



LAWRENCEVILLE

GEORGIA

CITY COUNCIL WORK SESSION AGENDA

Wednesday, June 08, 2022
5:00 PM

Council Assembly Room
70 S. Clayton St, GA 30046

Call to Order

Prayer

Pledge of Allegiance

Agenda Additions / Deletions

Public Hearing Old Business

Discussion will be limited to 7 minutes per side including rebuttal. Questions and answers from Council Members will not infringe on the time limit.

- [1.](#) Fiscal Year (FY) 2023 Proposed Budget Public Hearing

Discussion of General City Business

There is no public comment during this section of the agenda unless formally requested by the Mayor and the Council.

- [2.](#) 138 Paper Mill Road Subdivision Underground Electrical Project
- [3.](#) Renewal of Environmental Systems Research Institute, Inc. Enterprise License Agreement
- [4.](#) Renewal of Microsoft Enterprise Agreement
- [5.](#) Lease new user Workstations (Laptops and Desktops)
- [6.](#) View Point Co-Responder Agreement Renewal
- [7.](#) ReCAST Update on Community Assessment Presentation
- [8.](#) ReCAST Memorandum of Understanding (MOU) with Gwinnett County Public Schools

Executive Session - Personnel, Litigation, Real Estate

Final Adjournment



LAWRENCEVILLE

GEORGIA

AGENDA REPORT
MEETING: CITY COUNCIL WORK SESSION
AGENDA CATEGORY: PUBLIC HEARING

Item:	Fiscal Year (FY) 2023 Proposed Budget Public Hearing
Department:	Finance
Date of Meeting:	Wednesday, June 8, 2022
Fiscal Impact:	All Funds Revenue: \$167,623,329.00 & All Funds Expense \$171,520,402.00
Presented By:	Keith Lee, Finance Director
Action Requested:	Public Hearing for the FY 2023 Budget

Summary: This is a public hearing for the Proposed FY 2023 Budget. The city is proposing a \$171,520,402.00 expense budget that includes one new full-time position and part-time court and City Hall security, funding for a utility maintenance, funding for road resurfacing and IT capital as well as other departments. The proposed budget includes funding to implement a salary study for City Employees to be effective July 1, 2022.

The budget includes maintaining a 2.228 millage increase.

Concurrences: City Manager

Attachments/Exhibits: Presentation



FY 2023 Proposed Budget

June 8, 2022



Agenda

- **Revenue & Expenditure Highlights**
- **Personnel**
 - **Proposed Salary Adjustments**
 - **New Positions**
- **Fund Level Budgets**
- **Capital Projects**
- **Add / Delete items**



FY 2023 Revenue Projections

- Taxes
 - Proposing Millage Rate stay the same 2.228 to meet FY 2023 obligations
 - \$876,000 total increase in taxes
 - \$250,000 in Property Taxes
 - \$300,000 in Title Ad Valorem Tax



FY 2023 Revenue Projections

- Charges for Service
 - \$8,741,000 total increase
 - \$1,230,000 in Indirect Fees
 - \$920,000 in Refuse Collection
 - \$1,350,000 in Electric Revenue
 - \$3,800,000 in Gas Revenue (Result of Market Conditions)



FY 2023 Revenue Projections (cont'd)

- **Fines & Forfeitures**
 - Increase of \$650,000 (based on Court Revenue Trends – Post COVID)
- **Licenses and Permits**
 - Increase of \$550,000
 - \$200,000 decrease in building permits
- **Intergovernmental**
 - \$990,000 in Federal Grants (ReCAST)
- **Miscellaneous Revenue**
 - Increase of \$775,000
 - \$670,000 in Rental Income



Proposed FY 2023 Highlights

- Funding includes:
 - Four New Positions
 - Improvements to the Public Works Facility
 - Series 2015 Bond Funds
 - Continued Funding for Maintenance and Upgrades for Gas System
 - Increase in Funding for Maintenance and Upgrades for Electric System
 - Increase in Funding to Maintain or Improve City Services
 - IT Funding for Software and Network improvements
 - Equipment for Fleet Services
 - Maintenance and Repair of City Facilities
 - Use of ARPA Funds for IT Projects and Road Resurfacing
 - Use of Confiscated Assets for Police Requests
 - These funds are restricted to Police Uses



Proposed FY 2023 Personnel – Salary Adjustments

- Proposed FY 2022 Salary Adjustments
 - Salary and benefits adjustments of \$2,101,500
 - Based the salary study conducted by the Mercer Group
 - Implementation July 1, 2022



Proposed FY 2023 Personnel – New Positions

- Proposed four new positions
 - Temporary HR Clerk
 - Temporary Police Records Clerk
 - Police Engagement Officer
 - Planning and Development Administrative Coordinator
- Proposed budget includes operating and capital requests to support new positions

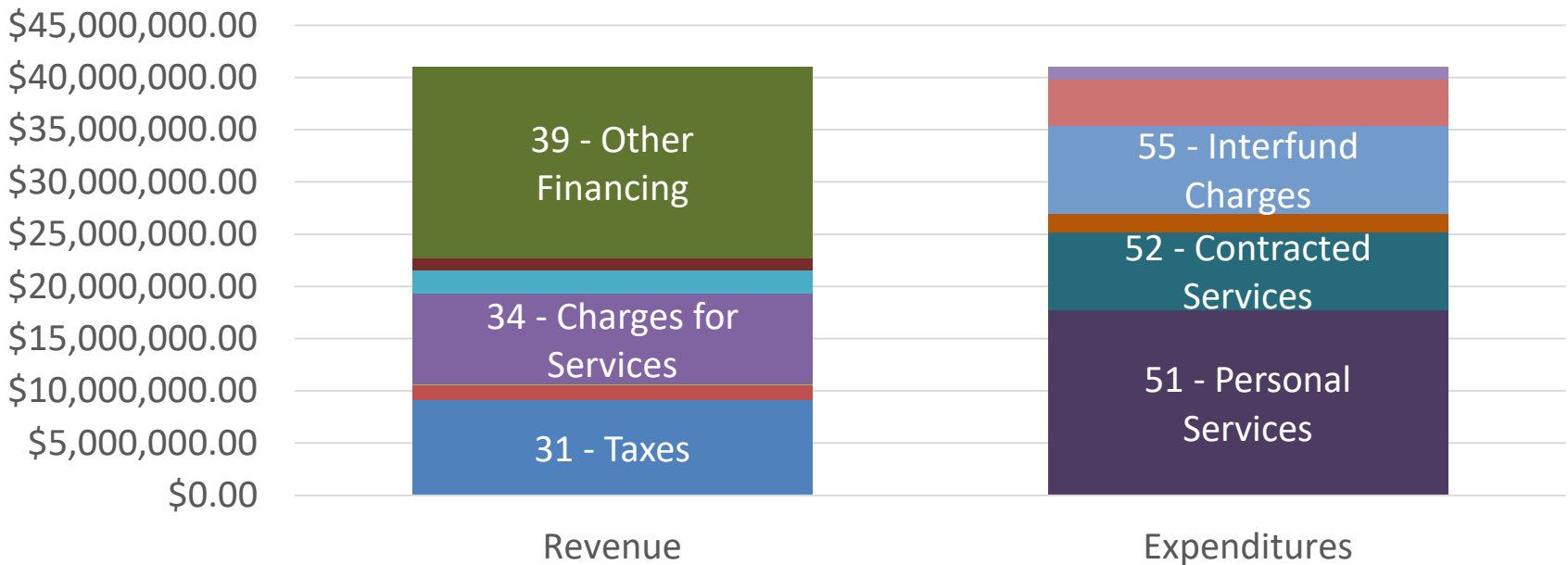


Proposed FY 2023 Overview

	Revenue	Use of Fund Balance	Ependitures	Net
100 - GENERAL FUND	\$41,031,400.00	\$0.00	\$41,031,400.00	\$0.00
210 - CONFISCATED ASSETS-FEDERAL	\$50,200.00	\$341,954.00	\$392,154.00	\$0.00
211 - CONFISCATED ASSETS-LOCAL	\$6,100.00	-\$6,100.00	\$0.00	\$0.00
215 - 911 FUND	\$1,190,432.00	\$0.00	\$1,190,432.00	\$0.00
230 – ARPA FUND	\$0.00	\$1,975,000.00	\$1,975,000.00	\$0.00
275 - HOTEL/MOTEL TAX FUND	\$300,000.00	\$0.00	\$300,000.00	\$0.00
280 - RENTAL MV EXCISE TAX FUND	\$100,000.00	\$0.00	\$100,000.00	\$0.00
355 - CAPITAL PROJECTS FUND	\$6,983,100.00	\$0.00	\$6,983,100.00	\$0.00
360 - SERIES 2015 BOND FUND	\$0.00	\$500,000.00	\$500,000.00	\$0.00
510 - ELECTRIC FUND OPERATING	\$40,698,519.00	\$1,086,219.00	\$41,784,738.00	\$0.00
511 - ELECTRIC FUND CAPITAL	\$6,834,781.00	\$0.00	\$6,834,781.00	\$0.00
515 - GAS FUND OPERATING	\$49,230,631.00	\$0.00	\$49,230,631.00	\$0.00
516 - GAS FUND CAPITAL	\$3,041,100.00	\$0.00	\$3,041,100.00	\$0.00
540 - SOLID WASTE FUND OPERATING	\$2,782,415.00	\$0.00	\$2,782,415.00	\$0.00
560 - STORMWATER FUND OPERATING	\$2,362,102.00	\$0.00	\$2,362,102.00	\$0.00
561 - STORMWATER FUND CAPITAL	\$1,880,178.00	\$0.00	\$1,880,178.00	\$0.00
610 - GROUP HEALTH FUND	\$7,500,000.00	\$0.00	\$7,500,000.00	\$0.00
615 - WORKERS COMPENSATION FUND	\$430,000.00	\$0.00	\$430,000.00	\$0.00
620 - FLEET SERVICE FUND	\$2,170,590.00	\$0.00	\$2,170,590.00	\$0.00
625 - RISK MANAGEMENT FUND	\$1,031,781.00	\$0.00	\$1,031,781.00	\$0.00
	\$167,623,329.00	\$3,897,073.00	\$171,520,402.00	



