

City of Norcross

*65 Lawrenceville Street
Norcross, GA 30071*



Meeting Agenda

Monday, May 15, 2023

6:30 PM

2nd Floor Conference Room

Policy Work Session

Mayor Craig Newton

Mayor Pro Tem Bruce Gaynor

Councilmember Andrew Hixson

Councilmember Josh Bare

Councilmember Matt Myers

Councilmember Dr. Arlene Beckles

A. Roll Call (recorded)**B. Citizen Input****C. Board Updates**

Zoning Board of Appeals - Tracy Rye

D. General Updates

* Lionheart theatre update - Tanya Gilmer

* CID Update - Emory Morsberger

* Improved Pedestrian Use of Skin Alley Update

E. Council- General Discussion**F. Board Appointments**

There are no Board, Commission, or Authority appointments for Mayor and Council to consider at this time.

G. City Manager's Report**H. Items for Discussion**

1. [23-6732](#)

RZ2023-001 – 3005 Reps Miller Road

A request to rezone the property located at 3005 Reps Miller Road from OI (Office Institutional) to R-60 (Residential Single-family) for a single-family residence.

[Agenda Report and Packet - RZ2023-001](#)

2. [23-6733](#)

RZ2023-002 - 510 & 520 West Peachtree Street

A request to rezone the property located at 510 & 520 West Peachtree Street, from R-75 (Single-family Residence) to R-TH (Townhouse Residence) for the construction of four single family detached residential units for the construction of 4 single-family homes.

[Agenda Report and Packet - RZ2023-002](#)

3. [23-6692](#)

COA2023-007/ Norcross Housing Authority and Walton Communities

A recommendation to approve the conditions as listed in the attachment for Phase 2.

[Agenda Report - COA2023-007/ Norcross Housing Authority and Walton Communities](#)

[COA2023-007 Packet](#)

[RZ2022-004 Signed Ordinance](#)

4. [23-6739](#) **Urban Redevelopment Authority Amendment**
A recommendation to adopt the resolution attached to the agenda and to approve amendments to the Urban Redevelopment Plan, so as to provide for the redevelopment of the former library site, to expand public infrastructure and buildings, and to describe the desire to expand public-safety investments.

[Agenda Report - UR Plan Amendments](#)

[Resolution to Amend the Urban Redevelopment Plan](#)

[The Adopted Urban Redevelopment Plan](#)

5. [23-6736](#) **DebtBook Software Contract**
Authorize the City Manager to enter into an agreement with DebtBook to track and report on the city's lease and Software as a Service (SaaS) contracts.

[Agenda Report - DebtBook Software Contract](#)

[DebtBook Contract](#)

[Price Schedule](#)

6. [23-6742](#) **City of Tucker Franchise Agreement**
A recommendation to approve the execution of a franchise agreement between the City of Norcross and the City of Tucker.

[Agenda Report City of Tucker Franchise Agreement](#)

[Franchise Agreement City of Norcross 07.12.2021](#)

7. [23-6738](#) **Lighting and Holiday Décor Vendor Recommendation**
A recommendation to proceed with Carter 1 Enterprises as the Lighting and Holiday décor vendor for the City of Norcross.

[Agenda Report - Lighting and Decorations Award](#)

[Request for Proposals \(PWUP 23-01\)](#)

[Lighting & Decorations Services & Maintenance \(PWUP 23-01\) - Proposals](#)

[Lighting Evaluations](#)

8. [23-6740](#) **Invitation to Bid - Street Striping and Markings**
A recommendation to approve staff moving forward with an Invitation to Bid (ITB) for Street Striping and Markings.

[Agenda Report - Invitation to Bid - Street Striping and Markings](#)

9. [23-6737](#) **Janitorial Services Contract Award Recommendation**
A recommendation to approve a five-year Janitorial Contract with Good Success Company.

[Agenda Report - Janitorial Services Contract Award](#)

[RFP 03-03 Janitorial Cleaning Service](#)

[Janitorial Cleaning Service \(RFP-03-03\) - Proposals](#)

[Janitorial Cleaning Services Evaluation](#)

[2015 Janitorial Services Contract](#)
10. [23-6741](#) **LMIG Street Resurfacing Recommendation**
A recommendation to approve the award of a contract to ShepCo Paving, Inc for the LMIG Street Resurfacing project.

[Agenda Report - LMIG Street Resurfacing Recommendation](#)

[ITB 24-03 LMIG Street Resurfacing](#)

[LMIG Street Resurfacing \(ITB 24-03\) - Bids](#)
11. [23-6681](#) **Discussion of Potential City Homestead Property Tax Exemption(s)**
Discuss potential homestead property tax exemption(s) applied to City taxes.

[Agenda Report - Discussion of Potential City Homestead Property Tax Exemption\(s\)](#)
12. [22-6597](#) **Diversity Equity & Inclusion Training and City Certification**
Review and implement the standards and policies outlined in the Municipal Equity and Inclusion Certification Program and further seek Georgia Municipal Association's (GMA's) Municipal Equity and Inclusion Certification. As a Diverse, Equitable, and Inclusive Municipality.

[Agenda Report - DEI Certification](#)

[GMA Final Report - Equity and Inclusion Commission](#)
13. [22-6596](#) **Employee Complaint Resolution Policy**
Create and implement a new HR Policy that guides how unresolved HR Complaints are handled.

[Agenda Report - Employee Complaint Resolution Policy - Update](#)
14. [22-6595](#) **Hiring and Promotion Policy Discussion**
Discuss Hiring and Promotion policies and practices.

[Agenda Report - Hiring and Promotion Policy Discussion - Update](#)

- I. **Adjourn to Executive Session for Personnel, Real Estate or Legal**
- J. **Signed by: _____ Mayor Craig Newton**
- K. **Attest: _____ Monique Philip, City Clerk**



MAYOR **CRAIG NEWTON** · MAYOR PRO TEM **BRUCE GAYNOR** · COUNCILMEMBER **ANDREW HIXSON** · COUNCILMEMBER **JOSH BARE**
 COUNCILMEMBER **MATT MYERS** · COUNCILMEMBER **ARLENE BECKLES** · CITY MANAGER **ERIC JOHNSON** · CITY CLERK **MONIQUE PHILIP**

City of Norcross

Legislation Details (With Details)

File #:	23-6732	Version:	
Type #:	Agenda Item	Status:	Agenda Ready
On Agenda:	5/15/2023 6:30 PM	In Control:	Policy Work Session
Title:	RZ2023-001 – 3005 Reys Miller Road		

Sponsors:

Code Sections:

Attachments:

1. [Agenda Report and Packet - RZ2023-001](#)

Title
RZ2023-001 – 3005 Reys Miller Road

Drafter
Tracy Rye



MAYOR **CRAIG NEWTON** · MAYOR PRO TEM **BRUCE GAYNOR** · COUNCILMEMBER **ANDREW HIXSON** · COUNCILMEMBER **JOSH BARE**
COUNCILMEMBER **MATT MYERS** · COUNCILMEMBER **ARLENE BECKLES** · CITY MANAGER **ERIC JOHNSON** · CITY CLERK **MONIQUE PHILIP**

Agenda Report

To: Mayor and Council

From: Tracy Rye, AICP
Assistant City Manager/ CDP Director

Meeting Date: May 15, 2023 – Policy Work Session

Item No.: 23-6732

Title: RZ2023-001

CC: Eric Johnson, City Manager

Planning & Zoning Recommendation

Recommendation to approve RZ2023-001 subject to the following conditions:

1. To restrict the use of the property for a single-family home;
2. The applicant is reminded that this approval assumes general conformance with the adopted City of Norcross Architectural and Site Design Standards and Unified Development Ordinance (UDO). The applicant and/or builder are responsible for conforming with any specific design standard or UDO code section not addressed in the staff report;

Background

The property owner seeks to rezone the property from OI to R60 to use the property for a single-family residence. Adjacent zoning districts include PRD to the north, east, and west, currently used as the Wingate townhome community. The single-family subdivision across the street, Adams Vineyard, is zoned R75. The property has been used for office uses historically, however the property owner seeks to use it as her residence.

Financial Impact

The direct financial impact of this project has yet to be quantified, however there is an anticipated change in assessed value and subsequent tax revenue generated based on a change from office use to residential. Utilizing the structure again for residential purposes will continue a positive development trend in the area and keeping the structure occupied vs being vacant should be considered.

Consistent with Comprehensive Plan?

Under the policy goals the proposed rezoning meets the following criteria:

- Policy 1-1: “Protect the valued community character and aesthetics of existing neighborhoods by discouraging drive-through services, excessive signage, and inadequate screening near residential areas.”

The Medlock/Peachtree Industrial Boulevard Character Area has one point that supports the area’s vision of which the following applies:

- A consistent design theme expressed through signage, architectural style, and landscape palette unifies the area and provides a sense of place unique to Norcross.

Next Steps

Mayor and Council Regular Meeting Monday June 5, 2023

Attachments

Staff Report

Update



Meeting Date: 5/15/2023 at 6:30 PM

Petition Number: REZ2023-001

Project Type:

Residential

Property Location:

3005 Reys Miller Road

Tax Parcel ID:

6272 113

Petitioner:

Virginia McColl Nevins (Ginny)

Petitioner's Request:

Rezoning from OI (Office Institutional) to R-60 (Residential Single-family)

Recommendation:

Approval with Conditions

Summary

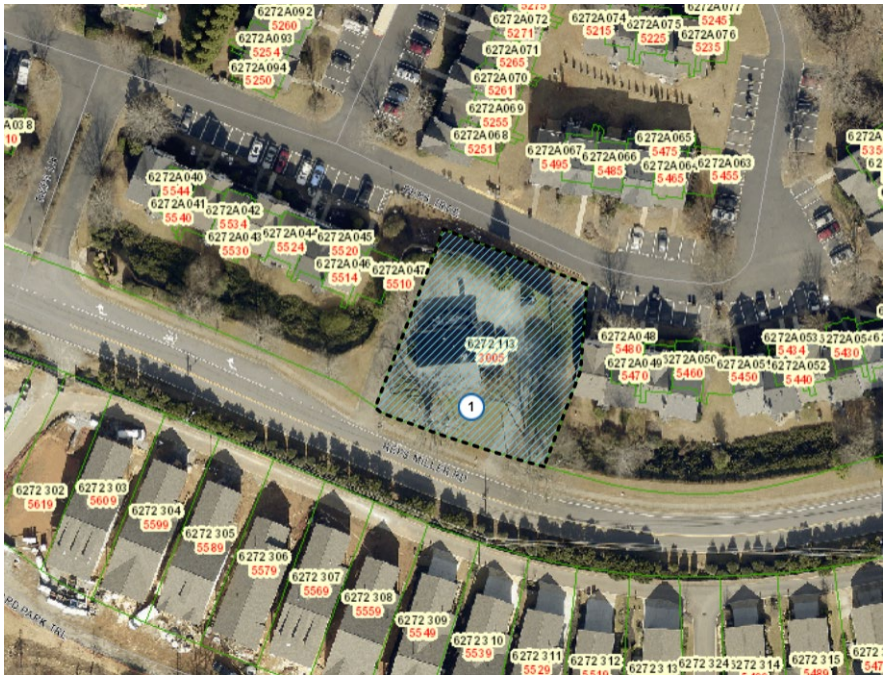
The property owner seeks to rezone the property from OI to R60 to use the property for a single-family residence.

Timeline

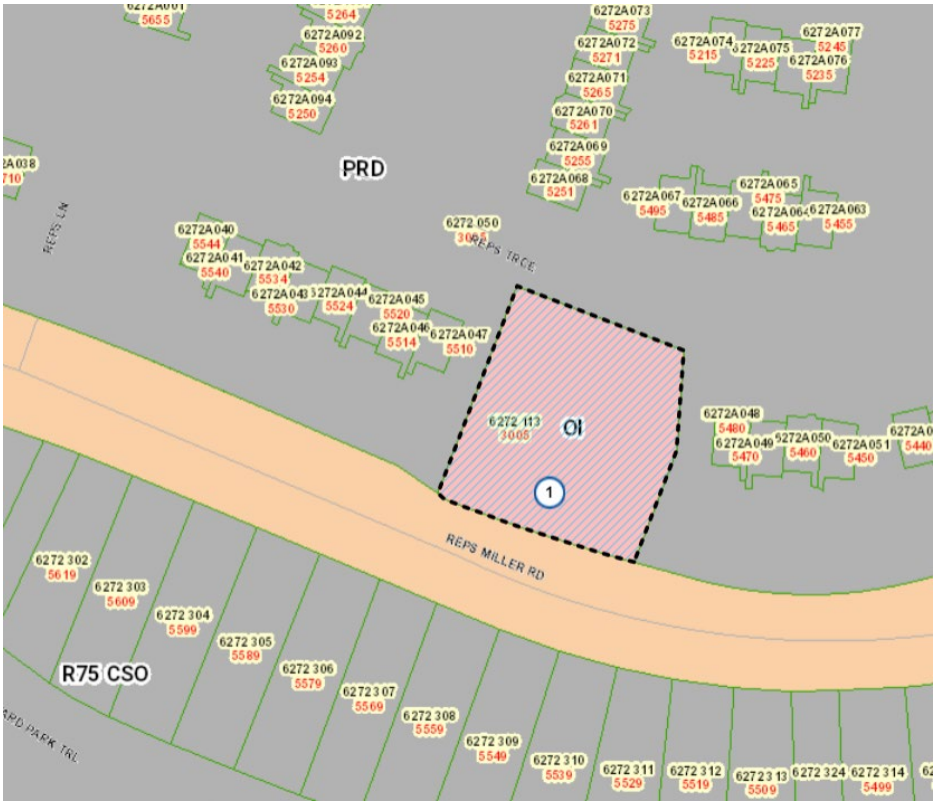
Under the UDO Section 104-3.B rezoning applications require the first review to be by the Planning and Zoning Board, followed by Mayor and Council's policy meeting and the Mayor and Council's regular meeting for final action. Below is the proposed schedule of dates.

Board	Meeting Type	Meeting	Meeting Time	Room
P&Z	Hearing	Wednesday, May 3 rd , 2023	6:30 PM	Community Room 2 nd Floor
M&C Policy	Meeting	Monday, May 15 th , 2023	6:30 PM	Conference Room 2 nd Floor
M&C Regular	Hearing	Monday, June 5 th , 2022	6:30 PM	Council Chambers 1 st Floor

Aerial View



Zoning Map



Attachment: Agenda Report and Packet - RZ2023-001 (23-6732 : RZ2023-001 – 3005 Reps Miller Road)

PROPERTY INFORMATION	
Property Location	3005 Reps Miller Road
Acreage:	0.33 acres
Existing Zoning / Land Use	OI / Office
Proposed Zoning / Land Use	R-60 / Single-family Residence
Character Area	2 – Medlock/Peachtree Industrial Boulevard
Existing Lot Dimensions:	Frontage: Approximately 120' along Reps Miller Road Depth: Approximately 130'

EXISTING ZONING AND LAND USE OF PROPERTIES WITHIN 500 FEET			
Location relative to subject property	Zoning/Land use	Address(es)	Land Area (acres) (approximate)
North/East/West	PRD (Residential Multi-family)	Wingate	10 acres
South	R75 CSO (Residential Single-family)	Adams Vineyard	18 acres

Applicant's Request

The property owner seeks to rezone the property from OI (office use) to R-60 (residential use).

Existing Conditions

The subject is improved with a structure that is like a single-family home of approximately 2,000 sq. ft. The site has two driveway entrances and a parking area at the back of the property.

Project Description

The property owner seeks to use the property as a residence instead of a commercial/office building.

ZONING ANALYSIS

Current Zoning

The subject property is zoned OI (Office-Institutional). Adjacent zoning districts include PRD to the north, east, and west, currently used as the Wingate townhome community. The single-family subdivision across the street, Adams Vineyard, is zoned R75.

Zoning Request

Rezone the property for residential use as abutting properties are also zoned for and use for residential purposes.

2040 Comprehensive Plan Analysis

The 2040 Comprehensive Plan, the “Comp Plan”, is a document that reflects the wishes of the community as acknowledged and adopted by the Mayor and Council. The Comp Plan contains four sections to determine the appropriateness of a zoning action. Those sections are: 1) Table 2.4 a matrix that depicts land uses by character area, 2) specific visions for each of the thirteen-character areas, 3) the overarching policy goals for the city, and 4) Land Use Definitions. The subject parcels fall within Character Area 2 – Medlock/Peachtree Industrial Boulevard

A. Land Uses by Character Area

Taken from the matrix, the following uses are either specifically detailed in the character area description or considered appropriate according to the matrix:

2 – Medlock/Peachtree Industrial Boulevard	
Low Density Residential	Mixed-use (vertical)
Medium Density Residential	Places of assembly
Planned Residential Community (mixed housing types allowed)	Transportation and communication utilities
Skilled nursing facilities (no rehab)	Parks and recreation
Neighborhood level commercial, studio, or office (<5,000 sf)	

B. Policy Goals

Under the policy goals the proposed rezoning meets the following criteria:

- *Policy 1-1: Protect the valued community character and aesthetics of existing neighborhoods by discouraging drive-through services, excessive signage, and inadequate screening near residential areas.*

C. Character Area Vision

The Hopewell Woods Character Area contains three points that support the area’s vision of which the following applies:

- *A consistent design theme expressed through signage, architectural style, and landscape palette unifies the area and provides a sense of place unique to Norcross.*

D. Land Use Definition

Low Density Residential - land used for single family housing and customary accessory structures on individual parcels.

Standards Governing the Exercise of Zoning Power

According to Section 103-11, the criteria by which a zoning action can be approved or denied are as follows:

1) Whether the zoning proposal will permit a use that is suitable in view of the use and development of adjacent and nearby properties?

Staff is of the opinion that the request to rezone the subject property to R-60 is suitable based on the existing uses of adjacent and nearby properties, which consist of multi-family residential units to the back of the subject property and residential single-family across the street.

2) Whether the zoning proposal will adversely affect the existing use or usability of adjacent or nearby property?

The proposed rezoning request does not anticipate adverse effects on existing uses or usability of nearby properties.

3) Whether the property to be affected by the zoning proposal has a reasonable economic use as currently zoned?

The subject property has reasonable economic use under the current O-I zoning district. It could still be used for business or office.

4) Whether the zoning proposal will result in a use which will or could cause an excessive or burdensome use of existing streets, transportation facilities, utilities or schools?

Staff does not foresee any excessive or burdensome use of existing streets, transportation, utilities, and schools.

5) Whether the zoning proposal is in conformity with the policy and intent of the Comprehensive Plan?

The subject site is located within the Medlock/Peachtree Industrial Boulevard Character Area, which is intended for professional and institutional uses creating an established and aesthetically pleasing boundary along Peachtree Industrial Boulevard, the City of Peachtree Corners and adjoining residential areas. This project does meet the intent of the Comprehensive Plan as the subject will become a residential property blending with the surrounding residential uses.

6) Whether there are other existing or changing conditions affecting the use and development of the property which give supporting grounds for either approval or disapproval of the zoning proposal?

There are no known existing or changing conditions affecting the use of the property.

Conclusion

The submitted application meets the comprehensive plan expectations as noted by the previously mentioned appropriate land uses, policy goals, and vision in Section C; the proposed development appears to it meet the presented policy goals in Section B and it meets the density

residential definition in Section D.

Recommendation

Staff recommends **approval** of the zoning component of RZ2023-001 subject to the following conditions:

1. To restrict the use of the property for a single-family home
2. The applicant is reminded that this approval assumes general conformance with the adopted City of Norcross Architectural and Site Design Standards and Unified Development Ordinance (UDO). The applicant and/or builder are responsible for conforming with any specific design standard or UDO code section not addressed in the staff report;



REZONING APPLICATION

PROPERTY OWNER'S INFORMATION

Owner's Name:

McNevins Enterprises, Inc.

Owner's Address:

116 Lakeshore Dr.

City: Berkeley Lake State: GA Zip Code: 30096

Phone: 678-395-6700 Cell Phone: 404-447-0069 Email: ginny@windsoratlanta.com

APPLICANT'S CONTACT INFORMATION

Applicant's Name:

Virginia McColl Nevins (Ginny)

Applicant's Address:

116 Lakeshore Dr.

Suite: _____ City: Berkeley Lake State: GA Zip Code: 30096

Phone: 404-447-0069 Cell Phone: 404-447-0069 Email: ginny@windsoratlanta.com

PROPERTY LOCATION

Tax Parcel Number(s): R6272 113 Size in acres: .337 ac.

Address(es): 3005 Reps Miller Rd., Norcross, GA 30071

Number of existing structures: 1 plus shed Number of parking spaces: 9

PROPOSED USE

Current Zoning: O and I Requested Zoning: R-60

Date of Pre-Application Mtg: 3/20/2023

Is the request in conformity with the Current Land Use Plan? X Yes No

Comp Plan Designation: _____ If No, Comp Plan Amendment is required

Is this site located in the National/Local Historic District? Yes X No

If yes, what are the plans for the historic resources, if any, onsite _____

Proposed Use Details:

ITEMS THAT MUST ACCOMPANY APPLICATION

- A. **Owner's Signature or Affidavit** - If the owner and applicant are not the same, the owner must sign the application or complete the attached affidavit.
- B. **Plat/Survey** – Submit one (1) full size, one (1) 11 x 17 and one (1) digital copy of a plat in JPG or PDF format, drawn by an engineer or land surveyor, describing in detail the tract, parcel or lot of land proposed to be rezoned. The plat must include the following information:
 - 1. A current boundary survey and plot plan, dimensioned and to scale, prepared by a registered surveyor, architect or engineer showing the seal of such surveyor, architect, or engineer.
 - 2. This survey shall be a plat of the land in question, or a description by metes and bounds, bearings and distances of the land, or if the boundaries conform to the lot boundaries within a subdivision for which a plat is recorded in the land records of the City of Norcross, then, the lot, block, and subdivision designations with appropriate plat reference.
 - 3. A description of existing land uses on adjacent and surrounding property.
- C. **Concept Plan** – Submit one (1) full size copy, one (1) 11x17 copy and one (1) digital copy in JPG or PDF format of a concept plan, including but not limited to all items listed on the attached checklist for such plan.
- D. **Impact Analysis** –
 - 1. If the zoning change has been initiated by an owner or their representative, the application must be accompanied by a written, documented analysis of the proposed zoning change with regard to each of the standards governing consideration attached to this application.
 - 2. A traffic study, a hydrology study, market study and other studies of the impact of the proposed development prepared by a duly licensed engineer or qualified professional may be required by the Community Development Department, Planning & Zoning Board or the Mayor & City Council as deemed necessary for adequate consideration and a fully-informed decision on the proposed request. The studies shall be prepared under the direction of the City at the applicant's expense.
- E. **Warranty Deed** – A copy of the recorded warranty deed to the property must accompany each application. The owner on the deed must be the same as the owner listed on the application.

- F. **Proof of Taxes Paid** – Proof that all ad valorem taxes due on the property have been paid must accompany each application.
- G. **Certificate Concerning Campaign Contributions** – The applicant must complete the certificate concerning campaign contributions and submit with each application.
- H. **Fees** – See attached fee schedule. Fees are non-refundable.
- I. **Development of Regional Impact** – If your application meets the Atlanta Regional Commission's (ARC) alternative rules for a Development of Regional Impact, additional review will be required by ARC and the State. More information can be found here, <https://atlantaregional.org/community-development/comprehensive-planning/developments-of-regional-impact/>
- J. **Conditional Rezoning** – An applicant may apply for conditional zoning and so state on the application. The conditional zoning applications may be based on written conditions contained within the relevant section of the application only or it may be based on the narrative AND a site plan.
- K. Any other information required by the Community Development Department or any other City department which is deemed necessary or desirable in processing the application which is related to the present or proposed use of the property.

I have read and understand the attached application and zoning procedures. I also hereby authorize the Community Development Staff, Planning & Zoning Board and Mayor & Council to inspect the premises that are the subject of this application.

Virginia M. Neer

Signature of Applicant

3/30/23

Date

CITY USE ONLY. DO NOT WRITE BELOW

Date received: _____ Application Number: _____ Fee Paid: _____

Notes: _____

DEADLINE AND HEARING SCHEDULE

See calendar on the Community Development website for pre-application conference deadlines, application submission deadlines and scheduled meeting dates.

(THE APPLICANT OR APPLICANT'S AGENT MUST ATTEND ALL HEARINGS REGARDING THE APPLICATION)

Concept Plan Checklist

1. An application shall be accompanied by a concept plan if any new construction or alteration of the site is proposed.
2. A concept plan may be prepared by a professional engineer, a registered land surveyor, a landscape architect, a land planner or any other person familiar with land development.
3. The concept plan shall be drawn on a boundary survey of the property. The boundary survey shall have been prepared by a Georgia registered land surveyor and meet the requirements of the State of Georgia for such a map or plat under O.C.G.A. 15-6-67(b).

The concept plan shall show the following:

1. Zoning district classification of the subject property and all adjacent properties, and zoning district boundaries if they cross the property.
2. Man-made features within and adjacent to the property, including existing and future right-of way of streets, pavement width and street names; political boundary lines; and other significant information such as location of bridges, utility lines, existing buildings to remain, and other features as appropriate to the nature of the request.
3. Natural features, such as the 100-year flood plain, and protected wetlands and stream buffers required under the Buffers, Landscaping and Tree Conservation Article of this Ordinance.
4. Proposed use of the property.

The proposed project layout including:

1. For residential subdivisions, and office or industrial parks, approximate lot lines and street right-of-way lines, along with the front building setback line on each lot.
2. For multi-family and nonresidential development projects, the approximate outline and location of all buildings, and the location of all minimum building setback lines, outdoor storage areas, dumpsters, zoning buffers, parking areas, loading stations, zoning buffers, stormwater detention facilities, and driveways, entrances and exits.
3. Name and address of the property owner.
4. Name, address, and telephone number of the applicant (if different than the owner).
5. Date of concept plan drawing, and revision dates, as appropriate.
6. Location (Land District and Land Lot) and size of the property in acres (or in square feet if less than an acre).
7. Location sketch of the property in relation to the surrounding area with regard to well-known landmarks such as arterial streets or railroads. Sketches may be drawn in freehand and at a scale sufficient to show clearly the information required, but not less than 1 inch equal to 2,000 feet. US. Geological Survey maps may be used as a reference guide for the location concept.
8. A statement as to the source of domestic water supply.
9. A statement as to the provision for sanitary sewage disposal.
10. The approximate location of proposed storm water detention facilities.
11. Such additional information as may be useful to permit an understanding of the proposed use and development of the property.



Ownership Affidavit & Designation of Agent

I. Ownership.

I, Virginia M. Nevins, hereby attest to ownership of the property described below:

Parcel I.D. Number(s): RL 272 113

Location address: 3005 Reps Miller Rd.
Norcross, GA 30071

for which this Application is submitted.

The ownership, as recorded on the deed, is in the name of:

McNelis Enterprises, Inc. dba Windsor Realty

Please complete the appropriate section below:

NOTE: The person signing under section IV Acknowledgement, must be listed below as an officer or partner.

☐ Individual

☒ Corporation/Limited Liability Company (LLC)

☐ Partnership

☐ Government Entity

Provide Names of Officers/Members:

VIRGINIA M. NEVINS, PRES.

Provide Names of General Partners:

Secretary of State Registration Number: _____

Name/Address of Registered Agent: VIRGINIA M. NEVINS

II. Designation of Owner's Agent. (Leave blank if not applicable)

As the owner of the above designated property and the applicant for which this affidavit is submitted, I wish to designate the below named party as my agent in all matters pertaining to the location address. In authorizing the agent named below to represent me, or my company, I attest that the application is made in good faith and that any information contained in the application is accurate and complete to the best of my knowledge and belief. (Note: Prior to the issuance of a building permit, the owner's agent must be the contractor listed on the permit application.)

Owner's Agent: _____

Address: _____

Contact Person: _____ Telephone No.: _____

III. Notice to Owner.

- A. All changes in Ownership & Applicant's Agent prior to issuance shall require new affidavit. If ownership changes the new owner assumes the obligations and the original applicant is released from responsibility for actions taken by others after the change in ownership.
- B. If the Owner intends the Designation of Applicant's Agent to be limited in any manner, please indicate the limitation below. (i.e., Limited to obtaining a certificate of concurrency for the parcel; limited to obtaining a land use compliance certificate; etc.).

City of Norcross, 65 Lawrenceville Street, Norcross, GA 30071 Community Development Department, 678-421-2027

IV. Acknowledgement.

• Individual

Signature _____
 Print Name: _____
 Address: _____
 Phone #: _____

• Government Entity

Print Government Name _____
 By: _____
 Signature _____
 Print Name: _____
 Title: _____
 Department: _____

• Corporation/LLC

McNevin Enterprises, Inc.

Print Corporation/LLC Name _____
 By: Virginia M. Nevin
 Signature _____
 Print Name: VIRGINIA M. NEVIN
 Its: PRESIDENT
 Address: 111 Lakeshore Dr.
Berkeley Lake, GA 30006
 Phone #: 404 447-0069

• Partnership

Print Partnership Name _____
 By: _____
 Signature _____
 Print Name: _____
 Its: _____
 Address: _____
 Phone #: _____

NOTARY INFORMATION (Please use appropriate block.)

STATE OF GEORGIA

COUNTY OF _____

• Individual

Before me, this _____ day of _____, 20____, personally appeared _____ who executed the foregoing instrument, and acknowledged before me that same was executed for the purposes therein expressed.

• Government Entity

Before me, this _____ day of _____, 20____, personally appeared _____ as _____ and on behalf of _____, who executed the foregoing instrument, and acknowledged before me that same was executed for the purposes therein expressed.

• Corporation/LLC

Before me, this 23 day of March, 2023, personally appeared Virginia M. Nevin of McNevin Enterprises Inc a corporation/ (State) LLC, on behalf of the corporation/LLC, who executed the foregoing instrument and acknowledged before me that same was executed for the purposes therein expressed.

• Partnership

Before me, this _____ day of _____, 20____, personally appeared _____ partner/agent on behalf of _____, a partnership, who executed the foregoing instrument and acknowledged before me that same was executed for the purposes therein expressed.

Signature of Notary _____
Linda B. Wemyss
 Print Notary Name

NOTARY STAMP

My commission expires: Dec. 20, 2026

Identification Method:

Personally known. GADRLR

Produced I.D. - Type: 0244235210

City of Norcross, 65 Lawrenceville Street, Norcross, GA 30071 Community Development Department, 678-421-2027

CONFLICT OF INTEREST CERTIFICATION FOR REZONINGS

The undersigned below, making application for rezoning, has complied with the Official Code of Georgia Section 36-67A-1, et seq. Conflict of Interest in Zoning Actions, and has submitted or attached the required information on the forms provided.

Virginia M. Nevins 3/22/23 VIRGINIA M. NEVINS, PRESIDENT

SIGNATURE OF APPLICANT

DATE

TYPE OR PRINT NAME AND TITLE

SIGNATURE OF APPLICANT'S
ATTORNEY OR REPRESENTATIVE

DATE

TYPE OR PRINT NAME AND TITLE

DISCLOSURE OF CAMPAIGN CONTRIBUTIONS

Have you, within the two years immediately preceding the filing of this application, made campaign contributions aggregating \$250.00 or more to a City of Norcross Mayor/Council Member or a Member of the Planning and Zoning Board

NO (YES or NO)

YOUR NAME

If the answer is yes, please complete the following section:

NAME AND OFFICIAL POSITION OF GOVERNMENT OFFICIAL	CONTRIBUTIONS (LIST ALL WHICH AGGREGATE TO \$250.00 OR MORE)	DATE CONTRIBUTION WAS MADE (WITHIN THE LAST TWO YEARS)

Attach additional sheets if necessary to disclose or describe all contributions.

Criteria and Standards for Considering a Rezoning

The Mayor and City Council find that the following standards are relevant in balancing the interest in promoting the public health, safety, morality, or general welfare against the right to the unrestricted use of property and shall govern the exercise of zoning power. Please address these criteria to the best of your ability. You may use a separate sheet if necessary.

- 1) Whether the zoning proposal will permit a use that is suitable in view of the use and development of adjacent and nearby property;

yes, surrounded by residential townhomes

- 2) Whether the zoning proposal will adversely affect the existing use or usability of adjacent or nearby property;

no affect adversely to existing uses

- 3) Whether the property to be affected by the zoning proposal has a reasonable economic use as currently zoned;

yes, but not to the degree that residential would,

- 4) Whether the zoning proposal will result in a use which will or could cause an excessive or burdensome use of existing streets, transportation facilities, utilities, or schools;

no it will not - much less traffic

- 5) Whether the zoning proposal is in conformity with the policy and intent of the Comprehensive Plan; and

yes - meets Character Area 2 - Medlock Bridge / PIB which allows residential

- 6) Whether there are other existing or changing conditions affecting the use and development of the property which give supporting grounds for either approval or disapproval of the zoning proposal.

high demand for short term rentals within walking distance of town

History of my ownership of 3005 Reps Miller Rd, Norcross, GA 30071

I bought Windsor Realty in 2005 when I was an Associate Broker with the firm and assumed a rental suite vacated by an insurance agent in a strip center in Duluth- taking over the last year of her lease. This was a great time in real estate as the market was strong. I purchased the property on Reps Miller from the Wilber brothers in October of 2006 using an SBA loan through my company. I'd always felt a real estate office should be in a home, as that's what it represents. I loved the charm of the property and it's proximity to downtown Norcross. As my business grew, I was glad to be in an ownership position rather than as tenant for my business. At the same time, my husband John and I bought a small home on Berkeley Lake and realized our dream of living on the lake. All was going well with my business and John was continuing in sales and leasing in the trucking industry. We built our dream home in it's place in 2007. Six months after we completed our new home, John was diagnosed with liver cancer and our focus totally changed. As his illness drug on, I tried to negotiate with Wells Fargo to do a modification on our new home loan until we could get back on our feet with John able to work again. As the economy started a downward spiral in 2007, my business also dropped. John received a liver transplant in the spring of 2008 and was in the hospital for over a month with complications and two additional surgeries. Wells Fargo refused to do even a short-term modification and began foreclosure proceedings. With time running out in our home and John beginning his recovery at home, I went the city of Norcross and asked if we could live in the upper level of the Reps Miller home. Robert was wonderful and said he would note it in our file that we were doing that, making it mixed use. I assumed not changing the zoning was advantageous to the city thinking O and I was probably a higher tax basis. I didn't care, I was just grateful we had a place to go. We lived there for over a year with my business operating out of the lower level. After we regained our footing and John's health improved, he became an agent and then an associate broker with my company. During this time, we rented the upper level of the office for additional much needed income after moving back to the lake in a home purchased through the a partnership with a long time client and friend. We've kept the office and tried to rent it several times but no viable tenants have materialized and we seldom use it. Last year we were able to again build on Berkeley Lake and created a wonderful office space on the lower level of our home. We have become so fond of the City of Norcross, the friends we have made here and want to continue to be connected to the city. We have seen the high demand for short and long term rental near all the wonderful restaurants and shops that we so enjoy ourselves and think it's time to have the house used for what it was built for, a home. With the Adams Vineyard development across the street and the townhouses surrounding us, we think it fits in quite nicely and want to continue to love and beautify it. We hope you agree and will allow us to rezone it from O and I to R-60.

It was after all Reps Miller's personal home built by his hands!

Virginia Nevins, President
McNevins Enterprises, Inc. dba Windsor Realty
ginny@windsoratlanta.com
404-447-0069



DENISE R. MITCHELL, MPA
GWINNETT COUNTY
TAX COMMISSIONER



BILL DETAIL

[View/Pay Your Taxes](#) / [Account Detail](#) / [Bill Detail](#)

Tax Account

Mailing Address:

MCNEVINS ENTERPRISES INC
 3005 REPS MILLER RD
 NORCROSS, GA 30071-1406

SITUS:

3005 REPS MILLER RD

Tax District:

NORCROSS

Parcel ID	Property Type	Last Update
R6272 113	Real Property	4/3/2023 8:08:05 PM

Legal Description

MILLER RD

Tax Values

Description	Market Value	Assessed Value
Land	\$85,000.00	\$34,000.00
Improvement	\$282,700.00	\$113,080.00
Total	\$367,700.00	\$147,080.00

Attachment: Agenda Report and Packet - RZ2023-001 (23-6732 : RZ2023-001 - 3005 Repts Miller Road)

Description	Market Value	Assessed Value
Class Codes	101-Residential SFR	

Assessments



	Net Tax	Savings
<u>School Taxes</u>	\$3,037.21	\$0.00
<u>County Incorporated No Police</u>	\$1,684.07	\$0.00
Total Tax	\$4,721.28	\$0.00

Tax Installment Information

Period	Bill Number	Due Date	Tax Year	Tax	Penalty/Fee	Interest	Total Due
INST 1	25032461	11/1/2022	2022	\$0.00	\$0.00	\$0.00	\$0.00
Total Due:				\$0.00	\$0.00	\$0.00	\$0.00

Payment History

Tax Year	Bill Number	Receipt Number	Amount Paid	Last Paid
2022	25032461	B22.103198	\$4,721.28	10/27/2022

Select Language ▼

Administration Login



Attachment: Agenda Report and Packet - RZ2023-001 (23-6732 : RZ2023-001 – 3005 Reys Miller Road)



Norcross, GA - Treasurer
 65 Lawrenceville St
 Norcross, GA 30071
 (770) 448-2122

Tax Charge Information Sheet

Interest Date: 04/04/2023

WINDSOR REALTY

Parcel Number:	B372787	Situs:	3005 REPS MILLER RD
Owner:	WINDSOR REALTY	Legal:	BUSINESS INVENTORY/EQUIPMENT

Parcel Number:	R6272 113	Situs:	3005 REPS MILLER RD
Owner:	MCNEVINS ENTERPRISES INC	Legal:	MILLER RD

Tax Charge Summary for 2 Parcels

Total Unpaid Charges:	
Total Due:	\$0.00
 Grand Total Unpaid:	 \$0.00

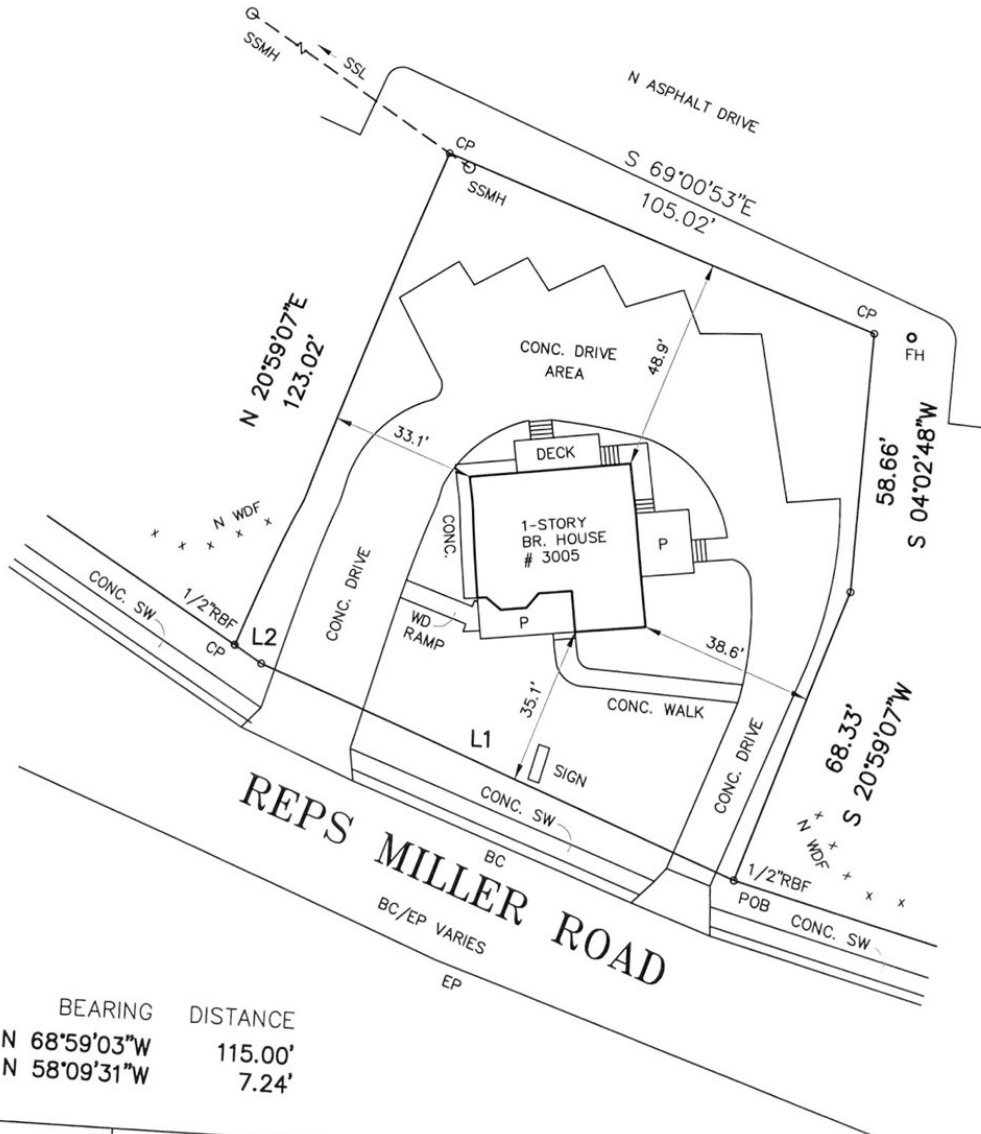
Attachment: Agenda Report and Packet - RZ2023-001 (23-6732 : RZ2023-001 – 3005 Repts Miller Road)

* LEGEND *

POB	POINT OF BEGINNING	IP	IRON PIN FOUND
LLL	LAND LOT LINE	IPS	IRON PIN SET
MH	MAN HOLE	OTP	OPEN TOP PIPE FOUND
SSL	SANITARY SEWER LINE	CTP	CRIMP TOP PIPE FOUND
CO	SAN SEWER CLEANOUT	CB	REINFORCING BAR FOUND
CB	CATCH BASIN	RBS	REINFORCING BAR SET
JB	JUNCTION BOX	MAG	MAGNETIC READING IP
DI	DRAINAGE INLET	AI	ANGLE IRON FOUND
YI	YARD INLET	CP	CALCULATED POINT
HW	HEAD WALL	-X-X	FENCE
PP	POWER POLE	CLF	CHAIN LINK FENCE
PW	POWER LINE	WDF	WOOD FENCE
SSE	SANITARY SEWER ESMT.	WRF	WIRE FENCE
DE	DRAINAGE EASEMENT	WW	WET WATER
UE	UTILITY EASEMENT	FC	FENCE CORNER
AE	ACCESS EASEMENT	BL	BUILDING LINE
TB	TOP OF BANK	R/W	RIGHT-OF-WAY
CMP	CORRUGATED METAL PIPE	PL	PROPERTY LINE
RCP	REINFORCED CONC. PIPE	PC	PROPERTY CORNER
APP	AS PER PLAT	CL	CENTER LINE
APD	AS PER DEED	CPT	CARPORT
APR	AS PER RECORD	BR	BRICK
APF	AS PER FIELD	FR	FRAME
BC	BACK OF CURB	WD	WOOD
EP	EDGE OF PAVEMENT	PLAT	PLAT
EB	ELECTRIC POWER BOX	DEED	DEED
GM	GAS METER	RECORD	RECORD
WM	WATER METER	FIELD	FIELD
WV	WATER VALVE	N	N'BORS.
OH	OVERHANG		
OU	OWNERSHIP UNCLEAR		

SURVEY NOTES:

1. STORM SEWER, SANITARY SEWER AND OTHER BURIED UTILITIES MAY HAVE BEEN PAVED OR COVERED OVER. THE LOCATION OF UNDERGROUND UTILITIES AS SHOWN HEREON ARE BASED ON ABOVE GROUND STRUCTURES AND RECORD DRAWINGS PROVIDED TO THE SURVEYOR. LOCATION OF UNDERGROUND MAY VARY FROM LOCATIONS SHOWN HEREON. ADDITIONAL BURIED UTILITIES MAY BE ENCOUNTERED. NO EXCAVATIONS WERE MADE DURING THE PROCESS OF THIS SURVEY TO LOCATE BURIED UTILITIES. BEFORE EXCAVATIONS ARE BEGUN, TELEPHONE, ELECTRIC, WATER AND SEWER, GAS COMPANIES SHOULD BE CONTACTED FOR VERIFICATION OF UTILITY TYPE AND FOR FIELD LOCATIONS.
2. THIS PLAT WAS PREPARED TO SHOW THE APPROXIMATE LOCATION OF THE IMPROVEMENTS AND IS NOT RECORDABLE. FENCES SHOULD NOT BE LOCATED USING SIDE DIMENSIONS FROM THE HOUSE. ALL MATTERS OF THE TITLE ARE EXCEPTED. THIS PLAT IS SUBJECT TO ALL LEGAL EASEMENTS AND RIGHT OF WAY PUBLIC OR PRIVATE.
3. SURVEYOR HAS MADE NO INVESTIGATION OR INDEPENDENT SEARCH FOR EASEMENTS OF RECORD, ENCUMBRANCES, RESTRICTIVE COVENANTS, OWNERSHIP TITLE EVIDENCE, OR ANY OTHER FACTS THAT AN ACCURATE AND CURRENT TITLE SEARCH MAY DISCLOSE.
4. THIS PLAT WAS PREPARED FOR THE EXCLUSIVE USE OF THE PERSON, PERSONS OR ENTITY NAMED HEREON. THIS PLAT DOES NOT EXTEND TO ANY UNNAMED PERSON, PERSONS, OR ENTITY WITHOUT THE EXPRESS RECERTIFICATION OF THE SURVEYOR NAMING SUCH PERSON, PERSONS, ENTITY.



COURSE	BEARING	DISTANCE
L1	N 68°59'03\"W	115.00'
L2	N 58°09'31\"W	7.24'

PROPERTY ADDRESS:
3005 REPS MILLER RD.
NORCROSS, GA 30071

LAND AREA:
0.337 AC

PLAT PREPARED FOR:

GINNY NEVINS

LOT	BLOCK
SUBDIVISION	UNIT
LAND LOT 272	6TH DISTRICT
GINNETT COUNTY, GEORGIA	SECTION
FIELD WORK DATE MAY 19, 2011	PRINTED/SIGNED MAY 28, 2011
PLAT BOOK	PAGE
DEED BOOK 47126	PAGE 305
ALL MATTERS PERTAINING TO TITLE ARE EXCEPTED	

THE FIELD DATA UPON WHICH THIS PLAT IS BASED HAS A CLOSURE OF 1 FOOT IN 30,000+ FEET, AN ANGULAR ERROR OF 05 SECONDS PER ANGLE POINT AND WAS ADJUSTED USING THE LEAST SQUARES METHOD. THIS PLAT HAS BEEN CALCULATED FOR CLOSURE AND FOUND TO BE ACCURATE TO 1 FOOT IN 100,000+ FEET. AN ELECTRONIC TOTAL STATION AND A 100' CHAIN WERE USED TO GATHER THE INFORMATION USED IN THE PREPARATION OF THIS PLAT. NO STATE PLANE COORDINATE MONUMENT FOUND WITHIN 500' OF THIS PROPERTY.



IN MY OPINION, THIS PLAT IS A CORRECT REPRESENTATION OF THE LAND PLATTED AND HAS BEEN PREPARED IN CONFORMITY WITH THE MINIMUM STANDARDS AND REQUIREMENTS OF LAW.

COORD # 20110271
DWG # 20110271

SURVEY LAND EXPRESS, INC.
LAND SURVEYING SERVICES



MAYOR **CRAIG NEWTON** · MAYOR PRO TEM **BRUCE GAYNOR** · COUNCILMEMBER **ANDREW HIXSON** · COUNCILMEMBER **JOSH BARE**

COUNCILMEMBER **MATT MYERS** · COUNCILMEMBER **ARLENE BECKLES** · CITY MANAGER **ERIC JOHNSON** · CITY CLERK **MONIQUE PHILIP**

City of Norcross

Legislation Details (With Details)

File #:	23-6733	Version:	
Type #:	Agenda Item	Status:	Agenda Ready
On Agenda:	5/15/2023 6:30 PM	In Control:	Policy Work Session
Title:	RZ2023-002 - 510 & 520 West Peachtree Street		

Sponsors:

Code Sections:

Attachments:

1. [Agenda Report and Packet - RZ2023-002](#)

Title
RZ2023-002 - 510 & 520 West Peachtree Street

Drafter
Tracy Rye



MAYOR **CRAIG NEWTON** · MAYOR PRO TEM **BRUCE GAYNOR** · COUNCILMEMBER **ANDREW HIXSON** · COUNCILMEMBER **JOSH BARE**
COUNCILMEMBER **MATT MYERS** · COUNCILMEMBER **DR. ARLENE BECKLES** · CITY MANAGER **ERIC JOHNSON** · CITY CLERK **MONIQUE PHILIP**

Agenda Report

To: Mayor and Council

From: Tracy Rye, AICP
Assistant City Manager/ CDP Director

Meeting Date: May 15, 2023 – Policy Work Session

Item No.: 23-6733

Title: RZ2023-002

CC: Eric Johnson, City Manager

Planning & Zoning Recommendation

Recommendation to approve RZ2023-002 subject to the following conditions as recommended by Staff and adding new zoning condition #14:

1. To restrict the use of the property as follows:
 - a. Four (4) Single-Family detached dwellings and accessory uses and structures.
2. The development shall abide by all applicable standards of the United Development Code, unless otherwise specified in these conditions or through the approval of an administrative variance or by the Zoning Board of Appeals, as appropriate;
3. All common areas, including but not limited to streets and storm water systems, shall be maintained by the property manager/owner;
4. Compliance with streetscape improvements such as lighting, sidewalks, and planting strips are subject to approval of the Community Development Department.
5. The applicant shall submit architectural drawings and details to the Architectural Review Board for a regular ARB meeting prior to applying for any permits;
6. It is acknowledged that the Gwinnett County Fire Marshal or another reviewing agency may require modifications to the site for oversized vehicles such as fire and garbage trucks;
7. The location of any and all crosswalks and traffic calming measures within the development are subject to the approval of the City Engineer;
8. Required right-of-way dedication and sidewalk dedication/or fee-in-lieu payment is subject to the approval of the City Engineer;
9. Plant material use on site in landscape strips and buffers are subject to final approval of the City's landscape review professional;
10. Location of stormwater detention is subject to the approval of the City Engineer;
11. All utilities shall be buried;
12. The development shall comply with the Architectural Review Board's conditions of approval;

13. The applicant is reminded that this approval assumes general conformance with the adopted City of Norcross Architectural and Site Design Standards and Unified Development Ordinance (UDO). The applicant and/or builder are responsible for conforming with any specific design standard or UDO code section not addressed in the staff report;
14. The developer shall deposit \$5,000 to the HOA escrow account for the maintenance of the road.

