



4800 Ashford Dunwoody Road  
Dunwoody, Georgia 30338  
dunwoodyga.gov | 678.382.6700

**MEMORANDUM**

**To:** Mayor and City Council  
**From:** Mike Carlson, Chief of Police  
**Date:** March 23, 2026  
**Subject:** **Approval of the Contract with Claratel to Provide a Licensed Behavioral Health Clinician for the Dunwoody Police Department**

---

**ACTION**

Authorize the mayor, city manager, or designee to sign the contract with Claratel for a Licensed Behavioral Health Clinician for the Dunwoody and Doraville Police Departments for a period of one year.

**BACKGROUND/SUMMARY**

The services provided by the licensed behavioral health clinician for our department proved to be much needed. Our officers benefited from the expertise and help of the clinician, while the community benefited from the services provided.

**RECOMMENDATION**

We request your approval to proceed with the first 1-year contract with a cost of \$108,139.98.



MEMORANDUM OF AGREEMENT

Between: City of Dunwoody and the DeKalb Community Service Board dba Claratel Behavioral Health (Claratel BH)

Date: February 6, 2026

RE: Co-responder Program

THIS AGREEMENT, made by and between the City of Dunwoody and DeKalb Community Service Board dba Claratel Behavioral Health, a non-profit public agency established pursuant to O.C.G.A. § 37-2-6, organized and existing in DeKalb County, Georgia (hereinafter referred to as Claratel BH), shall constitute the terms and conditions under which Claratel BH shall provide a full-time Licensed clinician to serve on a Co-responder team, and afterhours phone clinical consultation for the City of Dunwoody law enforcement officers.

WITNESSETH: That for and consideration of the mutual covenants and agreements herein set forth, the City of Dunwoody and Claratel BH hereby agree as follows:

- 1. Term: The services to be performed under this Agreement shall begin on February 6, 2026, and end on December 31, 2026. This Agreement shall terminate absolutely and without further obligation on the part of the City of Dunwoody on December 31, 2026, unless renewed by the parties.

Either party may terminate this Agreement as provided in paragraph 6. G below. If this Agreement is terminated pursuant to this paragraph, Claratel BH will be exclusively limited to receiving only the compensation for services satisfactorily received and performed up to and including the effective date of termination.

- 2. Payment: The City of Dunwoody shall pay up to the following amount to Claratel BH for services performed pursuant to Co-responder Services as identified in Attachment B, which is attached hereto and incorporated by reference. Claratel BH will invoice the City monthly once costs have been incurred.
- 3. Payment Calculation: The current payment calculation is based on over population census numbers. Every 6 months, Claratel BH will provide overall call volume and referral utilization numbers of the co-responder team to each City. At that time, Claratel BH may adjust the payment balance % for each City based on this utilization data by providing no less than 30 days written notice. If one City terminates their agreement, the remaining City can choose in writing to adjust the FTE hours needed, subject to a mutual agreeable written amendment hereto.

- 4. Payment is to be made no later than thirty (30) days after submittal of an undisputed invoice. Invoices must be submitted as follows:

A. Original invoice must be submitted to:

City of Dunwoody



Finance Department

4800 Ashford Dunwoody Road

Dunwoody, GA 30338

In case of termination of this Agreement before completion of the work, Claratel BH will be paid only for work completed as of the date of termination as determined by the City of Dunwoody.

5. Scope of Work: Claratel BH agrees to provide the following services to the City of Dunwoody: Co-responder Program Services, as identified in Attachment A, which is attached hereto and incorporated by reference.
6. General Conditions.
  - A. Shared Co-responder Program. The proposed Budget is based on the City of Dunwoody and the City of Doraville sharing the associated cost and coordination of the Co-responder team. Each City is responsible for a portion of the total cost of the co-responder team based on the City's total population percentage for the designated service area. Claratel BH will monitor calls received and provide a summary report regarding the utilization of the service from each City.
  - B. Schedule and Coordination. The City of Dunwoody and City of Doraville police Departments will co-ordinate the co-responder program between their agencies. The police department shall prove Claratel BH agreed upon shift schedule for the FTE clinician to Claratel BH within 30days of the execution of this agreement.
  - C. Additional Work. If Claratel BH is asked by the City of Dunwoody to perform work beyond the scope of this Agreement for which payment is desired, Claratel BH shall notify the City of Dunwoody in writing, state that the work is considered outside the basic scope of this Agreement, give a proposed cost for the additional work, and obtain approval in writing from the City of Dunwoody prior to performing the additional work for which Claratel BH is to be paid. The City of Dunwoody shall in no way be held liable for any work performed under this Article which has not first been approved in writing by the City of Dunwoody.
  - D. Successors and Assigns. Neither Claratel BH nor the City of Dunwoody is a partner, joint venturer, agent, or servant of the other. In respect of all terms of this Agreement, Claratel BH and the City of Dunwoody each binds itself and its principals, agents, successors, and assigns. Except as expressly authorized herein, neither Claratel BH nor the City of Dunwoody may assign, license, transfer, or otherwise communicate its rights under this Agreement without the written consent of the other. Nothing herein shall be construed as creating any personal liability on the part of any officers or agents of either party, nor shall it be construed as giving any rights or benefits hereunder to anyone other than the two parties to this Agreement. No third-party beneficiary is created or intended in respect of the Agreement.
  - E. Notices. All notices required or authorized under this Agreement shall be in writing and sent by certified mail return receipt requested, overnight courier, personal delivery, email, or facsimile (if confirmed by certified mail, overnight courier, or personal



