

a \$21,565, 0.03% increase

over

**Total FY 2020 GF Budget of
\$6,768,858**

10 Year Gross Digest History



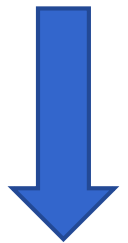
2011	\$77,799,972
2012	\$70,278,203
2013	\$64,729,727
2014	\$70,738,477
2015	\$108,965,588
2016	\$147,124,307
2017	\$165,727,732
2018	\$166,859,487
2019	\$209,105,296
2020	\$220,526,478



City of Clarkston Net Digest Changes



Clarkston lost 30% of its Gross Digest
between 2010 and 2013



Clarkston Gross Digest has increased
by 240% Between 2013 and 2019



Millage Rate History



<u>Fiscal Year</u>	<u>Millage Rate</u>
2010	11.313
2011	14.00
2012	17.95
2013	17.95
2014	21.11
2015	17.11
2016	15.89
2017	15.89
2018	15.89
2019	15.89
2020	15.89
2021	15.89 PROPOSED

2020 Millage Rates of DeKalb Cities



□ Avondale Estates	9.80	46.093
□ Brookhaven	2.74	40.099
□ Chamblee	6.25	42.508
□ Decatur	11.34	44.563
□ Doraville	9.75	45.984
□ Dunwoody	2.74	39.529
□ Lithonia	11.081	47.999
□ Pine Lake	19.909	56.910
□ Stone Mountain	20.00	56.278
□ Tucker	0.90	43.651
□ Clarkston	15.89	52.686

How are my taxes computed?



Appraised Value	100,000
Assessed Value	40,000
Taxable Value	40,000
Divided by 1,000	40
X Millage Rate	15.89
City Property Taxes	\$635.60

FY 2021 Budget



CITY PERSONNEL - FTE

Administration (CM, Clerk, Finance) 5.0

-Admin includes Mayor & Council in budget, but not in FTE count

Police 22.0

Municipal Court 4.0

Public Works 12.1

Planning & Development 2.0

TOTAL 45.1

FY 2021 Budget



CITY PERSONNEL - CHANGES

TRANSFER

- **Special Projects Coordinator – Admin/CM to Police**

NEW

- **Park Ranger, Part-Time, PW parks & projects**

REMOVED

- **Engineer (vacant) – Planning & Development**

FY 2021 Budget



CITY VISION & MISSION

- PUBLIC SAFETY
- ECONOMIC DEVELOPMENT
- INFRASTRUCTURE
- EFFICIENT, EFFECTIVE SERVICES

FY 2021 Budget



□ ADMINISTRATION

- Legislative Authority (Mayor/Council)**
- Executive Authority (City Manager)**
- Responsible for Daily City Operation***
- Personnel, Projects Manager***

FY 2021 Budget



□ ADMINISTRATION

-Mayor (1) & Council (6)

-Not included in FTE count

-Council Budget \$139,936

-Mayor Budget \$ 31,630

Salary incr in 2020 – Council \$12K, Mayor \$15K

FY 2021 Budget



□ ADMINISTRATION

-CM, Clerk, Finance

-5.0 FTE (city manager, city clerk,
administrative coordinator, finance director,
accountant)

-3% salary increase

FY 2021 Budget



□ ADMINISTRATION

(includes Mayor /Council expenses in total)

-\$1,104,436	total FY 21
-\$ 575,355	Personnel - Admin
-\$ 351,015	Purchase/Cont Svc
-\$ 6,500	Supplies

FY 2021 Budget



□ ADMINISTRATION

Oversee Contracts, Projects, Activ

-Attorneys \$101,000

-IT \$52,050

-Auditors \$36,000

-Liability Ins (GIRMA) \$40,000

FY 2021 Budget



□ ADMINISTRATION

-Grant Writing	\$25,000
-Annexation Study	\$15,000
-Dues/Subscrips	\$23,665
-Website Maint	\$ 7,500
-Clear Gov	\$ 7,500

FY 2021 Budget



□ ADMINISTRATION

-Municode Updates	\$	5,000
-Elections	\$	2,000
-Equip Rental <small>(postage/copy)</small>	\$	4,800
-Tax billing/collec	\$	4,500
-Legal Advertising	\$	4,500

FY 2021 Budget



□ PUBLIC SAFETY

-An extremely safe, secure City

-Office of the Chief

-Criminal Investigation

-Patrol

FY 2021 Budget



□ PUBLIC SAFETY

- even more community oriented
- professional & well-trained
- 22 FTE's, fill vacancies
- 1.54/1,000 residents

FY 2021 Budget



□ PUBLIC SAFETY

-\$2,258,713, 33.3% of FY 20

-3% salary increase

-Special Projects

-Enhanced service levels

FY 2021 Budget



□ PLAN & ECONOMIC DEVELOP

- Continue Promoting Clarkston
- Marketing/Advertising/Outreach
\$30K
- Encourage Develop/Redevelop
- Tell the Clarkston Story

FY 2021 Budget



□ PLAN & ECONOMIC DEVELOP

- Retain/Enhance Existing Business**
- Promote/Foster Diversity**
- City Center, Multi & Single Fam**
- Zoning Code Professional Review, \$100k**

FY 2021 Budget



□ PLAN & ECONOMIC DEVELOP

-Annexation

-Code Compliance-Enforcement

-Community Standards

-Beautification

FY 2021 Budget



□ PLAN & ECON DEVELOP

-\$440,601, 3% salary inc

-2 FTE's (Director, Code)

-Contracts, plan review/inspections

-Planning & Zoning Board

FY 2020 Budget



□ PUBLIC WORKS

- Ongoing/enhanced maintenance & beautification of streets, ROW, & parks**
- Litter control & abatement**
- Comprehensive lawn/weed/tree management**
- Street repairs, manage sweeping/paving**

FY 2020 Budget



□ PUBLIC WORKS

- Milam Park, FF, 40 Oaks Nature Preserve, additional maint
- Alternative Landscaping – Urban Ag
- Building Maintenance-oversee contracts-
6 City facilities
- Special Events

FY 2021 Budget



□ PUBLIC WORKS

-\$904,982

3% Salary Inc

-\$117,224

Bldgs & Grounds

-\$112,350

Parks

\$1,134,556

Total PW – 12.1 FTE

FY 2021 Budget



□ PUBLIC WORKS-CAPITAL EXP

\$ 17,000

Cameras-FF

\$ 28,000

Ford F-150, repl 2003

\$ 86,000

Bucket Truck

\$135,000

Sanitation Truck

\$ 125,194

40 Oaks Improve

FY 2021 Budget



□ PUBLIC WORKS-STORMWATER

-Seasonal work in inspecting and maintaining storm water utility

-2 FTE (\$100,000) allocated to SW Fund

-Compliance with NPDES

-Street Sweeping Contract

FY 2021 Budget



□ MUNICIPAL COURT

-\$489,805, 3% salary inc

-4 FTE, Chief Court, Records, 2 Court Clerks

-Manage Court Proceedings

-Judge, Solicitor, Public Defender

-Revenue/Activity reductions

FY 2021 Budget



OTHER INFRASTRUCTURE

-DeKalb County provides (services agreement):

- **water, sewer utilities**
- fire rescue service**
- **emergency management**

FY 2021 Budget



□ COMMUNITY ACTION PROJECTS

-Urban Ag/Environment \$60,000

-5 Advisory/Task Groups \$50,000

-Special Events \$20,000

-Recreation Programs \$10,000

-Clarkston Comm Ctr \$10,000

-Culture Fest \$ 7,500

-Sagal Radio \$ 7,000

-CDF/Tell Me A Story \$ 7,000

TOTAL: \$171,500 2.5% of GF

FY 2021 Budget



□ EFFICIENT, EFFECTIVE SERVICES

- Technology, City processes, public access
- Perpetual expense review
- Collaboration/partnerships/grants
- Ensure we receive all revenue

FY 2021 Budget



□ DEBT SERVICE

-\$840,812 total GF

-\$345,697 GTIB streetscape loans

-\$134,647 Police Vehicles

-\$ 92,376, 3 PW trucks, 1 CM-Code

-\$ 10,000, TAN for \$5-600K

FY 2021 Budget



□ SPLOST

-\$1,125,522 **FY 20 Actual**

-\$1,800,000 **FY 21 SPLOST Proceeds**

-\$3,918,756 **FY 21 Expenditures, with
\$799,000 in bond principal and \$119,756 interest**

FY 2021 Budget



□ STORMWATER

-\$303,000 **FY 21 Revenue**

-\$326,190 **FY 21 Expenditures**

-Utilize fund balance of \$100,000 for planned project on DeBelle St

-\$63.96 Equivalent Residential Unit (ERU)

-FY 20 ending balance \$400,000

FY 2021 Budget



□ SANITATION/RECYCLING

-\$217,900 **FY 20 Revenue**

-\$217,900 **FY 20 Expenditures**

residential collection for 1,070 addresses

**-Will have approximately \$50,000 fund
balance at end of FY 20**

-\$213.21 annual per unit

FY 2021 Budget



□ GRANTS

\$104,000

FY 21 Revenue – 2 grants

\$ 4,000

Police Protective Gear

\$100,000

GDOT LMIG

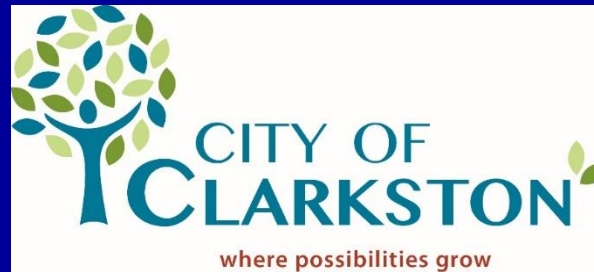
FY 2021 Budget



FY 2020 ALL FUNDS BUDGET

\$11,508,463

FY 2021 BUDGET



Questions ??
Comments ...!!...

DECEMBER 1, 2020

2021 Proposed Operating & Enterprise Fund Budget



CITY OF
CLARKSTON

where possibilities grow



where
possibilities
grow

2021

Submitted 11-05-2020

Updated 11-24-2020

City Manager

Robin Gomez



MEMORANDUM

To: Mayor Pro Tem Awet Eyasu
Councilman James Carroll
Councilman Ahmed Hassan
Councilwoman Laura Hopkins
Councilwoman Debra Johnson

From: Robin Gomez, City Manager

Date: November 24, 2020

Re: Proposed 2021 Fiscal Year Budget

Please find attached the proposed Preliminary FY 2021 City of Clarkston Budget for all funds. This budget was compiled with input and assistance from each department and the Finance Director. The proposed preliminary budget is balanced with revenues equaling expenditures, pursuant to Georgia State Code.

BUDGET OVERVIEW

The total proposed FY 2021 Expenditure Budget for all funds is \$11,508,463. The total proposed FY 2020 Revenue Budget for all funds is \$11,508,463. Both the Expenditure and Revenue estimates represent a 13% decrease compared to FY 2020 amount of \$13,174,759.

The proposed FY 2021 General Fund Operating Budget of \$6,790,423 represents an \$21,565 increase as compared to the FY 2020 amount of \$6,768,858.

Administration – 5.0 Full Time Equivalent (FTE)

Total expenditures in the Administration Department have decreased from \$1,170,048 in FY 2020 to \$1,104,436, a decrease of \$65,612 proposed for FY 2021. The Administration Department budget represents 16.3% of the total General Fund Budget.

Group Health Insurance premium costs for the City increased by 12.71% for FY 2021 compared to a 12% increase in FY2020. The overall Group Health Insurance budget for 2020 was \$393,656 and increased by 9% to \$429,468 for FY2021, after allowing for costs absorbed by employee deductions for family coverage.

Health Insurance premium costs remain reasonable as this amount represents 6.4% of total General Fund Operating expenditures.

The City of Clarkston Defined Benefit Retirement Plan contribution costs increased overall by 14.4% from FY2020, \$490,342 to \$484,050 in FY 2021. The pension contribution cost as a percentage of gross salaries decreased by 0.5% to 18.25% in FY2021. Total Retirement Contributions for FY 2021 represent 7.2% of total General Fund Operating expenditures.

Police – 22.0 FTE

Expenditures in Police department are budgeted at \$2,258,713 for FY 2021 compared to \$2,135,699 in FY 2020 representing an overall increase of 123014 or 5.8% from FY 2020. The Police department budget for FY 2020 represents 33.5% of the total General Fund budget.

For FY 2021, the Clarkston Police Department authorized and funded staffing level is recommended at twenty (20) full time police personnel, plus the Special Projects Coordinator was transferred from Administration to the Police Department. After the 2015 annexation, staffing levels were increased to a total of 26 positions police positions. In FY 2016 and FY 2017, the budget was reduced by unfunding two positions, likewise, in FY 2018, three positions were unfunded. In FY 2019, three additional unfunded Patrol Officer positions were added, for a total of six unfunded positions in FY 2019 and FY2020. This FY 2021 budget includes a total of six unfunded positions during the year.

Full-time personnel are organized as follows; a Police Chief responsible for management of the department, an Assistant Chief who commands the operational uniform and criminal investigations divisions, a Lieutenant who serves as the department's accreditation and state certification manager and will also serve as the department's training officer to insure all personnel meet P.O.S.T certification requirements and a Captain that is currently assigned to a DEA Task force, three (3) detectives and thirteen (13) patrol officers, four (4) of whom are Sergeants serving as shift supervisors.

The recruitment of qualified and desirable candidates to fill our Patrol Officer positions has been a challenge for the past several years. There has been a reduction in the number of qualified individuals choosing law enforcement as a profession. Consequently competition to attract and employ qualified candidates has increased. Additionally, we continue to lose experienced officers once they have obtained two to three years of training to other agencies.

Despite efforts taken over the past few years to remain competitive such as; increasing the starting salary and providing signing bonuses for new officers, the police department continues to maintain an average of two to four vacant police officer positions at any given point in time over the past several years. Additionally to address our competitive disadvantage in recruiting police officers, we included in the FY 2019 budget the purchase of additional police vehicles through a five year lease purchase plan to be able to provide all police officers with take home vehicles. This vehicle program was fully implemented during FY 2020.

Municipal Court – 4.0 FTE

Expenditures in Municipal Court department are budgeted at \$489,805 for FY 2021 compared to \$518,368 FY2020 representing an overall decrease of 5.8% from FY 2020. The Municipal Court budget for FY 2021 represents 7.3% of the total General Fund budget. The budget decrease was primarily due to decreases in expenditures related to allocations from court fines payable to other agencies because overall fines revenues are expected to continue to decrease in FY2021.

Public Works/Building & Grounds/Parks- 12.1 FTE

The FY2021 operating budget for Public Works, Building & Grounds and Parks is \$1,164,556 versus \$1,148,667 in FY 2020 and represents 17.1% of the total General Fund Expenditures budget. We have also budgeted the following capital expenditure items for Public Works in FY 2020 to include, two (1) new Ford F-150 pickup truck (\$28,000) to replace a 2003 model, a bucket truck (\$86,000), a trash truck (\$135,000), , security cameras for 40 Oaks Park and building (\$17,000). We have also budgeted \$54,000 for improvements at 40 Oaks Nature Preserve. We also added \$30,000 to Parks budget for Certified Arborist Services under Professional Services. We are also adding a part-time Park Ranger position to Public Works for FY2021.

Public Works staff continue to ensure the maintenance and care of the City's rights-of-way including streets, sidewalks, and small passive pocket-park areas, as well as our active (Milam) and passive (Friendship Forest and 40 Oaks Nature Preserve) parks. Staff performs a variety of maintenance, beautification, and improvement work including all mowing/weeding including the CSX right-of-way throughout our City limits, tree trimming/removal (parts are contracted out), trash/debris abatement and removal (from rights-of-ways and all City properties), and all other beautification maintenance as needed. Staff is housed out of the Public Works complex located at 3620 Montreal Creek Court.

Planning and Development – 2.0 FTE

The Planning and Development department is responsible for all zoning, plan review, building inspection and permitting functions. The Planning & Development Director has been assigned to manage the activities of our technical consultants associated with these activities in addition to providing technical assistance to the Planning and Zoning Board, Mayor and City Council, and the City Manager. Professional fees for zoning, planning and building Inspection services are currently budgeted in this department.

Effective code enforcement will continue to be critical to the future success of Clarkston's economic development efforts. Given the age of many of our commercial, retail and multi-family dwellings, the City will continue to focus on addressing property maintenance issues that continue to persist. Code enforcement staff have done an excellent job of bringing the many commercial and retail businesses and multi-family complexes obtained as a result of annexation, into compliance. Therefore, for FY 2021, the City will continue to provide code enforcement services utilizing a full time staff person employed directly by the City of Clarkston. Additionally, the City will continue to contract with a third party vendor to assist staff with providing construction plan review.

In the FY2020 budget, we planned to add a City Engineer position, but due to the pandemic, never filled that position. We removed that position from the budget in FY2020 as well.

The recommended FY2021 budget for Planning and Development is **\$440,601** versus \$453,764 in FY 2020, a decrease of \$13,163 primarily due to the removal of the City Engineer position and increases in Professional Services. The FY 2021 Planning and Development budget represents 6.5% of the total General Fund Expenditures budget.

Community Action Projects

The City of Clarkston believes that it is important to support programs and projects that enhance the quality of life for all residents. Therefore in FY 2021, this budget appropriates \$171,500 to support the following Community Action Projects:

- Urban Agriculture - \$50,000
- Senior Programs - \$10,000
- Public Arts Programs - \$10,000
- Health Advisory Task Force - \$10,000
- Early Learning Task Force \$10,000
- Youth Advisory Task Force \$10,000
- Recreation Programs - \$10,000
- Clarkston CultureFest Event - \$7,500
- Sagal Radio - \$7,000
- Clarkston Community Center - \$10,000
- Clarkston Special Events - \$20,000 Increased due to completion of City Center in FY2020
- CDF-Tell Me A Story - \$7,000

Community Development projects budgeted at \$171,500 represents 2.5% of total general fund expenditures.

Debt Service

The City will closed out our second State Road and Tollway Authority (SRTA) construction loan in the amount \$1.7 million in FY2020 and begin making Debt Service payments on this loan. We have budgeted a total of \$186,795 in FY 2021 for these new debt service payments.

The City anticipates the need to obtain a TAN, (Tax Anticipation Note) in FY 2021 as bridge funding until property tax revenues is obtained during the 4th quarter of 2020, in the amount of \$700,000. The estimated interest and loan origination fees amount is \$12,000 and has been included in the FY 2021 budget.

Capital lease payments associated with the purchase of a Bucket Truck (\$86,000) and a Trash Truck (\$135,000) totaling \$221,000 has been budgeted for FY2021, with total debt payments in FY2021 of \$48,200 annually of over the next five years. These were rolled over from FY2020, but anticipate moving forward with purchases in FY2021.

The FY 2021 General Fund appropriation for Debt Service is **\$840,412** compared to \$840,412 budgeted in FY 2020. Debt Service Payments represent 12.5% of total general fund expenditures.

SPLOST Fund

The SPLOST referendum was approved by the voters on November 7th, 2017. Expected SPLOST tax proceeds for FY2020 are budgeted at \$1,800,000. In FY 2018, the City secured a SPLOST bond in the amount \$5,150,000 with the principal and interest payments to be paid from SPLOST tax proceeds over the next six years. In FY2020, the City issued another \$3,000,000 SPLOST Bond and refinanced the balance of the 2018 Bond at a lower interest rate.

The SPLOST Fund expenditures budget for FY 2021 totals **\$3,918,756** and includes payment of bond principal in the amount of **\$799,000** and interest payments (on both bond issues) of **\$119,756** to be paid from the SPLOST tax revenues received. SPLOST construction projects for FY2021 are expected to be \$3,000,000 and will be funded by the SPLOST bond proceeds and SPLOST tax revenues received.

Storm Water Utility Fund

Storm Water Utility Revenue is expected to be \$326,190 for FY 2021. The City will continue to address storm water maintenance issues throughout the City and implement the City's Storm Water Management Plan as required by the Georgia Environmental Protection Division. Total Storm Water expenditures for FY 2021 include one major repair/replacement project estimated at \$83,000 (Partitions Project) that related will need to be addressed. The City has also allocated \$107,650 in Salaries and payroll taxes to the Stormwater Fund from the Public Works department to cover the staff time spent during the late winter/early spring do annual stormwater maintenance and clearance of all storm water structures. Total Storm Water Fund Expenditures in FY 2021 are budgeted at **\$326,190**.

Sanitation Enterprise Fund

The Sanitation Enterprise Fund continues to perform adequately. Expenditures and revenues for FY 2021 are projected at **\$217,900**. The contract with Waste Management provides for an annual increase commensurate with the CPI.

Grant Funds

The City of Clarkston received funding from three (3) grant sources during the FY 2020 budget year. The City received \$103,741 from the Local Maintenance & Improvement (LMIG) state grant fund, \$961,600 from the

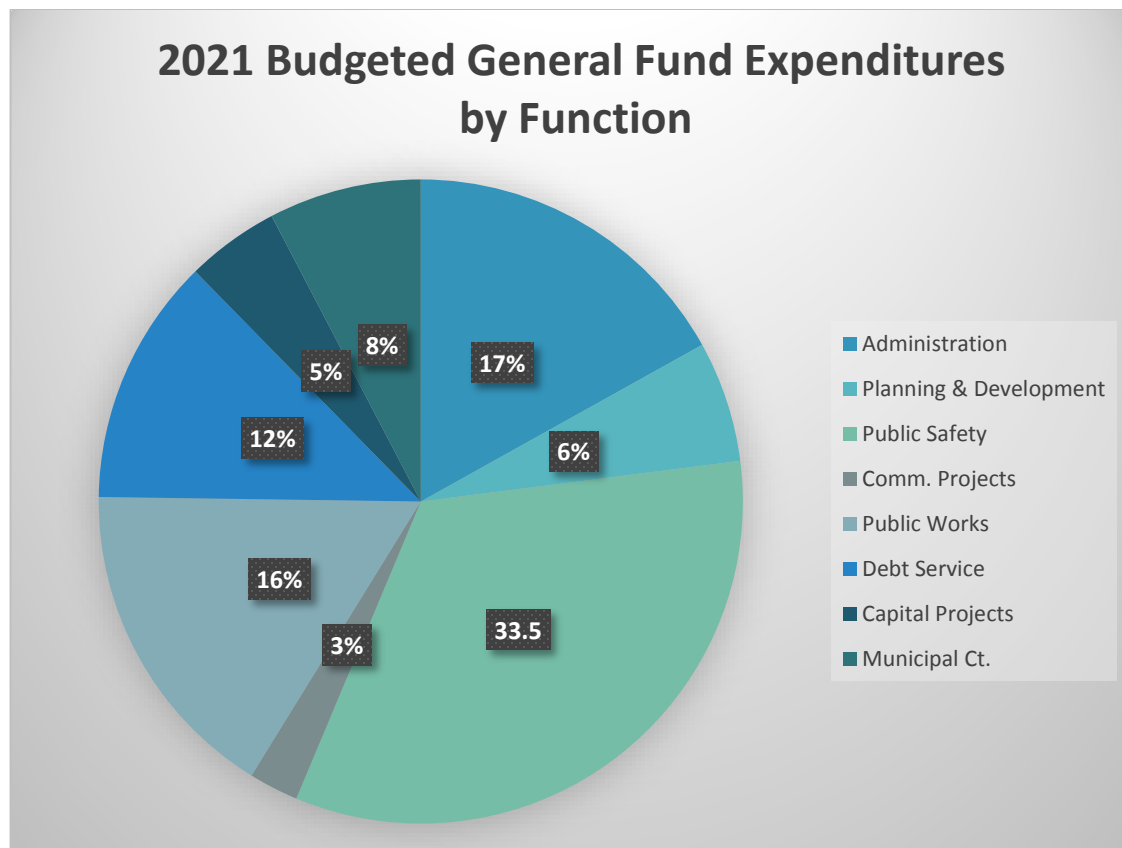
FHWA Federal grant and ARC grants for the Streetscape construction project, and Fulton/Dekalb Hospital Authority grant of \$9,407 to provide defibrillators for City Hall and the Police department, and \$4,000 from the US Department of Justice for police ballistic vests. The City expects to spend \$104,100 from grants in FY 2021, with \$100,000 from GDOT LMIG grant and \$4,000 for US Department of Justice on ballistic vest reimbursements.

Expenditures Summary

The total proposed FY 2021 Expenditure Budget for all funds is **\$11,508,463** which represents a decrease of \$1,666,296 as compared to \$13,174,759 in FY 2020. This decrease will be due to completion of the Streetscape project in FY2020.

The proposed FY 2021 General Fund operating budget of **\$6,790,423** represents a \$21,565 increase as compared to the FY 2020 amount of \$6,768,858.

As depicted in the chart below, the largest expenditure categories by percentage for General Fund Expenditures are; Public Safety 33.5%, Administration at 17.0% and Public Works 16.5% of the total expenditure budget. Debt service costs remain manageable at 12.5% of total FY 2021 expenditures.



Revenues Summary

The proposed FY 2021 Proposed General Fund Total Revenue budget of **\$6,790,423** represents an increase of \$21,565 or 0.004% as compared to \$6,768,858 in FY 2020.

The proposed FY 2020 Budget will be transmitted to the Mayor and Council on October 27, 2020. Additionally, copies of this document will be available for public review at the Clarkston Branch Library, Clarkston City Hall and on the City of Clarkston website. A public hearing will be held to afford the public an opportunity to provide comments and feedback on the proposed budget at 6:30 pm on December 1, 2020 during the City Council Work Session. A second public hearing will be held at the Tuesday, December 8, 2020 Regular City Council Meeting followed by consideration and adoption at the City of Clarkston Council meeting on December 8, 2020.

Please let me know of any questions, comments, or other regarding this proposed FY 2021 budget.

As of October 13, 2020	2019 ACTUAL	2020 ADOPTED BUDGET	2020 ACTUAL AS OF 10/13/2020	% OF BUDGET	2020 PROJECTED & AMENDED BUDGET	2021 BUDGET REQUEST
REVENUES						
General Fund	7,649,985	6,768,858	3,580,631	52.9%	5,825,023	6,790,423
Other Funds:						
Federal Seizures Fund	192,319	80,464	40,970	50.9%	46,511	80,000
City Seizures Fund	-	-	-	0.0%	-	-
Grants Fund	3,529,134	760,347	681,470	89.6%	1,079,841	104,000
HOST Fund	-	20,000	-	0.0%	-	71,194
Stormwater Fund	305,747	521,190	163,408	31.4%	303,030	326,190
Sanitation Fund	216,712	217,900	121,025	55.5%	217,900	217,900
Affordable Housing Trust Fund	200,000					
Coronavirus Relief Fund	-	-	1,433,288		1,433,288	-
SPLOST Fund	1,840,829	4,806,000	8,410,462	175.0%	9,000,522	3,918,756
Total Revenue - All Funds	13,934,726	13,174,759	14,431,255	109.5%	17,906,115	11,508,463
EXPENDITURES						
GENERAL FUND EXPENDITURES						
Administration	1,150,108	1,170,048	807,703	69.0%	1,102,544	1,104,436
Buildings and Grounds	140,422	143,624	68,053	47.4%	114,418	117,224
Planning and Development	283,441	453,764	233,029	51.4%	346,311	440,601
Community Action Projects	97,053	181,500	15,641	8.6%	24,500	171,500
Municipal Court	460,215	518,368	330,805	0.0%	454,848	489,805
Police	1,876,010	2,135,699	1,474,705	0.0%	2,043,204	2,258,713
Public Works	767,682	892,693	657,385	73.6%	834,441	904,982
Parks	114,291	112,350	31,657	28.2%	62,755	142,350
Debt Service	550,493	840,812	399,225	47.5%	701,677	840,812
Capital Projects Fund - General Fund	1,600,143	320,000	130,053	40.6%	140,325	320,000
Total General Fund Expenditures	7,039,859	6,768,858	4,148,255	61.3%	5,825,023	6,790,423
Other Funds Expenditures						
Federal Seizures Fund	204,847	80,464	161,361	200.5%	176,754	80,000
City Seizures Fund	1,279	-	-	-	-	-
Grants Fund	3,445,998	760,347	577,730	0.0%	976,100	104,000
Coronavirus Relief Fund	-	-	287,876	-	1,433,288	-
HOST Fund	-	20,000	-	0.0%	-	71,194
SPLOST Fund	3,155,803	4,806,000	5,552,277	115.5%	8,402,376	3,918,756
Stormwater Fund	284,125	521,190	116,403	22.3%	599,172	326,190
Sanitation Fund	199,184	217,900	95,269	43.7%	145,269	217,900
Total Expenditures - ALL FUNDS	14,331,095	13,174,759	10,939,170	83.0%	17,557,982	11,508,463

General Fund Surplus/(Deficit)

0

0

General Fund Expenditures Allocation by Function

	2020 Projected	% of Budget	2021 Budget	% of Budget
Administration	1,102,544	18.9%	1,104,436	16.3%
Planning & Development	346,311	5.9%	440,601	6.5%
Public Safety	2,043,204	35.1%	2,258,713	33.3%
Municipal Court	454,848	7.8%	489,805	7.2%
Community Development Projects	24,500	0.4%	171,500	2.5%
Public Works	1,011,614	17.4%	1,164,557	17.1%
Debt Service	701,677	12.0%	840,812	12.4%
Capital Projects	140,325	2.4%	320,000	4.7%
	5,825,023	100.0%	6,790,424	100.0%