Background

The applicant, William McClure, seeks to combine and redevelop the existing two lots located at 510 & 520 West Peachtree Street, which total 23,094 sq. ft., to build four single-family cottage homes on four separate lots at a density of 7.54 units per acre. The newly created lots will have a minimum lot area of 5,445 sq. ft. per the required RTH (Townhouse Residence) Zoning District, and each house will have access through a shared private drive that intersects in the middle of the site. The proposed square footage of the home will range from 1,100 sq. ft. to 1,500 sq. ft. of heated space.

Financial Impact

The direct financial impact of this project has yet to be quantified, however, increasing the density on site will provide additional tax base and revenue. It's also anticipated that the project will continue a positive trend of development in the area and provide additional housing at a variety of income levels

Consistent with Comprehensive Plan?

Under the policy goals the proposed rezoning meets the following criteria:

- Policy 1-3: Support opportunities for infill development that reflects the neighborhood character
- Policy 4-4: Accommodate new development while enhancing existing local assets.
- Policy 5-1: Accommodate the housing needs of a diverse population by supporting the development of a variety of residential types and densities based on land use patterns.
- Policy 5-2 Support the construction of work force housing to help ensure that all those who work in the community have a viable option to live in the community without spending more than a third of their net income on housing costs

The Hopewell Woods Character Area contains four points that support the area's vision of which the following applies:

- Residential areas have a traditional neighborhood design
- A mix of housing types accommodate varied incomes and life stages (young singles, families, empty-nesters, etc.)
- High-end infill development provides housing options for working professionals
- Townhomes and other medium-density housing types create a transition from single-family neighborhoods

Next Steps

Mayor and Council Regular Meeting Monday June 5th, 2023

Attachments

Staff Report

Update



Meeting Date: 5/15/2023 at 6:30 PM	Petition Number: REZ2023-002
Project Type:	Residential
Property Location:	510 & 520 West Peachtree Street
Tax Parcel ID:	6254 576 & 6254 001
Petitioner:	McClure McClure and Millwick LLC
Petitioner's Request:	Rezoning from R-75 to R-TH for the construction of four single family detached residential units
Recommendation:	Approval with Conditions

Summary

The applicant requests to rezone the properties located at 510 and 520 West Peachtree Street from R-75 (Single-family Residence) to R-TH (Townhouse Residence) to build four single-family detached units on the combined 0.53-acre lot.

Timeline

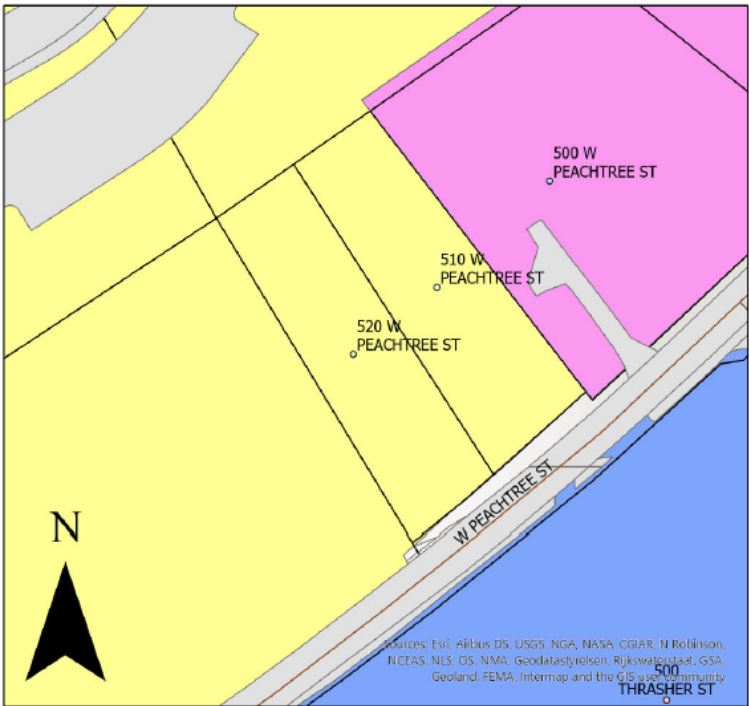
Under the UDO Section 104-3.B rezoning applications require the first review to be by the Planning and Zoning Board, followed by Mayor and Council's policy meeting and the Mayor and Council's regular meeting for final action. Below is the proposed schedule of dates.

Board	Meeting Type	Meeting	Meeting Time	Room
P&Z	Hearing	Wednesday, May 3 rd , 2023	6:30 PM	Community Room 2 nd Floor
M&C Policy	Meeting	Monday, May 15 th , 2023	6:30 PM	Conference Room 2 nd Floor
M&C Regular	Hearing	Monday, June 5 th , 2023	6:30 PM	Council Chambers 1 st Floor

Aerial View



Zoning Map



Legend

Norcross Zoning

- M1-Light Industrial
- NX_Neighborhood Mixed-use
- R75-Single Family Residence

Attachment: Agenda Report and Packet - RZ2023-002 (23-6733 : RZ2023-002 - 510 & 520 West Peachtree Street)

PROPERTY INFORMATION	
Property Location	510 & 520 West Peachtree Street
Acreage:	0.53 acres (23,094 sq. ft.) combined
Existing Zoning / Land Use	R-75 / Single-family Residence
Proposed Zoning / Land Use	RTH / Townhouse Residence
Character Area	5 – Hopewell Woods
Existing Lot Dimensions:	Frontage: Approximately 140' on West Peachtree Street Depth: Approximately 200'
Existing Building Dimensions:	Undeveloped vacant lot
Topography:	High Point: Southeast corner Low Point: Northwest corner
Elevation:	High Point: 1042 feet Low Point: 1032 feet
Encumbrances:	N/A

EXISTING ZONING AND LAND USE OF PROPERTIES WITHIN 500 FEET			
Location relative to subject property	Zoning/Land use	Address(es)	Land Area (acres) (approximate)
North / Northwest	R-75 (Single-Family Residential)/ Place of Worship	182 Hunter Street	10 acres
East	M-1 (Light Industrial) / Office	500 West Peachtree Street	0.78 acres
South	NX (Neighborhood Mixed Use) / Residential Multi-family	500 Thrasher Street	10 acres
West	R-75 (Single-family residential)/ Cemetery	182 Hunter Street	2.45 acres

Applicant's Request

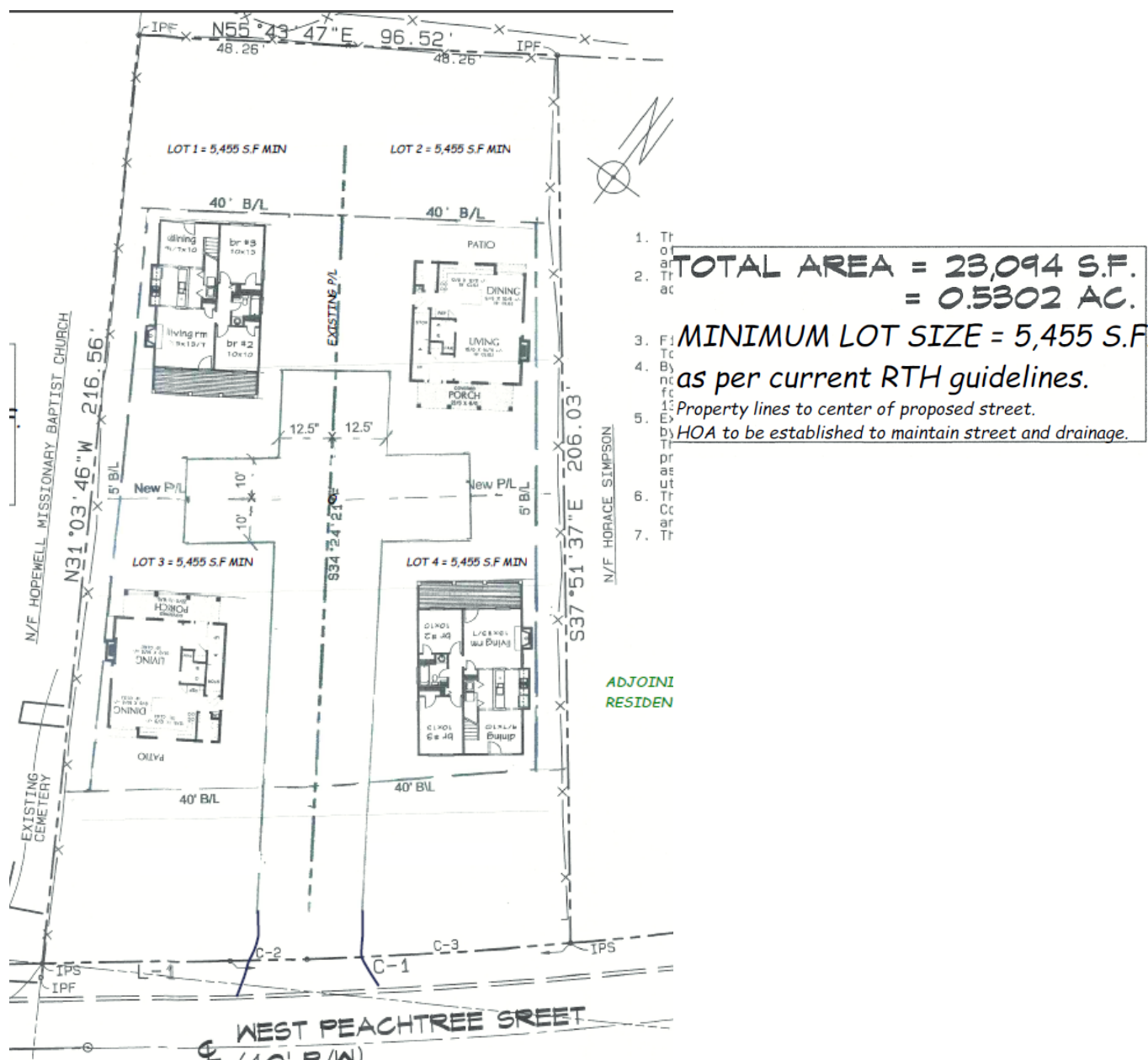
The applicant, William McClure, seeks to combine and redevelop the existing two lots located at 510 & 520 West Peachtree Street, which total 23,094 sq. ft., to build four single-family cottage homes on four separate lots at a density of 7.54 units per acre. The newly created lots will have a minimum lot area of 5,445 sq. ft. per the required RTH (Townhouse Residence) Zoning District, and each house will have access through a shared private drive that intersects in the middle of the site. The proposed square footage of the home will range from 1,100 sq. ft. to 1,500 sq. ft. of heated space.

Existing Conditions

The subject property is zoned R-75 (Single-family Residence) and it is currently a wooded undeveloped lot. Adjacent uses include a cemetery to the west, office to the east, a place of worship to the north, and a multi-unit development to the south.

Project Description

The applicant seeks to rezone the property to allow the construction of four single-family units on the two existing undeveloped lots. See below the conceptual site plan provided as part of the application. This drawing is conceptual in nature and the applicant will be required to meet all applicable site development and zoning requirements during the permitting process.



ZONING ANALYSIS

Current Zoning

The subject property is zoned R-75. Adjacent uses include a cemetery to the west, office to the east, a place of worship to the north, and a multi-unit residential development to the south. The adjacent zoning district consists of R-75 to the north and west, M-1 to the east and NX to the south. Across the street the Towns at Junction development is located, which has a variety of housing types such as apartments and townhomes.

Zoning Request

The RTH Zoning District is intended primarily for attached, single-family residences (townhomes) and related uses at a higher density than the other single-family residential zoning districts. The R-TH district also allows for the construction of detached single-family residences based on the following requirements: the lots would have to meet the minimum lot size of 5,445 sq. ft. and would have to meet the setback requirements of 10' adjacent to any street, 5' side, and 40' rear. The applicant is requesting to construct single family detached residences as shown on the attached conceptual site plan. The site plan currently shows a 40-foot setback along West Peachtree Street, however this setback would need to be 10 feet instead. Each unit will require 3 parking spaces per dwelling unit, however it is not clear from the site plan where the parking spaces will be located as the site plan does not illustrate garage and driveway location for each unit. No zoning buffers will be required on this project.

2040 Comprehensive Plan Analysis

The 2040 Comprehensive Plan, the "Comp Plan", is a document that reflects the wishes of the community as acknowledged and adopted by the Mayor and Council. The Comp Plan contains four sections to determine the appropriateness of a zoning action. Those sections are: 1) Table 2.4 a matrix that depicts land uses by character area, 2) specific visions for each of the thirteen-character areas, 3) the overarching policy goals for the city, and 4) Land Use Definitions. The subject parcels fall within Character Area 5, Hopewell Woods.

A. Land Uses by Character Area

Taken from the matrix, the following uses are either specifically detailed in the character area description or considered appropriate according to the matrix:

Character Area 5 – Hopewell Woods	
Low Density Residential	Mixed-use (vertical)
Medium Density Residential	Places of assembly
Planned Residential Community (mixed housing types allowed)	Transportation and communication utilities
Skilled nursing facilities (no rehab)	Parks and recreation
Neighborhood level commercial, studio, or office (<5,000 sf)	

B. Policy Goals

Under the policy goals the proposed rezoning meets the following criteria:

- *Policy 1-3: Support opportunities for infill development that reflects the neighborhood character*
- *Policy 4-4: Accommodate new development while enhancing existing local assets.*
- *Policy 5-1: Accommodate the housing needs of a diverse population by supporting the development of a variety of residential types and densities based on land use patterns.*
- *Policy 5-2 Support the construction of work force housing to help ensure that all those who work in the community have a viable option to live in the community without spending more than a third of their net income on housing costs*

C. Character Area Vision

The Hopewell Woods Character Area contains three points that support the area's vision of which the following applies:

- *Residential areas have a traditional neighborhood design*
- *A mix of housing types accommodate varied incomes and life stages (young singles, families, empty-nesters, etc.)*
- *High-end infill development provides housing options for working professionals*
- *Townhomes and other medium-density housing types create a transition from single-family neighborhoods*

D. Land Use Definition

Medium Density Residential - land occupied by residential uses and customary accessory uses at a density up to and including 8 dwelling units per acre.

Standards Governing the Exercise of Zoning Power

According to Section 103-11, the criteria by which a zoning action can be approved or denied are as follows:

1) Whether the zoning proposal will permit a use that is suitable in view of the use and development of adjacent and nearby properties?

Staff is of the opinion that the request to rezone the two parcels to RTH for single-family homes is suitable based on the existing uses of adjacent and nearby properties, which consist of multi-family residential units across the street, commercial and institutional to the sides and rear of the property.

2) Whether the zoning proposal will adversely affect the existing use or usability of adjacent or nearby property?

The proposed project of four single-family units does not anticipate adverse effects on existing uses or usability of nearby properties. The site would have to meet any land development requirements such as meeting the stormwater ordinance regarding runoff reduction/water quality, street scape improvements, right of way dedication, etc.

3) Whether the property to be affected by the zoning proposal has a reasonable economic use as currently zoned?

The subject property has reasonable economic use under the current R-75. The owner could build two single-family homes (one on each lot).

4) Whether the zoning proposal will result in a use which will or could cause an excessive or burdensome use of existing streets, transportation facilities, utilities or schools?

Staff does not foresee any excessive or burdensome use of existing streets, transportation, utilities, and schools.

5) Whether the zoning proposal is in conformity with the policy and intent of the Comprehensive Plan?

The subject site is located within the Hopewell Woods Character Area, which is intended for diversity of housing types to accommodate varied incomes and life stages (young singles, families, empty-nesters, etc.). Therefore, it meets the intent of the Comprehensive Plan.

6) Whether there are other existing or changing conditions affecting the use and development of the property which give supporting grounds for either approval or disapproval of the zoning proposal?

There are no known existing or changing conditions affecting the use of the property.

Gwinnett County External Comments and City of Norcross Internal Comments:

1. Transportation/Public Works Utilities and Parks:

- 5-foot Right-of-Way dedication on West Peachtree Street.
- 2-foot sidewalk landscape strip, 5-foot sidewalk, and 10-foot landscape strip with street lights would be required on West Peachtree Street. A fee in lieu for the installation is an option, as there are no other sidewalks on that side of the street.

2. Water & Sewer:

- No comments at this time

3. Fire Marshall:

- Applicant must comply with the minimum size for water mains and spacing, visibility, and location for fire hydrants for new construction per Section 42-29-31.
- The hydrant across West Peachtree properly covers the property, so no additional hydrant would be required. Each building is also within the accessibility range from the access road. The access road length is also not long enough to require one of the standard turn-arounds from the International Fire Code.

4. Engineering:

- Utility extensions (water and sewer) as well as shared driveways for access must be contained within easements.
- To meet the stormwater ordinance, if the total impervious area created on all lots combined exceeds 5,000 sf, the owner must comply with the stormwater ordinance, which means Runoff Reduction/Water Quality, Channel Protection and full detention requirement, the owner can either do that all-in-one system, or he'll have to provide a system for each lot separately. (This will be required during the LDP process, all specifications must meet the requirements of the Gwinnett County Stormwater Management Manual.
- Sight distance should be addressed during the LDP since there are speeding concerns along that segment of the road.

5. Arborist:

- No comments at this time.

Conclusion

The submitted application meets the comprehensive plan expectations as noted by the previously mentioned appropriate land uses, policy goals, and vision in Section C; the proposed development appears to it meet the presented policy goals in Section B and it meets the density residential definition in Section D.

Recommendation

Staff recommends **approval** of the zoning component of RZ2023-00, the adoption of zoning standards under the existing RTH for the properties located at 510 & 520 West Peachtree Street, with the following conditions:

1. To restrict the use of the property as follows:
 - A. Four (4) Single-Family detached dwellings and accessory uses and structures.
2. The development shall abide by all applicable standards of the United Development Code, unless otherwise specified in these conditions or through the approval of an administrative variance or by the Zoning Board of Appeals, as appropriate;
3. All common areas, including but not limited to streets and storm water systems, shall be maintained by the property manager/owner;
4. Compliance with streetscape improvements such as lighting, sidewalks, and planting strips are subject to approval of the Community Development Department.
5. The applicant shall submit architectural drawings and details to the Architectural Review Board for a regular ARB meeting prior to applying for any permits;
6. It is acknowledged that the Gwinnett County Fire Marshal or another reviewing agency may require modifications to the site for oversized vehicles such as fire and garbage trucks;
7. The location of any and all crosswalks and traffic calming measures within the development are subject to the approval of the City Engineer;

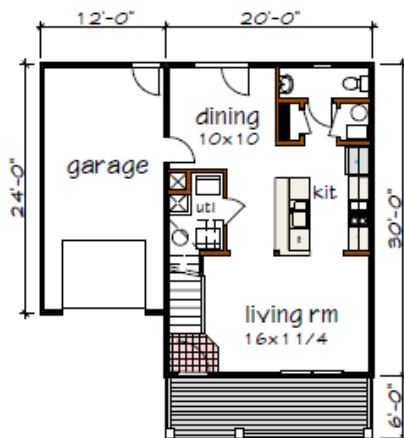
8. Required right-of-way dedication and sidewalk dedication/or fee-in-lieu payment is subject to the approval of the City Engineer;
9. Plant material use on site in landscape strips and buffers are subject to final approval of the City's landscape review professional;
10. Location of stormwater detention is subject to the approval of the City Engineer;
11. All utilities shall be buried;
12. The development shall comply with the Architectural Review Board's conditions of approval;
13. The applicant is reminded that this approval assumes general conformance with the adopted City of Norcross Architectural and Site Design Standards and Unified Development Ordinance (UDO). The applicant and/or builder are responsible for conforming with any specific design standard or UDO code section not addressed in the staff report;

Conceptual Elevations and Floor Plan

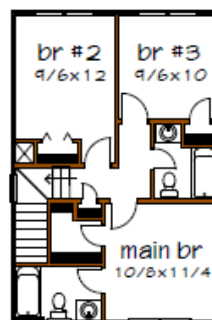
These drawings are conceptual in nature for visual purposes for this rezoning request only. These elevations and floors plans are subject to final approval by the Architectural Review Board.



plan #
1115A



Floor 1 plan



Floor 2 plan

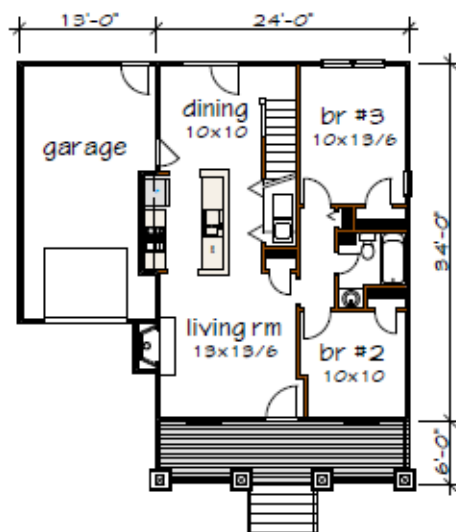
Size fl 1 600
Size fl 2 567
Size Total 1167

Width 32'-0"
Depth 30'-0"
Porch 6'-0"

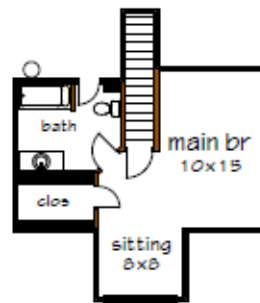
Fl 1 ceiling 8'
Fl 2 ceiling 8'
Roof pitch 9/12
Height 25'-6"



plan #
1203B



Floor 1 plan

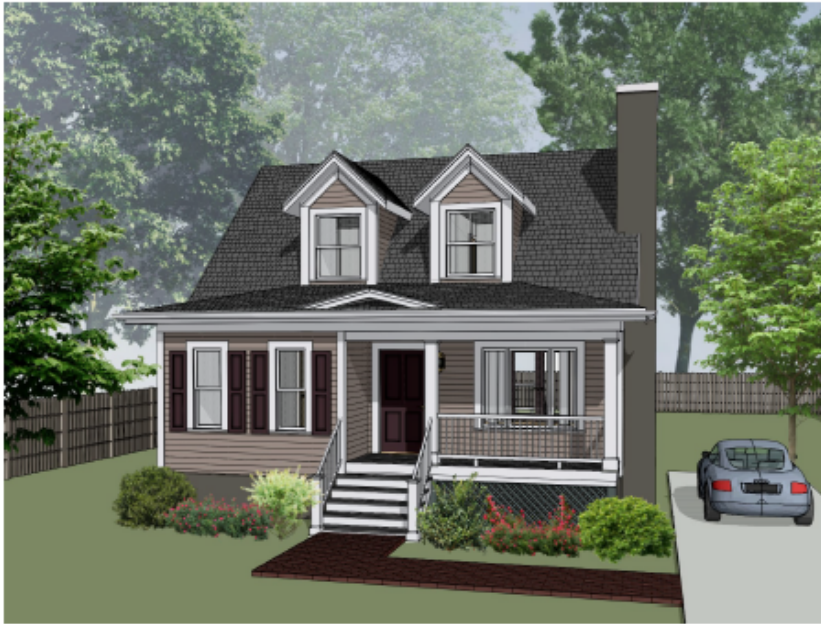


Floor 2 plan

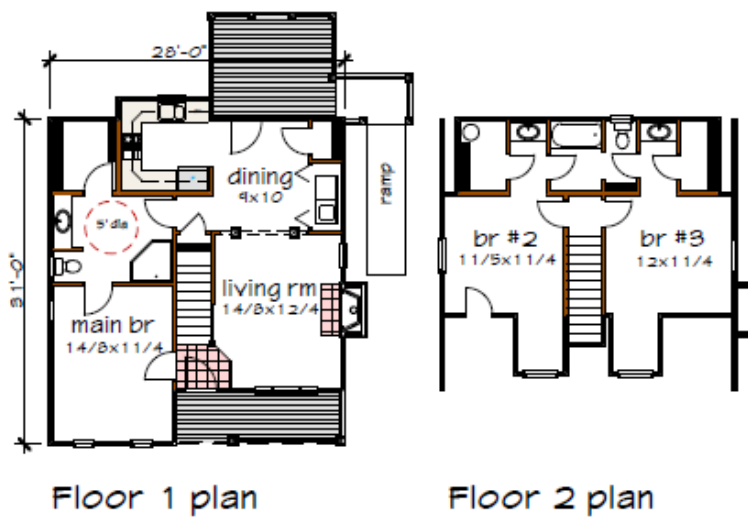
Size fl 1 830
Size fl 2 402
Size Total 1232

Width 37'-0"
Depth 34'-0"
Forch 6'-0"

Fl 1 ceiling 9'
Fl 2 ceiling Vaulted
Roof pitch 9/12
Height 23'-0"



plan #
UD 1204A



Size fl 1 806
Size fl 2 492
Size Total 1298

Width 28'-0"
Depth 33'-0"
Porch 5'

Fl 1 ceiling 8'
Fl 2 ceiling 8'
Roof pitch 11/12
Height 22'

Cozy Two-story Home with Second-level Bedrooms



1,394 SF 3BR 2.5 BA

1 of 3

Attachment: Agenda Report and Packet - RZ2023-002 (23-6733 : RZ2023-002 - 510 & 520 West Peachtree Street)



REZONING APPLICATION

PROPERTY OWNER'S INFORMATION

Owner's Name:

McClure McClure and Milkwick, LLC

Owner's Address:

4192 McClatchey Cir. NE

City: Atlanta State: GA Zip Code: 30342

Phone: 404-456-3888 Cell Phone: 404-456-3888 Email: wtMcClure@yahoo.com

APPLICANT'S CONTACT INFORMATION

Applicant's Name:

William T McClure

Applicant's Address:

4192 McClatchey Cir. NE

Suite: _____ City: Atlanta State: GA Zip Code: 30342

Phone: 404-456-3888 Cell Phone: 404-456-3888 Email: wtMcClure@yahoo.com

PROPERTY LOCATION

Tax Parcel Number(s): R6254 001 and R6254 576 Size in acres: .5302 Ac.

Address(es): 510 and 520 West Peachtree St.

Number of existing structures: 0 Number of parking spaces: 0

PROPOSED USE

Current Zoning: R75 Requested Zoning: RTH *Single-Family Detached*

Date of Pre-Application Mtg: 03-20-2023

Is the request in conformity with the Current Land Use Plan? ☒ Yes ☐ No

Comp Plan Designation: Hopewell Woods If No, Comp Plan Amendment is required

Is this site located in the National/Local Historic District? ☐ Yes ☒ No

If yes, what are the plans for the historic resources, if any, onsite _____

Proposed Use Details:

The proposed use will enhance the area with "A mix of housing types to accommodate varied incomes and life stages (young singles, families, empty-nesters, etc.)" as stated in Hopewell Woods in Character Area 5 of the 2040 NORCROSS COMPREHENSIVE PLAN. It will also offer an opportunity for Affordable traditional Home Ownership that would not otherwise exist. Homes and lots will be smaller in size to accomplish this goal.

Our belief is this proposal not only dovetails with the 2040 Plan as well as the fabric of the type of Community desired in the 2040 Plan and the Residents of Norcross.

ITEMS THAT MUST ACCOMPANY APPLICATION

- A. **Owner's Signature or Affidavit** - If the owner and applicant are not the same, the owner must sign the application or complete the attached affidavit.
- B. **Plat/Survey** – Submit one (1) full size, one (1) 11 x 17 and one (1) digital copy of a plat in JPG or PDF format, drawn by an engineer or land surveyor, describing in detail the tract, parcel or lot of land proposed to be rezoned. The plat must include the following information:
 1. A current boundary survey and plot plan, dimensioned and to scale, prepared by a registered surveyor, architect or engineer showing the seal of such surveyor, architect, or engineer.
 2. This survey shall be a plat of the land in question, or a description by metes and bounds, bearings and distances of the land, or if the boundaries conform to the lot boundaries within a subdivision for which a plat is recorded in the land records of the City of Norcross, then, the lot, block, and subdivision designations with appropriate plat reference.
 3. A description of existing land uses on adjacent and surrounding property.
- C. **Concept Plan** – Submit one (1) full size copy, one (1) 11x17 copy and one (1) digital copy in JPG or PDF format of a concept plan, including but not limited to all items listed on the attached checklist for such plan.
- D. **Impact Analysis** –
 1. If the zoning change has been initiated by an owner or their representative, the application must be accompanied by a written, documented analysis of the proposed zoning change with regard to each of the standards governing consideration attached to this application.
 2. A traffic study, a hydrology study, market study and other studies of the impact of the proposed development prepared by a duly licensed engineer or qualified professional may be required by the Community Development Department, Planning & Zoning Board or the Mayor & City Council as deemed necessary for adequate consideration and a fully-informed decision on the proposed request. The studies shall be prepared under the direction of the City at the applicant's expense.
- E. **Warranty Deed** – A copy of the recorded warranty deed to the property must accompany each application. The owner on the deed must be the same as the owner listed on the application.

- F. **Proof of Taxes Paid** – Proof that all ad valorem taxes due on the property have been paid must accompany each application.
- G. **Certificate Concerning Campaign Contributions** – The applicant must complete the certificate concerning campaign contributions and submit with each application.
- H. **Fees** – See attached fee schedule. Fees are non-refundable.
- I. **Development of Regional Impact** – If your application meets the Atlanta Regional Commission's (ARC) alternative rules for a Development of Regional Impact, additional review will be required by ARC and the State. More information can be found here, <https://atlantaregional.org/community-development/comprehensive-planning/developments-of-regional-impact/>
- J. **Conditional Rezoning** – An applicant may apply for conditional zoning and so state on the application. The conditional zoning applications may be based on written conditions contained within the relevant section of the application only or it may be based on the narrative AND a site plan.
- K. Any other information required by the Community Development Department or any other City department which is deemed necessary or desirable in processing the application which is related to the present or proposed use of the property.

I have read and understand the attached application and zoning procedures. I also hereby authorize the Community Development Staff, Planning & Zoning Board and Mayor & Council to inspect the premises that are the subject of this application.

WT McElure

Signature of Applicant

4-3-23

Date

CITY USE ONLY. DO NOT WRITE BELOW

Date received: _____ Application Number: _____ Fee Paid: _____

Notes: _____

DEADLINE AND HEARING SCHEDULE

See calendar on the Community Development website for pre-application conference deadlines, application submission deadlines and scheduled meeting dates.

(THE APPLICANT OR APPLICANT'S AGENT MUST ATTEND ALL HEARINGS REGARDING THE APPLICATION)

REVISED APRIL 2019

Concept Plan Checklist

1. An application shall be accompanied by a concept plan if any new construction or alteration of the site is proposed.
2. A concept plan may be prepared by a professional engineer, a registered land surveyor, a landscape architect, a land planner or any other person familiar with land development.
3. The concept plan shall be drawn on a boundary survey of the property. The boundary survey shall have been prepared by a Georgia registered land surveyor and meet the requirements of the State of Georgia for such a map or plat under O.C.G.A. 15-6-67(b).

The concept plan shall show the following:

1. Zoning district classification of the subject property and all adjacent properties, and zoning district boundaries if they cross the property.
2. Man-made features within and adjacent to the property, including existing and future right-of way of streets, pavement width and street names; political boundary lines; and other significant information such as location of bridges, utility lines, existing buildings to remain, and other features as appropriate to the nature of the request.
3. Natural features, such as the 100-year flood plain, and protected wetlands and stream buffers required under the Buffers, Landscaping and Tree Conservation Article of this Ordinance.
4. Proposed use of the property.

The proposed project layout including:

1. For residential subdivisions, and office or industrial parks, approximate lot lines and street right-of-way lines, along with the front building setback line on each lot.
2. For multi-family and nonresidential development projects, the approximate outline and location of all buildings, and the location of all minimum building setback lines, outdoor storage areas, dumpsters, zoning buffers, parking areas, loading stations, zoning buffers, stormwater detention facilities, and driveways, entrances and exits.
3. Name and address of the property owner.
4. Name, address, and telephone number of the applicant (if different than the owner).
5. Date of concept plan drawing, and revision dates, as appropriate.
6. Location (Land District and Land Lot) and size of the property in acres (or in square feet if less than an acre).
7. Location sketch of the property in relation to the surrounding area with regard to well-known landmarks such as arterial streets or railroads. Sketches may be drawn in freehand and at a scale sufficient to show clearly the information required, but not less than 1 inch equal to 2,000 feet. US. Geological Survey maps may be used as a reference guide for the location concept.
8. A statement as to the source of domestic water supply.
9. A statement as to the provision for sanitary sewage disposal.
10. The approximate location of proposed storm water detention facilities.
11. Such additional information as may be useful to permit an understanding of the proposed use and development of the property.

Criteria and Standards for Considering a Rezoning

The Mayor and City Council find that the following standards are relevant in balancing the interest in promoting the public health, safety, morality, or general welfare against the right to the unrestricted use of property and shall govern the exercise of zoning power. Please address these criteria to the best of your ability. You may use a separate sheet if necessary.

- 1) Whether the zoning proposal will permit a use that is suitable in view of the use and development of adjacent and nearby property;

The proposal is consistent with surrounding property as well as the 2040 Norcross Comprehensive Plan for Area 5 Hopewell Woods that includes the need for Affordable Housing.

- 2) Whether the zoning proposal will adversely affect the existing use or usability of adjacent or nearby property;

The proposal is consistent with surrounding property and the 2040 Norcross Comprehensive Plan for Area 5 Hopewell Woods.

- 3) Whether the property to be affected by the zoning proposal has a reasonable economic use as currently zoned;

The proposal is consistent with the 2040 Norcross Comprehensive Plans desire for "A mix of housing types to accommodate varied incomes and life stages. The current Zoning is unreasonable to achieve the desired goal of the Plan as stated

- 4) Whether the zoning proposal will result in a use which will or could cause an excessive or burdensome use of existing streets, transportation facilities, utilities, or schools;

The proposal is consistent with surrounding property and the 2040 Norcross Comprehensive Plan for Area 5 Hopewell Woods.

- 5) Whether the zoning proposal is in conformity with the policy and intent of the Comprehensive Plan; and

The proposal is consistent with surrounding property and the 2040 Norcross Comprehensive Plan for Area 5 Hopewell Woods.

- 6) Whether there are other existing or changing conditions affecting the use and development of the property which give supporting grounds for either approval or disapproval of the zoning proposal.

The proposal is consistent with surrounding property and the 2040 Norcross Comprehensive Plan for Area 5 Hopewell Woods. Our belief is this proposal not only dovetails with the 2040 Plan as well as the fabric of the type of Community desired in the 2040 Plan and the Residents of Norcross.

REVISED APRIL 2019

CONFLICT OF INTEREST CERTIFICATION FOR REZONINGS

The undersigned below, making application for rezoning, has complied with the Official Code of Georgia Section 36-67A-1, et seq. Conflict of Interest in Zoning Actions, and has submitted or attached the required information on the forms provided.

WT McClure 4-3-23

SIGNATURE OF APPLICANT

DATE

TYPE OR PRINT NAME AND TITLE

SIGNATURE OF APPLICANT'S
ATTORNEY OR REPRESENTATIVE

DATE

TYPE OR PRINT NAME AND TITLE

DISCLOSURE OF CAMPAIGN CONTRIBUTIONS

Have you, within the two years immediately preceding the filing of this application, made campaign contributions aggregating \$250.00 or more to a City of Norcross Mayor/Council Member or a Member of the Planning and Zoning Board

NO (YES or NO)

William T. McClure

YOUR NAME

If the answer is yes, please complete the following section:

NAME AND OFFICIAL POSITION OF GOVERNMENT OFFICIAL	CONTRIBUTIONS (LIST ALL WHICH AGGREGATE TO \$250.00 OR MORE)	DATE CONTRIBUTION WAS MADE (WITHIN THE LAST TWO YEARS)

Attach additional sheets if necessary to disclose or describe all contributions.

DATE RECEIVED: _____

CASE#: _____

ACCEPTED BY: _____

H.2.a

Attachment: Agenda Report and Packet - RZ2023-002 (23-6733 : RZ2023-002 - 510 & 520 West Peachtree Street)



Ownership Affidavit & Designation of Agent

I. Ownership.

I, William T McClure, Mgr. for MMM, LLC*, hereby attest to ownership of the property described below:

Parcel I.D. Number(s) _____

Location address: _____

for which this Application is submitted.

The ownership, as recorded on the deed, is in the name of:
McClure, McClure & Milkwick, LLC (AKA MMM, LLC*)

Please complete the appropriate section below:

NOTE: The person signing under section IV Acknowledgement, must be listed below as an officer or partner.

☐ Individual

☒ Corporation/Limited Liability Company (LLC)

☐ Partnership

☐ Government Entity

Provide Names of Officers/Members:

William T McClure

Donald E McClure Family Trust

Annita L. Milkwick

Provide Names of General Partners:

Secretary of State Registration Number: 09076681

Name/Address of Registered Agent: Annita Milkwick 5110 Thousand Oaks PL, Kennesaw, GA 30152

II. Designation of Owner's Agent. (Leave blank if not applicable)

As the owner of the above designated property and the applicant for which this affidavit is submitted, I wish to designate the below named party as my agent in all matters pertaining to the location address. In authorizing the agent named below to represent me, or my company, I attest that the application is made in good faith and that any information contained in the application is accurate and complete to the best of my knowledge and belief. (Note: Prior to the issuance of a building permit, the owner's agent must be the contractor listed on the permit application.)

Owner's Agent: William T McClure

Address: 4192 McClatchey Cir NE, Atlanta, GA 30342

Contact Person: Tom McClure

Telephone No.: 404-456-3888

III. Notice to Owner.

- A. All changes in Ownership & Applicant's Agent prior to issuance shall require new affidavit. If ownership changes the new owner assumes the obligations and the original applicant is released from responsibility for actions taken by others after the change in ownership.
- B. If the Owner intends the Designation of Applicant's Agent to be limited in any manner, please indicate the limitation below. (i.e., Limited to obtaining a certificate of concurrency for the parcel; limited to obtaining a land use compliance certificate; etc.)

City of Norcross, 65 Lawrenceville Street, Norcross, GA 30071 Community Development Department, 678-421-2027

IV. Acknowledgement.

• Individual

Signature _____

Print Name: _____

Address: _____

Phone #: _____

• Corporation/LLC

McClure, McClure, Milkwick, LLC

Print Corporation/LLC Name

By: WT McClure

Signature

Print Name: William T. McClure

Its: Manager

Address: 4192 McClatchey Cir.

Atlanta GA 30342

Phone #: 404-456-3888

• Partnership

Print Partnership Name

By: _____

Signature

Print Name: _____

Its: _____

Address: _____

Phone #: _____

• Government Entity

Print Government Name

By: _____

Signature

Print Name: _____

Title: _____

Department: _____

NOTARY INFORMATION (Please use appropriate block.)

STATE OF GEORGIA

COUNTY OF _____

• Individual

Before me, this _____ day of _____, 20____, personally appeared _____ who executed the foregoing instrument, and acknowledged before me that same was executed for the purposes therein expressed.

• Government Entity

Before me, this _____ day of _____, 20____, personally appeared _____ as _____ and on behalf of _____, who executed the foregoing instrument, and acknowledged before me that same was executed for the purposes therein expressed.

• Corporation/LLC

Before me, this 3rd day of MARCH, 2023, personally appeared William T. McClure of McClure McClure Milkwick, LLC a Georgia corporation/LLC, on behalf of the corporation/LLC, who executed the foregoing instrument and acknowledged before me that same was executed for the purposes therein expressed.

• Partnership

Before me, this _____ day of _____, 20____, personally appeared _____ partner/agent on behalf of _____, a partnership, who executed the foregoing instrument and acknowledged before me that same was executed for the purposes therein expressed.

Vinod K. Sagar

Signature of Notary

VINOD K. SAGAR

Print Notary Name

NOTARY STAMP:

My commission expires: 11/11/2023

Identification Method:

Personally known.

☒ Produced I.D. – Type: GADL# 055720244

City of Norcross, 65 Lawrenceville Street, Norcross, GA 30071 Community Development Department, 678-421-2027



DENISE R. MITCHELL, MPA
GWINNETT COUNTY TAX COMMISSIONER

Payment Receipt

Your transaction has been successfully completed!!

Transaction ID: 230403144815371E0492123040314481
04/03/2023 15:51:25 [EST]

Property Taxes: R6254 001	\$812.93
Property Taxes: R6254 576	\$812.93

Account Information

Payment Type: Property Taxes

Bill Payer Details

Annita Milkwick
5110 Thousand Oaks PI NW
Kennesaw, GA 30152

Payment Details

Payment Amount: \$1625.86
Total Amount: \$1625.86

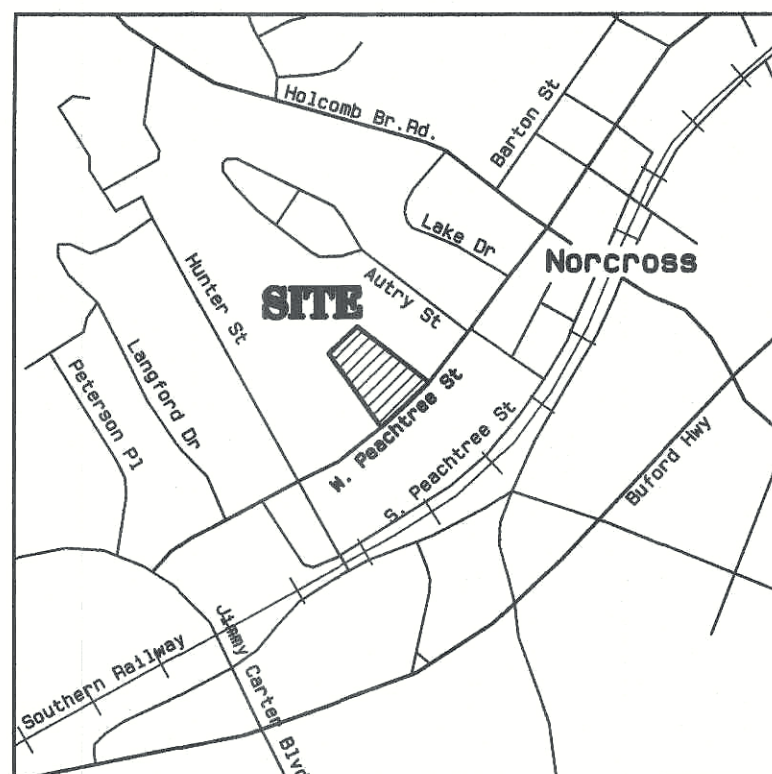
Payment Method:



Account Number: XXXXXXXXXXXXXX3723
Routing Number: 061112843
Check Type: Business Checking

© 2023 Value Payment Systems, LLC. |

Attachment: Agenda Report and Packet - RZ2023-002 (23-6733 : RZ2023-002 - 510 & 520 West Peachtree Street)



VICINITY MAP

TOTAL AREA = 23,094 S.F.
= 0.5302 AC.

MINIMUM LOT SIZE = 5,455 S.F.
as per current RTH guidelines.

Property lines to center of proposed street.

HOA to be established to maintain street and drainage.

ADJOINING PROPERTY USE:
CEMETERY

VARIANCES

ADJOINING PROPERTY USE:
CHURCH PARKING

CURVE

RADIUS

LENGTH

CHORD BEARING AND DISTANCE

C-1

1, 125.92'

78.88'

S50°02'14"W 78.86'

LINE TABLE

LINE

BEARING AND DISTANCE

L-1

S52°02'39"W 43.16'

LOT CURVE TABLE

CURVE

RADIUS

LENGTH

CHORD BEARING AND DISTANCE

C-2

1, 125.92'

17.86'

S51°35'23"W 17.86'

C-3

1, 125.92'

61.02'

S49°34'58"W 61.01'

GENERAL NOTES

- The field data upon which this plat is based has a closure precision of one foot in 26,368 feet and an angular error of 9.0 seconds per angle point and was adjusted using the Compass Rule.
- This plat has been calculated for closure and is found to be accurate as follows:
 TOTAL: within one foot in 79,705 feet;
 Lot 1: within one foot in 97,245 feet;
 Lot 2: within one foot in 181,720 feet;
- Field information for this survey was obtained with a NIKON DTM-522 Total Station and an electronic data collector.
- By graphical plotting only, this property lies in Zone X, which is not a Special Flood Hazard Area per the FLOOD INSURANCE RATE MAP for Gwinnett County, Georgia and Incorporated Areas Map No. 13135C0082F, bearing an effective date of September 29, 2006.
- Existing utilities shown are based on visual observations by the survey crew only. There may be others not shown hereon. The "BEFORE YOU DIG" utility search company should be contacted prior to any construction done on this site. The Engineer assumes no responsibility for the locations of any underground utilities not visible.
- This survey was made without the benefit of a current Title Commitment, Easements, and Encumbrances may exist which benefit and/or burden this property.
- The IPF on R/W is on side line but projects 3.24' onto R/W.

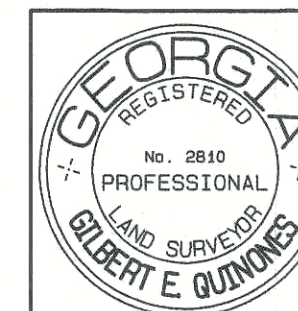
PROPOSED ZONING CHANGE
EXISTING ZONING: R-75
PROPOSED ZONING: RTH

ADJOINING PROPERTY USE:
RESIDENTIAL BUT ZONED COMMERCIAL

SURVEYOR'S CERTIFICATE

IN MY OPINION, THIS PLAT IS A CORRECT REPRESENTATION OF THE LAND PLATTED AND HAS BEEN PREPARED IN CONFORMITY WITH THE MINIMUM STANDARDS AND REQUIREMENTS OF THE LAW.

GILBERT E. QUINONES, R.L.S.
 GA. R.L.S. Number 2810



GRAPHIC SCALE

1"=20'



Q-B ENGINEERING, INC.
 517 Cemetery Street
 P.O. Box 1508
 Norcross, Georgia 30091-1508
 (770) 449-8623
 (770) 449-1088 [FAX]

REZONING PLAN
 510 WEST PEACHTREE ST.

DATE	05-14-2007	NO.	1	DESCRIPTION	REVISIONS	DATE
SCALE	1" = 20'					
DRAWN	G.E.Q.					
DESIGNED	G.E.Q.					
CHECKED	G.E.Q.					
LAND LOT	254					
6TH LAND DISTRICT						
GWINNETT COUNTY, GA.						
SHEET	1					
DRAWING NO.	07-045-RZ-1					
NO.	1					



TOTAL AREA = 23,094 S.F.
= 0.5302 AC.
LOT 1 AREA = 11,679 S.F.
= 0.2681 AC.
LOT 2 AREA = 11,414 S.F.
= 0.2620 AC.

1. The field data upon which this plat is based has a closure precision of one foot in 26,368 feet and an angular error of 9.0 seconds per angle point and was adjusted using the Compass Rule.
2. This plat has been calculated for closure and is found to be accurate as follows:
 - TOTAL: within one foot in 79,705 feet;
 - Lot 1: within one foot in 97,245 feet;
 - Lot 2: within one foot in 181,720 feet;
3. Field information for this survey was obtained with a NIKON DTM-522 Total Station and an electronic data collector.
4. This property contains 0.5302 Acres.
5. This property is zoned R-75 as per rezoning case no. 07-1053 approved on 12/03/2007 with the following conditions:
 1. 75' of linear fencing must be installed along the southwest property line of lot # 1.
 2. A landscape buffer of 10' wide must be maintained along the west and north property lines.
 3. Fence design must be approved by the DDA.During the same case the following variances were also approved:
 1. Minimum lot size is 11,400 SF
 2. Minimum lot frontage is 61'
6. By graphical plotting only, this property lies in Zone X, which is not a Special Flood Hazard Area per the FLOOD INSURANCE RATE MAP for Gwinnett County, Georgia and Incorporated Areas Map No. 13135C0082F, bearing an effective date of September 29, 2006.
7. Existing utilities shown are based on visual observation by the survey crew only. There may be others not shown hereon. The "BEFORE YOU DIG" utility search company should be contacted prior to any construction done on this site. The Engineer assumes no responsibility for the locations of any underground utilities not visible.
8. This survey was made without the benefit of a current Title Commitment, Easements, and Encumbrances may exist which benefit and/or burden this property.

CURVE	RADIUS	LENGTH	CHORD BEARING AND DISTANCE
C-1	1, 125.92'	78.88'	S50°02'14"W 78.86'

LINE	BEARING AND DISTANCE
L-1	S52°02'39"W 43.16'

CURVE	RADIUS	LENGTH	CHORD BEARING AND DISTANCE
C-2	1, 125.92'	17.86'	S51°35'23"W 17.86'
C-3	1, 125.92'	61.02'	S49°34'58"W 61.01'

It is hereby certified that this plat is true and correct as to the property lines and all improvements shown thereon, and was prepared from an actual survey of the property made by me and under my supervision; that all monuments shown hereon actually exist, and their location, size, type and material are correctly shown. The field data upon which this plat is based has a closure precision of one foot in 26,368 feet and an angular error of 9.0 seconds per angle point, and was adjusted using the compass rule. This plat has been computed for closure and is found to be accurate as follows:

TOTAL:	within one foot in	79,705 feet::
Lot 1:	within one foot in	97,245 feet::
Lot 2:	within one foot in	181,720 feet::

By: Gilbert E. Quinones
Registered Land Surveyor
Reg No: 2810 Date of Expiration: 12-31-2009

(STATE OF GEORGIA)
(COUNTY OF GWINNETT)

The owner of the land shown on this plat and whose name is subscribed hereto, a person or through a duly authorized agent, acknowledges that this plat was made from an actual survey and accurately depicts the land owned by the undersigned and dedicated by this Acknowledgement and Declaration to the use of the public forever all streets, sewer collectors, lift stations, drains, easements, and other public facilities and appurtenances thereon shown.

