

# Duluth



Nancy Harris, Mayor  
Marsha Anderson Bomar, Post 1  
Kirkland Carden, Post 2

Billy Jones, Post 3  
Kelvin J. Kelkenberg, Post 4  
Greg Whitlock, Post 5

**WORK SESSION AGENDA  
MAYOR AND COUNCIL  
CITY OF DULUTH, GA  
3167 Main Street  
Duluth, GA 30096**

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**APRILL 22, 2019**

**CITY HALL – COMMUNITY ROOM**

**5:30 pm**

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*The leaders and staff of the City of Duluth are dedicated to ensuring that Duluth is:  
an Attractive Destination, a Quality Community, a World Class Government,  
and promotes a Sustainable Economic Environment.*

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**5:30 - PM CALL TO ORDER**

**I. PUBLIC COMMENTS**

Five minutes per person, maximum 6 speakers. *Sign-up sheet available.*

**II. PRESENTATIONS/UPDATES**

**1. SERVICE AWARD-RAY TAYLOR**

Mayor (or PW-Audrey if Mayor prefers) to read proclamation honoring Ray Taylor for 35 years of service with the City of Duluth. Ray's anniversary date is April 23. *Ray's family will be in attendance - wife Tara, sister Rhonda, mother Doris.*

**2. LICENSE PLATE RECOGNITION READER**

Police Department representatives Captain Wilson and Steve Beauregard will present the License Plate Recognition "Tag Readers" in action. In addition, staff will also discuss opportunities relating to use of tag readers for enforcement of school zone speed limits.

**III. DISCUSSION ITEMS**

**1. STORMWATER UTILITY RECOMMENDATIONS**

**SUMMARY:**

This year's Citizen Budget Review Advisory Committee met on February 22, February 27, and March 6 and recommended that Council consider increasing the City's Stormwater utility fees to meet future project demands.

Staff will provide a detailed presentation on the condition of the City's Stormwater infrastructure. Staff will also provide options for adjustment of fees.

IMPACT TO BUDGET: TBD

## 2. TITLE VI UPDATE

SUMMARY:

Every year, the City must renew its commitment to Title VI compliance by signing a non-discrimination agreement and reporting on the past fiscal year's challenges, complaints, and accomplishments. Staff will provide an update on changes to the non-discrimination agreement, report on last year's challenges and accomplishments, and solicit input for next fiscal year's goals.

IMPACT TO BUDGET: N/A

## 3. BOARDS AND COMMISSIONS – PROCEDURE REVIEW

At a previous work session, Council asked staff to report on the procedures for interviewing and recommending board and commission members. In addition, Council wanted to know how staff provided outreach to unselected applicants for boards and commissions. Staff will provide a presentation outlining the city practices on this topic.

IMPACT TO BUDGET: N/A

## IV. MATTERS FROM COUNCIL

1. COMPLETE COUNTY COMMITTEE
2. ELECTION DAY/EMPLOYEE HOLIDAY

## V. ADJOURNMENT

*The next scheduled meetings of the Mayor and Council are budget work sessions on May 6 and 7 in the City Hall Community Room at 5:30pm. The next regular Council meeting is May 13, 2019 at 7:00 p.m. in the City Hall Council Chambers.*

**City of Duluth, GA**  
**Title VI Annual Accomplishments for Fiscal Year 2019**  
**and**  
**Upcoming Goals Report for Fiscal Year 2020**

In accordance with CFR 23 §200.9 (b) (10) & (11), an annual report of Title VI accomplishments for the past year and goals for the next year is submitted to the Federal Highway Administration by October 1. This report update should contain the necessary information to evaluate GDOT's Title VI Program as it pertains to accomplishments, shortfalls and problem areas.

**Accomplishment Report for Each Program Area**

At the minimum, the following should be included in an annual Title VI update for each of the various program areas:

**MAJOR ACCOMPLISHMENTS**

1. Please list and provide a summary of the major accomplishments made regarding Title VI since the last plan update. Include instances where Title VI issues were identified and discrimination was prevented.
  - Continued implementing strategies from the 2018 Outreach Plan (attached).
  - Continued advertising voting materials, ballots, and all election related printed material in two languages (English and Spanish).
  - Offered translation services at polling locations for November 2018 election.
  - Continued advertising community events in multiple media outlets in multiple languages.
  - Expanded the Duluth NOW program (Neighborhood Outreach Work). This program seeks to improve neighborhoods through citizen involvement and City staff support. Staff works directly with the homeowners to identify opportunities for improvements and action items to make forward progress. These are typically lower income, older neighborhoods where a strategy of support rather than code enforcement will help stabilize the area for long term success and revitalization.
  
2. How are Title VI considerations addressed through stakeholder involvement mechanisms?
  - Public meetings are held primarily in the evenings when more people can attend.
  - Meetings through our Neighborhood Outreach Work (NOW) Program are held in the individual neighborhoods, in the evening and on weekends, to promote greater participation from citizens. These meetings are coordinated between City staff directly with the homeowner associations or homeowner/renter representatives. The City uses this as a platform to invite other agencies that may be of service to each community.
  - Public meetings are held in locations that are ADA accessible.