EXPENDITURE		2019 ACTUAL	2020 ADOPTED BUDGET	2020 ACTUAL AS OF 10/13/2020	% OF BUDGET	2020 PROJECTED & AMENDED BUDGET	2021 BUDGET REQUEST
As of October 13, 2020							
GENERAL ADMINISTRATION - 10-1110, 1310, 1330, 1400, 1500							
Council Salaries	511100	21,000	72,000	47,779	66.4%	62,780	72,000
Council Health Insurance	512100	39,036	36,936	22,231	60.2%	25,841	33,288
Council/FICA	512200	1,281	4,464	2,944	65.9%	3,874	4,464
Council Medicare	512300	300	1,044	689	66.0%	930	1,044
Council Retirement	512400	3,539	13,500	10,003	74.1%	13,343	13,140
Council/Travel	523500	7,297	8,000	3,165	39.6%	4,000	8,000
Council/Education/Training	523700	3,580	8,000	2,860	35.8%	3,000	8,000
Mayor/ Salary	511100	6,500	15,000	8,750	58.3%	11,250	15,000
Mayor Health Insurance	512100	8,722	7,356	2,123	28.9%	3,123	8,244
Mayor/FICA	512200	403	930	520	55.9%	680	930
Mayor/Medicare	512300	94	218	122	55.8%	158	218
Mayor Retirement	512400	1,095	2,813	2,084	74.1%	2,780	2,738
Mayor/Travel	523500	734	3,000	321	10.7%	321	3,000
Mayor Education/Training	523510	1,050	1,500	-	0.0%	500	1,500
Gen Adm/Salaries	511100	504,548	469,516	350,782	74.7%	477,014	420,913
Gen Adm/Group Ins	512100	42,890	50,436	47,633	94.4%	46,000	43,320
Gen Adm/FICA	512200	27,151	29,110	21,261	73.0%	29,110	26,097
Gen Adm/Medicare	512300	6,996	6,808	4,972	73.0%	6,808	6,103
Gen Adm/Retirement	512400	99,282	88,034	65,230	74.1%	88,034	76,817
Gen Adm/Work Comp	512700	1,790	2,348	1,921	81.8%	1,921	2,105
Tax Billing/Coll Svc	521100	3,890	4,500	3,898	86.6%	3,900	4,500
Gen Adm-Board Elections	521110	2,881	5,000	-	0.0%	5,000	2,000
City Auditor	521200	28,500	36,000	34,500	95.8%	34,500	36,000
City Attorney	521210	172,061	89,000	77,271	86.8%	105,000	101,000
Gen Adm/Professional	521215	10,500	40,000	13,298	33.2%	15,000	50,000
Computer/Hard& Soft	521300	41,757	52,050	32,852	0.0%	49,000	52,050
Gen Adm/-Repairs/Maint	522200	1,392	2,000	-	0.0%	1,000	1,000
Equip/Rental/Lease	522320	4,242	4,800	3,229	67.3%	4,312	4,800
Prop/Liability Ins	523100	37,826	40,000	12,032	30.1%	40,000	40,000
Communications	523200	1,654	3,600	1,336	37.1%	2,000	2,500
Postage	523210	2,282	3,600	2,088	58.0%	3,000	3,600
Advertising	523300	3,048	4,500	1,730	38.4%	4,500	4,500
Printing Service	523400	14,725	10,700	4,528	42.3%	10,000	9,000
Travel	523500	1,878	3,300	32	1.0%	200	1,500
Dues & Fees	523600	18,464	23,665	14,286	60.4%	23,665	23,665
Education	523700	1,395	2,920	199	6.8%	400	2,000
Other Miscellaneous Expense	523910	4,500	4,000	1,955	48.9%	3,000	3,000
Bank/Finance Chgs	523920	8,665	9,900	7,483	75.6%	11,500	9,900
General Supplies	531100	4,245	5,000	1,381	27.6%	3,000	3,000
Books & Periodicals	531400	-	400	-	0.0%	100	400
Small Equipment	531600	8,723	3,000	-	0.0%	2,000	2,000
Uniform	531700	-	600	216	36.0%	-	600
Other Supplies	531710	195	500	-	0.0%	-	500
Furniture and Fixtures	542300	-	-	-	-	-	-
Computer Equipment	542400	-	-	-	0.0%	-	-
TOTALS		1,150,108	1,170,048	807,703	69.0%	1,102,544	1,104,436

CITY HALL- GENERAL ADMINISTRATION
BUDGET
2021

1100	CITY COUNCIL	
511100	City Council Salaries	\$72,000
512100	City Council Health Insurance	\$33,288
512200	City Council FICA	\$4,464
512300	City Council Medicare	\$1,044
512400	City Council Retirement	\$13,140
523500	City Council Travel	\$8,000
523700	City Council Training	\$8,000
SUBTOTAL COUNCIL		\$139,936

1300	MAYOR	
511100	Mayor Salaries	\$15,000
512100	Mayor Health Insurance	\$8,244
512200	Mayor FICA	\$930
512300	Mayor Medicare	\$218
512400	Mayor Retirement	\$2,738
523500	Mayor Travel	\$3,000
523700	Mayor Training	\$1,500
SUBTOTAL MAYOR		\$31,630

01500	GENERAL ADMINISTRATION	
00051	PERSONAL SERV. & EMPLOYEE BEN.	
511100	Administration Full Time Salaries	\$420,913
	Funding for 5 positions: City Manager, City Clerk, Finance Director, Accountant, Admin Coordinator. Moved Community Relations/Special Projects Coordinator to Police Department	
511200	Administration Salaries Part Time (none at this time)	\$0
511300	Administration Overtime	\$0
512100	Administration Insurance- Health	\$43,320
512200	Administration Social Security FICA (6.2%)	\$26,097
512300	Administration Medicare (1.45%)	\$6,103
	Total Salaries – Full-time 1.45% x total	
512400	Administration Retirement Contributions	\$76,817
	GMEMBS Pension Plan 18.75% of annual full-time salaries	
12500	Administration Tuition Reimbursement	\$0
512700	Administration Worker's Compensation (GMA)	\$2,105
SUBTOTAL	PERSONNEL/EMPLOYEE BENEFITS	\$575,355
00052	PURCHASED CONTRACTED SERVICES	
521100	Administration Tax Billing/Collection Services	\$4,500
	DeKalb County Tax Commissioner Property Tax Billing	
521110	Administration Board of Elections Services	\$2,000
	DeKalb County Board of Elections Services	
521200	Administration Audit Fees	\$36,000
	Annual Audit \$29,000	
	A133 Single Audit due to Federal Grants \$7,000	
521210	Administration City Attorney Fees	\$101,000
	City Attorney Fees \$8,000 monthly \$96,000	
	Bond Attorney Fees – Tax Anticipation Note \$5,000	

521215	Administration Professional Services Fees	\$50,000
	Diversified Technology Consulting-Website Annual Maintenance	\$7,500
	City Annexation Studies	\$15,000
	Grant Writing	\$20,000
	ClearGov Insight Implementation	\$7,500
521300	Administration Information Technology Services	\$52,050
	VC3, Inc – Info Tech Support Svcs \$1,600 x 12 mths = \$19,200	
	VC3, Inc – NEW- Email Archiving	\$4,410
	VC3, Inc – NEW- Office365 Threat Protection	\$6,440
	INOVA Payroll Processing Fees	\$12,000
	OpenRDA Accounting Software Support and Maintenance Fees	\$7,000
	Granicus – IQM2 = \$250 x 12 mths =	\$3,000
522200	Administration-Repairs & Maintenance	\$1,000
522320	Administration Equipment Rental	\$4,800
	Neopost Postage Machine Rental \$300/qtr = \$1,200	
	Toshiba Copier \$300/mth = \$3,600	
523100	Administration Insurance - (GIRMA)	\$40,000
	Administration Liability Insurance	
523200	Administration Communications	\$2,500
	AT&T FirstNet Cell Phones/Wireless Devices \$208.34 per month = \$2,500	
523210	Administration Postage & Shipping	\$3,600
	United States Postal Service, UPS and FedEx charges. \$300 per month	
523300	Administration Advertising - Legal	\$4,500
	Cost for advertising public hearings, grant bids, RFPs, and other state requirements.	
523400	Administration Printing & Binding	\$9,000
	Printing and copy costs associated with stationary, envelopes, business cards, forms, etc. \$2,000	
	Municode updates \$5,000	
	Toshiba copier printing overage billings \$2,000	

523500	Administration Travel Hotel expense and travel reimbursement for conferences, mileage reimbursements City Clerk GMA Conferences & Mileage Reimbursement \$800 Finance Director GGFOA Conference \$700	\$1,500
523600	Administration Dues & Subscriptions Dues for professional associations and subscriptions Dekalb Municipal Association \$9,000 GMA Telecom Fees \$7,200 GMA Membership Dues \$4,800 GMA Unemployment Services Fee \$100 National League of Cities Dues \$1,200 Dekalb Chamber of Commerce \$450 Institute of Mgmt Accountants Dues-Fin. Dir. \$295 GGFOA Dues – Finance Director \$50 IIMC Dues – City Clerk \$195 Welcoming America - Mayor \$50 GMC/FOA Dues – City Clerk \$50 National Civic League \$275	\$23,665
523700	Administration Education & Training Total administrative costs associated with registration costs or conferences, certifications, and training for: City Clerk – GMA City Clerk Conferences \$500 Finance Director – GGFOA Conference \$420 Accountant – Training/Conferences \$500 Other City wide training \$580	\$2,000
523910	Administration Miscellaneous Expense Drug testing, background checks, employee recognition pins, florist bills, and unforeseen administrative expenses. Cost of meals for meetings	\$3,000
523920	Administration Bank Fees & Charges Wells Fargo Bank Analysis Fees \$200/mth = \$2,400 Credit Card Processing Fees-ETS/Bankcard = \$600/mth = \$7,200 Banking Supplies-Deposit slips, etc. = \$300	\$9,900
SUBTOTAL	PURCHASED AND CONTRACT SERVICES	\$351,015
00053	SUPPLIES	

531100	Administration Office Supplies		\$3,000
	Paper, pens, individual printers, printer cartridges, high quality documents, photos, copied material, folders, spiral notebooks, etc.		
531400	Administration Books & Periodicals		\$400
	Books, manuals, and other published information.		
531600	Administration Small Equipment		\$2,000
	Replacement Equipment as needed	\$2,000	
531700	Administration Uniforms		\$600
531710	Administration Other Supplies		\$500
	Office Furnishings or replacement		
SUBTOTAL SUPPLIES			\$6,500
TOTAL ADMINISTRATION (DEPT 1500)			\$932,870
TOTAL 1110, 1310, AND 1500			\$1,104,436

EXPENDITURE		2019 ACTUAL	2020 ADOPTED BUDGET	2020 ACTUAL AS OF 10/13/2020	% OF BUDGET	2020 PROJECTED & AMENDED BUDGET	2021 BUDGET REQUEST
As of October 13, 2020							
POLICE DEPARTMENT - 30-3200							
Salaries-Full Time	511100	977,159	1,148,751	823,307	71.7%	1,100,000	1,225,300
Salaries-Part Time	511200	-	-			-	-
Overtime	511300	24,779	12,000	10,322	86.0%	14,000	12,000
DEA Task Force Overtime	511310	29,806	18,000	23,544	130.8%	30,000	18,000
Health Insurance	512100	113,083	159,720	107,185	67.1%	146,185	192,024
FICA Contributions	512200	60,849	73,083	50,020	68.4%	67,463	77,829
Medicare Contributions	512300	14,231	16,798	11,698	69.6%	15,870	16,794
Retirement Contribution	512400	189,675	221,016	163,764	74.1%	219,000	229,092
Tuition Reimbursement	512500	-	-	-		-	-
Workers Compensation Insurance - GN	512700	69,047	70,725	66,922	94.6%	66,922	72,068
Uniforms-Protective Gear	512905	2,536	3,900	3,969	101.8%	5,000	3,900
Uniforms	512910	29,308	18,035	9,649	53.5%	18,000	18,035
Professional Services	521220	4,000	3,880	950	24.5%	3,000	3,880
Police Admin IT Fee	521300	62,943	97,220	63,469	65.3%	97,000	97,220
Repairs/Maint	522200	10,131	10,000	7,737	77.4%	10,000	10,000
Vehicle Repairs/Maint	522210	76,946	30,000	25,138	83.8%	30,000	30,000
Equip/Rental-Lease	522320	31,714	13,664	12,663	92.7%	13,664	13,664
Liability Insurance -GIRMA	523100	69,986	96,000	23,741	24.7%	96,000	96,000
Communications	523200	11,510	13,107	24,653	188.1%	28,000	13,107
Postage	523210	183	250	10	4.0%	250	250
Advertising	523300	-	2,000	-	0.0%	-	2,000
Printing	523400	1,729	3,000	1,900	63.3%	3,000	3,000
Travel	523500	4,593	6,000	1,722	28.7%	2,500	6,000
Dues & Fees	523600	17,599	15,450	9,395	60.8%	15,450	15,450
Education/Training	523700	6,208	6,000	645	10.8%	1,500	6,000
Other Expense	523910	1,547	2,000	398	19.9%	1,000	2,000
Office Supplies	531100	2,939	2,500	1,118	44.7%	2,500	2,500
Investigative Supplies - CID	531130	2,560	2,500	46	1.8%	2,500	2,500
Gas, Oil & Diesel	531270	43,103	72,000	22,506	31.3%	36,500	72,000
Books & Periodicals	531400	673	400	125	31.2%	200	400
Small Equipment	531600	17,174	17,700	8,111	45.8%	17,700	17,700
Capital Equipment-Vehicles	542500			-			
Capital Equipment-Police Radios	542500			-			
Totals		1,876,010	2,135,699	1,474,705	69.1%	2,043,204	2,258,713

Clarkston Police Department

2020 Budget

Personnel Services & Employees

511100	Police Department Salaries Full Time Annual base salaries for 20 total staff 2 - Police Chief & Assistant Police Chief 1 – Captain DEA Task Force 1 – Lieutenant-Training/Certification Officer 4 – Sergeants for Patrol 9 – Patrol Officers 3 - CID Staff 1 – Special Projects Coordinator 27 Approved positions, with 6 unfunded 2020	\$1,225,300
511300	Police Department Overtime Used for proactive police operations, emergency situations, special events, and mandatory training.	\$12,000
511310	Police Department DEA Taskforce Overtime	\$18,000
512110	Police Department Insurance (Health-Life-Dental)	\$192,024
512200	Police Department Social Security FICA (6.2%) (6.2% of full, part-time, and overtime salaries)	\$77,829
512300	Police Department Medicare (1.45% of full, part-time & overtime salaries)	\$16,794
512400	Police Department Employee Retirement Program The rates are 18% of annual full-time salaries	\$229,092
512500	Police Department Tuition Reimbursement	\$0
512700	Police Department Worker's Comp Insurance (GMA) 6% of regular full-time and part-time salaries.	\$72,068

512905	Police Department Uniforms – Protective Gear Requesting 6 ballistic vests; (1) for normal replacement and (5) for new hires at \$650 per vest.	\$3,900
512910	Police Department Uniforms <ul style="list-style-type: none"> • \$125 per officer (20) for one pair of boots = \$2,500 • 5 vacant positions. To outfit a new officer cost is approximately \$950 for uniforms. 5 x \$950 = \$4,750 • Duty gear for 5 vacant positions \$541 x 5 = \$2,705 • Carriers to carry our issued body cameras need to be replaced 9 x \$120 = \$1080. • Normal replacement of uniforms for 14 officers (excluding new hires who will receive new uniforms) \$500 x 14 = \$7,000 	\$18,035
Sub-total Personnel Service & Employees		\$ 1,865,042

Purchased/Contracted Services

521220	Police Department Professional Services Includes fees for applicant processing, consultants, testing and other professional services. Physical exams (\$85 x 8 = \$680) Psychological exams (\$275 x 8 = \$2,200) Polygraph exams (\$125 x 8 = \$1,000)	\$3,880
521300	Police Department Information Technology Support VC3, Inc. annual IT Support Fees - \$4,800*12= \$57,600 VC3, Inc. MDT Support Fees - \$2,210*12= \$26,520 VC3, Inc.-NEW-Premise Server Backups PD - \$7,100 VC3, Inc.-NEW-NEW PD Server P2P-Tyler - \$6,000	\$97,220
522200	Police Department Equipment Repairs & Maintenance Rite Weight, Inc \$350 Mobile Comm-Dekalb \$2,000 x 4 (per quarter) = \$8,000 Dragoneye Technology \$400 Other Equipment Repairs-Spotlights, Misc = \$1,250	\$10,000
522210	Police Department Vehicle Repairs & Maintenance Upkeep and repairs on our fleet of vehicles. Tires – Kauffman Tires	\$30,000

Vehicle Repairs – RDS Automotive Services
 Vehicle Cleaning – Finish Line Car Wash

522320	Police Department Equipment Rental/Lease Contracts Toshiba Copiers \$300/ month= \$3,600 AXON Tasers Annual Fees = \$3,200 AXON Tasers Lease Payments = \$6,864	\$13,664
523100	Police Department Insurance – GIRMA General Automobile Liability & Physical Damage = \$45,000 Law Enforcement Liability = \$46,000 Deductibles Budget = \$5,000	\$96,000
523200	Police Department Communications Includes: ▪ AT&T phones and air cards for vehicles	\$13,107
523210	Police Department Postage	\$250
523300	Police Department Advertising Employment Recruiting Ads	\$2,000
523400	Police Department Printing Includes funds for printing letterhead, business cards and other required forms. Update all business cards with cityofclarkston.com email address.	\$3,000
523500	Police Department Travel Includes travel costs for seminars, conferences, conventions and other training programs. This includes the travel for command staff.	\$6,000
523600	Police Department Dues and Subscriptions ▪ Georgia Association of Chiefs of Police \$250 ▪ Georgia Association of Chiefs of Police \$250 ▪ International Association of Chiefs of Police \$300 ▪ International Association of Chiefs of Police NET- \$525 ▪ State Re-Certification Annual Fee \$300 ▪ DeKalb Chief's Association \$100	\$15,450

- GA Assoc. Law Enforcement Firearms \$110
- GPAC Membership \$200
- Georgia Peace Officers Association \$75
- Guardian Tracking-Employee Tracking \$1,400
- Power DMS Annual Dues \$5,000
- UTILITY Annual Dues \$4,000
- Thomson Reuters Research Database Subscription \$2,640
- National Internal Affairs Association \$100
- Metropol \$150.00
- Other \$300

523700 Police Department Education & Training \$6,000
 Training for all department members includes symposiums and specialized classes that are not readily available at the State or Local Academy.

523910 Police Department Miscellaneous Expense \$2,000
 Allows for miscellaneous expenses not specified under other line items such as shipping costs, batteries, coffee, etc. Includes outreach programs currently sponsored by the department including community based programs, investigator meetings, and staff meetings. Identification cards for new hires.

Subtotal Purchased/Contracted Services \$298,571

Supplies

531100 Police Department Office Supplies \$2,500
 Based on history of usage and anticipated requirements, particularly in printer cartridges, paper and other computer supplies as well as office supplies normally used. Adjusted for thermal paper expenses.

531130 Investigative Supplies - CID \$2,500
 Equipment and supplies for proper criminal investigations. Including digital recording for witnesses, safety supplies and equipment, latent fingerprint collection kits and drug field testing refills, and translators as needed.

531270 Police Department Fuel and Oil \$72,000
 Increase due to addition of take home vehicles to be purchased in FY2019.

531400	Police Department Books & Periodicals	\$400
531600	Police Department Small Equipment Includes ammunition and targets for firearm training to include targets. Taser unlimited live cartridges and PPM batteries, and ballistic shield.	\$17,700
	Sub-total Supplies	\$95,100
	Total Operating Budget	\$2,258,713

EXPENDITURE		2019 ACTUAL	2020 ADOPTED BUDGET	2020 ACTUAL AS OF 10/13/2020	% OF BUDGET	2020 PROJECTED & AMENDED BUDGET	2021 BUDGET REQUEST
As of October 13, 2020							
MUNICIPAL COURT - 20-2650							
Salaries	511100	167,961	192,256	140,807	73.2%	192,256	199,583
Part Time Salaries	511200		-	-			-
Overtime	511300	1,501	3,000	593	19.8%	600	3,000
Health Insurance	512100	21,822	31,524	24,243	76.9%	26,943	35,076
FICA Contributions	512200	9,838	12,106	8,226	68.0%	12,106	12,560
Medicare Contributions	512300	2,302	2,831	1,924	67.9%	2,831	2,937
Retirement Contribution	512400	36,618	36,610	27,127	74.1%	36,171	36,971
Tuition Reimbursement	512500	-		-			
Workers Compensation Insurance - GN	512700	770	976	853	87.4%	853	1,013
Uniforms	512910	1,304	1,200	538	44.8%	1,000	1,200
City Judge	521200	24,227	24,000	16,000	66.7%	22,000	24,000
City Solicitor	521210	12,800	12,000	3,000	25.0%	10,000	12,000
Public Defender	521215	8,000	9,600	3,200	33.3%	5,600	9,600
Professional Services	521220	4,840	5,800	1,979	34.1%	4,000	5,800
Information Technology Services	521300	52,119	55,760	44,572	79.9%	50,000	55,760
Equipment Rental	522320	3,054	3,600	2,338	64.9%	3,600	3,600
Communications	523200	1,091	1,560	1,003	64.3%	1,560	1,560
Printing	523400	2,228	2,000	1,354	67.7%	2,000	2,000
Travel	523500	1,628	5,900	-	0.0%	-	3,500
Dues & Fees	523600	301	720	220	30.6%	700	720
Education/Training	523700	775	1,525	865	56.7%	1,525	1,525
Other Expense	523910	171	300	-	0.0%	-	300
Office Supplies	531100	2,267	3,000	2,465	82.2%	3,000	3,000
Books & Periodicals	531400	-	200	-	0.0%	200	200
Small Equipment	531600	749	1,000	1,703	170.3%	1,703	1,000
A & B Fund	571000	17,049	17,000	7,280	42.8%	12,000	10,000
Training Fund	571010	29,502	30,000	11,195	37.3%	18,000	20,000
Crime Victim Emer Fund	571020	16,504	18,000	6,954	38.6%	12,000	9,000
Crime Victim DUI Fund	571030	207	600	312	52.0%	600	600
Brain & Spinal Inj Fund	571040	475	500	995	199.0%	1,500	500
Indigent Defense Fund	571060	32,746	36,000	13,713	38.1%	22,000	25,000
Crime Lab Fee	571070	200	600	300	50.0%	600	600
County Drug Treatment	571080	3,157	3,200	4,975	155.5%	6,000	3,200
Drivers Ed/Tng	571090	4,008	5,000	2,072	41.4%	3,500	4,000
Totals		460,215	518,368	330,805	63.8%	454,848	489,805

Clarkston Municipal Court

2021 Budget

Personnel Services & Employees

511100	Municipal Court Salaries Full Time Four full-time court staff	\$199,583
511200	Municipal Court Salaries Part Time	\$0
511300	Municipal Court Overtime	\$3,000
512110	Municipal Court Insurance (Health-Life-Dental)	\$35,076
512200	Municipal Court Social Security FICA (6.2%) (6.2% of full, part-time, and overtime salaries)	\$12,560
512300	Municipal Court Medicare (1.45% of full, part-time & overtime salaries)	\$2,937
512400	Municipal Court Employee Retirement Program The rates are 17% of annual full-time salaries	\$36,971
512500	Municipal Court Tuition Reimbursement	\$0
512700	Municipal Court Worker's Comp Insurance (GMA) 0.5% of regular full-time and part-time salaries.	\$1013
512910	Municipal Court Uniforms	\$1,200
	Sub-total Personnel Service & Employees	\$ 292,340

Purchased/Contracted Services

521200	Municipal Court Judge \$2,000 per month	\$24,000	
521210	Municipal Court Solicitor \$1,000 per month	\$12,000	
521215	Municipal Court Public Defender \$800 per month	\$9,600	
521220	Municipal Court Professional Services Interpreters for Court \$4,000 Bailiff/Security-Tucker Court \$150 x 12= \$1,800	\$5,800	
521300	Municipal Court Information Technology Support Inc. annual IT Support Fees \$1,200 per month x 12 months = \$12,000 Tyler Technologies – Incode Software Support Fees are \$10 per citation with average 333 citations per month x 12 months = \$39,960 BadgePass Software Annual Support Fee \$1,400	\$53,360	VC3,
522200	Municipal Court Equipment Repairs & Maintenance	\$0	
522320	Municipal Court Equipment Rental/Lease Contracts Toshiba Copier Lease \$300/mth	\$3,600	
523200	Municipal Court Communications Includes: <ul style="list-style-type: none"> ▪ GTA-GA Technology Authority (GCIC) \$40 x 12 = \$480 ▪ AT&T First Net- Cell Phones \$90x12= \$1,080 	\$1,560	
523400	Municipal Court Printing Includes funds for printing letterhead, business cards and other required forms for court including court summons, arraignment forms,	\$2,000	

and subpoenas \$1,000

Card South Solutions – Card Stock for permit ID Card Printer \$1,000.

523500	Municipal Court Travel Judge Will-Municipal Judge Training \$500 Georgia Council of Court Administrators Conferences- Chief Court Clerk – 1 conference annually May/September, hotel, mileage, & food @ \$1,200 each = \$1,200 GCIC Symposium (TAC) Conference – Chief Court Clerk + Court Clerk (August) = 1 @ \$1,200 = \$1,200 Georgia Municipal Court Clerk’s Council \$600	\$3,500
523600	Municipal Court Dues and Subscriptions Georgia Records Association (GRA) (Dorothy/Amanda \$30 each) \$60 Georgia Council of Municipal Judges (Judge Will) \$100 GA Institute Continuing Judicial Education (Judge Will) \$325 Georgia Council of Court Administrators(GCCA)(Dorothy) \$100 Georgia Municipal Court Clerk’s Council (GMCCC) (Dorothy) \$45 \$45 Georgia Terminal Agency Association (TAC) (Dorothy & Amanda) \$20 each \$40 Notary Fees \$50	\$720
523700	Municipal Court Education & Training ICJE-Georgia Municipal Court Clerks Council- required annual Recertification training for Chief Court Clerk \$225 Conference Registration (GCCA) (1@\$300) (DRJ) \$300 GCIC Symposium (TAC) (Amanda & DRJ - 2@\$225) \$450 Georgia Records Association-DRJ or Amanda \$350 Other Training for Records Clerks \$200	\$1,525
523910	Municipal Court Miscellaneous Expense Allows for miscellaneous expenses not specified under other line items such as shipping costs, batteries, coffee, etc.	\$300
Subtotal Purchased/Contracted Services		\$120,365

Supplies

531100	Municipal Court Office Supplies	\$3,000
	Office supplies including printer cartridges, paper and other supplies.	
531400	Municipal Court Books & Periodicals	\$200
531600	Municipal Court Small Equipment	\$1,000
	Replacement printers and other small office equipment	
	Sub-total Supplies	\$4,200
Allocations of Municipal Court Fines & Forfeitures		
571000	Municipal Court Police Annuity & Benefit Fund	\$7,00
571010	Municipal Court Police Training Fund	\$20,000
571020	Municipal Court Crime Victim's Emergency Fund	\$9,000
571030	Municipal Court Crime Victim's DUI Fund	\$600
571040	Municipal Court Brain & Spinal Injury Fund	\$500
571060	Municipal Court Indigent Defense Fund	\$25,000
571070	Municipal Court Crime Lab Fee	\$600
571080	Municipal Court Dekalb County Drug Treatment Fund	\$3,200
571090	Municipal Court Driver Education Training Fund	\$4,000
	TOTAL ALLOCATIONS – Court Fines & Forfeitures	\$72,900
	Total Budget	\$489,805

EXPENDITURE							
As of October 13, 2020	2019 ACTUAL	2020 ADOPTED BUDGET	2020 ACTUAL AS OF 10/13/202 0	% OF BUDGET	2020 PROJECTED & AMENDED BUDGET	2021 BUDGET REQUEST	
PUBLIC WORKS - 40-4000							
Salaries-Full time	511100	320,061	375,518	324,496	86.4%	391,000	391,038
Salaries - Part time	511200	37,676	18,150	20,187	111.2%	20,188	41,600
Overtime	511300	1,093	12,000	45	0.4%	100	7,200
Health Insurance	512100	70,122	80,916	65,799	81.3%	80,000	90,684
FICA Contributions	512200	22,026	25,151	21,121	84.0%	26,500	27,270
Medicare Contributions	512300	5,152	5,882	4,939	84.0%	6,316	6,378
Retirement Contribution	512400	76,670	91,410	70,253	76.9%	93,672	90,928
Tuition Reimbursement	512500		-	-		-	-
Worker's Compensation	512700	27,631	44,421	25,549	57.5%	26,000	45,489
Uniform Rental	512910	8,228	9,850	5,903	59.9%	9,850	10,100
Professional Services	521215	3,645	16,000	2,160	13.5%	8,000	16,000
Computer Information Technology Support	521300	10,645	10,800	7,955	73.7%	10,800	10,800
Landfill	522115	4,685	7,000	4,734	67.6%	7,000	7,000
ROW Grass Cutting	522140	31,296	33,600	2,608		2,608	-
Repairs/Maintenance	522200	3,762	5,000	2,907	58.1%	5,000	5,000
Vehicle/Repairs/Maint	522210	20,453	17,500	12,614	72.1%	17,500	17,500
Equipment/Rental	522320	14,249	14,000	11,928	85.2%	14,000	14,000
Liability Insurance - GIRMA	523100	7,115	6,500	2,074	31.9%	6,500	6,500
Communication	523200	1,413	1,800	1,762	97.9%	2,362	1,800
Travel	523500	2,842	3,000	27	0.9%	100	1,500
Membership Dues and Fees	523600	737	745	508	68.2%	745	745
Education and Training	523700	1,150	2,750	1,075	39.1%	1,500	2,750
Other	523910	1,633	1,500	-	0.0%	500	1,500
General Supplies	531100	5,670	6,000	4,592	76.5%	6,000	6,000
Electricity	531230	69,162	79,200	53,619	67.7%	79,200	79,200
Gas, Oil & Diesel	531270	17,188	18,500	8,122	43.9%	14,000	18,500
Small Equipment	531600	3,378	5,500	2,406	43.7%	5,000	5,500
Note: Capital Expenditure Items are included on "Capital Projects" Worksheet							
TOTALS		767,682	892,693	657,385	73.6%	834,441	904,982

2021 Public Works Budget Request

PERSONNEL COSTS

511100	Salaries Full Time Eleven Full-time employees Note: \$100,000 of Public Works Salaries has been allocated to the Stormwater Fund for 2021	\$391,038
511200	Salaries Part Time Includes two seasonal employees from April – August for right-of-row grass maintenance.	\$41,600
511300	Over-Time As needed for on-call personnel, emergency call-ins, and special events.	\$7,200
512110	Insurance Health 11 Full-Time Employees	\$90,684
512200	Social Security FICA 6.2% of all salaries and overtime	\$27,270
512300	Medicare Contributions	\$6,378
512400	Retirement Contributions	\$90,928
512700	Workers Compensation	\$45,489
512910	Uniforms G&K Services-Weekly uniform cleaning/rental service \$100/week = \$5,200 Boots, jackets and other items for employees @ \$400 = \$4,400 Seasonal Employees \$500	\$10,100

Subtotal	Personnel & Employee	\$710,687
	Purchased & Contract Services	
521215	Professional Services Collaborative Infrastructure Services \$16,000	\$16,000
521300	Computer Information Technology Support VC3 IT Support \$900 per month x 12 = \$10,800	\$10,800
522115	Landfill Use Landfill tipping fees Roll off container disposal fees (yard waste & metal recycling) Misc projects and removal of large items	\$7,000
522140	Right of Way Maintenance	\$0
522200	Public Works Repairs & Maintenance Repairs for Misc. Software	\$5,000
522210	Vehicle Maintenance Tires, Service, Emission Test, Supplies, Repairs Towing, Accessories, Tags and Titles, Vehicle Cleaning	\$17,500
522320	Equipment Rental Caterpillar Skid Steer Loader \$800/month = \$9,600 Toshiba Public Works copier \$300/month = \$3,600 Bucket Truck Rental for Holiday Decorations \$800	\$14,000
523100	GIRMA Liability General Liability Coverages Allocated by Dept Automobile Liability Automobile Physical Damage Property Buildings & Contents Deductibles Budgeted	\$6,500

523200	Communications AT&T cell phones	\$1,800
523400	Printing & Binding Letterhead& Envelopes Sanitation Educational material	\$0
523500	Travel Mileage, Meals and Lodging	\$1,500
523600	Dues & Subscriptions APWA Dues – \$200 GA Utility Contractors Association \$200 Sam’s Club Membership fee \$150 GA Sec of State – Water Certifications 3@\$65=\$195	\$745
523700	Education & Training APWA Public Works Association Certificate of Public Works Manager GA Utility Contractors Association	\$2,750
523910	Miscellaneous	\$1,500
Subtotal	Purchased & Contract Services	\$85,095
	Supplies	
531100	General Supplies	\$6,000
531230	Electricity-Street Lights Georgia Power Acct# 11732-85125 Street Lights \$4,200/month = \$50,400 Georgia Power Acct# 00034-11103 3921 Church St. Mtr & Gvt \$800/month = \$9,600 Georgia Power Acct# 44694-04004 EPDL Lights \$100/month = \$1,200 Georgia Power Acct# 59997-86001 New Street Lights \$1,500/month = \$18,000	\$79,200