SIGNATURE OF SUBDIVIDER DATE SIGNED SIGNATURE OF OWNER DATE SIGNED

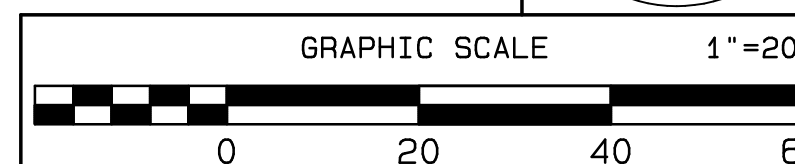
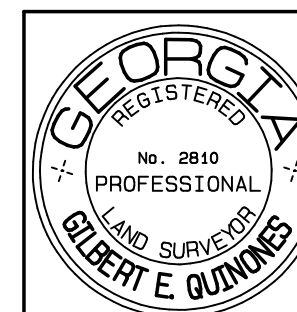
PRINTED OR TYPED NAME OF SUBDIVIDER PRINTED OR TYPED NAME OF OWNER

The Planning Commission Chairman and the Director of Community Development of the City of Norcross, Georgia, on his/her designees certifies that this plat is in compliance with the City of Norcross Zoning Ordinance and the City of Norcross Development Regulations as amended, and that it has been approved by all other operational City and county departments, as appropriate. This plat is approved subject to the provisions and requirements of the Development Performance and Maintenance Agreement executed for this project between the Owner and the City of Norcross.

DATED THIS _____ DAY OF _____

DIRECTOR, DEPARTMENT OF PLANNING AND DEVELOPMENT

1. The City of Norcross assumes no responsibility for overflow or erosion of natural or artificial drains beyond the extent of the street right-of-way, or for the extension of culverts beyond the point shown on the approved and recorded subdivision plat.
2. Stream Buffer Easements are to remain in a natural and undisturbed condition.
3. Structures are not allowed in drainage easements.
4. The City of Norcross assumes no responsibility for the maintenance of pipes in drainage easements beyond the City right-of-way.



1	NO.	SHEET	1	DATE: 01-28-2008	REVISIONS		EXEMPTION PLAT
				SCALE: 1" = 20'	NO.	DESCRIPTION	
DRAWING NO. 07-045-EP-1				DRAWN: L.J.M.			510 WEST PEACHTREE ST.
				DESIGNED: G.E.Q.			
				CHECKED: G.E.Q.			
				LAND LOT: 254			
				6TH LAND DISTRICT			
				OWNER: LOWRY, PAUL		PAUL LOWRY	
						2368 Peeler Road Dunwoody, Georgia 30338 (770) 458-5778	



Prepared by, record and return to:
 Mazley, Finlayson & Loggins LLP
 1050 Crown Pointe Parkway, Suite 1500
 Atlanta, GA 30338
 (404)256-0700
 File No.: 22-003061ATL
 Parcel ID # R6254 001 and R6254 576

DEED B: 59710 P: 00220

02/22/2022 08:30 AM Pgs: 2 Fees: \$25.00

TTax: \$180.00

Tiana P Garner, Clerk of Superior Court

Gwinnett County, GA

PT-61 #: 0672022005166

ERECORDED

eFile Participant IDs: 9273387672,7067927936

LIMITED WARRANTY DEED

STATE OF GEORGIA

COUNTY OF DEKALB

THIS INDENTURE, made this 18th day of February, 2022, by and between Paul M Lowry, as party or parties of the first part, hereinafter called Grantor, and McClure, McClure and Milkwick, LLC, a Georgia limited liability company, as party or parties of the second part, hereinafter called Grantee (the words "Grantor" and "Grantee" to include their respective heirs, successors and assigns where the context requires or permits).

WITNESSETH that: Grantor, for and in consideration of the sum of TEN DOLLARS AND NO/100 (\$10.00) AND OTHER VALUABLE CONSIDERATIONS in hand paid at and before the sealing and delivery of these presents, the receipt whereof is hereby acknowledged, has granted, bargained, sold, aliened, conveyed and confirmed, and by these presents does grant, bargain, sell, alien, convey and confirm unto the said Grantee, the following described property, to-wit:

See Exhibit A attached hereto and made a part hereof.

THIS CONVEYANCE is made subject to all zoning ordinances, easements and restrictions of record affecting said described property.

TO HAVE AND TO HOLD the said tract or parcel of land, with all and singular the rights, members and appurtenances thereof, to the same being, belonging, or in anywise appertaining, to the only proper use, benefit and behoof of the said Grantee, forever IN FEE SIMPLE.

AND THE SAID Grantor will warrant and forever defend the right and title to the above described property unto the said Grantees against the claims of all persons by, through, or under Grantor herein.

IN WITNESS WHEREOF, the Grantor has signed and sealed this deed, the date and year above written.

Signed, sealed and delivered
 in the presence of:

[Signature]
 Unofficial Witness

[Signature]
 Notary Public

GRANTOR:

[Signature]
 Paul M Lowry (SEAL)



EXHIBIT "A"

All that tract or parcel of land lying and being in Land Lot 254 of the 6th Land District of Gwinnett County, Georgia, being Lots 1 and 2, as shown on Exemption Plat, 510 West Peachtree St. prepared by Q-B Engineering, Inc. dated January 28, 2008 and recorded in Plat Book 123, Page 66, Gwinnett County, Georgia Records, to which referenced is hereby made for a more complete and accurate description of the within described property.

Parcel ID: R6254 001 & R6254 576

Attachment: Agenda Report and Packet - RZ2023-002 (23-6733 : RZ2023-002 - 510 & 520 West Peachtree Street)



Norcross, GA - Treasurer
 65 Lawrenceville St
 Norcross, GA 30071
 (770) 448-2122

Tax Charge Information Sheet

Interest Date: 04/04/2023

MCCLURE MCLURE AND MILKWICK LLC

Parcel Number: [R6254 001](#) Situs: 0 W PEACHTREE ST
 Owner: MCCLURE MCLURE AND MILKWICK LLC Legal: LOT 1 W PTREE ST

Taxes Due

Year	Type	Bill Number	Tax	Interest	Penalty	Additional Costs	Total Due
2022	Tax	003312	\$130.23	\$4.78	\$6.51	\$64.00	\$205.52
Total Taxes Due for Parcel Number R6254 001:			\$130.23	\$4.78	\$6.51	\$64.00	\$205.52

Tax Charge Summary for 1 Parcel

Total Unpaid Charges:

Total Due: \$205.52

Grand Total Unpaid: \$205.52

Attachment: Agenda Report and Packet - RZ2023-002 (23-6733 : RZ2023-002 - 510 & 520 West Peachtree Street)



Norcross, GA - Treasurer
 65 Lawrenceville St
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Tax Charge Information Sheet

Interest Date: 04/04/2023

MCCLURE MCLURE AND MILKWICK LLC

Parcel Number: [R6254 576](#) Situs: 0 W PEACHTREE ST
 Owner: MCCLURE MCLURE AND MILKWICK LLC Legal: LOT 2 W PTREE ST

Taxes Due

Year	Type	Bill Number	Tax	Interest	Penalty	Additional Costs	Total Due
2022	Tax	002937	\$130.23	\$4.78	\$6.51	\$64.00	\$205.52
Total Taxes Due for Parcel Number R6254 576:			\$130.23	\$4.78	\$6.51	\$64.00	\$205.52

Tax Charge Summary for 1 Parcel

Total Unpaid Charges:

Total Due: **\$205.52**

Grand Total Unpaid: **\$205.52**

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MAYOR **CRAIG NEWTON** · MAYOR PRO TEM **BRUCE GAYNOR** · COUNCILMEMBER **ANDREW HIXSON** · COUNCILMEMBER **JOSH BARE**

COUNCILMEMBER **MATT MYERS** · COUNCILMEMBER **ARLENE BECKLES** · CITY MANAGER **ERIC JOHNSON** · CITY CLERK **MONIQUE PHILIP**

City of Norcross

Legislation Details (With Details)

File #:	23-6692	Version:	
Type #:	Agenda Item	Status:	Agenda Ready
On Agenda:	5/15/2023 6:30 PM	In Control:	Policy Work Session
Title:	COA2023-007/ Norcross Housing Authority and Walton Communities		

Sponsors:

Code Sections:

Attachments:

1. [Agenda Report - COA2023-007/ Norcross Housing Authority and Walton Communities](#)
2. [COA2023-007 Packet](#)
3. [RZ2022-004 Signed Ordinance](#)

Title

COA2023-007/ Norcross Housing Authority and Walton Communities

Drafter

Tracy Rye



MAYOR **CRAIG NEWTON** · MAYOR PRO TEM **BRUCE GAYNOR** · COUNCILMEMBER **ANDREW HIXSON** · COUNCILMEMBER **JOSH BARE**
COUNCILMEMBER **MATT MYERS** · COUNCILMEMBER **ARLENE BECKLES** · CITY MANAGER **ERIC JOHNSON** · CITY CLERK **MONIQUE PHILIP**

Agenda Report

To: Mayor and Council

From: Tracy Rye, AICP
Assistant City Manager/Community Development & Planning Director

Meeting Date: May 15, 2023 - Policy Work Session

Item No.: 23-6692

Title: COA2023-007/ Norcross Housing Authority and Walton Communities

CC: Eric Johnson, City Manager

Recommendation

Mayor and Council rezoned this property in the spring of 2022 for the purposes of advancing the Norcross Housing Authority and Walton Community's repositioning of this functionally obsolete property. Conditions 18 and 19 of the ordinance associated with the rezoning require that final architectural and landscape approvals for building 3 of Phase 2 be made by Mayor and Council after the Architectural Review Board reviewed and recommended approval. The Architectural Review Board has reviewed the project in its entirety and have made specific recommendations for both Phases 1 and 2. The following are recommended conditions of approval for Phase 2, which are fully supported by Community Development and Planning:

1. The applicant shall provide a screening plan for the utilitarian equipment, such as electrical/gas meters if they are located on an exterior wall or disrupt the visual appearance of the building design subject to administrative approval.
2. The applicant shall conform to the elevations in terms of design, materials, and color submitted as part of this application.
3. The HVAC equipment shall be screened so it is not visible from the road.
4. All windows that contain light dividers shall provide muntins of appropriate dimension to convey depth from street view. This shall be administratively approved.
5. A sign permit shall be applied for separately from the building permit
6. The applicant is reminded that this approval assumes general conformance with the adopted City of Norcross Architectural and Site Design Standards and Unified Development Ordinance. The applicant and/or builder is responsible for conforming with

65 LAWRENCEVILLE STREET, NORCROSS, GEORGIA 30071
(678) 421-2027 **UPSTAIRS CITY HALL** (770) 242-0824 **FAX** (770) 448-2111 **POLICE DEPARTMENT**
<http://www.norcrossga.net>

any specific design standard or UDO code section not addressed in the staff report and Architectural Review Board approval.

7. Any changes from the Architectural Review Board approved component shall follow established procedures and may require additional public hearings.
8. A final Architectural Review Board inspection shall occur prior to release of the certificate of occupancy to confirm compliance with the above conditions.

Background

Walton Crossing Norcross 2, L.P. ("Walton Crossing") is the second phase of development of the former Garner Street housing campus. The project will be developed and built by Walton Communities in partnership with the Housing Authority of the City of Norcross, Georgia. The entire site is comprised of approximately 5.86 acres. Phase 2 consists of approximately 1.84 acres and is planned for approximately 76 senior affordable homes (55 and up). The development will be marketed under the name of Legacy at Walton Crossing and will have a mix of one- and two- bedroom apartment homes serving residents across income levels but with especially those with income around 60% of Area Median Income. The project will replace former Public Housing units.

Anticipated amenities for Legacy at Walton Crossing include an outdoor covered gathering space, community garden, community clubroom, arts and crafts room, and a common laundry facility. Interior features will include spacious kitchens with large islands, walk-in closets, decorative lighting and a mix of hard surface and carpet flooring. The planned improvements will include attractive materials such as brick, Hardi plank siding/panels, decorative aluminum, or metal railing, and standing seam metal roofs or awnings at various locations.

It should be noted that Phase 1 of this project has been awarded LIHTC from the Georgia Department of Community Affairs and that Phase 2 will be submitted for LIHTC funding consideration this spring as well.

Financial Impact

The direct financial impact of this project has yet to be quantified, but replacing an aging housing stock that is becoming functionally obsolete will continue a positive trend of development in the area and for the city in general for multi-generational citizens at a variety of income levels

Consistent with Comprehensive Plan?

Under the policy goals the proposed rezoning meets the following criteria:

- Policy 1-1: "Accommodate the housing needs of a diverse population by supporting the development of a variety of residential types and densities based on land use patterns."
- Policy 5-2 "Support the construction of work force housing to help ensure that all those who work in the community have a viable option to live in the community without spending more than a third of their net income on housing costs"

The Summerour Character Area contains three points that support the area's vision of which the following applies:

- A variety of residential housing options are allowed, as part of a planned residential development

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<http://www.norcrossga.net>

Next Steps

Mayor and Council Voting Meeting Monday, June 5, 2023

Attachments

COA2023-007 ARB Packet

RZ2022-004 Rezoning Ordinance



Meeting Date: 4/18/2023 at 6:00 PM

Petition Number: COA2023-007

Project Type:

New multi-family apartment building

Property Location:

19 Garner Street NW

Tax Parcel ID:

6242 066

Petitioner:

Housing Authority of the City of Norcross/
Walton Communities

Petitioner's Request:

Construction of a new apartment complex

Vicinity Map:



City of Norcross Architectural Review Board Meeting for April 18, 2023 at 6:00 PM

PROPERTY INFORMATION	
Property Location	19 Garner Street
Acreage:	Approximately 5.8 acres
Existing Zoning / Land Use	PRD / Residential Multi-family
Character Area	9 – Summerour
Existing Lot Dimensions:	Frontage: Approximately 400' on Mitchell Road Depth: Approximately 700'
Existing Building Dimensions:	Varies per unit (see survey provided by applicant)
Topography:	High Point: Northeast corner Low Point: Southwest corner
Elevation:	High Point: 1010 feet Low Point: 968 feet
Encumbrances:	N/A

Zoning Map

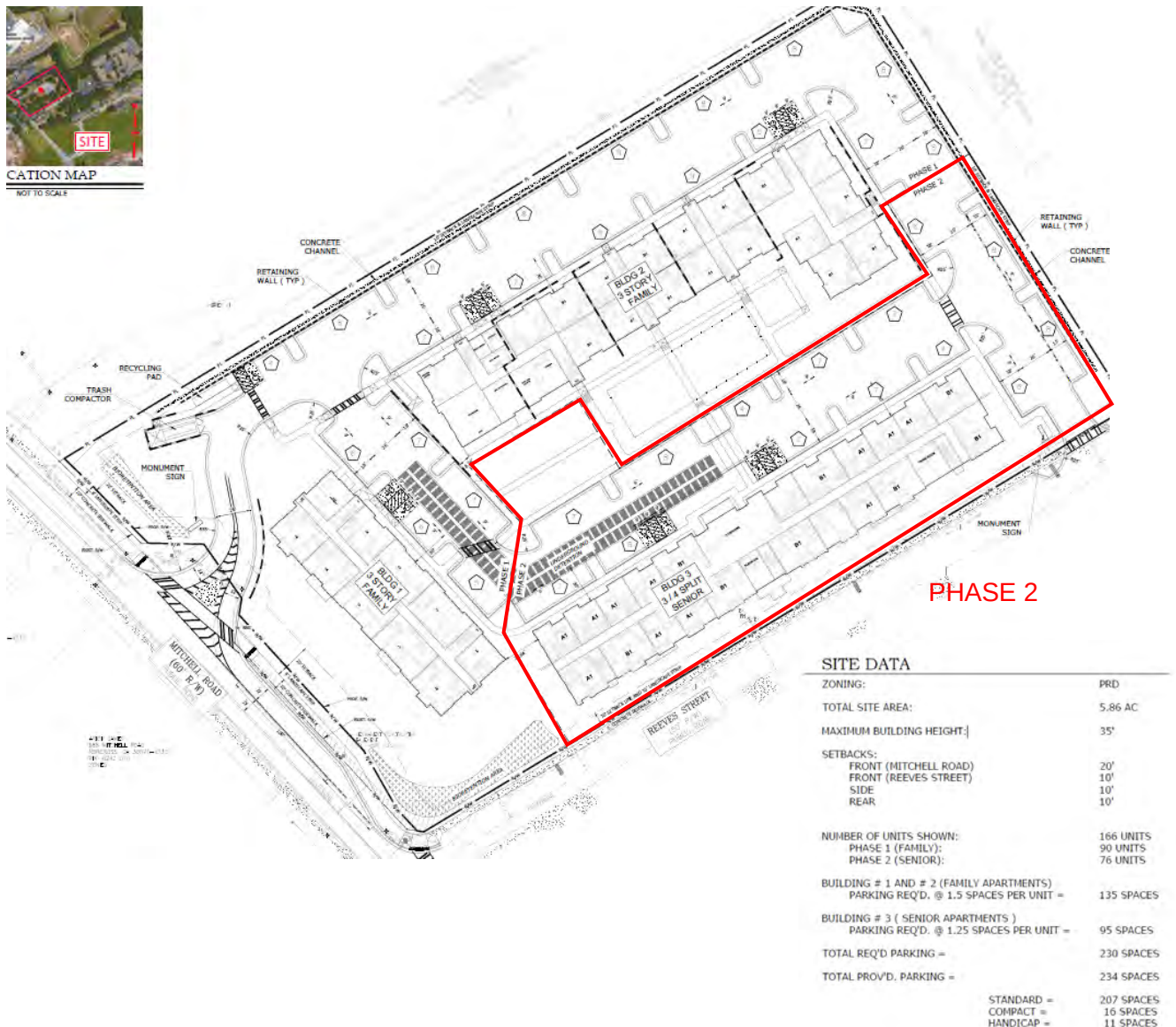


Project Description

The applicant, The Housing Authority of the City of Norcross, seeks to demolish the existing 15 structures that total 44 residences to build, three mixed-income multi-family apartment buildings totaling 166 units. This application is for the construction of one apartment building in the second phase of the two-phased development located on the 5.86-acre site. Phase 2 will consist of one split level 4-story building with 76 family affordable homes with a mix of one- and two-bedroom apartment homes.

This project is part of the overall repositions of assets for the Norcross Housing Authority (NHA) with their redevelopment partner, Walton Homes. In 2022, the NHA and Walton Homes were awarded Low-Income Housing Tax Credit (LIHTC) Funds through the Georgia Department of Community Affairs.

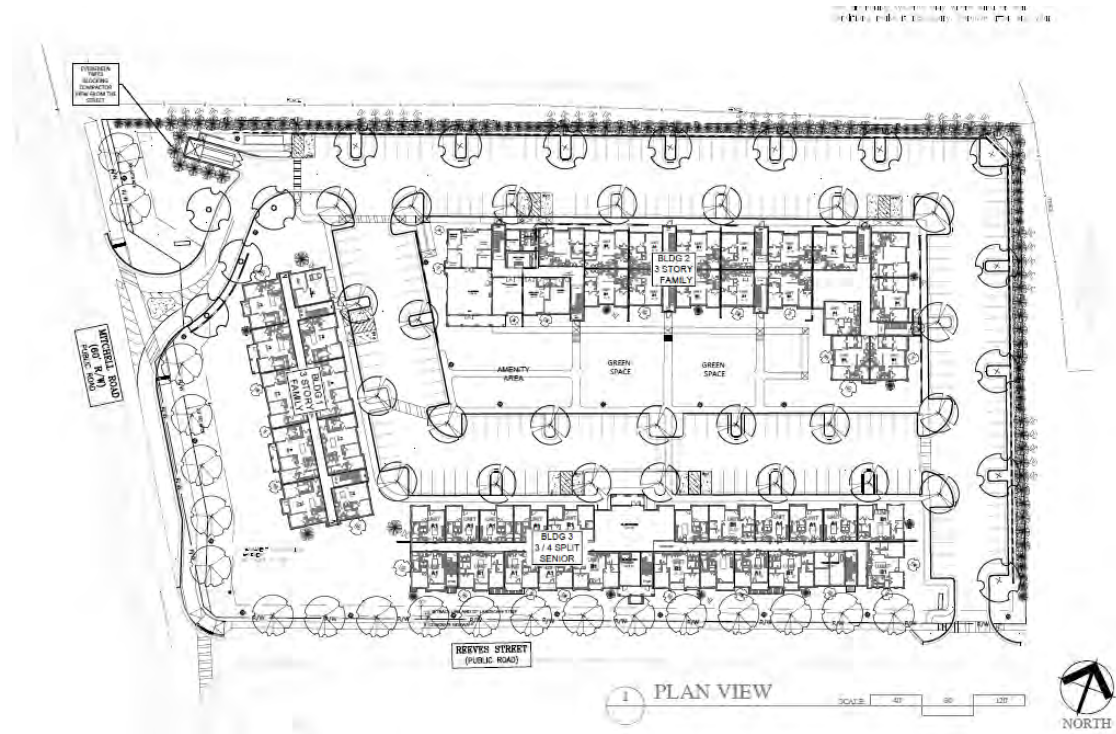
Site Plan



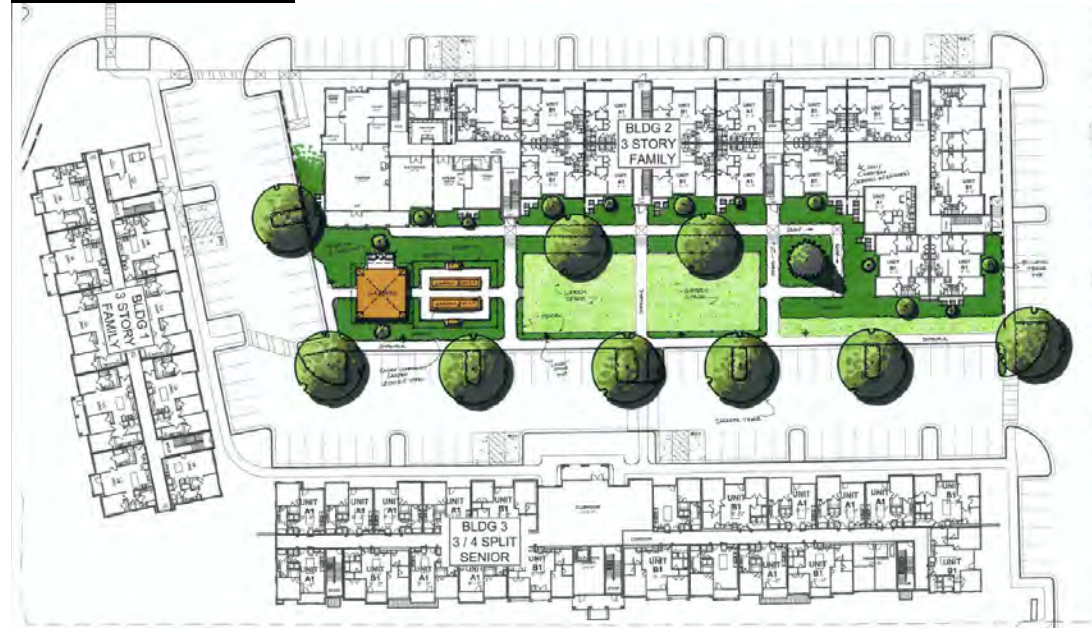
City of Norcross Architectural Review Board Meeting for April 18, 2023 at 6:00 PM

Landscape Plan

The applicant will be required to comply with the landscape requirements and tree density specified in the UDO, which will be formally reviewed during the Land Disturbance Permit review process. The site appears to have enough trees and shrubs along the street frontage, amenity area, and within the parking lot.



Amenity Space Area



Applicable Design Standards:

- 3.5.1.6 Multi-family residential and commercial buildings must be designed to provide façade articulation, including the use of façade projections (12" minimum), changes in siding texture or material, use of detail such as trim and brackets, or the addition of windows, porches or balconies.
- 3.9.1.7 Lighting that is adjacent to building entrances and windows in multi-family residential buildings must be small in scale or screened to prevent glare in neighboring units.
- 3.5.1.8 When building materials are applied to the exterior of a building they should be detailed to provide proper drainage so that water does not accumulate on flat areas or decorative crevices. Excessive moisture can cause mortar joint deterioration, metal corrosion and wood deterioration.
- 3.5.1.13 Neutral traditional building color palettes are encouraged. Colors should blend with neighboring buildings.
- 3.5.1.28 Architectural features must promote architectural interest.
- 3.5.1.29 Architectural features on new construction must have balance and not create a cluttered appearance.
- 3.5.1.34 Approved primary building materials include brick, tile masonry and stone. Primary building materials considered on a case-by-case basis include concrete that is textured or scored, split-faced block, stucco (including stucco with a smooth Cementous finish and synthetic stucco), and Hardi-Plank equivalent for siding.

Elevation Facing Reeves Street

New:



Old:



01 BUILDING 3 ELEVATION - REEVES STREET
1/16" = 1'-0"

The front elevation facing Reeves Street consist of 4 stories with a variety of materials, roof lines, balconies and porches adding architectural interest to the façade. Building materials include Hardi Panels in Agreeable Gray and Westchester Gray, Brick Veneer, horizontal lap siding, and Board and Batten. Every balcony has hardi panel columns or brick columns with Vinyl Railing. Windows are 6 over 1 and 3 fixed windows. The majority of gables have vents and will have either vertical board and batten or horizontal lap siding. Changes are highlighted in red.

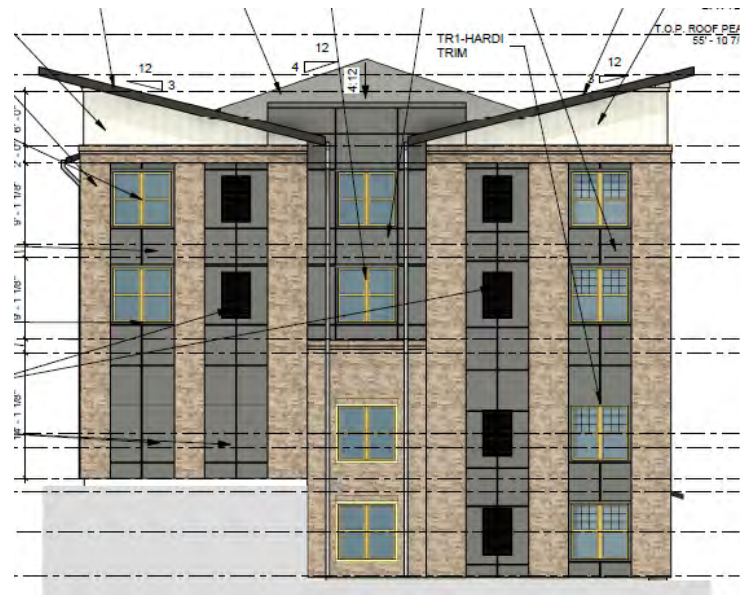
Attachment: COA2023-007 Packet (23-6692 : COA2023-007/ Norcross Housing Authority and Walton Communities)

Elevation Facing Mitchell Road

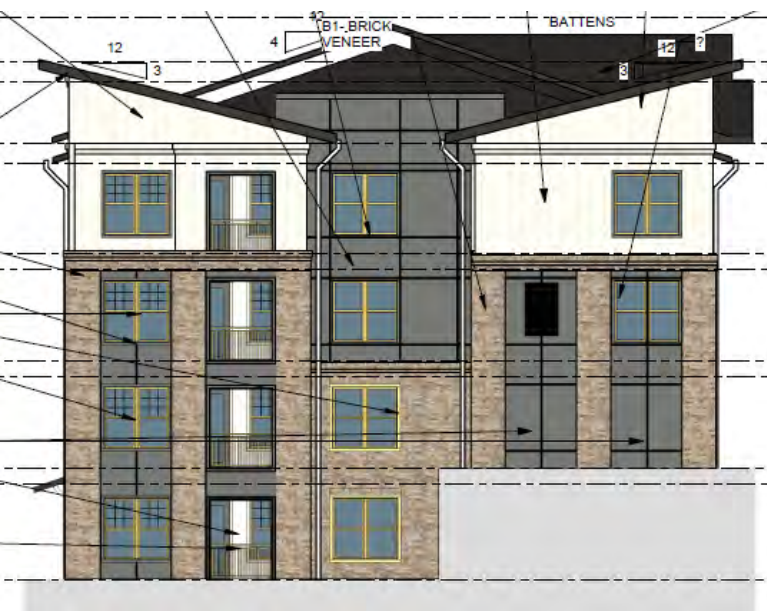
NEW:



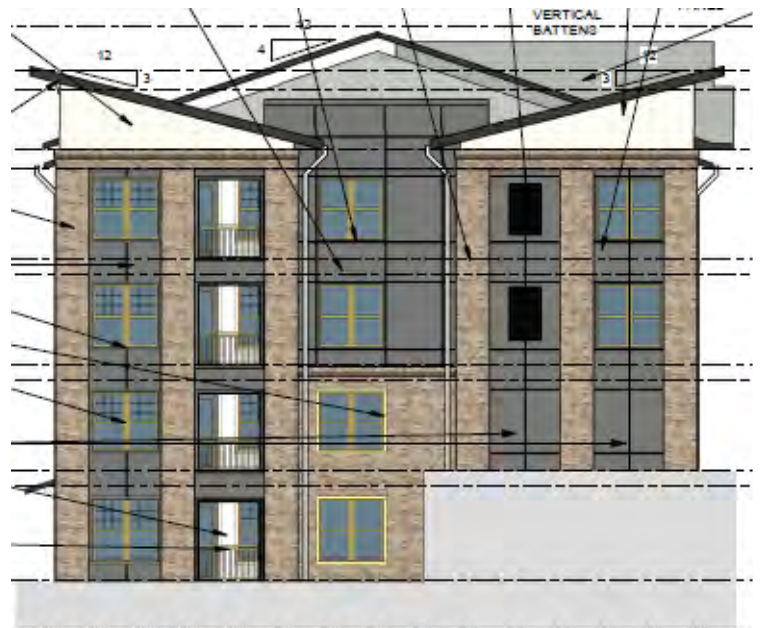
OLD:

**Elevation Facing Entry Side**

NEW:



OLD:



Changes to both sides include replacing masonry brick on the 4th and 3rd floor for board and batten to match the elevations facing Reeves Street.

City of Norcross Architectural Review Board Meeting for April 18, 2023 at 6:00 PM

Elevation Facing Parking

New: Changes consist of replacing masonry brick for board and batten or vice versa as shown:



OLD:



NEW CLOSER VIEW:

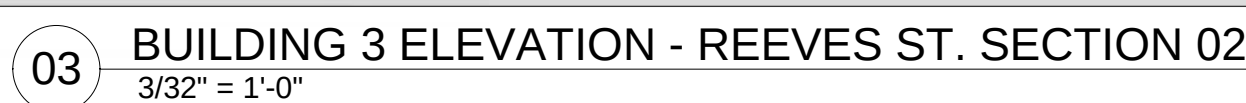


ELEVATIONS MATERIAL LEGEND	
B1-BRICK VENEER	CHEROKEE BRICK SHELMANS BLUFF WITH COOSA ANTIQUE BUFF MORTAR
HP1-HARDI PANEL	JAMES HARDIE OR EQUAL- CEMENTITIOUS PANEL SHERWIN WILLIAMS SW-2849 WESTCHESTER GRAY
HP2-HARDI PANEL	JAMES HARDIE OR EQUAL- CEMENTITIOUS PANEL SHERWIN WILLIAMS SW-7029 AGREEABLE GRAY
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TPO-TPO ROOF	GAF OR EQUAL TPO ROOF MEMBRANE WHITE
ST1-STOREFRONT WINDOWS	YKK AP OR EQUAL STOREFRONT WINDOWS DARK BRONZE
V1-VINYL WINDOWS	YKK AP OR EQUAL VINYL WINDOWS TAN
V2-VINYL RAILING	AFCO OR EQUAL VINYL RAILING CLAY
G1-ALUMINUM GUTTER	SENOX OR EQUAL PAINTED ALUMINUM GUTTERS ALMOND
P1-PAINTED	EXTERIOR DOORS AND METAL GATES AND LOUVERES PAINTED SHERWIN WILLIAMS SW-7048 URBANE BRONZE

Recommendations

Staff recommends the approval of the submitted application subject to the following conditions:

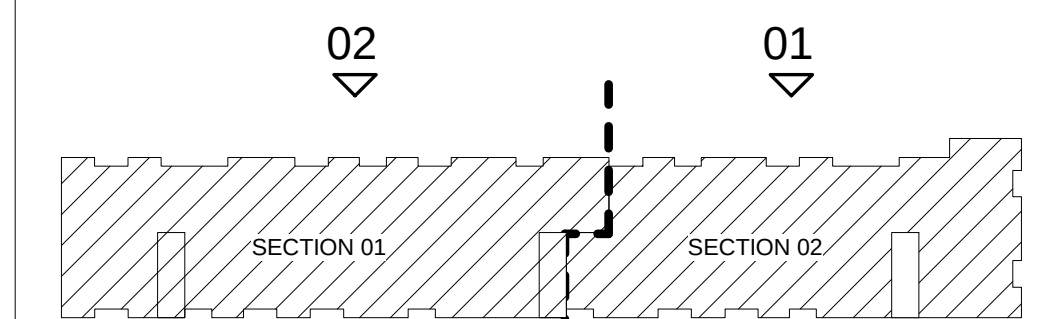
- 1) The applicant shall provide a screening plan for the utilitarian equipment, such as electrical/gas meters if they are located on an exterior wall or disrupt the visual appearance of the building design subject to administrative approval.
- 2) A 10" band board shall be installed in between floors where the horizontal lap siding is located.
- 3) The applicant shall conform to the elevations in terms of design, materials, and color submitted as part of this application.
- 4) A sign permit shall be applied for separately from the building permit.
- 5) The HVAC equipment shall be screened so it is not visible from the road.
- 6) All windows that contain light dividers shall provide muntins of appropriate dimension to convey depth from street view.
- 7) The applicant is reminded that this approval assumes general conformance with the adopted City of Norcross Architectural and Site Design Standards and Unified Development Ordinance. The applicant and/or builder is responsible for conforming with any specific design standard or UDO code section not addressed in the staff report and Architectural Review Board approval.
- 8) Any changes from the Architectural Review Board approved component shall follow established procedures and may require additional public hearings.
- 9) A final Architectural Review Board inspection shall occur prior to release of the certificate of occupancy to confirm compliance with the above conditions.





ELEVATIONS MATERIAL LEGEND

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P1-PAINTED	EXTERIOR DOORS AND METAL GATES AND LOUVERES PAINTED SHERWIN WILLIAMS SW-7048 URBANE BRONZE



WALTON CROSSING NORCROSS 2

19 Garner Street, Norcross, Georgia 30071

Architecture
Planning
Project Management

ARRIVE
ARCHITECTURE GROUP

2344 Highway 121 - Suite 100 - Bedford, Texas 76021 - www.ArriveAG.com
PH: 817.514.0584 - F: 817.514.0694

SEAL

REVISION

DRAWN BY: AAG CHECKED BY: JMT

ISSUED FOR: ARB SUBMITTAL

SUBMITTAL DATE: 02/20/2023 SHEET NO: A5.31

SCALE: As indicated

A5.31 BLDG 3 - EXTERIOR ELEVATION

4/20/2023 1:08:15 PM



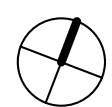
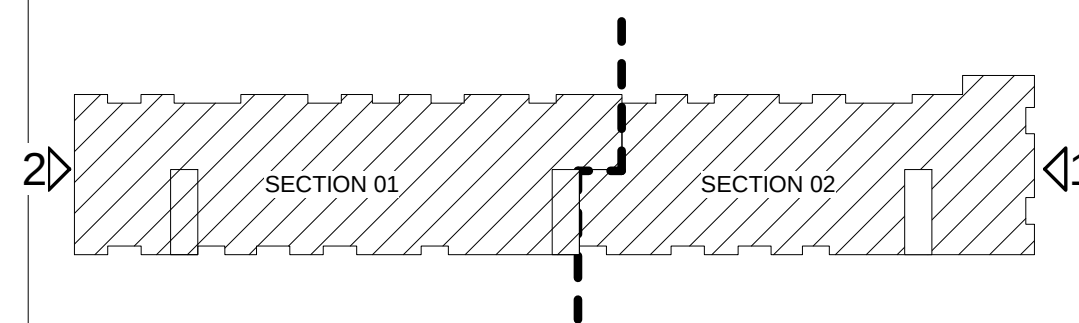
01 BUILDING 3 ELEVATION - ENTRY SIDE
3/32" = 1'-0"



02 BUILDING 3 ELEVATION - MITCHELL RD.
3/32" = 1'-0"

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A5.32 BLDG 3 - EXTERIOR ELEVATION

WALTON CROSSING NORCROSS 2

19 Garner Street, Norcross, Georgia 30071

ARRIVE
ARCHITECTURE GROUP
Architecture
Planning
Project Management
2344 Highway 121 - Suite 100 - Bedford, Texas 76021 - www.ArriveAG.com
Ph: 817.514.0584 - Fx: 817.514.0694

SEAL

REVISION	DATE	BY	DESCRIPTION
1	02/20/2023	AAG	ISSUED FOR ARB SUBMITTAL
2	02/20/2023	JMT	REVISION

DRAWN BY: AAG
CHECKED BY: JMT
ISSUED FOR: ARB SUBMITTAL
SUBMITTAL DATE: 02/20/2023
SHEET NO: A5.32
SCALE: As indicated

Ordinance 22-6428 (RZ2022-004)**An Ordinance Allowing a Rezoning**

Enacting Clause; The Mayor and City Council of the City of Norcross, Georgia, after conducting a duly authorized and advertised public hearing, hereby ordains that:

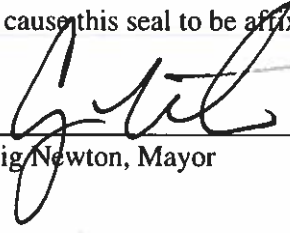
A rezoning from PRD to PRD with conditions is granted for the parcel at 19 Garner Street NW, more fully described as parcel identification number 6242 066, and subject to all regulations and ordinances as adopted by the City of Norcross, and subject to the following conditions:

1. The PRD zoning designation shall be restricted to a multi-family apartment up to 180 units;
2. The applicant shall submit architectural drawings and details to the Architectural Review Board for a regular ARB meeting prior to applying for any permits;
3. The property shall be developed in general conformance with the site plan dated receipt 2/16/22 and shall include a 20-foot setback along Mitchel Road and 10-foot setback along Reeves Street and 10-foot setback along the interior property lines. Access to and improvements along Mitchell Road is limited to one point of access and subject to the review and approval of Gwinnett County and access to Reeves Street is limited to one point of access subject to the review and approval of the Norcross City Engineer;
4. A 10-foot landscape strip shall be provided within the 10-foot setback along the interior property lines and in accordance with the concept Tree Recompense Plan dated February 2, 2014, included in the Rezoning Application.
5. A traffic study shall be provided if building 150 or more units on the site and shall follow the Norcross UDO criteria for traffic studies during the permitting process;
6. If Garner Street is determined to be a public road, the formal City process of sale and abandonment will need to occur prior to applying for any permits.
7. The applicant shall provide a minimum of 1.5 parking spaces per unit in phase 1 and a minimum ratio of 1.25 spaces per unit in phase 2
8. A 2' landscape strip, a 10' sidewalk and an additional 8' landscape strip with streetlights shall be installed along Mitchell Road in conformance the Beaver Ruin Creek Greenway Plan.
9. A 2-foot sidewalk landscape strip, 5-foot sidewalk and 10-foot landscape strip with streetlights shall be installed along Reeves street, except where parallel parking is provided, in conformance with Section 205-4.f. of the UDO and subject to the approval of the Norcross City Engineer.
10. All common areas, including but not limited to streets and storm water systems, shall be maintained by the property manager/owner
11. It is acknowledged that the Gwinnett County Fire Marshal or another reviewing agency may

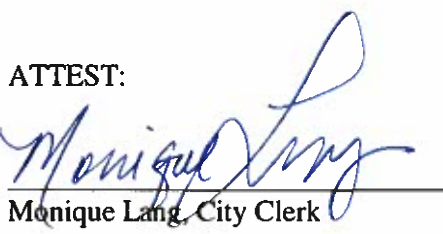
require modifications to the site for oversized vehicles such as fire and garbage trucks;

12. The location of any and all crosswalks and traffic calming measures within the development are subject to the approval of the City Engineer;
13. Plant material use on site in landscape strips and buffers are subject to final approval of the City's landscape review professional;
14. Location of underground stormwater detention is subject to the approval of the City Engineer as feasible;
15. All utilities shall be buried;
16. The development shall comply with the Architectural Review Board's conditions of approval;
17. The applicant is reminded that this approval assumes general conformance with the adopted City of Norcross Architectural and Site Design Standards and Unified Development Ordinance (UDO). The applicant and/or builder are responsible for conforming with any specific design standard or UDO code section not addressed in the staff report;
18. Building 3, as part of phase 2, final approval is subject to the approval of Mayor and Council after review and recommendation of the Architectural Review Board;
19. The landscape plan for Building 3, as part of phase 2, is subject to approval of Mayor and Council after review and recommendation of the Architectural Review Board and City Arborist;
20. The recycling and dumpster screening for the site shall be enhanced with either landscaping or other solid screening.

IN WITNESS WHEREOF, I have hereunto set my hand and cause this seal to be affixed this 4th day of April 2022.


Craig Newton, Mayor

ATTEST:


Monique Lang, City Clerk



MAYOR **CRAIG NEWTON** · MAYOR PRO TEM **BRUCE GAYNOR** · COUNCILMEMBER **ANDREW HIXSON** · COUNCILMEMBER **JOSH BARE**

COUNCILMEMBER **MATT MYERS** · COUNCILMEMBER **ARLENE BECKLES** · CITY MANAGER **ERIC JOHNSON** · CITY CLERK **MONIQUE PHILIP**

City of Norcross

Legislation Details (With Details)

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Type #:	Agenda Item	Status:	Agenda Ready
On Agenda:	5/15/2023 6:30 PM	In Control:	Policy Work Session
Title:	Urban Redevelopment Authority Amendment		

Sponsors:

Code Sections:

Attachments:

1. [Agenda Report - UR Plan Amendments](#)
2. [Resolution for the Amendment of the Urban Redevelopment Plan](#)
3. [The Adopted Urban Redevelopment Plan](#)

Title
Urban Redevelopment Authority Amendment

Drafter
William Corbin



MAYOR **CRAIG NEWTON** • MAYOR PRO TEM **BRUCE GAYNOR** • COUNCILMEMBER **ANDREW HIXSON** • COUNCILMEMBER **JOSH BARE**
COUNCILMEMBER **MATT MYERS** • COUNCILMEMBER **ARLENE BECKLES** • CITY MANAGER **ERIC JOHNSON** • CITY CLERK **MONIQUE PHILIP**

Agenda Report

To: Mayor and Council

From: William Corbin, Economic Development

Meeting Date: May 15, 2023 – Policy Work Session

Item No.: 23-6739

Title: Amendments to the City's Urban Redevelopment Plan

CC: Eric Johnson, City Manager

Recommendation

The recommendation from staff is to adopt the resolution attached to the agenda and to approve amendments to the Urban Redevelopment Plan, so as to provide for the redevelopment of the former library site, to expand public infrastructure and buildings, and to describe the desire to expand public-safety investments.

Background

The City's existing Urban Redevelopment Plan (the "UR Plan") was developed to primarily facilitate the expansion of federal and state opportunity zones. Additional opportunities for urban redevelopment within the City, however, exist—particularly in expanding public infrastructure and services on the Buford Highway corridor. One particular opportunity exists in the redevelopment of the former library site (6025 Buford Highway). The site has been identified as one particularly suitable for the development of a public-safety building, housing the City's police department, municipal court, and other public safety branches.

In order for the City's Urban Redevelopment Authority (the "URA") assist in the expansion of these services and the redevelopment of the area, the URA should be guided by an implementation strategy provided in the UR Plan. The amendments proposed in the attached resolution suggest changes and implementation directives to help guide the URA in the redevelopment of the former library site and the anchoring of future redevelopment along the Buford Highway Corridor.

The proposed changes in the UR Plan recognize that the Buford Highway/Jimmy Carter Activity Center—delineated and defined in the Comprehensive Plan—is in need of public investment to

help facilitate modern commercial development, particularly with an emphasis on attracting employment centers, diversifying the employment and professional opportunities in the area, and improving a sense of place. As an implementation strategy, the proposed amendments encourage the redevelopment of the former library site, emphasizing using the site for the construction of a public-safety building.

Financial Impact

The amendment proposed has no financial impact. Utilizing the URA for the former library site's redevelopment will reduce expenses associated with financing and development costs. These costs have been projected and budgeted at various public meetings. This amendment does not, however, commit the City to any financial obligation.

Consistent with Comprehensive Plan?

Yes. The proposed changes are consistent with Goal 1 (defining Norcross's Sense of Place); Goal 2 (strengthening Norcross as a livable, inclusive, and safe environment); Goal 4 (maintaining a vibrant economy and continue to facilitate job growth); and Goal 5 (furthering the City's tradition of strong leadership and high level of quality services).

Next Steps

A public hearing on the amendments should be held. After the public hearing is closed, a motion should be made to approve the amendments, revise the amendments as the maker sees fit, or to deny amendments.

This amendment allows the City's staff to continue pursuing exploring options for financing of the public safety building, but it does not commit the City to any financial or other obligation.

Attachments

1. Resolution to Amend the Urban Redevelopment Plan
2. The Adopted Urban Redevelopment Plan

Update

Resolution 2023-_____

A RESOLUTION TO AMEND THE URBAN REDEVELOPMENT PLAN SO AS TO PROVIDE FOR THE EXPANSION OF PUBLIC SAFETY EFFORTS AND TO FACILITATE THE COMMERCIAL REDEVELOPMENT OF THE BUFORD HIGHWAY CORRIDOR WITHIN THE BUFORD HIGHWAY/JIMMY CARTER BOULEVARD ACTIVITY CENTER, TO MAKE CERTAIN FINDINGS OF FACT, TO REPEAL CONTRADICTORY PROVISIONS AND TO PROVIDE AN EFFECTIVE DATE.

Having considered the economic needs and the current condition of the existing development needs within the City's current urban redevelopment plan and having concluded a public hearing as required by O.C.G.A. § 36-61-7, the Council for the City of Norcross hereby finds, resolves, and amends the Urban Redevelopment Agency Plan as provided in O.C.G.A. § 36-61-7

WHEREAS, the City of Norcross adopted a certain Urban Redevelopment Plan of 2020 (the "UR Plan") which provided, among other items, a plan for the redevelopment of certain defined areas of the City of Norcross;

WHEREAS the City of Norcross defined in the UR Plan the Buford Highway/Jimmy Carter Boulevard Activity Center (the "BH/JC Activity Center"), adopting and incorporating the character area as delineated in the 2040 Comprehensive Plan;

WHEREAS the UR Plan described the existing condition of the BH/JC Activity Center and that certain characteristics of blight are present in the activity center, including but not limited to that there exists economic underutilization of developable land, structural age and deterioration, inefficient and obsolete commercial design and layout, and underachievement as an employment center;

WHEREAS the City of Norcross finds that such conditions and underinvestment are not desirable and that such conditions should be the targeted for future investment and development so as to equitably provide for the remediation of these conditions and underinvestment;

WHEREAS the UR Plan provides for certain strategies for redevelopment in the section titled Structures to be demolished and Rehabilitated, which identifies that "[t]here are no structures anticipated to be demolished";

WHEREAS the UR Plan provides for certain other strategies for needed public infrastructure, which only identifies that certain public utility-services are available;

WHEREAS there exists within the City of Norcross the desire to anchor and seed real estate development and to expand the strategies for redevelopment to provide for the development of public buildings and infrastructure;

WHEREAS such redevelopment is not expressly contemplated within the UR Plan;

WHEREAS a public hearing was held and certain evidence presented to support amendment to the UR Plan

NOW THEREFORE, having considered the foregoing and other evidence that the Council for the City of Norcross deems relevant and appropriate, the Council for the City of Norcross provides as follows

BE IT RESOLVED that the City and its Council restates its prior findings in the UR Plan including that certain “Pockets of Blight” as defined in O.C.G.A. § 36-61-2 exist within the corporate boundaries of the City;

BE IT RESOLVED that such Pockets of Blight, particularly in the BH/JC Activity Center may be remediated, redeveloped, and rehabilitated by the acquisition of real property for an urban redevelopment project by the City of Norcross or, where permissible by applicable law, by the Norcross Urban Redevelopment Agency;

BE IT RESOLVED that the UR Plan shall be amended so as to provide the following underlined text:

1. The section of the UR Plan discussing the BH/JC Activity Center shall be amended to provide the following:

The Buford Highway/Jimmy Carter Boulevard Activity Center is located on the southern end of Buford Highway at the city limits. This Character Area represents a transition between more intense uses near the intersection of Buford Highway and Jimmy Carter Boulevard and the surrounding residential neighborhoods.

Economic Underutilization of Developable Land: A significant proportion of developable land within the area is underutilized with respect to potential density, type of development and/or resulting market and taxable values. The area has experienced the underdevelopment of modern public and commercial structures. This underdevelopment prevents complimentary investment within the area. Particular emphasis should be made on extending public-service buildings to show the City’s commitment to redevelopment.

Structural Age and Deterioration: Although there have been some renovations to certain properties, the majority of the retail and commercial buildings (constructed in the 1970s and 1980s) have experienced only minor improvements. Consequently, some are out of date and have become somewhat dilapidated as a result of the passage of time and frequent use. The area needs anchoring developments and investments to facilitate redevelopment.

Inefficient and Obsolete Commercial Design and Layout: The commercial centers and freestanding structures in this area are inefficient with respect to site use and density. Most are considered unattractive with respect to current retailer standards and obsolete with respect to consumer market appeal. Parking is inefficient, and store frontage and signage are below current market standards. The area is in need of newer construction to help facilitate redevelopment. Development efforts should highlight design and layout techniques that emphasize pedestrian over vehicular and parking activities.

Lack of Retail Market Appeal: Despite being in a high-traffic corridor the vast majority of retail tenants in this area do not have the brand recognition, product offerings, marketing capacity,

pricing, merchandising or basic critical mass to appeal to the increasingly affluent potential customer within either the primary or secondary retail markets. Auto-mobile oriented businesses dominate the commercial inventory, and the development of other economic opportunities may facilitate private investment and the expansion of the retail markets. This is reflected in the relatively low asking rents throughout the Character Area.

Lack of Rental Revenue Generation: Commercial rental rates in the area are significantly below those achieved in newer developments.

Underachievement as an Employment Center: There are relatively few professional or business services (and a lack of variety of those services) offered in the area. Retail and service industry employment is constrained by the lack of competitive retail offerings and restaurants. The area is experiencing a need for development of services that employ a greater number of individuals employed, increase diversity of activity in the area, and that have greater opportunities for career advancement.

