



## **CITIZENS BUDGET REVIEW ADVISORY COMMITTEE MEETING MINUTES**

### **CITY OF DULUTH**

3167 MAIN STREET  
DULUTH, GA. 30096

**MARCH 03, 2021 at 6:00PM**

#### **PRESENT:**

Amanda Blakmon  
Manfred Graeder  
Eva Kuhn  
Tom Moore

Alana Moss  
Mike Park  
Chantal Scantlebury  
Sonya Wigfall

#### **CITY REPRESENTATIVES:**

City Manager, James Riker  
Asst. City Manager, Teresa S. Lynn

Asst. City Manager, Ken Sakmar  
Rob Froehbrodt, Facilitator

### **I. CALL TO ORDER**

The facilitator, Rob Froehbrodt called the meeting to order at 6:00 p.m.

### **II. APPROVAL OF MINUTES**

**A motion was made by Eva Kuhn, seconded by Manfred Graeder, to approve the February 24, 2021 minutes as presented. All voted for. Motion carried.**

### **III. DISCUSSION ON COMMUNICATION TOOLS AND PREFERENCES**

Rob Froehbrodt facilitated a discussion with the group on the ideas captured during the last session to improve or add to the City's current ways of distributing information.

1. Circulate press releases to differing media outlets including churches, the library and HOAs. (Each media outlet would be responsible for translating to their individual language).
2. Change up E-Blast – much of the content appears to be repetitive from the prior blasts. Consider adding other items of interests such as key upcoming public meetings.
3. Review use of Facebook, Next Door, other apps (such as Words with Friends) to increase information distribution.
4. Upgrade City's website to be more user friendly, difficult to locate information especially on cell phones.

5. Replacement of aged signage to Duluth standards.
6. Consider electronic signage at key locations.

#### **IV. DISCUSSION/RECOMMENDATIONS BY COMMITTEE**

1. What service, facility or program offered/provided by the City of Duluth needs improvements?
2. What service, facility or program, not currently offered/provided, should be offered/provided by the City of Duluth.

Facilitator and staff discussed with the committee the following list of ideas submitted by the members, as well as touched on costs associated with the additions of traffic signals, sidewalk installation, increasing frequency of street sweeping, and the costs associated with the installation of the Will Brooke Trail. Following a question about impact fees, City Manager Riker gave a detailed explanation of how utilizing this tool works.

Facilitator Froehbrodt led the committee members through clarifying, where needed, all the ideas generated in the previous meeting. The list included the following.

##### **PARKS & RECREATION:**

1. Consider more online classes [suggestion]
2. Provide more parking capacity at City parks [currently a problem]
3. There is currently minimal passive park space [suggestion]
4. Upgrade and expand the playground on Town Green [suggestion]

##### **STORMWATER / PUBLIC WORKS:**

1. How could the City work with HOAs regarding detention pond maintenance costs? [suggestion]

##### **PUBLIC WORKS:**

1. Add more trash cans throughout the Downtown [currently a problem]
2. Sidewalk maintenance needed to eliminate trip hazards throughout the City [currently a problem]
3. Increase frequency of street sweeping [suggestion]
4. Improve pickup of litter throughout the City - It was explained that some roads are maintained by Gwinnett County and it was also shared that use of County prisoners to handle much of the litter cleanup was stopped due to COVID [currently a problem]

##### **PLANNING & DEVELOPMENT:**

1. What can be done about jagged City boundaries which look confusing? [Suggestion]
2. City limit boundaries are difficult to understand or see. Consider "sign toppers" [currently a problem]
3. Connect to the Southeastern Railway Museum with walking paths or other methods [suggestion]

4. As a tie in to the Railway Museum, or other parts of town, consider creating a small retail village like the Whistle stop Shops in Auburn, GA  
<https://www.cityofauburn-ga.org/WhistlestopShops.aspx> [suggestion]
5. Peachtree Corners is testing roadway-imbedded solar panels - Is there an opportunity to do similar testing in Duluth? [Suggestion]
6. Crosswalks are needed along Buford Highway past the DQ and phone store [suggestion]
7. Improve hardscaping along SR 120 by the cemetery - perhaps enlist the Historical Society to partner on this [suggestion]

#### PUBLIC SAFETY:

1. Address illegal street parking [currently a problem]

#### CITY MANAGER'S OFFICE:

1. Expand future surveys to gain additional demographic information [suggestion]

#### BUSINESS OFFICE:

1. Investigate opportunities to add more services online [suggestion]
2. Can the amount of the convenience fees on transactions be reduced? [Suggestion]

#### PUBLIC INFORMATION & MARKETING:

1. Use more local media services to target Duluth stakeholders [suggestion]
2. Can a button be added to the website for submission of ideas? Something along the lines of, "Hey, I have an idea!" [Suggestion]
3. Need more information and guidance on how to use the City's services [suggestion]
4. External communication to citizens, business owners, and others need to be improved [currently a problem]

#### ADDITIONAL COMMENTS:

1. Street sign maintenance, replacement, or upgrades (to custom sign like some neighborhoods use). A suggestion was made to do a broad sweep of the street signage in the entire City and do a one-time replacement where needed. After that was completed, routine maintenance replacement would be less frequent or better managed. [current problem]
2. Website is seen as hard to navigate and search, especially on mobile devices [current problem]

#### **V. RANKING OF SUGGESTIONS:**

Following the discussion, the committee was given a ranking matrix and asked to rank the items listed 1-15 with 1 being the highest priority.

Facilitator Rob Froehbrodt presented the initial ranking of the top five items and staff explained what funding source could potentially be used for the following items.

1. Expanding survey for more data (General Fund)
2. External Communication (General Fund)
3. Sidewalk Maintenance (SPLOST if full replacement or new) replacing a section of a sidewalk would not be considered under SPLOST, and would come from General Funds)
4. On-Line Classes (General Fund)
5. Upgrade and expand Taylor Park playground (SPLOST Funds)

Facilitator, Rob Froehbrodt explained the process for presenting the information/recommendations from the Committee by the Chair to the Mayor and Council at the March 22, 2021 City Council Work Session. The Work Session will begin at 5:30 p.m. in the Community Room and all members are encouraged to attend.

## **VI. ADJOURNMENT**

**Being no further discussion items, a motion was made by Chantel Scantlebury, seconded by Eva Kuhn to adjourn at 8:00PM. All voted for. Motion carried.**

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Chair Michael Park

ATTEST: \_\_\_\_\_  
Teresa S. Lynn, Asst. City Manager, City Clerk

The next scheduled meeting of the Committee is scheduled for Monday, March 22, 2021 at 5:30PM, in the Community Room.