General Fund



- \$41,031,400 Proposed General Fund Budget
 - Revenue
 - Other Financing 45%, Taxes 22%, Charges for Service 21%
 - Expenditures
 - Personal Services 43%, Interfund Charges 21%, Contracted Services 11%



General Fund

Revenue	Revenue Amount
31 - Taxes	\$9,125,900.00
32 - Licenses & Permits	\$1,480,873.00
33 - Intergov Revenues	\$6,500.00
34 - Charges for Services	\$8,713,219.00
35 - Fines & Forfeitures	\$2,161,100.00
36 - Investment Income	\$100,000.00
38 - Miscellaneous	\$1,152,200.00
39 - Other Financing	\$18,291,608.00
	\$41,031,400.00

Expenditure Amount	Expenditures
\$17,741,686.00	51 - Personal Services
\$7,486,017.00	52 - Contracted Services
\$1,764,672.00	53 - Supplies
\$8,429,520.00	55 - Interfund Charges
\$4,369,173.00	57 - Other Costs
\$1,240,332.00	61 - Other Financing Uses
\$41,031,400.00	



General Fund - Revenue

- \$41,034,400 Proposed Revenue Budget
 - Includes 11% projected growth in property tax
 - Millage Rate projected to Remain the same as FY 2022
 - Requires an advertisement for property tax increase by state law
 - Based on Growth in Property Digest
 - Recommend discussion of millage rate increase for future fiscal year obligations
 - MV Title Ad Valorem Tax increase of \$300,000(30%)
 - Based on the sales of vehicles and state law on distribution percentages
 - Enterprise Fund Indirect Cost \$7,662,000
 - Based on the Enterprise Funds charges for services that are funded by the General Fund



General Fund - Expenses

- \$41,031,400 Proposed Budget
 - \$12,395,000 Regular Salaries
 - \$2,100,000 Salary Study Increases
 - Will be distributed to other funds, once salary study is complete and implemented
 - \$998,000 for ReCAST Grant Expenditures
 - \$1,000,000 Contingency
 - \$875,000 Retiree Group Health
 - \$3,187,000 Payments to DDA (2019 & 2020 Bonds)



General Fund-Fund Balance

		Amount
FY 2022 Projected Ending Fund Balance (6-30-22)		\$11,857,816
FY 2022 Use of Fund Balance		<u>\$0</u>
FY 2022 Projected Ending Fund Balance		\$11,857,816
FY 2022 General Fund-Fund Balance Policy (based on \$41,031,400 budget)		\$9,370,850
Funds Above Policy		\$2,486,966



Electric Fund

- \$41,784,738 Proposed Budget
 - Fund Transfers Out
 - \$6,834,781 Electric Capital
 - \$6,885,232 General Fund Operating
 - Indirect Costs
 - \$2,149,364
 - Purchase of Electricity for Resale
 - \$22,414,245
 - The last increase to Electric Rates was January 2022
 - It was an increase of \$3 to the monthly base rate
 - There are no pending electric rate increases



Gas Fund

- \$49,230,631 Proposed Budget
 - Third Year of Increase to Base Rate \$1 per month – September 2022
- Fund Transfers Out
 - \$3,041,100 Gas Capital
 - \$2,648,100 General Fund Capital
 - \$9,603,965 General Fund Operating
 - \$348,293 Solid Waste Fund (Last year of subsidy)
- Indirect Costs
 - \$4,881,070
- Purchase of Gas for Resale
 - \$18,415,273



Solid Waste & Recycling Fund

- \$2,782,415 Budget
 - Second Year of rate increases
 - Add \$10 to monthly residential fee in January 2023
- Expenditures
 - Solid Waste Disposal \$680,000
 - Recycled Material Collection \$495,000
 - Indirect Cost \$490,056



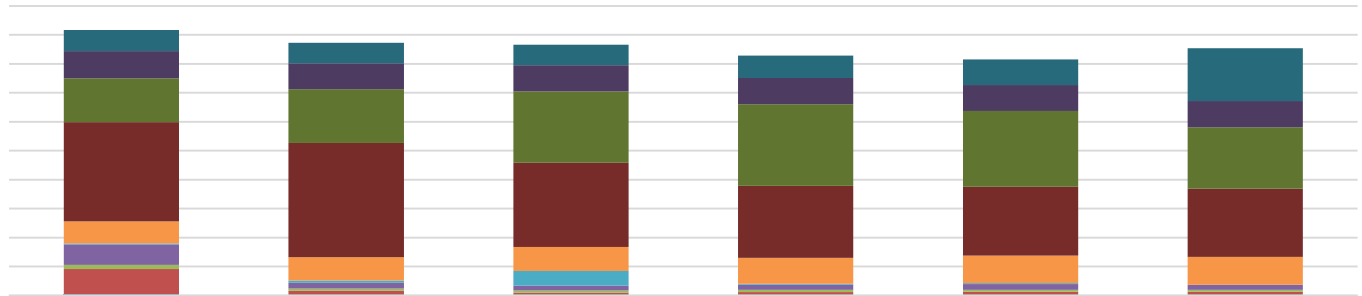
Storm Water Fund

- \$2,362,102 Proposed Budget
- Fund Transfers Out
 - \$1,880,078 for Stormwater Capital
- Indirect Costs
 - \$141,254
- Consulting / Monitoring Costs
 - \$130,000



Projected Budgets - Capital

\$20,000,000
\$18,000,000
\$16,000,000
\$14,000,000
\$12,000,000
\$10,000,000
\$8,000,000
\$6,000,000
\$4,000,000
\$2,000,000
\$0



	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028
Engineering	\$1,450,000	\$1,410,000	\$1,410,000	\$1,550,000	\$1,760,000	\$3,660,000
Stormwater	\$1,880,178	\$1,800,000	\$1,800,000	\$1,800,000	\$1,800,000	\$1,800,000
Gas	\$3,041,100	\$3,713,700	\$4,932,800	\$5,638,300	\$5,231,300	\$4,248,700
Electric	\$6,834,781	\$7,885,000	\$5,815,000	\$4,970,000	\$4,755,000	\$4,710,000
Fleet	\$1,535,000	\$1,626,000	\$1,670,000	\$1,790,000	\$1,900,000	\$1,920,000
Streets	\$63,000	\$160,000	\$1,000,000	\$70,000	\$59,000	\$0
PW	\$1,424,500	\$382,000	\$350,000	\$350,000	\$392,000	\$350,000
Police	\$268,179	\$152,124	\$152,124	\$152,124	\$152,124	\$152,124
IT	\$1,745,600	\$335,255	\$186,868	\$248,561	\$250,339	\$252,206
Community Relations	\$95,000	\$0	\$0	\$0	\$0	



Capital Projects

- \$18,337,338 Proposed Budget
- Highlights
 - \$1,130,000 Street Resurfacing
 - \$1,745,600 for IT Projects
 - (Security Upgrades, Security Cameras, etc.)
 - \$95,000 Holiday Displays
 - \$6,834,781 for Electric Projects
 - (Overhead & Underground Maintenance, Improvements, etc.)
 - \$3,041,100 for Gas Projects
 - (New Mains and Services, Meter Replacement, etc.)
 - \$1,880,178 Storm Water
 - (Storm Water Maintenance)



Add / Delete Items

- Increase Property Taxes by \$738,000
 - Due to digest growth (no change in millage)
- Add Maintenance Technician Facilities \$111,393
 - Salary \$46,533
 - Operating \$39,860
 - Capital \$25,000
- Change Temporary Police Records Clerk to full-time (no change in funding, just position classification)
- Add Residency Incentive \$25,000
- Reduce use of Electric Fund-Fund Balance by \$601,607



Upcoming Dates

JUNE 2022

- Wednesday, 22: Adopt Budget at Council Meeting (7pm)

JULY 2022

- Millage Hearings and adoptions



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1.

Questions



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AGENDA REPORT

MEETING: WORK SESSION, JUNE 8, 2022

AGENDA CATEGORY: GENERAL DISCUSSION ITEM

Item:	138 Paper Mill Road Subdivision Underground Electrical Project
Department:	Electric
Date of Meeting:	Wednesday, June 8, 2022
Fiscal Impact:	\$168,903.80
Presented By:	Huston Gillis, Electric Director
Action Requested:	Award 138 Paper Mill Road Subdivision Underground Electrical Project to low bidder, U-TEC Construction, Inc., amount not to exceed \$168,903.80. Authorization for Mayor to execute contracts subject to approval by the City Attorney. Contracts to follow award.

Summary: This project consists of the installation of 3-phase underground primary, padmount transformers, concrete pads, and Town and Country lights that will provide power to the 138 Paper Mill Road development of 116 homes.

Fiscal Impact: Amount not to exceed \$168,903.80. This project is funded by the Utilities, Electric, New Services Fund (5114600-541000). Project 06-040.

Attachments/Exhibits:
Bid Tabulation

BID TABULATION

PAGE 1

2.