531270	Gasoline		\$18,500
531600	Small Equipment Purchases		\$5,500
	Maintenance Equipment –trimmers, blowers, small power equipment		
Subtotal Supplies			\$109,200
Total Operating Budget			\$904,982
Public Works Capital Purchases			
542200	Vehicles		\$249,000
	Ford F-150 Pickup Truck (replace 2003 F-150)	\$28,000	
	<i>(Purchases through 5 year capital lease)</i>		
	Bucket Truck (Capital Lease)	\$86,000	
	Trash/Sanitation Truck (Capital Lease)	<u>\$135,000</u>	
	<i>Total Purchases through Capital Lease</i>	<i>\$221,000</i>	
Subtotal Capital Purchases			\$249,000
TOTAL PUBLIC WORKS BUDGET			\$1,153,982

EXPENDITURE		2019	2020	2020		2020	2021
As of October 13, 2020	ACTUAL	ACTUAL	ADOPTED	ACTUAL	% OF	PROJECTED	BUDGET
			BUDGET	AS OF	BUDGET	&	REQUEST
				10/13/2020		AMENDED	
						BUDGET	
BUILDINGS/GROUNDS - 15-1565							
Professional Svcs	521215	37,776	36,724	6,882	18.7%	14,000	10,324
Pest Control	522145	1,740	1,600	1,117	69.8%	1,600	1,600
Repairs	522200	21,932	22,000	14,894	67.7%	20,000	22,000
GIRMA Liability Insurance	523100	4,254	5,000	1,495	29.9%	6,518	5,000
Communications	523200	35,252	35,800	17,183	48.0%	35,800	35,800
Dues and Fees	523600	-	-	-		-	-
Other Miscellaneous Expense	523910	2,015	3,500	650	18.6%	1,000	3,500
General Supplies	531100	15,368	15,000	8,397	56.0%	12,000	15,000
Water/Sewer	531210	5,273	4,000	2,790	69.7%	3,500	4,000
Natural Gas	531220	5,977	7,000	4,281	61.2%	7,000	7,000
Electricity	531230	9,637	9,000	6,524	72.5%	9,000	9,000
Small Equipment	531600	1,197	4,000	3,840	96.0%	4,000	4,000
Site Improvements	541200	-					
		-					
TOTALS		140,422	143,624	68,053	47.4%	114,418	117,224

2021 Buildings & Grounds Budget

Purchased & Contract Services

521215	Professional Services Tree Removals – Average \$1,250/tree x 6 trees = \$7,500 Security First Alarm Monitoring & Service= \$2,824 <i>CHA, City Hall, & Poolhouse Monitoring 4@\$456=\$1,824</i> <i>Service Calls = \$1,000</i>	\$10,324
522145	Pest Control Skyline Pest Control-Annex, City Hall, Public Works, Woman’s Club	\$1,600
522200	Repairs & Maintenance General Repairs and Maintenance to city buildings to include HVAC systems, plumbing, electrical, light bulbs, equipment service and maintenance, door locks, etc.	\$22,000
523100	GIRMA Liability General Liability Coverages Allocated by Department Property Buildings & Contents Coverage \$4,000 Claim Deductibles \$1,000	\$5,000
523200	Communications Comcast Acct# 8220-20-230-0196945 \$235/mth = \$2,820 Comcast Acct# 8220-20-230-0027322 \$225/mth = \$2,700 AT&T Uverse Acct# 133673882 \$180/mth = \$2,160 AT&T Acct# 404-299-5937 \$135/mth = \$1,620 AT&T Acct# 404-292-1642-0120358 \$1,200/mth = 14,400 AT&T Acct#404-298-9463 \$180/mth = \$2,160 AT&T Acct# 171-797-7633673 = \$700/mth = \$8,400 AT&T Mobility#287273482194 \$45/mth = \$540 CNP Technologies – Annual Support Fees \$1,000/year	\$35,800
523910	Miscellaneous CSX Annual Real Estate Taxes \$500 Dry Cleaning tablecloths for Woman’s Club \$500 Other Miscellaneous Items \$2,500	\$3,500
Subtotal	Purchased & Contract Services	\$78,224
	Supplies	
531100	General Supplies Custodial supplies, light bulbs, mulch, bedding plants, Pot hole patch, nails, lumber, paint etc.	\$15,000

531210	Water/Sewer		\$4,000
	DeKalb County Water-Annex Cust#5739026		
	DeKalb County Water-City Hall Cust# 1020766		
	DeKalb County Water- Women's Club Cust#994888		
	DeKalb County Water- Pub Works Cust# 6168977		
	DeKalb County Water- Vaughan St Cust# 6785691		
	Quench USA \$45*12= \$540		
	Pure Water Technologies \$375*4=\$1,500		
531220	Natural Gas		\$7,000
	Constellation Gas Women's Club Acct# 6963571473		
	Constellation Gas Annex Acct# 423795297		
	Constellation Gas City Hall Acct# 4011935545		
	Constellation Gas Public Works Acct# 701646356		
531230	Electricity		\$9,000
	Georgia Power City Hall Shed Acct# 59787-86001		
	Georgia Power Women's Club Acct# 59367-86001		
	Georgia Power Annex Acct# 61257-86036		
	Georgia Power Public Works Acct# 34088-90007		
531600	Small Equipment Purchases		\$4,000
Subtotal Supplies			\$39,000
TOTAL BUILDING & GROUNDS OPERATING BUDGET			\$117,224
Capital Purchases			
541300	Buildings and Building Improvements		\$125,194
	40 Oaks House –General Fund Capital	\$54,000	
	40 Oaks House-HOST Funds Available	\$71,194	
Subtotal Capital Purchases			\$125,194
TOTAL BUILDING & GROUNDS BUDGET			\$242,418

EXPENDITURE							
As of October 13, 2020		2019 ACTUAL	2020 ADOPTED BUDGET	2020 ACTUAL AS OF 10/13/2020	% OF BUDGE T	2020 PROJECTED & AMENDED BUDGET	2021 BUDGET REQUEST
PARKS 60-6200							
Professional Services	521215	3,000	9,000	3,100	34%	7,000	50,000
Pool Management	522150	44,270	45,000	2,600	6%	7,855	45,000
Repairs/Maintenance	522200	12,651	13,000	11,977	92%	14,000	13,000
Equipment Rental	522320	-	3,000	300	0%	1,500	1,800
Communication	523200	1,591	1,850	621	34%	900	1,000
Other Miscellaneous Expense	523910	1,798	2,500	150	6%	1,000	1,000
General Supplies	531100	11,677	12,500	3,064	25%	8,000	6,550
Water/Sewer	531210	21,994	5,000	491	10%	2,000	5,000
Electricity	531230	9,250	15,000	9,354	62%	15,000	15,000
Small Equipment	531600	8,060	5,500	-	0%	5,500	4,000
	542100			-	100%		
Note: Capital Expenditure Items are included on "Capital Projects" Worksheet							
TOTALS		114,291	112,350	31,657	28%	62,755	142,350

2021 PARKS Budget Request

Purchased & Contract Services

521215	Professional Services Tree removal services	\$50,000
522150	Pool Management Sears Pool Management	\$45,000
522200	Repairs & Maintenance Pavilions, picnic tables, grills, trash cans, electrical repairs Increased 20% for Friendship Forest	\$13,000
522320	Equipment Rental Portable toilet rental for 40 Oaks 12@\$150= \$1,800	\$1,800
523200	Communications AT&T Phone – Pool House	\$1,000
523910	Miscellaneous Drainage issues, dog park items	\$1,000
Subtotal	Purchased & Contract Services	\$111,800

Supplies

531100	General Supplies Mulch, custodial supplies, bedding plants, signage etc.	\$6,550
531210	Water/Sewer DeKalb County Water Cust# 994305 Milam Park DeKalb County Water Cust# 989972 Friendship Forest DeKalb County Water Cust# 77002900 Aquatic Center DeKalb County Water Cust# 995441 3867 Norman Rd Pool	\$5,000
531230	Electricity Georgia Power Acct# 85617-87002 Pavilions Georgia Power Acct# 10381-50016 Aquatic Center Georgia Power Acct# 69867-86007 Tennis Courts Georgia Power Acct# 30186-37032 Friendship Forest temp #1 Georgia Power Acct# 71137-00063 Friendship Forest temp #2	\$15,000
531600	Small Equipment Purchases	\$4,000

Blowers, weed eaters

Subtotal Supplies	\$30,550
Total Parks Operating Budget	\$142,350
Capital Projects	
542100 Other Equipment	\$0
Total Parks Budget Including Capital	\$142,350

EXPENDITURE						2020	
As of October 13, 2020		2019	2020	2020	% OF	PROJECTED	2021
		ACTUAL	ADOPTED	ACTUAL	BUDGET	&	BUDGET
			BUDGET	AS OF	BUDGET	AMENDED	REQUEST
				10/13/2020		BUDGET	
PLANNING AND DEVELOPMENT - 74-7400							
Zoning & Review Board Stipends	70-511100	1,800	3,600	-	0.0%	3,000	3,600
Zoning & Review Board Training	70-523700	450	1,500	775	51.7%	1,000	1,500
Salaries-Reg F/T	74-511100	135,439	197,116	106,413	54.0%	144,700	149,980
Part-Time Salaries	74-511200	645	-	-		-	-
Overtime	74-511300	-	-	-		-	-
Health Insurance	74-512100	14,923	24,168	13,986	57.9%	17,000	18,588
FICA Contributions	74-512200	7,938	12,221	6,176	50.5%	8,500	9,076
Medicare Contributions	74-512300	1,857	2,858	1,444	50.5%	1,970	2,123
Retirement Contribution	74-512400	30,933	36,959	27,802	75.2%	37,080	27,080
Workers Compensation	74-512700	2,239	5,263	2,161	41.1%	2,161	3,908
Uniforms	74-512910	592	999	-	0.0%	500	666
Professional Services	74-521215	18,951	98,000	5,945	6.1%	20,000	153,000
Building Inspections/Permitting	74-521220	43,975	36,000	52,735	146.5%	80,000	36,000
Computer and Software Services	74-521300	10,178	19,600	9,617	49.1%	19,600	19,600
Vehicle Repair & Maintenance	74-522210	1,027	1,300	-	0.0%	1,000	1,300
Communication	74-522210	948	2,280	1,206	52.9%	1,800	2,280
Other Expense-Advertising	74-523300	650	600	460	76.7%	800	600
Printing Service	74-523400	1,479	1,500	-	0.0%	800	1,500
Travel	74-523500	5,360	2,500	975	39.0%	1,000	2,500
Dues and Fees	74-523600	834	1,000	299	29.9%	800	1,000
Education/Tng	74-523700	2,440	1,300	1,160	89.2%	1,300	1,300
General Supplies	74-531100	522	500	1,151	230.1%	500	500
Gasoline & Fuel	74-531270	-	2,000	-	0.0%	-	2,000
Small Equipment	74-531600	261	2,500	725		2,800	2,500
TOTALS PLANNING & ZONING		283,441	453,764	233,029	51.4%	346,311	440,601

EXPENDITURE						2020	
As of October 13, 2020		2019	2020	2020	% OF	PROJECTED	2021
		ACTUAL	ADOPTED	ACTUAL	BUDGET	&	BUDGET
			BUDGET	AS OF	BUDGET	AMENDED	REQUEST
				10/13/2020		BUDGET	
COMMUNITY ACTION PROJECTS 10-7600							
Urban Agriculture and Environmental Projects	521200	43,099	60,000	-		-	60,000
Clarkston Special Events	531120	7,502	10,000	300	3.0%	4,000	20,000
Affordable Housing Inventory Analysis	521200	-		-		-	
Tell Me A Story Event	573015	6,000	7,000	3,500	50.0%	3,500	7,000
Recreation Programs	573060	7,162	10,000	(1,250)	-12.5%	-	10,000
Wildflower Project	521200						
Clarkston Community Center	573010	11,353	10,000	5,000	50.0%	10,000	10,000
Sagal Radio	573020	9,500	7,000	7,000	100.0%	7,000	7,000
Clarkston Community CultureFest Festival	573040	4,000	7,500		0.0%	-	7,500
Volunteer Advisory/Task Boards							
Public Arts Program	521215	8,123	10,000	-	0.0%	-	10,000
Senior Programs		314	10,000	-		-	10,000
Early Learning Task Force			10,000			-	10,000
2020 Census Complete County Marketing			10,000	1,091		-	-
Health			10,000			-	10,000
Youth			10,000			-	10,000
Loveable Cities			10,000			-	-
TOTAL COMMUNITY ACTION PROJECTS		97,053	181,500	15,641	8.6%	24,500	171,500

2021 Planning & Zoning Budget

511100	Salaries Full Time – Planning & Zoning Board Stipends Planning and Zoning Board Member Stipends.	\$3,600
523700	Education & Training – Planning & Zoning Board Training for P&Z Board Members	\$1,500
Total Planning & Zoning Board		\$5,100

2021 Planning & Development Budget

PERSONNEL COSTS

511100	Salaries Full Time - Staff 1 Full-time Director 1 Full-time Code Enforcement Officer	\$149,980
511200	Salaries Part Time	\$0
512100	Insurance Health/Dental @ 3 FT Employees	\$18,588
512200	Social Security FICA – Staff	\$9,076
512300	Medicare – Staff	\$2,123
512400	Retirement Contributions	\$27,080
512700	Workers Compensation @ 3 FT Employees	\$3,908
512910	Uniforms	\$666
Subtotal	Personnel & Employee	\$211,421

Purchased & Contract Services

521215	Professional Services	\$153,000
	Zoning Code Review	\$100,000
	Marketing and Advertising	\$30,000
	Collaborative Infrastructure Services – Engineering/ Plan Review Services and Reviews \$2,000/6 months= \$12,000(6 month-transition period) On-call Planning Services \$916.67/12 months= \$11,000	

521220	Building Inspection Services Collaborative Infrastructure Services-Building Inspections \$3000/12-months = \$36,000	\$36,000
521300	Computer Information Technology Support Digital Map Products Software – Budgeted in Stormwater Fund for 2018 budget (\$7,500) GIS ESRI Set-up Software (Proposed 2 licenses) \$5,000 I-IWorQ Permitting Maintenance Fees \$3,800 VC3 Information Technology Support Fees \$900/mth \$10,800	\$19,600
522210	Vehicle Maintenance Tires, Service, Emission Test, Supplies, Repairs Towing, Accessories, Tags and Titles, Vehicle Cleaning	\$1,300
523200	Communications Sprint – Cell Phone Director of P&Z \$50 x12=\$600 Sprint – Air Card Code Enforcement Tablet \$40x12=\$480 Sprint- Cell Phone FT Code Enforcement Officer-\$50x12=\$600 Sprint- Cell Phone FT Building Inspector \$50x 12= \$600	\$2,280
523300	Advertising Planning & Zoning Board meeting legal notices and advertisements.	\$600
523400	Printing & Binding Letterhead& Envelopes Printing Services	\$1,500
523500	Travel	\$2,500
	Planning Director	\$1,930
	City Engineer /Code Enforcement Officer GACE (GA Association of Code Enforcement) Conferences (1 per year, 3 days each) \$570 Total Fuel reimbursement \$60 per trip x 1 = \$60 Meals \$60/day x 1 trips x 3 days = \$180 Lodging \$110/day x 1 trips x 3 days = \$330	
523600	Dues & Suscriptions Council for Quality Growth \$50 GA Assoc of Code Enforcement @ 2 \$100 ICMA (Intl City/County Mgmt. Assoc.) \$200 APA (American Planning Assoc.) \$404 NFBPA(National Forum Blk Public Admin.) \$230	\$1,000
523700	Education & Training GMA Training (4 per year @ \$25 = \$100	\$1,300

GACE Conference Registrations 2 @ \$300 =	\$600
Historic Preservation 4@ \$150 =	\$ 600

Subtotal Purchased & Contract Services **\$219,080**

Supplies

531100 Office Supplies **\$500**

531270 Gasoline **\$2,000**

531600 Small Equipment Purchases **\$2,500**
Tools and equipment

Subtotal Supplies **\$5,000**

Total Planning & Development Budget **\$435,501**

TOTAL PLANNING & ZONING BUDGET **\$440,601**

2021 COMMUNITY ACTION BUDGET DEPT **#7600**

521200 Professional Services – Urban Agriculture/Environmental **\$60,000**

521215 Professional Services – Volunteer Advisory/Task Boards **\$50,000**

Public Art Projects \$10,000

Health Advisory Task Force \$10,000

Early Learning Task Force \$10,000

Clarkston Seniors \$10,000

Youth Advisory Task Force \$10,000

531120 Supplies – Special Events **\$20,000**

City Center Events

Milam Park Pool Opening Day

Movies at Milam

National Night Out

Fall Festival/Food Trucks

Christmas Tree Lighting

Payments to Other Agencies

573010	Clarkston Community Center		\$10,000
	Annual Agreement	\$10,000	
573015	Clarkston Development Foundation-Tell Me A Story		\$7,000
573020	Sagal Radio		\$7,000
573040	Clarkston Community Festival/CultureFest		\$7,500
573060	Recreation Programs		\$10,000
Total Community Action Budget			\$171,500

EXPENDITURE		2019 ACTUAL	2020 ADOPTED BUDGET	2020 ACTUAL AS OF 10/13/2020	% OF BUDGET	2020 PROJECTED & AMENDED BUDGET	2021 BUDGET REQUEST
As of October 13, 2020							
DEBT SERVICE							
DEBT SERVICE- PRINCIPAL PAYMENTS							
Debt Service-Principal-Bonds (581100)							
Friendship Forest Redevelopment-Principal-Bonds	581100	146,018	147,954	-		147,954	147,954
Debt Service-Principal-Capital Leases (581200)							
Debt Service-Principal-City Hall Annex	581200	45,486	46,969	35,085	75%	46,969	46,969
Debt Service-Principal-Public Works Building	581200	-	-	-		-	-
Debt Service-Principal-10 Police Interceptors Take Home Cars	581200	86,922	119,145	89,005	75%	119,145	119,145
Debt Service-Principal-Motorola Radios	581200	-	20,264	11,166		20,264	20,264
New Debt-Public Works Sanitation Truck	581200		25,600			-	25,600
New Debt-Public Works Bucket Truck	581200		16,000			-	16,000
Debt Service - Principal- Two Public Works Trucks/Police Body Cameras	581200	41,353	42,836	32,749	76%	42,836	42,836
Subtotal 581200 - Principal on Capital Leases	581200	173,762	270,815	168,006	62%	229,214	270,815
Debt Service-Principal-Bonds (581300)							
GTIB/SRTA Loan #1	581300	114,165	116,935	97,251	83%	116,935	116,935
GTIB/SRTA Loan #2	581300	-	155,848	52,947		79,547	155,848
Subtotal Debt Service - Principal Payments	581XXX	433,945	691,552	318,204	46%	573,650	691,552
DEBT SERVICE - INTEREST PAYMENTS							
Debt Service-Interest-Bonds							
Friendship Forest Redevelopment - Interest	582100	28,187	24,318	12,159	50%	24,318	24,318
Debt Service-Interest-Capital Leases (582200)							
Debt Service-Interest- Capital Lease-City Hall Annex	582200	13,538	12,057	9,183	76%	12,057	12,057
Debt Service-Interest- Capital Lease-Pub Works Bldg	582200	-	-	-		-	-
Debt Service-Interest-Capital Lease-Take Home Cars-10 Ford Interceptors	582200	14,063	15,502	11,980	77%	15,502	15,502
Debt Service-Interest-Capital Lease-Motorola Radios	582200	-	4,530	1,231		4,530	4,530
New Debt-Public Works Sanitation Truck	582200		4,000			-	4,000
New Debt-Public Works Bucket Truck	582200		2,600			-	2,600
Debt-Service-Interest- Capital Lease-2017 Pub Works Vehicles / Police Body Cameras	582200	2,823	1,339	382	29%	1,339	1,339
Subtotal 582200 - Interest of Capital Leases	582200	30,424	40,028	22,777	57%	33,428	40,028
Debt Service-Interest-Other Debt							
Debt Service- Interest Payment-GTIB Loan #1	582300	44,737	41,967	35,168	84%	41,967	41,967
Debt Service- Interest Payment-GTIB Loan #2	582300		30,947	10,918		16,314	30,947
Debt Service-Other Interest Expense-TAN	582300	13,200	12,000	-	0%	12,000	12,000
Subtotal 582300-Interest on Other Debt		57,937	84,915	46,085	84%	70,281	84,915
Subtotal Debt Service - Interest Payments	582XXX	116,548	149,260	81,021	54%	128,027	149,260
TOTAL GENERAL DEBT SERVICE		550,493	840,812	399,225	47%	701,677	840,812

City of Clarkston Debt Service Budget 2021				
General Fund - Capital Lease Payments				
	Principal Capital Leases (581200)	Interest Capital Leases (582200)	Total	Total of Payments Proof
GMA Leases-BB&T Governmental Finance				
City Hall Annex - 9910001903-00001	\$ 46,969	\$ 12,057	\$ 59,026	\$ 59,024
Police Vehicles-10 Police Interceptors	\$ 119,145	\$ 15,502	\$ 134,647	\$ 134,647
Motorola Solutions-Police Radios	\$ 20,264	\$ 4,530	\$ 24,794	\$ 24,794
2017 Pub Works Vehicles/Police Body Cameras - 9910001903-00008	\$ 42,836	\$ 1,339	\$ 44,175	\$ 44,176
2021 New Lease-Trash/Sanitation Truck	\$ 25,600	\$ 4,000	\$ 29,600	\$ 29,600
2021 New Lease-Bucket Truck	\$ 16,000	\$ 2,600	\$ 18,600	\$ 18,600
	\$ 270,814	\$ 40,028	\$ 310,842	\$ 310,842
Bond Debt				
	Principal - Bond Debt 581200	Interest - Bond Debt - 582100		
URA Bond-Friendship Forest Redevelopment	\$ 147,954	\$ 24,318	\$ 172,272	\$ 172,272
Other Debt				
	Principal - Other Debt (581300)	Interest - Other Debt (582300)		
GTIB/SRTA Streetscape Loan #1	\$ 116,935	\$ 41,967	\$ 158,902	\$ 158,902
GTIB/SRTA Streetscape Loan #2	\$ 155,848	\$ 30,947	\$ 186,795	\$ 186,795
Estimated TAN \$900,000 x 2.0% for 8 months		\$ 12,000	\$ 12,000	\$ 12,000
Total Other Debt Payments	\$ 272,783	\$ 84,914	\$ 357,697	\$ 357,697
Total Debt Service - GENERAL FUND	\$ 691,551	\$ 149,260	\$ 840,811	\$ 840,811
Federal Seizures Fund - Capital Lease Payments				
GMA Leases-BB&T Governmental Finance				
2018 Police Vehicles-3 interceptors	\$ 25,289	\$ 3,913	\$ 29,201	\$ 29,201
2017 Police Vehicles - 9910001903-00008	\$ 24,495	\$ 766	\$ 25,261	\$ 25,261
Total Debt Service - Federal Seizure Fund	\$ 49,784	\$ 4,679	\$ 54,463	\$ 54,463
Grand Total Debt Payments - ALL FUNDS	\$ 741,335	\$ 153,939	\$ 895,274	\$ 895,273

EXPENDITURE		2019 ACTUAL	2020 ADOPTED BUDGET	2020 ACTUAL AS OF 10/13/2020	% OF BUDGET	2020 PROJECTED & AMENDED BUDGET	2021 BUDGET REQUEST
As of October 13, 2020							
GENERAL FUND Capital Projects							
New Police Vehicles - Capital Lease	542200	616,714		57,878		58,000	
Police-New Public Safety Radios/System				-			
Public Works Vehicles	542200		28,000				28,000
Public Works-Chipper							
Parks-Milam Park Security Cameras in Park & Pool			17,000	6,047		16,100	
Parks-Friendship Forest Security Cameras							17,000
Public Works-Sidewalk Repairs from Accidents				20,458		20,500	
Parks-40 Oaks Nature Preserve Improvements			54,000				54,000
Public Works - Lawn Mower		15,137				-	
Streetscape Project		940,231		3,000		3,000	
Parks-Milam Park Water Line Replacement		12,250		13,025		13,025	
Bldgs/Grounds-City Hall Fire Alarm System							
Bldgs/Grounds-Paint Exterior City Hall Annex							
Bldgs/Grounds-New A/C Unit City Hall		5,311		19,387		19,400	
Milam Park Pool Pumps		10,500		10,258		10,300	
Trees Atlanta Installation							
PATH Project							
I-285 Gateway Monument Sign							
Public Works Vehicles Capital Leases -Bucket/Trash Trucks			221,000	-		-	221,000
GENERAL FUND CAPITAL PROJECTS		1,600,143	320,000	130,053	41%	140,325	320,000
SPLOST FUND							
SPLOST FUND Bond Legal/Closing Fees	521200	-	90,000	100,048.32		100,050	-
SPLOST FUND Bond Principal Payments	581100	730,000	750,000	4,420,000	589%	4,420,000	799,000
SPLOST FUND Bond Interest Payment	582100	126,803	204,693	61,537	30%	121,019	119,756
SPLOST FUND Construction	541400	2,299,001	3,761,307	970,692	26%	3,761,307	3,000,000
SPLOST FUND Total Expenditures		3,155,803	4,806,000	5,552,277	116%	8,402,376	3,918,756
Total Capital Projects and SPLOST		4,755,947	5,126,000	5,682,330	111%	8,542,701	4,238,756

2021 Capital Assets Budgets

GENERAL FUND CAPITAL ADDITIONS:

PUBLIC WORKS DEPARTMENT

Vehicles – Purchase one Ford F-150 to replace 2003 F-150	\$28,000
Vehicles – Purchase Bucket Truck (Capital Lease)	\$86,000
Vehicles – Purchase Sanitation/Trash Truck (Capital Lease)	<u>\$135,000</u>
Total Public Works Vehicles	\$249,000

PARKS DEPARTMENT

Equipment – Security Cameras 40 Oaks	\$17,000
Buildings – House at 40 Oaks Nature Preserve	\$54,000
Total Parks Capital Asset Additions	\$71,000

TOTAL GENERAL FUND CAPITAL ASSET ADDITIONS **\$320,000**

SPLOST FUND EXPENDITURES:

SPLOST Bond Principal Payments	\$799,000
SPLOST Bond Interest Payments	\$119,756

SPLOST Construction Projects

Streetscape Project	\$200,000
EPDL/Church Street Sidewalk Project	\$200,000
Rowland Street Green St, Rowland/NIC Intersection, PATH Trial & Road Diet	\$762,000
Norman Road Dam Design Work	\$80,000
Market Street Sidewalks	\$650,000
Carroll Park Paving	\$65,000
Other Projects as allowed by planning & available funding	\$1,043,000
Total SPLOST Construction	\$3,000,000

TOTAL SPLOST FUND EXPENDITURES **\$3,918,756**

TOTAL GENERAL FUND & SPLOST CAPITAL **\$4,238,756**

EXPENDITURE						2020	
As of October 13, 2020		2019	2020	2020	% OF	PROJECTED	2021
		ACTUAL	ADOPTED	ACTUAL	BUDGET	&	BUDGET
			BUDGET	AS OF		AMENDED	REQUEST
				10/13/2020		BUDGET	
FUND 2 - FEDERAL SEIZURE - Expenditures							
Professional	521200	-					
Repairs/Maintenance	522200	-					
Vehicle Repairs	522210	-		465		500	
Communications	523200	-					
Printing	523400	-					
Travel	523500	4,222					
Due & Fees	523600	-					
Education	523700	-	8,000			-	8,000
Other Expense	523910	-					
General Supplies	531100	5,173	10,000	327		400	536
Small Equipment	531600	4,253	8,000	10,204		10,300	8,000
Vehicles	542200	81,270		85,193		86,000	
Other Capital Equipment	542500	15,433		24,324		25,000	9,000
Vehicle Lease Payments-Principal	581200	87,141	49,785	38,234	76.8%	49,875	49,785
Vehicle Lease Payments-Interest	582200	7,355	4,679	2,613	55.8%	4,679	4,679
Axon Lasers Lease Payments	522320						
Fund Balance Committed Future Lease Payments			-				
Fund Balance Rollforward							
TOTALS		204,847	80,464	161,361	200.5%	176,754	80,000

EXPENDITURE						2020	
As of October 13, 2020		2019	2020	2020	% OF	PROJECTED	2021
		ACTUAL	ADOPTED	ACTUAL	BUDGET	&	BUDGET
			BUDGET	AS OF		AMENDED	REQUEST
				10/13/2020		BUDGET	
FUND 2 - CITY SEIZURE - Expenditures							
Repairs/Maintenance	522200	0.00			0.0%		
Vehicle Repairs	522210	0.00			0.0%		
Communications	523200	0.00			0.0%		
Printing	523400	0.00			0.0%		
Travel	523500	0.00		-	0.0%		
Education	523700	0.00		-	0.0%		
Other Expense	523910	0.00		-			
Small Equipment	531600	737.20	-	-	0.0%	-	-
General Supplies	531100	541.50	-	-	0.0%	-	-
Computers	542400	0.00			0.0%		
Other Capital Equip	542500	0.00			0.0%		
Seizure Distributions to Other Agenci	571000						
TOTALS		1,278.70	-	-	0.0%	-	-

Federal and City Seizure expenses fully funded by Seizure revenues.
 Seizure accounts are separate funds that may be expended to the full balance available.