delivery) to the address indicated below, or such other address as either may indicate by at least ten (10) days prior written notice to the other party. Notice will be effective on the date sent.

**Claratel BH  
ATTN: Fabio Van Der Merwe  
Chief Executive Officer  
445 Winn Way  
P.O. Box 1648  
Decatur, GA 30030**

**City of Dunwoody  
ATTN: Eric Linton  
Title: City Manager  
  
4800 Ashford Dunwoody Rd  
Dunwoody, GA 30338**

**With a copy to: Michael Carlson  
Chief of Police  
4800 Ashford Dunwoody Rd  
Dunwoody, GA 30338**

F. Modification. This Agreement may be modified or amended by the City of Dunwoody to reduce the scope of work or project description on thirty (30) days written notice to Claratel BH. Except for the foregoing, no other amendments or modifications to this Agreement shall be enforceable unless approved in a writing executed by the City of Dunwoody and Claratel BH.

G. Termination of Agreement. The City of Dunwoody unilaterally may terminate this Agreement, in whole or in part, for the City of Dunwoody’s convenience, or because of failure of Claratel BH to fulfill the obligations of this Agreement or any of them. The City of Dunwoody shall terminate by delivering written notice the addresses set forth in Section E- Notices. Such termination by the City of Dunwoody will be effective immediately. If this Agreement is terminated, Claratel BH shall be paid for services rendered through the effective date of termination.

Claratel BH unilaterally may terminate this Agreement, in whole or in part, for Claratel BH convenience, or because of failure of the City of Dunwoody to the fulfill the obligations of this Agreement or any of them. Claratel BH shall terminate by delivering to the City of Dunwoody, with at least sixty (60) days written notice, a Notice of Termination specifying the effective date of termination.

H. Georgia Law Governs. This Agreement shall be governed by and construed and enforced in accordance with the laws of the State of Georgia.

I. Venue. This Agreement shall be deemed to have been made and performed in DeKalb County, Georgia. For the purposes of venue, all actions arising under this Agreement shall be brought in the courts of DeKalb County, Georgia.



J. City of Dunwoody. The City of Dunwoody may designate a representative through whom Claratel BH will contact the City. In the event of such designation, said representative shall be consulted and written recommendation obtained before any request for extra work is presented to the City of Dunwoody. Payments to Claratel BH shall be made only upon itemized bill submitted to and approved by said representative.

K. Georgia Open Records Act. Without regard to any designation made by the parties to this Agreement, all information submitted in respect of this Agreement may be deemed to be a public record subject to disclosure under Georgia Open Records Act (O.C.G.A. Title 50, Chapter 18, Article4).

L. Sole Agreement. This Agreement constitutes the sole agreement between the parties regarding the subject matter hereof. No representations oral or written not incorporated herein shall be binding on the parties.

M. Funding Clause. Claratel BH has been informed and understands that funding for this Agreement is provided by the City of Dunwoody and expressly agrees that performance of this Agreement in whole or in part, is contingent on and subject to the availability and continuation of such funding.

N. Sovereign Immunity. Notwithstanding anything herein to the contrary, the City of Dunwoody and its officers, elected officials, agents, employees, and representatives do not waive any privileges, immunities, or protections provided by law, including but not limited to sovereign immunity, and same are expressly reserved to the fullest extent permitted by Georgia law.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed in three (3) counterparts, each to be considered as an original, by their respective duly authorized representatives, Dunwoody, Georgia, this \_\_\_\_\_ day of \_\_\_\_\_, 20XX.