SB020-22

138 Paper Mill Road Subdivision Underground Electrical Project

Electric Department

			Over and Under General Contractor, Inc.		Service Electric Co.		U-TEC Construction, Inc.	
ITEM #	DESCRIPTION	APPROX. QTY	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE
Base Project								
1	Mobilization	1 LS	\$0.00	\$0.00	\$15,000.00	\$15,000.00	\$4,940.00	\$4,940.00
2	Traffic Control	1 LS	\$0.00	\$0.00	\$1,500.00	\$1,500.00	\$1,400.00	\$1,400.00
3	Warranty and Bonds	1 LS	\$20,365.44	\$20,365.44	\$2,500.00	\$2,500.00	\$1,200.00	\$1,200.00
4	Install three-phase underground primary cable, direct bury.	5795 FT	\$14.85	\$86,055.75	\$15.00	\$86,925.00	\$10.72	\$62,122.40
5	Rock Removal	500 CY	\$530.00	\$265,000.00	\$450.00	\$225,000.00	\$121.50	\$60,750.00
6	Install padmount transformers	12 EA	\$922.80	\$11,073.60	\$500.00	\$6,000.00	\$390.00	\$4,680.00
7	Install concrete pads.	12 EA	\$408.00	\$4,896.00	\$400.00	\$4,800.00	\$156.00	\$1,872.00
8	Primary elbow terminations.	24 EA	\$167.50	\$4,020.00	\$250.00	\$6,000.00	\$74.10	\$1,778.40
9	Install Transformer ground assemblies.	12 EA	\$62.69	\$752.28	\$185.00	\$2,220.00	\$78.00	\$936.00
10	Install Town and Country lights with secondary assembly.	50 EA	\$338.93	\$16,946.50	\$400.00	\$20,000.00	\$287.00	\$14,350.00
11	Installation of UV2 (handheld) assemblies.	25 EA	\$334.96	\$8,374.00	\$250.00	\$6,250.00	\$147.00	\$3,675.00
12	Secondary lighting circuits as per attached drawings.	1 LS	\$10,190.70	\$10,190.70	\$30,000.00	\$30,000.00	\$11,200.00	\$11,200.00
Total			\$427,674.27		\$406,195.00		\$168,903.80	

Recommended Vendor:

U-TEC Construction, Inc.

926 Ridgedale Drive

Lawrenceville, GA 30043

404-915-6559

emorrison@utec-inc.com



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AGENDA REPORT

MEETING: WORK SESSION, JUNE 8, 2022

AGENDA CATEGORY: GENERAL DISCUSSION ITEM

Item:	Renewal of Environmental Systems Research Institute, Inc. Enterprise License Agreement
Department:	Information Technology Department
Date of Meeting:	Wednesday, June 8, 2022
Fiscal Impact:	\$115,500.00
Presented By:	Kyle Parker, Information Technology Director
Action Requested:	Approval to renew our Enterprise License Agreement with Environmental Systems Research Institute, Inc. for a term of 3 years at \$38,500.00 per year for a total of \$115,500.00. Authorization for Mayor to execute contracts subject to approval by the City Attorney. Contracts to follow award.

Summary: This agreement is for enterprise software licenses used in our Geographic Information Systems.

Fiscal Impact: Total amount of \$115,500. 00. This project is funded by the Operating Budget (1001538-522210).

Attachments/Exhibits:
Q-464627-LawrencevilleSGEA_2022.pdf



Quotation # Q-464627

3.

Date: February 24, 2022

Customer # 185254 Contract #

City of Lawrenceville
Information Technology Department
70 S Clayton St Rm T29
Lawrenceville, GA 30046-5727

ATTENTION: Kyle Parker
PHONE: (678) 407-6406
EMAIL: kyle.parker@lawrencevillega.org

Environmental Systems Research Institute, Inc.
380 New York St
Redlands, CA 92373-8100
Phone: (909) 793-2853 Fax: (909) 307-3049
DUNS Number: 06-313-4175 CAGE Code: OAMS3

To expedite your order, please attach a copy of this quotation to your purchase order.
Quote is valid from: 2/24/2022 To: 5/25/2022

Material	Qty	Term	Unit Price	Total
168178	1	Year 1	\$38,500.00	\$38,500.00
Populations of 25,001 to 50,000 Small Government Term Enterprise License Agreement				
168178	1	Year 2	\$38,500.00	\$38,500.00
Populations of 25,001 to 50,000 Small Government Term Enterprise License Agreement				
168178	1	Year 3	\$38,500.00	\$38,500.00
Populations of 25,001 to 50,000 Small Government Term Enterprise License Agreement				
Subtotal:				\$115,500.00
Sales Tax:				\$0.00
Estimated Shipping and Handling (2 Day Delivery):				\$0.00
Contract Price Adjust:				\$0.00
Total:				\$115,500.00

Esri may charge a fee to cover expenses related to any customer requirement to use a proprietary vendor management, procurement, or invoice program.

For questions contact: Tyler Nuttall	Email: tnuttall@esri.com	Phone: (909) 793-2853 x5410
The items on this quotation are subject to and governed by the terms of this quotation, the most current product specific scope of use document found at https://assets.esri.com/content/dam/esrisites/media/legal/product-specific-terms-of-use/e300.pdf, and your applicable signed agreement with Esri. If no such agreement covers any item quoted, then Esri's standard terms and conditions found at https://go.esri.com/MAPS apply to your purchase of that item. If any item is quoted with a multi-year payment schedule, then unless otherwise stated in this quotation, Customer is required to make all payments without right of cancellation. Third-party data sets included in a quotation as separately licensed items will only be provided and invoiced if Esri is able to provide such data and will be subject to the applicable third-party's terms and conditions. If Esri is unable to provide any such data set, Customer will not be responsible for any further payments for the data set. Federal government entities and government prime contractors authorized under FAR 51.1 may purchase under the terms of Esri's GSA Federal Supply Schedule. Supplemental terms and conditions found at https://www.esri.com/en-us/legal/terms/state-supplemental apply to some state and local government purchases. All terms of this quotation will be incorporated into and become part of any additional agreement regarding Esri's offerings. Acceptance of this quotation is limited to the terms of this quotation. Esri objects to and expressly rejects any different or additional terms contained in any purchase order, offer, or confirmation sent to or to be sent by buyer. Unless prohibited by law, the quotation information is confidential and may not be copied or released other than for the express purpose of system selection and purchase/license. The information may not be given to outside parties or used for any other purpose without consent from Esri. Delivery is FOB Origin.		

Esri Use Only:

Cust. Name _____
 Cust. # _____
 PO # _____
 Esri Agreement # _____



esri

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3.

SMALL ENTERPRISE AGREEMENT COUNTY AND MUNICIPALITY GOVERNMENT (E214-2)

This Agreement is by and between the organization identified in the Quotation ("**Customer**") and **Environmental Systems Research Institute, Inc. ("Esri")**.

This Agreement sets forth the terms for Customer's use of Products and incorporates by reference (i) the Quotation and (ii) the Master Agreement. Should there be any conflict between the terms and conditions of the documents that comprise this Agreement, the order of precedence for the documents shall be as follows: (i) the Quotation, (ii) this Agreement, and (iii) the Master Agreement. This Agreement shall be governed by and construed in accordance with the laws of the state in which Customer is located without reference to conflict of laws principles, and the United States of America federal law shall govern in matters of intellectual property. The modifications and additional rights granted in this Agreement apply only to the Products listed in Table A.

Table A
List of Products

Uncapped Quantities

Desktop Software and Extensions (Single Use)

ArcGIS Desktop Advanced
 ArcGIS Desktop Standard
 ArcGIS Desktop Basic
 ArcGIS Desktop Extensions: ArcGIS 3D Analyst,
 ArcGIS Spatial Analyst, ArcGIS Geostatistical Analyst,
 ArcGIS Publisher, ArcGIS Network Analyst, ArcGIS
 Schematics, ArcGIS Workflow Manager, ArcGIS Data
 Reviewer

Enterprise Software and Extensions

ArcGIS Enterprise and Workgroup
 (Advanced and Standard)
 ArcGIS Monitor
 ArcGIS Enterprise Extensions: ArcGIS 3D Analyst,
 ArcGIS Spatial Analyst, ArcGIS Geostatistical Analyst,
 ArcGIS Network Analyst, ArcGIS Schematics, ArcGIS
 Workflow Manager

Enterprise Additional Capability Servers

ArcGIS Image Server

Developer Tools

ArcGIS Engine
 ArcGIS Engine Extensions: ArcGIS 3D Analyst, ArcGIS
 Spatial Analyst, ArcGIS Engine Geodatabase Update,
 ArcGIS Network Analyst, ArcGIS Schematics
 ArcGIS Runtime (Standard)
 ArcGIS Runtime Analysis Extension

Limited Quantities

One (1) Professional subscription to ArcGIS Developer
 Two (2) ArcGIS CityEngine Single Use Licenses
 100 ArcGIS Online Viewers
 100 ArcGIS Online Creators
 17,500 ArcGIS Online Service Credits
 100 ArcGIS Enterprise Creators
 3 ArcGIS Insights in ArcGIS Enterprise
 3 ArcGIS Insights in ArcGIS Online
 10 ArcGIS Tracker for ArcGIS Enterprise
 10 ArcGIS Tracker for ArcGIS Online
 3 ArcGIS Parcel Fabric User Type Extensions (Enterprise)
 3 ArcGIS Utility Network User Type Extensions (Enterprise)
 3 ArcGIS Trace Network User Type Extensions (Enterprise)

OTHER BENEFITS

Number of Esri User Conference registrations provided annually	3
Number of Tier 1 Help Desk individuals authorized to call Esri	3
Maximum number of sets of backup media, if requested*	2
Five percent (5%) discount on all individual commercially available instructor-led training classes at Esri facilities purchased outside this Agreement	

*Additional sets of backup media may be purchased for a fee

Customer may accept this Agreement by signing and returning the whole Agreement with (i) the Quotation attached, (ii) a purchase order, or (iii) another document that matches the Quotation and references this Agreement ("**Ordering Document**"). **ADDITIONAL OR CONFLICTING TERMS IN CUSTOMER'S PURCHASE ORDER OR OTHER DOCUMENT WILL NOT APPLY, AND THE TERMS OF THIS AGREEMENT WILL GOVERN.** This Agreement is effective as of the date of Esri's receipt of an Ordering Document, unless otherwise agreed to by the parties ("**Effective Date**").

Term of Agreement: Three (3) years

This Agreement supersedes any previous agreements, proposals, presentations, understandings, and arrangements between the parties relating to the licensing of the Products. Except as provided in Article 4—Product Updates, no modifications can be made to this Agreement.

Accepted and Agreed:

(Customer)

By: _____
Authorized Signature

Printed Name: _____

Title: _____

Date: _____

CUSTOMER CONTACT INFORMATION

Contact: _____

Telephone: _____

Address: _____

Fax: _____

City, State, Postal Code: _____

E-mail: _____

Country: _____

Quotation Number (if applicable): _____

1.0—ADDITIONAL DEFINITIONS

In addition to the definitions provided in the Master Agreement, the following definitions apply to this Agreement:

"Case" means a failure of the Software or Online Services to operate according to the Documentation where such failure substantially impacts operational or functional performance.