2021 Federal Seizures Fund

REVENUES

Distributions from US Department of Justice Seizures	\$80,000
Total Revenues	\$80,000

EXPENDITURES

523700	Police Training	\$8,000
531100	Police General Supplies Supplies and Materials	\$536
531600	Small Equipment Purchases Ammunition and equipment for Police Dept	\$8,000
542500	Capital Equipment As Needed	\$9,000
581200	Debt Service-Principal Payments Police Vehicles BB&T Loan#991000190300008 –Police Vehicles \$24,496 BB&T Loan#991000190300008 –Police Vehicles \$25,289	\$49,785
582200	Debt Service-Interest Payments-Police Vehicles BB&T Loan#991000190300008 –Police Vehicles \$766 BB&T Loan#991000190300008 –Police Vehicles \$3,913	\$4,679
Total Expenditures		\$80,000

EXPENDITURE		2019 ACTUAL	2020 ADOPTED BUDGET	2020 ACTUAL AS OF 10/13/2020	% OF BUDGET	2020 PROJECTED & AMENDED BUDGET	2021 BUDGET REQUEST
As of October 13, 2020							
FUND 3 - SPECIAL REVENUE - MULTIPLE GRANT FUND - Expenditures							
GDOT LMIG-	573030	-	90,000		0.0%	-	100,000
Fulton Dekalb Hospital Authority-Defibrilators		9,249	-	9,407		9,500	-
Dekalb CDBG-EPDL/Church St Sidewalks	511100	92,992	-	-		-	-
NRPA 10 Minute Walk Grant		5,499	-	-		-	-
FHWA Streetscape Construction Grant	541420	3,337,632	666,347	565,724		961,600	-
GDOT-EPDL Sidewalk Market to Montreal	541410	-	-			-	-
Dept of Justice-BVP Vests		626	4,000	2,598		5,000	4,000
TOTALS		3,445,998	760,347	577,730	0.0%	976,100	104,000
Grant Revenues reimburse grant expenditures only. Expenditures matches revenue							
Grant Expenditures funded by Grant Revenue							
As of October 13, 2020							
FUND 4 - Enterprise Fund - Storm Water - Expenditures 500-							
Storm Water - Salaries		97,076	100,000	40,833		80,000	100,000
Storm Water - FICA Tax		6,019	6,200	2,532		5,200	6,200
Storm Water - Medicare Tax		1,408	1,450	592		1,160	1,450
Storm Water - Professional Svcs	521200	81,411	105,100	25,411	24.2%	105,100	99,100
Storm Water - Rep/Maint	522200	6,917	10,000	107	1.1%	10,000	10,000
Storm Water - Veh Maint/Rep	522210	10,528	3,000	6,538	217.9%	8,000	3,000
Storm Water- Equipment Lease/Rental	522320	20,191	25,000	18,190	72.8%	22,000	5,000
Storm Water - Dues/Fees-Community View	523600	11,539	11,440	11,711	102.4%	11,800	11,440
Storm Water-Training Expense	523700	1,774	2,000	-		-	2,000
Storm Water - General Supplies	531100	1,883	2,000	2,315		2,400	2,000
Storm Water - Small Equipment	531600						3,000
Storm Water-Vehicles	542200		-	-	0.0%	-	-
Storm Water- Capital Outlay	542500		255,000	8,176	3.2%	322,895	83,000
Storm Water - Depreciation	561000	45,381				30,617	
Increase in Fund Balance							
TOTAL		284,125	521,190	116,403	22.3%	599,172	326,190
Storm Water Expenditures fully funded by Storm Water Utility Revenues.							
As of October 13, 2020							
FUND -6 -SANITATION ENTERPRISE FUND -							
Waste Management Fees	522110	199,184	217,800	95,269	43.7%	145,269	217,800
Sanitation Bank Charge	523920	-	100	-			100
TOTALS		199,184	217,900	95,269	43.7%	145,269	217,900

		2019 ACTUAL	2020 ADOPTED BUDGET	2020 ACTUAL AS OF 10/13/2020	% OF BUDGET	2020 PROJECTED & AMENDED BUDGET	2021 BUDGET REQUEST
As of October 13, 2020							
FUND -330 -HOST REVENUE FUND -							
HOST Expenditures-EPDL Sidewalks-Phase 3	541XXX	-	20,000	-	0.0%	-	71,194
TOTALS		-	20,000	-	0.0%	-	71,194
As of October 13, 2020							
		0.00	0.00	0.00	0.00	0.00	0.00
FUND -260 -CORONAVIRUS RELIEF FUND\							
Bldgs and Ground Supplies	531100	-		15,860		24,500	
Legal Fees	521210					17,500	
Police Equipment and Technology	531600			-		17,000	
Rental & Mortgage Assistance	579095			271,933		450,000	
Payroll and Hazard Pay	511xxx					310,000	
Workforce Development						100,000	
Utility Assistance	573097	-		83		100,000	
Contingency		-				414,288	
TOTALS		-	-	287,876	0.0%	1,433,288	-

2021 Grants Fund

REVENUES

Georgia Department of Transportation LMIG Grant	\$100,000
US Department of Justice	\$4,000

Total Revenues	\$104,000
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EXPENDITURES

3200-512905 Police-Protective Gear	\$4,000
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4200-541410 Capital-Streets/Sidewalk Rowland St Construction	
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Total Expenditures	\$104,000
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2021 Stormwater Fund Budget

PERSONNEL COSTS

511100	Salaries Full Time Labor Allocation for Stormwater systems inspections, cleaning and clearing, and reporting	\$100,000
512200	Social Security FICA 6.2% of all salaries and overtime	\$6,200
512300	Medicare Contributions	\$1,450
Subtotal	Personnel & Employee	\$107,650

Purchased & Contract Services

521215	Professional Services	\$99,100
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***Collaborative Infrastructure Services* \$60,000**

Consulting services on stormwater project management, annual stormwater inspections of businesses, annual reported to EPA/EPD, etc.

Integrated Science & Engineering* \$21,100 *information – need to update)

Consulting Services – Stormwater Management Plan	\$8,000
Consulting Services - Address EPD Comments	\$3,600
Consulting Services – 2019 Annual Report	\$6,500
Consulting Services – 2019 Annual Report-Address EPD Comments	\$3,000

***Street Sweeping* \$18,000**

Monthly \$1,500 (\$18,000) per mile twice annually

522200	Stormwater Repairs & Maintenance Minor Stormwater Repairs with a cost of less than \$5,000 each. Gravel, rock, stone, rip-rap and other materials for minor stormwater repairs. Stormwater pipe inspections and photography Stormwater pipe cleaning and vacuuming	\$10,000
522210	Vehicle Maintenance Tires, Service, Emission Test, Supplies, Repairs Towing, Accessories, Tags and Titles, Vehicle Cleaning	\$3,000
522320	Equipment Rental Caterpillar Backhoe Lease payments \$1,820/mth = \$1,820 (Note: Contract will be paid in full as 01/31/2021) Other Equipment rental as needed \$3,180	\$5,000

523600	Dues & Subscriptions		\$11,440
	Digital Map Products – GovClarity Annual Subscription	\$8,700	
	Dekalb County Stormwater Fees on City owned parcels	\$2,740	
523700	Education & Training		\$2,000
	Stormwater Training		
Subtotal	Purchased & Contract Services		\$130,540
	Supplies		
531100	General Supplies		\$2,000
531600	Small Equipment Purchases		\$3,000
	Small Tools and Equipment		
Subtotal	Supplies		\$5,000
	Total Operating Budget		\$243,190
	Stormwater Capital Projects		
542500	Stormwater Capital Repair Projects		\$83,000
	Partitions Project	\$ 83,000	
	Total	\$ 83,000	
Subtotal	Capital Purchases		\$83,000
	TOTAL STORMWATER BUDGET		\$326,190

2021 Sanitation Fund

REVENUES

FY2021 Sanitation Assessments **\$217,900**

1,022 Annual Assessments by DeKalb Tax Commissioner on behalf of City of Clarkston @\$213.21 per year

Total Revenues **\$217,900**

EXPENDITURES

522110 Waste Management Fees **\$214,312**

1,070 Service Addresses by Waste Management \$15.39/month for 12 months (1,070 x \$16.69 x 12 = \$214,312) rounded to balance fund

Clarkston United Methodist Church Sanitation in Exchange for Parking Privileges \$135/month = \$1,620 **\$1,620**

Public Works Dumpster \$164/month = \$1,968 **\$1,968**

Total Expenditures **\$217,900**

2021 Homestead Option Sales Tax (HOST) Fund

REVENUES

FY2020 HOST Revenue-Fund Balance Reserve	\$71,194
Total Revenues	\$71,194

EXPENDITURES

HOST Funds must be spent on Capital Projects- 40 Oaks Improvements	\$71,194
Total Expenditures	\$71,194

REVENUES						2020	
As of October 13, 2020		2019	2020	2020	% OF	PROJECTED	2021
		ACTUAL	ADOPTED	ACTUAL	BUDGET	&	BUDGET
			BUDGET	AS OF		AMENDED	REQUEST
				10/13/2020		BUDGET	
FUND 1 -GENERAL FUND - Revenue							
Public Utility R/E Tax - Current	311110	95,651	113,431	496	0%	96,500	113,431
Other Real Prop Tax	311190	2,569,510	3,450,221	1,412,366	41%	2,998,248	3,351,801
Real Property Tax - Prior	311200	(23,900)	-	(182,857)		(200,000)	-
Public Utility R/E Tax - Prior	311210	-	-	84,862		-	-
Motor Vehicle Tax - Curr	311310	103,786	96,831	105,262	109%	140,000	127,841
Intangible Tax (Reg/Rec)	311340	33,421	20,000	23,684	118%	25,000	20,000
Railroad Equip Tx-Curr	311350	886	886	912	103%	912	886
Personal Prop Tax-Curr	311390	131,058	177,311	88,722	50%	191,081	177,311
Personal Prop Tax-Prior	311400	1,997	-	662		-	-
Real Estate Transfer Tax	311600	4,848	3,000	3,387	113%	4,000	3,000
Franchise Taxes-Electric	311710	521,312	235,000	1,257	1%	260,000	235,000
Franchise Taxes-Gas	311730	43,704	43,826	32,502	74%	43,826	43,826
Franchise Taxes-Cable/T	311750	48,346	51,608	21,754	42%	43,000	51,608
Franchise Taxes-Teleph	311760	3,021	3,000	1,059	35%	3,000	3,000
Alcoholic Bev Excise Tax	314200	116,463	103,221	83,456	81%	120,000	103,221
Local Option Mix Dr Tax	314300	22,225	17,727	22,008	124%	30,000	17,727
Business/Occupational Tax	316100	236,719	228,000	140,395	62%	180,000	228,000
Insurance Premium Tax	316200	921,307	921,307	972,009	106%	972,009	970,000
Penalties/Interest-Real Tax	319110	7,546	2,030	(575)	-28%	2,030	2,030
Penalties/Interest-Occupation Tax	319400	4,910	4,653	2,524		4,653	4,653
Alcoholic Investigation Fee	321105	5,200	5,200	5,200	100%	5,800	5,200
Retail Beer License	321110	9,000	9,000	9,500	106%	10,500	9,000
Retail Beer License/Drink	321115	4,000	4,000	4,000	100%	4,000	4,000
Retail Wine License	321120	9,000	9,000	9,500	106%	10,500	9,000
Retail Wine License/Drink	321125	4,000	4,000	4,000	100%	4,000	4,000
Retail Liquor License	321130	10,000	10,000	12,500	125%	12,500	10,000
Retail Liquor License/Drink	321135	20,000	20,000	20,000	100%	20,000	20,000
Work Permit & ID Card-Alcohol	321150	6,936	6,000	3,341	56%	3,341	6,000
Work Permit & ID Card-Entertain	321151	108,006	100,000	16,504	17%	16,504	100,000
Pawn Shop Permits	321152	4,100	4,100	-		-	4,100
Hookah Permits	321153	2,000	200	2,000		20,000	2,000
Ins Co Business License	321220	14,125	21,000	17,500	83%	19,000	21,000
Zoning/Land Use Permits	322210	3,856	3,000	996	33%	2,000	3,000
Sign Permits	322230	2,059	1,500	2,555	170%	3,000	1,500
Building Permits	322240	192,909	80,000	255,764	320%	275,000	107,000
Tree Service Permit Fees	322245	120	600	320	53%	600	600
Certificate of Occupancy	322250	2,927	1,000	203		1,000	1,000
Other Non-Business/Permits	322900	3,486	4,000	2,690	67%	3,000	4,000
Building Inspections	323120	980	1,000	2,644	264%	3,000	1,000
Other Regulatory Fees	323900	-	-	-		-	-
Intergovernmental Revenue - Tucke	337000	24,000	28,800	-		-	-
Tree Replacement/Preservation Fee	341390	20,509	-	-		-	-
Printing & Duplicating	341400	1,678	1,800	1,316	73%	1,800	1,800
Election Qualifying Fees	341910	630	630	900		900	630
Accident Reports	342120	9,657	8,900	5,194	58%	6,000	8,900
Special Pickups	344111	381	400	-	0%	-	400
Backgrd Check Fees/Crim	346410	12,586	13,000	2,105	16%	2,105	13,000
Woman Club Reservation	347200	18,279	20,000	3,751	19%	3,751	20,000
Pool Admissions	347201	23,452	24,000	-	0%	-	24,000
Pavilion Reservation Fees	347203	10,381	12,000	2,733	23%	2,733	12,000
Program Fees	347500	-	-	-	0%	-	-
Bad Check Fees	349300	-	-	-		-	-

REVENUES						2020 PROJECTED & AMENDED BUDGET	2021 BUDGET REQUEST
As of October 13, 2020	2019 ACTUAL	2020 ADOPTED BUDGET	2020 ACTUAL AS OF 10/13/2020	% OF BUDGET			
FUND 1 -GENERAL FUND - Revenue							
Other Fees/Chgs for Svcs	349900	6	6	-	0%	-	6
Municipal Court Fines/Forf	351170	549,490	525,000	271,759	52%	300,000	525,000
Police Admin IT Fee	351180	17,026	14,000	6,693	48%	7,500	14,000
Interest Revenues	361000	56	40	6		10	40
Contributions/Donations	371000	-		3,000		3,000	
Rents & Royalties	381000	99,305	86,000	57,588	67%	86,000	86,000
Reim for Damaged Prop	383000	4,931	4,931	30,720		30,720	4,931
Other Miscellaneous Rev	389000	689	700	74	11%	500	700
Bus Shelter Revenue	389010	34,976	34,000	-	0%	34,000	34,000
Reimburse DEA/OT	389005	16,486	18,000	11,689	65%	18,000	18,000
Sale/General Fixed Assets	392100	-		-	0%		
Sale/Land Property	392200			-	0%		
Transfer from Fund Balance	391100				0%		
Proceeds from Capital Leases	393130	620,328	221,000	-	0%		221,000
Revenue - Proceeds GTIB Debt	393500	939,626	-	-			-
TOTAL - FUND 1		7,649,985	6,768,858	3,580,631	53%	5,825,023	6,750,141

REVENUE							
As of October 13, 2020		2019 ACTUAL	2020 ADOPTED BUDGET	2020 ACTUAL AS OF 10/13/2020	% OF BUDGET	2020 PROJECTED & AMENDED BUDGET	2021 BUDGET REQUEST
FUND 2 - FEDERAL SEIZURE FUND - 210							
Cash Confiscations (Illegal Act)	351320	192,288	80,464	14,474	18.0%	20,000	80,000
Other Confiscations/Escheat	351340	-			0.0%		
Proceeds/Sale Confis Prop	351346	-		26,481		26,481	
Fed Seiz/Interest Revenue	361000	31		16		30	
Surplue Funds Prior Year Trans	393510	-		-			
Other Revenue	389000	-		-			
TOTAL - Federal Seizure Account		192,319	80,464	40,970	50.9%	46,511	80,000
FUND 2 - CITY SEIZURE FUND - 211							
Cash Confiscations (Illeg Ac)	351320	-		-			
Proceeds/Sales/Confis Prop	351346	-		-			
City Seiz Interest Revenue	361000	-		-			
Other Misc Revenue	389000	-	-	-			-
Fund Balance Reserve							
TOTAL - City Seizure Account		-	-	-		-	-

Note:

Federal and City Seizure expenses fully funded by Seizure revenues.

Seizure accounts are separate funds that may be expended to the full balance available.

REVENUE		2019 ACTUAL	2020 ADOPTED BUDGET	2020 ACTUAL AS OF 10/13/2020	% OF BUDGET	2020 PROJECTED & AMENDED	2021 BUDGET REQUEST
As of October 13, 2020							
FUND 3 - MULTIPLE GRANT FUND - 250							
LMIG	3341100	88,635	90,000	103,741	115%	103,741	100,000
FEMA/GEMA-Hurricane Irma			-			-	-
FHWA Streetscape Construction		3,337,632	666,347	565,724		961,600	-
CDBG Grant Dekalb County		92,992	-	-		-	-
NRPA 10 Minute Walk Grant	331155		-			-	-
US Dept of Justice BVP Vests		626	4,000	2,598		5,000	4,000
PATH Foundation-Path Grant	334200	-	-			-	-
Fulton Dekalb Hospital Authority Defibrilators		9,249	-	9,407		9,500	-
TOTAL		3,529,134	760,347	681,470	90%	1,079,841	104,000
FUND 4 -500 - STORM WATER UTILITY REVENUE							
Storm Water Fees Fund	344190	305,720	303,000	149,992	50%	303,000	303,000
Prior Yr Stormwater fees	344195	(15)	-	13,391	#DIV/0!	-	-
Storm Water Bank Interest	361000	42	20	25	125%	30	20
Budget from Fund Balance Reserves			218,170	-			23,170
TOTALS		305,747	521,190	163,408	31%	303,030	326,190
FUND 6 -540 - SANITATION FUND REVENUE							
Sanitation Fees/Enterprise	344110	216,920	217,900	113,500	52%	217,900	217,900
Prior Yr Sanitaion Fees	344115	(208)	-	7,525		-	-
Commercial Business Fees	344120	-	-	-		-	-
Sanitation Interest	36100	-	-	-		-	-
TOTALS		216,712	217,900	121,025	56%	217,900	217,900
FUND 330 - HOST FUND REVENUE							
HOST Revenues	313300	-	20,000	-	0%	-	71,194
TOTALS		-	20,000	-	0%	-	71,194
FUND 260 - CORONAVIRUS RELIEF FUND							
Interest Revenue	361000	-	-	-		-	-
Federal Govt Grants	331110	-	-	1,433,288		1,433,288	-
TOTALS		-	-	1,433,288		1,433,288	-
FUND 320 - SPLOST FUND							
SPLOST Tax Revenue	313300	1,834,606	1,800,000	1,125,522	63%	1,713,522	1,800,000
Interest Revenue	361000	6,223	6,000	2,940	49%	5,000	6,000
Funding from Bond Proceeds/Fund Balance		-	3,000,000	7,282,000	243%	7,282,000	2,112,756
TOTALS		1,840,829	4,806,000	8,410,462	175%	9,000,522	3,918,756

CITY OF CLARKSTON

ITEM NO: G1

MAYOR AND CITY COUNCIL WORKSESSION

HEARING TYPE:
Work Session

BUSINESS AGENDA / MINUTES

ACTION TYPE:
Ordinance

MEETING DATE: December 1, 2020

SUBJECT: To discuss a text amendment, to re-adopt the City's Sign Ordinance and to prohibit billboard signs along Interstate 285.

DEPARTMENT:
Planning/Economic and Development

PUBLIC HEARING: YES NO

ATTACHMENT: YES NO
Pages:

INFORMATION CONTACT:
P E D Director Shawanna Qawiy
PHONE NUMBER: 404-296-6489

PURPOSE:

To solicit input on a text amendment, to re-adopt the City's Sign Ordinance and to prohibit new billboard signs along Interstate 285.

NEED/ IMPACT:

The goal of the text amendment and re-adoption is to regulate reasonable time, place and manner regulations on the display of signs within the City in order to promote industry and commerce and to provide orderly, reasonable and safe displays of advertising.

RECOMMENDATION(S):

PLANNING/ECONOMIC AND DEVELOPMENT:

Staff recommends approval of the text amendment and to re-adopt the City's Sign Ordinance.

PLANNING AND ZONING BOARD: November 17, 2020

The Planning and Zoning Board recommendation approval of the text amendment to prohibit new billboards along I-285 and to re-adopt the City's Sign Ordinance.



PLANNING & ZONING BOARD MEETING MINUTES

**November 17, 2020 7:00 PM
TELECONFERENCE**

Call in Number:
(404) 902-5066

Call in Code:
326629

- A. CALL TO ORDER:** The meeting was called to order at 7:01 PM.
- B. ROLL CALL:** Chairman Birendra Dhakal, Vice Chairman Charles McFarland, Felicia Weinert, Amy Medford, P/E &D Director Shawanna Qawiy
- C. APPROVAL OF OCTOBER 2020 MEETING MINUTES:** Chairman Birendra Dhakal called for a motion to approve the October 2020 minutes. Charles McFarland made a motion to approve, Felicia Weinert seconded and the motion passed 4/0.
- D. NEW BUSINESS**
- PUBLIC HEARING:** Ordinance to Re-Adopt the City’s Sign Ordinance and to Prohibit Billboards along Interstate 285.
- PED Director Qawiy gave an overview of the proposed text amendment. Chairman Dhakal opened the public hearing to those who wished to speak in opposition of the text amendment request. There were no speakers. Chairman Dhakal opened the public hearing to those who wished to speak in favor of the text amendment request. There were no speakers. Chairman Dhakal closed the public hearing.
- Board members discussed the item collectively. Chairman Dhakal suggested creating signs in different languages that could be posted in different languages at the railroad crossings. The City Manager recommended that the suggestion would be taken under consideration and will provide feedback.
- Charles McFarland made a motion to approve, Amy Medford seconded and the motion passed 4/0.
- PUBLIC HEARING:** Ordinance to Amend the Text of the Zoning Ordinance to Create the New Zoning Designation “Railroad Open Space”
- PED Director Qawiy gave an overview of the proposed text amendment. Chairman Dhakal opened the public hearing to those who wished to speak in opposition of the text amendment request. There were no speakers. Chairman Dhakal opened the public

hearing to those who wished to speak in favor of the text amendment request. There were no speakers. Chairman Dhakal closed the public hearing.

The item was discussed with clarification given by the PED Director on the significance of creating the Railroad Open Space District. The background was given related to the CSX right of way and how currently the CSX does not have a zoning designation.

Charles McFarland made a motion to approve, Amy Medford seconded and the motion passed 4/0.

PUBLIC HEARING: Ordinance to Zone the CSX Railroad Right of Way “Railroad Open Space”

PED Director Qawiy gave an overview of the proposed text amendment. Chairman Dhakal opened the public hearing to those who wished to speak in opposition of the text amendment request. There were no speakers. Chairman Dhakal opened the public hearing to those who wished to speak in favor of the text amendment request. There were no speakers. Chairman Dhakal closed the public hearing.

With no further discussion, Charles McFarland made a motion to approve, Amy Medford seconded and the motion passed 4/0.

PUBLIC HEARING: Ordinance to Confirm Zoning Designations for Every Parcel in the City

PED Director Qawiy gave an overview of the proposed text amendment. Chairman Dhakal opened the public hearing to those who wished to speak in opposition of the text amendment request. There were no speakers. Chairman Dhakal opened the public hearing to those who wished to speak in favor of the text amendment request. There were no speakers. Chairman Dhakal closed the public hearing.

PED Director Qawiy gave a background on the number of parcels that have zoning designations in the City. Director Qawiy also gave a background on updating the City’s official zoning map that included all recent annexations.

Amy Medford made a motion to approve, Felecia Weinert seconded and the motion passed 4/0.

PUBLIC HEARING: Ordinance to Re-Adopt the Procedures for Conducting Public Hearings Required by the Zoning Procedures Act

PED Director Qawiy gave an overview of the proposed text amendment. Chairman Dhakal opened the public hearing to those who wished to speak in opposition of the text amendment request. There were no speakers. Chairman Dhakal opened the public hearing to those who wished to speak in favor of the text amendment request. There were no speakers. Chairman Dhakal closed the public hearing.

Board members discussed the item collectively. With no further discussion, the Charles McFarland made a motion to approve, seconded by Amy Medford.

E. OTHER BUSINESS

1. 2021 Planning and Zoning Board Meeting Calendar

Board members Birendra Dhakal, Amy Medford, Felecia Weinert and Charles McFarland discussed the text amendment collectively and approved the Planning and Zoning Board Meeting Calendar 2021.

2. Clarkston 2040 Update- Development of Local Comprehensive Plan Agreement
Director Qawiy gave a background of the comprehensive plan update.
The City of Clarkston's Comprehensive Plan known as the Clarkston 2040 is mandated to be updated before the deadline date of October 31, 2021. The sections that the City is required to update include;
 1. Needs and Opportunities
 2. Community Work Plan (CWP)
 3. Report of Accomplishments (ROA)
 4. Broadband Element
 5. Land Use Element

With no further discussions, Chairman Dhakal called for a motion. Ms. Medford made the motion to recommend the City Council sign the Development of Local Comprehensive Plan agreement with the ARC to update the Clarkston 2040 Comprehensive plan. Vice Chairman McFarland seconded and the motion passed 4/0.

F. OTHER BUSINESS: None

G. ADJOURNMENT: Chairman Dhakal called for a motion to adjourn the meeting. Amy Medford made the motion to adjourn, Felecia Weinert seconded the motion, and the motion passed 4/0. Meeting adjourned at 7:47 PM.

ORDINANCE NO. _____

**AN ORDINANCE TO AMEND AND READOPT THE SIGN
ORDINANCE OF THE CITY OF CLARKSTON AND TO
PROHIBIT NEW BILLBOARD SIGNS ALONG INTERSTATE 285.**

WHEREAS, signs play an important role in the business and economy of the City but may also pose a traffic safety hazard, may disrupt the aesthetics of the City, and have the potential to damage the public investment in streets and highways unless properly regulated; and

WHEREAS, reasonable time, place, and manner regulations on the display of signs within the City are necessary in order to promote industry and commerce and to provide for orderly, reasonable and safe display of advertising for the benefit of all its citizens; and

WHEREAS, there are currently five billboard signs permitted by the City along the 2,000 foot length of Interstate-285 that abuts the City; and

WHEREAS, the City Council hereby finds that any additional billboard sign along this stretch of I-285 would be harmful to the aesthetics of the City and threaten public safety and the wellbeing of the community and therefore prohibits additional billboard signs along I-285; and

WHEREAS, the City has fully complied with the Zoning Procedures Act in adopting this Ordinance.

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

SECTION 1. Chapter 15.5 of the City of Clarkston Code of Ordinances is hereby amended as follows: Chapter 15.5 in its entirety, being sections 15.5-1 through 15.5-82, is hereby deleted and replaced as indicated in Section 2..

SECTION 2. The document entitled “CLARKSTON SIGN ORDINANCE” attached hereto and consisting of 20 pages is hereby adopted as new Chapter 15.5 of the City of Clarkston Code of Ordinances.

SECTION 3. The document referred to in Section 2 is hereby made public record and shall be maintained by the City Clerk as such and made accessible to the members of the general public at City Hall during normal business hours.

SECTION 4. The various provisions, clauses, sections and subsections of the Clarkston Sign Ordinance adopted hereby are intended to be severable. Should any court of competent jurisdiction declare any portion of this ordinance to be invalid for any reason, it is the express intent of the City Council that all other portions of the ordinance remain in effect without the invalid provision.

SECTION 5. The effective date of this ordinance is the date of adoption.

NOTICE OF HEARING PUBLISHED: November 19, 2020

PUBLIC HEARING HELD: December 8, 2020

SO ORDAINED this 8th day of December, 2020.

ATTEST:

CITY COUNCIL,
CLARKSTON, GEORGIA

By _____
Tracy Ashby, City Clerk
(SEAL)

BEVERLY BURKS, Mayor

Approved as to Form

Stephen G. Quinn, City Attorney

CLARKSTON SIGN ORDINANCE

Chapter 15.5 - SIGNS

ARTICLE I. - IN GENERAL

Sec. 15.5-1. - Purpose and findings.

The purpose and intent of the governing authority of the city in enacting this chapter is related to the following objectives:

- (1) To enact regulations which promote signs that are subordinate to and in aesthetic harmony with their location on buildings and their surrounding environment; to identify requirements that safeguard life, public health, aesthetic quality and welfare by regulating the location, size, number, illumination, construction, maintenance and quality of materials of all signs and outdoor advertising structures and to eliminate visual clutter and blight within the city.
- (2) To promote the safety of persons and property by ensuring that signs do not create traffic or other hazards due to collapse, fire, visual obstruction, decay or abandonment.
- (3) To protect property values by regulating excessive visual clutter and ensuring that signage is constructed of quality materials and is well-maintained.
- (4) To balance the right of individuals to convey their message with the duty to provide an uncluttered and aesthetic public realm for all members of the community.(5)To provide for fair and consistent enforcement of this chapter throughout the city.

Sec. 15.5-2. - Definitions.

For the purpose of this chapter certain terms and words are hereby defined. Words used in the singular shall include the plural, and the plural the singular; and words in the present tense shall include the future tense. The word "shall" is mandatory and not discretionary. The word "may" is permissive.

The phrase "use for" shall include the phrases "arranged for," "designed for," "intended for," "maintained for," and "occupied for," and the word "structure" shall include the word "building."

Words not defined herein shall be construed as having the meaning as defined in the Merriam-Webster English Dictionary, 2004 edition.

Abandoned sign: A permitted sign or sign structure which was erected in conjunction with a particular use which has been discontinued for a period of at least one hundred eighty (180)

days. This excludes temporary periods of remodeling, refurbishment or maintenance of the sign, or temporary vacancy of the property/business where the sign is located.

Aggregate sign area: The area of all signs on a parcel, excluding the area of one face of all double-faced signs.

Animated sign: A sign with action, motion, or changing colors which requires electrical energy. This definition includes any signs that electronically change the sign face, whether by substitution of copy or scrolling. An electronic sign that maintains a steady sign face without change for no less than six (6) hours is not considered an animated sign. However, any deviation from the minimum six (6) hour change of unchanged copy results in the sign being considered an animated sign. LED signs are considered separately from animated signs.

Architectural embellishment: Any modification of a building or attached structures to cause additional notification of the building or advertise the business, including but not limited to enlarged architectural features or projections to the building. Note that linear lighting is considered separately.

Area of a sign/sign area: The smallest square, rectangle, triangle, circle, or combination thereof, which encompasses one face of the entire sign, inclusive of any border and trim but excluding the base, apron, supports, and other structural members.

Attached sign: Any sign attached to, applied on, or supported by, any part of a building (such as a roof, wall, canopy, awning, arcade, or marquee) which encloses or covers usable space. Banners and window signs shall not be included in this definition for the purposes of this chapter.

Awning sign: A sign located on a roof-like cover extending before a place as a shelter and which may be used in lieu of a wall sign.

Banner: Any sign, with or without characters, letters, illustrations or ornaments, applied to cloth, paper, or fabric of any kind, with only such material for a backing.

Billboard sign: Any sign with a sign area exceeding 300 square feet.

Building façade: The portion of any exterior elevation of a building extended from grade to the top of the parapet wall or waves and the entire width of the building elevation fronting a public street, excluding alleys and lanes, and which may also be referred to as the building face.

Channel letters: A type of building signage using separate three-dimensional letters that project from the building.

Changeable copy sign: A sign that is designed so that characters, letters, or illustrations can be changed or rearranged without altering the face or surface of the sign.

Copy area: The area of a sign that displays a message, symbol or emblem, and is exclusive of the base, apron, supports, and other structural members of the sign.

Combined sign area: See "aggregate sign area."

Directional sign: A sign containing information relative to the location, distance to, entrance to, and exit from structures or land use activities.

Double-faced sign: A sign which has two (2) display areas placed back to back against each other or where the interior angle formed by the display areas is sixty (60) degrees or less, where one face is designed to be seen from one direction and the other face from another direction.

Feather flag sign: A sign in the shape of a feather or banana that is a part of, or attached to, a pole.

Flag: Any fabric or bunting containing colors, patterns, or symbols used to signify a government or other entity or organization.

Freestanding sign: A sign securely affixed to a support structure which is permanently attached to the ground and wholly independent of any building for support, such as monument or pole signs.

Hoist: The half or edge of a flag nearest to the flagpole.

Illuminated sign: A sign that has light cast upon the sign from a source either internal to the sign or from an external light source directed primarily toward such sign.

LED sign: An electronically controlled sign utilizing light-emitting diodes to form a message.

Linear lighting: Any linear lighting around windows (either inside or outside the window), building facades, rooflines, doors, signs, and other building structures, or building projections. Linear lighting may include neon tubes, rope lighting, or any source of the lighting that creates the same effect. Linear lighting is not considered a sign for the purposes of this ordinance. Displays that use linear type lighting to create letters or shapes distinct from those described above are considered signs.

Marquee sign: A projecting sign attached to a roofed structure of a building which may project over sidewalks. This definition shall include any hood or stationary awning or permanent construction projecting from the wall of a building above an entrance and extending over a thoroughfare.