CLARATEL BH

---

Fabio Van Der Merwe, CHC  
Chief Executive Officer

CITY OF DUNWOODY

---

Eric Linton  
City Manager



## ATTACHMENT A

### CRISIS MENTAL HEALTH CLINICIAN – SCOPE OF SERVICES

Co-responder program provides crisis intervention response and follow-up for behavioral health calls as well as to provide outreach to members of community who are suspected of having mental health or substance use issues. This program includes a police officer and a licensed clinician provided by Claratel Behavioral Health. The intent of the program is to provide a specialized response unit to respond to individuals experiencing a crisis and to engage individuals in ways that promote engagement in treatment and build partnerships between law enforcement and the community. The goals of the program are to provide crisis intervention services in the community to reduce hospitalizations, arrests, and incarceration.

#### Responsibilities of Claratel BH:

1. Claratel BH, in collaboration and approval of the City of Dunwoody and City of Doraville, will hire one (1) full time Licensed Clinical Social Worker or Licensed Professional Counselor.
2. Provides clinical and administrative supervision for the licensed clinician.
3. Provide an Agency vehicle for transportation.
4. Provide laptop and mobile phone.
5. Provide afterhours telephone clinical consultation service.
6. Provides screening, clinical assessment, mental status evaluation therapeutic intervention, clinical education and disposition with individuals and their families in the community in response to a behavioral health crisis call.
7. Evaluates individual's safety risk to self or others and initiates 1013 or 2013 as appropriate.
8. Provides therapeutic de-escalation as needed.
9. Assists in coordination with a receiving facility when it is determined that the individual needs crisis stabilization.
10. Conducts follow-ups on prior crisis response calls.
11. Intakes City of Dunwoody and City of Doraville staff referrals and conducts follow-ups/outreach.
12. Conducts outreach with homeless members of the community suspected of having mental health and/or substance use issues.
13. Completes timely electronic documentation for each call and follow-up visit.
14. Completes data collection, monitoring and evaluation/reporting.
15. Conducts in-service training for police department staff and additional City staff.
16. Conducts community training/information sessions.
17. Attends community outreach events.
18. Will provide a monthly report with the following data points:
  - a. Individuals Served: Number, basic demographics, location.
  - b. Referral Source
  - c. Outcome of calls
  - d. % of Individuals who are Active Claratel BH clients

#### Responsibilities of the City of Dunwoody:

1. Provide a work area for Claratel BH Licensed Clinical



2. Coordinate with City of Doraville Police Department regarding the use of the Co-responder program.
3. Provide a method to communicate and coordinate activities of the co-responder program.
4. Provide Training on police department protocols.

ATTACHMENT B – BUDGET – CLARATEL BEHAVIORAL HEALTH

Contact Person: Patrick Krieg  
[Patrick.Krieg@dunwoodyga.gov](mailto:Patrick.Krieg@dunwoodyga.gov)



Budget Justification

Project/Department Name :  
 Co-responder Program Dunwoody

PENDING DORAVILLE ACCEPTANCE

Personnel					
Position	FTE	Annual Salary	Annual Salary+Fringe Benefits	Level of Effort	Cost
* Licensed Clinician	1.0	69,000	102,120	83%	84,760
** Annual Evening Shift Differential		5,433.75		83%	4,510
<b>Proposal B</b>					<b>\$ 89,269.61</b>
Transportation - Specific to costs incurred by CSB - does not include LEA co-response vehicle					
Item	Quantity	Cost	Year 1		
Vehicle	annual 1	\$ 8,400.00	\$ 8,400.00		
<b>Total:</b>					<b>\$ 8,400.00</b>
Technology					
Item	Quantity	Cost	Year 1		
Tablets/Laptops	annual 1	\$ 1,500.00	\$1,500.00		
Cell Phone Package	annual 2	\$ 480.00	\$960.00		
<b>Total:</b>					<b>\$2,460.00</b>
<b>Direct Cost B</b>					<b>\$ 100,129.61</b>
Administrative					
Name	Percent	Year 1			
Administrative B	8.00%	\$ 8,010.37			
<b>Proposal B Total</b>					<b>\$ 108,139.98</b>

\* Licensed staff can complete 1013s

\*\* Shift Differential is for staff working beyond 5pm / There will not be a shift differential for 8am to 5pm

	Funding Needed	Total
City of Doraville	17% of cost	\$
City of Dunwoody	83% of cost	\$

PROPOSED COST IS PENDING THE CONTRACTUAL ACCEPTANCE FROM THE CITY OF DORAVILLE