"Deploy", "Deployed" and "Deployment" mean to redistribute and install the Products and related Authorization Codes within Customer's organization(s).

"Fee" means the fee set forth in the Quotation.

"Maintenance" means Tier 2 Support, Product updates, and Product patches provided to Customer during the Term of Agreement.

"Master Agreement" means the applicable master agreement for Esri Products incorporated by this reference that is (i) found at <https://www.esri.com/en-us/legal/terms/full-master-agreement> and available in the installation process requiring acceptance by electronic acknowledgment or (ii) a signed Esri master agreement or license agreement that supersedes such electronically acknowledged master agreement.

"Product(s)" means the products identified in Table A—List of Products and any updates to the list Esri provides in writing.

"Quotation" means the offer letter and quotation provided separately to Customer.

"Technical Support" means the technical assistance for attempting resolution of a reported Case through error correction, patches, hot fixes, workarounds, replacement deliveries, or any other type of Product corrections or modifications.

"Tier 1 Help Desk" means Customer's point of contact(s) to provide all Tier 1 Support within Customer's organization(s).

"Tier 1 Support" means the Technical Support provided by the Tier 1 Help Desk.

"Tier 2 Support" means the Esri Technical Support provided to the Tier 1 Help Desk when a Case cannot be resolved through Tier 1 Support.

2.0—ADDITIONAL GRANT OF LICENSE

2.1 Grant of License. Subject to the terms and conditions of this Agreement, Esri grants to Customer a personal, nonexclusive, nontransferable license solely to use, copy, and Deploy quantities of the Products listed in Table A—List of Products for the Term of Agreement (i) for the applicable Fee and (ii) in accordance with the Master Agreement.

2.2 Consultant Access. Esri grants Customer the right to permit Customer's consultants or contractors to use the Products exclusively for Customer's benefit. Customer will be solely responsible for compliance by consultants and contractors with this Agreement and will ensure that the consultant or contractor discontinues use of Products upon completion of work for Customer. Access to or use of Products by consultants or contractors not exclusively for Customer's benefit is prohibited. Customer may not permit its consultants or contractors to install Software or Data on consultant, contractor, or third-party computers or remove Software or Data from Customer locations, except for the purpose of hosting the Software or Data on Contractor servers for the benefit of Customer.

3.0—TERM, TERMINATION, AND EXPIRATION

3.1 Term. This Agreement and all licenses hereunder will commence on the Effective Date and continue for the duration identified in the Term of Agreement, unless this Agreement is terminated earlier as provided herein. Customer is only authorized to use Products during the Term of Agreement. For an Agreement with a limited term, Esri does not grant Customer an indefinite or a perpetual license to Products.

3.2 No Use upon Agreement Expiration or Termination. All Product licenses, all Maintenance, and Esri User Conference registrations terminate upon expiration or termination of this Agreement.

3.3 Termination for a Material Breach. Either party may terminate this Agreement for a material breach by the other party. The breaching party will have thirty (30) days from the date of written notice to cure any material breach.

3.4 Termination for Lack of Funds. For an Agreement with government or government-

owned entities, either party may terminate this Agreement before any subsequent year if Customer is unable to secure funding through the legislative or governing body's approval process.

3.5 Follow-on Term. If the parties enter into another agreement substantially similar to this Agreement for an additional term, the effective date of the follow-on agreement will be the day after the expiration date of this Agreement.

4.0—PRODUCT UPDATES

4.1 Future Updates. Esri reserves the right to update the list of Products in Table A—List of Products by providing written notice to Customer. Customer may continue to use all Products that have been Deployed, but support and upgrades for deleted items may not be available. As new Products are incorporated into the standard program, they will be offered to Customer via written notice for incorporation into the Products schedule at no additional charge. Customer's use of new or updated Products requires Customer to adhere to applicable additional or revised terms and conditions in the Master Agreement.

4.2 Product Life Cycle. During the Term of Agreement, some Products may be retired or may no longer be available to Deploy in the identified quantities. Maintenance will be subject to the individual Product Life Cycle Support Status and Product Life Cycle Support Policy, which can be found at <https://support.esri.com/en/other-resources/product-life-cycle>. Updates for Products in the mature and retired phases may not be available. Customer may continue to use Products already Deployed, but Customer will not be able to Deploy retired Products.

5.0—MAINTENANCE

The Fee includes standard maintenance benefits during the Term of Agreement as specified in the most current applicable Esri Maintenance and Support Program document (found at <https://www.esri.com/en-us/legal/terms/maintenance>). At Esri's sole discretion, Esri may make patches, hot fixes, or updates available for download. No Software other

than the defined Products will receive Maintenance. Customer may acquire maintenance for other Software outside this Agreement.

a. Tier 1 Support

1. Customer will provide Tier 1 Support through the Tier 1 Help Desk to all Customer's authorized users.
2. The Tier 1 Help Desk will be fully trained in the Products.
3. At a minimum, Tier 1 Support will include those activities that assist the user in resolving how-to and operational questions as well as questions on installation and troubleshooting procedures.
4. The Tier 1 Help Desk will be the initial point of contact for all questions and reporting of a Case. The Tier 1 Help Desk will obtain a full description of each reported Case and the system configuration from the user. This may include obtaining any customizations, code samples, or data involved in the Case.
5. If the Tier 1 Help Desk cannot resolve the Case, an authorized Tier 1 Help Desk individual may contact Tier 2 Support. The Tier 1 Help Desk will provide support in such a way as to minimize repeat calls and make solutions to problems available to Customer's organization.
6. Tier 1 Help Desk individuals are the only individuals authorized to contact Tier 2 Support. Customer may change the Tier 1 Help Desk individuals by written notice to Esri.

b. Tier 2 Support

1. Tier 2 Support will log the calls received from Tier 1 Help Desk.
2. Tier 2 Support will review all information collected by and received from the Tier 1 Help Desk including preliminary documented troubleshooting provided by the Tier 1 Help Desk when Tier 2 Support is required.
3. Tier 2 Support may request that Tier 1 Help Desk individuals provide verification of information, additional information, or answers to additional questions to

supplement any preliminary information gathering or troubleshooting performed by Tier 1 Help Desk.

4. Tier 2 Support will attempt to resolve the Case submitted by Tier 1 Help Desk.
5. When the Case is resolved, Tier 2 Support will communicate the information to Tier 1 Help Desk, and Tier 1 Help Desk will disseminate the resolution to the user(s).

6.0—ENDORSEMENT AND PUBLICITY

This Agreement will not be construed or interpreted as an exclusive dealings agreement or Customer's endorsement of Products. Either party may publicize the existence of this Agreement.

7.0—ADMINISTRATIVE REQUIREMENTS

7.1 OEM Licenses. Under Esri's OEM or Solution OEM programs, OEM partners are authorized to embed or bundle portions of Esri products and services with their application or service. OEM partners' business model, licensing terms and conditions, and pricing are independent of this Agreement. Customer will not seek any discount from the OEM partner or Esri based on the availability of Products under this Agreement. Customer will not decouple Esri products or services from the OEM partners' application or service.

7.2 Annual Report of Deployments. At each anniversary date and ninety (90) calendar days prior to the expiration of this Agreement, Customer will provide Esri with a written report detailing all Deployments. Upon request, Customer will provide records sufficient to verify the accuracy of the annual report.

8.0—ORDERING, ADMINISTRATIVE PROCEDURES, DELIVERY, AND DEPLOYMENT

8.1 Orders, Delivery, and Deployment

- a. Upon the Effective Date, Esri will invoice Customer and provide Authorization Codes to activate the nondestructive copy protection program that enables Customer to download,

operate, or allow access to the Products. If this is a multi-year Agreement, Esri may invoice the Fee up to thirty (30) calendar days before the annual anniversary date for each year.

- b. Undisputed invoices will be due and payable within thirty (30) calendar days from the date of invoice. Esri reserves the right to suspend Customer's access to and use of Products if Customer fails to pay any undisputed amount owed on or before its due date. Esri may charge Customer interest at a monthly rate equal to the lesser of one percent (1.0%) per month or the maximum rate permitted by applicable law on any overdue fees plus all expenses of collection for any overdue balance that remains unpaid ten (10) days after Esri has notified Customer of the past-due balance.

- c. Esri's federal ID number is 95-2775-732.

- d. If requested, Esri will ship backup media to the ship-to address identified on the Ordering Document, FOB Destination, with shipping charges prepaid. Customer acknowledges that should sales or use taxes become due as a result of any shipments of tangible media, Esri has a right to invoice and Customer will pay any such sales or use tax associated with the receipt of tangible media.

8.2 Order Requirements. Esri does not require Customer to issue a purchase order. Customer may submit a purchase order in accordance with its own process requirements, provided that if Customer issues a purchase order, Customer will submit its initial purchase order on the Effective Date. If this is a multi-year Agreement, Customer will submit subsequent purchase orders to Esri at least thirty (30) calendar days before the annual anniversary date for each year.

- a. All orders pertaining to this Agreement will be processed through Customer's centralized point of contact.
- b. The following information will be included in each Ordering Document:
 - (1) Customer name; Esri customer number, if known; and bill-to and ship-to addresses
 - (2) Order number
 - (3) Applicable annual payment due

9.0—MERGERS, ACQUISITIONS, OR DIVESTITURES

If Customer is a commercial entity, Customer will notify Esri in writing in the event of (i) a consolidation, merger, or reorganization of Customer with or into another corporation or entity; (ii) Customer's acquisition of another entity; or (iii) a transfer or sale of all or part of Customer's organization (subsections i, ii, and iii, collectively referred to as "**Ownership Change**"). There will be no decrease in Fee as a result of any Ownership Change.