- Some public meetings are advertised in multiple outlets and multiple languages (where possible) and encourage participation of all citizens.
- Public meeting info and comment opportunity is made available online for folks unable to attend, and at City Hall for folks who come through in search of info.
- City makes a concerted effort to encourage diversity in City sponsored volunteer organizations. The City's LEAD (Learn/Engage/Advance Duluth) class has record enrollment and record diversity as of 2019.
- City advertises and offers programming in multiple languages where possible.
- City advertises and assists with voting in English AND Spanish.

### **MONITORING AND REVIEW PROCESS**

3. When seeking to retain the services of consulting firms, describe efforts made to obtain and retain services of minority and female-owned firms.

Requests for qualification packages and construction proposal requests include requirements for DBE participation. The City mirrors the Department's goals with a 14-17% DBE requirement in all advertisements for projects that include state and/or federal funds. The City encourages disadvantaged and minority participation in locally sponsored projects, but does not set a specific minimum requirement.

4. List all current consulting firms, including DBEs and non-DBEs selected by the City of Duluth this fiscal year, noting race and gender.
  - MC Squared - WBE, Terracon - (non DBE/WBE/MBE), Willmer Engineering - WBE, Moreland Altobelli - (non DBE/WBE/MBE). Each prime consultant has a 15% DBE goal for their contract regardless of their DBE status.
5. Were there any complaints of discrimination in the City of Duluth. (Detailed facts, including date of complaint, nature/issue of complaint and if resolved, what was the outcome)
  - Two discrimination complaints were filed by citizens against officers during routine traffic enforcement. No formal Title VI complaints were filled out by the complainants. Both complaints were thoroughly investigated by the police and found to be without merit.

### **OUTREACH**

6. Describe how minorities, women, elderly, disabled and low-income populations were provided opportunities to be involved in project selection processes.
  - No new state or federally funded capital projects were planned, developed, selected, or granted this year.
  - New locally funded projects went through Council work session and Council voting meeting, both of which are advertised public meetings. All capital projects, regardless of funding, are listed on the City's website for interested parties to review.

- Minutes of the work session were made public and posted on our website for folks who could not attend. Posting was done prior to any Council voting or approvals on each project, to allow interested parties time to contact Council with questions or concerns.
7. Describe the mechanisms you used to identify what populations (minorities, women, elderly, disabled and low-income) were represented in the project selection processes.
- All projects selected by Council this year are locally (SPLOST) funded. All projects will be designed and constructed to be ADA compliant. Most are sidewalk projects, which by their nature, are inclusive projects that serve all populations.
8. Describe what project selection decisions, if any, were affected by Title VI or Environmental Justice issues?
- All capital projects selected this year are locally funded, and EJ is not a requirement for evaluation. However, most of these projects are sidewalk or trail projects, which by their nature, serve all populations. None of these now planned projects will affect any population more so than another. If anything, these planned projects will help fill gaps for folks whose primary or chosen transportation mode is walking.

**LIMITED ENGLISH PROFICIENCY LEP**

9. Please provide a summary of the activities that were conducted to provide the limited English proficient public access to your program's services?
- All City Departments have access to translation services. See the 2018 Public Outreach Plan for details on the translation line.
  - The City Clerk's Office advertised/held November 2018 elections in English and Spanish. All materials were translated and advertised in advance and on site in-person translators were available at polling locations.
  - Public Safety / Police Department continues to host the Hispanic Citizens Police Academy twice per year. This 8 week program is advertised and taught entirely in Spanish and allows LEP citizens to be more engaged in the community.
  - Our Parks & Recreation Department holds classes and sporting opportunities in multiple languages based on availability of instructors and number of interested participants. They also subsidize youth summer programs to encourage community participation that otherwise may not be possible. Parks & Rec hired a part time bilingual staff member to assist with language translation, and they offer English classes when requested by the community. Parks & Rec reached out to the churches in a lower income neighborhood to request the neighbors help decide how to improve the local park.
  - In addition to the translation line, our Court has an official Spanish language interpreter in court for every session. We also have an official Korean language interpreter whose cases are batched for one calendar date per month.

- All of our basic courtroom forms are translated into Spanish. Our “Basic Rules of Court Conduct” brochure, prepared by the Administrative Office of the Courts, is available in English, Korean, Arabic, Chinese and Russian. Some of the brochures from the Governor’s Office of Highway Safety are translated into Spanish. The Court maintains an extensive web site with the option for the info provided on it to be translated into 103 languages.
- Our Public Information/Marketing/Events team advertises in multiple media outlets, including the local Hispanic newspaper that translates our event material into Spanish. In addition, our website offers google translate to allow all posted info to be translated into many languages.
- Mayor and Council sponsor the City’s LEAD and student LEAD programs that seek to identify diverse participation and civic volunteerism. More detail on these programs is included in the 2018 Outreach Plan attached. Both programs are funded entirely with donations from local businesses. |

10. Please estimate the amount your Program expended on written translation services for LEP individuals from **July 1, 2018** through **June 30, 2019**. Written translations services should also include but not be limited to agency websites, brochures, pamphlets and electronic communications. Please provide a listing of those languages and a breakdown of cost information to the extent possible.