Need for the Expansion of Public Services, Infrastructure, and Public-Safety: The area has experienced as decline in public buildings, infrastructure, and investment, particularly as the former library site has gone vacant. The development of public services in the area will offer a proof of concept to potential commercial developments. The expansion of public investment and the presence of public-safety officers and professionals may also alleviate safety concerns extending from vacancy rates.

2. The section of the UR Plan concerning Structures to be Demolished or Rehabilitated shall be amended to state the following:

Structures to be Demolished or Rehabilitated

~~There are no structures anticipated to be demolished. The plan will be updated in the event any changes occur in future actions.~~ The former library site located at 6025 Buford Highway is in need of rehabilitation and public investment. The existing structure is one that could be targeted for demolition and redevelopment. The particular site offers the opportunity for the City to anchor investment by demonstrating quality redevelopment in this corridor and providing a proof-of-concept for development. Redevelopment should prioritize the construction of a building offering economic opportunities for the residents of Norcross and others, increasing the suitability of private development in the area, and increasing public facilities in the area. In particular, redevelopment opportunities include the construction of a public-safety building that would increase activity in the area and alleviate safety concerns for potential new developments.

No other structures are explicitly identifiable here for anticipated demolition or rehabilitation. However, any dilapidated structure that precludes the economic development in a particular area identified in the UR Plan might be suitable for redevelopment at a later date and the plan may be updated and amended in such event.

3. *The Section of the UR Plan concerning Needed Public Infrastructure shall be amended to state the following:*

Needed Public Infrastructure

Public water and power are readily available throughout the target area. The development of additional public facilities is desirable, particularly in the BH/JC Activity area along Bufford Highway. Such facilities should target underinvested areas of the Bufford Highway corridor with the intent of anchoring subsequent private redevelopment of the area. Particular emphasis should be placed on the development of public-safety assets for the City. These investments should be targeted to extend the presence of public safety services across the corporate boundaries of the City and to alleviate perceived public-safety concerns that might inhibit commercial development and private investment in the area.

BE IT RESOLVED that statements within the UR Plan that are contradictory to the provisions contained within this resolution shall be repealed by this resolution such that the amendments contained herein are binding between the parties.

BE IT RESOLVED that this resolution shall take effect immediately upon its final passage.

SO RESOLVED AND ORDIANED on this ____ day of _____, 2023.

Mayor Craig Newton

THE CITY OF NORCROSS

ATTEST:

(City Seal)

City Clerk, _____



Urban Redevelopment Plan

2020

Table of Contents

Introduction	2
Consistency with Adopted Plans	2
Boundaries of the Redevelopment Area	3
Negative Conditions within the Redevelopment Area	3
Community's Land Use Objectives	13
Description of Parcels to be Acquired	13
Structures to be Demolished or Rehabilitated	14
Plan to Leverage Private Resources for Redevelopment	14
Strategy for Relocating Displaced Residents	15
Covenants and Restrictions to be placed on Properties	15
Needed Public Infrastructure	15
Strategy for Implementing the Plan	15
Appendix	
Exhibit A (Norcross City Limits)	16
Exhibit B (Norcross Poverty Map)	17

INTRODUCTION

The City of Norcross Urban Redevelopment Plan is intended to implement the vision and goals communicated by the City of Norcross 2040 Comprehensive Plan (Comp Plan). The footprint of this Urban Redevelopment Plan encompasses the entirety of Norcross' city limits, but the most impactful analysis and recommendations – as it relates to redevelopment efforts – are focused on areas of the City with the highest levels of poverty and blight.

In conjunction with the adoption of this Urban Redevelopment Plan the City will be seeking Georgia Opportunity Zone status re-designation for specific parcels that are the most blighted and distressed. These parcels are located along major business/transportation corridors that are ripe for the creation of employment opportunities but are currently underdeveloped. Georgia Opportunity Zones are valid for ten years. Norcross's previous Georgia Opportunity Zone status expired on December 31, 2019. Therefore, the City is required to apply for re-designation. Georgia Opportunity Zones help bring significant job tax credit advantages to establishments located within the Opportunity Zone area and enhance the image of the City as a preferred location to do business. This Urban Redevelopment Plan, in concert with Georgia Opportunity Zone designation, will help lead to the goal of a revitalized, vibrant and sustainable community where both Norcross businesses and residents can live, work and play.

In addition, as the City of Norcross continues its economic and community development efforts, it will also seek out opportunities to collaborate with important local partners such as Gateway85 CID, Gwinnett County, Partnership Gwinnett, and property owners along its major corridors. Together, these efforts will encourage the transformation of Norcross' commercial corridors (much of which is underdeveloped) into more attractive and profitable places of business.

Consistency with Adopted Plans

In 2019 the City of Norcross adopted its 2040 Comprehensive Plan as a “roadmap” for the different visions and goals in each area of the City. It was developed through an extensive public planning process involving a wide variety of local business and community leaders, public officials and residents. The 2040 Comprehensive Plan also builds upon two previous LCI studies (completed in 2001 and 2008).

The 2040 Comprehensive Plan breaks the City into thirteen zones, or ‘Character Areas’ – each with their own visions, goals and key implementation actions. The plan has three main components: Community Vision; Needs and Opportunities; and a Community Work Program.

The *Community Vision* section lays out the future vision and goals that the community desires to achieve in text, maps and graphics.

The *Needs and Opportunities* section is an overview of Norcross today and includes changes since the last plan; this section also includes a list of priority needs and opportunities.

The *Community Work Program* section is a five-year work program of distinct activities, initiatives, programs and administrative systems that are recommended to implement the plan.

Collectively, the three main components of the Norcross 2040 Comprehensive Plan are intended to generate local pride and enthusiasm about the future of Norcross, communicate what is unique and important about the city, and provide an implementation program for achieving the Community Vision.

The Plan contains policies and strategies developed by the community to guide decision makers on the issues of growth and redevelopment. Those policies and strategies form the heart of the City of Norcross Urban Redevelopment Plan and are incorporated herein to provide for the maximum degree of consistency between this Urban Redevelopment Plan and other Norcross community plans.

As mentioned previously, the City of Norcross has participated in two LCI studies. The 2001 study centered on the downtown and was a key component to the growth of the City during the last few years. The 2008 study covered the City south of Buford Highway to Interstate 85. The information and concepts discussed in the LCIs have been incorporated into the 2040 Comprehensive Plan and brought into this Urban Redevelopment Plan.

Boundaries of the Redevelopment Area

The Redevelopment Area is equivalent to the corporate limits of the City of Norcross as of June 3, 2019. See Exhibit A in Appendix.

Negative Conditions within the Redevelopment Area

Pervasive Poverty, Underdevelopment, General Distress and Blight Criterion

Pervasive Poverty:

According to United States Census data, the poverty rate in the City of Norcross is 21.4%, which is well above the poverty rates in Gwinnett County (12.1%), the State of Georgia (16.9%) and the United States (14.6%).

In fact, according to State of Georgia Department of Community Affairs rules, four out of the five census block groups in Norcross qualify as “Areas Displaying Pervasive Poverty” because they have poverty levels of 15% or more (see Exhibit B in Appendix). This data highlights the need for proactive economic development

strategies to help spur development throughout the City.

Source: U.S. Census ACS 5-year Estimates, 2017

Underdevelopment:

The last two decades have been characterized by a significant amount of disinvestment and underdevelopment throughout the city as well as along its major traffic corridors, including Buford Highway, Jimmy Carter Boulevard, Beaver Ruin Road, Peachtree Industrial Boulevard, and the areas adjacent to Interstate 85. Like much of metro Atlanta, there was a large population boom starting in the mid-to-late 20th century through the first decade of the 2000s – and the population continues to rise. That population increase helped transform Norcross from a rural community to an area with a more dense, suburban feel.

As Norcross continued to build out, investors and developers began to seek newer, less expensive land development opportunities further north in metro Atlanta along the I-85 and Ga-400 spines. This focus on development in other areas has contributed to the loss of a significant number of investment and jobs in the greater Norcross area over the last two decades. Although some of those jobs have been replaced, they have been replaced by jobs with lower paying wages.

The economic stagnation has hit the retail sector particularly hard. This is evident by the increased presence of vacant properties and businesses along the commercial corridors and in the shopping plazas of Norcross and other nearby cities.

The City has implemented several strategies to counteract the loss of jobs and the decrease of property values. Efforts by the City have included the formation of a Downtown Development Authority; the creation of a Tax Allocation District; and adoption of a Unified Development Ordinance and zoning map featuring brand new zoning categories.

Although these efforts have led to an easier, more straightforward and clear development process, redevelopment of the area has been sporadic and inconsistent.

The following pages of this Urban Redevelopment Plan contain summaries of the underdevelopment conditions in each of the 13 Character Areas identified in the 2040 Comprehensive Plan. There are six categories of underdevelopment conditions:

- Economic Underutilization of Developable Land
- Structural Age and Deterioration
- Inefficient and Obsolete Commercial Design and Layout
- Lack of Retail Market Appeal
- Lack of Rental Revenue Generation
- Underachievement as an Employment Center

Please note that each Character Area in Norcross is unique and ranges from having zero to all six of the various underdevelopment conditions.

As part of the redevelopment plan, the City wishes to re-energize the various employment centers, lower crime, raise the quality of life, create employment opportunities and spread prosperity. Towards that end the City has worked aggressively in its efforts to promote redevelopment. Many steps have been taken over the last several years to counteract the challenges facing the community. Measures to correct these challenges can be found in the corresponding noted pages of the 2040 Comprehensive Plan.

Character Area 1: Atlantic/Peachtree Industrial Boulevard (pp. 16-17. Comp Plan)

The Atlantic/Peachtree Industrial Boulevard area is one of the entrances to Norcross. It represents a major employment center that is focused on Jimmy Carter Boulevard and is characterized by light industrial and flex space properties.

Economic Underutilization of Developable Land: In the six years since the previous Comprehensive Plan was completed (Norcross 2034 Comp Plan), the Atlantic/Peachtree Industrial Boulevard Character Area has been completely built out, so there is no green space upon which to develop. However, there are a number of potential improvements that could be made to the buildings that have been developed in this area, which will be discussed in the following sections.

Structural Age and Deterioration: The majority of the commercial buildings in this Character Area were constructed between 1970 and 1984 and have experienced only minor improvements since that time. Consequently, they are somewhat out of date and not build to the most modern standards.

Inefficient and Obsolete Commercial Design and Layout: The commercial centers and freestanding structures in this area are inefficient with respect to site use and density. Most are considered unattractive with respect to current standards and obsolete with respect to utilization.

Character Area 2: Medlock/Peachtree Industrial Boulevard (pp. 18-19. Comp Plan)

Oriented along Peachtree Industrial Boulevard, the Medlock/Peachtree Industrial Boulevard Character Area is a mix of professional and institutional uses that doubles as a boundary along Peachtree Industrial Boulevard, the City of Peachtree Corners and adjoining residential areas. This is also the location of the new Paul Duke STEM high school.

Structural Age and Deterioration: There has been some recent demolition of older warehouse/distribution buildings along this corridor in favor of newer buildings as well as relatively new retail construction. However, there is still a large presence of commercial buildings in this area that were constructed between 1973 and 1986 that have experienced only minor improvements since that time. Consequently, much of the building stock is out of date and has become somewhat dilapidated.

Inefficient and Obsolete Commercial Design and Layout: The commercial centers, office buildings and freestanding structures in this area are inefficient with respect to site use and density. Most are considered unattractive with respect to current standards and obsolete with respect to consumer market appeal. There is little inter-parcel access and connectivity between properties is limited.

Character Area 3: Pinckneyville (pp. 20-21, Comp Plan)

Norcross High School is the main hub of this small activity center that contains a mix of residential, institutional, and small scale commercial and office uses.

Economic Underutilization of Developable Land: There are several properties within this Character Area that are either older, unutilized/vacant or have operations that feature higher intensity, more industrial land uses that do not complement the newer residential developments nor the institutional establishments that constitute the area.

Structural Age and Deterioration: The few commercial properties in this Character Area were built between 1963 and 1997, with the majority of them having been constructed in the 1980s. These unrenovated buildings have become undesirable to most prospective buyers and lessees.

Character Area 4: North Peachtree Street Neighborhoods (pp. 22-23, Comp Plan)

This area of Norcross is one of the oldest neighborhoods in the City and features a large concentration of historic homes. This area has been somewhat protected from the economic challenges that have affected areas which are more commercial in nature. It remains a strong, stable residential location in Norcross.

Character Area 5: Hopewell Woods (pp. 24-25, Comp Plan)

The Hopewell Woods Character Area is also one of the oldest neighborhoods in the City. The majority of properties in this area are residential and institutional in nature, along with one large single-tenant office building. The housing stock in Hopewell Woods may be one of the most diverse in Norcross, featuring everything from single family homes with large acreage to new construction single family homes, townhomes as well as a significant amount of multifamily.

Economic Underutilization of Developable Land: Due to the abundance of small and aged single family homes on large properties, there is a significant amount of undeveloped greenspace. A considerable proportion of developable land within the area is underutilized with respect to potential density and type of development (and resulting market and taxable values).

Structural Age and Deterioration: The majority of homes and buildings were constructed before 1950 (including two locations of public housing units spread across nearly seven acres). These homes have experienced only minor improvements since that time. Consequently, they are out of date and have

become somewhat dilapidated over the years.

Character Area 6: Buford Highway/Jimmy Carter Boulevard Activity Center (pp. 26-27, Comp Plan)

The Buford Highway/Jimmy Carter Boulevard Activity Center is located on the southern end of Buford Highway at the city limits. This Character Area represents a transition between more intense uses near the intersection of Buford Highway and Jimmy Carter Boulevard and the surrounding residential neighborhoods.

Economic Underutilization of Developable Land: A significant proportion of developable land within the area is underutilized with respect to potential density, type of development and/or resulting market and taxable values.

Structural Age and Deterioration: Although there have been some renovations to certain properties, the majority of the retail and commercial buildings (constructed in the 1970s and 1980s) have experienced only minor improvements. Consequently, some are out of date and have become somewhat dilapidated as a result of the passage of time and frequent use.

Inefficient and Obsolete Commercial Design and Layout: The commercial centers and freestanding structures in this area are inefficient with respect to site use and density. Most are considered unattractive with respect to current retailer standards and obsolete with respect to consumer market appeal. Parking is inefficient, and store frontage and signage are below current market standards.

Lack of Retail Market Appeal: Despite being in a high-traffic corridor the vast majority of retail tenants in this area do not have the brand recognition, product offerings, marketing capacity, pricing, merchandising or basic critical mass to appeal to the increasingly affluent potential customer within either the primary or secondary retail markets. This is reflected in the relatively low asking rents throughout the Character Area.

Lack of Rental Revenue Generation: Commercial rental rates in the area are significantly below those achieved in newer developments.

Underachievement as an Employment Center: There are relatively few professional or business services (and a lack of variety of those services) offered in the area. Retail and service industry employment is constrained by the lack of competitive retail offerings and restaurants.

Character Area 7: Town Center (pp. 28-29, Comp Plan)

This area represents the civic heart of the community and offers a variety of dining and shopping options. City Hall as well as the historic downtown are both located

in this Character Area. It has been the centerpiece of recent redevelopment efforts.

Economic Underutilization of Developable Land: Although there have been efforts over the past two years to upgrade the developable land in the area through residential and institutional projects, a significant portion of developable land within the area remains underutilized with respect to potential density, type of development and/or resulting market and taxable values. The City does own some land in this Character Area, which is an advantage for directing development towards desirable projects and outcomes.

Structural Age and Deterioration: A majority of the retail buildings and homes in this Character Area were constructed between 1885 and the 1950s and have experienced only minor improvements since that time. Consequently, they are out of date and have become somewhat dilapidated as a result of the passage of time and frequent use.

Inefficient and Obsolete Commercial Design and Layout: Most of the commercial centers and freestanding structures in this area are inefficient with respect to site use and density. While many have been rehabilitated, some are still considered unattractive with respect to current retailer standards and obsolete with respect to consumer market appeal. Parking is inefficient, and store frontage and signage are below current market standards and design.

Lack of Retail Market Appeal: As reflected in lower than average asking rents and sales, retail tenants within the area do not have the brand recognition, product offerings, marketing capacity, pricing, merchandising or basic critical mass to appeal to the increasingly affluent potential customer within either the primary or secondary retail markets.

Lack of Rental Revenue Generation: Commercial rental rates in the area are significantly below those achieved in newer developments.

Underachievement as an Employment Center: There is a lack of variety of professional and business services offered in the area – particularly along the Buford Highway corridor, which has a high proportion of used car dealerships and auto mechanic shops. Retail and service industry employment is constrained by the lack of competitive offerings. Although lunch patrons have increased recently due to an increase of residents, some restaurants in the Town Center Character Area have failed to maximize their respective lunchtime crowds. This is likely due to the low daytime employee population in the immediate area.

Character Area 8: Langford Road Industrial Center (p. 30. Comp Plan)

The Langford Road Industrial Center represents another hub of mostly industrial warehousing and distribution-focused companies. It is located on the northern end of Buford Highway at the city limits.

Structural Age and Deterioration: The majority of the retail and commercial buildings in this area were constructed between 1960 and 1990 with no new construction since 2007 and only minor improvements made since then. Consequently, most are out of date and have become somewhat dilapidated as a result of the passage of time and frequent use.

Inefficient and Obsolete Commercial Design and Layout: The commercial centers and freestanding structures in this area are inefficient with respect to site use and density, particularly among the aging Class C industrial warehouse and distribution buildings along Cole Court. Most are considered unattractive with respect to current industrial standards and obsolete with respect to end-user appeal. In addition, the area is not pedestrian friendly. This character area is very close to the downtown core, so an improvement of pedestrian connectivity here would be a positive change.

Character Area 9: Summerour (p. 31. Comp Plan)

The Summerour area of Norcross is characterized by a dual mix of institutional and residential uses. Baldwin Elementary School and Summerour Middle School are both at the heart of this Character Area.

Economic Underutilization of Developable Land: A good amount of the developable land along Beaver Ruin Road could be characterized as underutilized with respect to potential density, commercial retail/services development and/or resulting market and taxable values.

Structural Age and Deterioration: The majority of the retail buildings and apartments were constructed between the 1970s and 1980s and have experienced only minor renovations or improvements since that time. Consequently, they are out of date and have become somewhat dilapidated as a result of the passage of time and frequent use.

Lack of Rental Revenue Generation: Commercial rental rates in the area, as well as apartment rental rates in particular, are significantly below those achieved in newer developments.

Underachievement as an Employment Center: There are relatively few retail, professional or business services offered in the area, particularly along the main access road (Beaver Ruin Rd).

Character Area 10: South Cemetery Street (p. 32. Comp Plan)

The South Cemetery Street Character Area is populated by a concentration of light industrial as well as heavier commercial uses, including automobile and truck-related establishments.

Economic Underutilization of Developable Land: A significant proportion of developable land within the area is underutilized with respect to potential density, type of development and/or resulting market and taxable values.

Structural Age and Deterioration: The vast majority of the buildings in this area are commercial warehouses constructed in the 1980s. There are also a number of converted residential structures. A few of the buildings date back to the 1950s and there is one building as old as 1930. Consequently, most are out of date and have become quite dilapidated as a result of the passage of time and frequent use.

Inefficient and Obsolete Commercial Design and Layout: Most of the commercial freestanding structures in this area are considered unattractive and not up to modern industrial standards.

Character Area 11: Jimmy Carter Boulevard/North Norcross Tucker Activity Ctr (p. 33, Comp Plan)

About 80 percent of the buildings in this area are part of a nearly 70-acre light industrial business park. Warehousing and distribution operations dominate the Character Area, with the remaining commercial space split between restaurants, retail, two extended stay hotels and a small selection of professional and business services establishments.

Structural Age and Deterioration: Nearly all of the buildings in the area were built in the 1980s and are still functional – However, the buildings that house the restaurant, retail and professional/business service establishments appear to be in disrepair, with structural as well as aesthetic issues that need to be addressed.

Inefficient and Obsolete Commercial Design and Layout: None of the commercial warehousing and distribution buildings in this area have clear heights higher than 22 feet. The standard clear height for modern industrial buildings is at least 24 feet. Thus, the industrial buildings in this Character Area are inefficient with respect to site use and obsolete with respect to the highest industry standards. Parking and loading areas are also inefficient.

Lack of Retail Market Appeal: The retail tenants in this area do not have the brand recognition, product offerings, marketing capacity, pricing, merchandising or basic critical mass to appeal to the increasingly affluent potential customer within either the primary or secondary retail markets.

Character Area 12: South Norcross Neighborhoods (pp. 34-35, Comp Plan)

The South Norcross Neighborhoods Character Area is a collection of residential, single family neighborhoods that was first developed more than 50 years ago. A culturally diverse community, many of the residents in this area help support the

employment in and around the greater Norcross region. Much of this area was annexed into the city over the last 15 years and since then has experienced an increase in crime as well as a decrease in home values. In addition, many owner-occupied homes have turned into rental properties. The City, however, has made a concerted effort over the past several years to clean up the neighborhoods through code enforcement efforts and proactive policing.

Character Area 13: I-85 Activity Center (pp. 36-37, Comp Plan)

The I-85 Activity Center is a growing regional employment center that parallels the highly-trafficked Interstate-85 corridor. A diverse mix of buildings and businesses populate this area, with the majority being industrial and flex space, followed by a sizeable amount of office and retail space.

Economic Underutilization of Developable Land: A small proportion of developable land within the area is underutilized with respect to potential density, type of development and/or resulting market and taxable values. For example, there are a number of churches that occupy former warehouse space and two extended stay hotels located on large pieces of land that could be utilized for different uses.

Inefficient and Obsolete Commercial Design and Layout: A majority of the commercial buildings in this area were constructed in the 1980s. In addition, a significant amount of these buildings are lower-quality Class C buildings that have been leased to end-users whose operations are not the highest and best use for the space (e.g. churches occupying office or flex industrial space). Many of the commercial spaces in this area are considered unattractive with respect to current industrial and office standards.

Lack of Rental Revenue Generation: Commercial rental rates in the area are significantly below those achieved in newer developments.

General Distress and Blight Criterion:

Despite experiencing the longest economic expansion in United States history, up until the recent coronavirus-led economic downturn many cities and towns were still making attempts to fully capitalize on the positive momentum created by that expansion.

More specifically, the emergence and explosive growth of e-commerce over the last five years – and subsequent collapse of the nation’s brick-and-mortar retail sector as we knew it – has led to hundreds of thousands of job losses and a proliferation of empty shopping centers and storefronts.

The City of Norcross was not spared from this downturn and still has its fair share of struggling strip centers and aging shopping plazas. Many of these commercial properties are along the main corridors of the City and some of those with the

worst conditions are in and around the downtown core.

These conditions, combined with a noticeable increase of aging, obsolete buildings over the past several years as well as the inability of property owners to obtain rents equal to or higher than average rents in the region, illustrate the concerning levels of distress and blight in the City of Norcross.

Community's Land Use Objectives

This Urban Redevelopment Plan is consistent with the land use objectives of Norcross. Existing land uses in the redevelopment areas consist of a combination of commercial (office, industrial, retail, multifamily), residential (single family, duplex, triplex, quadplex) and mixed-use. The City Zoning Ordinance categorizes land uses into generalized categories.

Zoning

The redevelopment area is comprised of 16 different zoning districts and has been illustrated via map (see Exhibit A in Appendix). The different zoning districts are:

R100	Single Family Residence
R75	Single Family Residence
R60	Single Family Residence
RTH	Townhome Residence
RD	Residential Duplex District
PRD	Planned Residence District
OI	Office-Institutional
C1	Neighborhood Business
C2	General Business
HX	Historic Mixed-use
NX	Neighborhood Mixed-use
CAR	Commercial Auto Related Business
CX	Commercial Mixed-use
BH	Buford Highway
M1	Light Industry
M2	Heavy Industry

Description of Parcels to be Acquired

The City of Norcross Urban Redevelopment Plan does not require any parcels to be acquired by the city at this time. If circumstances should change such that property acquisition either becomes a probability, is desired, or is necessary, the plan will be amended to reflect these changes.

Structures to be Demolished or Rehabilitated

There are no structures anticipated to be demolished. The plan will be updated in the event any changes occur in future actions.

Plan to Leverage Private Resources for Redevelopment

State of Georgia Opportunity Zones

The City of Norcross has identified different resources it can utilize to encourage and stimulate redevelopment in targeted areas as well as throughout the City. One of these resources is the State of Georgia's Opportunity Zone Program. The Georgia Department of Community Affairs manages this program and, through an application process, decides which parcels within a particular municipality are approved to be designated with Opportunity Zone status.

The program is intended to assist local governments in the redevelopment and revitalization of older commercial and industrial areas in communities that are adjacent to one or more contiguous census block groups with a poverty rate of 15 percent or higher.

New or existing businesses located in a Georgia State Opportunity Zone property that create two or more jobs in a calendar year can receive a tax credit of up to \$3,500 per new Georgia job. Credits can be used toward income tax liability and state payroll withholding.

State Opportunity Zone properties in Georgia have ten-year horizons. The previous ten-year period for Norcross Opportunity Zone properties ended on December 31, 2019. Upon adoption of this Urban Redevelopment Plan, the City of Norcross will work towards re-designating certain parcels along its commercial corridors with official State Opportunity status. Passing an official Urban Redevelopment Plan is an important factor in the successful establishment of State Opportunity Zone properties.

Federal Opportunity Zones

Norcross will also be looking to take advantage of the Federal Opportunity Zone program. Created by the 2017 Tax Cuts and Jobs Act, Federal Opportunity Zones are tools intended to encourage economic development and job creation in distressed communities around the country. As a result of this measure investors can receive substantial tax benefits if they build projects in these areas.

The program allows investors to defer tax on any of their capital gains from previously invested money if that money is invested through a Qualified Opportunity Fund (an investment vehicle set up for the sole purpose of investing in properties located in Federal Opportunity Zones).

Community Improvement Districts (CIDs)

Norcross is an active participant in the Gateway85 Community Improvement District and one of its City Councilmen is a Board Member of the CID. Its borders overlap approximately half of the City. The efforts of the City and CID have assisted in helping to reduce crime, clean up commercial areas, as well as enhancing the built environment through strategies that revolve around traffic and landscaping improvements.

Regional Economic Development Partners

The City of Norcross plans to take advantage of the many local organizations in economic development such as Partnership Gwinnett, a public-private initiative dedicated to bringing new jobs and capital investment to Gwinnett County. They work with Gwinnett cities as well as local partners to attract and retain jobs, cultivate capital investment, support educational institutions, foster workforce development, and contribute to the quality of life in the County.

Strategy for Relocating Displaced Residents

Norcross has determined that a relocation strategy is not necessary at this time because the city is focusing on targeting unoccupied, blighted or underdeveloped commercial areas where the relocation of residents is not a relevant issue. Should the need arise and the displacement of residents become necessary in the future, the Plan shall be amended to include a relocation plan and strategy for any residents who may potentially be affected.

Covenants and Restrictions to be placed on Properties

No covenants or restrictions will be placed on properties at this time.

Needed Public Infrastructure

Public water and power are readily available throughout the target area.

Strategy for Implementing the Plan

Upon adoption by the Norcross City Council, the City of Norcross will be the implementing entity for the Urban Redevelopment Plan.

Implementation Schedule

Public Hearing	Spring 2020
Adoption of Urban Redevelopment Plan	Spring 2020
Establish State Opportunity Zone	Winter 2020
Promote and Offer incentive packages for new businesses	2021

Appendix

Exhibit A (Norcross City Limits)

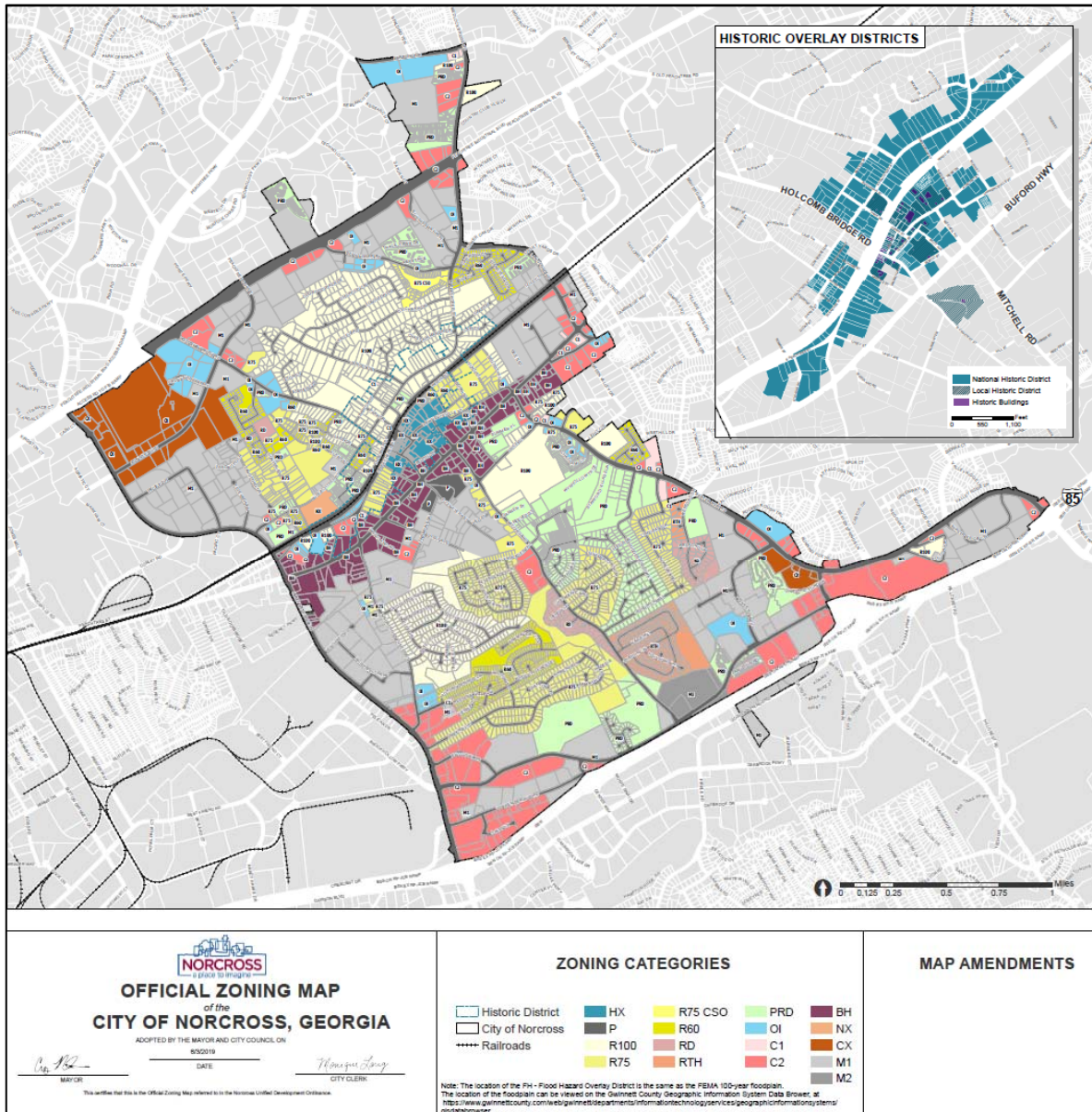
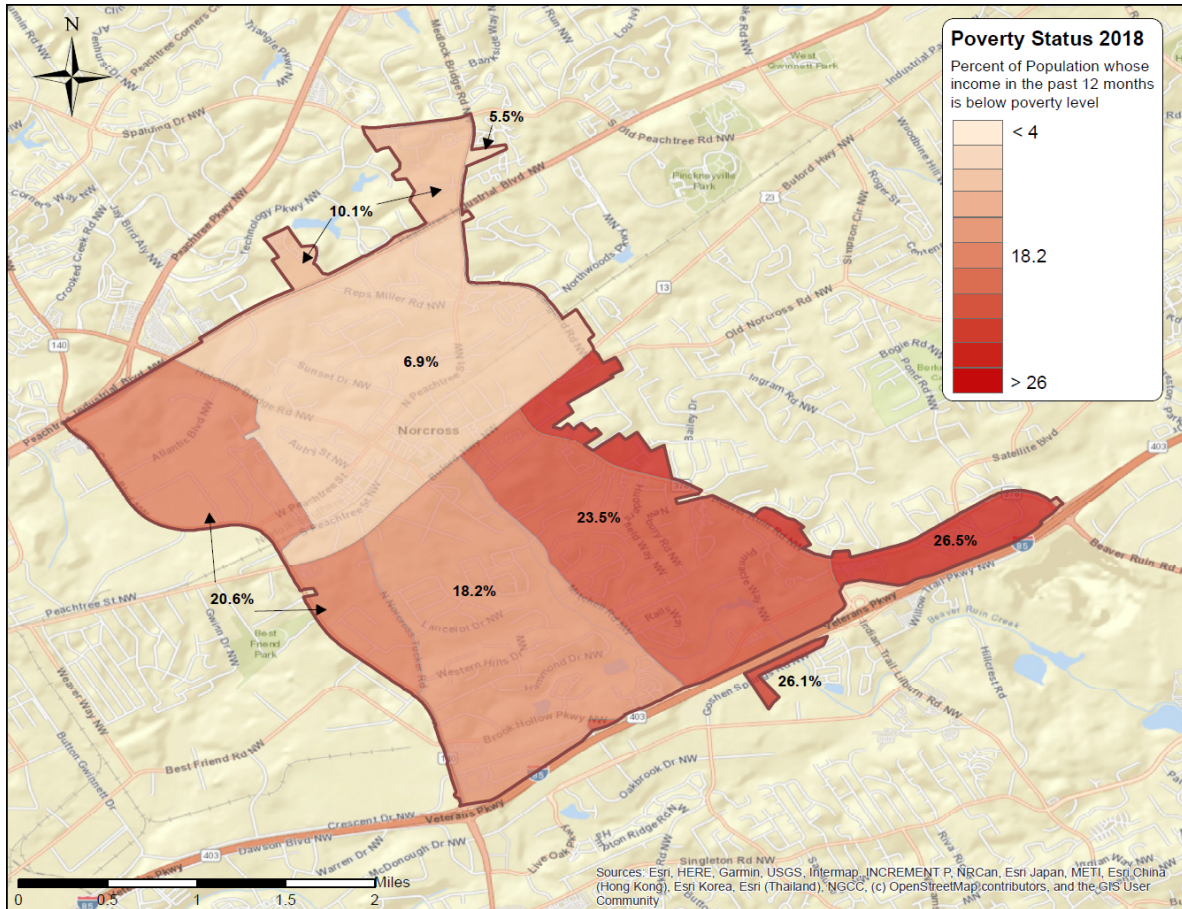


Exhibit B (Norcross Poverty Map)





MAYOR **CRAIG NEWTON** · MAYOR PRO TEM **BRUCE GAYNOR** · COUNCILMEMBER **ANDREW HIXSON** · COUNCILMEMBER **JOSH BARE**

COUNCILMEMBER **MATT MYERS** · COUNCILMEMBER **ARLENE BECKLES** · CITY MANAGER **ERIC JOHNSON** · CITY CLERK **MONIQUE PHILIP**

City of Norcross

Legislation Details (With Details)

File #:	23-6736	Version:	
Type #:	Agenda Item	Status:	Agenda Ready
On Agenda:	5/15/2023 6:30 PM	In Control:	Policy Work Session
Title:	DebtBook Software Contract		

Sponsors:

Code Sections:

Attachments:

1. [Agenda Report - DebtBook Software Contract](#)
2. [DebtBook Contract](#)
3. [Price Schedule](#)

Title
DebtBook Software Contract

Drafter
Paul Hanebuth



MAYOR **CRAIG NEWTON** • MAYOR PRO TEM **BRUCE GAYNOR** • COUNCILMEMBER **ANDREW HIXSON** • COUNCILMEMBER **JOSH BARE**
COUNCILMEMBER **MATT MYERS** • COUNCILMEMBER **ARLENE BECKLES** • CITY MANAGER **ERIC JOHNSON** • CITY CLERK **MONIQUE PHILIP**

Agenda Report

To: Mayor and Council

From: Paul Hanebuth, Director of Finance and Administrative Services

Meeting Date: May 15, 2023 – Policy Work Session

Item No.: 23- 6736

Title: DebtBook Software Contract

CC: Eric Johnson, City Manager

Recommendation - Authorize the City Manager to enter into an agreement with DebtBook to track and report on the city's lease and Software as a Service (SaaS) contracts.

Background – In fiscal year 2022, the Governmental Accounting Standards Board (GASB) required the city to begin reporting liabilities and assets related to operating leases. For FY23, the city will be required to do similar reporting on multi-year software contracts. The DebtBook software product is designed to help governmental agencies accomplish these reporting requirements.

Financial Impact – \$15,000, including \$2,000 for implementation over a 90-day period and \$13,000 in recurring annual fees.

Consistent with Comprehensive Plan? Yes, consistent with Goal 6: Further the City's Tradition of Strong Leadership and High Level of Quality Services.

Next Steps – Execute the agreement and begin implementation.

Attachments – DebtBook Contract and Price Schedule

Update – NA.

ORDER FORM

Fifth Asset, Inc., d/b/a DebtBook (“**DebtBook**”) is pleased to provide City of Norcross, GA (“**Customer**”) with the Services subject to the terms established in this Order Form, including DebtBook’s Price Quote attached as **Exhibit A** and incorporated herein by this reference (the “**DebtBook Quote**”). This Order Form may be modified or replaced from time to time by a subsequent Order Form duly executed and delivered by each party in connection with any Renewal Term.

The Services are subject to DebtBook’s General Terms & Conditions, which have been provided to Customer (the “**Terms & Conditions**”), and the Incorporated Documents referenced in the Terms & Conditions. Each capitalized term used but not defined in this Order Form has the meaning given in the Terms & Conditions.

Order Form Details	
Effective Date: 05/31/2023	Billing Frequency: Annually
Initial Term End Date: 05/30/2024	Payment Terms: Net 30
Initial Pricing Tier: 2	See the DebtBook Quote for more details

Services. Subject to the terms described in this Order Form, DebtBook will grant Customer access to the Application Services during the Initial Term described above and, if applicable, each subsequent Renewal Term. As part of the onboarding process, DebtBook will provide Customer with the Onboarding Services and, if requested, the Implementation Services. DebtBook will also provide Customer with the Support Services throughout the Term.

Fees. DebtBook will charge Customer (1) a recurring Subscription Fee for Customer’s access to the Onboarding Services, the Application Services, and the Support Services and (2) if applicable, an Implementation Fee for the Implementation Services, in each case as set forth in the DebtBook Quote and this Order Form.

Generally, DebtBook sets Fees using its standard pricing schedule for the Services based on the Customer’s applicable Pricing Tier, which is based on the total number and amount of the Customer’s Application Obligations at the time of determination. DebtBook’s current pricing schedule and Pricing Tiers are set forth in the DebtBook Quote, which will remain in effect with respect to Customer throughout the Initial Term.

The Initial Pricing Tier indicated above is based on Customer’s good faith estimate of its Application Obligations as of the Effective Date. The Subscription Fees to be charged as provided in the DebtBook Quote will not change during the Initial Term, regardless of any change to the actual number or amount of the Customer’s Application Obligations during the Initial Term.

Implementation Services. At Customer’s request, DebtBook will provide Implementation Services to Customer for a 12-month period, with each such period beginning, if applicable, on the Effective Date and on each anniversary of the Effective Date thereafter (each, an “**Implementation Period**”). Customer may request Implementation Services at any time during the Term.

If Implementation Services are requested for any Implementation Period, then the Implementation Fee will be based on the aggregate number and amount of the Customer’s Application Obligations at the beginning of such Implementation Period. The Implementation Fee will be due and payable at the later of (1) the beginning of the applicable Implementation Period or (2) the date on which Customer requests Implementation Services for such Implementation Period, and will entitle Customer, in each case, to Implementation Services at the applicable Pricing Tier through the end of the Implementation Period then in effect.

For any Implementation Period, if the total number or amount of Customer’s Application Obligations implemented causes Customer’s applicable Pricing Tier to increase, then DebtBook will charge Customer an additional Implementation Fee such that the total Implementation Fee charged for such Implementation Period equals the Implementation Fee applicable to the increased Pricing Tier as set forth in the DebtBook Quote.

Billing. Unless otherwise provided in the Order Form or the Customer Terms, all Fees will be due and payable in advance on the terms indicated above, and each invoice will be emailed to the Customer’s billing contact indicated below.

Renewal Term. The Agreement is subject to renewal on the terms set forth in the Terms & Conditions. The Pricing Tier applicable for each Renewal Term will be determined based on the aggregate number and amount of the Customer's Application Obligations at the time of renewal.

Termination. The Agreement is subject to early termination on the terms set forth in the Terms & Conditions.

Entire Agreement. By executing this Order Form, each party agrees to be bound by this Order Form, the Terms & Conditions, the Incorporated Documents, and any Customer Terms.

This Order Form, the Customer Terms, the Terms & Conditions, and the Incorporated Documents constitute the complete "Agreement" between the parties and supersede any prior discussion or representations regarding the Customer's purchase and use of the Services.

Intellectual Property. Except for the limited rights and licenses expressly granted to Customer under this Order Form and the Terms & Conditions, nothing in the Agreement grants to Customer or any third party any intellectual property rights or other right, title, or interest in or to the DebtBook IP.

Important Disclaimers & Limitations. EXCEPT FOR THE WARRANTIES SET FORTH IN THE TERMS & CONDITIONS, DEBTBOOK IP IS PROVIDED "AS IS," AND DEBTBOOK DISCLAIMS ALL WARRANTIES, WHETHER EXPRESS, IMPLIED, STATUTORY, OR OTHERWISE, INCLUDING ALL IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, TITLE, AND NON-INFRINGEMENT AND ALL WARRANTIES ARISING FROM COURSE OF DEALING, USAGE, OR TRADE PRACTICE. IN ADDITION, TO THE EXTENT PERMITTED BY APPLICABLE LAW, THE PARTIES' LIABILITIES UNDER THE AGREEMENT ARE LIMITED AS SET FORTH IN THE TERMS & CONDITIONS.

Notices. Any Notice delivered under the Agreement will be delivered to the address below each party's signature below.

Authority; Execution. Each of the undersigned represents that they are authorized to (1) execute and deliver this Order Form on behalf of their respective party and (2) bind their respective party to the terms of the Agreement. This Order Form and any other documents executed and delivered in connection with the Agreement may be executed in counterparts, each of which is deemed an original, but all of which together are deemed to be one and the same agreement. To the extent permitted by applicable law, electronic signatures may be used for the purpose of executing the Order Form by email or other electronic means. Any document delivered electronically and accepted is deemed to be "in writing" to the same extent and with the same effect as if the document had been signed manually.

FIFTH ASSET, INC., D/B/A DEBTBOOK

CITY OF NORCROSS, GA

By: _____
 Name: Tyler Traudt
 Title: CEO

By: _____
 Name: _____
 Title: _____

Notice Address

PO Box 667950
 Charlotte, NC 28266
 Attention: Chief Executive Officer
 tyler.traudt@debtbook.com

Notice Address

65 Lawrenceville Street
 Norcross, GA 30071
 Attention: Paul Hanebuth
 paul.hanebuth@norcrossga.net

Billing Contact

65 Lawrenceville Street
 Norcross, GA 30071
 Attention: Shayla Alexis
 shayla.alexis@norcrossga.net

Attachment: DebtBook Contract (23-6736 : DebtBook Software Contract)

Exhibit A
DebtBook Quote

[See attached.]

Attachment: DebtBook Contract (23-6736 : DebtBook Software Contract)

DEBTBOOK'S GENERAL TERMS & CONDITIONS

Please carefully read these General Terms and Conditions (these “**Terms & Conditions**”) which govern the Customer's access and use of the Services described in the Order Form.

By executing the Order Form and using any of the Services, the Customer agrees to be bound by these Terms.

1. Definitions.

“**Aggregated Statistics**” means data and information related to Customer's use of the Services that is used by DebtBook in an aggregate and anonymized manner, including statistical and performance information related to the Services.

“**Agreement**” means, collectively and to the extent applicable, the Order Form, any Customer Terms, these Terms & Conditions, and the Incorporated Documents, in each case as may be amended from time to time in accordance with their terms.

“**Application Obligations**” means, collectively, Customer's debt, lease, and other financial obligations relevant to the Application Services.

“**Application Services**” means DebtBook's debt, lease, and financial obligation management and compliance software-as-a-service application.

“**Appropriate Security Measures**” means, collectively, commercially reasonable technical and physical controls and safeguards intended to protect Customer Data against destruction, loss, unauthorized disclosure, or unauthorized access by employees or contractors employed by DebtBook.

“**Authorized User**” means any of Customer's employees, consultants, contractors, or agents who are authorized by Customer to access and use any of the Services.

“**Customer**” means the person or entity purchasing the Services as identified in the Order Form.

“**Customer Data**” means, other than Aggregated Statistics, information, data, and other content, in any form or medium, that is transmitted by or on behalf of Customer or an Authorized User through the Services.

“**Customer Terms**” means any terms or agreements provided by Customer and applicable to the Services but only to the extent such terms or agreements are expressly referenced and incorporated into the Order Form. For the avoidance of doubt, “Customer Terms” does not include any purchase order or similar document generated by Customer unless such document is expressly referenced and incorporated into the Order Form.

“**DebtBook**” means Fifth Asset, Inc., d/b/a DebtBook, a Delaware corporation, and its permitted successor and assigns.

“**DebtBook IP**” means (1) the Services, Documentation, and Feedback, including all ideas, concepts, discoveries, strategies, analyses, research, developments, improvements, data, materials, products, documents, works of authorship, processes, procedures, designs, techniques, inventions, and other intellectual property, whether or not patentable or copyrightable, and all embodiments and derivative works of each of the foregoing in any form and media, that are developed, generated or produced by DebtBook arising from or related to the Services, Documentation, or Feedback; and (2) any intellectual property provided to Customer or any Authorized User in connection with the foregoing other than Customer Data.

“**Documentation**” means DebtBook's end user documentation and content, regardless of media, relating to the Services made available from time to time on DebtBook's website at <https://support.debtbook.com>.

“**Feedback**” means any comments, questions, suggestions, or similar feedback transmitted in any manner to DebtBook, including suggestions relating to features, functionality, or changes to the DebtBook IP.

“**Governing State**” means, if Customer is a Government Entity, the state in which Customer is located. If Customer is not a Government Entity, “Governing State” means the State of North Carolina.

“**Government Entity**” means any unit of state or local government, including states, counties, cities, towns, villages, school districts, special purpose districts, and any other political or governmental subdivisions and municipal corporations, and any agency, authority, board, or instrumentality of any of the foregoing.

"Implementation Services" means, if requested by Customer, the additional implementation services provided to Customer on an annual basis, including tailored implementation support, review of Application Obligations, and entry of relevant Customer Data.

"Incorporated Documents" means, collectively, the Privacy Policy, the SLA, and the Usage Policy, as each may be updated from time to time in accordance with their terms. The Incorporated Documents, as amended, are incorporated into these Terms & Conditions by this reference. Current versions of the Incorporated Documents are available at <https://www.debtbook.com/legal>.

"Initial Term" means the Initial Term of the Services beginning on the Effective Date and ending on the Initial Term End Date, as established in the Order Form.

"Onboarding Services" means onboarding services, support, and training as required to make the Application Services available to the Customer during the Initial Term.

"Order Form" means (1) the order document executed and delivered by DebtBook and Customer for the Initial Term or (2) to the extent applicable, any subsequent order document executed and delivered by DebtBook and Customer for any Renewal Term.

"Pricing Tier" means the Customer's applicable pricing tier, determined based on the number and amount of Application Obligations at the time of determination, as set forth in the schedule included as part of the Order Form.

"Privacy Policy" means, collectively, DebtBook's privacy policy and any similar data policies generally applicable to all users of the Application Services, in each case as posted to DebtBook's website and as updated from time to time in accordance with their terms.

"Renewal Term" means any renewal term established in accordance with the terms of the Agreement.

"Services" means, collectively, the Application Services, the Onboarding Services, the Implementation Services, and the Support Services.

"SLA" means the Service Level Addendum generally applicable to all users of the Application Services, as posted to DebtBook's website and as updated from time to time in accordance with its terms.

"Support Services" means the general maintenance services and technical support provided in connection with the Application, as more particularly described in the SLA.

"Term" means, collectively, the Initial Term and, if applicable, each successive Renewal Term.

"Usage Policy" means, collectively, DebtBook's acceptable usage policy, any end user licensing agreement, or any similar policy generally applicable to all end users accessing the Application Services, in each case as posted to DebtBook's website and as updated from time to time in accordance with its terms.

Each capitalized term used but not otherwise defined in these Terms & Conditions has the meaning given to such term in the applicable Order Form.

2. Access and Use.

(a) Provision of Access. Subject to the terms and conditions of the Agreement, DebtBook grants Customer and Customer's Authorized Users a non-exclusive, non-transferable (except as permitted by these Terms) right to access and use the Application Services during the Term, solely for Customer's internal use and for the Authorized Users' use in accordance with the Agreement. DebtBook will provide to Customer the necessary passwords and network links or connections to allow Customer to access the Application Services.

(b) Documentation License. Subject to the terms and conditions of the Agreement, DebtBook grants to Customer and Customer's Authorized Users a non-exclusive, non-sublicensable, non-transferable (except as permitted by these Terms) license to use the Documentation during the Term solely for Customer's and its Authorized User's internal business purposes in connection with its use of the Services.

(c) Customer Responsibilities. Customer is responsible and liable for its Authorized Users' access and use of the Services and Documentation, regardless of whether such use is permitted by the Agreement. Customer must use reasonable efforts to make all Authorized Users aware of the provisions applicable to their use of the Services, including the Incorporated Documents.

(d) **Use Restrictions.** Customer may not at any time, directly or indirectly through any Authorized User, access or use the Services in violation of the Usage Policies, including any attempt to (1) copy, modify, or create derivative works of the Services or Documentation, in whole or in part; (2) sell, license, or otherwise transfer or make available the Services or Documentation except as expressly permitted by the Agreement; or (3) reverse engineer, disassemble, decompile, decode, or otherwise attempt to derive or gain access to any software component of the Services, in whole or in part. Customer will not knowingly transmit any personally identifiable information to DebtBook or any other third-party through the Services.