- 9.1** If an Ownership Change increases the cumulative program count beyond the maximum level for this Agreement, Esri reserves the right to increase the Fee or terminate this Agreement and the parties will negotiate a new agreement.
- 9.2** If an Ownership Change results in transfer or sale of a portion of Customer's organization, that portion of Customer's organization will transfer the Products to Customer or uninstall, remove, and destroy all copies of the Products.
- 9.3** This Agreement may not be assigned to a successor entity as a result of an Ownership Change unless approved by Esri in writing in advance. If the assignment to the new entity is not approved, Customer will require any successor entity to uninstall, remove, and destroy the Products. This Agreement will terminate upon such Ownership Change.



LAWRENCEVILLE

GEORGIA

AGENDA REPORT
 MEETING: CITY COUNCIL WORK SESSION
 AGENDA CATEGORY: DISCUSSION OF GENERAL CITY BUSINESS

Item:	Renewal of Microsoft Enterprise Agreement
Department:	Information Technology Department
Date of Meeting:	Wednesday, June 8, 2022
Fiscal Impact:	TBD
Presented By:	Kyle Parker, Information Technology Director
Action Requested:	Discussion regarding the approval to renew our Microsoft Enterprise Agreement through reseller Dell for a term of 3 years at TBD per year for a total of TBD.

Summary: The City licenses Microsoft Software (Operating Systems, Email Systems, Server Software, and user applications) using the Georgia State Contract through our reseller, Dell.

Recently we upgraded the City Hall Enterprise Agreement to include Office 365 software licensing and have combined the City Hall Enterprise Agreement with the Police Department's Enterprise Agreement. This was done to improve system security and to provide efficiencies and more features for users.

This request is for the renewal of the combined Enterprise Agreement for a term of 3-years. Dell and Microsoft are completing the renewal paperwork and will have it ready by the June Regular Meeting for your approval.

Fiscal Impact: Total amount of TBD. This project is funded by the Operating Budget (1001538-522210).



LAWRENCEVILLE

GEORGIA

AGENDA REPORT
MEETING: CITY COUNCIL WORK SESSION
AGENDA CATEGORY: DISCUSSION OF GENERAL CITY BUSINESS

Item:	Lease new user Workstations (Laptops and Desktops)
Department:	Information Technology Department
Date of Meeting:	Wednesday, June 8, 2022
Fiscal Impact:	TBD
Presented By:	Kyle Parker, Information Technology Director
Action Requested:	Discussion regarding the approval to lease new user workstations (laptops and desktops) using the Georgia State Contract through reseller Dell.

Summary: The majority of the existing user workstations (laptops and desktops) are 4 to 5 years old and need to be replaced. We are proposing to lease Dell workstations using the Georgia State Contract.

We are working with Dell to finalize the lease details and equipment to purchase. Final cost and agreements will be available by the June Regular Meeting for your approval.

Fiscal Impact: Total amount is cost is estimated to not exceed \$450,000.



LAWRENCEVILLE

GEORGIA

AGENDA REPORT

MEETING: WORK SESSION, JUNE 08, 2022

AGENDA CATEGORY: GENERAL CITY BUSINESS

Item:	View Point Co-Responder Agreement Renewal
Department:	Police Department
Date of Meeting:	Wednesday, June 8, 2022
Fiscal Impact:	\$124,000.00 (ARPA)
Presented By:	Myron Walker, Interim Chief of Police
Action Requested:	Approve renewal agreement of yearly contract with View Point Health for them to provide licensed clinicians to assist the Lawrenceville Police Department with mental health calls for service and Authorize the Mayor to execute the renewal agreement upon review and approval of the City Attorney.

Summary: This request is to discuss the renewal of the contractual agreement with View Point Health Services to provide licensed clinicians to assist the police department with mental health calls for service.

Background: Co-Responders will assist the Lawrenceville Police Department on the issues of mental health crises to reduce incarceration, provide necessary services and transition after a crisis conclusion, and reduce the recidivism of calls involving those having mental health issues.

Fiscal Impact: The Co-Responder program is funded utilizing ARPA funding.
GL 1003210-531760

Concurrences: Executive Staff is in agreeance.

Attachments/Exhibits:
View Point Original Contract



Contract for Services



BETWEEN:

City of Lawrenceville
P.O. Box 2200
70 S Clayton St
Lawrenceville, GA 30046

View Point Health
175 Gwinnett Dr., Suite 365
Lawrenceville, GA 30046

These parties enter into this Contract for Service ("Contract") regarding Behavioral Health services provided by View Point Health (VPH) effective July 1, 2021. This Contract shall remain in effect for one (1) year and renews annually unless either Party gives the other party 30-days written notice of its intent to cancel for any reason.

- A. Purpose. The City of Lawrenceville and View Point Health (also called the "Parties") establish an understanding whereby a licensed behavioral health clinician will be assigned to the Lawrenceville Police Department to provide mental health services through a Police-Mental Health Collaboration (PMHC) to implement a co-responder program. A PMHC is defined as a collaborative partnership with law enforcement agencies, mental health providers, and other community-based entities. PMHC programs are producing better outcomes for consumers, officers, and agencies.
- B. Duties, Term, and Compensation. View Point Health (VPH) shall provide the Lawrenceville Police Department with fulltime licensed behavioral health clinician(s) to conduct behavioral health evaluations and crisis intervention services to individuals identified by the Lawrenceville 911 Communications Center and/or officers of the Lawrenceville Police Department. The City of Lawrenceville will pay VPH the proposed annual rate of \$124,000.00 for two (2) fulltime, fully licensed clinicians, (or \$62,000 per clinician) billable to the City of Lawrenceville on a monthly basis. As the need arises and is mutually agreed upon, additional licensed clinicians maybe added at the same rate. If a clinician is not available during any given month on a full-time basis, the monthly charge shall be adjusted accordingly.
- C. Program Description. The City of Lawrenceville Police Department desires to implement a Police-Mental Health Collaboration (PMHC) co-responder program to supplement and enhance its current Crisis Intervention Team (CIT) service delivery model for mental health crisis response. The PMHC would establish a full scope of behavioral health services to individuals considered to have behavioral and emotional challenges or drug dependency issues in order to eliminate or limit the need for police officers to respond to those in a mental health crisis and further to establish access to a Mobile Crisis Response Team and to provide a Case Management Team for identified individuals. As the public community behavioral health provider, VPH desires to provide these services to the City of Lawrenceville Police Department through a recognized

co-responder model. Behavioral Health Services are defined as comprehensive behavioral health assessments, individual and group counseling, linkage to community resources, and other “as needed” behavioral health services.

D. Responsibilities of View Point Health:

1. VPH will provide the Lawrenceville Police Department with fulltime behavioral health clinicians. The City of Lawrenceville may request a change in the clinician at any time and for any reason.
2. The behavioral health clinician will be available during work hours that are mutually agreed upon by VPH and the Lawrenceville Police Department.
3. VPH will provide a behavioral health clinician that will be available for emergency call out after hours during the week and on weekends and holidays at no additional cost.
4. Within 90 days, VPH will perform an initial comprehensive assessment, develop a service/response plan, and present its findings and recommendations to the Lawrenceville Police Department to further develop and enhance the PMHC co-responder program.
5. VPH assigned staff will serve as a liaison to and collaborate with external organizations and agencies to further the efforts of the Lawrenceville Police Department PMHC.
6. VPH will provide individual and/or group therapy sessions at VPH facilities or in the individual’s residence when appropriate.
7. VPH will maintain all counseling documentation in a HIPAA-compliant electronic health record management system.
8. VPH will use its own equipment (e.g., computer, internet access, vehicle, and cellular telephone) to provide all services.
9. VPH will obtain and maintain all Releases of Information before starting treatment and therapy sessions.
10. VPH, through its clinicians with authorized Releases of Information, will coordinate with designated Lawrenceville Police personnel on a monthly basis regarding co-responder status, therapeutic progress and/or additional challenges.
11. VPH staff will work with Lawrenceville Police Department personnel on a mental health alert process for data sharing of information for the protection and health of individuals in which police may respond or have contact. Such a process will be consistent and compliant with all federal and state laws relating to privacy.
12. VPH will provide and supervise all clinicians. All clinicians shall be employees or contractors of VPH and under no circumstances shall the clinicians be held out as or otherwise deemed to be employees of the City of Lawrenceville.
13. VPH and assigned Lawrenceville Police personnel will discuss to determine whether a higher level of service is indicated and necessary such as further assessment or review at the View Point temporary observation unit or admission to the Crisis Stabilization Unit.
14. VPH is responsible for all salaries and fringe benefits associated with its clinicians.
15. VPH clinicians will abide by all applicable City of Lawrenceville policies and procedures, as well as those of the Lawrenceville Police Department.

16. VPH clinicians shall be required to undergo a full background check, including submission to a criminal history background check.
17. VPH clinicians shall be required to undergo any designated training and certification to access restricted criminal history information, as applicable.
18. VPH shall be responsible for aftercare planning and services for as long as one year after the date of this Contract, including Relapse Prevention Planning, self-help, participation in peer-group therapy, and screening of participants in identified programs.
19. VPH will provide all necessary personal protective equipment (e.g.; masks, face shields, gloves, etc.) as needed by its clinicians to safely interact with in-crisis individuals or to conduct therapy sessions.
20. Each party agrees to be responsible for the acts and /or omissions of its own agents and employees' performed within the scope of employment. VPH, a statutorily created public corporation of the State of Georgia, cannot waive immunity conferred by the Georgia Constitution. VPH maintains insurance coverage through the State's risk management plan applicable to the negligent acts and omissions of its officers and employees, which occur within the scope of their employment by VPH. VPH has no coverage applicable to third-party acts or omissions and can undertake no obligation that might create a debt on the state treasury.
21. VPH will provide and maintain an active certificate of insurance listing the City of Lawrenceville as an additional insured for general liability coverage and for automobile liability coverage. VPH will provide new certificates of insurance as soon as practicable upon renewal of either general liability or automobile liability coverage.