- City Clerk's office spent \$2,500 on language translation (written and verbal) for the November 2018 Special Election.
- Hispanic Citizens Police Academy budgets \$1000/year for this class (T-shirts, supplies, translations, ads, etc)
- The Courts spent about \$1,335 this year on language translation services.
- Our Marketing and Events staff spends \$2,400 to advertise our events in the Hispanic Newspaper. (\$200/mo) |
- The language translation line is a pay as you go service. I have no way to track that amount, but I do know the line is used, especially by the Police and Courts.

11. If a portion of the estimate from item 10 above includes costs of in-house translations services, please indicate the amount of staff time involved (e.g. staff hours) and include the information on average wages or bilingual pay premiums, if applicable.

- About \$4,000 of equivalent time from in-house staff

12. Please identify the number of publications that have been translated by your Program or Division. This should also include website and electronic communications. If the Program or Division is unable to identify the precise number of translated publications, please provide a rough estimate.

- Hispanic Citizens Police Academy (ad and class materials, web and social media posting)
- Community Events – 56 (estimated)
- Court related brochures- most publications translated in prior years
- Court and City websites – translation option for 103 languages

- Clerk's Office / Election Material – All ads, ballots, directional signs, instructions, and miscellaneous voting materials for early voting, absentee voting, and regular voting – 15 (estimated)

13. Please provide the number of languages that those forms, documents, publications, websites and electronic communications have been translated into, as well as a listing of those languages. If the Program or Division is unable to identify the precise number of languages translated or the names of the specific languages, please provide a rough estimate.

- Police Academy advertisement published and classes held entirely in Spanish
- Community event ads translated into Spanish when published in the Hispanic Newspaper
- Court brochures translated into Korean, Spanish, Arabic, Chinese, and Russian. ALL court forms are available in Spanish.
- Court website offers translation into 103 languages.
- Election Materials translated into Spanish.

14. Please provide information of the total cost of providing information over the telephone to LEP individuals in languages other than English. This would include general or program specific information made available over the telephone to program participants or the general public. Please also include the number of transactions for which translation services were provided, along with the number of languages in which information is available and a listing of those languages.

- Cannot quantify, but I know it's been used by City Hall, Public Safety, and Courts. Public safety budgets \$1500 per year for this service.

### **TRAINING**

15. What Title VI training was provided by your program?

- There was no City sponsored Title VI training.

16. What Title VI training was attended by your program personnel?

- Ongoing/rolling training is required every three years to maintain LAP certification. Four staff members (Bill Aiken, Dan Robinson, Heike Slinin and Margie Pozin) attend LAP training on a rolling basis. Title VI training is a required element of that process.

In addition, Parks & Rec staff attend Title VI training at their annual GRPA conference.

And, Public Safety staff attend annual training in which Title VI topics are included. The 2018-2019 topics covered Ethics and Professionalism; Fostering Positive Community Relations; Privacy, Civil Rights and Suspicious Activity and Search and Seizure. Police supervisors and managers are trained to look for any type of behavior which is contrary to Title VI policies and to thoroughly investigate complaints.

### **SELF MONITORING**

17. Provide a summary of Title VI self-monitoring activities conducted, including findings, recommendations, action items and status thereof.

- Our Title VI Coordinator checked in with staff from the following departments to see what Title VI activities took place over the past year:

- Economic Development
- Marketing and Event Coordination
- Code Compliance
- Planning, Zoning, and GIS
- Engineering
- Stormwater
- Public Safety & Courts
- Parks & Recreation
- Public Works
- Human Resources
- Business and City Clerk's Office
- Findings –
  - The City is stable on LEP outreach, and is implementing our plan (2018 Title VI Outreach Plan) to explore options to improve our success rate.
  - We are connecting more with non-english media outlets as we are able, and advertising in multiple languages where possible.
  - We are advertising and holding elections in multiple languages.
  - Our hiring practices are equal opportunity with extra consideration given to qualified bilingual applicants.
  - The City's expanded NOW program is successfully engaging citizens in neighborhood stabilization. This includes lower income and/or older areas throughout the City.

18. List any significant problem areas and corrective actions taken.

[No problems were identified.]

### **GOALS FOR UPCOMING FY 2020**

19. List goals/actions planned for the ensuing year.

- [Continue to include LEP translated outreach materials for events.
- Continue to seek out diversity in citizen participation through LEAD programs. This is a standing goal of our Mayor and Council and has been since the inception of the program. See 2018 Outreach plan for details.
- Continue advertising and holding elections in both English and Spanish.
- Continue neighborhood outreach through the NOW program.]
- Add Title VI Training opportunities for more City Staff.
- Recruit more bilingual staff, where possible.
- Advertise more public meetings in Hispanic newspaper.
- Complete ADA Transition Plan & Implementation Schedule.