(e) **Suspension.** Notwithstanding anything to the contrary in the Agreement, DebtBook may temporarily suspend Customer's and any Authorized User's access to any or all of the Services if: (1) Customer is more than 45 days late in making any payment due under, and in accordance with, the terms of the Agreement, (2) DebtBook reasonably determines that (A) there is a threat or attack on any of the DebtBook IP; (B) Customer's or any Authorized User's use of the DebtBook IP disrupts or poses a security risk to the DebtBook IP or to any other customer or vendor of DebtBook; (C) Customer, or any Authorized User, is using the DebtBook IP for fraudulent or other illegal activities; or (D) DebtBook's provision of the Services to Customer or any Authorized User is prohibited by applicable law; or (3) any vendor of DebtBook has suspended or terminated DebtBook's access to or use of any third-party services or products required to enable Customer to access the Services (any such suspension, a "**Service Suspension**"). DebtBook will use commercially reasonable efforts to (i) provide written notice of any Service Suspension to Customer, (ii) provide updates regarding resumption of access to the Services, and (iii) resume providing access to the Services as soon as reasonably possible after the event giving rise to the Service Suspension is cured. DebtBook is not liable for any damage, losses, or any other consequences that Customer or any Authorized User may incur as a result of a Service Suspension.

(f) **Aggregated Statistics.** Notwithstanding anything to the contrary in the Agreement, DebtBook may monitor Customer's use of the Services and collect and compile Aggregated Statistics. As between DebtBook and Customer, all right, title, and interest in Aggregated Statistics, and all intellectual property rights therein, belong to and are retained solely by DebtBook. DebtBook may compile Aggregated Statistics based on Customer Data input into the Services. DebtBook may (1) make Aggregated Statistics publicly available in compliance with applicable law, and (2) use Aggregated Statistics as permitted under applicable law so long as, in each case, DebtBook's use of any Aggregated Statistics does not identify the Customer or disclose Customer's Confidential Information.

3. **Service Levels and Support.** Subject to the terms and conditions of the Agreement, DebtBook will use commercially reasonable efforts to make the Application Services and Support Services available in accordance with the SLA.

4. **Fees and Payment.**

(a) **Fees.** Customer will pay DebtBook the fees ("**Fees**") set forth in the Order Form. DebtBook will invoice Customer for all Fees in accordance with the invoicing schedule and requirements set forth in the Order Form. Customer must pay all Fees in US dollars, and all Fees are fully earned once paid. To the extent permitted by applicable law, if Customer fails to make any payment when due, DebtBook may, without limiting any of its other rights, charge interest on the past due amount at the lowest of (1) the rate of 1.5% per month, (2) the rate established in any Customer Term, or (3) the maximum rate permitted under applicable law.

(b) **Taxes.** All Fees and other amounts payable by Customer under the Agreement are exclusive of taxes and similar assessments. Unless Customer is exempt from making any such payment under applicable law or regulation, Customer is responsible for all applicable sales, use, and excise taxes, and any other similar taxes, duties, and charges of any kind imposed by any federal, state, or local governmental or regulatory authority on any amounts payable by Customer under the Agreement, other than any taxes imposed on DebtBook's income.

5. **Confidential Information.**

(a) From time to time during the Term, either party (the "**Disclosing Party**") may disclose or make available to the other party (the "**Receiving Party**") information about the Disclosing Party's business affairs, products, confidential intellectual property, trade secrets, third-party confidential information, and other sensitive or proprietary information, whether in written, electronic, or other form or media, that is marked, designated, or otherwise identified as "confidential", or which a reasonable person would understand to be confidential or proprietary under the circumstances (collectively, "**Confidential Information**"). For the avoidance

of doubt, DebtBook's Confidential information includes the DebtBook IP and the Application Services source code and specifications. As used in the Agreement, "Confidential Information" expressly excludes any information that, at the time of disclosure is (1) in the public domain; (2) known to the receiving party at the time of disclosure; (3) rightfully obtained by the Receiving Party on a non-confidential basis from a third party; or (4) independently developed by the Receiving Party.

(b) To the extent permitted by applicable law, the Receiving Party will hold the Disclosing Party's Confidential Information in strict confidence and may not disclose the Disclosing Party's Confidential Information to any person or entity, except to the Receiving Party's employees, officers, directors, agents, subcontractors, financial advisors, and attorneys who have a need to know the Confidential Information for the Receiving Party to exercise its rights or perform its obligations under the Agreement or otherwise in connection with the Services. Notwithstanding the foregoing, each party may disclose Confidential Information to the limited extent required (1) in order to comply with the order of a court or other governmental body, or as otherwise necessary to comply with applicable law, provided that the party making the disclosure pursuant to the order must first give written notice to the other party; or (2) to establish a party's rights under the Agreement, including to make required court filings.

(c) On the expiration or termination of the Agreement, the Receiving Party must promptly return to the Disclosing Party all copies of the Disclosing Party's Confidential Information, or destroy all such copies and, on the Disclosing Party's request, certify in writing to the Disclosing Party that such Confidential Information has been destroyed.

(d) Each party's obligations under this Section are effective as of the Effective Date and will expire three years from the termination of the Agreement; provided, however, with respect to any Confidential Information that constitutes a trade secret (as determined under applicable law), such obligations of non-disclosure will survive the termination or expiration of the Agreement for as long as such Confidential Information remains subject to trade secret protection under applicable law.

(e) Notwithstanding anything in this Section to the contrary, if Customer is a Government Entity, then DebtBook expressly agrees and understands that Customer's obligations under this Section are subject in all respects to, and only enforceable to the extent permitted by, the public records laws, policies, and regulations of the Governing State.

6. Intellectual Property.

(a) DebtBook IP. As between Customer and DebtBook, DebtBook owns all right, title, and interest, including all intellectual property rights, in and to the DebtBook IP.

(b) Customer Data. As between Customer and DebtBook, Customer owns all right, title, and interest, including all intellectual property rights, in and to the Customer Data. Customer hereby grants to DebtBook a non-exclusive, royalty-free, worldwide license to reproduce, distribute, sublicense, modify, prepare derivative works based on, and otherwise use and display the Customer Data and perform all acts with respect to the Customer Data as may be necessary or appropriate for DebtBook to provide the Services to Customer.

(c) Effect of Termination. Without limiting either party's obligations under Section 5 of the Agreement, DebtBook, at no further charge to Customer, will (1) provide Customer with temporary access to the Application Services for up to 60 days after the termination of the Agreement to permit Customer to retrieve its Customer Data in a commercially transferrable format and (2) use commercially reasonable efforts to assist Customer, at Customer's request, with such retrieval. After such period, DebtBook may destroy any Customer Data in accordance with DebtBook's data retention policies.

7. Limited Warranties.

(a) Functionality & Service Levels. During the Term, the Application Services will operate in a manner consistent with general industry standards reasonably applicable to the provision of the Application Services and will conform in all material respects to the Documentation and service levels set forth in the SLA when accessed and used in accordance with the Documentation. Except as expressly stated in the SLA, DebtBook does not make any representation, warranty, or guarantee regarding availability of the Application Services, and the remedies set forth in the SLA are Customer's sole remedies and DebtBook's sole liability under the limited warranty set forth in this paragraph.

(b) Security. DebtBook has implemented Appropriate Security Measures and has made commercially reasonable efforts to ensure its licensors and hosting providers, as the case may be, have implemented Appropriate Security Measures intended to protect Customer Data.

(c) EXCEPT FOR THE WARRANTIES SET FORTH IN THIS SECTION, DEBTBOOK IP IS PROVIDED “AS IS,” AND DEBTBOOK HEREBY DISCLAIMS ALL WARRANTIES, WHETHER EXPRESS, IMPLIED, STATUTORY, OR OTHERWISE. DEBTBOOK SPECIFICALLY DISCLAIMS ALL IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, TITLE, AND NON-INFRINGEMENT, AND ALL WARRANTIES ARISING FROM COURSE OF DEALING, USAGE, OR TRADE PRACTICE. EXCEPT FOR THE LIMITED WARRANTY SET FORTH IN THIS SECTION, DEBTBOOK MAKES NO WARRANTY OF ANY KIND THAT THE DEBTBOOK IP, OR ANY PRODUCTS OR RESULTS OF THE USE THEREOF, WILL MEET CUSTOMER’S OR ANY OTHER PERSON’S REQUIREMENTS, OPERATE WITHOUT INTERRUPTION, ACHIEVE ANY INTENDED RESULT, BE COMPATIBLE OR WORK WITH ANY SOFTWARE, SYSTEM, OR OTHER SERVICES, OR BE SECURE, ACCURATE, COMPLETE, FREE OF HARMFUL CODE, OR ERROR FREE.

(d) DebtBook exercises no control over the flow of information to or from the Application Service, DebtBook’s network, or other portions of the Internet. Such flow depends in large part on the performance of Internet services provided or controlled by third parties. At times, actions or inactions of such third parties can impair or disrupt connections to the Internet. Although DebtBook will use commercially reasonable efforts to take all actions DebtBook deems appropriate to remedy and avoid such events, DebtBook cannot guarantee that such events will not occur. ACCORDINGLY, DEBTBOOK DISCLAIMS ANY AND ALL LIABILITY RESULTING FROM OR RELATING TO ALL SUCH EVENTS, AND EXCEPT AS OTHERWISE EXPRESSLY PROVIDED IN THE AGREEMENT, ANY OTHER ACTIONS OR INACTIONS CAUSED BY OR UNDER THE CONTROL OF A THIRD PARTY.

8. Indemnification.

(a) DebtBook Indemnification.

(i) DebtBook will indemnify, defend, and hold harmless Customer from and against any and all losses, damages, liabilities, costs (including reasonable attorneys’ fees) (collectively, “**Losses**”) incurred by Customer resulting from any third-party claim, suit, action, or proceeding (“**Third-Party Claim**”) that the Application Services, or any use of the Application Services in accordance with the Agreement, infringes or misappropriates such third party’s US patents, copyrights, or trade secrets, provided that Customer promptly notifies DebtBook in writing of the Third-Party Claim, reasonably cooperates with DebtBook in the defense of the Third-Party Claim, and allows DebtBook sole authority to control the defense and settlement of the Third-Party Claim.

(ii) If such a claim is made or appears possible, Customer agrees to permit DebtBook, at DebtBook’s sole expense and discretion, to (A) modify or replace the DebtBook IP, or component or part of the DebtBook IP, to make it non-infringing, or (B) obtain the right for Customer to continue use. If DebtBook determines that neither alternative is reasonably available, DebtBook may terminate the Agreement in its entirety or with respect to the affected component or part, effective immediately on written notice to Customer, so long as, in each case, DebtBook promptly refunds or credits to Customer all amounts Customer paid with respect to the DebtBook IP that Customer cannot reasonably use as intended under the Agreement.

(iii) DebtBook’s indemnification obligation under this Section will not apply to the extent that the alleged infringement arises from Customer’s use of the Application Services in combination with data, software, hardware, equipment, or technology not provided or authorized in writing by DebtBook or modifications to the Application Services not made by DebtBook.

(b) Sole Remedy. SECTION 8(a) SETS FORTH CUSTOMER’S SOLE REMEDIES AND DEBTBOOK’S SOLE LIABILITY FOR ANY ACTUAL, THREATENED, OR ALLEGED CLAIMS THAT THE SERVICES INFRINGE, MISAPPROPRIATE, OR OTHERWISE VIOLATE ANY THIRD PARTY’S INTELLECTUAL PROPERTY RIGHTS. IN NO EVENT WILL DEBTBOOK’S LIABILITY UNDER SECTION 8(a) EXCEED \$1,000,000.

(c) Customer Indemnification. To the extent permitted by applicable law, Customer will indemnify, hold harmless, and, at DebtBook’s option, defend DebtBook from and against any Losses resulting from any Third-Party Claim that the Customer Data, or any use of the Customer Data in accordance with the Agreement, infringes or misappropriates such third party’s intellectual property rights and any Third-Party

Claims based on Customer's or any Authorized User's negligence or willful misconduct or use of the Services in a manner not authorized by the Agreement.

9. **Limitations of Liability.** EXCEPT AS EXPRESSLY OTHERWISE PROVIDED IN THIS SECTION, IN NO EVENT WILL EITHER PARTY BE LIABLE UNDER OR IN CONNECTION WITH THE AGREEMENT UNDER ANY LEGAL OR EQUITABLE THEORY, INCLUDING BREACH OF CONTRACT, TORT (INCLUDING NEGLIGENCE), STRICT LIABILITY, AND OTHERWISE, FOR ANY CONSEQUENTIAL, INCIDENTAL, INDIRECT, EXEMPLARY, SPECIAL, ENHANCED, OR PUNITIVE DAMAGES, REGARDLESS OF WHETHER EITHER PARTY WAS ADVISED OF THE POSSIBILITY OF SUCH LOSSES OR DAMAGES OR SUCH LOSSES OR DAMAGES WERE OTHERWISE FORESEEABLE. EXCEPT AS EXPRESSLY OTHERWISE PROVIDED IN THIS SECTION, IN NO EVENT WILL THE AGGREGATE LIABILITY OF DEBTBOOK ARISING OUT OF OR RELATED TO THE AGREEMENT UNDER ANY LEGAL OR EQUITABLE THEORY, INCLUDING BREACH OF CONTRACT, TORT (INCLUDING NEGLIGENCE), STRICT LIABILITY, AND OTHERWISE EXCEED THE TOTAL AMOUNTS PAID TO DEBTBOOK UNDER THE AGREEMENT IN THE 12-MONTH PERIOD PRECEDING THE EVENT GIVING RISE TO THE CLAIM. THE EXCLUSIONS AND LIMITATIONS IN THIS SECTION DO NOT APPLY TO CLAIMS PURSUANT TO SECTION 8.

10. **Term and Termination.**

(a) **Term.** Except as the parties may otherwise agree in the Order Form, or unless terminated earlier in accordance with the Agreement:

(i) the Initial Term of the Agreement will begin on the Effective Date and end on the Initial Term End Date;

(ii) the Agreement will automatically renew for successive 12-month Renewal Terms unless either party gives the other party written notice of non-renewal at least 30 days before the expiration of the then-current term; and

(iii) each Renewal Term will be subject to the same terms and conditions established under the Agreement, with any Fees determined in accordance with DebtBook's then-current pricing schedule published on DebtBook's website and generally applicable to all users of the Services, as provided to Customer at least 60 days before the expiration of the then-current term.

(b) **Termination.** In addition to any other express termination right set forth in the Agreement:

(i) DebtBook may terminate the Agreement immediately if Customer breaches any of its obligations under Section 2 or Section 5;

(ii) Customer may terminate the Agreement in accordance with the SLA;

(iii) either party may terminate the Agreement, effective on written notice to the other party, if the other party materially breaches the Agreement, and such breach: (A) is incapable of cure; or (B) being capable of cure, remains uncured 30 days after the non-breaching party provides the breaching party with written notice of such breach;

(iv) if (1) Customer is a governmental entity and (2) sufficient funds are not appropriated to pay for the Application Services, then Customer may terminate the Agreement at any time without penalty following 30 days prior written notice to DebtBook; or

(v) either party may, to the extent permitted by law, terminate the Agreement, effective immediately on written notice to the other party, if the other party becomes insolvent or is generally unable to pay, or fails to pay, its debts as they become due or otherwise becomes subject, voluntarily or involuntarily, to any proceeding under any domestic or foreign bankruptcy or insolvency law.

(c) **Survival.** Only this Section and Section 1 (Definitions), Sections 4 through 6 (Fees; Confidential Information; Intellectual Property), Section 7(c) (Disclaimer of Warranties), and Sections 8, 9 and 12 (Indemnification; Limitations of Liability; Miscellaneous) will survive any termination or expiration of the Agreement.

11. **Independent Contractor.** The parties to the Agreement are independent contractors. The Agreement does not create a joint venture or partnership between the parties, and neither party is, by virtue of the Agreement, authorized as an agent, employee, or representative of the other party.

12. Miscellaneous.

(a) Governing Law; Submission to Jurisdiction. The Agreement will be governed by and construed in accordance with the laws of the Governing State, without regard to any choice or conflict of law provisions, and any claim arising out of the Agreement may be brought in the state or federal courts located in the Governing State. Each party irrevocably submits to the jurisdiction of such courts in any such suit, action, or proceeding.

(b) Entire Agreement; Order of Precedence. The Order Form, any Customer Terms, the Terms & Conditions, and the Incorporated Documents constitute the complete Agreement between the parties and supersede any prior discussion or representations regarding the Customer's purchase and use of the Services.

To the extent any conflict exists between the terms of the Agreement, the documents will govern in the following order or precedence: (1) the Order Form (2) the Customer Terms, (3) the Terms & Conditions, and (4) the Incorporated Documents. No other purchasing order or similar instrument issued by either party in connection with the Services will have any effect on the Agreement or bind the other party in any way.

(c) Amendment; Waiver. No amendment to the Order Form, the Terms & Conditions, or the Customer Terms will be effective unless it is in writing and signed by an authorized representative of each party. DebtBook may update the Incorporated Documents from time-to-time following notice to Customer so long as such updates are generally applicable to all users of the Services. No waiver by any party of any of the provisions of the Agreement will be effective unless explicitly set forth in writing and signed by the party so waiving. Except as otherwise set forth in the Agreement, no failure to exercise, delay in exercising, or any partial exercise of any rights, remedy, power, or privilege arising from the Agreement will in any way waive or otherwise limit the future exercise of any right, remedy, power, or privilege available under the Agreement.

(d) Notices. All notices, requests, consents, claims, demands, and waivers under the Agreement (each, a "Notice") must be in writing and addressed to the recipients and addresses set forth for each party on the Order Form (or to such other address as DebtBook or Customer may designate from time to time in accordance with this Section). All Notices must be delivered by personal delivery, nationally recognized overnight courier (with all fees pre-paid), or email (with confirmation of transmission), or certified or registered mail (in each case, return receipt requested, postage pre-paid).

(e) Force Majeure. In no event will either party be liable to the other party, or be deemed to have breached the Agreement, for any failure or delay in performing its obligations under the Agreement (except for any obligations to make payments), if and to the extent such failure or delay is caused by any circumstances beyond such party's reasonable control, including acts of God, flood, fire, earthquake, pandemic, epidemic, problems with the Internet, shortages in materials, explosion, war, terrorism, invasion, riot or other civil unrest, strikes, labor stoppages or slowdowns or other industrial disturbances, or passage of law or any action taken by a governmental or public authority, including imposing an embargo.

(f) Severability. If any provision of the Agreement is invalid, illegal, or unenforceable in any jurisdiction, such invalidity, illegality, or unenforceability will not affect any other term or provision of the Agreement or invalidate or render unenforceable such term or provision in any other jurisdiction.

(g) Assignment. Either party may assign its rights or delegate its obligations, in whole or in part, on 30 days prior written notice to the other party, to an affiliate or an entity that acquires all or substantially all of the business or assets of such party, whether by merger, reorganization, acquisition, sale, or otherwise. Except as stated in this paragraph, neither party may assign any of its rights or delegate any of its obligations under the Agreement without the prior written consent of the other party, which consent may not be unreasonably withheld, conditioned, or delayed. The Agreement is binding on and inures to the benefit of the parties and their permitted successors and assigns.

(h) Marketing. Neither party may issue press releases related to the Agreement without the other party's prior written consent. Either party may include the name and logo of the other party in lists of customers or vendors.

(i) State-Specific Certifications & Agreements. To the extent required under the laws of the Governing State, DebtBook hereby certifies and agrees as follows:

(i) DebtBook has not been designated by any applicable government authority or body as a company engaged in the boycott of Israel under the laws of the Governing State;

(ii) DebtBook is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in the Agreement by any governmental department or agency of the Governing State;

(iii) DebtBook will not discriminate against any employee or applicant for employment because of race, ethnicity, gender, gender identity, sexual orientation, age, religion, national origin, disability, color, ancestry, citizenship, genetic information, political affiliation or military/veteran status, or any other status protected by federal, state, or local law; and

(iv) DebtBook will verify the work authorization of its employees using the federal E-Verify program and standards as promulgated and operated by the United States Department of Homeland Security and, if applicable, will require its subcontractors to do the same.

(j) Execution. Any document executed and delivered in connection with the Agreement may be executed in counterparts, each of which is deemed an original, but all of which together are deemed to be one and the same agreement. To the extent permitted by applicable law, electronic signatures may be used for the purpose of executing the Order Form by email or other electronic means. Any document delivered electronically and accepted is deemed to be "in writing" to the same extent and with the same effect as if the document had been signed manually.

Norcross, GA

Norcross, GA

65 Lawrenceville Street
Norcross, GA 30071
US

Quote created: May 3, 2023

Quote expires: June 2, 2023

Quote created by: Max Travis

Regional Sales Director

max.travis@debtbook.com

Paul Hanebuth

paul.hanebuth@norcrossga.net

Comments from Max T ravis

Products & Services

Item & Description	SKU	Quantity	Unit Price	Total
23 White Glove Implementation Fee Tier 2 This covers the cost of our White Glove Implementation process for your organization.	23WGI2-1	1	\$2,000.00	\$2,000.00
23 Subscription Fee Tier 2 This represents the annual subscription fee your organization pays for the Application Services, Onboarding Services, and Support Services. This includes unlimited users and external sharing.	23ST2-1	1	\$13,000.00 / year	\$13,000.00 / year
			Total	\$15,000.00

Attachment: Price Schedule (23-6736 : DebtBook Software Contract)

2023 Pricing Tiers

The below tiers represent DebtBook's 2023 Pricing Tiers.

TIER	DEBT, LEASE & SBITA AGREEMENTS (# AND \$)	ANNUAL	White Glove Implementation	Guided Implementation
Tier 1	Up to 15 and \$50 million	\$8,000	\$0	\$0
Tier 2	Up to 75 or \$200 million	\$13,000	\$2,000	\$0
Tier 3	Up to 150 or \$1 billion	\$20,000	\$3,000	\$0
Tier 4	Up to 225 or \$2 billion	\$30,000	\$4,000	\$0
Tier 5	Up to 300 or \$5 billion	\$45,000	\$5,000	\$0
Tier 6	Up to 400 or \$7 billion	\$60,000	\$6,000	\$0
Tier 7	Up to 600 or \$8.5 billion	\$70,000	\$8,000	\$0
Tier 8	Up to 800 or \$10 billion	\$80,000	\$10,000	\$0

Questions? Contact me



Max Travis
Regional Sales Director
max.travis@debtbook.com



MAYOR **CRAIG NEWTON** · MAYOR PRO TEM **BRUCE GAYNOR** · COUNCILMEMBER **ANDREW HIXSON** · COUNCILMEMBER **JOSH BARE**
 COUNCILMEMBER **MATT MYERS** · COUNCILMEMBER **ARLENE BECKLES** · CITY MANAGER **ERIC JOHNSON** · CITY CLERK **MONIQUE PHILIP**

City of Norcross

Legislation Details (With Details)

File #:	23-6742	Version:	
Type #:	Agenda Item	Status:	Agenda Ready
On Agenda:	5/15/2023 6:30 PM	In Control:	Policy Work Session
Title:	City of Tucker Franchise Agreement		

Sponsors:

Code Sections:

Attachments:

1. [Agenda Report - City of Tucker Franchise Agreement](#)
2. [Franchise Agreement City of Norcross 07.12.2021](#)

Title
City of Tucker Franchise Agreement

Drafter
Steve Gaines



MAYOR **CRAIG NEWTON** · MAYOR PRO TEM **BRUCE GAYNOR** · COUNCILMEMBER **ANDREW HIXSON** · COUNCILMEMBER **JOSH BARE**
COUNCILMEMBER **MATT MYERS** · COUNCILMEMBER **ARLENE BECKLES** · CITY MANAGER **ERIC JOHNSON** · CITY CLERK **MONIQUE PHILIP**

Agenda Report

To: Mayor and Council
From: Steve Gaines, Electric Superintendent
Meeting Date: May 15, 2023 – Policy Work Session
Item No.: 23-6742
Title: City of Tucker Franchise Agreement
CC: Eric Johnson, City Manager

Recommendation

Staff recommends signature and execution of provided Franchise Agreement documentation.

Background

Norcross Power has had facilities in the City of Tucker since 1998. Recently, while extending infrastructure from the Wal-Mart to our newer Publix customer, the City of Tucker had requested the agreement.

Financial Impact

Franchise Fees to be paid to the City of Tucker

Consistent with Comprehensive Plan?

Yes- Goal 6 Furthering the City's Tradition of a High Level of Quality Services.

Next Steps

Sign and execute agreement and return to the City of Tucker

Attachments

Franchise Agreement City of Norcross 07.12.2021

STATE OF GEORGIA
CITY OF TUCKER

ORDINANCE O2021-06-11

ORDINANCE GRANTING FRANCHISE

To

CITY OF NORCROSS

By

CITY OF TUCKER

On

July 9, 2021

The within franchise accepted on

_____, 2021.

NORCROSS POWER

By: _____
President

Attachment: Franchise Agreement City of Norcross 07.12.2021 (23-6742 : City of Tucker Franchise Agreement)

ORDINANCE GRANTING PERMISSION AND CONSENT to City of Norcross, a Georgia municipality, and its successors, lessees, and assigns (hereinafter referred to collectively as the "Norcross") to occupy the streets and public places of the City of Tucker, Georgia, a municipality and political subdivision of the State of Georgia (hereinafter referred to as "Tucker"), in constructing, maintaining, operating, and extending poles, lines, cables, equipment, and other apparatus for transmitting and distributing electricity and for other purposes.

SECTION I. Be it ordained by the governing authority of Tucker that the authority, right, permission, and consent are hereby granted to Norcross, for a period of thirty (30) years from the date of Norcross's acceptance hereof, to occupy and use the streets, alleys, and public places of Tucker within the present and future corporate limits of Tucker as from time to time Norcross may deem proper or necessary for the overhead or underground construction, maintenance, operation, and extension of poles, towers, lines, wires, cables, conduits, insulators, transformers, appliances, equipment, connections, and other apparatus (hereinafter referred to collectively as "Norcross's Facilities") for the business and purpose of transmitting, conveying, conducting, using, supplying, and distributing electricity for light, heat, power, and other purposes for which electric current may be or become useful or practicable for public or private use, and to re-enter upon such streets, alleys, and public places from time to time as Norcross may deem proper or necessary to perform these functions, and to cut and trim trees and shrubbery when and where necessary, in the judgment of Norcross, to insure safe and efficient service.

SECTION II. Be it further ordained that the rights, permission, and consents herein contained are granted for the following considerations and upon the following terms and conditions:

1. Norcross shall pay into the treasury of Tucker on a quarterly basis no later than thirty (30) days after the last day of March, June, September and December throughout the term of this Agreement a sum of money equal to four percent (4%) of the gross sales of electric energy to customers served under residential, commercial, and industrial rate schedules within the corporate limits of Tucker. Norcross shall implement the franchise fee within forty-five days from the date of acceptance of the Franchise. If any payment required by this Agreement is not actually received by Tucker on or before the applicable date fixed in this Agreement, Norcross shall pay interest thereon, from the due date to the date paid, at a rate of one percent (1%) per month. Upon agreement of the Parties, Norcross may pay franchise fee by electronic funds transfer and in such event, Tucker agrees to provide to Norcross bank routing & account information for such purpose upon request of Norcross. No acceptance of any payment by Tucker shall be construed as an accord and satisfaction that the amount paid is in fact the correct amount or a release of any claim that Tucker may have for further or additional sums under this Agreement. Tucker may conduct an audit to ensure payments have been made in accordance with the Agreement and the audit period will be limited to three (3) years preceding the end of the quarter of the most recent payment.

2. The amount, if any, of any tax, fee, charge, or imposition of any kind required, demanded, or exacted by Tucker on any account, other than ad valorem taxes on property, shall operate to reduce to that extent the amount due from the percentage of gross sales provided for in paragraph 1 of this Section II.

3. Norcross shall fully protect, indemnify, and save harmless Tucker from all damages to persons or property caused by the construction, maintenance, operation, or extension of Norcross's Facilities, or conditions of streets, alleys, or public places resulting therefrom, for which Tucker would otherwise be liable.

4. Norcross shall, in constructing, maintaining, operating, and extending Norcross's Facilities, submit and be subject to all reasonable exercises of the police power by Tucker. Nothing contained herein, however, shall require Norcross to surrender or limit its property rights created hereby without due process of law, including adequate compensation, for any other purpose at the instance of Tucker or for any purpose at the instance of any other entity, private or governmental.

5. For purposes of paragraph 6 of this Section II, the term "Distribution Facilities" means poles, lines, wires, cables, conductors, insulators, transformers, appliances, equipment, connections, and other apparatus installed by or on behalf of Norcross (whether before or after the adoption of this ordinance) in the streets, alleys, or public places of Tucker for the purpose of distributing electricity within the present and future corporate limits of Tucker. Distribution Facilities do not include any of the following: (i) electric transmission lines with a design operating voltage of 46 kilovolts or greater (hereinafter referred to as "Transmission Lines"); (ii) poles, towers, frames, or other supporting structures for Transmission Lines (hereinafter referred to as "Transmission Structures"); (iii) Transmission Lines and related wires, cables, conductors, insulators, or other apparatus attached to Transmission Structures; (iv) lines, wires, cables, or conductors installed in concrete-encased ductwork; or (v) network underground facilities.

6. In the event that Tucker or any other entity acting on behalf of Tucker requests or demands that Norcross relocate any Distribution Facilities from their then-current locations within the streets, alleys, and public places of Tucker in connection with a public project or improvement to secure the public health and welfare or is otherwise required by Tucker in the exercise of a government function, then Norcross shall relocate, at its expense, the Distribution Facilities affected by such project or improvement. Norcross's obligations under this paragraph 6 shall apply without regard to whether Norcross has acquired, or claims to have acquired, an easement or other property right with respect to such Distribution Facilities and shall not affect the amounts paid or to be paid to Tucker under the provisions of paragraph 1 of this Section II. Notwithstanding the foregoing provisions of this paragraph 6, Norcross shall not be obligated to relocate, at its expense, any of the following: (i) Distribution Facilities that are located on private property at the time relocation is requested or demanded; (ii) Distribution Facilities that are relocated in connection with sidewalk improvements (unless such sidewalk improvements are related to or associated with road widenings, the creation of new turn lanes, or the addition of acceleration/deceleration lanes); (iii) streetscape projects or other projects undertaken primarily for aesthetic purposes; or (iv) Distribution Facilities that are converted from an overhead configuration or installation to an underground configuration or installation.

7. Tucker and Norcross recognize that both parties benefit from economic development within Tucker. Accordingly, when it is necessary to relocate any of Norcross's Facilities (whether Distribution Facilities, Transmission Lines, Transmission Structures, or other facilities) within Tucker, Tucker and Norcross shall work cooperatively to minimize costs, delays, and inconvenience to both parties while ensuring compliance with applicable laws and regulations. In addition, Tucker and Norcross shall communicate in a timely fashion to coordinate projects included in Tucker's five-year capital improvement plan, Tucker's short-term work program, or Tucker's annual budget in an effort to minimize relocation of Norcross's Facilities. Such communication may include, but is not limited to, (i) both parties' participation in the Georgia Utilities Coordinating Council, Inc. (or any successor organization) or a local utility coordinating council (or any successor organization) and (ii) both parties' use of the National Joint Utility Notification System (or any successor to such system mutually acceptable to both parties).

SECTION III. Be it further ordained that nothing contained in this ordinance shall limit or restrict the right of customers within the corporate limits of Tucker to select an electric supplier as may hereafter be provided by law.

SECTION IV. Be it further ordained that from time to time after the approval of this ordinance, Norcross and Tucker may enter into such additional agreements as Norcross and Tucker deem reasonable and appropriate; provided, however, that such agreements shall not be inconsistent with the terms and conditions of the franchise granted in this ordinance, shall not extend beyond the term of the franchise, and shall be enforceable separate and apart from the franchise.

SECTION V. Be it further ordained that Norcross shall, within thirty (30) days from the approval of this ordinance, file Norcross's written acceptance of the franchise granted in this ordinance with the Clerk of Tucker, so as to form a contract between Norcross and Tucker.

SECTION VI. Be it further ordained that upon such acceptance all agreements that may exist between Norcross and Tucker with respect to Norcross's use of Tucker's streets, alleys, and public places the provisions of this Franchise shall be controlling.

Adopted by the City Council of the City of Tucker, Georgia, at a meeting held on July 9, 2021.

Approved: _____

7/12/2021
Frank Auman, Mayor



I, Bonnie Warne, Clerk of the City of Tucker, Georgia, hereby certify that I was present at the meeting of the City Council of the City of Tucker, Georgia, held on July 9, 2021, which meeting was duly and legally called and held, and at which a quorum was present, and that an ordinance, a true and correct copy of which I hereby certify the foregoing to be, was duly passed and adopted by the City Council of the City of Tucker, Georgia, at said meeting.

IN WITNESS WHEREOF, I hereunto set my hand and the corporate seal of the City of Tucker, DeKalb County, State of Georgia, this 12th day of July, 2021.



Bonnie Warne
Bonnie Warne, City Clerk

2366241_1.DOC



MAYOR **CRAIG NEWTON** · MAYOR PRO TEM **BRUCE GAYNOR** · COUNCILMEMBER **ANDREW HIXSON** · COUNCILMEMBER **JOSH BARE**

COUNCILMEMBER **MATT MYERS** · COUNCILMEMBER **ARLENE BECKLES** · CITY MANAGER **ERIC JOHNSON** · CITY CLERK **MONIQUE PHILIP**

City of Norcross

Legislation Details (With Details)

File #:	23-6738	Version:	
Type #:	Agenda Item	Status:	Agenda Ready
On Agenda:	5/15/2023 6:30 PM	In Control:	Policy Work Session
Title:	Lighting and Holiday Décor Vendor Recommendation		

Sponsors:

Code Sections:

Attachments:

1. [Agenda Report - Lighting & Decorations Services](#)
2. [Request for Proposal \(PWUP 23-01\)](#)
3. [Lighting & Decorations Services & Maintenance \(PWUP 23-01\) - Proposals](#)
4. [Lighting Evaluation](#)

Title
Lighting and Holiday Décor Vendor Recommendation

Drafter
Shahin Khalili



MAYOR **CRAIG NEWTON** • MAYOR PRO TEM **BRUCE GAYNOR** • COUNCILMEMBER **ANDREW HIXSON** • COUNCILMEMBER **JOSH BARE**
COUNCILMEMBER **MATT MYERS** • COUNCILMEMBER **ARLENE BECKLES** • CITY MANAGER **ERIC JOHNSON** • CITY CLERK **MONIQUE PHILIP**

Agenda Report

To: Mayor and Council
From: Shahin Khalili, Landscape and Beautification Manager
Meeting Date: May 15, 2023 – Policy Work Session
Item No.: 23 - 6738
Title: Lighting and Holiday Décor Vendor Recommendation
CC: Eric Johnson, City Manager

Recommendation

Staff recommendation is to proceed with Carter 1 Enterprises as our Lighting and Holiday décor vendor.

Background

After direction from M&C to formalize our relationship between the City and our lighting vendor, we created an RFP to go out to bid on February 6th, 2023. After reviewing by the evaluation committee over s designated period, the consensus was unanimous to proceed with Carter 1 Enterprise due to overall strength of proposal and fee proposal.

Financial Impact

\$99,502.00 per year (vs. ~\$170,000.00 per year through FireFly, our current vendor).

Consistent with Comprehensive Plan?

Yes. GOAL 1 Continue to Define Norcross' Sense of Place.

Policy 1-8: Add value to our community through landscaping, lighting, signage, underground utilities, and building design.

Next Steps

If Mayor and Council approve staff's recommendation to move forward with Carter 1 Enterprises, staff will proceed with contractual agreements between the City and the vendor for work to begin as soon as both parties are ready.

Attachments

Request for Proposals (PWUP 23-01)

Lighting & Decorations Services & Maintenance (PWUP 23-01) - Proposals

Lighting Evaluations

Update

N/A

City of Norcross

Department of Public Works, Utilities & Parks

Request for Proposal (PWUP 23-01)

City Wide Lighting & Decorations Services & Maintenance

PROJECT SCOPE

The City of Norcross is requesting Sealed Proposals for City wide Annual lighting & Decorations & Maintenance Services for holiday and other events lighting and decorations for designated areas within the city of Norcross as illustrated on accompanied exhibits. The term of the initial agreement shall be for the 2023 holiday season. The intent of the RFP is to have a successful contractor enter into an agreement with the city for the desired services. The City of Norcross will retain the option, at its sole discretion, to award up to three (3) renewal periods of one (1) year each. The selected contractor will use creative ideas and concepts to ensure cohesiveness in the holiday theme and design of all lights and decorations in all areas designated by the City of Norcross in this RFP.

All work must be conducted according to industry standards

INSTRUCTIONS

All sealed proposals must be submitted by Friday, March 31, 2023, @ 11:00 AM to the address below: Please submit two hard (paper) copies and one soft (PDF or other electronic document on a CD) of your RFP package to:

Matthew Zaki, PE. CFM
PWUP 23-01
Department of Public Works, Utilities & Parks
345 Lively Avenue
Norcross, GA 30071

Please request RFP documents/specifications and submit questions via e-mail only. Submit questions/requests to Shahin Khalili via e-mail at Shahin.khalili@norcrossga.net. Addenda will be posted on the City of Norcross website. After the RFP is issued, no contact will be permitted between the vendors and any other city staff members or elected officials

All questions/requests must be submitted via e-mail prior to March 17, 2023.

MANDATORY: Pre-Bid Meeting

All vendors are required to attend a pre-bid meeting Friday, March 3, 2023 @ 10:00 a.m. @ 345 Lively Ave, Norcross, GA 30071.

The City of Norcross reserves the right to accept or reject any or all Proposals and award in the best of interest of the city.

We appreciate your interest in the City of Norcross!

Attachment: Request for Proposal (PWUP 23-01) (23-6738 : Lighting and Holiday Décor Vendor Recommendation)

Response assessment based upon:

- 1) Qualifications.
- 2) Experience.
- 3) References.
- 4) Thoroughness of response.
- 5) Cost

SPECIFICATIONS

The City of Norcross is seeking a company that will provide a creative and cohesive Holiday and special events display throughout the city. The city is attempting to develop the same level of services provided and for the contractor to propose any improvements throughout. The city of Norcross requires lighting and decorations in various locations. All respondents must thoroughly acquaint themselves with these locations.

The city of Norcross is requesting Sealed Proposals for City wide Annual lighting & Decorations & Maintenance Services for holiday and other events lighting and decorations for designated areas within the city of Norcross as illustrated on accompanied exhibits.

The term of the initial agreement shall be for the 2023 holiday season. The intent of the RFP is to have a successful contractor enter into an agreement with the city for the desired services. The City of Norcross will retain the option, at its sole discretion, to award up to three (3) renewal periods of one (1) year each. The selected contractor will use creative ideas and concepts to ensure cohesiveness in the holiday theme and design of all lights and decorations in all areas designated by the City of Norcross in this RFP.

All work must be conducted according to industry standards

REQUIREMENT

Estimates must include labor and all materials as specified; no substitutions for materials are allowed unless approved by owner.

I. GENERAL CONDITIONS

VENDORS ARE ADVISED TO THOROUGHLY UNDERSTAND THE GENERAL CONDITIONS AND SPECIAL PROVISIONS, PRIOR TO SUBMITTING THEIR PROPOSALS.

A. Qualifications

1. Proposals will be considered only from experienced and well-equipped Vendor(s) engaged in work of this type and magnitude.
2. Vendors may be required to submit evidence setting forth qualifications, which entitle his or her company for consideration as a responsible Vendor. A list of work of similar character successfully completed within the last two years may be required giving the location, size and listing of equipment available for use on this work. Before accepting any proposals, the City may require evidence of the Vendor's financial ability to successfully perform the work to be accomplished under the contract.

B. Guarantee to Accompany Proposal

1. If the proposal is greater than \$30,000.00, Proposals must be accompanied by a certified check or cashier's check or acceptable bid bond in an amount not less than five percent (5%) of the amount proposal per section, and failure to submit a bid bond will be cause for rejection.

C. Authority to Sign

1. The vendor should make sure that the legal proper name of his/her proprietorship, firm, partnership and/or corporation is printed or typed in the space provided on the Schedule of items.

D. Rights Reserved

1. City of Norcross reserves the right to reject all Proposals, to waive informalities or to re-advertise. It is understood that all Proposals are made subject to this agreement, that City of Norcross reserves the right to decide which Proposals it deems lowest and best. In arriving at this decision, full consideration will be given to the reputation of the Proposer, their financial responsibility, and work of this type successfully completed and past performance with the City of Norcross.
2. Proposers are advised to examine the lighting and decorations & maintenance specifications and all accompanied exhibits carefully and to make examinations of the site(s) of the proposed work as are necessary to familiarize themselves with location conditions, which may affect the proposed work. Proposers are also advised to inform themselves fully in regard to conditions under which the work will be performed. The City of Norcross will not be responsible for the Proposers errors or misjudgment, nor for any information on location conditions or general laws and regulations.
3. Any unauthorized additions, conditions, limitations, or provisions attached to the Proposal shall render it informal and may be cause for rejection.

E. Award of Contract

1. The contract will be awarded to the lowest responsive and responsible Proposer whose Proposal will be most advantageous to the City, price and other factors considered. The city is to make the determination.
2. The Proposal evaluation will be made on the following criteria, which are listed in descending order of importance

1. Strength of overall proposal	20 Points
a) Cohesive decorative expression	
b) Clear Understanding of requirements.	
2. Experience with same scale holiday for municipalities	25 Points
a) Number, type, quality, and scale of similar projects	
b) References from past projects	
3. Innovative, creative approaches to rendering the required services	15 Points
4. Proven Experience to complete projects in a timely manner	15 Points

5. Pricing

25 Points

Total Points available**100 Points**

3. Prior to award of the Contract, the successful Proposer will be required to submit a schedule to the City, demonstrating the Proposer's ability to commence and proceed in a timely manner. A Proposer's failure to demonstrate the ability to proceed as required may result in the award to the next lowest, responsive, and responsible proposer, as deemed in the City's best interest.
4. Failure to demonstrate the ability for contract execution and progression will result in, at the City's discretion, the award of any and/or all the Proposer's contracts to the next lowest responsible bidder or the re-advertisement and re-bidding of any and/or all these contracts.
5. Prior to execution of a Contract, if the contract amount is greater than \$30,000.00, a Contract Performance Bond and a Payment Bond, each equal to 100% of the Contract amount per section, must be provided by the successful Proposer by a surety company qualified to do business in the State of Georgia with an AM Best rating of B+ or higher and satisfactory to the City of Norcross. Bonds given shall meet the requirements as listed in this RFP package.

F. Production Requirements

1. Time is of the utmost importance of this project. The successful Proposer will be required to commence work within ten (10) calendar days from the receipt of the Notice to Proceed and must carry on with utmost diligence in order to complete the work according to the Lighting and Decorations specifications in the RFP.

G. Prices and Invoicing Progress Payments and Retainage

1. Prices shall be provided based on the prices and fee schedule provided in Vendor's response. Vendor shall submit an invoice with NET 30-day payment terms for services performed for the City of Norcross under the terms of the executed contract. The invoice shall be directed to Shahin Khalili, Landscape and Beautification Manager @ 345 Lively Ave, Norcross, GA 30071. The invoice shall contain a complete itemization of delivered goods and/or services. The total amount due, invoice number, invoice date, the designated project number, if applicable, and the City of Norcross' purchase Order Number.
1. The City shall retain a maximum of 10 percent of each progress payment; provided, however, when 50 percent of the contract value including change orders and other additions to the contract value provided for by the contract documents is due and the manner of completion of the contract work and its progress are reasonably satisfactory to the City, the City shall withhold no more retainage. At the discretion of the City and with the approval of the Contractor, the retainage of each subcontractor may be released separately as the subcontractor completes his or her work.

H. Location and Site(s)

1. The site(s) of the proposed work is as provided in the property names and locations table and exhibits in Appendix I. All work is within City limits of the City of Norcross, Georgia.
2. The vendor shall accept the site(s) in its present condition and carry out all work in accordance with the requirements of the specifications as indicated on the drawings or as directed by the Department of Public Works, Utilities and Parks, if applicable.
3. The vendor, before submitting a bid Proposal is required to visit the site(s) and acquaint himself/herself with the actual conditions and the location of any and/or all obstructions that may exist on the site(s). The site(s) visit(s) must be confirmed by the Project Manager.
4. The vendor is responsible for the location of above and below ground utilities and structures, which may be affected by the work.

I. Compliance with OSHA Standards and Regulations

The work connected with this Contract shall be performed in accordance with all applicable OSHA regulations and standards including any additions or revisions thereto, until the job is completed and accepted by the City of Norcross.

J. Non-Collusion

Vendor(s), by submitting signed Proposal, certify that the accompanying Proposal is not the result of, or affected by, any unlawful act of collusion with any other person or company engaged in the same line of business or commerce, or any other fraudulent act punishable under Georgia or United States law.

K. Materials

1. Unless otherwise specified in the Contract Documents, Vendor shall provide and assume full responsibility for all services, materials, equipment, labor, transportation, equipment and machinery, tools, appliances, fuel, power, light, heat, telephone, water, sanitary facilities, temporary facilities, and all other facilities and incidentals necessary for the completion of the Work.
2. All materials and equipment incorporated into the Work shall be of good quality and new, except as otherwise provided in the Contract Documents. All special warranties and guarantees required by the Specifications shall expressly run to the benefit of Owner.

L. Inspection

City of Norcross does not commit to have a full-time inspection or testing of work while in progress or at sources of materials furnished. Any lack of inspection and/or testing will in no way relieve the Vendor of his responsibility to provide quality workmanship in accordance with the specifications. Base placement and subgrade prep will be inspected by the City of Norcross, at the City's cost. Any test ordered under the supervision of the city that fail to meet standards and retesting is required will be at the Vendors expense.

M. Contract Requirements

1. Successful vendor is required to do the following within ten (10) days of Notice:
 - a) Return to Department of Public Works contract documents executed by the authorized representative attested by the corporate secretary treasurer.

- b) Provide Insurance Certificates as specified in the RFP documents.
 - c) Provide bonding as required by the RFP documents
2. Failure to execute the Contract, Contract Performance Bond and Payment Bond, or furnish satisfactory proof of carriage of the insurance required within ten days after the date of Notice of Award of the Contract may be just cause for the annulment of the award and for the forfeiture of the RFP guaranty of City of Norcross, not as a penalty, but as liquidation of damages sustained. At the discretion of the City, the award may then be made to the next lowest, responsible bidder, or the work may be re-advertised or constructed by City forces. The Contract and Contract Bonds shall be executed in duplicate.

N. Miscellaneous Provisions

1. Schedule: The Vendor shall provide to Shahin.Khalili@norcrossga.net a schedule of activities. The schedule must be presented at least seven (7) days prior to work commencing in order to notify residents and/or businesses.
2. Work Hours: No work shall take place on Sunday unless approved by the City of Norcross. The Vendor shall submit to the City of Norcross a written request at least seven (7) days prior to the weekend work. See City Ordinance Sec. 26-22.
3. Detour/Closures: All road closures and detours shall be approved by the Norcross Department of Public Works, Utilities and Parks
4. Disposal of Refuse: The Vendor shall be solely responsible for disposing of materials and shall take into account, before submitting proposal the compliance with the above stated ordinances and regulations. Disposal of debris must be done in a lawful manner, in accordance with all applicable federal, state and/or local laws, statutes, rules, ordinances, and/or regulations. All trash and debris shall be collected and removed from the site(s) on the day of service. The Vendor will not be permitted to burn any of the materials on site(s) or within the boundary limits of Norcross, Georgia. The City is contracted with Waste Management; thus the Vendor must use their services for waste removal.

RFP PACKET CHECKLIST

PROJECT: _____

RFP DATE: _____

Enclosed with this RFP Packet are the following Forms and instructions. Use this checklist to ensure you have properly completed all Forms. You must return the following pages to be eligible for consideration of this project.

- _____ Two Hard Copies & One Electronic Copy of RFP
- _____ RFP Form
- _____ Bid Bond or Certified Check, if bid is over \$30,000
- _____ Certificate of Liability Insurance
- _____ E-Verify Contractor & SAVE Affidavits
- _____ Reference Page
- _____ Ship Proposal to:

City of Norcross
 345 Lively Avenue
 Norcross, GA 30071
 Attn: Matthew Zaki, Director of Public Works, Utilities
 and Parks

Attachment: Request for Proposal (PWUP 23-01) (23-6738 : Lighting and Holiday Décor Vendor Recommendation)

References for _____

The Vendor must provide at the time of RFP opening a list of contact numbers, addresses and a contact person from three (3) jobs completed having similar specification within the metro Atlanta area.

City of Norcross requests a minimum of three (3) references where work of a similar size and scope has been completed.

1. Company Name: _____
 Description of Project: _____
 Completion Date: _____
 Contact Person: _____
 Telephone: _____ Fax: _____
 Email address: _____

2. Company Name: _____
 Description of Project: _____
 Completion Date: _____
 Contact Person: _____
 Telephone: _____ Fax: _____
 Email address: _____

3. Company Name: _____
 Description of Project: _____
 Completion Date: _____
 Contact Person: _____
 Telephone: _____ Fax: _____
 Email address: _____

Appendix I

Annual Light & Décor Services

Attachment: Request for Proposal (PWUP 23-01) (23-6738 : Lighting and Holiday Décor Vendor Recommendation)

**CITY OF NORCROSS ANNUAL LIGHTING AND
DECORATIONS MAINTENANCE
TREES, PARKS, & STREETScape LIGHTING**

Services to include all labor necessary to complete work proposed. The services include.

- Contractor to wrap all designated trees in selected areas (both listed below), with color changing, mini-LED light strands. Trees will be wrapped throughout the branching of the tree. These lights and strands will be owned, maintained by the contractor.
- Contractor to visually inspect each tree once a month to ensure that light strands are not too tight due to tree growth; replace light strands that are damaged or dim. Inspection shall be completed during the first week of each month unless alternate schedule agreed to by City representative and the contractor.
 - Unwrap and re-wrap trees as needed to loosen light strands and prune dead, diseased or hazardous branches as needed.
- Visually inspect the roof lighting on Thrasher Park gazebo, Depot, and Cotton Gin to ensure all lights are working and clips are in place.
- Visually inspect the flagpole lighting at the Depot, City Hall, Public Works building, and the Rectory.
- Visually inspect and adjust colors of the 8 up-lights around the rotunda of the City Hall building. Adjustments will be done remotely from an App the contractor will have access to.
- Set-up, move and operate city-owned GOBO projectors with appropriate disc displays as needed per event and holiday.
- Visually inspect all landscape lighting, including:

1) S. Peachtree St.

-Shopside

- 4 crape myrtles
- 18 Chinese Elms
- 2 smaller Crape Myrtles at crosswalk

-Trackside

- 13 Chinese Elms
- 2 Ginkgo
- 4 Maple
- 5 Chinese Pistache
- 2 smaller Crape Myrtles at crosswalk

2) Jones St.