E. Responsibilities of the Lawrenceville Police Department:

1. The Lawrenceville Police Department liaison/representative will be the Uniform Services Bureau Commander or designee.
2. The Lawrenceville Police Department will identify individuals who might benefit from behavioral health services and support.
3. The Lawrenceville Police Department will identify "high utilizers" and/or "complex care clients" for the assignment for VPH services.
4. The Lawrenceville Police Department will make referrals to VPH for it to provide clinical services.
5. The Lawrenceville Police Department will provide private office space for individual counseling sessions or at the View Point assessment and evaluation room when clinicians are working with individuals who need housing or transportation.
6. The Lawrenceville Police Department will maintain no therapeutic records of individuals enrolled in VPH services, nor will any member of the Lawrenceville Police Department access medical records not consistent with public safety objectives pursuant to federal or state laws.

If the Lawrenceville Police Department determines that a clinician is not following policies and procedures or is not a fit to provide appropriate and adequate behavior health services as part of this

contract, the Lawrenceville Police representative will inform VPH immediately and the VPH clinician will no longer provide program services.

VPH and the Lawrenceville Police Department agree that their designated representatives will meet monthly to evaluate the program's progress. Issues that hinder progress will be addressed in a timely and collaborative manner. A monthly report will be provided by VPH on PMHC's activity.

- F. Terms of Contract. The terms of this Contract are subject to change as additional terms may be added and existing terms may be altered or deleted, but any such changes shall be by written agreement and signed by both parties. The basic terms are:
1. Neither Party is prohibited from entering into negotiations with other third parties regarding the subject of this document.
 2. Confidentiality. Both Parties acknowledge that during the period of collaboration each will have access to and become acquainted with various trade secrets, inventions, innovations, processes, information, records, and specifications owned or licensed by the other Party and/or used by the other Party in operating its business including, without limitation, the Party's business and product processes, methods, customer lists, accounts, and procedures. If the information is not subject to the Open Records Act of Georgia, both Parties agree not to disclose the foregoing, directly or indirectly, or use them either during the term of this Contract or thereafter, except as required during this collaboration.
 3. Termination. Either Party to this Contract may terminate this Contract at any time by thirty (30) day's written notice to the Chief Executive Officer of VPH or the City Manager of the City of Lawrenceville.
 4. Choice of Law. The laws of the State of Georgia shall govern the validity of this Contract, constructing its terms and interpreting the rights and duties of the Parties.
 5. Waiver. The waiver by one Party of breach of any provision of this Contract by the other shall not operate to be construed as a continuing waiver.
 6. Assignment. The Parties to this Contract shall not assign their rights under this Contract, or delegate the performance of its duties without the prior written consent of the other Party to this Contract.
 7. Notices. Any notices, demands, or other communications required or desired to be given by any party shall be in writing and shall be deemed received by the other Party, if deposited in the United States mail, certified or registered, directed to the City Manager of the City of Lawrenceville or VPH's CEO, postage prepaid, return receipt requested.

View Point Health
Attn: VPH CEO
175 Gwinnett Drive
Lawrenceville, GA 30046

City of Lawrenceville
Attn: City Manager with copy to City Clerk
PO Box 2200
70 S Clayton Street
Lawrenceville, GA 30046

8. Modification or Amendment. No amendment, change or modification of this Contract shall be valid unless in writing and signed by the Parties.
9. Service Delivery Notice. Services are primarily funded by the City of Lawrenceville co-responder program and will cease to be provided if funding is no longer available.



View Point Health
Jennifer S. Hibbard
Chief Executive Officer



David R. Still
Mayor
City of Lawrence



LAWRENCEVILLE

GEORGIA

AGENDA REPORT

MEETING: WORK SESSION, JUNE 8, 2022

AGENDA CATEGORY: GENERAL CITY BUSINESS

Item:	ReCAST Update on Community Assessment Presentation
Department:	Community Relations
Date of Meeting:	Wednesday, June 8, 2022
Fiscal Impact:	\$0
Presented By:	Sheryl Trent, SBrand Solutions
Action Requested:	Update on ReCAST with no action needed

Summary: Sheryl Trent with SBrand Solutions, the consultant firm tasked with creating the Community Needs and Resources Assessment and Strategic Plan, will be on-site to provide an overview to Council on the Executive Summary. The Assessment and Strategic Plan began in January and encompassed community engagement through listening sessions, focus groups, surveys and interviews to obtain a better understanding of the community needs.

Attachments/Exhibits:

ReCAST Executive Summary 5.17.2022

ReCAST Lawrenceville

Community Needs and Resources Assessment and Strategic Plan Executive Summary

In 2020, the City of Lawrenceville and your community partners received a five-year, \$5,000,000 grant from the federal government known as a ReCAST grant to address resilience in the Lawrenceville community after stress and trauma. A few of the initial steps required by the grant included a Community Needs and Resources Assessment (CNRA) and a Strategic Plan with implementation components. Both documents required a substantial amount of collaboration, community input, and arduous work on the part of the ReCAST team and your Advisory Group, as well as your other community partners:

- + Families First
- + Impact 46
- + Georgia Center for Opportunities

This final report is a summary of the work completed through the process, the results, and basic components of both the Community Needs and Resources Assessment and the Strategic Plan, and recommendations for a successful path forward. A special thank you to both Jasmine Billings and Marcus Thorne, without whom this project would have not been successful and who both put an immense amount of thought and effort into the creation of the CNRA and the resulting Strategic Plan.

ReCAST Overview

On the ReCAST website, the federal government states, *"The goal of the ReCAST Program is for local community entities to work together in ways that lead to improved behavioral health, empowered community residents, reductions in trauma, and sustained community change."* When the Lawrenceville team applied for the grant, part of the application was to state the intended goals of the program (many of which have already been successfully accomplished!) These Goals drove the process and are part of the final Strategic Plan.

- ✓ Goal 1
Increase well-being, resiliency, and community healing through community-based, participatory approaches
- ✓ Goal 2
Increase community and youth engagement, leadership development, improved governance, and capacity building
- ✓ Goal 3
Increase access to trauma-informed community behavioral health resources
- ✓ Goal 4
Increase the level of cultural competency of the City of Lawrenceville's employees and citizens

- ✓ Strengthen the integration of community-based services addressing the social determinants of health for high-risk youth and their families.

Process and Approach

There were two main components to the work completed from January to May by SBrand Solutions: The Community Needs and Resources Assessment and the Strategic Plan (with an implementation component).

The six-month timeframe was based around a four-phase process.

Four Main Phases

Six Month Process

Five Main Deliverables:

- Community Engagement Plan
- Community Engagement Report
- Community Needs and Resources Assessment
- Strategic Plan
- Implementation Plan

- Phase 1 – Process Design and Planning
- Phase 2 – Research, Review, Engagement, and Outreach
- Phase 3 – Strategic Plan Retreat Facilitation
- Phase 4 – Plan Creation and Review

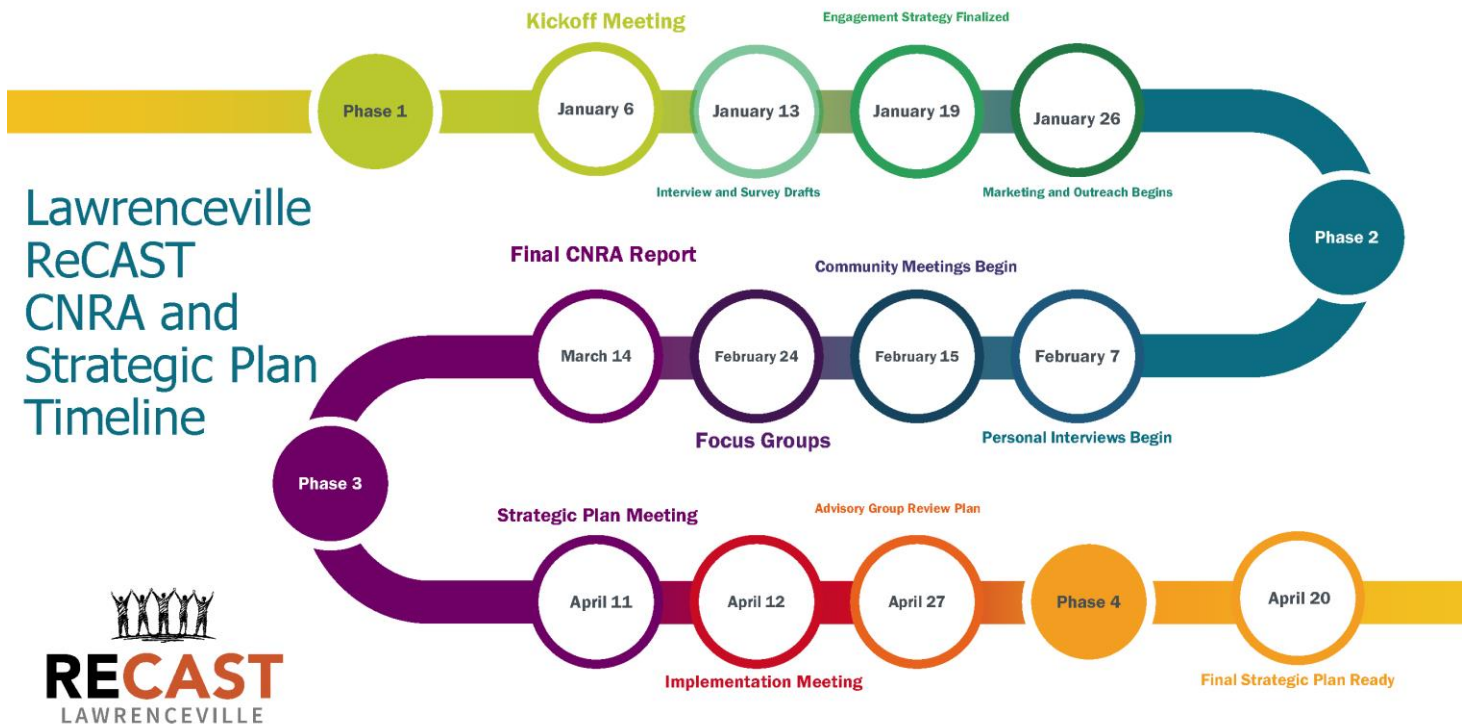
Phase 1. This initial step is where SBrand Solutions worked with the Lawrenceville team to establish the preferred process, set the overall schedule, identify groups and individuals, establish roles for the plan, create survey questions and initial community outreach, and set up the Community Needs and Resources Assessment work.