Monument sign: A freestanding sign mounted directly upon the ground. Such sign may not be attached to or be a part of or supported by the building in or to which the sign applies. No open

spaces which allow a direct line of sight from one side of the sign to the other are permitted in the area beneath the highest point of the sign face.

Non-conforming sign: Any sign which does not conform to the provisions of this chapter that was legal at the time of its erection.

Non-residential district: Any parcel which is part of the Clarkston districts RC, NC-1, NC-2, TC, or I.

Parcel: A separate tax unit of real property on county real estate records.

Pennant: Any lightweight plastic, fabric, or material, whether or not containing a message of any kind, suspended from a rope, wire, or string, usually in series, designed to move in the wind as a means of attracting attention. May also be several small flags connected to a single line. See "spectacular signs."

Permanent sign: Any sign attached securely to a building, roof, wall, or canopy or the ground by means of concrete, bolts, metal braces or treated wood and continuing in the same state or without essential change to the sign structure.

Planned center: A group of two (2) or more retail stores, service establishments, offices, industrial buildings, or any other businesses, or combination thereof, consisting of individual buildings or units which are adjacent or abutting one another, and which are planned to serve the public, and which share common amenities or common area, sidewalks, parking areas or driveways, excepting outparcels.

Pole sign: A freestanding sign mounted on one or more poles or pylons set in the ground and of sufficient strength and size to support the advertisement portion of such structure which rests upon or is supported by such poles or pylons.

Portable sign: A mobile, temporary, or non-electrical sign that is mounted on a structure, with or without wheels or skids, and not permanently attached to the ground.

Projecting sign: A sign which is attached to a building wall and which extends at a ninety-degree angle from the face of the building, from the face of such wall. Horizontal projecting sign means any sign which is greater in width than in height. Vertical projecting sign means any sign which is greater in height than in width.

Public art: Any special landscape treatment or work of art as ultimately arbitrated by the city council; public art is not considered a sign for the purpose of this chapter.

Pylon sign: See "pole sign."

Residential district: Any parcel which is part of the Clarkston districts NR-1, NR-2, NR-3, or NR-CD.

Roof sign: A sign attached to or supported by the roof of a building which extends above the immediately adjacent roof line of the building.

Sign: A device or representation for visual communication which is used for the purpose of bringing the subject thereof to the attention of others. The following are not considered signs for the purposes of this chapter: public art, signs bearing only property or post office box numbers, and signs bearing the names of the occupants of the premises.

Sign area: The entire face of a sign and all wall work including illuminated tubing incidental to its decoration. In the case of an open sign made up of individual letters, figures, or designs attached directly to the building or standard, the space between such letters, figures, or designs shall be included as part of the sign area.

Snipe sign: A sign which is tacked, nailed, posted, pasted, glued, or otherwise attached to trees, posts, poles, stakes, fences, rocks, or to other objects not authorized as part of the sign.

Spectacular sign or device: Animated signs, feather flags, streamers, pennants, balloons and other air or gas filled devices, search lights, lasers, beacons, or other light projecting devices.

Streamers: See "PENNANT."

Temporary sign: Any sign used to announce the occasion of a special event, announces the occurrence of a temporal event or activity, which will only be displayed for the duration of the event, or a reasonable time as determined by the planning and zoning board.

Vehicular sign: Any sign on a vehicle moving above the ground or any vehicle parked temporarily, secondary to its principle use for transportation. This definition shall not include signs which are being transported to a site of erection, identification signs on commercial vehicles which are used regularly for conducting business, nor does it include signs, lights, or signals used by any authorized emergency vehicle.

Wall sign: A sign fastened or placed upon or parallel to the exterior wall of the structure itself, whether front, rear or side of the structure. Wall signs as regulated by this chapter shall include all flat signs of solid face construction which are placed against a building or other structure and attached to the exterior front, rear, or side wall of any building or structure.

Window sign: A sign installed flush with or on a window and intended to be viewed from the outside.

Sec. 15.5-3. - Construction standards.

- (a) All signs for which a permit is required under this chapter shall be constructed and maintained in accordance with the provisions of the city building code.

- (b) Every outdoor sign, for which a permit is required, shall be plainly marked with a decal of approval including the permit number issued for the sign or other method of identification as approved by the city. The decal of approval shall be affixed at a location appropriate to the sign, type, location and size.
- (c) Signs for which a permit is not required under this chapter may be posted for a maximum of sixty (60) days unless replaced with another sign of the same material. Any replacement signs may be posted for a maximum of sixty (60) days.

Sec. 15.5-4. - Illumination.

- (a) Illumination for signs shall not cast light on adjacent property or shine in a way as to cause distraction to nearby traffic.
- (b) Illumination must be constant and may not change, flash, scroll, or simulate movement. LED lit signs are not considered illumination.
- (c) Internal illumination of signs is limited to channel letters only.(d)Illumination provided must be a white color (either cool or warm) and may not be any other discernible color.

Secs. 15.5-5—15.5-20. - Reserved.

ARTICLE II. - PERMITTING AND ENFORCEMENT

Sec. 15.5-21. - Sign permits.

- (a) All signs, except for those specifically exempted from obtaining a permit by this chapter, require a permit issued by the city before any sign may be displayed, significantly changed, or erected in the city.
- (b) All existing signs which would be required to obtain a permit under this chapter must register with the city within (90) days of the effective date of the ordinance from which this chapter derives. Registration of existing signs shall follow the same procedure as permit applications, as described in section 15.5-23; however no permit fee is required for registration.

Sec. 15.5-22. - Exemptions from permit requirements.

(a) The following sign types shall be exempt from the permit requirements of this article and do not count towards the maximum aggregate sign area limits provided in section 15.5-62:

(1) Any sign erected by a public officer arising out of the performance of his/her duties is exempt from the permit requirement. These signs include, but are not limited, to the following: safety signs or notices, danger signs, traffic signs and control devices, memorial plaques, historical markers, street signs, etc.

(2) Two (2) freestanding signs per parcel, so long as such sign(s) are less than five (5) feet tall each and not more than six (6) square feet each in area.

(3) Numbers displayed for purposes of identifying property address, not to exceed four (4) inches in height in residential districts and ten (10) inches in height in non-residential districts. (4) Seasonal displays located outside of the public right-of-way that are displayed for a maximum period of thirty days no more than twice a year.

(b) Flags. Every parcel may display no more than three (3) flags that shall not count toward the maximum aggregate sign area limits provided in section 15.5-62 without obtaining a permit. Flags must comply with the following regulations:

(1) Flagpoles shall not exceed twenty-five (25) feet in height or the height of the primary structure, whichever is less.

(2) The dimensions of any flag shall be proportional to the flagpole height such that the hoist side of the flag shall not exceed twenty (20) percent of the vertical height of the flagpole.

(3) Flags shall not exceed twenty-four (24) square feet in area.

(4) On officially designated city, county, state, or federal holidays, there shall be no maximum size or number or other limitations on flag display.

Sec. 15.5-23. Sign Permit Application.

(a) Official sign permit application forms shall be provided by the city and shall be used by the sign owner or the owner's agent to file a sign permit application with the city. The application form shall indicate all material information needed to verify that the signs in question would meet all of the requirements of this chapter.

(b) Additional material may be requested by the city manager to ensure that the proposed sign will conform to this chapter and other applicable chapters of this Code.

Sec. 15.5-24. - Fees.

Payment of a sign permit fee shall be required to obtain a permit. The amount of such fee shall be established in a fee schedule as approved by resolution of the council.

Sec. 15.5-25. Time for Consideration of Application.

(a) The city shall process all sign permit applications within ninety (90) business days of the city's actual receipt of a completed application and associated sign permit fee.

(b) The city manager shall give notice to the applicant of the decision on the application in writing on or before the ninetieth business day after the city's receipt of the completed application and fee.

(c) If the city manager requests additional information as set forth in subsection 15.5-23(b) within forty-five (45) days of the applicant submitting his application and required fee, then the application will not be considered complete until such information is submitted.

(d) If the city manager fails to act on the application within ninety (90) business days of the receipt of a complete application and applicable sign permit fee, the permit shall be deemed to have been granted.

Sec. 15.5-26. Approval, Denial or Revocation of Sign Permit.

(a) *Initial Procedure:*

(1) The city manager shall approve or deny sign permits within the city.

(2) No sign permit may be denied or revoked except for due cause as hereinafter defined. "Due cause" is the violation of any of the provisions of this ordinance, state or federal law related to signage, or the submission of an incomplete application or an application containing any false material statements.

(3) Violation of any provision of this chapter will be grounds for terminating a sign permit.

(4) The city manager will revoke an existing sign permit if it is determined that a sign permit was issued based on an incomplete application or an application containing a false material statement, or that a permit has been erroneously issued in violation of

this chapter. If the city manager revokes a sign permit, the city manager shall promptly give written notice of such revocation to the permittee.

(5) Should the city manager deny a sign permit application, the reasons for the denial are to be stated in writing and delivered by hand to the applicant or mailed by first class mail to the address provided by the applicant on or before the ninetieth business day after the city's receipt of the application and corresponding fee.

(6) For any application which is denied and subsequently resubmitted, the resubmittal date shall serve as the date of submission not the date of the original denied submission.

(b) Appeal of Denial or Revocation to City Council:

(1) An applicant whose permit application has been denied or a permittee whose permit has been revoked has the right to appeal such decision by the city manager to the city council. A written notice of an appeal must be filed with the city clerk within fifteen (15) calendar days of the city manager's decision to deny the application or revoke the permit.

(2) The appeal shall be considered by the council at the next regular city council meeting held after the city's receipt of the written notice of appeal, provided the notice of appeal is received a minimum of five (5) full business days before the such meeting. If the appeal is not heard at said meeting, it shall be heard at the next regular council meeting.

(3) The city council shall make a final decision no later than forty-five (45) days following the submission of the notice of appeal.

(c) Any appellant that is dissatisfied with the decision of the city council on appeal may petition for writ of certiorari to the Superior Court of DeKalb County as provided by law.

Sec. 15.5-27. - Permit expiration.

(a) A sign permit shall become null and void if the sign for which the permit was issued has not been erected in accordance with the permit application within six (6) months after the date of issuance.

(b) Permit fees will not be refunded for permits which expired due to failure to erect a permitted sign in the allotted time.

(c) Individuals whose original permit expired but who wish to erect a sign at the same location must file a new application and pay the applicable fee.

Sec. 15.5-28. - Enforcement and penalties.

- (a) All signs shall be maintained in good condition as to present a neat and orderly appearance.
- (b) The city may inspect any sign regulated by this chapter or other ordinances to ensure that such sign conforms to this chapter and all other ordinances of the city. Such inspection may be made at any time deemed necessary by the city, so long as the inspection does not violate the protections afforded by the United States Constitution, and is performed in a lawful manner.
- (c) If any sign is erected or maintained in violation of any of the provisions of this chapter or other ordinances, the city shall have the power to provide written notice of the violation to the sign owner, the owner of the property on which the sign is located or both. This notice shall include a brief statement of the particulars in which this chapter or other ordinances are violated and the manner in which such a violation is to be remedied.
 - (1) If a sign has been registered with the city, written notice to the registered owner or the person or firm receiving the permit shall be sufficient.
 - (2) If a sign owner cannot be found, the property owner upon whose property the sign is attached will be given written notice of the violation and will be required to perform corrections or removal of the sign will be upon the property owner on whose property the sign is attached.
 - (3) If the city makes a reasonable effort and cannot locate the sign owner or the property owner, then affixing a copy of the notice to the sign, sign structure, or building for a period of ten (10) days shall be sufficient notice to property owner and/or sign owner.
- (d) Once notice has been given to either the sign owner or the owner of the property where the sign is located, the sign shall be remedied in accordance with the statement provided by the city, or removed. Permanent signs are allotted a period of thirty (30) days, and portable signs a period of twenty-four (24) hours to be remedied or removed.
- (e) If such violation is not remedied within the specified time, after notice of violation, the sign will be removed by the sign owner, the property owner, or the city. If the city removes the sign, it will be done at the sign owner or property owner's expense, or where appropriate, both. Such expense may be recouped by placing a lien on the subject property in the amount of expenses incurred by the city.
- (f) The sign owner or property owner, or where appropriate, both, will be fined for each day of continued violation before the sign is removed. No notice of violation is required before the city issues citations. The fine will not exceed the maximum amount authorized by this Code.

- (g) Any sign that poses an imminent threat to public safety may be immediately removed, without notice to the owner.
- (h) In order to enforce the requirements of this chapter, the city shall have the rights and obligations provided by state law regarding access to private property and inspections including the right to obtain an inspection warrant should access be denied.
- (i) Any person violating any provision of this chapter shall be guilty of an offense and upon conviction, shall be subject to the penalties as provided in section 3.06 of the City Charter and section 1-7 of this Code of Ordinances. Each sign installed, created, erected or maintained in violation of this chapter shall be considered a separate violation, and each day of continued violation for each sign shall be considered a separate offense.
- (j) The city may seek affirmative equitable relief in a court of competent jurisdiction to cause the removal or repair of any sign in violation of this chapter or other city ordinance, but a court order shall not be required for the city to exercise its enforcement rights pursuant to this section.
- (k) The city may remove any sign or structure illegally placed upon a public right-of-way without notice and may dispose of said sign or structure as deemed proper and expedient. Such removal and disposal of illegally placed signs shall not preclude the prosecution of any person for illegally placing such signs in the public right-of-way.
- (l) The city is authorized to remove any illegal sign and to place a lien for the removal cost upon the real property upon which the sign was located prior to the removal.

Sec. 15.5-29. - Variances.

- (a) Variances are limited to the minimum relief necessary to overcome a hardship. In no circumstance should a variance allow a greater number of signs than would be allowed under the provisions of this chapter. Nor should a variance allow a sign which is prohibited in this chapter.
- (b) A variance from the sign regulations may only be granted where the applicant establishes that a hardship exists which meets the following criteria:
 - (1) Where the visibility of an otherwise conforming sign from the closest public street would be materially impaired by existing vegetation, natural features, structures, or existing signs on another lot; and

(2) Placement of the sign in another location on the site would not remedy the visual impediment; and

(3) The proposed variance would not create a safety hazard to pedestrians or vehicular traffic; and

(4) The visibility impediment is not created by the owner of the subject property.

(c) Variance applications shall be submitted to the city for council consideration and shall be heard in the same time frame and rules governing appeals under this chapter.

Secs. 15.5-30—15.5-40. - Reserved.

ARTICLE III. - PROHIBITED SIGNS

Sec. 15.5-41. - Prohibited locations and methods of erection.

The following types of signs are prohibited in the locations and circumstances described below:

- (1) LED signs except within monument signs or window signs in non-residential areas or electronic billboards where expressly permitted;
- (2) Permanent detached and attached signs that are not designed to conform to the city-adopted building code for wind pressures, and constructed to receive dead loads as required in the building codes or other ordinances of the City of Clarkston;
- (3) Signs that are within public rights-of-way or utility easements, with the exception of publicly owned or maintained signs;
- (4) Signs placed on another person's property without that person's express consent;
- (5) Signs within the Railroad right of way;
- (6) Signs that obstruct any door, window, fire escape, fire or emergency exit, or ventilation system;
- (7) Signs which interfere with road visibility or obstruct or otherwise interfere with the safe and orderly movement of pedestrian or vehicular traffic.

Sec. 15.5-42. - Prohibited signs types.

The following types of signs are prohibited throughout the city:

- (1) Roof signs;
- (2) Pole signs;
- (3) Snipe signs;
- (4) Portable signs;

- (5) Abandoned signs;
- (6) Vehicular Signs;
- (7) Animated Signs;
- (8) Signs which advertise any illegal activity under the laws of the city, the State of Georgia, or otherwise prohibited under federal law;
- (9) Signs which pose a hazard to surrounding property or individuals;
- (10) Signs that use flashing or blinking lights;
- (11) Signs which contain words, pictures, or statements which are obscene, as defined by the Official Code of Georgia Annotated § 16-12-80;
- (12) Signs which simulate traffic control or warning signs or hide from view any traffic or street sign, signal, or public service sign;
- (13) Signs which emit or utilize in any manner any sound capable of being detected on any public road by a person of normal hearing;

Secs. 15.5-43—15.5-50. - Reserved.

ARTICLE IV. - SIGNS ALLOWED IN RESIDENTIAL DISTRICTS

Sec. 15.5-51. - General signage in residential zoning districts.

- (a) Other than subdivision entrance signs allowed below, parcels located in residential zoning districts are restricted to a combined sign area of fifteen (15) square feet and are forbidden from being illuminated externally or internally.
- (b) No individual sign shall exceed six (6) square feet in sign area in a residential zoning district.
- (c) Signs in residential districts are restricted in height to no greater than five (5) feet higher than the center line of the adjacent streets.
- (d) Residential signs meeting the standards of this section are exempt from permitting requirements and fees.
- (e) Holiday displays as permitted in subsection 15.5-22(a).
- (f) Flags as permitted in subsection 15.5-22(b).

Sec. 15.5-52. - Subdivision entrance signs.

- (a) Residential subdivisions including multi-family housing consisting of more than two (2) parcels may erect one (1) monument sign at each entrance to the subdivision.
- (b) Entrance signs shall be limited to a height of five (5) feet above the grade level of the center line of the adjacent street. The sign shall have a sign area less than twenty five (25) square feet.
- (c) Entrance signs must be twelve (12) feet away from the curb.
- (d) Entrance signs may be externally illuminated.

- (e) Entrance signs shall not count toward the maximum allowable signage on an individual residential parcel.

Secs. 15.5-53—15.5-60. - Reserved.

ARTICLE V. - SIGNS ALLOWED IN NON-RESIDENTIAL DISTRICTS

Sec. 15.5-61. - Size and location requirements in non-residential districts.

- (a) No freestanding sign shall be located within thirty (30) feet of the intersection of two public streets.
- (b) Height measurement: All sign heights in non-residential zoning districts shall be measured from the grade level of the center line of the adjacent street to which the property on which the sign is located has access. If the property is higher than the level of the street, the ground level at the base of the proposed sign shall be used. Corner lots shall use the higher of the adjacent street levels. The level of the ground shall not be altered in such a way as to provide additional sign height.
- (c) In planned centers all signs shall be uniform in location, size, and color of lettering and shall be constructed of non-combustible material.

Sec. 15.5-62. - Maximum combined sign area per parcel.

Parcels may contain more than one (1) freestanding sign, given the following:

- (a) Parcels exceeding sixty thousand (60,000) square feet shall be allowed a maximum aggregate sign area of two hundred (200) square feet for the entire parcel.
- (b) Parcels less than sixty thousand (60,000) square feet but greater than fifteen thousand (15,000) square feet shall be allowed a maximum aggregate sign area of one hundred (100) square feet for the entire parcel.
- (c) Parcels less than fifteen thousand (15,000) square feet in size shall be allowed a maximum aggregate sign area of fifty (50) square feet for the entire parcel.
- (d) The limits set forth in (a), (b) and (c) of this section are assessed against the area of all freestanding signs on the parcel but do not count the area of window, wall, awning, billboard, or projecting signs located on the parcel.

Sec. 15.5-63. - Billboard signs.

- (a) Billboard signs shall not exceed six hundred and seventy two (672) square feet of sign area.

- (b) Billboard signs shall not exceed fourteen (14) feet in height or forty eight (48) feet in length.
- (c) Billboard signs are only permitted on parcels zoned RC, NC-1, NC-2, TC, or I.
- (d) Billboard signs shall only be located on parcels adjacent to US Highway 78 and shall be oriented only towards that highway.
- (e) Electronic billboards must meet all standards set by Georgia Department of Transportation for that type of signage.
- (f) No billboard sign shall be located within one thousand (1,000) feet of another billboard sign.
- (g) No billboard sign shall be located within five hundred (500) feet of residential zoned parcels.
- (h) No billboard structure shall exceed a height of fifty (50) feet.

Sec. 15.5-64. - Monument signs.

- (a) Monument signs for planned centers are limited to one hundred (100) square feet of total area, which includes both signage and structure, and shall be limited to one (1) such sign per parcel per street frontage and shall not exceed ten (10) feet in height. No more than eight (8) distinct signs may be located on a single planned center monument sign.
- (b) Monument signs for single tenant parcels are limited to eighty (80) square feet of total area, which includes both signage and structure, shall be limited to one (1) such sign per parcel per street frontage and shall not exceed eight (8) feet in height.
- (c) No more than twenty-five (25) percent of the sign face of a monument sign may be changeable copy.
- (d) LED signs are permitted within monument signs provided they meet the following requirements:
 - (1) Occupy no more than twenty (20) percent of the sign façade.
 - (2) Not flash or simulate movement.
 - (3) Not change more than once every ten (10) seconds.
 - (4) Not exceed brightness of more than two-tenths (0.20) foot-candles above ambient light levels (at measurement conditions) as measured at a distance of one hundred twenty-five (125) feet.
- (e) Monument signs shall be constructed of durable materials such as brick, stone, corrosion-resistant metal, wood, and stucco or other similar materials as approved by

the planning and zoning board. Materials and colors should match those used on the primary structure. Wood shall only be used if it meets all the following criteria:

- (1) The wood portion of the sign must be created using a sand-blasting or carving technique.
- (2) The wood must be painted to protect it from moisture, and kept in an orderly appearance.
- (3) The wood shall not be in contact with the ground.

Sec. 15.5-65. - Wall and awning signs.

- (a) Wall and awning signs shall not extend above the parapet wall.
- (b) Wall signs shall not project beyond the building face by more than eighteen (18) inches. Awning signs shall not project beyond the building face by more than five (5) feet.
- (c) Wall and awning signs shall not exceed ten (10) percent of the wall face to which the sign is attached or three hundred (300) feet of total sign area, whichever is less. For individual tenant spaces that are connected to a larger multi-tenant building, only the wall area of the tenant space is counted.
- (d) The maximum wall or awning sign height shall be ten (10) feet.
- (e) Wall signs are only permitted on parcels zoned RC, NC-1, NC-2, TC, or I.
- (f) Wall signs must be constructed of non-combustible materials, plastic must have a matte or non-glossy appearance.
- (g) Neon signs are permitted as wall signs, but are limited to twenty (20) square feet in total area. Any tube lighting signage shall be deemed a "neon sign" for purposes of this section.

Sec. 15.5-66. - Projecting signs.

- (a) Projecting signs, including the frames, braces, and supports thereof, shall be designed by a structural engineer or manufacturer, and shall be approved by the building inspector as in compliance with the building code of the city, and shall be constructed of incombustible materials.
- (b) *Movable parts.* Any movable part of a projecting sign such as the cover of a service opening shall be securely fastened by chains, screws, or hinges.
- (c) *Size limitations.* Except by special permission of the planning and zoning board, projecting signs shall be limited to five (5) percent of the building face but no larger than fifty (50) square feet on each side. No projecting sign shall be less than twelve (12) inches wide.
- (d) *Location.* Every projecting sign shall be placed at least ten (10) feet above the ground, and a distance not greater than four (4) feet from the face of the wall to which it is attached, measuring from the point of the sign nearest to the wall. No projecting sign

shall be nearer to the curb line than eight (8) feet. Projecting signs shall not be erected over public driveways, alleys, or thoroughfares.

Sec. 15.5-67. - Window signs.

- (a) Window signs must not exceed thirty percent (30) of the window area.
- (b) LED signs are permitted as window signs provided they meet the following requirements:
 - (1) Not flash or simulate movement.
 - (2) Not change more than once every hour.
 - (3) Not exceed brightness of more than 0.20 foot-candles above ambient light levels (at measurement conditions) as measured at a distance of 125 feet.

Sec. 15.5-68. - Architectural embellishments.

- (a) Generally. Architectural embellishments added to a structure for the purpose of conveying a message as to the purpose of the building, or to attract attention to the building, shall be treated as signs, and must comply with the standards set forth in this ordinance. The area of architectural embellishments shall count towards wall sign totals.
- (b) *Requirements.* All applications for approval of architectural embellishments shall meet the following requirements:
 - (1) Architectural embellishments must be consistent with the design of the building and compatible with the surrounding structures.
 - (2) No text, logos, arrows, flags, or banners shall be part of an architectural embellishment. Lighting may be considered an architectural embellishment if it meets the criteria mentioned above.
 - (3) Architectural embellishments shall be applied and constructed strictly in accordance with the plans submitted with the sign application.

Secs. 15.5-69—15.5-80. - Reserved.

ARTICLE VI. - SPECIAL SIGN PROVISIONS

Sec. 15.5-81. - Temporary signs.

- (a) Applications for temporary sign permits shall be submitted to the city, along with all appropriate fees. City staff shall determine whether the requested sign conforms to the requirement of this section.
- (b) Applications for temporary sign permits shall be submitted no less than twenty (20) days prior to the anticipated use of such sign. The city shall render its decision on any application for a temporary sign within five (5) working days of its receipt by the city or the permit shall be deemed granted. The fee for the sign shall be determined by the fee ordinance of the city.
- (c) The applicant for a temporary sign permit should be prepared to submit any of the information required for permanent signs as listed in section 15.5-23 of this chapter should such be requested by the city, including number, dimensions and locations of existing signage on site.
- (d) Any person who is dissatisfied with the decision of the city may appeal that decision to the planning and zoning board. Any such appeal shall be delivered to the city within ten (10) days of receipt of the adverse decision of the city or their designee.
- (e) The applicant for the temporary sign permit shall be responsible for removing the signs within the time required by this chapter or by the city council. Temporary sign permits shall not be used in lieu of permits required for other signs in this chapter. No temporary sign permit is necessary for the signs exempted from the permit requirement under Section 15.5-22.
- (f) The following signs are permitted with a temporary sign permit.
 - 1 Banners are permitted as a temporary sign if they conform to the following standards:
 - a. No banner shall exceed ten (10) percent of the building façade, but shall be no smaller than fifteen (15) square feet in total area;
 - b. Each banner must be individually attached to poles, mast arms or other appropriate structures;
 - c. No more than one (1) banner may be displayed upon any lot, parcel or suite/tenant space at any one time;
 - d. Banners may be displayed for a maximum of two (2) weeks at any given time, not to exceed six (6) weeks in any calendar year;
 - e. No banner may be displayed or used upon any lot with another temporary sign including, but not limited to, temporary detached signs and portable display signs;
 - f. If any lot displays a banner, then there shall only be one (1) window sign while the banner is on display;

- g. All banners shall be maintained in good condition.
- 2.) Signs, including feather flag signs or streamers, advertising a special or weekend event, and directional signs pertaining to these events are permitted in any zoning district, provided that they conform to the following provisions:
- a. No more than five (5) signs shall be erected which advertise or direct traffic to the event, more than forty-eight (48) hours before the event.
 - b. Signs shall be removed immediately after the event, or within forty-eight (48) hours of being erected, whichever is the shorter period.
 - c. Special event signs may be displayed for a maximum of twenty (20) days in any calendar year.
 - d. No sign shall be placed on another person's property without that property owner's express permission.
 - e. No sign shall exceed four (4) square feet in area.
3. Balloons, gas-filled figures or other novelties are allowed for a period of ten (10) days or less in all zoning districts except NR-1, NR-2, and NR-3. Such signs shall be limited to one (1) per entity or individual and shall not exceed three (3) cubic feet. No lot shall display more than two (2) such signs per calendar year.
4. A maximum of two (2) temporary subdivision directional signs not to exceed twenty-four (24) square feet are allowed while the project is under construction.
5. A temporary detached sign is permitted in any zoning district for any property under development or construction, however the sign shall not exceed twenty (20) square feet.
6. No more than two (2) temporary signs shall be displayed on any lot in any zoning district at the same time. This provision applies to all signs, regardless of whether a permit is required. This provision is also subject to all other restrictions in this chapter.
7. No temporary sign shall exceed six (6) square feet in sign face area unless otherwise stated in this chapter.
8. One (1) or more temporary flags exceeding the allowed flags set forth in subsection 15.5-22(b).

Sec. 15.5-82. - Nonconforming signs.

- (a) Nonconforming signs, which met all legal requirements when erected, may stay in place, provided that within ninety (90) days of the effective date of the ordinance from which this chapter derives the owner of the non-conforming sign or the owner's agent registers the sign with the city. The registration must contain all the requirements of new sign applications and must specify the sign is non-conforming and state the date the sign was completely installed. If original construction drawings for existing signs

cannot be located, a series of color photographs may be provided. A fee is not required for the registration of a non-conforming sign; however failing to register will be considered an offense and may be penalized as any other ordinance violation.

(b) Non-conforming signs are permitted until one of the following conditions occurs:

1. The deterioration or destruction of the sign makes it a hazard or unsightly; or
2. The sign is damaged to the extent that major repairs are required to repair the sign. The sign may be restored to its previous non-compliant condition provided the cost to repair the sign does not exceed fifty (50) percent of the replacement cost for a new conforming sign.

(c) No structural repairs except those permitted by subsection (a) of this section, or change in size, shape, or design, shall be permitted except to make a non-conforming sign comply with all requirements of this chapter. (c) A non-conforming sign shall not be replaced by another non-conforming sign.

(d) Minor repairs and maintenance of nonconforming signs are permitted, but no changes in size or shape are permitted except to make the sign comply with the requirements of this chapter.

CITY OF CLARKSTON

ITEM NO: G2

MAYOR AND CITY COUNCIL WORKSESSION

HEARING TYPE:
Work Session

BUSINESS AGENDA / MINUTES

ACTION TYPE:

MEETING DATE: December 1, 2020

SUBJECT: To discuss the ordinance to confirm zoning designations for every parcel in the City.

DEPARTMENT:
Planning/Economic and Development

PUBLIC HEARING: YES NO

ATTACHMENT: YES NO
Pages:

INFORMATION CONTACT:
P E D Director Shawanna Qawiy
PHONE NUMBER: 404-296-6489

PURPOSE:

To solicit input on the ordinance to confirm the existing zoning designations for every parcel in the City.

NEED/ IMPACT:

The goal of the ordinance is to have a single ordinance that confirms the zoning designation for every parcel in the City.

RECOMMENDATION(S):

PLANNING/ECONOMIC AND DEVELOPMENT:

Staff recommends approval of the zoning designations for each parcel in the City

PLANNING AND ZONING BOARD: November 17, 2020

The Planning and Zoning Board recommends approval of the zoning designations for each parcel in the City.

ORDINANCE NO. _____

AN ORDINANCE TO CONFIRM EXISTING ZONING DESIGNATIONS FOR EVERY PARCEL OF LAND WITHIN THE CITY OF CLARKSTON.

WHEREAS, the City Council does not intend to change the zoning for any property by this ordinance; and

WHEREAS, the City Council desires to have a single ordinance that confirms the zoning designation for every parcel in the City in order to provide a compile this information in a single place so as to benefit the administration of the Zoning Ordinance as well as to facilitate property owners being able to easily identify the applicable zoning designation for their properties; and

WHEREAS, the City has fully complied with the Zoning Procedures Act in adopting this Ordinance.

NOW THEREFORE, BE IT ORDAINED by the City of Clarkston, Georgia, that every parcel in the City, as identified by DeKalb County Tax Identification Number on the attached Exhibit "A" entitled _____ and consisting of _____ pages, I hereby assigned the zoning designation listed for each parcel on Exhibit "A," effective immediately.

BE IT FURTHER ORDAINED that the official City Zoning Map shall reflect such designation.

NOTICE OF HEARING PUBLISHED: November 19, 2020

PUBLIC HEARING HELD: December 8, 2020

SO ORDAINED this 8th day of December, 2020.