- 4 Chinese Elms
- 6 Eastern Redbuds
- 7 Crape Myrtles
- 1 Chinese Pistache

3) Lawrenceville St.

- 6 crape myrtles

- Step lights, in-grade and above-grade up-lights, and column top lights for Thrasher Park, Lillian Webb Park, and Betty Mauldin Park.
- Lighting behind City Hall.

- Bollards at Lillian Webb Park and along sidewalk next to Iron Horse Tavern parking lot.
- Walkway and up-lights at the Rectory, up-lights on signage at Lionheart, up-lights at the Welcome Center, and up-lights at Thrasher Park EDC monument.
- Lighting on the signage along Lawrenceville Street.
- Strand and bulbs over Skin Alley
- Lights around perimeter of raised planters at the library plaza.
- Services to include one call a month for emergency repairs.
- Services include replacement of light strands or drivers; replacements that are not covered in this scope will require prior approval before replacing.
- Services does not include replacement* of photocells, outlets, power boxes, fixtures, or lamps; replacements will be billed as required.

Rent/Install/Maintenance Costs: _____

* Each bid should include cost for the city of Norcross to rent the year-round landscaping/tree wrapping lights from contractor. All tree wrapping lights will need to be color changing, mini-LED bulbs, capable of being changed to a wide range of colors. This is separate from the seasonal Christmas/Holiday lighting and decorations in which the city of Norcross owns.

Examples of expectations-



Appendix II

City-Wide Christmas Services

Attachment: Request for Proposal (PWUP 23-01) (23-6738 : Lighting and Holiday Décor Vendor Recommendation)

City of Norcross Christmas Lighting and Decoration locations

Costs for the areas listed below must include setup, installation, maintenance, and takedown, All Christmas/Seasonal lights and decorations in this category are already owned by the city.

Discovery Garden Park-

- Multicolor garland (8 strands) swagged on both sides' arbor with (10) Bows.
- 24" LED wreaths on the each of the two columns at the 3 entrances with bows.
- Canopy wrap the Spruce with MC LED mini lights.
- Install icicle lights on the pavilion roof.
- Install a LED wreath on the light pole.

Reuse Costs: _____

Welcome Center-

- Install LED icicle lights on the front.
- Install 4 LED wreaths on the front porch windows.

Reuse Costs: _____

Cotton Gin-

- Install a 72" LED wreath on the front of the building.
- Install (1) 48" and (7) 36" LED wreaths on the building facing City Hall. (4 on windows of top floor, 3 in between windows on bottom floor)

Reuse Costs: _____

City Hall-

- 18" garland on city hall front
- 24" Bows (10)
- Install (9) 96" LED wreaths on the front of the rotunda.

Reuse Costs: _____

Betty Mauldin Park-

- Install (~30) Supernova 4' warm and cool white LED hanging lights with motion in the large Elm tree.
- Install garland with bows on the bell tower.

Reuse Costs: _____

Heritage Park-

- Install (5) 9' full LED trees on Heritage hillside above the wall.
- Install Supernova (~26) 4' warm and cool white LED hanging lights with motion in the trees around the park.
- Install a LED wreath on the Lionheart wall.

Reuse Costs: _____

Garland/Wreaths-

- Install 36" LED wreaths on all the decorative poles on HB, South Peachtree, Park, Jones, Lawrenceville St, Britt, College, and Skin Alley.
- Install unlit garland on all the benches along HB, South Peachtree, Park, Jones, Lawrenceville St, Britt, College, and Skin Alley.

Reuse Costs: _____

Lillian Webb Park-

- Wrap 6 Crape Myrtles with R/W LED mini lights in front of platforms/stairs.
- Install LED icicles on the pergolas by the splashpad.
- Install the Three Arches on the splashpad.
- Gazebo- Install 9'x14" LED garland on the arches.
- Canopy the large Arborvitae trees by the gazebo with LED mini lights.
- Install icicle lights on the bathroom building.
- Install LED wreaths on the stone columns on college Street.
- Branch wrap the Crape Myrtle trees on College with LED mini lights.
- Branch wrap the trees along the top of the wall in the tree beds with LED mini lights.
- Wrap ~9 Black Gum trees by library turnaround with LED multi color mini lights.
- Wrap canopy of 3 Water Oaks off Britt Ave. with single color mini-LED lights.
- Wrap 3 Crape Myrtles on corner of Britt Avenue with multicolor mini-LED lights

Reuse Costs: _____

Holcomb Bridge Road-

- Branch wrap all the trees on both sides from Buford Hwy to S. Peachtree with R/G/W LED mini light.
- Install Large Potted Poinsettia's at the corner of HB and S Peachtree with lights.
- Install the Gobo Projector on the side of Dominick's.

Reuse Costs: _____

South Peachtree Street-

- Branch wrap the 4 Crape myrtles at the crosswalk with different color LED mini lights.
- Install a group of artificial trees (3 large, 2 small) with Gold/Silver ornaments in the lawn on the side of the Depot.
- Install LED wreaths on the columns at Veteran's Park
- Install the large projector on the Masonic Lodge upper fascia.

Reuse Costs: _____

Skin Alley/Jones-

- Install Lit gift boxes on the luggage cart on skin alley.
- Install 2 tower trees with lights along skin alley.
- Install 4 special (white and metal) wreaths on the skin alley poles and compactor.
- Install icicle lights on the compactor roof.
- Install large Santa and group of 3 tower trees at Jones.
- Branch wrap the Maddox Crape myrtle trees along Skin alley.
- Install the Gobo projector on the side of the old bank.

Reuse Costs: _____

Thrasher Park

-

- Install LED wreaths on the columns at the corner entrances.
- Install LED light on the roof of the bathroom building.
- Install icicle lights on the bandshell roof.
- Install garland and wreaths on the bandshell stage wall.
- Hang large snowflakes in the large trees.
- Install icicle lights on the gazebo.

Reuse Costs: _____

Rossie Brundage Park -

- Install (~26) Supernova 3-4' hanging LED lights with motion in the trees of the park.
- Install 36" LED wreaths on the light poles around the park.

Reuse Costs: _____

Pinnacle Park-

- Install LED icicle lights on the two gazebos.
- Install an LED MC wreath on the bathroom building.

Reuse Costs: _____

College Ave.-

- All trees in planters wrapped with multicolor mini-LED lights.

Reuse Costs: _____

Rectory Building-

- Install 3 LED wreathes on wall facing the Cultural Arts building.

Reuse Costs: _____

Appendix III

City Hall Lighting Schedule

Attachment: Request for Proposal (PWUP 23-01) (23-6738 : Lighting and Holiday Décor Vendor Recommendation)

City Hall Lights						
App: Inspiration 2.0 PW: NorcrossCityH1						
Event	Holiday Date	Event Date (if applicable)	Start	End	Color(s)	
SEC Championship	9-Jan		10-Jan	13-Jan	L1 - L8	Red
MLK Day	16-Jan		13-Jan		L1, L2, L3	Red
					L4, L5	White
					L6, L7, L8	Blue
Valentine's Day	14-Feb	2/10 & 2/11	9-Feb	16-Feb	L1, L3, L5, L7	Red
					L2, L4, L6, L8	Pink
St Patrick's Day	17-Mar	18-Mar	16-Mar	20-Mar	L1 - L8	Green
Autism Awareness	2-Apr		30-Mar	3-Apr	L1 - L8	Blue
Easter	9-Apr	8-Apr	7-Apr	10-Apr	TBD	
PD Week	5/14 - 5/20		15-May	19-May	L1 - L8	Blue
Memorial Day	29-May	29-May	25-May	30-May	L1, L2, L3	Red
					L4, L5	White
					L6, L7, L8	Blue
Bluesberry		24-Jun	22-Jun	26-Jun	L1 - L8	Blue
4th of July	4-Jul	3-Jul	29-Jun	6-Jul	L1, L2, L3	Red
					L4, L5	White
					L6, L7, L8	Blue
Purple Heart	7-Aug	4-Aug	3-Aug	8-Aug	L1 - L8	Purple
September 11th	11-Sep	11-Sep	8-Sep	12-Sep	L1, L2, L3	Red
					L4, L5	White
					L6, L7, L8	Blue
Halloween	TBD					
Veterans Day	11-Nov	11-Nov	9-Nov	13-Nov	L1, L2, L3	Red
					L4, L5	White
					L6, L7, L8	Blue
Christmas	25-Dec	1-Dec	27-Nov	2-Jan	L1, L3, L5, L7	Red
					L2, L4, L6, L8	Green

Appendix IV

Downtown Décor Schedule

Event	Event Date	Lighting	Locations	Install	Plug In	Uninstall
Valentine's	2/10/23 & 2/11/23	Small Projector	Community Center	8-Feb	10-Feb	14-Feb
		Large Projector	Masonic Lodge			
		Small Projector	Dominick's			
		Tree Lights	Rectory			
St Patrick's Day	3/18/2023	Small Projector	Dominick's	9-Mar	11-Mar	21-Mar
		Large Projector	S Peachtree			
Memorial Day	5/29/2023	2 Wreaths	Lillian Webb Park	25-May	N/A	30-May
		2 Wreaths	Bell Tower			
		2 Wreaths	Veterans Park			
		2 Wreaths	Thrasher Park			
		Small Projector	Masonic Lodge	22-May	25-May	
		Tree Lights	Jones st			
Red, White, & Boom	7/3/2023	Small Projector	Masonic Lodge	N/A	30-Jun	6-Jul
		Tree Lights	Jones St			
		Tree Lights	4 Crosswalk trees	27-Jun		
		2 Wreaths	Lillian Webb Park	30-Jun	N/A	
		2 Wreaths	Bell Tower			
		2 Wreaths	Veterans Park			
		2 Wreaths	Thrasher Park			
Purple Heart	8/4/2023	2 Ribbons	Lillian Webb Park	1-Aug	N/A	7-Aug
		2 Ribbons	Bell Tower			
		2 Ribbons	Veterans Park			
		2 Ribbons	Thrasher Park			
September 11th	9/11/2023	2 Wreaths	Bell Tower	8-Sep		12-Sep
Veterans Day	11/11/2023	2 Wreaths	Veterans Park	10-Nov		14-Nov
Christmas	12/1/2023	Refer to Appendix II				

Appendix V

Inspiration Control System App instructions



INSPIRATION CONTROL SYSTEM

Solid State LED Color Tuning

TOOLS NEEDED:



Inspiration Control System on iOS Device

By Others

PLEASE REVIEW THE IMPORTANT SAFETY INFORMATION BEFORE OPERATING YOUR FIXTURE(S) WITH THE INSPIRATION CONTROL SYSTEM MOBILE APPLICATION.

INSTRUCTIONS PERTAINING TO A RISK OF FIRE, OR INJURY TO PERSONS IMPORTANT SAFETY INSTRUCTIONS

Lighted lamp is HOT!
WARNING - To reduce the risk of FIRE OR INJURY TO PERSONS:

Turn off/unplug and allow to cool before replacing lamp.

Lamp gets HOT quickly! Contact only switch/plug when turning on.

Do not touch hot lens, guard, or enclosure (see diagram/picture).

Keep lamp away from materials that may burn.

Do not touch the lamp at any time. Use a soft cloth. Oil from skin may damage lamp.

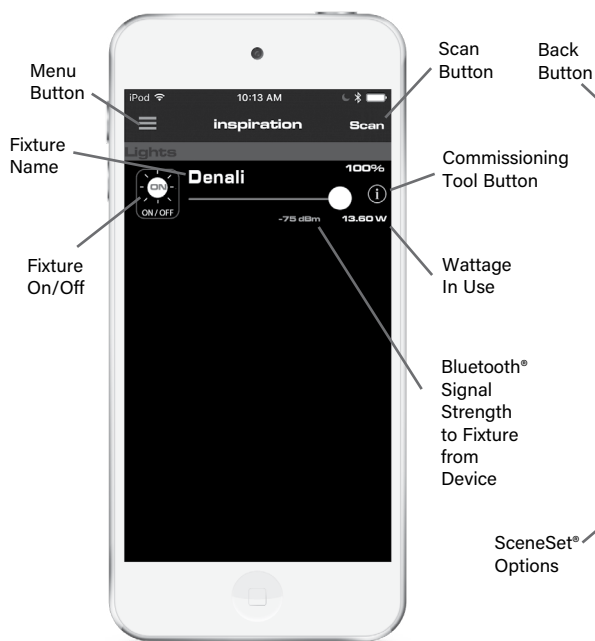
Do not operate the luminaire fitting with a missing or damaged shield.

SAVE THESE INSTRUCTIONS

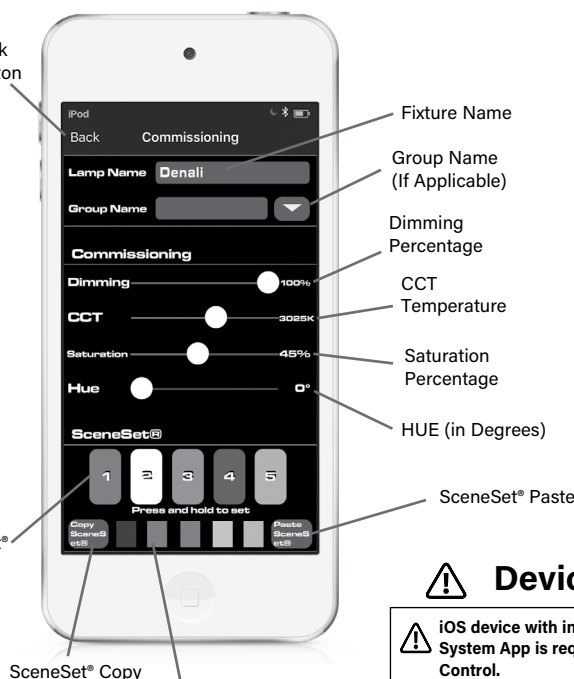
IMPORTANT SAFETY INFORMATION - READ, FOLLOW, AND SAVE ALL SAFETY AND INSTALLATION INSTRUCTIONS

- Product must be installed by a qualified person in a manner consistent with its intended use and in compliance with the National Electrical Code, Canadian Electrical Code, and all Local and Provincial Codes.
- Follow product label information and instructions.
- Qualified Personnel must perform all servicing or relamping of this product.
- Before wiring to power supply and during servicing or relamping, turn off power at fuse or circuit breaker before service.
- The use of accessory equipment not recommended by the manufacturer or installed contrary to instructions may cause an unsafe condition. The use of damaged components may cause an unsafe condition and void product warranty.
- Do not block light emanating from product in whole or part as this may cause an unsafe condition.
- Never operate the fixture with missing or damaged lens. Lens must be cleaned on regular basis.
- Entire fixture may become extremely hot. Do not touch lens or fixture body. Do not touch the lamp at any time. Use a clean, dry, soft cloth to handle the lamp. Oil from skin may damage the lamp and cause it to rupture.
- Replace lamp only with correct wattage and type of lamp marked on fixture label.
- All gaskets, o-rings and sealing surfaces must be kept clean during installation and service; failure to do this may cause an unsafe condition and void product warranty.

Main Menu Screen



Commissioning Tool Screen



Device Requirement



iOS device with installed Inspiration Control System App is required for Bluetooth® Wireless Control.

Bluetooth® version 4.0 or higher required.

iOS Devices:

iPhone - iPhone 4s or newer
iPad - 3rd Gen iPad or newer
iPad Mini
iPad Air
iPod - iPod Touch 5th Gen or newer

iTunes®, iPad mini®, iPad Air®, iPod® are trademarks of Apple Inc. Bluetooth® is a registered trademark of Bluetooth SIG, Inc.

IMPORTANT SAFETY INFORMATION - READ, FOLLOW, AND SAVE THESE INSTALLATION INSTRUCTIONS

B-K LIGHTING

40429 Brickyard Drive • Madera, CA 93636 • USA
559.438.5800 • FAX 559.438.5900
www.bklighting.com • info@bklighting.com

RELEASED
09/29/2020

REFERENCE NUMBER
INS-2504-00

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Packet Pg. 153

Attachment: Request for Proposal (PWUP 23-01) (23-6738 : Lighting and Holiday Décor Vendor Recommendation)

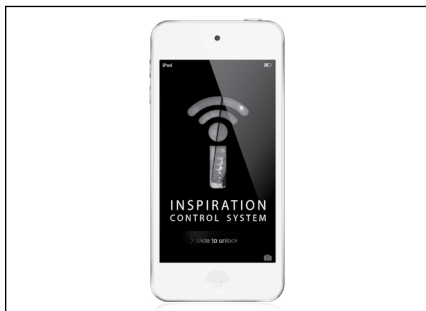


INSPIRATION CONTROL SYSTEM

Solid State LED Color Tuning

⚠️ iOS device (Not Included) with installed B-K Lighting Inspiration Application required for use.

Wireless Bluetooth® Controls with Inspiration Application



Download the Inspiration™ App from the iTunes® App Store and install. Check device for compatibility. Device with Bluetooth® version 4.0 or higher is required.

iOS Devices:

- iPhone** - iPhone 4s or newer
- iPad** - 3rd Gen iPad or newer
- iPad Mini
- iPad Air
- iPod** - iPod Touch 5th Gen or newer

CREATE ACCOUNT

1. Create a new account by entering desired user name (email address) and password. Hit the 'next' button.
2. Confirm password by entering it again. Hit the 'Confirm' button to continue.

LOG IN WITH AN ACCOUNT

3. Log in to an existing account by entering in your user name (email address) and password.

Inspiration Application Home Screen



1. Ensure fixtures that are part of the Inspiration Control System are powered on. Application will scan for available fixtures upon login.
2. If additional fixtures need to be scanned, press the 'scan' button on upper right, and the application will re-scan for all available fixtures.

⚠️ Note: Bluetooth® must be available and powered on operating device. iOS device must be within signal range of fixture for wireless operation.

3. Intensity is controlled via the slider on the application home screen. Holding circle and dragging will adjust dimming amount. Pressing and holding circle will bring up numeric keypad for direct entry of dimming percentage.

ICONS ON RIGHT OF SLIDER

GREEN - If icon is green, press icon to continue to commissioning tool screen.

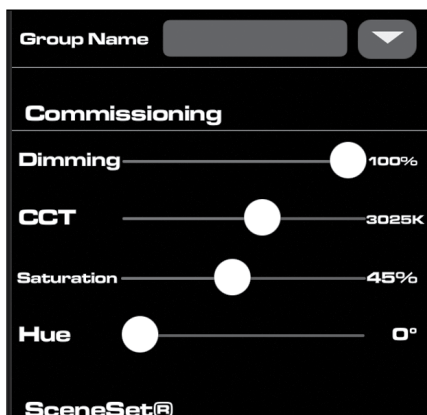
RED ICON- If icon is red, account is not logged in, the fixture is locked by another account, and cannot be controlled.

MAGENTA ICON- If the icon is magenta, the fixture is assigned to logged in user name, but under a different password. The fixture cannot be controlled until proper password is entered.

Signal Range:

Denali Series™ - Up to 5ft from fixture location
Nite Star Series™ - Up to 40ft from fixture location

Commissioning Tool Screen



1. The dimming range is detected automatically. Tapping on side of slider will adjust dimming percentage.

Pressing and holding circle on slider will bring up numeric keyboard for direct entry.

⚠️ Note: Adjust-e-Lume® fixtures will not have CCT, Saturation or Hue options available.

2. The CCT range is detected automatically. Tapping on side of slider will adjust CCT. Pressing and holding circle on slider will bring up numeric keyboard for direct entry.

⚠️ Note: When adjusting CCT, Hue and Saturation must both be set to 0.

3. Saturation adds gradients of color to a white point. It can be adjusted in increments of 1%, from 0% to 100%. Tapping on side of slider will adjust Saturation.

Pressing and holding circle on slider will bring up numeric keyboard for direct entry.

4. Hue enables different colors to be added to light in values from 1 to 60 in increments of 1 degree.

Tapping on side of slider will adjust Hue. Pressing and holding circle on slider will bring up numeric keyboard for direct entry.

RENAMING FIXTURE(S)

5. Tap name of fixture to bring up keyboard. Rename as needed, then hit 'done'.

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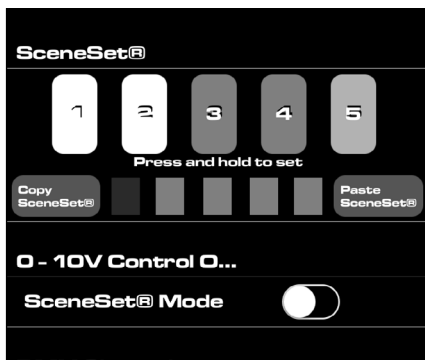


INSPIRATION CONTROL SYSTEM

Solid State LED Color Tuning

⚠️ iOS device (Not Included) with installed B-K Lighting Inspiration Application required for use.

SceneSet®



SceneSet®

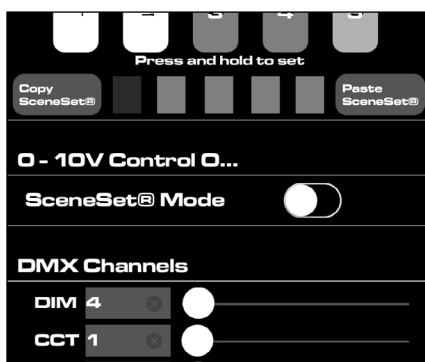
SceneSet® allows for up to five scenes to be programmed into the lamp, then recalled by tapping one of the SceneSet® buttons.

1. To save a scene, set fixture to desired settings. Press and hold one of the SceneSet® buttons until either a beep is heard or the device vibrates. The button will then display the dominant color of the scene as a visual cue.
2. If fixture is assigned in a group, the 'Apply to Group' button is displayed. Tapping the button will apply scene to entire group.

COPY and PASTE SceneSet® FEATURES

1. The 'Copy SceneSet®' button will copy all 5 current color scenes, and display them in smaller rectangles below.
2. Select fixture to copy to from the main screen, then select scene. Hit 'Paste SceneSet®' button.

SceneSet® 0-10V Control Option

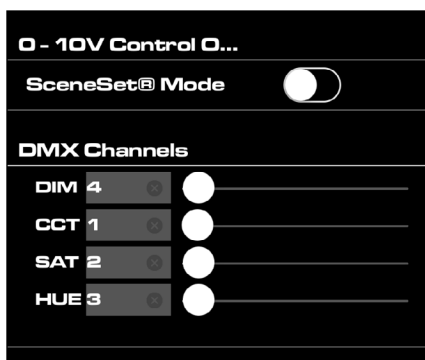


SceneSet®

SceneSet® allows for 0-10V Control Options if selected.

To switch between SceneSet® mode with 0-10V controls or not, simply toggle the option with a tap of the button.

DMX Channels



DMX Channels Setup

The Inspiration application allows for setting DMX channels for Dimming, CCT, Saturation and Hue.

To set a channel number for each of the options, press and hold circle, then slide to the desired channel or tap on the number box to bring up numeric keyboard for direct entry.

The channel number in the Inspiration application **must** match the equivalent channel number in the DMX control panel in order to work correctly.

Remainder of the setup takes place in the DMX control panel.

NOTE:

If fixture was not ordered for use with a DMX system, then fixture is not supplied with DMX connector and will NOT support this set up tool.

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Packet Pg. 155

INSPIRATION CONTROL SYSTEM

Solid State LED Color Tuning



Creating Groups



CREATING GROUPS

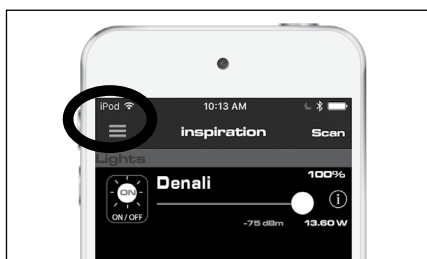
1. To add a new group, log into your account. Access the menu on the upper left side.
2. The option to 'Add New Group' appears on the screen. You must be logged in for this option to appear. Click the 'Add New Group' button.
3. Name new group. Select fixtures belonging to the group. Application will take you to the main screen to select fixtures. Fixtures in a group will be indented on the main screen.

Note: Only fixtures with the same module can be grouped together.

DELETING GROUPS

1. To delete a group, go to the Commissioning Screen. Select the group name, then hit 'Cancel'. This will delete the group. The fixture should no longer associated with a group.

Additional Menu Options



OPTIONS MENU

Log into your account. Access the menu on the upper left side.

Discovery Distance - This option changes the discovery distance. When commissioning fixtures, reducing the discovery distance enables connection to the closest lamp.

Logout - This option logs the user out of the current account.

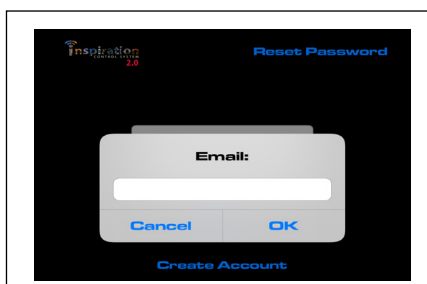
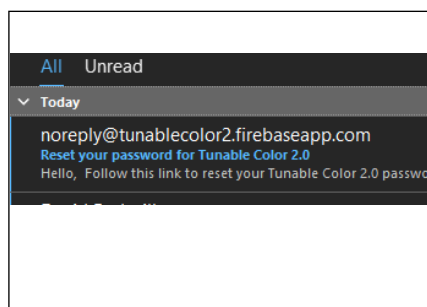
Change Password - This option only shows when logged in. Changing the password will change the current account password. This will securely lock the fixtures commissioned with the original password, and the icons for those lamps on the main screen will change to magenta.

Note: To change the locked fixtures, enter the original account password.

Resetting Your Account Password

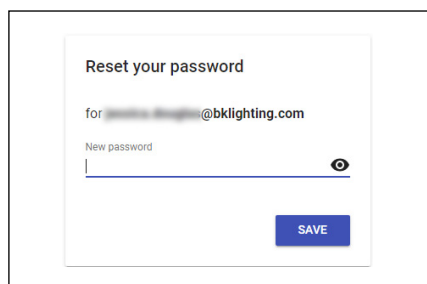


1. Tap "Reset Password" in the upper right corner of the Sign In screen.
2. Enter the email address associated with your Inspiration 2.0 account, then tap "OK" to be sent a password reset link to the email address entered.
3. You will receive an email from noreply@tunablecolor2.firebaseio.com with a password reset link. Clicking the link will prompt you to enter a new password and save it. You will then be able to login with the associated email and new password.



ACCOUNT & PASSWORD RESET

For a full account reset please contact the B-K Lighting technical sales department at
(559) 438-5800.



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Packet Pg. 156

Criteria	Max Score
Price	25
Experience with same scale work	25
Strength of overall proposal	20
Innovation & Creativity	15
Proven experience to complete projects timely	15
Total	100

	SAVA	Carter 1
Criteria	Score	Score
Price	14.67	22.67
Experience with same scale work	16.67	16.00
Strength of overall proposal	14.67	16.00
Innovation & Creativity	7.33	10.67
Proven experience to complete projects timely	13.33	15.67
Total Score	66.67	81.00



MAYOR **CRAIG NEWTON** · MAYOR PRO TEM **BRUCE GAYNOR** · COUNCILMEMBER **ANDREW HIXSON** · COUNCILMEMBER **JOSH BARE**

COUNCILMEMBER **MATT MYERS** · COUNCILMEMBER **ARLENE BECKLES** · CITY MANAGER **ERIC JOHNSON** · CITY CLERK **MONIQUE PHILIP**

City of Norcross

Legislation Details (With Details)

File #:	23-6740	Version:	
Type #:	Agenda Item	Status:	Agenda Ready
On Agenda:	5/15/2023 6:30 PM	In Control:	Policy Work Session
Title:	Invitation to Bid - Street Striping and Markings		

Sponsors:

Code Sections:

Attachments:

1. [Agenda Report - Invitation to Bid - Street Striping and Markings](#)

Title

Invitation to Bid - Street Striping and Markings

Drafter

John Davis



MAYOR **CRAIG NEWTON** • MAYOR PRO TEM **MATT MYERS** • COUNCILMEMBER **ANDREW HIXSON** • COUNCILMEMBER **JOSH BARE**
COUNCILMEMBER **BRUCE GAYNOR** • COUNCILMEMBER **ARLENE BECKLES** • CITY MANAGER **ERIC JOHNSON** • CITY CLERK **MONIQUE LANG**

Agenda Report

To: Mayor and Council

From: John Davis, Public Works Superintendent

Meeting Date: May 15, 2023 – Policy Work Session

Item No.: 23 - 6740

Title: ITB - Street Striping and Markings.

CC: Eric Johnson, City Manager

Recommendation

Public Works is seeking approval to move forward with an Invitation to Bid (ITB) for Street Striping and Markings.

Background

This project will consist of re-striping crosswalks, stop bars, bolder lines, and double yellow lines throughout the City. This will provide information about conditions ahead and separate traffic flowing in opposite directions.

Financial Impact

This project will be funded by the 2017 SPLOST grant fund.

Consistent with Comprehensive Plan?

Yes. GOAL 3 Increase Opportunities for Travel via Different Modes within and Outside the Community.

Policy 3-4: Enhance the existing roadway network to improve safety and limit congestion.

The Restriping Project is to provide pavement markings and visibility for the safety of roadway users, by indicating which part of the road to use.

Next Steps:

Staff will create and advertise an ITB on all platforms and begin requesting bids from contractors.

Attachments

N/A



MAYOR **CRAIG NEWTON** · MAYOR PRO TEM **BRUCE GAYNOR** · COUNCILMEMBER **ANDREW HIXSON** · COUNCILMEMBER **JOSH BARE**

COUNCILMEMBER **MATT MYERS** · COUNCILMEMBER **ARLENE BECKLES** · CITY MANAGER **ERIC JOHNSON** · CITY CLERK **MONIQUE PHILIP**

City of Norcross

Legislation Details (With Details)

File #:	23-6737	Version:	
Type #:	Agenda Item	Status:	Agenda Ready
On Agenda:	5/15/2023 6:30 PM	In Control:	Policy Work Session
Title:	Janitorial Services Contract Award Recommendation		

Sponsors:

Code Sections:

Attachments:

1. [Agenda Report - Janitorial Services Contract Award](#)
2. [RFP 03-03 Janitorial Cleaning Service](#)
3. [Janitorial Cleaning Service \(RFP-03-03\) - Proposals](#)
4. [Janitorial Cleaning Services Evaluation](#)
5. [2015 Janitorial Services Contract](#)

Title
Janitorial Services Contract Award Recommendation

Drafter
John Davis



MAYOR **CRAIG NEWTON** • MAYOR PRO TEM **BRUCE GAYNOR** • COUNCILMEMBER **ANDREW HIXSON** • COUNCILMEMBER **JOSH BARE**
COUNCILMEMBER **MATT MYERS** • COUNCILMEMBER **ARLENE BECKLES** • CITY MANAGER **ERIC JOHNSON** • CITY CLERK **MONIQUE PHILIP**

Agenda Report

To: Mayor and Council

From: John Davis, Public Works Superintendent

Meeting Date: May 15, 2023 – Policy Work Session

Item No.: 23-6737

Title: 5-Year Janitorial Contract – Vendor Recommendation

CC: Eric Johnson, City Manager

Recommendation

The Public Works Division is recommending and requesting approval to move forward with Good Success Company with a five-year janitorial contract.

Background

To continue providing janitorial services to maintain the City office buildings located at 65 Lawrenceville Street, 189 Lawrenceville Street, 10 Britt Ave, 168 Wingo Street and 345 Lively Avenue, Norcross, GA 30071.

Upon review by the evaluation Committee, Good Success Company was chosen based on overall strength of proposal and fee proposal over the 5-year period.

Financial Impact

This project will be funded by the Custodial funds, (5-year \$254,813) (Yearly \$50,963). Yearly increase of \$17,843 since 2015.

Consistent with Comprehensive Plan?

Yes. GOAL 6 Further the City's Tradition of Strong Leadership and High Level of Quality Services.

Policy 6-2: Maximize the use of existing facilities and services.

Next Steps:

If approved, Staff will move forward with a contractual agreement with Good Success Company to begin janitorial services.

Attachments:

RFP 03-03 Janitorial Cleaning Service

Janitorial Cleaning Service (RFP-03-03) - Proposals

Janitorial Cleaning Services Evaluation

2015 Janitorial Services Contract

Criteria	Max Score
Strength of overall proposal	25
Experience with same scale work	25
Overall experience in janitorial business	20
Ability to complete work timely & effectively	20
Price	10
Total	100

	GSC	CEGLR	AFS	BMS	ViroPro
Criteria	Score	Score	Score	Score	Score
Strength of overall proposal	19.67	19.00	18.67	20.00	19.33
Experience with same scale work	19.67	17.00	22.67	24.00	9.33
Overall experience in janitorial business	18.33	20.00	20.00	16.33	5.00
Ability to complete work timely & effectively	17.67	17.67	16.33	8.33	17.00
Price	10.00	10.00	3.89	9.02	7.71
Total	85.33	83.67	81.55	77.69	58.38

Building Maintenance Services INC.

1955 Vaughn Road, Suite 105 Kennesaw, Georgia 30144
 T 770-218-2993 F 770-218-2996
 www.bmsinc.us

CONTRACT

COMPANY NAME: City of Norcross
 ADDRESS: 65 Lawrenceville Street
 Norcross, GA 30071
 CONTACT: Angie Padilla
 angie.padilla@norcrossga.net
 RE: RFP PWUP 15-07
 DATE: December 1, 2015

CONTRACT

- BMS, Inc. will provide janitorial service to 65 Lawrenceville Street, 189 Lawrenceville Street, 10 College Street and 345 Lively Avenue, Norcross, GA per the specifications in ExhibitA.
- BMS, Inc. will provide all cleaning equipment necessary to perform janitorial duties.
- BMS, Inc. will provide all cleaning chemicals and solutions.
- BMS, Inc. will use only Green products in City buildings.
- The City of Norcross will provide all paper products.
- Contract is valid for one year with automatic renewal unless negotiated at anniversary.
- Contract may be cancelled with thirty days written notice by either party.
- "Fee Schedule" follows Exhibit A on last page.
- It shall be understood and agreed upon that during the term of this agreement and for a period of three (3) months thereafter, the owner or representative will not directly or indirectly hire any employee of the Contractor.

BOTH PARTIES SIGNING BELOW AGREE TO ALL TERMS AND CONDITIONS STATED ABOVE.

 DATE 12-7-15
 AUTHORIZED SIGNATURE FOR CITY OF NORCROSS

 DATE 12-16-15
 BUILDING MAINTENANCE SERVICES, INC. SIGNATURE

FEE SCHEDULE

AREA	WEEKLY COSTS	MONTHLY COSTS	ANNUAL COSTS
City Hall - 65 Lawrenceville Street	\$309.21	\$1,339.91	\$16,078.86
Welcome Center - 189 Lawrenceville Street	\$14.07	\$60.95	\$731.43
Cultural Arts & Community Center - 10 College Street	\$186.11	\$806.48	\$9,677.76
Rectory - 10 College Street	\$25.85	\$112.00	\$1,344.00
Public Works, Utilities & Parks 345 Lively Avenue	\$101.70	\$440.69	\$5,288.22
TOTAL CONTRACT ANNUAL PRICE, YEAR ONE	\$33,120.27		
TOTAL CONTRACT ANNUAL PRICE, YEAR TWO	\$33,120.27		
TOTAL CONTRACT ANNUAL PRICE, YEAR THREE	\$33,120.27		
TOTAL CONTRACT PRICE	\$99,360.81		

City of Norcross
Department of Public Works,
John Davis, Public Works Superintendent

**Request for Proposal
(RFP-03-03)
Janitorial Cleaning Service**

The City of Norcross, located in Gwinnett County, is requesting proposals for services of a qualified Janitorial Service Company with verifiable experience to provide janitorial services to maintain the City office buildings located at 65 Lawrenceville Street, 189 Lawrenceville Street, 10 Britt Ave, 168 Wingo Street and 345 Lively Avenue, Norcross, GA 30071. The extent of the work will include, but is not limited to, basic cleaning services, floor care maintenance, and bi-annual or annual specialized services. This request will result in a five-year contract, with an option for either party to exit at the end of each fiscal year, or to renew for another year for a total of five-years.

If you are interested in bidding, sealed bids must be submitted by Friday, March 3, 2023, at 11:00 A.M. Please submit two hard (paper) copies and one soft (PDF or other electronic documents on a SanDisk/flash drive).

Bids should be typed or submitted in ink and returned in a sealed envelope marked on the outside with the Request for Proposal (RFP-03-03), number, and company name. Bids will be received until 11:00 A.M. local time on March 3, 2023, at the Department of Public Works Facility, located at 345 Lively Avenue, Norcross, Georgia 30071. Any bid delivered after this date and time will not be accepted. Bids will be publicly opened and read at 11:05 A.M. Apparent bid results will be available the following business day on the City's website www.norcrossga.net.

A mandatory Pre-Bid conference will be held at 9:00 A.M., Friday February 17, 2023, at the City of Norcross Department of Public Works, conference room located at 345 Lively Avenue, Norcross, Georgia 30071. The conference will include a review of the bid documents and a question-and-answer period. Attendance at the pre-bid Conference is required. Bidders are expected to be familiar with the bid documents and to provide the city with any questions regarding the bid documents at the pre-conference or by the deadline for questions to be submitted.

Questions regarding the bids should be directed to John Davis, Public Works Superintendent, at Jdavis@norcrossga.net no later than February 14, 2023. Bids are legal and binding upon the bidder when submitted. The written bid documents supersede any verbal or written prior communications between the parties.

Award will be made to the supplier submitting the lowest responsive and responsible bid. The City of Norcross reserves the right to reject any or all bids to waive technicalities and to make an award deemed in its best interest. The City of Norcross reserves the option to negotiate terms, conditions, and pricing with the lowest responsive, responsible bidder(s) at its discretion.

All companies submitting a bid will be notified in writing of the award. We look forward to your bid and appreciate your interest in the City of Norcross.

John Davis
City of Norcross
Public Works Superintendent

City of Norcross
Department of Public Works,
John Davis, Public Works Superintendent

SPECIFICATIONS

This project will consist of a janitorial service for the City of Norcross administrative buildings. The following schedule details the minimum expected requirements for this job.

Description of Work – Administrative Office, the general areas to be serviced Include the following: Lobby & Entrance, Restrooms, General Office Areas, Stairwells, Private Offices, and Class-training rooms.

- Buildings to be service seven (7) days a week Cultural Arts Center -10 Britt Ave. Early Morning Only, after 2:00am before 8:00am
 - Buildings to be service five (5) times a week: (Daily) City Hall - 65 Lawrenceville Street, Evenings After 6:00pm before 6:00am
 - Buildings to be service two (2) times a week: Norcross Welcome Center - 125 Lawrenceville St., Norcross Police Annex Building - 168 Wingo St., and Public Works Maintenance Building- 345 Lively Ave. Evenings After 6:00pm – before 6:00am
1. Empty wastebaskets, replace liner, recycle material in proper receptacles (if applicable)
 2. Dust and disinfect (where appropriate) furniture, including desktops, computer equipment, tables, and chairs with treated cloth
 3. Vacuum carpeting and runners (as needed)
 4. Dustmop and damp mop hard floors with appropriate method for surface
 5. Clean with sanitary spray and polish to a shine all dispensers, mirrors, sinks, and faucets
 6. Wipe clean and polish all splash, counters, cabinets, and sinks. (restroom & breakrooms)
 7. Scrub toilet and urinal interiors with a liquid abrasive and flush afterwards
 8. Fill soap dispensers, paper towel dispensers, and add toilet paper to holders. Leave one extra roll of toilet paper in each stall
 9. Sweep floor, apply solution, clean around wall, under toilets and urinals. Wet mop entire floor surface
 10. Clean and sanitize drinking fountains and door handles
 11. Clean and remove fingerprints from handrails, door glass, interior office windows, elevators, and from all glass-topped furniture
 12. Remove trash recycling to the appropriate outside dumpster
 13. Inspect area; secure doors and lights (doors found locked shall be re-locked)

Areas to be serviced Monthly (1) time per month all buildings as needed:

1. Dust vent covers and binds
2. Clean elevator walls
3. Clean frames, switches, baseboards, high and low dust
4. Pour water down floor drains
5. Dust partition tops, wall hanging, ledges & other horizontal surfaces within reach

Areas to be serviced twice (2) per year, once every six months, all buildings as needed:

1. Buff floors / strip and refinish VCT

City of Norcross
Department of Public Works,
John Davis, Public Works Superintendent

REQUIREMENTS

Estimates must include labor and all materials as specified; no substitutions for materials are allowed unless approved by owner.

BIDDERS ARE ADVISED TO THOROUGHLY UNDERSTAND THE GENERAL CONDITIONS AND SPECIAL PROVISIONS PRIOR TO SUBMITTING THEIR BID.

I. General Conditions

A. Qualifications

1. Bids will be considered only from experienced and qualified Janitorial Service Contractor(s) engaged in work of this type and magnitude.
2. Bidders may be required to submit evidence setting forth qualifications, which entitle his or her company for consideration as a responsible contractor. A list of work of similar character successfully completed within the last two years may be required, providing the location, size, and listing of equipment available for use on this work. Before accepting any bid, the City may require evidence of the contractor's financial ability to successfully perform the work detailed in the contract.

Bidder is required to submit evidence of the following insurance coverages, listing the City of Norcross as additional insured:

- a. General Liability in the amount of \$1,000,000
- b. Statutory Workers' Compensation Insurance:
Employers Liability:
Bodily Injury by Accident - \$10,000 per accident
Bodily Injury by Disease - \$500,000 policy limit
Bodily Injury by Disease - \$100,000 per employee
- c. Property Damage in the amount of \$500,000
- d. Airport & Auto Liability
\$1,000,000 limit of liability per occurrence for bodily injury and property damage
Comprehensive form covering all owned, non-owned, and hired vehicles
- e. Janitorial Services Bond in the amount of \$25,000
- f. The cancellation provision should provide 30 days advance notice of cancellation.
- g. Certificate Holder should read:
City of Norcross, its elected officials, and employees
65 Lawrenceville Street
Norcross, GA 30071

B. Subcontracting

1. A portion of the work specified may be subcontracted with prior approval of owner. The contractor shall supervise subcontractor(s), and guarantee work quality. All anticipated subcontractors and their qualifications must be submitted with the bid.
2. All employees, subcontractors or contractors performing cleaning services in any City-owned building must be submitted to pass a thorough background check which includes a credit examination showing no credit risks and a criminal background investigation with no convictions, other than motor vehicle offenses.

City of Norcross
Department of Public Works,
John Davis, Public Works Superintendent

C. Authority to Sign

1. The Bidder should ensure that the proper legal name of his proprietorship, firm, partnership and/or corporation is printed or typed in the space provided on the schedule of items.

D. Rights Reserved

1. The City of Norcross reserves the right to reject any, and all bids, waive informalities, or to re-advertise. It is understood that all bids are made subject to this agreement and that the City of Norcross reserves the right to decide which bid it deems lowest and best. In arriving at this decision, full consideration will be given to the reputation of the Bidder, their financial responsibility, work of this type successfully completed, and past performance with the City of Norcross.
2. Bidders are advised to examine specifications carefully and to make examinations of the site of the proposed work as necessary to familiarize themselves with location conditions, which may affect the proposed work. Bidders are also advised to inform themselves fully regarding the conditions under which the work will be performed. The City of Norcross will not be responsible for the bidder's errors or misjudgment, nor for any information on location conditions or general laws and regulations.
3. Any unauthorized additions, conditions, limitations, or provisions attached to the bid shall render it informal and may cause for rejection.

II. Award of Contract

A. The contract will be awarded to the lowest responsive and responsible bidder whose bid will be most advantageous to the City of Norcross, price and other factors considered. The City of Norcross is to make the determination.

B. The bid evaluation will be comprised of the following criteria:

1. Bid price
2. Compliance with specification
3. Ability to deliver product and service
4. Availability of warranty on service and parts
5. Start Date
6. References

C. Prior to the award of the contract, the successful bidder will be required to submit a work schedule to the City, demonstrating the bidder's ability to commence and proceed in a timely manner on the entire City's janitorial contracts for which they are the successful bidder. A bidder's failure to demonstrate the ability to proceed as required may result in the award of one or all of those sections to the next lowest, responsive, and responsible bidder, as deemed in the City's best interest.

D. Failure to demonstrate the ability for simultaneous contract execution and progression will result in, at the City's discretion, the award of any and/or all, of the bidder's contracts to the next lowest responsible bidder or the re-advertisement and re-bidding of any and/or all of these contracts.

E. Prior to the execution of a contract, a Contract Coordination Meeting is required between Contractor(s) and City of Norcross Public Works Division, to ensure clarity and commitments concerning coordinating work schedules, if applicable.

City of Norcross
Department of Public Works,
John Davis, Public Works Superintendent

III. Location and Sites

- A. The sites of the proposed work are, City Hall 65 Lawrenceville Street, Welcome Center 189 Lawrenceville Street, Cultural Arts Center 10 College Street, Norcross Police Annex Building 168 Wingo Street and Public Works Building 345 Lively Avenue, Norcross, GA
- B. The contractor shall accept the site in its present condition and carry out all work in accordance with the requirements of the specifications as directed by the Department of Public Works.
- C. Before submitting a bid, the contractor is required to visit the site and acquaint himself with the actual conditions and the location of any and/or all obstructions that may exist on the site. The site visits must be confirmed by the Project Manager.
- D. The contractor is responsible for the location of above and below ground utilities and structures, which may be affected by the work.

IV. Compliance with OSHA Standards and Regulations

The work connected with this contract shall be performed in accordance with all applicable OSHA regulations and standards, including any additions or revisions thereto until the job is completed and accepted by the City of Norcross.

V. Materials

- A. Unless otherwise specified in the contract documents, the contractor shall provide and assume full responsibility for all services, materials, equipment, labor, transportation, machinery, tools, appliances, fuel, power, light, heat, telephone, water, sanitary facilities, temporary facilities, and all other facilities and incidentals necessary for the completion of the Work.
- B. All materials and equipment incorporated into the work shall be of good quality and new, except as otherwise provided in the contract documents. All special warranties and guarantees required by the Specifications shall expressly run to the owner's benefit.

VI. Inspection

The City of Norcross does not commit to having a full-time inspection or testing of work while in progress or at sources of materials furnished. Any lack of inspection and/or testing will in no way relieve the contractor of his responsibility to provide quality workmanship in accordance with the specifications. Any test ordered under the supervision of the City that fails to meet standards and retesting that is required will be at the contractor's expense.

VII. Contract Requirements

- A. Successful vendor is required to do the following within ten (10) days of Notice:
 1. Return to Department of Public Works Division, contract documents executed by the authorized representative attested by the corporate Secretary Treasurer.
 2. Provide insurance certificates as specified in the bid documents.
 3. Provide bonding as required by the bid documents.

City of Norcross
Department of Public Works,
John Davis, Public Works Superintendent

VIII. Miscellaneous Provisions

- A. Schedule: The contractor shall provide to jdavis@norcrossga.net a schedule of janitorial activities, if applicable. The schedule must be presented at least seven (7) days prior to work commencing.
- B. Work Hours: The daily hours will be provided with the notice to proceed.
- C. Disposal of Refuse: The contractor shall be solely responsible for disposing of materials and shall consider, before bidding, the compliance with the above stated ordinances and regulations. Disposal of debris must be done in a lawful manner, in accordance with all applicable federal, state and/or local laws, statutes, rules, ordinances, and/or regulations.

All trash and debris shall be collected and placed in provided receptacles daily. The contractor will not be permitted to burn any of the materials on site or within the boundary limits of Norcross, Georgia.

IX. Multiyear Lease/Purchase Contract Requirements – O.C.G.A. § 36-60-13

The City of Norcross is authorized to enter into five-year lease, purchase, or lease-purchase contracts of all kinds for the acquisition of goods, materials, real and personal property, services, and supplies.

- A. Mandatory provisions in such five-year lease, purchase, or lease-purchase contracts:
1. The contract shall terminate absolutely and without further obligation on the part of the City at the close of the calendar year in which it was executed and
 2. At the close of the succeeding calendar year for which it may be renewed as provided below.
 3. The contract may provide for automatic renewal unless positive action is taken by the City to terminate such contract, and the nature of such action shall be determined by the City and specified in the contract.
 4. The contract shall state the total obligation of the City for the calendar year of execution and shall further state the total obligation which will be incurred in each calendar year renewal term, if renewed; and
 5. The contract shall provide that title to any supplies, materials, equipment, or other personal property shall remain in the vendor until fully paid for by the City.
- B. Permissive provisions in such multiyear lease, purchase, or lease-purchase contracts:
1. A provision which requires that the contract will terminate immediately and absolutely at such time as appropriated and otherwise unobligated funds are no longer available to satisfy the obligations of the county or municipality under the contract; or
 2. Any other provision reasonably necessary to protect the interests of the City.

X. Requested Content:

All questions must be answered, and the information given must be clear and comprehensive. Add separate sheets if necessary. The written request should provide background information about the company, its employees, and its experience with related projects and related clients (especially governmental). The statement shall be submitted with bid.

- A. Name of Bidder
- B. Permanent main office address, email address, and pertinent contact numbers.
- C. How long (years) has your firm been in the janitorial business under your present name; also, state names and dates of previous firm names, if any; where organized?

City of Norcross
Department of Public Works,
John Davis, Public Works Superintendent

D. Attach a list of your employees with job titles, responsibilities, and years of experience as they relate to the requirements of this bid document. Provide copies of the results of any, and all background, credit, and criminal checks for any persons working in City buildings.

E. Contract on hand (schedule – showing gross amount of each contract and the approximate anticipated dates of completion).

F. General character of work performed by your company.

G. Have you ever failed to complete any work awarded to you? If so, where, and why?

H. Have you ever defaulted on a contract? If so, where, and why?

I. List the most important contracts recently executed by your company, stating approximate cost for each and the month and year completed.

J. List your major equipment available for this contract.

K. List any subcontractors whom you would expect to use for the contract.

L. With what bank do you do business? Do you grant the City permission to contract this/these situations? Latest Financial Statements, certified audit, if available, prepared by an independent certified public accountant, and may be requested by City. If requested, such statements must be provided within five (5) business days, or the bid proposal will be rejected. A certified audited statement is preferred. Internal statements may be attached only if independent statements were not prepared.

It shall be understood and agreed upon that during the term of this agreement and for a period of three (6) months thereafter, the owner or representative will not directly or indirectly hire any employee of the Contractor.