Phase 2. Gathering Information began with the design of a community survey and questions and continued with the design of an interview process and questions. The additional community engagement pieces (see below)

were created graphically and SBrand was on site for two full weeks meeting with the community, conducting interviews, promoting the survey, and meeting with focus groups. There were multiple videos created during this process, including one just for the youth survey to promote participation, shared with local high schools and community organizations. The ReCAST Advisory Board was selected and appointed during this phase and that new team was brought up to speed just as the CNRA was finished and ready to submit as a grant requirement.

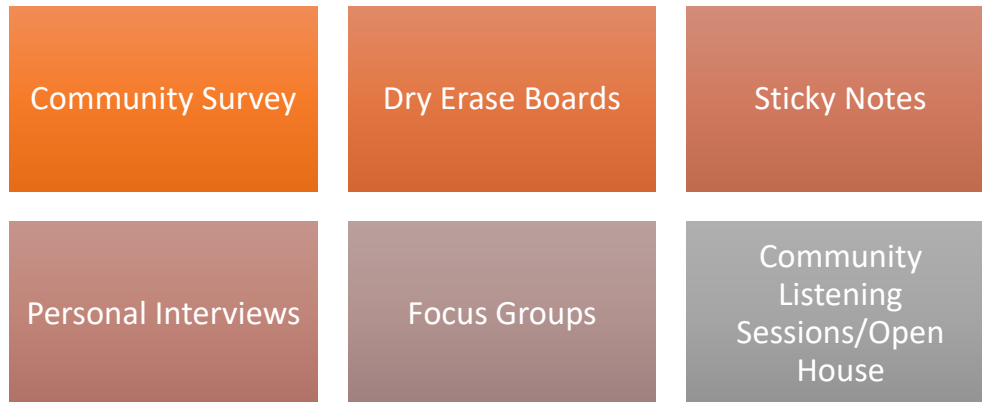
Phases 3 and 4. The Community Needs and Resources Assessment came first in the process, based on the Survey Report, the Focus Groups Report, the Community Listening Sessions Report, and the Interview Report. Those common themes across the entire community were collated into the CNRA, which is a standalone document. With that information and the strategic plan template provided by the grant, the SBrand team facilitated two meetings for the framework of the strategic plan and the implementation portion. These documents are now complete and ready to submit to the grant.

Along the timeline there were some major milestones of community engagement and review.



Community Needs and Resources Assessment in Brief

The **Community Needs and Resources Assessment (CNRA)** was informed directly by the community with significant effort and thought from the team to create a process that involved the community members who might be most affected – at risk youth and their families. There were multiple methods of acquiring both perceptive and statistical data:



- Review of relevant data and information provided by partners
- Research of relevant data sources independently found
- Personal, one on one interviews with service providers and partners in the community
- Community survey (release online and promoted through social media, sandwich boards, flyers, community presentations, digital boards, and throughout the community on easels and dry erase boards)
- Community meetings – two were held
- Focus groups with subject matter experts – four were held
- Youth specific survey (released by the school)
- Dry erase boards at specific locations
- Sticky notes for youth engagement
- Social media

The overall results of the CNRA were designed to be both community informed (opinions from the very community members and partners that would best know the results and intended impact of the work) and analytical. The process was a planned and purposeful approach of gathering, analyzing, and reporting current community information based on direct feedback and general data about the characteristics, needs, and resources of the Lawrenceville community and, in particular, the needs of high-risk youth and their families.

The summary information from the CNRA can best be stated as:

The Assessment is intended to inform a Community Strategic Plan, which is the next step of this process. That Strategic Plan will be discussed in April of 2022 and a final plan is due to be

submitted to SAMHSA for the grant in May of 2022. The Community Strategic Plan will include the Goals and Objectives of the Lawrenceville ReCAST project and take into consideration the findings of this Assessment.

The gathering of information was focused on direct community feedback and input on their perceived needs and involved a wide range of community members, at-risk youth, service agencies, educational institutions, and local government members; and focused on community-identified drivers of stress and trauma. Additional data was gathered through readily available sources such as census data, local community data from government partners, and data provided by service providers.

This Assessment lists those community-informed needs, discusses barriers, and challenges, and identifies some conclusions. Based on those conclusions we would suggest that the Community Strategic Plan focuses on:

- 1) Coordinating resources and partnerships
- 2) Creating a data set that is meaningful and measurable
- 3) Focusing on knowledge of and access to resources within the community
- 4) Delivering culturally competent and inclusive programs and training
- 5) Engaging the affected community in a thoughtful and deliberate process
- 6) Establishing a community-based organization to lead this effort

It will take the entire community of partners, concerned community members, and public agencies working together, sharing resources, and committing to funding to create resiliency in our at-risk youth and families. We are aware that there are plans being discussed at the County level to address the future establishment of a community-based organization, and we believe that coordinating efforts will further enhance the outcomes and successes of ReCAST Lawrenceville.

Strategic Plan and Implementation in Brief

A well-designed Strategic Plan answers four key questions:



1. Where are we NOW?
2. Where are we GOING?
3. HOW will we get there?
4. How will we know if we are SUCCESSFUL?

For the ReCAST grant, the federal government has recommended templates and approaches to use, which are in part based on the CNRA results and information. Over the course of two days, the ReCAST team, the Advisory Group, and community partners met to craft the Goals and Objectives of the Strategic Plan and the detailed information in the

implementation portion.

Mission Statement:
To connect and empower Lawrenceville youth and their families to access available collaborative resources to address their unmet holistic needs.
Vision Statement:
We are a thriving Lawrenceville where all residents work together to create a sense of belonging.
Project Values:
Empowerment, collaboration, connection, accessibility, advocacy, inclusion

The Strategic Plan for ReCAST also includes Goals, Objectives and Action Steps as well as Performance Measures. In the plan data collection, annual targets, collection tools and sources are all identified and a specific section on ensuring that the intended population will be served by the actions taken. As with all successful Strategic Plans, the implementation portion includes who is responsible, and specific dates for Action Steps to be accomplished (which creates focus and accountability as well as reporting opportunities).

The role of the Advisory Board as appointed by the City Council is particularly important to the ongoing success of the Strategic Plan. When building resiliency within a community, building capacity at the same time helps to strengthen relationships, broaden perspectives, increase communication, and generate better ideas on what could be successful. We want to thank the Advisory Board for all of their challenging work in such a brief period of time.

Recommendations

At SBrand Solutions, we value the plans you create and consider these plans to be living documents, not something that just sits on the shelf. This is a significant investment in the community and is the strategic framework that will help to guide operations, goals, budgeting, and communication for the next 3 – 5 years. In order to get the most out of the significant work the community has done, we recommend the following:

Creation of an Implementation/Work Plan Implementing the action steps for the key areas of focus is essential for success of the plan and manifest the vision and guide the mission. Our fundamental recommendation for the continuance of the plan is for guided work to help the Advisory Group create action steps, with measurable outcomes and staff assignments. This process ensures that the initial steps are taken for implementation, along with fostering champions of the plan and overall strategic vision among staff and community members.

Creation of a Forward-Facing Dashboard Having a forward-facing dashboard is a visual tool by which all involved in the plan, from the staff working through projects and goals, to the community who has a decidedly profound stake in the future can be involved. Having a dashboard that quickly and clearly shows the plan, the goals, and the progress is an essential tool for inspiration and communication.

Quarterly Update Meetings for Implementation. Consider these a deep check-in on the progress of the goals and objectives. Facilitated quarterly meetings outline status updates, produce tangible actions steps with measurable results and outcome and are also forums for the Advisory Group, staff, and your partners to celebrate the success of the implementation of the plan, which in turn creates momentum for meeting and accomplishing its goals. This is especially important in continuing the work to set initial action steps for implementation.

Annual Retreat for the Strategic Plan. The world both inside and outside Lawrenceville will change. As the ReCAST team progresses through the implementation, more information and data will be created which can inform decisions. How does this impact the implementation for the ReCAST grant? What about the establishment of new Goals or Objectives? This is where an annual retreat to revisit the strategic plan is key. An annual retreat focused on a deep dive into the plan and the status of meeting the goals can

keep the tenets of the plan fresh in the community's mind and ensure return on your strategic plan investment.

Annual Community Survey In addition to the above recommendations, an annual community survey would be apt to establish some statistical significance to the implementation of the plan and allow for feedback to guide future action steps to accomplish the goals of the plan. With the community opening up post-pandemic, an annual survey could have heavy in-person community involvement and facilitation, in addition to online survey options. Either way will ensure that the team is on track with its mission to meet the vision of the ReCAST grant.

Summary and Thank You

We want to thank the City of Lawrenceville for your warm welcome to the community, the City Council for your oversight of this project, the leadership team from the city for their support and participation, the Advisory Group, your partners at Impact 46 and Families First, and the community with whom we were able to interact and collaborate. Again, a special thanks to Jasmine Billings and Marcus Thorne, without whom we would not have been as successful. The strengths and opportunities within Lawrenceville are tremendous, and your ability to use the ReCAST grant to create resiliency is inspiring! The CNRA and the Strategic Plan can be a building block for the community and a guiding document for implementation in the coming years. We appreciate the opportunity to work with you on this project and are excited to see the innovative and collaborative approaches that will result in positive change.



LAWRENCEVILLE

GEORGIA

AGENDA REPORT

MEETING: WORK SESSION, JUNE 8, 2022

AGENDA CATEGORY: DISCUSSION OF GENERAL CITY BUSINESS

Item:	ReCAST Memorandum of Understanding (MOU) with Gwinnett County Public Schools
Department:	Community Relations
Date of Meeting:	Wednesday, June 8, 2022
Fiscal Impact:	\$0
Presented By:	Marcus Thorne, ReCAST Program Manager
Action Requested:	Approval of the ReCAST Memorandum of Understanding (MOU) Agreement with Gwinnett County Public Schools (GCPS).