ATTEST:

CITY COUNCIL,
CLARKSTON, GEORGIA

By _____
Tracy Ashby, City Clerk
(SEAL)

BEVERLY BURKS, Mayor

Approved as to Form

Stephen G. Quinn, City Attorney

CITY OF CLARKSTON

ITEM NO: G3

MAYOR AND CITY COUNCIL WORKSESSION

HEARING TYPE:
Work Session

BUSINESS AGENDA / MINUTES

ACTION TYPE:
Ordinance

MEETING DATE: December 1, 2020

SUBJECT: To discuss an ordinance to amend the Clarkston Zoning Code to create the new zoning designation -Railroad Open Space District.

DEPARTMENT:
Planning/Economic and Development

PUBLIC HEARING: YES NO

ATTACHMENT: YES NO
Pages:

INFORMATION CONTACT:
P E D Director Shawanna Qawiy
PHONE NUMBER: 404-296-6489

PURPOSE:

To solicit input on the ordinance to amend the Clarkston Zoning Code to create the new zoning designation-Railroad Open Space District.

NEED/ IMPACT:

The goal of the ordinance is to amend Article VII of Appendix A to add new section 710; "Sec. 710. Railroad Open Space District."

RECOMMENDATION(S):

PLANNING/ECONOMIC AND DEVELOPMENT:

Staff recommends approval of the amendment and creation of the new zoning designation of Railroad Open Space District.

PLANNING AND ZONING BOARD: November 17, 2020

The Planning and Zoning Board recommends to amend the Zoning Code to create the new Railroad Open Space District.

ORDINANCE NO. _____

**AN ORDINANCE TO AMEND THE CLARKSTON ZONING CODE
TO CREATE THE RAILROAD OPEN SPACE DISTRICT.**

WHEREAS, the CSX Railroad right of way runs through Clarkston; and

WHEREAS, this right of way property was never intended for buildings or signs but only for a transportation purpose; and

WHEREAS, the City Council hereby finds that any building, structure or sign erected in the railroad right of way could pose a safety hazard and would be injurious to the character of the community, and therefore that the railroad right of way should remain open space; and

WHEREAS, the City has fully complied with the Zoning Procedures Act in adopting this Ordinance.

NOW THEREFORE, BE IT ORDAINED by the City of Clarkston, Georgia, that the City's Code of Ordinances, be amended as follows:

SECTION ONE

Article VII of Appendix A is hereby amended to add new section 710, to read as follows:

“Sec. 710. Railroad Open Space District.

No structure, improvement or sign shall be erected in the railroad right of way, which shall be dedicated exclusively to railroad transportation and preserved as open space.”

SECTION TWO

This ordinance shall become effective immediately upon its adoption.

NOTICE OF HEARING PUBLISHED: November 19, 2020

PUBLIC HEARING HELD: December 8, 2020

SO ORDAINED this 8th day of December, 2020.

ATTEST:

CITY COUNCIL,
CLARKSTON, GEORGIA

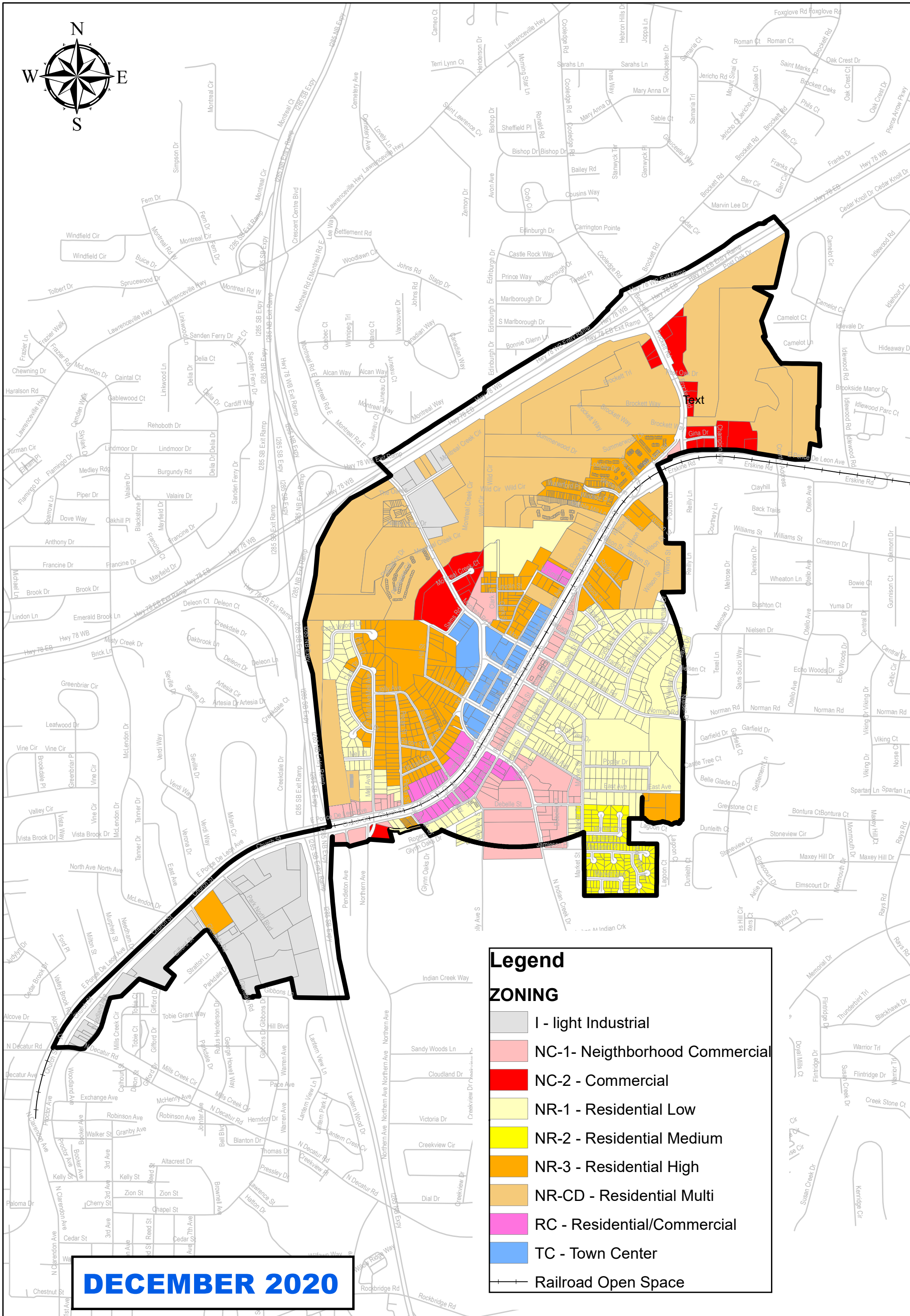
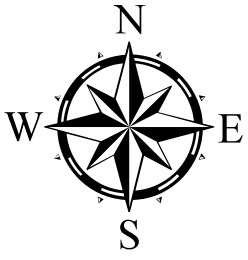
By _____
Tracy Ashby, City Clerk
(SEAL)

BEVERLY BURKS, Mayor

Approved as to Form

Stephen G. Quinn, City Attorney

ZONING - CITY OF CLARKSTON



DECEMBER 2020

CITY OF CLARKSTON

ITEM NO: G4

MAYOR AND CITY COUNCIL WORKSESSION

HEARING TYPE:
Work Session

BUSINESS AGENDA / MINUTES

ACTION TYPE:

MEETING DATE: December 1, 2020

SUBJECT: To discuss the ordinance to zone the CSX Railroad right-of-way "Railroad Open Space".

DEPARTMENT:
Planning/Economic and Development

PUBLIC HEARING: YES NO

ATTACHMENT: YES NO
Pages:

INFORMATION CONTACT:
P E D Director Shawanna Qawiy, MSCM, MPA
PHONE NUMBER: 404-296-6489

PURPOSE:

To solicit input on the ordinance to zone the CSX right-of-way "Railroad Open Space".

NEED/ IMPACT:

The goal of the ordinance is to zone the CSX right-of-way "Railroad Open Space District."

RECOMMENDATION(S):

PLANNING/ECONOMIC AND DEVELOPMENT:

Staff recommends approval.

PLANNING AND ZONING BOARD: November 17, 2020

The Planning and Zoning Board recommends to zone the CSX ROW as Railroad Open Space District.

ORDINANCE NO. _____

**AN ORDINANCE TO ZONE THE CSX RAILROAD RIGHT OF WAY
“RAILROAD OPEN SPACE.”**

WHEREAS, the CSX Railroad right of way runs through Clarkston; and

WHEREAS, this right of way property was never intended for buildings or signs but only for a transportation purpose; and

WHEREAS, the City Council hereby finds that any building, structure or sign erected in the railroad right of way could pose a safety hazard and would be injurious to the character of the community, and therefore that the railroad right of way should remain open space; and

WHEREAS, the City has fully complied with the Zoning Procedures Act in adopting this Ordinance.

NOW THEREFORE, BE IT ORDAINED by the City of Clarkston, Georgia, that the entire CSX Railroad right of way within the City of Clarkston is hereby assigned the zoning designation “Railroad Open Space” as described in Section 710 of the Zoning Ordinance, effective immediately.

BE IT FURTHER ORDAINED that the official City Zoning Map shall reflect such designation.

NOTICE OF HEARING PUBLISHED: November 19, 2020

PUBLIC HEARING HELD: December 8, 2020

SO ORDAINED this 8th day of December, 2020.

ATTEST:

CITY COUNCIL,
CLARKSTON, GEORGIA

By _____
Tracy Ashby, City Clerk
(SEAL)

BEVERLY BURKS, Mayor

Approved as to Form

Stephen G. Quinn, City Attorney

CITY OF CLARKSTON

ITEM NO: G5

MAYOR AND CITY COUNCIL WORKSESSION

HEARING TYPE:
Work Session

BUSINESS AGENDA / MINUTES

ACTION TYPE:
Ordinance

MEETING DATE: December 1, 2020

SUBJECT: To amend the Clarkston Zoning Ordinance to codify hearing procedures for zoning public hearings held by the City Council.

DEPARTMENT:
Planning/Economic and Development

PUBLIC HEARING: YES NO

ATTACHMENT: YES NO
Pages:

INFORMATION CONTACT:
P E D Director, Shawanna Qawiy, MSCM, MPA
PHONE NUMBER: 404-296-6489

PURPOSE:

To solicit input on the Ordinance to codify previously adopted hearing procedures for zoning public hearings held by the City Council.

NEED/ IMPACT:

The goal is to amend the Clarkston Zoning Ordinance to adopt the previously adopted zoning public hearing procedures and to codify such procedures in the Zoning Ordinance.

RECOMMENDATION(S):

PLANNING/ECONOMIC AND DEVELOPMENT:

Staff recommends approval to codify the adopted public hearing procedures for zoning public hearings held by the City Council.

PLANNING AND ZONING BOARD: November 17, 2020

The Planning and Zoning Board recommends to codify the adopted public hearing procedures for zoning hearings held by the City Council.

ORDIANNCE NO. _____

TO AMEND THE CLARKSTON ZONING ORDINANCE TO CODIFY HEARING PROCEDURES FOR ZONING PUBLIC HEARINGS HELD BY THE CITY COUNCIL.

WHEREAS, O.C.G.A. Section 36-66-4 requires the City of Clarkston to hold at least one public hearing when it considers a “zoning decision” as defined by State law; and

WHEREAS, the City Council desires to facilitate public comment during zoning hearings so that the opinions and concerns of residents in favor and in opposition to the proposed zoning action can make their thoughts known in a public forum; and

WHEREAS, the City Council desires to establish procedures which govern conducting zoning public hearings as required by O.C.G.A. Section 36-66-5(a); and

WHEREAS, the City Council finds that it is necessary to place certain limits on public comment at zoning hearings so as to maintain order and efficiency at public meetings; and

WHEREAS, the City Council previously adopted these same zoning public hearing procedures by Resolution 2019-09 but now wishes to codify such procedures in the Zoning Ordinance.

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

SECTION ONE

Article III of Appendix “A” to the City Code, being the City’s Zoning Ordinance, is hereby amended to add new Section 323, to read as follows:

“Sec. 323. Procedure for public hearings required by the Zoning Procedures Act.

Whenever the City Council conducts a public hearing in connection with a zoning decision, as required by O.C.G.A. Section 36-66-4, the following procedures shall be observed:

1. *Speaker registration.* The applicant for rezoning (or other zoning decision) will automatically be registered to speak in support of the application. Any other person wishing to speak, either in support or opposition to the application, shall register with the City Clerk. Registration may be accomplished through the City website between 9:00 a.m. and 4 p.m. on the day of the hearing, or in person at City Hall beginning one hour prior to the start of the meeting during which the public hearing will be held ending five minutes prior to the start of the public hearing. The speaker’s registration shall indicate whether the person registering to speak wishes to speak in support or opposition to the application. The City Clerk shall create and maintain a list of proponents and opponents registered to speak at a public hearing and the order in which they registered.

2. Total time allotted for public hearing. Before the public hearing is opened for public comments, the Mayor (or presiding officer) shall announce a total time allotted for the public hearing. The total time allotted shall be no less than twenty minutes (ten minutes per side) and no longer than one hour (thirty minutes per side). At all public hearings, the proponents and opponents of the application shall collectively be allotted equal time to present their views to the City Council.

3. Time allotted to each registered speaker. The total time per side allotted for the public hearing (per section 2) shall be equally divided among registered speakers. Except for the applicant, each speaker shall initially be limited to a maximum of three minutes to speak. In the event that all registered speakers on one side of an application have had an opportunity to speak and a portion of the total time for that side (proponents or opponents) remains unused, registered speakers will have an opportunity to speak again within the total time allotted for their side, restarting at the beginning of the registration list.

4. Order of public comment at hearing.

a) *Proponents.* The City Council shall first hear from the proponents of the application. The applicant will have the first opportunity to speak. Then individuals that registered to speak in support of the application shall have the opportunity to speak, in the order that they registered.

b) *Opponents.* After the proponents' comments are complete, the opponents shall have the opportunity to speak. Individuals that registered to speak in opposition to the application shall have the opportunity to speak, in the order that they registered.

5. Public hearing not an opportunity for dialogue. The public hearing is strictly for proponents and opponents to express their opinions regarding the application to the City Council. Speakers shall not direct questions to the applicant, Mayor, Councilmembers or City staff during the public hearing. City Council members may wish to question the applicant and/or proponent(s) and/or opponent(s) of the application as part of the Council's consideration of the application. However, any such dialogue will be conducted outside of the public hearing portion of the meeting.

SECTION TWO

A copy of Section 323 shall be printed and made available to the public at all zoning public hearings conducted by the City Council.

SECTION THREE

This Ordinance shall become effective immediately upon its approval by the City Council.

NOTICE OF HEARING PUBLISHED: November 19, 2020

PUBLIC HEARING HELD: December 8, 2020

SO ORDAINED this 8th day of December, 2020.

ATTEST:

CITY COUNCIL,
CLARKSTON, GEORGIA

By _____
Tracy Ashby, City Clerk
(SEAL)

BEVERLY BURKS, Mayor

Approved as to Form

Stephen G. Quinn, City Attorney

CITY OF CLARKSTON

ITEM NO:G6

MAYOR AND CITY COUNCIL WORKSESSION

HEARING TYPE:
Work Session

BUSINESS AGENDA / MINUTES

ACTION TYPE:

MEETING DATE: December 1, 2020

Subject: To enter into a Development of Local Comprehensive Plan Agreement with the Atlanta Regional Commission to prepare the comprehensive plan update for the City of Clarkston.

DEPARTMENT:
Planning/Economic & Development

PUBLIC HEARING: YES NO

ATTACHMENT: YES NO
Pages:

INFORMATION CONTACT:
Planning/Economic & Development Director - Shawanna Qawiy, MSCM, MPA
PHONE NUMBER: 404-296-6489

The City of Clarkston’s Comprehensive Plan known as the Clarkston 2040 is mandated to be updated before the deadline date of October 31, 2021.

Pursuant to the 2012 update to the Georgia Department of Community Affairs (DCA) Minimum Standards and Procedures for Local Comprehensive Planning (Chapter 110-12-1), a Regional Commission is required to prepare a Basic Comprehensive Plan for a local government, upon request, during the community’s regular planning due date cycle at no additional cost to the local government.

The request for assistance was submitted in writing to the Atlanta Regional Commission (ARC) on January 12, 2020 with a reply response to assist on January 13, 2020.

To begin the update process, the City is required to enter into an agreement with the ARC to delineate the roles and responsibilities of the comprehensive plan update. *(See attached Development of Local Comprehensive Plan Agreement and Attachment A: ARC Comprehensive Plan Services Scope of Work)*

The sections that the City is required to update include;

1. Needs and Opportunities
2. Community Work Plan (CWP)
3. Report of Accomplishments (ROA)
4. Broadband Element
5. Land Use Element

STAFF RECOMMENDATION(S):

Staff recommends signing the agreement with the ARC.

**DEVELOPMENT OF LOCAL COMPREHENSIVE PLAN
AGREEMENT**

THIS AGREEMENT is made and entered into as of this _____ day of _____, 20____ by and between the Atlanta Regional Commission (ARC) of Atlanta, Georgia, and the City of Clarkston, a political subdivision of the State of Georgia.

WITNESSETH:

WHEREAS, the Regional Commissions were created by the State of Georgia in order to assist local governments on a regional basis and to develop, promote, and assist in establishing coordinate and comprehensive planning in the state; and

WHEREAS, as the Regional Commission for the 10-county Atlanta Region, ARC has been mandated to undertake certain regional responsibilities under the Georgia Planning Act of 1989 (as amended), and does agree to perform prescribed services to local governments; and

WHEREAS, the City of Clarkston is required to update its Local Comprehensive Plan by October 31, 2021, according to the schedule set by the Georgia Department of Community Affairs (DCA); and

WHEREAS, the City of Clarkston has requested assistance from ARC to update its Local Comprehensive Plan under the requirements set by the Minimum Standards and Procedures for Local Comprehensive Planning found in Chapter 110-12-1 of the DCA Rules, under the Georgia Planning Act (as amended); and

WHEREAS, ARC and the City of Clarkston believe it is mutually beneficial of both parties that the City of Clarkston, as part of the ARC, has a Local Comprehensive Plan; and

WHEREAS, ARC agrees to provide assistance for development of the City's update of its Local Comprehensive Plan:

NOW, THEREFORE, in consideration of the premises and of the mutual covenants herein contained, and for other good and valuable consideration, the parties hereto agree as follows:

1. Duties of the ARC. In addition to those services outlined in Attachment A: Scope of Work, attached hereto and incorporated by reference herein, ARC agrees to perform the following services:
 - a. Provide a project manager for the project, to coordinate with the local government point of contact and ensure that the project is moving forward in a timely manner.
 - b. Attend Project Management Team meetings with local government staff.
 - c. Update the existing Community Vision and/or Goals from the existing Comprehensive Plan.
 - d. Complete an analysis of the Needs and Opportunities facing the community.
 - e. Update the Land Use Element.
 - f. Provide input on the new Five-Year Community Work Program developed by local

- g. government staff.
 - g. Provide input on the Capital Improvement Element (CIE) Annual Update developed by local government staff (only if the community already has an approved CIE)
 - h. Review any adopted HUD Consolidated Plan, Local Comprehensive Transportation Plan, ARC's Regional Transportation Plan/Transportation Improvement Program (RTP/TIP), and other plans as needed.
 - i. Present at, attend, or support the two (2) required public hearings (one at kick-off and one prior to transmittal for regional and state review).
 - j. Facilitate a maximum of three (3) Steering Committee meetings.
 - k. Facilitate a maximum of one (1) public meeting.
 - l. Provide an online public engagement portal and/or survey, hosted by ARC, to solicit plan input, if requested by the local government.
 - m. Provide language for official public hearing notices, if requested by the local government.
 - n. Provide advertisement and other public involvement materials, if requested.
 - o. Prepare and present a final plan presentation.
 - p. Complete any plan revisions requested by DCA following the regional and state review.
 - q. Prepare the final plan document and other requested supporting materials to document community feedback.
2. Duties of the City of Clarkston. In addition to those duties outlined in Attachment A: Scope of Work, the City of Clarkston agrees to perform the following duties:
- a. Provide a dedicated and responsive point of contact throughout the process, to coordinate with ARC staff and ensure that the project is moving forward in a timely manner.
 - b. Participate as a team member on the Project Management Team.
 - c. Complete a Report of Accomplishments showing the current status of each item in the Community Work Program from the existing Comprehensive Plan.
 - d. Develop a new Five-Year Community Work Program, with ARC input.
 - e. Update the Capital Improvement Element (CIE) Annual Update (only if the community already has an approved CIE), with ARC input.
 - f. Provide ARC a list of Steering Committee members, which must include a member of the governing authority (elected official) and representative of the local economic development community.
 - g. Provide a schedule for Steering Committee meetings, with ARC input.
 - h. Promote public awareness and invitations to Steering Committee and public meetings.
 - i. Provide locations for Steering Committee and public meetings that have heat/air conditioning, water, and electricity.
 - j. Provide any food or beverages for Steering Committee and public meetings.
 - k. Post and conduct public hearings as required by the City's existing procedures.
 - l. Provide timely notice to ARC of local government meetings that ARC staff should attend.

- m. Provide ARC with submittal deadlines for relevant City boards and committees at the beginning of the process.
- n. Ensure that the following timelines are met, in order for ARC to guarantee that the City will meet its DCA-designated Plan Update deadline and maintain Qualified Local Government (QLG) status with DCA:
 - 1. Schedule a date for the First Required Public Hearing, as defined at Ch. 110-12-1-.04(1)(a) of the Minimum Standards and Procedures for Local Comprehensive Planning, within thirty (30) days of the signing of this Agreement (note that the meeting itself does not have to occur within those 30 days).
 - 2. Identify and confirm Steering Committee members within thirty (30) days of the signing of this Agreement.
 - 3. Schedule a date for the first Steering Committee meeting within thirty (30) days of the signing of this Agreement (note that the meeting itself does not have to occur within those 30 days).
 - 4. Schedule the Second Public Hearing, as defined at Ch. 110-12-1-.04(1)(c) of the Minimum Standards and Procedures for Local Comprehensive Planning, on a date that provides sufficient time for the City to transmit the final draft Plan Update to ARC to begin the regional and state review, no later than September 1, 2021.

3. Time of Performance, Amendments, Modifications.

- a. This Agreement shall become effective upon execution by both parties and remain in effect until the completion of the project or termination by of the parties as provided below. Notwithstanding anything to the contrary herein, in no event shall the term of this Agreement exceed two (2) years from the effective date.
- b. Either party may terminate this Agreement upon sixty (60) days' written notice to the other parties, provided that the party requesting termination has provided notice and sufficient opportunity for remedy.
- c. Either party may request changes to this Agreement at any time by written notice to the other party's signatory of this Agreement. Such changes as are mutually agreed upon by and between the parties shall be incorporated in written amendments to this Agreement and executed in the same manner as this Agreement. This Agreement may only be modified by an instrument in writing executed by the City of Clarkston and ARC. Notwithstanding the foregoing, the City of Clarkston and ARC acknowledge that this Agreement may be revised or refined from time to time during its term. The parties agree to cooperate with each other by executing such documents as may be necessary to evidence such mutually agreeable modifications and refinements.

4. Rights in Documents, Materials, and Data Produced. For the purposes of this Agreement, 'data' includes, but is not limited to, writings, sound recordings, photographs, films, videotapes, or other graphic representations and works of a similar nature. The City of Clarkston and ARC shall have the right to use same without restriction or limitation and without compensation to the other parties of the Agreement.

IN WITNESS WHEREOF, the parties have hereto executed this Agreement as of the date first above written.

Atlanta Regional Commission (ARC)

Attested, Assistant Secretary

Douglas R. Hooker, Executive Director

Witness:

The City of Clarkston

Municipal Clerk

Hon. Beverly Burks, Mayor

Approved as to Form:

City Attorney

Approved:

Attachment A:

ARC Comprehensive Plan Services Scope of Work

Pursuant to the 2012 update to the Georgia Department of Community Affairs (DCA) Minimum Standards and Procedures for Local Comprehensive Planning (Chapter 110-12-1), a Regional Commission is required to prepare a Basic Comprehensive Plan for a local government, upon request, during the community's regular planning due date cycle. At no additional cost to the local government, ARC will produce/provide the following for local governments:

- A Project Manager for the project
- Revisions to the existing Community Vision or Goals from the existing Comprehensive Plan
- An analysis of the Needs and Opportunities facing the community, using ARC resources, local data, and input from community stakeholders
- An updated Land Use Element with Character Areas or standard future land use classifications
- A review of any adopted HUD Consolidated Plan, Local Comprehensive Transportation Plan, and ARC's Regional Transportation Plan/Transportation Improvement Program, and other plans as needed
- Presentations/support/attendance at the two (2) required public hearings (one at kick-off and one prior to transmittal for regional and state review)
- A maximum of three (3) steering committee meetings facilitated by ARC staff, at no cost, at a location provided by the local government
- A maximum of one (1) public meeting facilitated by ARC staff, at no cost, at a location provided by the local government
- An online public engagement portal and/or survey hosted by ARC, if requested
- Language for official public hearing notices, if requested
- Advertisement and other public involvement materials to meet the above requirements
- A final plan presentation
- Any plan revisions required by DCA following the regional and state review
- The final plan and other documents from the process
- Assurance that the local government meets its DCA-designated Qualified Local Government (QLG) deadline if (a) the request for assistance is made to ARC in writing at least 12 months before the QLG deadline and (b) the first Steering Committee is held within 10 months of the QLG deadline.

To ensure that the plan meets the needs of the local government and DCA's requirements, the local government requesting this service will be responsible to produce/provide the following:

- A dedicated and responsive point of contact throughout the process, to coordinate with ARC staff and ensure that the project is moving forward in a timely manner
- A Report of Accomplishments showing the current status of each item in the Community Work Program from the existing Comprehensive Plan

- A new Five-Year Community Work Program, with ARC input
- A Capital Improvement Element (CIE) Annual Update (only if the community already has an approved CIE), with ARC input
- A list of stakeholders for the required Steering Committee
- A schedule for Steering Committee meetings, with ARC input
- Public awareness and invitations to Steering Committee and public meetings
- Locations for public meetings that have heat/air conditioning, water, and electricity
- Any food or beverages for Steering Committee and public meetings
- Posting of notices of public hearings as required by the community's existing procedures
- Timely notice to ARC of local government meetings that ARC staff should attend
- Notice to ARC, at the beginning of the process, of submittal deadlines for relevant local government boards and committees
- Assurance that the following timelines are met, in order for ARC to guarantee that the Local Government will meet its DCA-designated Plan Update deadline and maintain Qualified Local Government (QLG) status with DCA:
 - Schedule a date for the First Required Public Hearing, as defined at Ch. 110-12-1-.04(1)(a) of the Minimum Standards and Procedures for Local Comprehensive Planning, within 30 days of the signing of the Agreement (*note that the meeting itself does not have to occur within those 30 days*).
 - Identify and confirm Steering Committee members within 30 days of the signing of the Agreement.
 - Schedule a date for the first Steering Committee meeting within 30 days of the signing of the Agreement (*note that the meeting itself does not have to occur within those 30 days*).
 - Schedule the Second Public Hearing, as defined at Ch. 110-12-1-.04(1)(c) of the Minimum Standards and Procedures for Local Comprehensive Planning, on a date that provides sufficient time for the Local Government to transmit the final draft Plan Update to ARC to begin the regional and state review, no later than 60 days before the QLG deadline.

If the local government seeks to use consultants during the update, ARC will coordinate only with the primary local government contact and will only provide the items listed above to the local government.

CITY OF CLARKSTON

ITEM NO: G7

CLARKSTON CITY COUNCIL MEETING

HEARING TYPE:
Council Worksession

BUSINESS AGENDA / MINUTES

ACTION TYPE:
Discussion - Award
Low Bid

MEETING DATE: DECEMBER 1, 2020

SUBJECT: Award Weekly Curbside Recycling Collections Services to the lower bidder – Latham Home Sanitation

DEPARTMENT: City Administration

PUBLIC HEARING: YES NO

ATTACHMENT: YES NO
Pages: 20

INFORMATION CONTACT: ROBIN I. GOMEZ
PHONE NUMBER: 404-296-6489

PURPOSE:

Award the weekly Curbside Recycling Services to the low bid presented by Latham Home Sanitation at \$5.25 per unit per month.

NEED/IMPACT:

The City of Clarkston issued a RFP (request for proposals) on July 24 soliciting proposals from qualified firms to establish a City-wide, single-stream curbside recycling collection service for single-family dwellings and small commercial entities in the corporate limits of Clarkston.

On August 14, we received the following 2 proposals listing the monthly rate per unit for weekly curbside recycling collection:

Contractor	Bid Amount
Latham Home Sanitation	\$5.25/month-weekly
Waste Pro	\$7.49/month-weekly \$6.40/month bi-weekly

Latham’s proposal is an 18 gallon container while Waste Pro’s is a 65 gallon cart with an alternative of a bi-weekly collection in a 95 gallon cart.

We are strongly recommending Latham’s service with the 18 gallon container to maximize the efficiency and effectiveness of curbside recycling so our residents properly recycle paper, plastics, aluminum/steel cans, and cardboard. Latham is planning to begin Curbside recycling on Monday, January 4, 2021 (bin distribution and related information to occur in the final week of Dec 2020). The City will similarly issue notices through all our media of the impending weekly (on Monday’s) recycling collection.

RECOMMENDATION

Award City of Clarkston weekly curbside recycling services to Latham Home Sanitation for a three-year beginning Jan 4, 2021, ending Dec 31, 2023.

Latham Home Sanitation Co., Inc.

P.O. Box 515 • Loganville, GA 30052 • 770-554-0455

August 14, 2020

City of Clarkston City Manager's Office
Attn: Robin I. Gomez
1055 Rowland Street
Clarkston, GA 30079

Re: Request for Proposal #02-20 Curbside Recycling Services

Dear Mr. Gomez,

Latham Home Sanitation Company, Inc. (LHS) is pleased to submit the following response for the exclusive privilege of providing recycling collection to the City's 1,070 residential units. **LHS has carefully reviewed the City of Clarkston's Request for Proposal #02-20, and we are prepared to implement, without hesitation, the Solicitor's terms and conditions outlined in the RFP.**

LHS is confident our company possesses the knowledge and experience to be a qualified proposer. Our Vice President and Operations Manager have separately driven Clarkston routes and personally evaluated exactly what is necessary to best serve the city. They have coordinated to draft the most efficient, cost effective, and dependable strategies available, which comes from **over 46 years of continuous local operational experience in curbside collection.** Our references will attest to our impeccable reputation and customer service record. Our current scope of services will demonstrate to the city's leadership our company's ability to meet and exceed the desired objectives outlined and itemized in the RFP.

To the best of our knowledge, all aspects of the Request for Proposal #02-20 have been adequately addressed. Upon evaluation of our proposal, we will clarify any questions and resolve all concerns with you and the City of Clarkston's administration. LHS acknowledges it is solely responsible for all operating costs associated with the collection, transportation, and disposal of single stream recycling for the City of Clarkston. Upon award, LHS will continue to make every effort to ensure the recycling collection program remains a successful endeavor and positive experience for the city's citizens.

Please accept the following proposal for your review.