NON-COLLUSION: VENDOR(S), BY SUBMITTING A SIGNED BID, CERTIFY THAT THE ACCOMPANYING BID IS NOT THE RESULT OF, OR AFFECTED BY, ANY UNLAWFUL ACT OF COLLUSION WITH ANY OTHER PERSON OR COMPANY ENGAGED IN THE SAME LINE OF BUSINESS OR COMMERCE, OR ANY OTHER FRAUDULENT ACT PUNISHABLE UNDER GEORGIA OR UNITED STATE LAW

Note:

Please request bidding documents/specifications and submit questions via email only. Submit questions/requests to John Davis via email at jdavis@norcrossga.net.

All questions and requests must be submitted via email prior to February 14, 2023.

Bid Packages are due March 3, 2023, at 11 A.M.

The City of Norcross reserves the right to reject any or all bids, waive technicalities, and make an award deemed in its best interest. We appreciate your interest in the City of Norcross.

City of Norcross
Department of Public Works,
John Davis, Public Works Superintendent

Yearly Fee Schedule

Total Contract Year One – 2023	\$
Total Contract Year Two – 2024	\$
Total Contract Year Three – 2025	\$
Total Contract Year Four – 2026	\$
Total Contract Year Five – 2027	\$
Total Contract Price	\$

Event Cleaning

Additional Charges (per after hour events)
Cultural Arts Center - Ballroom 1 st floor, front lobby, restrooms, kitchen (floors, counters wipe down front of appliances) \$
Rectory – 1 st floor, exhibit areas, kitchen (floors, counters, wipe down front of appliances) \$
City Hall – Community Room – vacuuming, cleaning - windows & doors \$

City of Norcross
Department of Public Works,
John Davis, Public Works Superintendent

References:

The contractor must provide at the time of bid opening a list of contact numbers, addresses and a contact person from three (3) jobs completed having similar specification within the metro Atlanta area.

City of Norcross requests a minimum of three (3) references where work of a similar size and scope has been completed.

1. Company Name: _____
Description of Work: _____
Contract Date: _____
Contact Person: _____
Telephone: _____ Fax: _____
Email address: _____

2. Company Name: _____
Description of Project: _____
Completion Date: _____
Contact Person: _____
Telephone: _____ Fax: _____
Email address: _____

3. Company Name: _____
Description of Project: _____
Completion Date: _____
Contact Person: _____
Telephone: _____ Fax: _____
Email address: _____



MAYOR **CRAIG NEWTON** · MAYOR PRO TEM **BRUCE GAYNOR** · COUNCILMEMBER **ANDREW HIXSON** · COUNCILMEMBER **JOSH BARE**
COUNCILMEMBER **MATT MYERS** · COUNCILMEMBER **ARLENE BECKLES** · CITY MANAGER **ERIC JOHNSON** · CITY CLERK **MONIQUE PHILIP**

City of Norcross

Legislation Details (With Details)

File #:	23-6741	Version:	
Type #:	Agenda Item	Status:	Agenda Ready
On Agenda:	5/15/2023 6:30 PM	In Control:	Policy Work Session
Title:	LMIG Street Resurfacing Recommendation		

Sponsors:

Code Sections:

Attachments:

1. [Agenda Report - LMIG Street Resurfacing Recommendation](#)
2. [ITB 24-03 LMIG Street Resurfacing](#)
3. [LMIG Street Resurfacing \(ITB 24-03\) - Bids](#)

Title
LMIG Street Resurfacing Recommendation

Drafter
John Davis



MAYOR **CRAIG NEWTON** • MAYOR PRO TEM **BRUCE GAYNOR** • COUNCILMEMBER **ANDREW HIXSON** • COUNCILMEMBER **JOSH BARE**
COUNCILMEMBER **MATT MYERS** • COUNCILMEMBER **ARLENE BECKLES** • CITY MANAGER **ERIC JOHNSON** • CITY CLERK **MONIQUE PHILIP**

Agenda Report

To: Mayor and Council

From: John Davis, Public Works Superintendent

Meeting Date: May 15, 2023 – Policy Work Session

Item No.: 23-6741

Title: LMIG Award

CC: Eric Johnson, City Manager

Recommendation:

The Public Works Division is recommending approval to move forward with the LMIG 2023 Streets Resurfacing Project, for which ShepCo Paving, Inc. was the lowest bidder.

Background:

The Local Maintenance and Improvement Grant (LMIG) program provides funds to the City of Norcross for improvements to our roadways each year. The funding source for LMIG is a percentage of the state motor fuel tax.

Staff solicited bids via ITB 24-03 Street Resurfacing. Several qualified contractors submitted bids and ShepCo was the lowest bidder.

Financial Impact

This project will be funded by 2021 & 2022 LMIG funds, (\$275,000) and the City will match with 30% (\$82,500).

Consistent with Comprehensive Plan?

Yes. GOAL 3 Increase Opportunities for Travel via Different Modes within and Outside the Community.

Policy 3-4: Enhance the existing roadway network to improve safety and limit congestion.

The Streets Resurfacing Project is to provide pavement milling and resurfacing services, which includes repairing the existing pavement base, resurfacing of adjacent driveways to meet street pavement grades, adjustments of water valves & manholes, and the installation of pavement markings.

Next Steps:

The City will move forward to sign a contract with Shepco Paving Company and begin resurfacing roads.

Attachments:

ITB 24-03 LMIG Street Resurfacing

LMIG Street Resurfacing (ITB 24-03) - Bids

City of Norcross
Department of Public Works, Utilities & Parks
John Davis, Public Works Superintendent

**Request for Proposal
(ITB 24-03)**

Street Resurfacing

The City of Norcross is soliciting competitive sealed bids from qualified contactors for 2023 Street resurfacing for the department of Public Works.

Bids should be typed or submitted in ink and returned in a sealed container marked on the outside with the Invitation to Bid (ITB 24-03) number and Company name. Bids will be received until 10:00 A.M. local time on March 24, 2023, at the Department of Public Works, located at 345 Lively Avenue, Norcross, Georgia 30071. Any bid delivered after this date and time will not be accepted. Bids will be publicly opened and read at 11:05 A.M. Apparent bid results will be available the following business day on the City's website www.norcrossga.net

A Pre-Bid conference will be held at 9:00 A.M., March 17, 2023, at the City of Norcross Department of Public Works, conference room located at 345 Lively Avenue, Norcross, Georgia 30071. The conference will include a review of the Bid documents, and a question-and-answer period. Attendance at the pre-Bid Conference is required. Bidders are expected to be familiar with the Bid documents and to provide the city with any questions regarding the Bid documents at the Pre-conference or by the deadline for questions to be submitted.

Questions regarding the bids should be directed to John Davis, Public Works Superintendent, at Jdavis@norcrossga.net no later than March 15, 2023. Bids are legal and binding upon the bidder when submitted. All bids should be submitted in duplicate.

The written bid documents supersede any verbal or written prior communications between the parties.

Award will be made to the supplier submitting the lowest responsive and responsible bid. The City of Norcross reserves the right to reject any or all bids to waive technicalities and to make an award deemed in its best interest. Bids may be split or awarded in entirety. The City of Norcross reserves the option to negotiate terms, conditions, and pricing with the lowest responsive, responsible bidder(s) at its discretion.

All companies submitting a bid will be notified in writing of award.

We look forward to your bid and appreciate your interest in the City of Norcross.

John Davis

City of Norcross

Public Works Superintendent

City of Norcross
Department of Public Works, Utilities & Parks
John Davis, Public Works Superintendent

Scope of Work

2022 LMIG paving scope: The contractor shall furnish all materials, equipment, and labor to complete the required construction as described in its entirety to the specifications as directed and the terms of this contact including all incidentals as directs by the City of Norcross Director of Public Works, Utilities & Parks, or her representative. Unless otherwise specified all work shall be completed in accordance with Georgia Department of Transportation Standard Specifications (Current Edition). The work location and descriptions follow but are not limited to:

1. Northbelt Parkway NW from North Norcross Tucker Rd. to North Belt Dr. (7,292 SY).
2. Pinnacle Court from Pinnacle Way to End (2,349SY)
3. Academy Street NW from Lawrenceville Street to Born St. (1,329 SY)
4. Northbelt Dr. NW from Jimmy Carter Blvd to cuz-de-sac (3,058)
5. Norcross Ind. Court from Buford Highway to End (2,949 SY)

Mill asphalt pavement 2", Overlay with 12.5mm Superpave. Patching as needed, striping as directed.

Streets scheduled for milling and resurfacing will include repairing the existing pavement base, resurfacing of adjacent driveways to meet street pavement grades, adjustments of water valves & manholes, and the installation of pavement markings.

All sealed bids must be submitted by Friday March 24, 2023 @ 10:00 AM to the address below: Please submit two hard (paper) copies and one soft (PDF or other electronic document) copy of your bid package to:

John Davis
ITB 24-03
Department of Public Works, Utilities & Parks
345 Lively Avenue
Norcross, GA 30071

Questions must be submitted by March 15, 2023 to jdavis@norcrossga.net

City of Norcross
 Department of Public Works, Utilities & Parks
 John Davis, Public Works Superintendent

REQUIREMENT

Estimates must include labor and all materials as specified; no substitutions for materials are allowed unless approved by owner.

BIDDERS ARE ADVISED TO THOROUGHLY UNDERSTAND THE GENERAL CONDITIONS AND SPECIAL PROVISIONS, PRIOR TO SUBMITTING THEIR BID.

I. General Conditions

A. Qualifications

1. Bids will be considered only from experienced and well-equipped Contractor(s) engaged in work of this type and magnitude.
2. Bidders may be required to submit evidence setting forth qualifications, which entitle his or her company for consideration as a responsible contractor. A list of work of similar character successfully completed within the last two years may be required giving the location, size and listing of equipment available for use on this work. Before accepting any bid, the City may require evidence of the Contractor's financial ability to successfully perform the work to be accomplished under the contract.
3. Status as a State D.O.T. certified contractor is one of the factors to be considered in determining qualification for this bid.

B. Guarantee to Accompany Bid

1. Bids must be accompanied by a certified check or cashier's check or acceptable bid bond in an amount not less than five percent (5%) of the amount bid per section, failure to submit a bid bond or certified - cashier's check will be cause for rejection.

C. Joint Ventures

1. Joint Ventures between two contractors will not be allowed. The General Contractor shall be required to perform 100% of the actual resurfacing/paving work and will not be allowed to sublet these items. Subletting of the additional items (milling, structure adjustment, crack filling, etc.) shall be in accordance with Section 108.01 of the Standard Specifications of the Georgia Department of Transportation.

City of Norcross
Department of Public Works, Utilities & Parks
John Davis, Public Works Superintendent

D. Authority to Sign

1. The Bidder should ensure that the legal proper name of his proprietorship, firm, partnership and/or corporation is printed or typed in the space provided on the Schedule of items.

E. Rights Reserved

1. City of Norcross reserves the right to reject any and all Bids, to waive informalities or to re-advertise. It is understood that all Bids are made subject to this agreement, that City of Norcross reserves the right to decide which Bid it deems lowest and best. In arriving at this decision, full consideration will be given to the reputation of the Bidder, their financial responsibility, and work of this type successfully completed and past performance with the City of Norcross.
2. Bidders are advised to examine Plans and Specifications carefully and to make examinations of the site of the proposed work as are necessary to familiarize themselves with location conditions, which may affect the proposed work. Bidders are also advised to inform themselves fully in regard to conditions under which the work will be performed. The City of Norcross will not be responsible for the Bidders errors or misjudgment, nor for any information on location conditions or general laws and regulations.
3. Any unauthorized additions, conditions, limitations, or provisions attached to the Bid shall render it informal and may be cause for rejection.

II. Award of Contract

- A. The contract will be awarded to the lowest responsive and responsible bidder whose bid will be most advantageous to the City, price and other factors considered. The City is to make the determination.
- B. The bid evaluation will be made on the following criteria:
 - Bid price
 - Compliance with specification
 - Ability to deliver product and service
 - Availability of warranty on service and parts
 - Start Date
 - References

City of Norcross
Department of Public Works, Utilities & Parks
John Davis, Public Works Superintendent

- C. Prior to award of the Contract, the successful bidder will be required to submit a construction schedule to the City, demonstrating the bidder's ability to commence and proceed in a timely manner on the entire City's resurfacing contracts for which they are the successful bidder. Due to time constraints on this contract, it is mandatory that the work be performed simultaneously and immediately. A bidder's failure to demonstrate the ability to proceed as required may result in the award of one or all of those sections to the next lowest, responsive and responsible bidder, as deemed in the City's best interest.
- D. Failure to demonstrate the ability for simultaneous contract execution and progression will result in, at the City's discretion, the award of any and/or all of the Bidder's contracts to the next lowest responsible bidder or the re-advertisement and re-bidding of any and/or all of these contracts.
- E. Prior to execution of a Contract, a Contract Performance Bond and a Payment Bond, each equal to 100% of the Contract amount per section, must be provided by the successful bidder by a surety company qualified to do business in the State of Georgia with an AM Best rating of B+ or higher and satisfactory to the City of Norcross. Bonds given shall meet the requirements as listed in this Bid package.

III. Production Requirements

- A. Time is of the utmost importance of this project. The successful bidder will be required to commence work within ten (10) calendar days from the receipt of the Notice to Proceed and must carry on with utmost diligence in order to complete the work within 90 Days. Contractor must resurface streets within 72 hours of milling.

IV. Progress Payments and Retainage

- 1. After work has commenced, progress payments shall be made least monthly, based on the value of work completed as provided in the contract documents plus the value of materials and equipment suitably stored, insured, and protected at the construction site, less retainage.
- 2. The City shall retain a maximum of 10 percent of each progress payment; provided, however, when 50 percent of the contract value including change orders and other additions to the contract value provided for by the contract documents is due and the manner of completion of the contract work and its progress are reasonably satisfactory to the City, the City shall withhold no more retainage. At the discretion of the City and with the approval of the Contractor, the retainage of each subcontractor may be released separately as the subcontractor completes his or her work."

City of Norcross
Department of Public Works, Utilities & Parks
John Davis, Public Works Superintendent

V. Location and Site

- A. The site of the proposed work is at the stated location(s) within City of Norcross, Georgia. A list of proposed roads is included in the specifications.
- B. The Contractor shall accept the site in its present condition and carry out all work in accordance with the requirements of the specifications as indicated on the drawings or as directed by the Department of Public Works.
- C. The Contractor, before submitting a bid is required to visit the site and acquaint himself with the actual conditions and the location of any and/or all obstructions that may exist on the site. The site visits must be confirmed by the Superintendent of Public Works.
- D. The Contractor is responsible for the location of above and below ground utilities and structures, which may be affected by the work.

VI. Compliance with OSHA Standards and Regulations

The work connected with this Contract shall be performed in accordance with all applicable OSHA regulations and standards including any additions or revisions thereto, until the job is completed and accepted by the City of Norcross.

VII. Materials

All materials furnished and/or installed by the Contractor shall be furnished only Georgia Department of Transportation certified source and shall be within the limits, tolerances, formulae, etc. as established by the Georgia Department of Transportation.

VIII. Inspection

City of Norcross does not commit to have a full-time inspection or testing of work while in progress or at sources of materials furnished. Any lack of inspection and/or testing will in no way relieve the Contractor of his responsibility to provide quality workmanship in accordance with the specifications. Any test ordered under the supervision of the City that fails to meet standards and retesting that is required will be at the Contractors expense.

City of Norcross
Department of Public Works, Utilities & Parks
John Davis, Public Works Superintendent

XI. Contract Requirements

- A. Successful vendor is required to do the following within ten (10) days of Notice:
1. Return to Department of Public Works contract documents executed by the authorized representative attested by the corporate Secretary Treasurer.
 2. Provide Insurance Certificates as specified in the bid documents.
 3. Provide bonding as required by the bid documents.
- B. Failure to execute the Contract, Contract Performance Bond and Payment Bond, or furnish satisfactory proof of carriage of the insurance required within ten days after the date of Notice of Award of the Contract may be just cause for the annulment of the award and for the forfeiture of the bid guaranty of City of Norcross, not as a penalty, but as liquidation of damages sustained. At the discretion of the City, the award may then be made to the next lowest, responsible bidder, or the work may be re-advertised or constructed by City forces. The Contract and Contract Bonds shall be executed in duplicate to: Georgia Department of Transportation unless otherwise directed. All work performed shall be in accordance with: The Department of Transportation, State of Georgia, Standard Specifications, Construction of Transportation Systems, 2001 Edition, dated June 21, 2001, and any applicable revisions that apply thru 2021.

X. General Construction Guidelines

- A. The General Contractor shall be required to perform 100% of the actual resurfacing, paving work, and will not be allowed to sublet this item. Subletting of the additional items: milling, structure, adjustment, cracks filing, etc. shall be in accordance with Section 108.01 of the Standard Specifications of the Georgia Department of Transportation.
- B. The Contractor shall be required to give 24 hours' notice to City of Norcross or its Representatives before proceeding with paving on any road in writing, submitted via fax, email or hand delivery.
- C. Prior to beginning the patching work (or paving work if there is no patching), the Contractor shall install the appropriate post-mounted road construction signs on each non-residential road they are resurfacing. These signs will remain in place until approved for removal by the Department of Public Works.
- D. The Contractor shall furnish, install, maintain, and remove all necessary traffic signs, barricades, lights, signals, cones and other traffic control devices, and all flagging and other means of traffic protection and guidance as required by Standard Specifications of the Georgia Department of Transportation. Such work shall be considered incidental to the overall contract, and no additional compensation will be made.

City of Norcross
Department of Public Works, Utilities & Parks
John Davis, Public Works Superintendent

XI. Miscellaneous Provisions

A. Permits

No permits are anticipated for this project.

B. Construction Schedule

If applicable, the Contractor shall provide to the Public Works superintendent a schedule indicating the order in which the streets will be resurfaced and an approximate schedule of when the work will be completed on each street. The schedule must be presented at least seven (7) days prior to work commencing in order to notify residents. Contractor is required to notify Homeowners and business merchants via flyers.

C. Work Hours

The daily hours are 8am-10pm on weekdays and 10am-8pm on weekends

D. Detour/Closures

All road closures and detours shall be approved by the Norcross Department of Public Works.

E. Residential Refuse

The Contractor is required to contact Norcross Public Works, Utilities & Parks Department at 678-421-2069, to obtain sanitation schedules in an attempt to reduce inconveniences to the citizens of Norcross.

F. Project Briefing

All bidders are required to schedule an appointment with the Public Works Superintendent in order to inspect each work site. The superintendent can be reached at jdavis@norcrossga.net or 678-421-2069.

G. Disposal of Refuse

The Contractor shall be solely responsible for disposing of materials and shall take into account, before bidding the compliance with the above stated ordinances and regulations. Disposal of debris must be done in a lawful manner, in accordance with all applicable federal, state and/or local laws, statutes, rules, ordinances, and/or regulations. All trash and debris shall be collected and removed from the site(s) on a daily basis. The Contractor will not be permitted to burn any of the materials on site or within the boundary limits of Norcross Georgia.

City of Norcross
Department of Public Works, Utilities & Parks
John Davis, Public Works Superintendent

Requested Content

All questions must be answered, and the information given must be clear and comprehensive. Add separate sheets if necessary. The written request should provide background information about the company, its employees, and its experience with related projects and related clients (especially governmental). The statement shall be submitted with bid.

- a. Name of Bidder
- b. Permanent main office address, email address, pertinent contact numbers.
- c. How long (years) has your firm been in the construction business under your present name; also state names and dates of previous firm names, if any; where organized?
- d. Attach a list of your employees with job titles, responsibilities, and years of experience as they relate the requirements of this bid document.
- e. How long do you warrant a project?
- f. Does your professional liability insurance coverage extend past the completion date and warrant of any project? If yes, for how long
- g. Contract on hand (schedule – showing gross amount of each contract and the approximate anticipated dates of completion).
- h. General character of work performed by your company.
- I. Have you ever failed to complete any work awarded to you, if so, where and why?
- j. Have you ever defaulted on a Contract, if so, where and why?
- k. Have you ever failed to complete a project in the time allotment according to the Contract documents, if so, where and why?
- l. List the most important contracts recently executed by your company, stating approximate cost for each, and the month and year completed.
- m. List your major equipment available for this contract.
- n. List any subcontractors whom you would expect to use for the contract.
- o. With what bank do you do business? Do you grant the City permission to contract this/these situations? Latest Financial Statements, certified audit, if available, prepared by an independent certified public accountant, and may be requested by City. If requested, such statements must be provided within five (5) business days or the bid proposal will be rejected. Certified audited statement is preferred. Internal statements may be attached only if independent statements were not prepared.

City of Norcross
Department of Public Works, Utilities & Parks
John Davis, Public Works Superintendent

NON-COLLUSION: VENDOR(S), BY SUBMITTING SIGNED BID, CERTIFY THAT THE ACOMPANYING BID IS NOT THE RESULT OF, OR AFFECTED BY, ANY UNLAWFUL ACT OF COLLUSION WITH ANY OTHER PERSON OR COMPANY ENGAGED IN THE SAME LINE OF BUSINESS OR COMMERCE, OR ANY OTHER FRAUDULENT ACT PUNISHABLE UNDER GEORGIA OR UNITED STATE LAW

Street Listings:

Milling 2" / 12.5mm Super-pave asphalt, patching as needed,

- Northbelt Pkwy NW
- Pinnacle Court
- Academy Street NW
- Northbelt Dr.
- Norcross Ind. Ct

SPECIFICATIONS

The street scheduled for milling and resurfacing will include repairing the existing pavement base, resurfacing of adjacent driveways to meet street pavement grades, adjustments of water valves & manholes, and the installation of pavement markings/stripping.

The pavement to be placed after milling the existing wearing course is two-inch (2) inch - 12.5mm Super-pave asphalt.

Patching shall include 8" GAB over compacted subgrade, 2" of 19MM super-pave, and 2" of 12.5 MM super-pave surface course.

City of Norcross
Department of Public Works, Utilities & Parks
John Davis, Public Works Superintendent

Bid Quantities. For your information, see attached LMIG Project Report for the project limits and asphalt quantities the City used in preparing the bid form.

Road Name	Limit 1	Limit 2	Length	Width	Area	Area	Tonnage of 2" 12.5mm
			(ft)	(ft)	(sf)	(sy)	(ton)
Northbelt Parkway NW	N. Norcross Tucker Rd.	Northbelt Drive	2344	28	65,632	7,292	802.2
Pinnacle Court	Pinnacle Way	End	755	28	21,140	2,349	645.9
Academy Street	Lawrenceville St.	Born Street	598	20	11,960	1,329	146.2
Northbelt Drive	Jimmy Carter Blvd	End	983	28	27,524	3,058	336.4
Norcross Ind. Court	Buford Highway	End	948	28	26,544	2,949	324.4

The bidder shall round up to 23,000 tons for the purpose of preparing a sealed bid. The contractor will be responsible for providing resurfacing for the project limits and length and area measurements as denoted above.

Contractor is responsible for accounting for all valve and manhole concrete collars.

Manhole Adjustment and Water Valve Box Adjustment

The following procedures shall be used in the adjustment of structures:

- a. It shall be the Contractor's responsibility to note and mark the location of each water valve box and manhole covers on the streets to be resurfaced, prior to the resurfacing work then locate and adjust each of these after resurfacing.
- b. Structures shall be adjusted within 10 days after the road is resurfaced.
- c. The existing pavement will be removed a minimum of 9" outside of the most exterior points of the structures.
- d. Structures will be adjusted to pavement grade using bricks, shims or other non-organic material.
- e. Concrete having a minimum compressive strength of 3000 p.s.i. at 28 days shall be placed around the adjusted structure, consolidated to fill the voids, and finished to pavement

City of Norcross
Department of Public Works, Utilities & Parks
John Davis, Public Works Superintendent

grade. Care should be taken to prevent concrete from falling into manholes, with any such material being removed by the contractor as soon as possible.

- f. Concrete shall be protected from traffic for a minimum of 3 days with steel plates, or other measures as approved by the Engineer or Department of Public Works.
- g. The unit prices bid for Manhole adjustment and Walter Valve Box Adjustment will be for all work performed, including excavation and disposal of existing material, adjustment of structure, traffic control, and protection of the concrete.
- h. The contractor will give the City at least 24 hours' notice as to the locations to be adjusted to allow for inspection scheduling.
- i. The City reserves the right to adjust any structures using in-house labor as deemed practicable.
- j. In the event an existing casting or structure is found to be structurally deficient it shall be reported to the Department of Public Works for evaluation.

Note:

Please request bidding documents/specifications and submit questions via e-mail only. Submit questions/requests to John Davis via e-mail at jdavis@norcrossga.net.

All questions/requests must be submitted via e-mail prior to March 15, 2023.

Bid Packages are due March 24, 2023 at 10:00 a.m.

The City of Norcross reserves the right to reject any or all bids, to waive technicalities and to make an award as deemed in its best interest. We appreciate your interest in the City of Norcross.

Attachment: ITB 24-03 LMIG Street Resurfacing (23-6741 : LMIG Street Resurfacing Recommendation)

City of Norcross
Department of Public Works, Utilities & Parks
John Davis, Public Works Superintendent

BID FORM

This form is mandatory, and must be included in your bid, addressed to:

City of Norcross
345 Lively Avenue
Norcross, GA 30071

CATEGORIES SUBTOTAL

- | | | | | |
|-----------------------|--------------------------------|---------------------------|------------------|-----------------|
| 1. ASPHALT PAVING | Unit Price per ton \$ _____ | * 23,000 tons | = | \$ _____ |
| 2. MILLING | Unit Price per SY \$ _____ | * _____ SY | = | \$ _____ |
| 3. PATCHING | Unit Price per SF \$ _____ | * _____ SF | = | \$ _____ |
| 4. TRAFFIC CONTROL | Lump Sum | | = | \$ _____ |
| 5. CONCRETE COLLARS | | | | |
| | VALVES | Unit Price per each _____ | * _____ valves | = \$ _____ |
| | MANHOLES | Unit Price per each _____ | * _____ manholes | = \$ _____ |
| 6. STRIPING | Lump Sum | | = | \$ _____ |
| 7. MOBILIZATION, OH&P | Lump Sum | | = | \$ _____ |
| TOTAL | (sum of items 1 thru 7) | | | \$ _____ |

Written Amount: _____

Company: _____

Authorized Signature/Date: _____

Printed Name: _____

City of Norcross
Department of Public Works, Utilities & Parks
John Davis, Public Works Superintendent

References:

The Contractor must provide at the time of bid opening a list of contact numbers, addresses and a contact person from three (3) jobs completed having similar specification within the metro Atlanta area.

City of Norcross requests a minimum of three (3) references where work of a similar size and scope has been completed.

1. Company Name: _____
Description of Project: _____
Completion Date: _____
Contact Person: _____
Telephone: _____ Fax: _____
Email address: _____

2. Company Name: _____
Description of Project: _____
Completion Date: _____
Contact Person: _____
Telephone: _____ Fax: _____
Email address: _____

3. Company Name: _____
Description of Project: _____
Completion Date: _____
Contact Person: _____
Telephone: _____ Fax: _____
Email address: _____

City of Norcross
Department of Public Works, Utilities & Parks
John Davis, Public Works Superintendent

Street Resurfacing / Q & A's

- 1) I understand the city wants two hard copies of the bid. Does one need to be marked **ORIGINAL** and one **COPY**? **The City requires two hard copies, it does not have to be marked original or copy.**
- 2) Will the City consider using construction signs on tripods instead of post mounted signs? **Yes, during or while work is in progress (on site).**
- 3) Under the Work Hours section, is the 10am-8pm hours intended for weekend work? **Yes, weekend hours, weekly work may begin as early as 10am**
- 4) Does the city want all the striping to be done in Thermoplastic? **Yes**
- 5) Does the city want the millings brought to a city facility? **No, we do not have a facility that housed milling**
- 6) On page 10, under the specifications, it states "The pavement to be placed after milling the existing wearing course is an inch and half (2) inch - 9.5mm Super-pave asphalt". Can the city please clarify the paving thickness? **Resurfacing will be 2"**
- 7) Is the milling intended to be 2" or variable? **Milling of 2" is required where possible**
- 8) Does the city want the milling cost to be included in the 800 tons of resurfacing price? **No, (keep these two separates) there is a line for milling on the form attached**
- 9) Can the city please provide the limits of each project road? **The limits are attached**
- 10) Northbelt Drive dead ends in a Cuz-de-sac, but another section of it continues east toward Vitel Electronics, Can the city please clarify the limits? **The Cuz-de-sac is included, NOT the additional section that heads east toward Vitel**
- 11) On the Bid Form, can you please clarify what OH&P stand for? **Overhead & Profit**
Overhead costs are operating expenses for necessary equipment and facilities. Profit is what allows the General Contractor to earn their living.
- 12) How long does the city want the contractor to warranty the work? **12 months / (Asphalt topical lasts 8-10 years depending on traffic flow.)**
- 13) What material is to be used for the pavement markings? **Thermos**
- 14) Will all striping be replaced as currently exists? **Yes**
- 15) The ITB states that bids must be accompanied by a certified check or cashier's check, do I need to include a check? **A bid bond or a Certified or Cashier's check in the amount not less than five percent (5%) of the amount bid per section is required.**



MAYOR **CRAIG NEWTON** · MAYOR PRO TEM **BRUCE GAYNOR** · COUNCILMEMBER **ANDREW HIXSON** · COUNCILMEMBER **JOSH BARE**

COUNCILMEMBER **MATT MYERS** · COUNCILMEMBER **ARLENE BECKLES** · CITY MANAGER **ERIC JOHNSON** · CITY CLERK **MONIQUE PHILIP**

City of Norcross

Legislation Details (With Details)

File #:	23-6681	Version:	
Type #:	Agenda Item	Status:	Agenda Ready
On Agenda:	5/15/2023 6:30 PM	In Control:	Policy Work Session
Title:	Discussion of Potential City Homestead Property Tax Exemption(S)		

Sponsors:

Code Sections:

Attachments:

1. [Agenda Report - Discussion of potential homestead property tax exemption\(s\)](#)

Title

Discussion of Potential City Homestead Property Tax Exemption(S)

Drafter

Councilmember Andrew Hixson



MAYOR **CRAIG NEWTON** • MAYOR PRO TEM **BRUCE GAYNOR** • COUNCILMEMBER **ANDREW HIXSON** • COUNCILMEMBER **JOSH BARE**
COUNCILMEMBER **MATT MYERS** • COUNCILMEMBER **ARLENE BECKLES** • CITY MANAGER **ERIC JOHNSON** • CITY CLERK **MONIQUE PHILIP**

Agenda Report

To: Mayor and Council
From: Councilmember Andrew Hixson
Date: May 15, 2023 - Policy Work Session
Item No.: 23-6681
Title: Discussion of Potential City Homestead Property Tax Exemption(S)
CC: Eric Johnson, City Manager

Recommendation – Discuss potential homestead property tax exemption(s) applied to City taxes.

Background – The City has no ad valorem (property) tax exemption based on age, income, or disability.

Adoption of an exemption requires passage of a local bill, followed by approval through a citywide referendum. The Georgia General Assembly is currently in session. The City has its next regularly scheduled elections in November. If a bill were approved in the current session, and a successful referendum held in November, the City would advertise registration for the new exemption and implement it in the tax bills scheduled to be sent out in September 2024.

Financial Impact – The financial impact to both homestead property owners and to the City would depend on the nature and amount of any new exemption(s).

Consistent with Comprehensive Plan? Yes, consistent with Goal 6: Further the City's Tradition of Strong Leadership and High Level of Quality Services.

Next Steps – On approval of a draft bill, a bill sponsor will be needed.

Attachments – NA.

Update – NA.



MAYOR **CRAIG NEWTON** · MAYOR PRO TEM **BRUCE GAYNOR** · COUNCILMEMBER **ANDREW HIXSON** · COUNCILMEMBER **JOSH BARE**

COUNCILMEMBER **MATT MYERS** · COUNCILMEMBER **ARLENE BECKLES** · CITY MANAGER **ERIC JOHNSON** · CITY CLERK **MONIQUE PHILIP**

City of Norcross

Legislation Details (With Details)

File #:	22-6597	Version:	A
Type #:	Agenda Item	Status:	Agenda Ready
On Agenda:	5/15/2023 6:30 PM	In Control:	Policy Work Session
Title:	Diversity Equity & Inclusion Training and City Certification		

Sponsors:

Code Sections:

Attachments:

1. [Agenda Report - DEI Certification](#)
2. [GMA Final Report - Equity and Inclusion Commission](#)

Title
Diversity Equity & Inclusion Training and City Certification

Drafter
Councilmember Dr. Arlene Beckles



MAYOR **CRAIG NEWTON** • MAYOR PRO TEM **BRUCE GAYNOR** • COUNCILMEMBER **ANDREW HIXSON** • COUNCILMEMBER **JOSH BARE**
COUNCILMEMBER **MATT MYERS** • COUNCILMEMBER **ARLENE BECKLES** • CITY MANAGER **ERIC JOHNSON** • CITY CLERK **MONIQUE PHILIP**

Agenda Report

To: Mayor and Council

From: Councilmember Dr. Arlene Beckles

Meeting Date: May 15, 2023 - Policy Work Session

Item No.: 22-6597

Title: Diversity Equity & Inclusion Training and City Certification

CC: Eric Johnson, City Manager

Recommendation

Review and implement the standards and policies outlined in the Municipal Equity and Inclusion Certification Program and further seek Georgia Municipal Association's (GMA's) Municipal Equity and Inclusion Certification. as a Diverse, Equitable, and Inclusive Municipality.

Background

Earlier this year, the final report of the GMA's Equity and Inclusion Commission was released. One of the recommendations of the Commission is the Municipal Equity and Inclusion Certification Program. Cities may achieve certification for addressing equity and inclusion in the following seven categories: Workforce Housing, Education, Health and Well-being, Public Safety and Restorative Justice, Community and Economic Development, Municipal Workforce Development and Employment, and Community Dialog/Stakeholder Engagement. The Program entails four tiers of certification based on the number of categories a city chooses to address, with a minimum of two categories – one of which must be Community Dialog/Stakeholder Engagement.

Financial Impact

To be determined. Costs will include the required training referenced below, which should largely be able to be absorbed in the existing department and Mayor and Council training budgets except for training of members of boards and commissions. Reallocation of staff will be required to this project, or a position created and dedicated to this ongoing program. Other costs may be associated with specific criteria to obtain sufficient points to complete the selected categories.

65 LAWRENCEVILLE STREET, NORCROSS, GEORGIA 30071

Consistent with Comprehensive Plan?

The related goal is to shape the city's direction by continuing to define Norcross' sense of place by strengthening the city as an inclusive and safe environment to live, **work** and play.

Next Steps

Prepare for application for the Program by completing the following requirements:

- Designate an Equity and Inclusion point person (to receive 6 hours of E&I training specific to governments).
- Hold meetings with community and business stakeholders.
- Identify certification categories the city will pursue.
- Adopt GMA model resolution.
- Four or more elected officials, members of city boards and commissions, and senior staff obtain 3 hours of E&I training.
- Create a plan for training all other employees in E&I over a 5-year period.
- Demonstrate city has analyzed and addressed equity and inclusion in personnel policies.
- Demonstrate city has addressed equity and inclusion in its hiring process.
- Demonstrate city has analyzed equity and inclusion in its contracting and procurement policies.
- Demonstrate city has analyzed and addressed equity and inclusion in its operational and capital resource allocation.

Attachments

GMA Final Report – Equity and Inclusion Commission (Details on the certification process can be found in Appendix B, beginning on page 45.)

Update

I recommend that the Mayor and Council table this discussion to the September 18th Policy Work Session while further research is pending.



Final Report of the
Georgia Municipal Association's
**EQUITY AND INCLUSION
COMMISSION**

Our Journey Together Continues

January 2022

TABLE OF CONTENTS

INTRODUCTION.....	3
FOREWORDS FROM LEADERS.....	5
EQUITY & INCLUSION COMMISSION MEMBERS	7
THE FORMATION OF GMA'S EQUITY & INCLUSION COMMISSION.....	8
MEETING OVERVIEWS	11
RECOMMENDATIONS	14
OVERALL RECOMMENDATIONS FOR GMA	
OVERALL RECOMMENDATIONS FOR CITIES	
WORK GROUP RECOMMENDATIONS	
MUNICIPAL EQUITY & INCLUSION CERTIFICATION PROGRAM	39
EXCELLENCE IN POLICING PROGRAM.....	40
GEORGIA CITY SOLUTIONS EQUITY & INCLUSION INITIATIVES.....	41
APPENDICES	43



INTRODUCTION

“It’s time for a new covenant between cities and their residents, one rooted in mutuality and a commitment to the ideals of our democracy. I’m confident that if we commit ourselves to being open to the experiences of others and to the principles of justice, equality and fairness, we can make each of our cities a place all would be proud to call home.”

VINCE WILLIAMS, GEORGIA MUNICIPAL ASSOCIATION
2020-2021 PRESIDENT AND UNION CITY MAYOR



This document embodies the work of GMA's 26-member Equity and Inclusion Commission, co-chaired by Augusta Mayor Hardie Davis and LaGrange Mayor Jim Thornton and created by the GMA Officers in June 2020. The summer of 2020 was a turbulent time for our nation. The public health and economic fallout from COVID-19 highlighted disparities in our most vulnerable populations, including deeply rooted systemic barriers that existed long before the pandemic. A concurrent pandemic of racial injustice and prejudice caused further anger and despair across the nation.

The disparities in opportunities across Georgia are due to complex factors, including intergenerational and persistent poverty, healthcare access, educational attainment, and affordable housing, among others, that overlap and influence each other. No single solution can address the equity and inclusion challenges Georgia communities face. Yet, there are local actions that cities can take and encourage that can begin to address these challenges.

GMA's leadership recognized that as an organization, we must lead, and we must lead with action. As the architects of the future of our cities, it is incumbent upon local leaders to convey the message that there is no place for racism, inequity and exclusion in our cities. GMA's officers understood that the association is uniquely positioned to be a

catalyst for lasting change. To that end, they created the GMA Equity and Inclusion Commission to address these issues and develop a long-term plan of action.

The work of this Commission represents the first step of a long-term journey. With the Commission's foundational work now complete, we expect its efforts to be carried forward and become integral to GMA's ongoing mission for many years to come.

There is no better place than in our cities to begin healing the wounds our democracy and culture have sustained. These efforts, both through GMA and those undertaken locally, will require humility, sacrifice, and an understanding that "inclusion" is a much different and more worthy goal than mere "tolerance."

We urge city leaders to use this report as a guidebook in your ongoing efforts to eradicate systemic inequities where they exist in your communities. The recommendations are grouped according to topic area to help in viewing your city's policies and services through the lens of equity, inclusion, and diversity. By adopting the recommendations in this report, GMA's goal is to help city leaders identify and eliminate obstacles that block participation and achievement for every community member. The report also includes recommendations for steps GMA should take to address these issues in all cities.

Members of GMA's Equity & Inclusion Commission join GMA staff for a "Valuing Differences" exercise.



FOREWORDS

“OUR JOURNEY TOGETHER CONTINUES”



JIM THORNTON,
CO-CHAIRMAN



HARDIE DAVIS,
CO-CHAIRMAN

In January of 2020, none of us could imagine that the world would forever change in front of multiple generations of people across the globe. As mayors and city leaders, we did not know that each of us would be confronted with the harsh reality of lurking societal inequities. We did know that every day our society looks for leadership, guidance, direction, and a word of hope and encouragement when life gets tough.

It is said that there is sometimes a season of convergence when things seem to come together. This convergence in America, in Georgia, and in every one of our cities occurred when the COVID-19 pandemic struck friends and family members, the pandemic of racial injustice stood front and center in Minnesota but also here in Georgia, and an overburdened and under-resourced healthcare system stood on the verge of collapse, revealing inequities that had long been masked under the cloak of insured status.

These difficult moments reminded us of the brokenness of the world and of our nation's most urgent challenges, but they also inspired many to act and to do our part to make things better for all.

GMA, on behalf of all 537 cities in Georgia and their residents, decided to take action. As “Cities United,” we agreed to listen intently and dialogue constructively with one another to develop a blueprint for a more equitable and inclusive Georgia. These recommendations begin with the fundamental belief that we will achieve our greatest success as a state and as human beings by learning to value and accept our differences with the understanding that embracing diversity, equity and inclusion makes us stronger and more successful.

We have been honored to lead this effort as co-chairs of the Equity and Inclusion Commission. Over the ensuing eighteen months, the Commission has developed a series of specific action items and achievable

goals for Georgia to reflect our state's motto of “Wisdom, Justice, Moderation” toward all citizens—to be truly one Georgia.

As noted in the introduction, this report of the Equity and Inclusion Commission certainly doesn't complete our journey, but it is a first step. We believe it is a significant first step, because many of the action items developed by the Commission are already underway, and because many of the goals and aspirations set forth in the report are realistic and possible in the near term.

We know that this journey will continue. We have witnessed the passion of city leaders across Georgia, including those on the Commission, and of the GMA staff who have made this work part of their vocation and their mission. We have also witnessed the desire in the hearts of Georgians to displace past divisions with the loving embrace of each other. For all these reasons, we are confident that things will continue to get better in our cities and throughout the state.

This has been a journey that we have undertaken together, and it will continue for many years to come. As we turn the page on this chapter of our work, the words of Georgia's native son, the late Rev. Dr. Martin Luther King, Jr. ring loud in our hearts as we remind one another: “Now is the time to make real the promises of democracy.”

The fact that the journey takes time should not concern us; rather, it should inspire us. It should inspire us to take that next step together and to continue our journey. And together we shall.

GMA Equity & Inclusion Commission Co Chairs

Jim Thornton, GMA President and Mayor of LaGrange

Hardie Davis, GMA Board Member and Mayor of Augusta

FOREWORDS



LARRY H. HANSON
GMA Executive Director

As Dr. Martin Luther King, Jr. so eloquently and powerfully stated, “the ultimate measure of a man is not where he stands in moments of comfort and convenience, but where he stands at times of challenge and controversy.” Since 1933, GMA’s mission has been to anticipate and influence the forces shaping Georgia’s cities and to provide leadership, tools and services that assist municipal governments in becoming more innovative, effective and responsive. This also means standing up at times that demand strong resolve with a commitment to bring city leaders together to address critical issues and through collaboration, to make a difference in our state and our local communities.

The events of 2020 required a strong statement and commitment to action to show that GMA stands in solidarity in opposition to racism, violence, and acts of injustice, inequity and intolerance. The global COVID pandemic only intensified and made more visible disparities that have existed for many years for vulnerable populations. Once seen, these inequities cannot be ignored and as a membership-driven organization, we accepted the responsibility to develop a call to action. In 2020, GMA’s leadership made a pledge to commit the resources needed to make a difference in the areas of diversity, equity and inclusion. Over the course of the last 18 months, the GMA Equity and Inclusion Commission set aside space and time to focus, **to listen deeply, unite widely, and act boldly.**

The ultimate goal of the Commission’s work is to make the lives of Georgians better: How do we move people from where they are to where they should be? The Commission has spent eighteen months examining organizational systems—visible and invisible—for opportunities

to increase fairness, equity and inclusion and by modeling what’s right, not what’s easy. Throughout this process, the Commission demonstrated a commitment to justice by practicing acts of awareness, kindness, love and understanding through thoughtful listening and constructive dialogue. This report is a distillation of the Commission’s work and includes specific recommendations that will help local leaders create communities that are more welcoming, inclusive, and equitable. This is a beginning, not an end. On this journey together, we will work to implement a sustainable program that will make a difference in this state and in our cities. This work requires a long-term commitment, one that we are committed to and ready to demonstrate by our actions, efforts and resources. GMA will adhere to the values in our mission and GMA’s staff, at every level, will be here to assist every member city in this critical effort to promote justice, equity, and inclusiveness. As Cities United, we will make a difference, and with a commitment to openness, transparency, and compassion, we will make our cities and our state a better place for everyone. We are confident the action items in this report will foster sustainable changes in human minds and human hearts and empower us to embrace our differences and see the value in each other.

We sincerely ask today that you join us in this important effort and look forward to continuing on this important journey together.

Larry Hanson

EQUITY AND INCLUSION COMMISSION MEMBERS



Jim Thornton,
Mayor, LaGrange (co-chairman)



Kelly Girtz,
Mayor, Athens-Clarke County



Liz Ordiales,
Mayor, Hiawassee



Hardie Davis,
Mayor, Augusta (co-chairman)



Tyree Goodlett,
Councilmember, Dalton



John Reid,
Mayor, Eatonton



Linda Blechinger,
Mayor, Auburn



Cornell Harvey,
Mayor, Brunswick



Matt Seale,
Mayor, Ocilla



Michelle Cooper Kelly,
Councilmember, Marietta



Lisa Clarke Hill,
Councilmember, Moultrie



Julie Smith,
Mayor, Tifton



Carmen Chubb,
Mayor's Chief of Staff, Atlanta



Doug Hollberg,
Mayor, Griffin



Al Thurman,
Mayor, Powder Springs



Amir R. Farokhi,
Councilmember, Atlanta



Isaiah Hugley,
City Manager, Columbus



Keith Turman,
Mayor, Royston



Anthony Ford,
Mayor, Stockbridge



Michael-Angelo James,
Mayor, Waycross



Dr. Clemontine Washington,
Mayor Pro Tem, Midway



Patti Garrett,
Mayor, Decatur



Cam Jordan,
Deputy Administrator, Fitzgerald



Mike Young,
Mayor, McRae-Helena



Andrea Gibby,
Mayor, Young Harris



Bianca Motley Broom,
Mayor, College Park

THE FORMATION OF GMA'S EQUITY AND INCLUSION COMMISSION

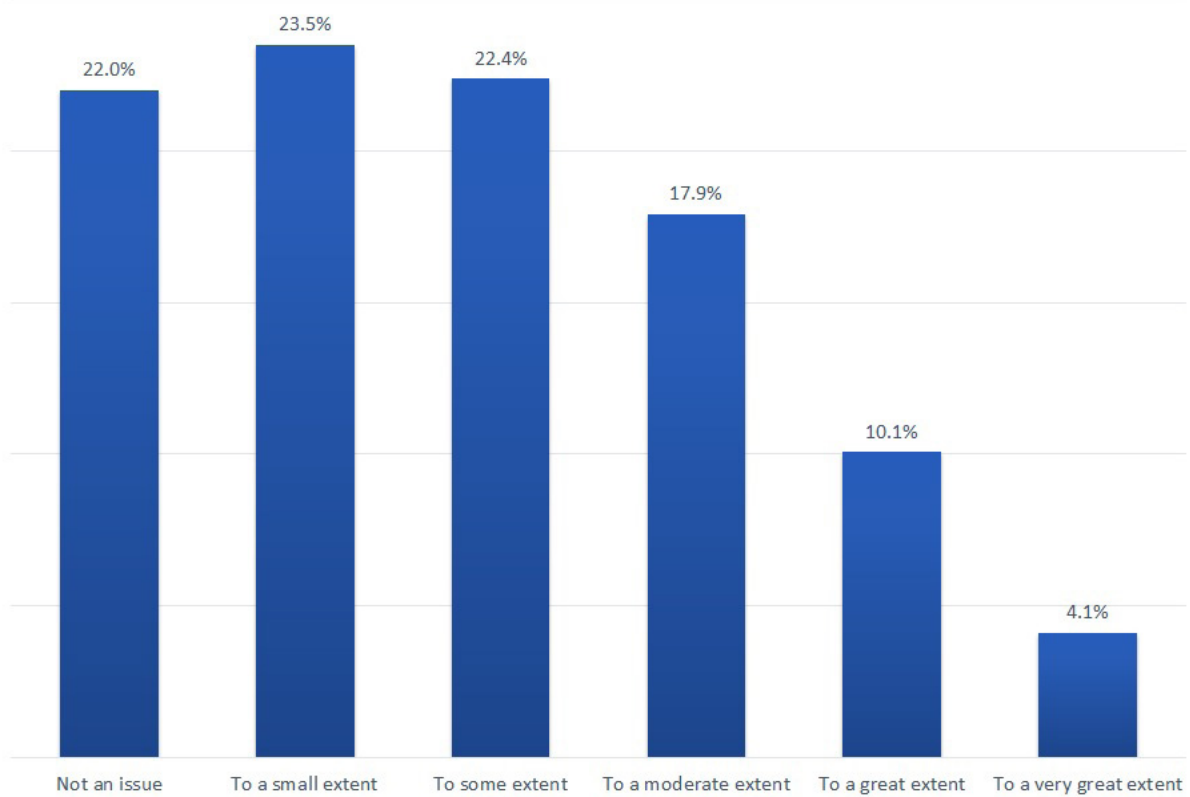
2020 was a turbulent year across the globe in communities of all sizes and regions. In addition to the effects of the global COVID-19 pandemic, people of color nationwide experienced racial injustice and police brutality, including here in Georgia. These actions led to a wave of civil unrest and protests in opposition to systemic racism toward communities of color.

GMA's leadership recognized that as an organization, cities must lead with action. As the architects of the future of our cities, it is incumbent upon local leaders to convey the message that there is no place for racism, inequity and exclusion in our cities. GMA's officers understood that the association is uniquely positioned to serve as a catalyst for lasting change. To that end, in early June 2020, GMA's officers, led by Dublin Mayor Phil Best (GMA Immediate Past President) and Union City Mayor Vince Williams (GMA President), sent a statement to the membership that expressed the association's strong opposition to racism, violence and acts of injustice, inequity and inequality that were occurring across the nation. Leaders also created the GMA Equity and Inclusion Commission to address these issues and develop a long-term plan of action.