Summary: The City's ReCAST Program has received preliminary approval from Gwinnett County Public Schools to offer supportive wrap-around services to the Central Gwinnett and Discovery High School Clusters. This Memorandum of Understanding (MOU) presentation provides City Council a detailed overview with a request for approval during the regular Council session on June 22, 2022.

Attachments/Exhibits:

ReCAST Memorandum of Understanding (MOU) 6.2.2022 Draft

MEMORANDUM OF UNDERSTANDING FOR RECAST

This Memorandum of Understanding (Agreement) is made and entered into between the **Gwinnett County Public Schools** (located in Suwanee, Georgia and hereinafter referred to as **GCPS**) and the City of Lawrenceville, Georgia, to implement a grant known as ReCAST (hereinafter ReCAST). ReCAST is being implemented by three collaborating partners: Families First, Georgia Center for Opportunity, and Impact46. These organizations function as sub-recipients of a grant received by the City of Lawrenceville, Georgia.

WHEREAS, Lawrenceville is a Georgia municipal corporation wholly located within Gwinnett County; and

WHEREAS, GCPS is a political subdivision of the State of Georgia; and

WHEREAS, Lawrenceville and GCPS agree to cooperate to provide services to students and families through the ReCAST grant program; and

NOW THEREFORE, for and in consideration as set forth herein, the mutual covenants herein contained, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged by the parties, Lawrenceville and GCPS hereby agree as follows:

This Agreement will remain in effect from June 1, 2022 through September 30, 2026. ReCAST stands for Resiliency in Communities After Stress and Trauma and is a program funded by the U.S Department of Health and Human Services' Substance Abuse and Mental Health Administration (SAMHSA). As a five-year grant program funded by SAMHSA, our ReCAST mission is to connect and empower Lawrenceville youth and families to build a stronger community.

I. **Responsibilities of ReCAST Lawrenceville**

ReCAST Lawrenceville (ReCAST) through its appropriately designated sub-recipient partners shall do, or cause to be done, the following:

- A. Verify completion of background checks for all direct service providers through the ReCAST program/grant
- B. Provide wrap-around services for referred youth (and their families) – as committed through the ReCAST grant. Eligible recipients shall include students in the
 1. Central Gwinnett High School Cluster
 2. Discovery High School Cluster, and
 3. Additional public school students residing in the City of Lawrenceville
- C. Create a clear referral system
 1. The ReCAST referral system will be based on internet technology
 2. Therefore, participants must have access to technology (smartphone, computer with an internet connection, or access via public library)

3. In the case of hardship, ReCAST will help participants apply for a smartphone via a government program – this is not a guarantee to obtain participant phones but a commitment to assist in applying for one.
- D. Secure parent/guardian permission for activities conducted with youth.
1. This will be true whether initiated
 - a) by the school (counselor, social worker, administrator, etc); or
 - b) by the student
 2. If a student is unable to get permission from a parent for some reason ReCAST will take steps to secure permission from another appropriate authority figure in consultation with GCPS
- E. Work to serve 400 youth and/or families over the course of a program year. ReCAST sub-recipient partners will provide effective service for all referrals. Effective service shall be defined as one or more of the following:
1. Shelter provision within program parameters
 2. Rental assistance as determined appropriate
 3. Behavioral health service access and invitation to a customized treatment program as defined by qualified and/or licensed staff
 4. Case Management (Navigator) support as resource connection and care planning to meet a participant's personalized goals
 5. Employment service is defined as resume help, job search and job application assistance, and access to ready-to-hire employers as available
- F. Provide timely reports, at least quarterly, but not more frequently than once per month
1. In specific cases where a school contact needs more immediate information regarding a specific participant, more frequent reporting is possible.
 2. Overall metrics will be reported quarterly
- G. Service provision – when offered in-person – is primarily offered at the FIRST Center (10 Water Works Road / Lawrenceville, Georgia 30046), adjacent to Rhodes Jordan Park. Some services can also be offered virtually.
- H. ReCAST will maintain confidentiality related to all referred participants and participant information. In the case of a change in one or more ReCAST sub-recipients, ReCAST will have at least six (6) months to develop a plan of how to continue the committed supportive services. If it is not possible to continue some aspect of the support outlined in this agreement, ReCAST and GCPS will work together to continue serving in the best way possible through the remaining sub-recipient(s) through the end of September of the year in which services were diminished.

II. Responsibilities of Gwinnett County Public Schools

GCPS through its appropriately designated administrators and staff shall do, or cause to be done,

the following:

- A. Refer students and families
 - 1. Through an understanding of what ReCAST is and what it offers students and families in need of services can be referred for assistance.
 - 2. Help referred participants understand the basics of ReCAST services.
- B. Provide space for ReCAST programming/services as jointly agreed.
 - 1. These space requests are anticipated to be occasional, maybe twice a year, and no more than once per quarter
 - 2. Use of space will be coordinated through the appropriate point of contact as designated at each school and subject to availability
 - 3. Space will be provided at no cost to ReCAST and in support of ReCAST programs. This benefit will not be transferable to activities unrelated to ReCAST
- C. Access to students – GCPS will, as needed, provide opportunity and space for ReCAST staff to meet with students and families on school premises.
- D. Access to school Wifi

III. **Responsibilities of referred participants**

Supportive programming, such as is being offered through ReCAST only works if students and families participate. It is expected that those referred will:

- A. Consent to receive services
- B. Cooperate with the process of receiving support and enacting change. Cooperation includes sharing pertinent, reasonable information as necessary for services.
- C. Commit to the betterment of themselves (and their families)

IV. **Mutual responsibility**

ReCAST and the GCPS mutually commit to the following to achieve the goals of this Agreement:

- A. Non-discrimination. Discrimination on the basis of race, color, national origin, sex, disability, or age is strictly prohibited.
- B. Collaboration. Commit to working together toward the goal of making Lawrenceville youth and families stronger.
- C. Communication. Commit to communicating well. Communicating well includes the following:

1. A clear point of contact (or source of authority) for decision-making and execution
2. Clear objectives/deliverables
3. Clear timelines for when to expect completion
4. A mature manner of resolving conflict if or when it arises

D. Social Media. Both parties agree to periodically educate and inform the community through their social media channels

V. **Reporting, sharing of data, and sharing stories of impact**

ReCAST will prepare reports for GCPS quarterly, as set forth above (*please see Section I, F*).

ReCAST will also prepare reports for other organizations as required.

A. This includes but is not limited to the:

1. Substance Abuse and Mental Health Administration (SAMHSA)
2. City of Lawrenceville elected officials and staff
3. Gwinnett County Public School Board, Administration, and staff
4. ReCAST sub-recipients and partners
5. Community residents and participants

B. Such data will be shared with personally identifying information redacted or removed and will be reported in aggregate.

C. If a referred participant gives permission to share his or her story, ReCAST reserves the right to do so with that participant's name.

D. ReCAST reserves the right to share information as required by law.

VI. **Enforceability / Governed by the State of Georgia / Gwinnett Courts**

A. This Agreement and the rights and obligations of the parties hereto shall be governed, construed and interpreted according to the laws of the State of Georgia.

B. Force Majeure: In no event shall parties be responsible or liable for any failure or delay in the performance of its obligations hereunder arising out of or caused by, directly or indirectly, forces beyond its control, including, without limitation, strikes, work stoppages, accidents, acts of war or terrorism, civil or military disturbances, nuclear or natural catastrophes or acts of God, and interruptions, loss or malfunctions of utilities, communications or computer (software and hardware) services outside of either party's control (a "**Force Majeure**"); it being understood that parties shall use reasonable efforts which are consistent with accepted in the social services industry to resume performance as soon as practicable under the circumstances. If a Force Majeure event lasts for more than three (3) months either party shall have the right to terminate the

Agreement by giving the other party written notice thereof.

- C. Confidentiality: Parties hereby expressly agree that all Confidential Information (defined below) disclosed to one another is confidential and shall be maintained and treated as such. Parties further agree that such Confidential Information shall not be used in any manner whatsoever, disclosed to others, copied or reproduced by either party without first obtaining written permission from the other party. **"Confidential Information"** shall mean any and all information or material which has not been released to the public by a party which the other party may obtain knowledge of or access to, including without limitation any and all information relating to (A) such party's business and technology, trade secrets, inventions, ideas, processes, computer source and object code, data, formulae, other works of authorship, know-how, improvements, discoveries, developments, designs, and techniques; (B) information regarding such party's products, plans for research and development, marketing and business plans, budgets, financial statements, contracts, prices, suppliers, and customers; (C) such party's financing and budgeting; and (D) information regarding the skills and compensation of such party's officers, employees, and any other service providers of such party. Confidential Information shall not include information or matter that a party can demonstrate by reasonable and tangible evidence that: (1) was already known to such party prior to its disclosure pursuant to this Agreement as demonstrated by reasonable evidence; (2) has become a part of the public knowledge, without a breach of this Agreement by said party; or (3) is explicitly approved in writing by for release by the other party; or (4) is required by law to be open to the public.

VII. **Severability**

The parties agree that each of the provisions included in this Contract is separate, distinct, and severable from the other and remaining provisions of this Contract, and that the invalidity of any Contract provision shall not affect the validity of any other provision or provisions of this Contract.

This Memorandum of Agreement (“MOA”) is made and entered into as of the ____ **Day of June 2022**, by and between the City of Lawrenceville and the Gwinnett County Public Schools.

Gwinnett County Public Schools

Date Signed: _____ By: _____
Eric Thigpen, Executive Director of Academic Support
Attest: _____
Dr. Tinisha Parker, Executive Director of Student Services

City of Lawrenceville, Georgia

Date Signed: _____ By: _____
David Still, Mayor
Attest: _____
Karen Pierce, City Clerk

Date Signed: _____ By: _____
Chuck Warbington, City Manager
Attest: _____
Karen Pierce, City Clerk

(AUTHORITY SEAL)