Sincerely Submitted



Barbara Jarvis
President
1756 Hampton Place Suite B
Loganville, GA 30052

Telephone #: 770-554-0455
Facsimile #: 770-554-2383

"Your Recycling Specialist"

Scope of Services

GENERAL REQUIREMENTS

LHS is fully prepared to serve all residential units within the established designated service area once a week with curbside collection of recycling materials. We will deliver collected materials to Welcome All Transfer Station, a licensed MRF, for proper distribution to a processing facility. As outlined in the RFP and advised by Waste Management, a large percentage of recycling collected ends up in a landfill due to contamination. To combat this contamination problem, LHS plans to use 18-gallon recycling containers. Smaller containers promote better inspection of materials, resulting in less contamination & a higher percentage of acceptable recycling commodities. All residents shall receive 18-gallon recycling tubs 1-2 weeks prior to the contracted start date. Education materials and collection schedules will be included with these tubs. Our office regularly creates and distributes required reports as contractually obligated in current cities; therefore, we anticipate no difficulties in meeting the City's mandated reporting requirements.

COLLECTION VEHICLE EQUIPMENT

LHS uses refurbished trucks in our fleet, which means that we have gone through the entire inner workings of a used truck, completely gutted everything that is sub-par, and made the truck like new again. We plan to utilize a rear-loader from our current fleet. Upon successful award of the contract, LHS will provide the City with all vehicle information, including year, make, model of the chassis and body, registration, and license number. In accordance with state guidelines, all of our trucks are insured, titled and registered in the State of Georgia, operate within the allowable weights, are maintained in proper working order, and are secured to prevent any leakage of fluids or littering of materials.

LHS currently uses a GPS tracking system supported by Verizon Connect. All trucks are also equipped with two-way communications devices, first aid kits, approved fire-extinguishers, warning flashers, back-up/reverse alarms, and cleaning materials for removing spills.

COLLECTION VEHICLE EQUIPMENT

In accordance with the RFP, LHS will provide a route supervisor to oversee the recycling route driver servicing the City. Our Operations Manager, Bear Keeling, will serve as the route supervisor and address customer concerns, complaints, and accolades each day. Currently, Bear oversees all of our city contracts. Please refer to his included resume under Tab 3, as it attests to his long-standing experience with our company.

COLLECTION DAY AND HOURS/HOLIDAYS

As required in the RFP, the collection, transportation, and processing of recycling will occur on Mondays between the hours of 8:30 am and 5:00 pm. By consolidating all collection to just one day for the residents, LHS maximizes resident participation. Furthermore, Monday collection minimizes schedule confusion by reducing the number of days materials are set out in the collection zone. Once a week service on Mondays creates a more aesthetically pleasing environment and reduces our carbon footprint.

LHS observes Thanksgiving Day and Christmas Day as holidays and does not operate in any of our contracted cities on these days. LHS would prefer to operate business as usual on all other holidays; however, we will also honor the City's preferences over our own if this proposed schedule differs.

In the event that an observed holiday falls on a collection day, we will coordinate our collection schedule with the City's solid waste collection contractor. LHS currently sub-contracts several cities with Advanced Waste Disposal as well as Waste Management. Collaboration with larger companies is part of our normal routine, and we foresee no challenges in a coordinated effort to best serve the City and its residents.

SEVERE WEATHER

LHS understands the City's stipulations regarding directives to suspend collection due to inclement weather and is prepared to comply with the City's orders. However, LHS shall maintain the ability to make decisions to safeguard our equipment and employees. Therefore, LHS reserves the right to temporarily delay collections on any given day in the event of short-term inclement weather. Following each temporary delay, LHS will resume daily operations and complete the route once the threat of inclement weather has passed. In the event that collections are suspended over several days due to ice or other long-term weather issues, we will resume collections on an alternate day both agreed upon by the City and LHS.

MISSED COLLECTIONS

As outlined in the RFP, LHS agrees to pick up all missed collections within the City's allotted time frame. All complaint calls and notices of missed collection will be reported to our Chief Operations Manager/Route Supervisor who directly communicates to our truck and crew. By streamlining the communication process, LHS ensures prompt collection of all legitimate skips within the 24-hour time frame.

COMPLAINT HANDLING

All missed collection concerns/complaints received by the City will be directly reported to our Chief Operations Manager/Route Supervisor, Bear Keeling. Please refer to the sections titled 'Missed Collections' above, 'Key Staff' located in Tab 3, and staff resumes located in Tab 4 of this proposal.

PUBLICITY, PROMOTION, AND EDUCATION

LHS routinely publishes and distributes education materials in our currently contracted cities. Before distributing education materials, LHS will submit a draft to the City for approval. Please refer to samples of past education materials in Tab 4 of this proposal. In addition to education flyers, LHS will also create and distribute "education tags" to be left by respondent crews for all non-recyclable materials rejected and left at the curb.

WEIGHING OF LOADS

LHS currently keeps accurate records of our dump tickets for our routes and foresees no difficulties in providing those for the City of Clarkston. These dump tickets are kept on file in our office and can be made available upon request by the City.

MATERIAL TRANSPORTATION

LHS will be transporting all recyclable materials collected in the City of Clarkston to the following Materials Recovery Facility (MRF):

Welcome All Transfer Station, MRF

Facility Phone Number: (404) 761-9464

Facility Address:

5225 Welcome All Road
College Park, Georgia 30349

Contact Person:

Ric Jarvis- (770) 554-0455

MATERIAL RECOVERY

All collected recyclables will be processed at a licensed Materials Recovery Facility (MRF). After loading and sorting, the products are baled. The separate commodities retain their original identity. The baled commodities are then sold to various secondary markets. We anticipate utilizing the following facility:

Pratt Industries

Facility Phone Number: (770) 922-4888

Facility Address:

1800 Sarasota Business Parkway
Conyers, Georgia 30013

Contact Person:

Dawn Smith- (404) 218-3650

In the event that our primary processing facility is inaccessible or unable to receive recyclable materials, LHS will use the following back-up locations:

WestRock

Facility Phone Number: (770) 448-2193

Facility Address:
384 Maltbie Street
Lawrenceville, Georgia 30046

Contact Persons: Stephen Klein- (678) 832-9537
John Gress- (404) 754-7635

Attaway Recycling

Facility Phone Number: (478) 414-1675

Facility Address:
150 Dundee Drive
Milledgeville, Georgia 31061

Contact Person: Matt Attaway- (478) 456-8468

Over the years, LHS has sought to establish a reputation for outstanding service and integrity. We bring that reputation to the City of Clarkston. The City has our assurance that ALL recyclables are hauled to facilities legally empowered to accept them.

LACK OF ADEQUATE MARKET DEMAND

In the event the market demand for a particular recyclable material ceases to exist or becomes economically unfeasible to continue collection, processing, or marketing of that particular recyclable material, LHS will give as much advance notice as possible to the City. LHS reserves the right to edit, add, and eliminate any commodity on the current list of acceptable products to reflect any changes dictated by the processor. Both LHS and the City will agree in writing that it is no longer appropriate to collect such items before collection ceases.

RECORDS AND REPORTS

LHS acknowledges the City of Clarkston requires accurate documentation of all tonnage collected and recycled. We have thoroughly reviewed the requirements outlined in the RFP. All information requested regarding monthly and annual reports can be easily reconciled. Specifically, when our trucks unload at the transfer station, each driver receives a dump ticket recording his gross, tare, and net tonnage. These tickets are collected daily and turned into our home office, where they are sorted by city. Each month, our office calculates and composes a total tonnage report for the City. Copies of the daily dump tickets are also given with each report. We are prepared to submit monthly reports no later than the 30th of the following month as well as an annual report by January 31 of each year that includes the following:

- Total quantities of recyclable materials collected in tons
- Net quantities of materials marketed in tons
- Complaint log noting location, problem, and resolution
- Log of all addresses where “education tags” were left

ANNUAL PERFORMANCE REVIEW MEETING

LHS welcomes the opportunity to meet with the City of Clarkston on an annual basis to review reports including collection/participation rates, market trends, over-all contractor performance, and all other information pertinent to a successful recycling operation.

RECYCLING CONTAINERS

As outlined in the RFP and advised by Waste Management, a large percentage of recycling collected ends up in a landfill due to contamination. To combat this contamination problem, LHS plans to utilize 18-gallon recycling collection containers. Smaller containers promote better inspection of materials, resulting in less contamination & a higher percentage of acceptable recyclables. Our employees are highly familiar with our curbside collection program utilizing 18-gallon bins. These 18-gallon containers will be delivered to the residents 1-2 weeks prior to the start date as well as education materials and collection schedules.

COMPENSATION/PAYMENT TERMS

LHS will provide the City of Clarkston with a monthly invoice by the 20th of each month either electronically, via mail, or both according to the City’s preference. The City will pay LHS within 30 days of receipt. Please refer to our proposed pricing schedule located in Tab 4 of this proposal.

REVENUE SHARING

Current market conditions for single-stream recycling commodities are **-\$60.00** per ton. Due to the negative market, revenue sharing is not feasible at this time. If and when recycling incentives return to the market, LHS is fully prepared to discuss revenue sharing with the City.

TERM OF CONTRACT

LHS is prepared to serve the City of Clarkston under an initial three year contract with a possible two year renewal option as outlined in this proposal.

Experience & Qualifications

COMPANY HISTORY

LHS was established in 1974. We were and remain a privately owned and operated solid waste service and recycling collection company. It is a family owned business, and we do not have a parent company. LHS is a certified E-Verify company, Fulton County Minority Female Business Enterprise, City of Atlanta Small Business Enterprise, City of Atlanta Female Business Enterprise, and a Drug-Free workplace. Certifications may be found in Tab 4 following our Company Information Form.

LHS primarily seeks to maintain the satisfaction of our contracted cities. **While large corporations focus on numbers and growth, we focus on quality of service and our relationship with our customers and clients.** We are a home-grown company, deeply rooted in the metro Atlanta area. **LHS is one of the oldest privately owned garbage collection companies in the metro Atlanta area.** Our leadership in its entirety was raised in metro Atlanta, and we still call it home today. We are thoroughly devoted to maintaining our business relationships and determined to serve to see this area prosper.

All of our operations are locally based. **We do not outsource any of our calls to a call center, but choose instead to filter all of our communications through one home office and our Chief Operations Manager.** This personal attention to every one of our contracted cities sets us apart from large, impersonal companies.

LHS has an abundance of experience in the industry, and we have helped several cities transition from a previous hauler to our services. In the cities of Loganville, Snellville, Lula, Lilburn, Stone Mountain, Madison, Avondale, and Covington, we single handedly executed the changeover with a seamless roll out. In four of those cities, not only were we solely responsible for the transition period, but also established and developed all routing for an efficient collection schedule. In the City of Decatur, one of the state's largest recycling participating population, we assisted residents with the education and adjustment excluding glass from the single stream collection. Historically, LHS has succeeded in several ventures resulting in skills that directly apply to the City of Clarkston's project. Every city has their own culture and expectations. LHS ventures to meet and exceed those expectations, adapting to the culture of each city we serve. We are confidently equipped to adequately handle the transition, adjustment, and execution of this bid in a manner prescribed herein.

COMPANY EXPERIENCE

LHS has been in operation for almost 46 years. At present, LHS has 14 existing Municipal contracts that provide ample evidence of our company's ability, capability, and skill to perform curbside recycling service on behalf of the City of Clarkston in the quality and manner prescribed in the RFP. Our current contracts include:

- The City of Lawrenceville Recycling Service beginning in April 2002 until present.
- The City of Madison Recycling Service beginning in December 2003 until present.

- The City of Berkeley Lake Yard Trash Collection and Recycling Service beginning in September 2004 until present.
- The City of Atlanta Scrap Tire Recycling Service beginning in December 2004 until present.
- The City of Social Circle Recycling Service beginning in January 2005 until present.
- The City of Avondale Estates Recycling Service beginning in July 2007 until present.
- The City of Lilburn Yard Trash Collection and Recycling Service beginning in July 2009 until present.
- The City of Sugar Hill Recycling Service beginning in November 2009 until present.
- The City of Oxford Solid Waste and Recycling Service beginning in beginning in July 2012 until present.
- Fulton County Libraries, Government Buildings, Senior Citizen Centers, and Parking Lots Solid Waste and Recycling Collection beginning in April 2015 until present.
- The City of Loganville Yard Trash/Bulk Item Collection and Solid Waste and Recycling Service beginning in October 2015 until present.
- The City of Snellville Yard Trash/Bulk Item Collection and Solid Waste and Recycling Service beginning in July 2016 until present.
- The City of Covington Solid Waste and Recycling Services and Yard Trash/Bulk Item Collection beginning November 2019 until present.
- Dekalb County Scrap Tire Recycling Service beginning in February 2020 until present.

KEY STAFF

LHS offers our best personnel to the City of Clarkston's account with a collective total of almost 100 years of curbside collection experience. The key staff assigned to this project are:

- **Barbara Jarvis, President**- Barbara will personally track numbers, submit reports, and handle all billing and invoicing for the City of Clarkston.
- **Ric Jarvis, Vice-President**- Ric will be in charge of all equipment purchasing decisions that may indirectly benefit this contract.
- **Bear Keeling, Chief Operations Manager**- Bear will oversee all operations concerning the City and will serve as the Route Supervisor. He will also set routes and personally manage all customer relations. During the initial rollout, Bear will oversee all implementation of services and manage the crews assigned to the City of Clarkston. He will communicate all skipped addresses to the trucks, follow up with each individual resident to quickly resolve any collection issues, and spot check the quality of service regularly.

Please refer to our key staff's resumes included in Tab 4 of this proposal.

REFERENCES

LHS submits four contacts of reference to attest to our excellent reputation for service and customer satisfaction. More references can be furnished upon request.

The City of Snellville

Contact Person: Gaye Johnson, Director of Public Works
Address: 2941 Mairgold Road, Snellville, GA 30078
Phone Number: (770) 985-3527
Email Address: gjohnson@snellville.org

The City of Madison

Contact Person: David Nunn, City Manager
Address: PO Box 32, Madison, GA 30650
Phone Number: (706) 342-3454
Email Address: dnunn@MadisonGA.com

The City of Sugar Hill

Contact Person: Steve Edwards, Mayor
Address: 5039 West Broad Street, Sugar Hill, GA 30518
Phone Number: (770) 560-4025
Email Address: stevedwards@cityofsugarhill.com

Advanced Disposal

Contact Person: Matt Nicholos, Manager
Address: 5374 Goshen Springs Road, Norcross, GA 30093
Phone Number: (404) 391-6793
Email Address: Matt.nicholos@advanceddisposal.com

INSURANCE REQUIREMENTS

LHS meets all applicable insurance requirements as outlined in the RFP and has provided certificates in Tab 4 of this proposal.



COMPANY/FIRM INFORMATION

Company Legal/Corporate Name: Latham Home Sanitation Company, Inc.

Doing Business as (if different than above): _____

Address: P O Box 515 7756 B Hampton Place

City: Loganville State: GA Zip: 30052

Phone: 770-554-0455 Fax: 770-554-2383

Office: barbara_latham@att.net
E-Mail Address: Operations: bearkeeling@gmail.com

Website: LathamHomeSanitation.com

Remit to Address (if different than above)

Address: P O Box 515

City: Loganville State: GA Zip: 30052

Contact for Questions about this response:

Bear Keeling- Operations Manager 404-319-3131
NAME: Barbara Jarvis-President- 770-554-0455

Ric Jarvis- Vice President- 678-283-0880

Phone: _____ E-Mail Address: ricjarvis@gmail.com
bearkeeling@gmail.com

Day-to-Day Contact (if awarded): barbara_latham@att.net

NAME: Barbara Jarvis Office # 770-554-0455---Clerical Contact
Bear Keeling-Operations # 404-319-3131

Phone: _____ E-Mail Address: barbara_latham@att.net
bearkeeling@gmail.com

XX Certified Small Business; Certifying Agency: Fulton County-Minority/Female Business
City of Atlanta SBE
City of Atlanta FBE



XX Certified Minority, Woman, or Disadvantaged Business Enterprise

Certifying Agency: Fulton County, Georgia

RESPONSE CERTIFICATION

By Signing and Submitting this Response, the Company/Firm certifies that:

- a. It is under no legal prohibition to contract with the City of Clarkston.
- b. It has read, understands, and is in compliance with the specifications, terms and conditions stated herein, as well as its attachments, and any referenced documents.
- c. It has no known, undisclosed conflicts of interest.
- d. No offer of gifts, payments, or other consideration were made to any City employee, officer, elected official, or consultant who has or may have had a role in the procurement process for the services and/or goods/materials covered by this agreement/contract.
- e. It understands the City of Clarkston may copy all parts of this response, including without limitation any documents and/or materials copyrighted by the respondent, for internal use in evaluating respondent's offer, or in response to a public/open records request pursuant to Georgia Code and/or Federal Freedom of Information Act.
- f. Respondent hereby warrants to the City that the respondent and each of its subcontractors will comply with, and are contractually obligated to comply with all Federal Immigration Laws and regulations that related to their employees.
- g. Respondent certifies that they have not been debarred by any Federal or public agency.
- h. It is current on any and all obligations due the City.
- i. It will accept such terms and conditions in a resulting agreement/contract if awarded by the City.
- j. The signatory is an officer or duly authorized agent of respondent with full power and authority to submit binding offers for the services specified herein.

ACCEPTED AND AGREED TO:

Company Name: Latham Home Sanitation Company, Inc.

Signature: *Barbara Latham Jarvis*

Printed Name: Barbara Latham Jarvis

Title: President

Date: August 12, 2020



Department of Purchasing & Contract Compliance

Mario Avery, MBA, MCA
Interim Contract Compliance Administrator

Suite 1166
130 Peachtree Street, S.W.
Atlanta, GA 30303
www.fultoncountyga.gov

Main: (404) 612-6300

April 10, 2019

Ms. Barbara Latham
Latham Home Sanitation Company, Inc.
7756 B Hampton Place
P.O. Box 515
Loganville, GA 30052

Dear Ms. Latham:

The Fulton County Office of Contract Compliance has reviewed your application for Minority/Female Business Enterprise ("MFBE") recertification. Based on our evaluation of the information submitted, your firm has met the requirements for certification renewal.

Your firm's certification will last for a period of two (2) years beginning with the effective date of this letter. You may apply for recertification as a MFBE three months prior to the certification expiration date. Failure to recertify your company within six (6) months after certification has expired will require your company to repeat the certification process in its entirety. If at any time during your certification period there is a change in management, ownership or control of your firm, you are required to update your firm's profile. If your firm relocates during the certification period please update your profile as well. Failure to maintain accurate information on your firm may result in removal of your firm from the Minority/Female Business Enterprise (MFBE) Directory.

If you have any questions or require further assistance, please feel free to contact our office at (404) 612-6300. We wish you continued success in your business endeavors.

Sincerely,

Mario Avery
Interim Contract Compliance Administrator



CITY OF ATLANTA

SUITE 1700
55 TRINITY AVENUE, SW
ATLANTA, GA 30303
(404) 330-6010 Fax: (404) 658-7359
Internet Home Page: www.atlantaga.gov

OFFICE OF CONTRACT COMPLIANCE

Larry Scott
Director
lscott@atlantaga.gov

Kasim Reed
Mayor

March 1, 2017

Ms. Barbara L. Jarvis
Latham Home Sanitation Company, Inc.
7756 B. Hampton Place
Loganville, GA 30052

ANNIVERSARY DATE: January 14

Dear Ms. Jarvis:

Your firm has been certified as a(n) **Small Business Enterprise (SBE)** with the City of Atlanta's Small Business Opportunity Program (SBO). Your company's certification will last for a period of five (5) years from the date on this certification letter. Certification entitles your firm to be included in SBO plans submitted by contractors bidding on City of Atlanta projects.

Your company's certification lasts five (5) years; however, it is contingent upon the company maintaining its eligibility every two years through this office. You will receive a notice to submit an **Affidavit of No Change** approximately six (6) weeks prior to the deadline for submission. **The Affidavit of No Change must be completed, signed, and returned to our office before your anniversary date in order to continue your company's eligibility as an SBE.**

As a certified firm, you are required to notify the Office of Contract Compliance if the ownership or control of your firm changes or if your office relocates outside of the twenty-county Atlanta Regional Development Commission (ARDC) area. Failure to provide this notification, in writing, may result in your firm being removed from the Small Business Opportunity Register.

We welcome you to the City of Atlanta's Small Business Opportunity Program.

Sincerely,

Larry Scott, Director
Mayor's Office of Contract Compliance

LS/mp

Certification #: 2017-22-039

Supplier ID #: 901383

Phone #: (770) 554-0455

Fax #: (770) 554-2383

Business: Solid waste collection, materials recovery and recycling



CITY OF ATLANTA

SUITE 1700

55 TRINITY AVENUE, SW

ATLANTA, GA 30303

(404) 330-6010 Fax: (404) 658-7359

Internet Home Page: www.atlantaga.gov

OFFICE OF CONTRACT COMPLIANCE

Larry Scott

Director

lscott@atlantaga.gov

Kasim Reed
Mayor

January 14, 2016

Ms. Barbara L. Jarvis
Latham Home Sanitation Company, Inc.
7756 B. Hampton Place
Loganville, GA 30052

ANNIVERSARY DATE: Annually on January 14

Dear Ms. Jarvis:

Your firm has been certified as a(n) **Female Business Enterprise (FBE)** with the City of Atlanta's Equal Business Opportunity Program (EBO). Your company's certification will last for a period of five (5) years from the date on this certification letter. Certification entitles your firm to be included in EBO plans submitted by contractors bidding on City of Atlanta projects.

Your company's certification lasts five (5) years; however, it is contingent upon the company maintaining its eligibility annually through this office. You will receive a notice to submit an **Affidavit of No Change** approximately six (6) weeks prior to your company's anniversary date. **The Affidavit of No Change must be completed, signed, and returned to our office before your anniversary date in order to continue your company's eligibility as a FBE.**

As a certified firm, you are required to notify the Office of Contract Compliance if the ownership or control of your firm changes or if your office relocates outside of the twenty-county Atlanta Regional Development Commission (ARDC) area. Failure to provide this notification, in writing, may result in your firm being removed from the Equal Business Opportunity Register.

We welcome you to the City of Atlanta's Equal Business Opportunity Program.

Sincerely,

Larry Scott, Director
Mayor's Office of Contract Compliance

LS/rs

Certification #: 2016-21-029

Supplier ID #:901383

Phone #:(770) 554-0455

Fax #:(770) 554-2383

Business: Solid waste collection, materials recovery and recycling.

STATE OF GEORGIA

Secretary of State

Corporations Division

313 West Tower

2 Martin Luther King, Jr. Dr.

Atlanta, Georgia 30334-1530

Annual Registration

Electronically Filed

Secretary of State

Filing Date: 05/12/2020 11:33:14

BUSINESS INFORMATION

BUSINESS NAME : LATHAM HOME SANITATION COMPANY, INC.
CONTROL NUMBER : J607735
BUSINESS TYPE : Domestic Profit Corporation
ANNUAL REGISTRATION PERIOD : 2020, 2021

BUSINESS INFORMATION CURRENTLY ON FILE

PRINCIPAL OFFICE ADDRESS : 7756 B HAMPTON PL, LOGANVILLE, GA, 30052, USA
REGISTERED AGENT NAME : Barbara L Jarvis
REGISTERED OFFICE ADDRESS : 7756 B Hampton Place, Loganville, GA, 30052, USA
REGISTERED OFFICE COUNTY : Walton

OFFICER	TITLE	ADDRESS
BARBARA L. JARVIS	Secretary	7756 B HAMPTON PL, LOGANVILLE, GA, 30052, USA
BARBARA LATHAM JARVIS	CEO	7756 B HAMPTON PL, LOGANVILLE, GA, 30052, USA
RICHARD F JARVIS	CFO	7756 B HAMPTON PL, LOGANVILLE, GA, 30052, USA

UPDATES TO ABOVE BUSINESS INFORMATION

PRINCIPAL OFFICE ADDRESS : 7756 B HAMPTON PL, LOGANVILLE, GA, 30052, USA
REGISTERED AGENT NAME : Barbara L Jarvis
REGISTERED OFFICE ADDRESS : 7756 B Hampton Place, Loganville, GA, 30052, USA
REGISTERED OFFICE COUNTY : Walton

OFFICER	TITLE	ADDRESS
BARBARA L. JARVIS	Secretary	7756 B HAMPTON PL, LOGANVILLE, GA, 30052, USA
BARBARA LATHAM JARVIS	CEO	7756 B HAMPTON PL, LOGANVILLE, GA, 30052, USA
RICHARD F JARVIS	CFO	7756 B HAMPTON PL, LOGANVILLE, GA, 30052, USA

AUTHORIZER INFORMATION

AUTHORIZER SIGNATURE : Barbara L Jarvis
AUTHORIZER TITLE : Officer

FRIENDLY REMINDER FOR THE City of Covington Residents



Service	Acceptable Container or Preparation	Acceptable Materials	Unacceptable Materials
Garbage	Must be bagged and placed inside the LHS cart placed curbside by 6AM	Household garbage	Construction debris, hazardous waste, wet paint, automotive fluids, batteries
Recycling	Must be bagged and placed inside the LHS cart placed curbside by 6AM *Paper and cardboard boxes must be broken down.	Newsprint, aluminum and tin cans, magazines, paper boxes, cardboard, junk mail, office and school paper, and plastics #1-#7.	Glass, plastic trash or shopping bags, cling wrap or flimsy plastic, Styrofoam, plastic straws, wire hangers, laminated or foil paper, wood, or clothing. Items should be free of oils, food particles, and pressure-sensitive adhesives
Yard Waste	Must be bagged, canned, or tied and bundled placed neatly at curbside by 6AM. *Maximum of 6 cubic yards. Bundles can not be greater than 6' in length and limb size must be less than 3" in diameter.	Leaves, grass clippings, pruned branches and sticks or similar	Dirt, plastic bags, whole trees, stumps, and rocks

**P.O. Box 515
Loganville, Ga
(770) 554-0455**

Latham Home Sanitation



Acceptable Recycables

Paper: Newspaper, Junk Mail, Envelopes, Magazines, Catalogs, School Paper, Phone Books, Paperback Books, Kraft Paper



Papel: Periodico, Correo Basura, Sobres, Revistas, Catalogos, Directorio Telefonico, Libro de bolsillo.

Plastics #1-#7
Soda bottles, Water Bottles, Milk Jugs, Detergent bottles.



Plastica #1-#7
Botella de soda, Botella de agua, Jarras de leche, Botella de detergente

Aluminum and Steel cans:
Steel food containers, Empty aerosol cans, Clean metallic lids
Aluminum Beverage cans, Baking Tins, Clean Food containers



Latasa de aluminio y acero:
Contenedores de comida, Lata de aerosol vacia, lata de bebida, latas para hornear

Cardboard:
Must be Broken down and flattened



Cartulina:
debe ser desglosado y aplanado

Common Contaminants/ Contaminantes Comunes

No Styrofoam/Sin espuma de poliestireno
No Wood/ No madera
No Clothes/ Sin Ropa
No Food/ Sin comida



**NO GLASS
SIN VIDRIO**



770-554-0455

FRIENDLY REMINDER FOR THE City of Hapeville Residents

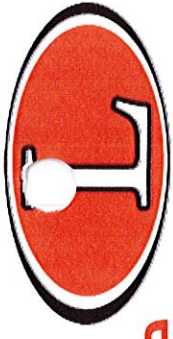


Service	Day	Acceptable Container or Preparation	Acceptable Materials	Unacceptable Materials
Garbage	TUESDAY WEDNESDAY OR THURSDAY	Must be bagged and placed inside the LHS cart placed curbside by 7AM	Household garbage	Construction debris, hazardous waste, wet paint, automotive fluids, batteries
Recycling	EVERY OTHER FRIDAY	Must be bagged and placed inside the LHS cart placed curbside by 7AM *Paper and cardboard boxes must be broken down.	Newsprint, aluminum and tin cans, magazines, paper boxes, card board, junk mail, office and school paper, and plastics #1-#7.	Glass, plastic trash or shopping bags, cling wrap or flimsy plastic, Styrofoam, plastic straws, wire hangers, laminated or foil paper, wood, or clothing. Items should be free of oils, food particles, and pressure-sensitive adhesives
Yard Waste	SAME DAY AS YOUR GARBAGE SERVICE DAY	Must be bagged, canned, or tied and bundled placed neatly at curbside by 7AM. *Maximum of 10 bags, five 35-gallon cans, or 10 bundles. Bundles can not be greater than 3' in length and 6" in diameter.	Leaves, grass clippings, pruned branches and sticks or similar	Dirt, plastic bags, whole trees, stumps, and rocks

Latham Home Sanitation

**P.O. Box 515
Loganville, Ga
(770) 554-0455**

RECORDATORIO AMISTOS O PARA los residentes de la ciudad de Hapeville



Servicio	Día	Recipiente o preparación aceptable	Materiales aceptables	Materiales inaceptables
Basura	MARTES O MIÉRCOLES O JUEVES	Debe ser embolsado y colocado dentro del carro LHS colocado en la acera a las 7AM	Basura del hogar	Residuos de construcción, residuos peligrosos, pintura húmeda, fluidos automotrices, baterías
Reciclaje	CADA OTRO VIERNES	Debe ser embolsado y colocado dentro del carro LHS colocado en la acera a las 7AM *Las cajas de papel y cartón deben estar desglosadas.	Papel periódico, latas de aluminio y estaño, revistas, cajas de papel, cartulina, correo no deseado, papel de oficina y escolar, y plásticos #1-#7	Vidrio, basura plástica o bolsas de compra, plástico transparente, espuma de poliestireno, pajitas de plástico, ganchos de alambre, papel laminado o papel aluminio, madera o ropa. Los artículos deben estar libres de aceites, partículas de alimentos y adhesivos sensibles a la presión.
Desechos de Jardín	EL MISMO DÍA DE SERVICIO DE BASURA	Debe ser embolsado, enlatado o atado y empaquetado cuidadosamente colocado en la acera a las 7AM. *Máximo de 10 bolsas, cinco latas de 35 galones o 10 paquetes. Los paquetes no pueden tener más de 0.9144 metros de largo y 15.24 centímetros de diámetro.	Hojas, recortes de césped, ramas y ramas podadas o similares	Tierra, bolsas de plástico, árboles enteros, tocones y rocas

Latham Home Sanitation

**P.O. Box 515
Loganville, Ga
(770) 554-0455**

Proposed Price Sheet

Once per week residential recycling collection with an 18 gallon container

\$ 5.25/100 per house/per month*

*This proposed price is for the current 1,070 residential units regardless of occupancy or participation.

CITY OF CLARKSTON

CLARKSTON CITY COUNCIL MEETING

BUSINESS AGENDA / MINUTES

MEETING DATE: DECEMBER 1, 2020

ITEM NO: G8

ACTION TYPE:
APPROVE LMIG
GRANT REQUEST &
APPLICATION

HEARING TYPE:
Work Session

SUBJECT: Approve GDOT Local Maintenance Improvement Grant 2021 Application in the amount of \$103,740, for various road/street milling and resurfacing projects.

DEPARTMENT: City Administration

PUBLIC HEARING: YES NO

ATTACHMENT: YES NO
Pages: 7

INFORMATION CONTACT: ROBIN I. GOMEZ,
PHONE NUMBER: 404-296-6489

PURPOSE: As part of the City of Clarkston’s (City) continued roads/streets infrastructure work, the City is submitting a Georgia Department of Transportation (GDOT) Local Maintenance & Improvement Grant (LMIG) application for the 2021 year to help fund the cost of the milling and resurfacing of the following City streets: Clarksnton Industrial Blvd, Vaughan St, Carroll Park Dr, and Rogers St (Market to NIC).

In 2018 and again in 2019, the City received LMIG funding for part of the City’s streetscape project, \$84,118.28 (in 2018) and \$88,634.92 (in 2019). As the project has yet to begin, the City is also requesting to ‘roll-over’ these funds to the 2020 year when the project will be completed (estimated by August 2020).

Funding per year:

2018:	\$ 84,118.28
2019:	\$ 88,634.92
2020:	\$103,740.53
2021:	<u>\$103,740.00</u>
Total:	\$380,233.73

The City will separately account and manage the grant funds pursuant to generally accepted accounting principles and in compliance with all Georgia Codes.

NEED/ IMPACT: The City will continue to significantly benefit from infrastructure improvement projects including the referenced streets/roads milling and resurfacing, particularly when projects receive outside funding sources such as the referenced GDOT Local Improvement Maintenance Grant.

RECOMMENDATIONS: Council adopt referenced LMIG grant application and requested funding amount.



City Council

Awet Eyasu, Vice-Mayor

Jamie Carroll

Ahmed Hassan

Laura Hopkins

Debra Johnson

City Manager Robin I. Gomez

December 9th, 2020

Chartrae Kent
District 7 State Aid Coordinator
5025 New Peachtree Road
Chamblee, GA 30341

RE: City of Clarkston – 2021 LMIG Submittal

Dear Mr. Chartrae:

On behalf of the Mayor and City Council, please find attached the required documentation to support the FY 2021 LMIG submittal. The 2021 LMIG funding will be applied towards four (4) resurfacing projects; Clarkston Industrial Blvd, Vaughan Street, Carroll Park Drive and Rogers Street. The project details are included in the Project list spreadsheet. The required 30% minimum local LMIG match is exceeded for the 2021 program. All work will be performed within city right-of-way. The required LMIG application documents are attached to this cover letter.

The City “rolled-over” of the 2018-2019, 2019-2020 & 2020-2021 LMIG funding for the construction of the Rowland Street “Road Diet” project will be included in the 2021 Statement of Expenditures Report. The City will be under contract with a contractor before January 2021 for this project. The Statement of Expenditures Report for these three (3) fiscal years is attached.

The City appreciates your responsiveness over the years and we look forward to the continued successful partnership with the Georgia Department of Transportation.
Sincerely,

Robin I. Gomez
City Manager

Cc: Vice Mayor Awet Eyasu and City Council
Russell McMurry, P.E.
Commissioner

Kathy Zahul
District 7 Engineer

Attachment: Project Description Spreadsheet
2021 LMIG Application and Signature Page
2021 Statement of Expenditures Report

**GEORGIA DEPARTMENT OF TRANSPORTATION LOCAL
MAINTENANCE & IMPROVEMENT GRANT (LMIG)
APPLICATION FOR FISCAL YEAR 20____
TYPE OR PRINT LEGIBLY. ALL SECTIONS MUST BE COMPLETED.**

LOCAL GOVERNMENT INFORMATION

Date of Application: _____

Name of local government: City of Clarkston

Address: City Annex; 1055 Rowland Street, Clarkston, GA 30021

Contact Person and Title: Robin Gomez; City Manager

Contact Person's Phone Number: 678-409-9683

Contact Person's Fax Number: NA

Contact Person's Email: rgomez@cityofclarkston.com

Is the Priority List attached?

LOCAL GOVERNMENT AFFIDAVIT AND CERTIFICATION

I, _____ (Name), the _____ (Title), on behalf of _____ (Local Government), who being duly sworn do swear that the information given herein is true to the best of his/her knowledge and belief. Local Government swears and certifies that it has read and understands the LMIG General Guidelines and Rules and that it has complied with and will comply with the same.

Local government further swears and certifies that it has read and understands the regulations for the Georgia Planning Act of 1989 (O.C.G.A. § 45-12-200, et seq.), Service Delivery Strategy Act (O.C.G.A. § 36-70-20, et seq.), and the Local Government Budgets and Audits Act (O.C.G.A. 36-81-7 et seq.) and will comply in full with said provisions. Local government further swears and certifies that the roads or sections of roads described and shown on the local government's Project List are dedicated public roads and are part of the Public Road System in said county/city. Local government further swears and certifies that it complied with federal and/or state environmental protection laws and at the completion of the project(s), it met the match requirements as stated in the Transportation Investment ACT (TIA).

Further, the local government shall be responsible for any claim, damage, loss or expense that is attributable to negligent acts, errors, or omissions related to the designs, drawings, specifications, work and other services furnished by or on behalf of the local government pursuant to this Application ("Loss"). To the extent provided by law, the local government further agrees to hold harmless and indemnify the DEPARTMENT and the State of Georgia from all suits or claims that may arise from said Loss.

**GEORGIA DEPARTMENT OF TRANSPORTATION LOCAL
MAINTENANCE & IMPROVEMENT GRANT (LMIG)
APPLICATION FOR FISCAL YEAR 20__**

LOCAL GOVERNMENT AFFIDAVIT AND CERTIFICATION

If the local government fails to comply with these General Guidelines and Rules, or fails to comply with its Application and Certification, or fails to cooperate with the auditor(s) or fails to maintain and retain sufficient records, the DEPARTMENT may, at its discretion, prohibit the local government from participating in the LMIG program in the future and may pursue any available legal remedy to obtain reimbursement of the LMIG funds. Furthermore, if in the estimation of the DEPARTMENT, a roadway or bridge shows evidence of failure(s) due to poor workmanship, the use of substandard materials, or the failure to follow the required design and construction guidelines as set forth herein, the Department may pursue any available legal remedy to obtain reimbursement of the allocated LMIG funds or prohibit local government from participating in the LMIG program until such time as corrections are made to address the deficiencies or reimbursement is made. All projects identified on the Project list shall be constructed in accordance with the Department’s Standard Specifications of Transportation Systems (Current Edition), Supplemental Specifications (Current Edition), and Special Provisions.

Local Government:

E-Verify Number

_____(Signature)

Sworn to and subscribed before me,

_____(Print)

This ____ day of _____, 20__.

Mayor / Commission Chairperson

In the presence of:

_____(Date)

NOTARY PUBLIC

LOCAL GOVERNMENT SEAL:

My Commission Expires:

NOTARY SEAL:

Road Name	Beginning	Ending	Length (Miles)	Description of Work	Project Cost	Project Let Date
Clarkston Industrial Blvd	Montreal Road	Dead End	.16	Mill 2" and inlay 2" 12.5 mm; double yellow centerline striping	\$42,000	September 2021
Vaughan Street	Montreal Road	Dead End	..10	Mill 1.5"and inlay 1.5" 9.5mm; including deep patching with 12.5mm	\$25,000	September 2021
Carroll Park Drive	Market Street	Cul-de-sac	.10	Mill to subgrade - 2", resurface with 2" 12.5 mm and overlay 1.25" 9.5 mm	\$46,000	September 2021
Rogers Street	Market St	North Indian Creek	.21	Mill 1.5" and inlay 9.5 mm Type II	\$51,500	September 2021
				TOTAL	\$164,500	Exceeds the 30% required LMIG match

CITY OF CLARKSTON

ITEM NO: G9

CLARKSTON CITY COUNCIL MEETING

HEARING TYPE:
Council Worksession

BUSINESS AGENDA / MINUTES

ACTION TYPE:
Discussion

MEETING DATE: DECEMBER 1, 2020

SUBJECT: Approve Allocating any and all CARES Act Funds that will not otherwise be spent by December 20, 2020, Rental, Mortgage, and Utilities’ Payment Assistance Relief to avoid returning Un-spent Funds to DeKalb County.

DEPARTMENT: City Administration

PUBLIC HEARING: YES NO

ATTACHMENT: YES NO
Pages:

INFORMATION CONTACT: ROBIN I. GOMEZ
PHONE NUMBER: 404-296-6489

PURPOSE:

Continue to provide temporary rental, mortgage, and utility payment assistance with any and all CARES Act Funds that will not otherwise be spent by Dec 20, 2020.

NEED/IMPACT:

At the June meeting, the Council approved a \$100,000 temporary rental payment assistance program funded from the City’s Affordable Housing Trust Fund. At the August Council meeting and the August 20 Special Call Meeting, the Council clarified the funds purpose on the distribution of the 3 months’ provision and allocated additional funding for both rental and mortgage assistance up to \$450,000, as well as up to \$100,000 for utility assistance from the City’s share of CARES Act funds (received on Sept 3, from DeKalb County).

To date the City has made 659 rental payments totaling \$678,543.50 (average of \$1,029.66 per payment); 8 mortgage assistance payments totaling \$4,979.14; and 86 utility payments totaling \$18,087.01.

The below lists the City of Clarston’s estimated \$1,433,288 CARES Act Fund expenditures through Dec 20, 2020.

Translation Services	\$ 1,000
Legal Services	\$ 17,500
Tech Equip/Services	\$ 5,000
Police Equipment	\$ 12,000
Outdoor Equipment	\$ 7,500
Clearing/PPE Equip/Supp	\$ 15,000
Food – 1 st responders	\$ 1,000
Payroll (5% hazard pay)	\$ 50,000
Rental/Mortgage Housing	\$450,000
Payroll – other	\$260,000
Workforce Development	\$100,000
Utility Payment Assistance	\$100,000
Contingency, for above categ	<u>\$399,288</u>
	\$1,433,288

CITY OF CLARKSTON

ITEM NO: G10

CLARKSTON CITY COUNCIL MEETING

HEARING TYPE:
Council Worksession

BUSINESS AGENDA / MINUTES

ACTION TYPE:
Discussion

MEETING DATE: DECEMBER 1, 2020

SUBJECT: Approve allocating CARES Act Funds for an additional 5% hazard/COVID-19 pay for all Police and Public Works employees back to March 16 through at least December 20, 2020.

DEPARTMENT: City Administration

PUBLIC HEARING: YES NO

ATTACHMENT: YES NO
Pages:

INFORMATION CONTACT: ROBIN I. GOMEZ
PHONE NUMBER: 404-296-6489

PURPOSE:

Since March 16, 2020, the City has been providing an additional 5% compensation identified as hazard/COVID-19 pay, for all Police and Public Works employees for all hours actually worked. Comparable to other jurisdictions throughout the Atlanta area, we are seeking to add an additional 5% for a total of 10% pay during this COVID-19 time period, specifically identified to be paid by the City’s share of the CARES Act funds from March 16 to Dec 20, 2020.

NEED/IMPACT:

City Police and Public Works personnel have been working regular and split shifts during this entire COVID-19 period, back to March 16 taking into consideration the various hazards faced by performing their regular tasks in person as nearly all of the work must be performed in person (not remotely). We have learned that other jurisdictions with their CARES Act funds allocation have or will be providing the hazard/COVID-19 additional pay at higher rates than our 5%. Increasing the hazard/COVID-19 pay to 10% will equate to an additional \$45,000 (for a total of \$90,000) to be paid out of the City’s CARES Act funds received. The below lists the categories, including this requested payroll expenditure.

The below lists the City of Clarston’s estimated \$1,433,288 CARES Act Fund expenditures through Dec 20, 2020.

Translation Services	\$ 1,000
Legal Services	\$ 17,500
Tech Equip/Services	\$ 5,000
Police Equipment	\$ 12,000
Outdoor Equipment	\$ 7,500
Cleaning/PPE Equip/Supp	\$ 15,000
Food – 1 st responders	\$ 1,000
Payroll (5% hazard pay)	\$ 50,000
Rental/Mortgage Housing	\$450,000
Payroll – other	\$260,000
Workforce Development	\$100,000
Utility Payment Assistance	\$100,000
Contingency, for above categ	<u>\$399,288</u>
	\$1,433,288

CITY OF CLARKSTON

ITEM NO: G11

CLARKSTON CITY COUNCIL MEETING

HEARING TYPE:
Council Worksession

BUSINESS AGENDA / MINUTES

ACTION TYPE:
Discussion

MEETING DATE: DECEMBER 1, 2020

SUBJECT: Approve allocating CARES Act Funds to upgrade City facilities to reduce the spread of COVID-19.

DEPARTMENT: City Administration

PUBLIC HEARING: YES NO

ATTACHMENT: YES NO
Pages:

INFORMATION CONTACT: ROBIN I. GOMEZ
PHONE NUMBER: 404-296-6489

PURPOSE:

Discuss ensuring that City facilities are enhanced/improved to help reduce the spread of COVID-19 for all City staff and visitors.

NEED/IMPACT:

Since March 16, 2020, the City has been taking various safety measures at all City facilities to help reduce and mitigate the spread of COVID-19, including:

1. Daily cleaning of all door handles, common surfaces (tables, chairs), and restrooms
2. Installation of additional signage to social distance, wear masks, use hand sanitizer
3. Installation of hands/touch-free dispensers (soap, hands-drying, sanitizer stations)
4. Alternative scheduling of City employees
5. Keeping visitor/customer visits to a very small number

Other measures may include: automated doors/entrances; retrofitting/adjustment of existing office space; alternative furniture; alternate entry points/walking access, etc.

The below lists the City of Clarkston's estimated \$1,433,288 CARES Act Fund expenditures through Dec 20, 2020.

Translation Services	\$ 1,000
Legal Services	\$ 17,500
Tech Equip/Services	\$ 5,000
Police Equipment	\$ 12,000
Outdoor Equipment	\$ 7,500
Cleaning/PPE Equip/Supp	\$ 15,000
Food – 1 st responders	\$ 1,000
Payroll (5% hazard pay)	\$ 50,000
Rental/Mortgage Housing	\$450,000
Payroll – other	\$260,000
Workforce Development	\$100,000
Utility Payment Assistance	\$100,000
Contingency, for above categ	<u>\$399,288</u>
	\$1,433,288

CITY OF CLARKSTON

ITEM NO: G12

CLARKSTON CITY COUNCIL MEETING

HEARING TYPE:
Council Worksession

BUSINESS AGENDA / MINUTES

ACTION TYPE:
Discussion

MEETING DATE: DECEMBER 1, 2020

SUBJECT: Discuss the City of Clarkston registering to become: An affiliate member of the AARP Network of Age-Friendly States and Livable Communities.

DEPARTMENT: City Administration

PUBLIC HEARING: YES NO

ATTACHMENT: YES NO
Pages:

INFORMATION CONTACT: ROBIN I. GOMEZ
PHONE NUMBER: 404-296-6489

PURPOSE:

Discuss the City of Clarkston registering to become an affiliate member of the AARP Network of Age-Friendly States and Livable Communities

NEED/IMPACT:

Continue to provide services, programs, and resources for our aging demographics.

CITY OF CLARKSTON

ITEM NO: G13

CLARKSTON CITY COUNCIL MEETING

HEARING TYPE:
Council Worksession

BUSINESS AGENDA / MINUTES

ACTION TYPE:
Discussion

MEETING DATE: DECEMBER 1, 2020

SUBJECT: Discuss/Review Proposed FY 2021 City Calendars for Holidays and Council Worksessions and Meetings.

DEPARTMENT: City Administration

PUBLIC HEARING: YES NO

ATTACHMENT: YES NO
Pages:

INFORMATION CONTACT: ROBIN I. GOMEZ
PHONE NUMBER: 404-296-6489

PURPOSE:

Review City Holiday and Council Worksession and Meeting calendars for 2021.

NEED/IMPACT:

Discuss and Review established and possible changes to City Holidays that result in the closure of City offices or other City activity that may recognize a day of importance to the various and diverse Clarkston communities.

Discuss and review the City Worksession and Meetings dates for 2021.



2021 COUNCIL MEETING SCHEDULE

Unless otherwise noted all Meetings are on TUESDAY & begin at 7 pm

DATE	MEETING TYPE & NOTES
JAN 7	WORKSESSION– THURSDAY , due to the Jan 5 Election
JAN 12	MEETING
JAN 26	WORKSESSION
FEB 2	MEETING
FEB 23	WORKSESSION
MAR 4	MEETING – THURSDAY , due to Mar 2 Election
MAR 30	WORKSESSION
APR 6	MEETING
APR 27	WORKSESSION
MAY 4	MEETING
MAY 25	WORKSESSION
JUNE 1	MEETING
JUNE 22	SPECIAL CALL 10 AM & 6:30 PM – MILLAGE RATE PUBLIC HEARING; WORKSESSION AT 7
JUNE 29	MEETING – MILLAGE RATE PUBLIC HEARING – ADOPT MILLAGE RATE
JULY 27	WORKSESSION
AUG 5	MEETING – THURSDAY , Due to National Night Out on Tue, Aug 3



2021 COUNCIL MEETING SCHEDULE

Unless otherwise noted all Meetings are on TUESDAY & begin at 7 pm

DATE	MEETING TYPE & NOTES
AUG 31	WORKSESSION
SEP 7	MEETING
SEP 28	WORKSESSION
OCT 5	MEETING
OCT 26	WORKSESSION
NOV 4	MEETING – THURSDAY , due to the Nov 2 Election
NOV 30	SPECIAL CALL – FY 2022 BUDGET PUBLIC HEARING & WORKSESSION
DEC 7	MEETING – FY 2022 BUDGET PUBLIC HEARING



2021 CITY HOLIDAYS

Unless otherwise noted City Offices are closed on the following 12 days

DATE	HOLIDAY
FRI, JAN 1	NEW YEAR'S DAY
MON, JAN 18	MARTIN LUTHER KING JR DAY
MON, FEB 15	PRESIDENT'S DAY
FRI, APRIL 2	SPRING HOLIDAY
MON, MAY 31	MEMORIAL DAY
MON, JULY 5	INDEPENDENCE DAY
MON, SEP 6	LABOR DAY
THU, NOV 11	VETERAN'S DAY
THU, NOV 25	THANKSGIVING DAY
FRI, NOV 26	DAY AFTER THANKSGIVING DAY
FRI, DEC 24	CHRISTMAS DAY
FRI, DEC 31	NEW YEAR'S DAY 2022

CITY OF CLARKSTON

ITEM NO: G14

CLARKSTON CITY COUNCIL MEETING

HEARING TYPE:
Council Worksession

BUSINESS AGENDA / MINUTES

ACTION TYPE:
Discussion

MEETING DATE: DECEMBER 1, 2020

SUBJECT: Discuss/Review Proposed FY 2021 City Council and City Senior Staff Strategic Retreat.

DEPARTMENT: City Administration

PUBLIC HEARING: YES NO

ATTACHMENT: YES NO
Pages:

INFORMATION CONTACT: ROBIN I. GOMEZ
PHONE NUMBER: 404-296-6489

PURPOSE:

Discuss potential dates, location, and agenda items for the City Council and Senior Staff annual retreat. .

NEED/IMPACT:

Annually, the Clarkston City Council and City Senior Staff meet for a full day retreat to discuss various City operations, review various infrastructure and related capital/construction projects, and establish priorities and goals for the upcoming year. Due to COVID-19, no retreat was held in 2020; originally scheduled for Friday, March 20. In 2019 a retreat was held on March 29 at the GMA offices in downtown Atlanta.



City of Clarkston Council/Senior Staff Retreat

March 29, 2018

AGENDA

- 8:30 a.m. CONTINENTAL BREAKFAST
- 9:00 a.m. WELCOME, OVERVIEW, EXPECTATIONS
- 9:15 a.m. URBAN AGRICULTURAL UPDATE
- 9:50 a.m. FINANCE UPDATE/REVIEW
- 10:55 a.m. BREAK
- 11:00 a.m. PUBLIC SAFETY UPDATE/REVIEW - POLICE & CODE ENFORCEMENT
- 12:00 p.m. LUNCH
- 1:00 p.m. STREETScape (NORMAN, MARKET, E PONCE), FF, 40 OAKS, MILAM PARK, PUBLIC WORKS, & BEAUTIFICATION UPDATE/REVIEW
- 1:45 p.m. COUNCIL ISSUES FOR DISCUSSION - Possible topics:
a) 100% Clean Energy-sustainability b) public comment policy
c) Standing advisory committees d) new city hall
d) Charter code changes e) other
- 2:30 p.m. BREAK
- 2:35 p.m. COUNCIL ISSUES FOR DISCUSSION - Possible topics:
a) economic, community, housing development b) communications
c) worksession-meeting processes d) one region-welcoming city initiative e) other
- 3:30 P.M. FOLLOW-UP
- 4:00 p.m. ADJOURN

Above times are estimates and may be subject to adjustment throughout the day.

CITY OF CLARKSTON

ITEM NO: G15

CLARKSTON CITY COUNCIL MEETING

HEARING TYPE:
City Council

BUSINESS AGENDA / MINUTES

ACTION TYPE:
Resolution

MEETING DATE: December 1, 2020

SUBJECT: To allow the Mayor and City Council members to make recommendations and approve to fill one (1) vacant position and to reconfirm three (3) expiring term positions on the Planning and Zoning Board.

DEPARTMENT:
Planning & Development

PUBLIC HEARING: YES NO

ATTACHMENTS: YES NO
Pages:

INFORMATION CONTACT:
Shawanna Qawiy, MSCM, MPA
Planning/Economic and Development
Director

PURPOSE: The Mayor and City Council shall review and discuss reconfirming the three (3) expiring term positions and one (1) vacant position on the Planning and Zoning Board.

The terms of Birendra Dhakal, Amy Medford and Felecia Weinert will expire on December 31, 2020. The positions can be extended to another four (4) years term after the current term has expired and at the recommendation of the Mayor and City Council.

The Mayor and City Council shall also make the recommendation to fill a vacant position on the Planning and Zoning Board that will expire on December 31, 2022. The Department has attached all interested applications to consider for this position.

RECOMMENDATION: N/A

Mr. H. Jerome Kendrick
982 Smith, Street, F-1
Clarkston, Ga 30021

05/02/2020

Dear Honorable. Mayor

I would like to apply for the vacant position as a Board Member with the City of Clarkston Planning and Zoning.

I am very much aligned with the goals and focus of our city future and I would like to use the skills and training gained in my time as a former planning and zoning Boardmember to help community developmental projects such as yours reach its objectives.

I have been a previous Board Member with for city (2019 -20) and several nonprofits, ASO, locally, county and statewide where I worked for 30 years.

I have experience in chairing meetings and strategic solutions. My administrative experience, leadership training, Housing and Human rights, community involvement and proven leadership skills will prove useful to our city and county government for future decades.

Enhancing community involvement performance and resourcefulness are some of my key strengths.

I get along well with others and thrive on finding resolutions to problems that enhances the quality of life for all citizens locally and countywide. I am confident that these qualities together with my commitment to be a servant also be re-seated on the the Planning and Zoning Board will be an asset to our city's currently and for its future.

Some of my personal achievements in my professional capacity I can bring to our Planning and Zoning Board of the City of Clarkston are as follows:

- Represent the organization and serve as a citizen.
- Take an active part in the land usage and development, budget planning process.
- Offer a broad knowledge of programs, policies and implementation strategies.

My enclosed resume will provide you with more details regarding my qualifications and experience.

I know that I can bring much benefit with my experience, educational qualifications and skills and I look forward to putting these towards a good cause, absolutely.

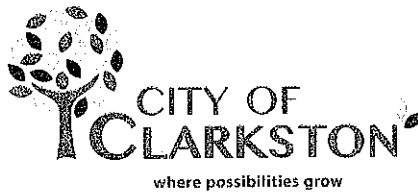
Please contact me by phone or email so that we may set up a face to face meeting.

I look forward to hearing from you and thank you for your time seeking and opportunity to serve.

Until there is a CURE!

Sincerely,

Mr. H. Jerome Kendrick MSW, PMC



**CITY OF CLARKSTON
PLANNING & ZONING COMMITTEE APPLICATION**

DATE OF APPLICATION 05/15/2020

NAME: Harry Jerome Kendrick

HOME ADDRESS: 982 Smith, Street F-1 Clarkston, Georgia 30021

HOME PHONE: 404.748.8290

CELL PHONE:

E-mail ADDRESS: kendrickharry@ymailcom

LENGTH OF RESIDENCY IN CLARKSTON: 19 years

IF EMPLOYED, PLEASE LIST WHERE YOU WORK AND POSITION YOU HOLD:

A"Reckless Faith" Transitional Society, Inc. Founder/Chief Executive Servant CES

PLEASE ATTACH A LETTER OF INTEREST INCLUDING, BUT NOT LIMITED TO, THE FOLLOWING:

- Why you wish to be considered for appointment to the Planning & Zoning Committee
- Your relevant experience and knowledge

The information provided will be used by the Mayor to make a nomination and for the City Council to consider for appointment, when a vacancy exists on the Planning & Zoning Committee. If there is no vacancy, your application will be kept on file for one year for consideration should an opening occur.

Please return application to: City of Clarkston
Office of the City Clerk
1055 Rowland Street
Clarkston, GA 30021

Submit by email to: tashby@cityofclarkston.com

Thank you for your willingness to serve your local government and community.

Harry J. Kendrick

982 Smith Street F-1 Clarkston, GA.
30021
4047488290

E-mail kendrickharry@ymail.com

[www. arecklessfaith75@gmail.com](http://www.arecklessfaith75@gmail.com)

2003-Current Northwest Ministry, Inc. Atlanta, Ga.

Director of Client Services

- Responsible for all of the Community Program and functions in the organization, provide technical assistance to agency volunteers and executive staff, interpret and ensured compliance with HR rules and guidelines and supervise professional staff of 4 and 14 volunteers.
- Responsible for recruitment, personnel selection, staffing, classification, development and training organizational analysis, fair employment practices, employee assistance, employee relations and compensation practices.
- Establishing the strategic direction of all programs and practices that are consistent with that strategy and assessing their effectiveness.

**1998- Current T.E.A.M. Survival Project, Inc. Clarkston, Ga.
Founder/CEO**

Responsible for supervising senior staff , Counseling and Testing front line crew member in the preparation of HIV testing kits and the coordination of client contact and crisis interventions activities.

Duties:

- Oversee the daily operations of intervention /HIV Counseling & Testing service area and asst with the counseling and testing and partner notification.
- Identifying specific target populations for inclusion in special projects
- Ensure a safe and sanitary environment
- Supervised and conducted HIV Counseling Testing referrals and other approved group and individual interventions.
- Prepared reports relating to cost or expenses for training and other operating activities.
- Supervise staff to include: prioritizing and work assignments, conducting performance evaluations; ensuring staff/crews are trained; ensuring that staff follow policies and procedures; and maintaining a healthy and safe working environment
- Tracking inventory at off-site location; by maintaining records related to the procurement of raw and other items, including product quality, cost, inventory control, etc; and by performing other duties related to public statement as necessary.
- Preformed other duties of a similar nature or level
- Details of position, award, or achievement.
- Coordinate production activities by reviewing production schedules and work orders; by revising schedules according to revised work order specifications, priorities', and availability of materials, equipment, labor, and other factors; by providing housekeeping crew and floor technicians with information on process changes; by disturbing work orders; by expediting production work orders as necessary; by maintaining inventory of equipment, materials, and other items required for production;
- Preparing reports for management regarding the status of production, as well as any downtime resulting from equipment failures and staff production problems; and by reporting any problems to

Jackson Community College, 2111 Emmons Road, Jackson, Michigan, 49203,
Advance Prevention & Risk Reduction Counseling Certification. Honors Graduate: GPA 4.00.

Georgia Department of Human Resources-Georgia Mental Institute, Alcohol and Drug Abuse Advance Certificate, Division of Mental Health, Mental Retardation and Substance Abuse 1990-1991.

Honors Graduate: GPA 3.75.

South Carolina Department of Juvenile Justice-Juvenile Justice Probation Office - State Certification 4/2000

Dina E. Wood Director

U.S. Department of Health and Human Services-Faith-Based and Community Partners Technical Assistance Training. 3-28-17 Honors Completed GPA.4.00

1998-2001	Chairman Advisory Board for City of Charleston Housing Authority
2001- 2003	Chairman Health Services Charleston County NAACP
2005	Dekalb County Taskforce for Domestic Violence
2005	National Alcoholism Addiction Council Board member
2001	Excellence In HIV Prevention& Education Award
2001	Lowcountry AIDS Services- Community Health and HIV counseling and Testing Initiatives
2001	HIV/AIDS Education & Public Relation Chairperson (Charleston, SC)
2001	Mayor's Council on Racism & Reconciliation (Atlanta Ga.)
2002-2005	Fundamentals of HIV Prevention Counseling (Atlanta Ga)
2005	Protocol of HIV Counseling & Testing (Dekalb Co. Ga.)
2005	Dekalb Country Board of Health
2005	AIDS Atlanta
2005	AIDS Survival Project, Inc.
2005	Dekalb Rape Crisis
2005	Northwest Ministry, Inc.
2004	DeKalb Rape Crisis Center
2004	Grady Memorial Hospital

- Professionalism in Public Relations - Spring Arbor College
- Certificate of Appreciation for Outstanding Service & Contribution to Relation - Jackson County, Ga. Mayor
- Dedicated Service Trophy Award - Morris Brown AMEC - Charleston, S.C.
- Certificate of Honor - Charleston County NAACP
- Vision & Values Team work Award - Charleston County School District #20

- management in a timely manner
- Responsible overseeing the daily operations of approx. 40 employees, with accomplishing strategic housekeeping goals related to Safety, Quality, and Reliability, and contributing to a positive team environment
- Customer Services - by interacting with customers in person or over the phone to provide information, answer question, and troubleshoot problems; by resolving complaints and complex service delivery issues in a timely manner

**1983-1984 Maintenance King, Inc.
Maintenance Supervisor**

Duties: -responsible for coordinating workflow and schedules to ensure timely and cost-efficient productivity

Primary Job Function - Coordinate Production Activities, by reviewing production schedules and work orders; by revising work orders specifications, priorities and availability of materials, equipment, labor, and other factors

- Assist the supervisor in the general operations of custodial crew in a Housing.
- Perform custodian tasks and cleaning duties as directed
- Provide supervision and oversight for daily Cleaning operations and activities for all assets, including equipment, systems and building to support an efficient cleaning operation, while overseeing maintenance supervisors, staff and floor technicians
- Coordinated work assignments, trained new employees, supervised the work of employees who are working my shift in addition to performing cleaning duties
- Supervise operating floor service equipment when maintaining a safe and sanitary work environment,
- Training staff in use of cleaning chemicals and universal precautions

Training/Work Experience

Caver Vocation Technical School, Capital Ave, Atlanta, Ga.

Two year Clinical Licensed Piratical Nurse (*LPN*) Certificate in Hospital & Hospice 1978 - 1980

GPA 4.00

Student Resident 9/78-8/70 - Southside Health Center

Clinical

State of Board Certification 8/70

Rutledge College of Nursing Atlanta, A. 30314

Two year Licensed Phlebotomist Certificate in Clinical Health 1980 -1982 GPA3.75

Spring Arbor University, Spring Arbor Michigan, 49283. Bachelor of Arts with dual majors: (1) Public Relations, (2) Advertising. Minor in Business Administration 7/87-5/90.

Honors Gradate: GPA 3.67

Internships

1987/1990

1989

1990

Staff writer

Freelance Writer

Preventive Health Writer

The Blazer News, (Jackson, MI)

Jackson Citizen Patriot, (Jackson MI)

Town & Country Magazine



Homeland Security

Certificate of Achievement

In recognition of successful completion of
You Are the Help Until Help Arrives
Instructor-led Training,
this certificate is presented to

H. Jerome Kendrick M.S.W

on this **23** day of **October**, **2019**