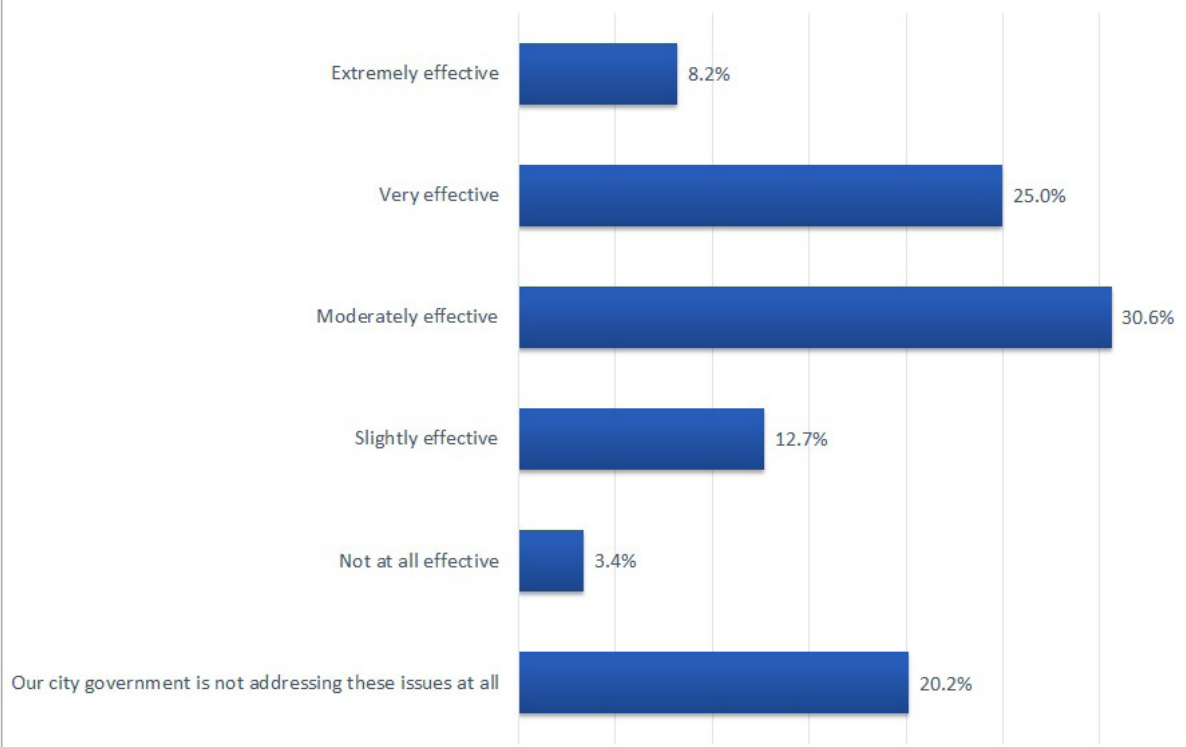
In July, GMA created its first Equity and Inclusion Commission. The role of the 26-member Equity and Inclusion Commission is to recommend actions that bear witness to the principles of justice, equality and fairness, develop a long-term plan of action to address institutional and systemic racism, and equip city leaders to listen thoughtfully and dialogue constructively with the residents they serve. GMA officers and leadership named LaGrange Mayor Jim Thornton and Augusta Mayor Hardie Davis as the co-chairs of the commission.

In late July, GMA conducted an email survey of municipal elected officials throughout the state. GMA received 268 responses for an 8.7% response rate. The graphs below provide key feedback GMA received from survey responses on select questions. The graphs on the following pages provide key feedback GMA received from survey responses on select questions.

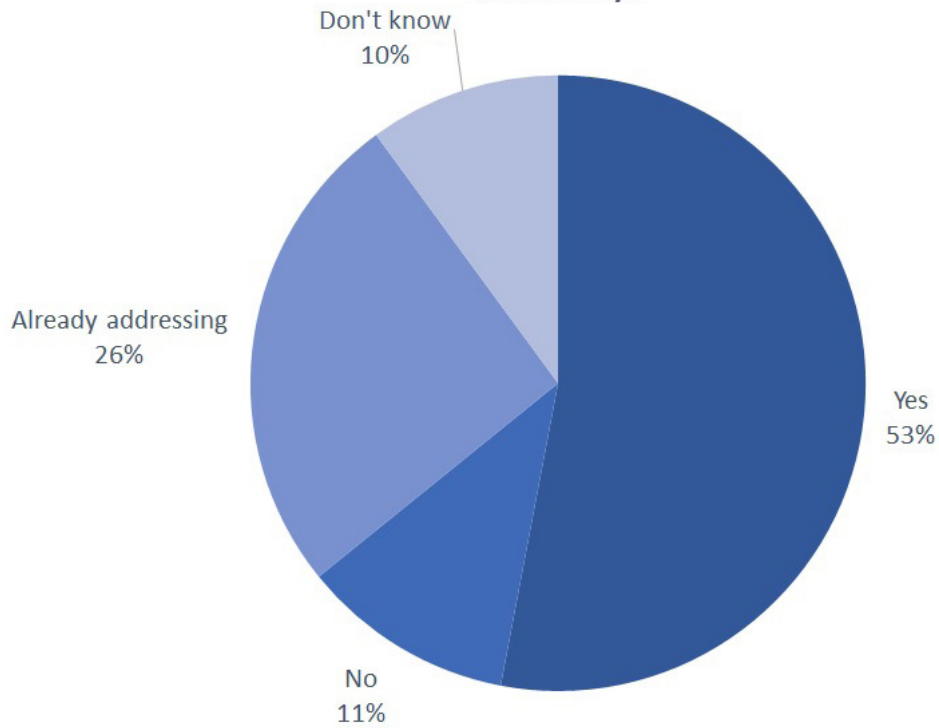
As a city official, to what extent do you feel that racism is an issue in your city?



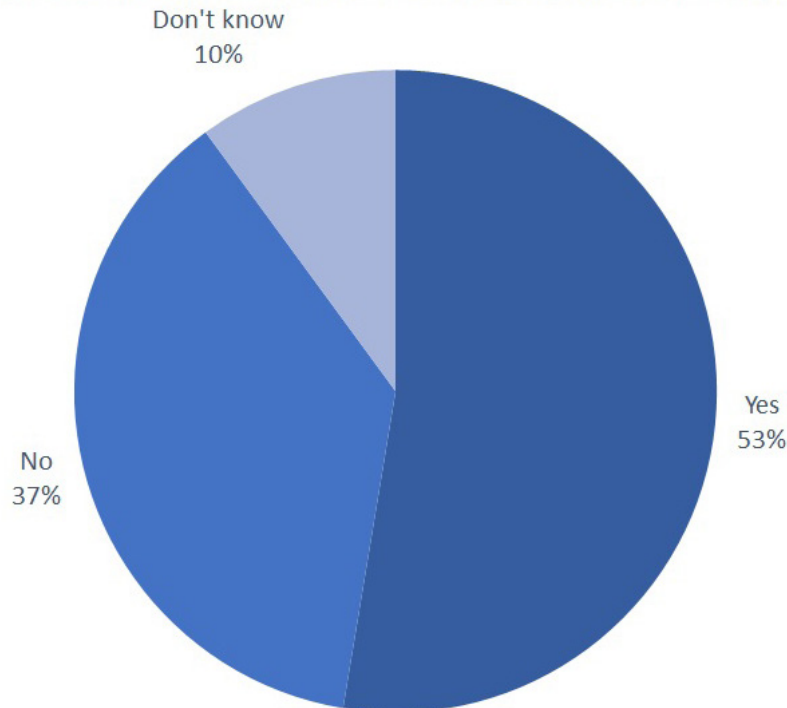
How effective do you feel your city government's response has been to handling issues of race and equity community wide?



Do you feel that your city government should be involved in assessing and responding to issues of race, equity, and diversity in your community?



Do you believe your city should review policies, practices, and procedures with a lens on race, equity, and diversity?



MEETING OVERVIEWS

EQUITY & INCLUSION COMMISSION IN ACTION

Virtual Meetings:

August 20, 2020: Kickoff Meeting

September 24, 2020: Part 1: Impediments to Equity and Inclusion (E&I) - Housing, Healthcare and Education

October 22, 2020: Part 2: Impediments to E&I - Housing, Healthcare and Education

November 19, 2020: Public Safety & Restorative Justice ; Discussion of Historic Monuments

December 17, 2020: Training & Education

January 28, 2021: Community and Economic Development

February 25, 2021: Workforce Development and Employment

March 25, 2021: Open Discussion: Where Are We Now?

April 22, 2021: City Policies

May 27, 2021: Community Dialogue/ Stakeholder Engagement; Diversity in Leadership

In-Person Meetings:

June 24, 2021: Georgia City Solutions E&I Initiatives; E&I Municipal Certification Review

August 6-10, 2021: GMA Annual Convention Sessions

November 18, 2021: Review and adoption of proposed recommendations

January 12, 2022:

Adoption of Final Report by the Commission

Meeting Overview

August 2020: On Thursday, Aug. 20, GMA hosted the first meeting of its Equity & Inclusion Commission. Ambassador Andrew Young delivered a virtual keynote address to the group. GMA Executive Director Larry Hanson reminded commission members of the importance of listening deeply, uniting widely and acting boldly in order to bring justice to the complex systems that shape and influence today's society.



September 2020: During the commission's September meeting, members focused on impediments to Equity and Inclusion as they relate to housing. Leon Andrews, then Director of the National League of Cities' Race, Equity and Leadership (REAL) initiative, urged the Commission to create an intentional space to discuss matters of racial inequity; to work to normalize consideration of equity and justice; and to commit to changing all systems and policies. In addition, NLC staff provided an overview of the housing landscape in the U.S. prior to COVID-19 and noted that homelessness disproportionately impacts Black individuals, who make up 13% of the U.S. population but 40% of the homeless population.

October 2020: October was dedicated to education, health and well-being. Expert presenters stressed that while city officials often don't have direct involvement in schools, city leaders have the power to convene, build partnerships, and use their bully pulpit to stand up for policies and programs that bring equity to education. With regard to health, presenters stressed the need to consider heightened issues of inequity during the COVID crisis and discussed how local leaders can take part in efforts to address the determinants of health with a focus on housing, city planning and design and economic opportunity.

November 2020: In November, the Commission took a deep dive into impediments to equity and inclusion as they relate to public safety and the criminal justice system. Mike Ayers, executive director of the Georgia Peace Officer Standards and Training Council (POST), provided an overview of the mission and activities of the agency, and Sarah Karaga with the National Alliance on Mental Illness (NAMI) offered support through the organization's free training programs for law enforcement agencies. Former Governor Nathan Deal served as the meeting's keynote and discussed the impact of criminal justice reform policies implemented during his administration.



Also in November, members of the Commission discussed historic monuments and determined that while the ultimate goal should be legislative change to provide more flexibility for local governments to make decisions about removal and relocation, the first approach should be for GMA to develop a playbook that provides cities with a good understanding of all aspects of the issues around historic monuments to support local officials.

December 2020: The central focus of the Commission's December meeting was training and education. Commission members received an overview and perspective on these topics from experts from the City of San Antonio, Texas, and Young Harris College, as well as a report from Decatur Mayor Patti Garrett about the city's Better Together initiative. Members engaged in facilitated breakout groups to discuss challenges and opportunities for equity and inclusion in training and education in their communities. The meeting also included an update on the proposed Municipal Equity and Inclusion Certification Program and GMA's Diversity, Equity and Inclusion training program.

January 2021: The Commission kicked off the first meeting of 2021 with a focus on Community and Economic Development. Speakers included Chris Clark, President & CEO of the Georgia Chamber of Commerce, who shared an update on the chamber's efforts to examine the benefits of diversity and inclusion to the state of Georgia. Commission members also heard from Chef Josh Lee, Co-Founder of the Soulful Company Restaurant Group in Atlanta, who spoke about challenges and barriers to African-American entrepreneurs and small business owners, and how city leaders can help. Ray Pennie, President of Business Development for Access to Capital for Entrepreneurs (ACE), also shared information about how their organization provides support to women- and minority-owned businesses. Representatives from Partnership for Southern Equity spoke about historic land use and financial policies that set the stage for problems we are seeing today with creating a level playing field for all communities. The meeting concluded with an opportunity for members to engage in breakout roundtable discussions with three of Georgia's mayors to discuss how diversity, equity and inclusion (DEI) needs are being addressed to promote community and economic development.

February 2021: February's focus was on Workforce Development and Employment. The agenda focused primarily on an interactive roundtable panel discussion with city leaders on perspectives of diversity, equity and inclusion in the workplace. Johnny Knatt with HR Workplace also served on the panel and roundtable discussions and shared an in-depth training on emotional intelligence and bias later in the program. Finally, Commission members heard a presentation on recruitment and retention, including information on GMA's "It Starts with Me" campaign.

March 2021: In March, the Commission shifted focus away from presentation-heavy agendas to allow space for all Commission members to have a meaningful and honest conversation around how Commission members are doing personally, how they are contributing to the DEI conversation, where they need support contributing to the conversation, what challenges they have encountered, what has changed since last summer and more.

April 2021: The topic for April's meeting was City Policies. The first speakers on the agenda were from the Office of Sustainability in Tempe, Arizona, who talked about the "Equity in Action Equitable Engagement Framework" the city uses. Braden Kay and Jonae Harrison with the city also participated in breakout sessions with Commission members to get "in the weeds" on Tempe's program and learn from what the city is doing and how those lessons could be applied in Georgia's cities. Commission members also heard from leaders in Augusta, Decatur, and Stockbridge about these cities' policies for procurement and contracting and how they actively work to make these processes more equitable and inclusive. Another round of breakout conversations allowed Commission members to delve more deeply into the experiences of these cities.

May 2021: The May meeting focused on Diversity in Leadership. The meeting opened with an announcement of GMA's Excellence in Policing initiative, an overview of plans to engage GMA's membership in DEI at the Annual Convention and at fall district meetings and farewell words from Leon Andrews, then director of the NLC Race, Equity and Leadership program. Facilitated breakout groups allowed Commission members to discuss ICMA's Equity and Inclusion Resources, GMA Data Tools and Employee Demographics, and engage in roundtable discussions with city leaders on community dialogue and stakeholder engagement.

June 2021: GMA was pleased to host the first in-person meeting of the Commission at GMA's new headquarters in Atlanta. Topics included an update on Georgia City Solutions and potential DEI initiatives; the discussion of an idea to create a GMA Equity and Inclusion Advisory Council and an update on the Municipal Equity and Inclusion Certification Program. Freddie Broome, GMA's Director of Equity and Inclusion, also described upcoming engagement opportunities for the GMA membership. Members also heard an update on the Excellence in Policing Initiative. Broome led a facilitated discussion with the Commission on DEI and where the Commission should go from here.

July 2021: Members engaged in Work Team Meetings.

August 2021: GMA members were offered several engagement opportunities at the in-person GMA Annual Convention August 6-10 in Savannah, including two options to attend a DEI forum. Each forum closed with time to share any DEI efforts in cities or offer closing remarks. GMA also held a DEI Rapid Fire Session for small cities and one for larger cities. The purpose of the sessions was to showcase programs that can be scaled and replicated in other cities. And finally, during the convention, GMA offered a DEI Training course "Making Cultural Diversity Work."

September and October 2021: Each of GMA's 12 fall district in-person meetings included a focus on Equity and Inclusion, with the first segment of each meeting devoted to a brief training by Freddie Broome and an interactive DEI exercise and friendly inter-district competition with attendees doing "the wave." In addition, work teams continued to meet to finalize their respective recommendations.

November 2021: The Commission met in person in Atlanta to review and adopt the Commission's recommendations for inclusion in the Final Report that will be presented to GMA's Board of Directors in January 2022.

December 2021: The Commission postponed its December meeting due to the holidays and reconvened in January for review and adoption of the final report.

January 2022: The Commission met to adopt its Final Report.





GMA EQUITY AND INCLUSION RECOMMENDATIONS

GENERAL RECOMMENDATIONS FOR GMA & CITIES

The Commission's recommendations are divided into two categories – one identifies actions GMA should undertake to assist city leaders in their efforts to implement sustainable equity and inclusion initiatives within city governments and communities at-large and the other outlines policies and practices the association's 537 member cities should pursue.

GENERAL RECOMMENDATIONS FOR GMA & CITIES:

The Commission recommends that GMA:

- Establish a Municipal Equity and Inclusion Certification Program to be administered by GMA in partnership with Georgia City Solutions. (See page 39 for a description of the program.)
- Develop resources and a list of experts, facilitators and speakers that city officials can use to discuss and educate their community about the importance of workforce housing.
- Develop a Historic Monument Playbook that provides cities with a thorough understanding of all aspects of state law, case studies from other communities, and resources to support local conversations that are constructive, inclusive and productive.
- Add a course on “Health in All Policies” to the association’s training program. “Health in All Policies” is a collaborative approach that integrates and articulates health considerations into policymaking across sectors to improve the health of all communities and people.
- Conduct an annual survey of the association’s member cities to learn how elected officials are coping, managing and addressing issues of equity and inclusion in communities around the state.
- Create a standing Equity and Inclusion Advisory Council.
 - The work of the Equity and Inclusion Commission represents the beginning, not the end, of GMA’s commitment to diversity, equity and inclusion. The creation of an Equity and Inclusion Advisory Council will provide a body to oversee the implementation of the Commission’s recommendations as well as to recommend additional initiatives, programs and policies.

The role of the Advisory Council should be to:

- Oversee the implementation of the Equity and Inclusion Commission’s recommendations.
- Recommend additional programs, training, research and other initiatives that can be undertaken by GMA and/or Georgia City Solutions (GCS) to assist city officials in their efforts to promote equity and inclusion within their municipal government and community.
- Provide a forum for city officials to explore opportunities for collaboration between GMA, GCS, agencies and organizations whose mission focuses on equity and inclusion.
- Foster the exchange of ideas and information on programs and initiatives that have a proven positive impact on equity and inclusion.
- Propose legislative policies, as necessary, to the appropriate GMA policy committees that would help cities address equity and inclusion issues.
- The Advisory Council should be chaired by a municipal official appointed by the GMA president. The chair should serve a two-year term and be eligible to be reappointed to serve one additional term.
- Approximately 25 municipal elected officials and staff should be appointed to the Advisory Council.
- Consistent with other GMA advisory councils, appointments should be made by the executive director in consultation with the president.

GENERAL RECOMMENDATIONS FOR GMA & CITIES:

- Each of the association's twelve districts should be represented by at least one member. Terms should be for one year, but members should be eligible to be reappointed.
- The Advisory Council should meet no less than two times per year.

The Commission recommends that all cities:

- Seek completion of the Municipal Equity & Inclusion Certification Program referenced in the above section. As noted in the program summary on page 39, cities may achieve certification for addressing equity and inclusion in seven categories.
- Adopt and implement personnel policies that address equity and inclusion and are gender-neutral.
- Require and provide annual DEI training for employees.
- Require and provide annual DEI training for elected officials.
- GMA recommends municipalities consider adoption of the policies on this report's section on Excellence in Policing to improve the quality of policing and ensure safer, more equitable communities in Georgia.

WORKGROUP-FOCUSED RECOMMENDATIONS FOR CITIES:

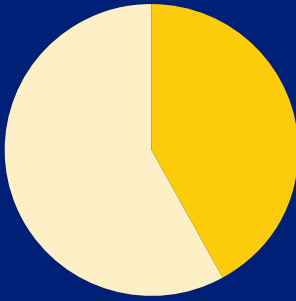
The Commission recommends that all cities carefully review and consider implementing the standards and policies outlined in the Municipal Equity and Inclusion Certification Program regardless of whether certification status is sought. These standards and policies are listed below by areas of focus of the Commission's workgroups.



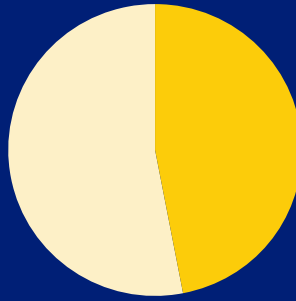
HOUSING

The “American Dream” of owning a home?

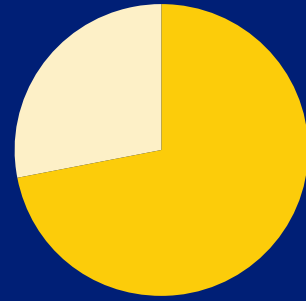
It’s a reality for only 42% of Black and 47% of Hispanic households, compared to nearly 72% for Whites.



42% OF BLACK
HOUSEHOLDS



47% OF HISPANIC
HOUSEHOLDS



72% OF WHITE
HOUSEHOLDS

WORKGROUP-FOCUSED RECOMMENDATIONS FOR CITIES: HOUSING

Housing instability is a significant factor impacting economic mobility for many Americans. Research shows that housing stability, affordability, quality, and safety all impact school and health outcomes. When sustainable housing is available to serve residents of all income levels and generations, opportunities for economic prosperity develop community wide. Local governments have a role to play by making good housing decisions that create positive outcomes for residents and communities.

GMA's Equity and Inclusion Commission recommends that cities should:

- Complete a community housing assessment to determine whether the current housing stock meets the needs of current residents based on income levels within the community.
- Undertake actions to increase workforce housing, such as establishing inclusionary policies, including inclusionary zoning and land use policies, as well as addressing needs identified in a community housing assessment.
- Cultivate partnerships with housing development and advocacy organizations and the business community.
- Develop a housing affordability action plan.
- Offer, either directly or through partnerships, homeowner "readiness" courses or workshops on financial literacy, credit counseling and other topics related to purchasing and maintaining a home.
- Use municipal financial resources, such as CHIP, CDBG and tax credits, to support the development of affordable housing.
- Organize community days of service.
- Develop a workforce housing action plan.
- Offer or support community education efforts that explain what workforce housing is and the importance of having enough workforce housing available in a community.



EDUCATION



For each enrolled student, the average **non-White** school district receives about \$2,200 less than a **White** school district.



White students outperform **Black** students by: 12% in reading, 16% in math, and 27% in science and **Hispanic** students by: 8% in reading, 11% in math, and 19% in science.



79% of **Black** and 81% of **Hispanic** students graduate from high school on time compared to 89% of **White** students.



40% of **Whites** age 25 and older have a bachelor's degree or higher compared to 26% of **Blacks** and 19% of **Hispanics**.



Blacks and **Hispanics** are 36% of the college-age population, but only 19% enroll at public colleges.



White students are 54% of the college-age population, but 64% enroll at public colleges.

WORKGROUP-FOCUSED RECOMMENDATIONS FOR CITIES: EDUCATION

Education is a key component of creating a diverse and equitable community and a high-quality education system is one of the most important drivers of economic growth and an indicator of a city's overall health. Yet statistics point to alarming disparities and tell a story of mismatched needs. While cities in Georgia typically do not play a direct role in providing education, city leaders can play a vital partnership role by exerting meaningful influence and recommending policies that improve student outcomes, strengthen schools, and ensure that their cities actively address education challenges.

To meet these challenges, GMA's Equity and Inclusion Commission recommends that cities should:

- Host meetings between members of the city's governing body and staff with members of the school board and staff with the goal of cultivating and strengthening relationships between the two entities.
- Provide opportunities for principals, teachers, parents and students at schools located in the city to share how the city and city officials can support local educational efforts.
- Implement or support actions to enhance/improve support for underperforming schools in the community.
- Support programs that encourage students to stay in school and receive their high school diploma/GED.
- Organize or support child literacy programs in the community.
- Organize or support adult literacy programs in the community.
- Assist in or support strengthening relationships between the business community and school system to address the workforce needs of the future.
- Organize or support aftercare programs.
- Establish and maintain city internships to provide basic job skills training.
- Provide equity and inclusion educational awareness programs in the community.
- Establish or maintain a city youth council or participate in an area youth council.



HEALTH AND WELLBEING



16% of **Hispanics** and 11% of **Blacks** are uninsured compared with 6% of **Whites**.



Black and **Hispanic** people are at least 1.2 times more likely to be overweight than **Whites**, at least 1.6 times more likely to suffer from diabetes and half as likely to receive mental health services.



Black mothers were 2.3 times and **Hispanic** mothers were 1.7 times as likely to receive late or no prenatal care compared to **White** mothers.



14% of **Blacks**, 10% of **Hispanics**, and 8% of **Whites** self-report as having poor health.



For some measures, public health is a “black and white” issue...

The death rate for **Blacks** is generally higher than **Whites** for heart diseases, stroke, cancer, asthma, influenza and pneumonia, diabetes, HIV/AIDS, and homicide.

Blacks have the highest mortality rate for all cancers compared with any other racial and ethnic group.

There are 11 infant deaths per 1,000 live births among **Black** children, more than twice the rate of **White** children.

Life expectancy for **Blacks** is 75 years – four years shorter than for **Whites**.

WORKGROUP-FOCUSED RECOMMENDATIONS FOR CITIES: HEALTH AND WELLBEING

Health disparities in Georgia communities lead to excess medical costs, lost productivity and a lower quality of life. These disparities include lack of access to providers and hospitals; missing appointments for routine care due to lack of transportation; negative maternal health and birth outcomes; and the high cost of medical care and prescriptions, among others. While cities are not direct providers of health care, municipal leaders play an important role in understanding the needs of all members of the community and advancing policies and initiatives that address issues of inequity in residents' physical and mental health.

To ensure that the social determinants of health adequately address local diversity, equity and inclusion challenges, GMA's Equity and Inclusion Commission recommends that cities should:

- Conduct an assessment of current community health and wellbeing outcomes and determine if certain communities or census tracts have healthier outcomes than others and why.
- Convene community meetings to 1) discuss/assess how the city currently addresses health and wellbeing in the community, 2) provide an understanding of the social determinants of health (social, physical and economic environments), and 3) assess where the gaps are to determine how to effect positive outcomes.
- Undertake actions to address identified health and wellbeing issues in the areas of a city with significant health and wellbeing challenges.
- Promote and support programs to address food insecurity.
- Address municipal employee healthcare needs.
- Provide or promote city-wide health and wellbeing initiatives, including programs that address mental health, homelessness, and substance abuse.
- Encourage and support other local health and wellbeing initiatives, such as efforts to improve high school graduation rates, increase financial literacy, support early childhood education, organize community days of service for home repairs, cultivate the city's tree canopy, increase walkability and so on.



PUBLIC SAFETY & RESTORATIVE JUSTICE



People of color are more likely than Whites to be imprisoned...

Black and **Hispanic** Americans make up almost **60%** of the **prison population**, **more than twice** their share of the adult population.

Whites account for **30%** of prisoners, **about half** of their share of the adult population. The **Black imprisonment** rate is **nearly twice the rate of Hispanics** and **more than five times the rate among Whites**.



People of color are more likely to enter the prison system at an earlier age...

Black men ages 18 to 19 were almost **13 times** as likely to be imprisoned as White men of the same ages

Hispanic men ages 18 to 19 were more than **3 times** as likely as White men of the same ages to be imprisoned.

...and receive longer sentences than Whites for the same crimes

19% longer for **Black** men and

about **5% longer** for **Hispanic** men



PUBLIC SAFETY & RESTORATIVE JUSTICE



When it comes to police encounters...

Black adults are about **five times** as likely as Whites to say they have been **unfairly stopped** by police.

Nearly **half** of **Black** Americans do not believe the police in their community treat people with different skin colors the same (compared to 20% of Hispanics and 12% of Whites).

When police initiate contact, **Blacks** and **Hispanics** are more than **twice as likely** to experience the threat or use of **physical force** than Whites.

Black men are about **2.5 times** and **Hispanic** men are about **1.4 times more likely to be killed** by police than are White men.

WORKGROUP-FOCUSED RECOMMENDATIONS FOR CITIES: PUBLIC SAFETY & RESTORATIVE JUSTICE

Local government leaders face disruptive public safety challenges every day. Leadership and transparency with the public are crucial to reform efforts. Having more transparency and accountability in public safety directly impacts the community-public safety relationship and can help mitigate criminal activity and reduce recidivism. Equity, inclusion, and diversity are essential to ensuring protections and resolving justice for all are achieved and are required for productive public safety agencies and communities.

To ensure accountability and transparency in public safety and restorative justice, GMA's Equity and Inclusion Commission recommends that cities should:

- Provide citizen engagement programs, such as Citizen Police Academy, Citizen Fire Academy, Citizen Emergency Response Team.
- Adopt a model use of force policy.
- Provide training in use of force alternatives for police, fire, and/or EMS personnel, as applicable.
- Provide anti-bias training for police, fire, and/or EMS personnel, as applicable.
- Implement a public safety strategic plan.
- Develop hiring and retention policies aimed at reflecting community demographics.
- Adopt policies for and provide training in mental health response and crisis intervention for police, fire, and/or EMS personnel, as applicable.
- Review/update disciplinary standards and policies to ensure appropriate action for misconduct.
- Attain/maintain State Certification (Police).
- Attain/maintain Commission on Accreditation for Law Enforcement Agencies (CALEA) Accreditation.
- Attain/maintain GMA Excellence in Policing Certification .
- Attain/maintain Center for Public Safety Excellence (CPSE) Certification.
- Create and maintain a Citizen Advisory/Engagement Committee to address public safety issues.
- Implement a community-based approach to violence prevention (violence interrupters), e.g., Cure Violence Global.
- Provide for equity in Insurance Services Office (ISO) ratings among various areas of the city.
- Implement mental health programs/training to support officer resilience.
- Assist with expungement of records/amnesty program as permitted by law.

WORKGROUP-FOCUSED RECOMMENDATIONS FOR CITIES: PUBLIC SAFETY & RESTORATIVE JUSTICE

- In cooperation with area nonprofits and other governmental entities, provide and/or partner to provide re-entry programs for individuals leaving prison.
- Establish public safety priorities that limit arrests for low-level misdemeanor offenses, limit ticketing for certain traffic offenses, and ticket (rather than arrest) using misdemeanor ticketing form when possible and appropriate.



COMMUNITY AND ECONOMIC DEVELOPMENT



In America, White households...

...have 10 times more wealth than Black and 8 times more wealth than Hispanic households

White - \$171,000

Hispanic - \$20,700

Black - \$17,200

...are less than half as likely to live in poverty than Black or Hispanic families

White - 9%

Hispanic - 19%

Black - 22%

and earn 70% more than Black and 40% more than Hispanic households per year

White - \$71,000

Hispanic - \$51,000

Black - \$42,000



COMMUNITY AND ECONOMIC DEVELOPMENT



There are more economic disparities...

In November 2020, the unemployment rate was about 42% higher for Blacks (11%) and Hispanics (10%) than for Whites (6%)

Blacks and Hispanics only own about 17% of all businesses, yet are about 29% of the U.S. population

The “American Dream” of owning a home?
It’s a reality for only 42% of Black and 47% of Hispanic households, compared to nearly 72% for Whites

WORKGROUP-FOCUSED RECOMMENDATIONS FOR CITIES: COMMUNITY AND ECONOMIC DEVELOPMENT

For families and communities to thrive, it is vital to address the differing needs of community members and ensure they have access to both employment opportunities that pay a living wage and the support services needed to effectively address barriers to employment and entrepreneurship. Homelessness, low educational attainment, lack of access to high-quality childcare, the absence of investment capital, the ongoing need for training for small business owners and criminal history all contribute to the challenge of obtaining and maintaining long-term employment.

To increase diversity, equity and inclusion opportunities for economic and community development, GMA's Equity and Inclusion Commission recommends that cities should:

- Convene meetings with community stakeholders to discuss community, economic and business needs and challenges.
- Create liaisons with other economic and community development partners, e.g., local chamber, economic development authority, downtown development authority, etc.
- Address city-imposed challenges of starting a business.
- Assist individuals with business and social networking resources and opportunities.
- Develop and partner with other agencies to create a "Starting A Business" guide and website page.
- Provide training opportunities for new business owners.
- Increase diversity in city leadership and internship programs.
- Develop policies to ensure access to participation in city projects/contracts and to advance racial equity in government contracting and procurement.
- Review development and redevelopment strategies to ensure they are inclusionary and make amendments if necessary.
- Review zoning process to ensure it encourages opportunities for housing affordability and make amendments if necessary.
- Establish and use tools to help people attain home ownership.
- Advocate for requiring the inclusion of an Equity and Inclusion component as part of the state-mandated comprehensive planning process for local governments.



COMMUNITY DIALOGUE AND STAKEHOLDER ENGAGEMENT



Georgia Civic Health Rankings At-a-Glance

Georgia is below the national average in:

Percent who attend a public meeting (34th)

Voting (37th)

Voter registration (37th)

Contacted or visited a public official (49th)



Just 8.3% of Georgia residents reported contacting a public official in 2017, a decline from the 2011 rate of 12% and less than the national rate of 11.4%. Georgia ranked 49th in contacting public officials.

Rural residents were more likely to contact their public officials than suburban or urban residents.

The likelihood of contacting a public official increased with age, more education, and higher income levels.

Men were more likely to contact public officials than women, 9.4% vs. 7.4%.

White Georgians were more likely to contact public officials at 10.3%, compared to Black Georgians (5.9%) or Hispanic Georgians (2.7%).

WORKGROUP-FOCUSED RECOMMENDATIONS FOR CITIES: COMMUNITY DIALOGUE AND STAKEHOLDER ENGAGEMENT

Democracy works best when there is broad-based participation by the community, be it a nation, state or city, and when policies are enacted by elected officials that do not benefit one group over another. Civic engagement is essential to the democratic process, yet recent research indicates civic engagement in Georgia has declined in recent years. According to the 2019 Family Connection Partnership's Georgia Civic Health Index, civic health is linked to economic resilience; workforce development; youth development and public health outcomes; access to opportunity; community vitality; lower violent crime rates and youth delinquency; and reduced mortality. Local leaders have a duty to recognize that work responsibilities, childcare needs, disabilities, language barriers, criminal history, and health issues are among the barriers that can prevent equitable access to the democratic process.

To ensure that community members feel welcome, valued and included, GMA's Equity and Inclusion Commission recommends that cities should:

- Seek out stakeholder groups to represent all segments of the community to listen, help identify barriers to engagement, seek input and develop solutions.
- Offer options and have a transparent process for citizens to receive information, participate in professionally facilitated discussions, and provide feedback/input on strategic priorities, budget and resources allocation.
- Provide balanced, objective and user-friendly information to the community through various channels.
- Adopt a city-wide public information communication plan detailing methods and types of communication to the public.
- Review imagery and content in all forms of city media and communications for message clarity and consistency and to ensure it is representative of the community.
- Explore opportunities to achieve certifications and/or other designations to demonstrate a commitment to diversity, equity and inclusion.
- Provide ongoing training and cross training (at least annually) for staff and volunteers to ensure clarity and consistency of messaging when engaging with the community as well as sustainability of established processes as new staff and volunteers are onboarded.



WORKFORCE DEVELOPMENT AND EMPLOYMENT



People of color make up about 38% of the workforce ages 25-64, and nearly half of the population under 25.



White workers are 50% more likely than workers of color to hold good jobs.



Median wages are higher for White workers with a high school diploma and no college than for Black workers with an associate degree.



Almost one-quarter of Georgians without a high school diploma live in poverty.



According to the “Jobs with Purpose” Phase I needs assessment conducted in 2021 by the University of Georgia’s Carl Vinson Institute of Government for GMA:

Over 85% of responding municipalities reported that it is difficult to attract applicants with the skills their municipal government needs

About half of municipal governments have skill shortages currently or anticipate them in the next 12-24 months

Turnover rates in municipal government are lower than the economy as a whole
Workers in municipal government are slightly older than the US average



WORKFORCE DEVELOPMENT AND EMPLOYMENT



A November 2021 Atlanta Journal Constitution article indicated:

The number of public safety officers that retired so far in 2021 peaked at 1,105 over the last six years.

In 2020, 3280 officer certifications lapsed or were removed, the highest number in five years. What's more, new certifications hit a new low of 1,852, and it is expected to drop further this year.

WORKGROUP-FOCUSED RECOMMENDATIONS FOR CITIES: WORKFORCE DEVELOPMENT AND EMPLOYMENT

Employers across the country must identify steps to center the principles of equity, diversity, and inclusiveness for in their businesses and organizations. While cities cannot address workplace inequity in all of society, cities play an important role in setting the standards for recruiting and hiring. Across the state, employers including city governments are struggling to attract and retain skilled workers. For cities, this presents a significant challenge to providing high-quality services and completing critical infrastructure projects. Local leaders have a responsibility to face this challenge by establishing standards and policies to recruit, hire, and retain workers who not only fill a slot, but are the best fit for the city.

To facilitate equity and inclusion in workforce development and employment, GMA's Equity and Inclusion Commission recommends that cities should:

- Develop municipal workforce development goals.
- Implement recruitment policies and practices that ensure a diverse applicant pool.
- Include anti-discrimination language in city human resource policies and procedures.
- Review terminology in all employment policies to ensure they are inclusive.
- Include DEI training in the employee onboarding/orientation process.
- Provide internship or other program(s) to serve as a municipal workforce pipeline.
- Create community learning programs about city government to serve as a municipal workforce pipeline.
- Provide a regular facilitated forum for employees to voluntarily participate in group discussions on DEI topics.
- Partner and collaborate with the local school system to participate in career days, job fairs or other activities to provide a pathway to local government jobs.
- Demonstrate inclusive processes and procedures in recruiting, appointing and selecting internal employee workgroups, boards and committees.

WORKGROUP-FOCUSED RECOMMENDATIONS FOR CITIES: TRAINING AND EDUCATION

Understanding and embracing differences is imperative to ensure that city leaders treat all situations in a fair and just manner. This, however, requires sustained effort to understand, appreciate and integrate the principles of equity and inclusion into the work culture of a city and into the broader community. The realization that people and institutions are complex requires ongoing effort to educate those involved on what these complexities are and to develop the skills and knowledge to address them.

To increase diversity, equity and inclusion, GMA's Equity and Inclusion Commission recommends that cities should:

- Encourage their elected officials and staff to participate in GMA's "Embrace" learning series.
- Encourage their elected officials and managers/administrators to attend the "Making Cultural Diversity Work" training offered through the Harold F. Holtz Municipal Training Institute.
- Provide diversity leadership training for all members of the leadership team.
- Incorporate DEI training into the city's annual sexual harassment training.
- Participate in a needs survey developed by GMA or another professional organization to determine what training is applicable to address diversity, equity and inclusion concerns.
- Provide Emotional Intelligence training for all public safety employees.
- Encourage their elected officials to take GMA's health and wellbeing training course once approved and developed.
- Require newly elected officials and administrators receive a minimum of three hours of DEI Training within their first year.

WORKGROUP-FOCUSED RECOMMENDATIONS FOR CITIES: CITY POLICIES

City leaders have an important duty and opportunity to advance equity and inclusion through structural changes to local government. By applying a DEI lens to functions of local government, including budgeting, land use planning, ordinance development, and other high-level decisions, local leaders can improve outcomes for all the community.

To increase diversity, equity and inclusion, GMA's Equity and Inclusion Commission recommends that cities should:

- Analyze and address equity and inclusion in procurement policy (Equity and Inclusion for Contracting and Procurement).
- Analyze and address equity and inclusion in resource allocation (Equity and Inclusion for Operational and Capital Resource Allocation).
- Make DEI part of the comprehensive planning process.
- Require staff, elected officials and appointees of the city (boards and commissions) to complete six hours of DEI training per year. For new employees and appointees, this DEI training should be conducted within the first three months of hiring or appointment.
- Require and provide DEI training for city boards and commissions.
- Analyze and address equity and inclusion in personnel policies.

MUNICIPAL EQUITY & INCLUSION CERTIFICATION PROGRAM

During an early meeting of the Equity and Inclusion Commission, commission members expressed interest in creating a certification program to recognize cities which adopt policies and practices that promote equity and inclusion within their municipal government and community at large. The concept was likened to the GMA Certified Cities of Ethics Program, through which a city that meets the stated criteria receives recognition for being a city of ethics. To that end, the Commission recommends that GMA, in partnership with Georgia City Solutions, implement a Municipal Equity and Inclusion Certification Program. The following is a brief description of the program.

Cities may achieve certification for addressing equity and inclusion in the following seven categories:

- Workforce Housing
- Education
- Health and Wellbeing
- Public Safety and Restorative Justice
- Community and Economic Development
- Municipal Workforce Development and Employment
- Community Dialogue/Stakeholder Engagement (required for initial and continued certification)

Acknowledging that different cities have different equity and inclusion challenges and different levels of resources, as well as the broad array of categories, four tiers of certification may be achieved based on the number of categories a city chooses to address. The tiers are as follows:

- **Bronze:** 2 categories;
must include Community dialogue/Stakeholder engagement
- **Silver:** 3-4 categories
- **Gold:** 5-6 categories
- **Platinum:** 7 categories

Prior to applying for certification, cities will be required to meet certain pre-application thresholds. These pre-application requirements relate to:

holding meetings with community and business stakeholders; adopting a resolution declaring the city's intent to apply for certification in selected categories; training for the city's equity and inclusion point person, elected officials, members of city boards and commissions and city employees; and updating city policies to address equity and inclusion in personnel policies, the hiring process, procurement and resource allocation. Additionally, a city must apply for certification in at least two categories to receive initial certification, with community dialogue/stakeholder engagement being one of those initial categories.

Cities may apply online during a rolling application period. Applicants will receive feedback on their applications from the reviewing committee. As long as a city continues to work on its application, it will stay in the system until the city achieves certification. Draft information about action items required or suggested for certification within each individual category are in the appendix to this report.

To maintain certification, a city will be required to adopt a resolution every year affirming its commitment to equity and inclusion and hold at least two community stakeholder meetings each year to discuss gaps in equity and inclusion as well as progress. Additionally, elected officials, members of city boards and commissions and senior staff will be expected to participate in annual equity and inclusion training. The city's equity and inclusion point person will also be expected to participate in annual equity and inclusion training.

A city must apply for recertification every three years. To receive recertification, a city must demonstrate that it continues to work towards equity and inclusion in the categories in which it is certified. Additionally, it must demonstrate substantial completion of its employee training plan and continued adherence to the policies required for initial certification. Finally, as a condition of recertification, a majority of a city's sitting elected officials (members of the governing authority) must complete the Harold F. Holtz Municipal Training Institute's six-hour "Making Cultural Diversity Work" course within the previous five years for the city to retain certification.

EXCELLENCE IN POLICING

Excellence in Policing Program Report:

In Spring 2021 GMA began an Excellence in Policing Initiative, co-chaired by College Park Mayor Bianca Motley Broom and LaGrange Police Chief Lou Dekmar. The committee is comprised of 16 members ranging from mayors, police chiefs, lawyers, a community activist and a mental health expert.

The group was tasked with developing an affordable, achievable, scalable, and measurable set of best practices and guidelines for public safety agencies to utilize as part of Municipal Equity and Inclusion Certification Program.

The intent is to provide model policies, training modules, and best practices for law enforcement agencies in Georgia. The resources are intended to support agencies in their efforts to implement professional policies and practices in a manner that is cost effective and efficient and meets standards in line with ones existing in other certification programs.

The group's work focused on four subcategories – personnel policies, critical task policies, role of technology in policing and criminal justice reform.

With those guiding principles, GMA recommends municipalities consider adoption of the following policies to improve the quality of policing and ensure safer, more equitable communities in Georgia.

Excellence In Policing Required Policies & Criteria –

Law enforcement departments shall have:

- Equal Opportunity Employment Plan (written directive governing all personnel policies, etc.)
- Written directive for all rules of conduct for employees/officers
- A policy governing identification, collection, packaging, storage, and disposal of evidence/property

- A written directive requiring all officers to receive vehicle operations policy and legal update training on vehicle pursuits annually and defensive driving at least every three years
- A policy governing search and seizure, both with and without a warrant
- A 'Use of Force' or 'Response to Aggression' policies
- A policy governing the arrest of individuals
- A policy governing employees' off-duty and extra-duty employment
- A policy outlining equipment required for use by officers while on-duty and when equipment is required (i.e., ballistic vests)
- A policy governing officers' response to and interactions with persons who may be experiencing a mental health issue and persons with diminished capacity
- A policy governing body and car camera usage

Additional Recommended Focus Areas:

- Body and car cameras issued to each officer / vehicle
- Public Safety Information Officer
- Decriminalization of misdemeanor offenses and bail reform
- GMA Affirmation Form for municipal court judges

GEORGIA CITY SOLUTIONS EQUITY & INCLUSION INITIATIVES

Making sure everyone is included, that every voice is welcomed, respected and accounted for, is an active, continuous process requiring a sustained commitment from local leaders. Applying an equity and inclusion lens to municipal operations means identifying opportunities throughout local governance where cities can and must account for the needs of all citizens. It means integrating principles of equity and inclusion into key components of a city's administration—its legal and organizational infrastructure, for example, its staff training and processes such as budgeting, planning and data collection and analysis.

When effectively implemented, equity and inclusion foster creativity and innovation, as a diversity of ideas and experiences strengthens problem-solving and decision-making capabilities.

The Equity and Inclusion Commission endorses the following Georgia City Solutions initiatives:

- **Diversity and Inclusion Training:** This course offers a basic overview of diversity and inclusion, emphasizing the importance of working together to understand and appreciate one another's differences and strengths and the capacity of each individual to effect lasting change in this regard. It is a three- or six-hour course, customizable to a city's needs.
- **Having Difficult Conversations:** This customizable, three-hour course empowers participants to lead and engage in honest, at times difficult, conversations around conscious and unconscious biases that affect how individuals interact within their communities.
- **Technical Assistance:** In support of cities' DEI efforts, technical assistance and resources are available including but not limited to: videos and a municipal guide to equity and inclusion; an online forum for ongoing discussion; a train-the-trainer program for local government equity and inclusion officers; review of city policies and procedures; facilitation of community conversations; the development of a community conversation toolkit; and GCS representation on hiring interview panels.



Georgia City Solutions, Inc. (GCS) is a non-profit subsidiary of the Georgia Municipal Association created to establish and support new and innovative programs, solutions and research to build vibrant, economically prosperous and well-managed cities, and improve the quality of life of municipal residents. With the overarching goal of addressing intergenerational poverty, the GCS Board of Directors has identified equity and inclusion as one of its three core program areas, along with youth leadership development and engagement and municipal workforce development. The goals and priorities of GCS' equity and inclusion initiatives, branded as EMBRACE, include:

- Equip cities with tools and resources to combat institutional and systemic racism, violence, acts of injustice, inequity and intolerance
- Foster healthy lines of communication that yield sustainable change
- Deliver training and technical assistance to cities
- Execute the GMA Equity and Inclusion Commission's recommendations

GEORGIA CITY SOLUTIONS EQUITY & INCLUSION INITIATIVES

- **Municipal Government Diversity, Equity and Inclusion Certificate Program for individuals:** Offered under the EMBRACE suite of programs, this program is designed to equip municipal leaders with tools and resources to combat institutional and systematic racism, injustice and inequity by grasping the essence of valuing differences, fostering relationships and creating an environment of belongingness for the betterment of all. The framework of the program includes seven modules where participants will explore concepts of inclusive leadership, emotional intelligence, financial management, public safety, community and economic development and workforce development, all from an equity and inclusion perspective.
- **Equity and Inclusion (DEI) Learning Lab:** GCS's DEI Learning Lab will offer hands-on opportunities for city officials to learn to use DEI assessment/impact tools and address DEI issues by developing policies and pilot projects that "test" potential outcomes. Whether virtual, in

person at GMA's Atlanta offices, or on-site at a field location in Georgia, the Learning Lab will be a multiple-day summit where community stakeholders can come together to test DEI policies with guidance from experienced practitioners.

- **Development of Municipal Equity Assessment Tool (EAT):** An equity assessment tool (EAT) analyzes and measures the extent to which a proposed action or decision will affect people who differ in race, age, gender, religion, sexual orientation, or education level. EATs help mitigate unanticipated adverse consequences in a variety of situations, including the analysis of proposed policies, institutional practices, programs, initiatives, strategies and budgetary decisions. An equity assessment tool is a critical device that can help cities prevent institutional discrimination and racism and identify opportunities to address long-standing inequities.



GMA & GCS PROGRESS SINCE JANUARY 2021

CATEGORY	SESSIONS	ESTIMATED ATTENDANCE
DEI Training delivered to city elected officials, city, and partner organizations	59	1127
DEI Training at Conferences	8	584
Presentations (Mayor/Council, Boards, Committees, District Meetings, etc.)	26	888
Opening Session/Keynote Speaker Engagements	3	220
Technical Services (Interview panels, Fire Department Evaluations, EI Assessments)	12	44
EMBRACE 1-hour Webinar	6	203
EMBRACE Workshop	3	33
TOTAL (AS OF 12/17/2021)	117	3099

APPENDIX A

GMA EQUITY AND INCLUSION COMMISSION FINAL WORK SCHEDULE 2020-2021

September 2020

Speaker: Leon Andrews, Director, NLC Race, Equity and Leadership (REAL) Program

Impediments to Equity and Inclusion – Part 1

- Housing
- Healthcare
 - Mental health resources
 - Medicaid expansion
 - Hospital stability
 - Telemedicine – broadband access
- Education (broadband access, condition of schools, diversity of schools, allocation of teachers, programs at schools)

October 2020

Impediments to Equity and Inclusion – Part 2

- Housing
- Healthcare
 - Mental health resources
 - Medicaid expansion
 - Hospital stability
 - Telemedicine – broadband access
- Education (broadband access, condition of schools, diversity of schools, allocation of teachers, programs at schools)

Discussion of Potential State Legislation

- Monument Removal
- Housing, Healthcare and Education

November 2020

Public Safety Reform

- Racial profiling
- Training (funding and mandatory improvement)
- Hiring practices (psychological testing, racial and implicit bias testing, recruiting female officers, pre-employment polygraph)

- Mandatory Use of Force policies
- Mandatory Vehicle Pursuit policies
- Citizen's Arrest Law
- Police advisory committees
- Community Oriented Policing (training and best practices)
- Arrest procedures (minimize interactions with police)
- Use of in-car and body cameras

Criminal Justice Reform

- Decriminalization and sentencing
- Municipal criminal justice reform (bonds, bail, expunging records)

Discussion of Potential State Legislation

- Public Safety
- Criminal Justice

December 2020

Training & Education

- Municipal Training Institute course
- Newly Elected Officials Training – new module
- Knox Municipal Leadership Institute
- Community and civic engagement training (race, equity and diversity)

Municipal Equity and Inclusion Certification/Recognition Program (status report from subcommittee)

- Adoption of Mid-Year Report

January 2021

Community and Economic Development

- Business Creation – Access to Capital
- Developments (use of enterprise zones, new market tax credits, incentives, opportunity zones)
- Public transportation
- Job tax credits to incentivize business location

APPENDIX A

GMA EQUITY AND INCLUSION COMMISSION FINAL WORK SCHEDULE 2020-2021

February 2021

Workforce Development and Employment

- Job training
- Education requirements
- Use of criminal records for exclusion
- Wage policies
- Expansion of HOPE scholarship for trades (welding, technology, general repairs, auto mechanics, CDL licenses and others)

March 2021

Open Discussion: "Commission Connection: Where Are We Now?"

- Facilitated Discussion Among Commission Members
 - How are you doing personally?
 - How are you contributing to the diversity, equity, and inclusion conversation?
 - Where do you need support contributing to this conversation?
 - What challenges have you encountered with addressing equity and inclusion in your communities?
 - What has changed in your communities since the civil unrest of last May/June?
 - What have we learned to date?
 - What can we do better as a commission?
 - What issues still need more attention?
 - What do you hope the Commission's work will accomplish?
 - How can we best engage the GMA membership at the Annual Convention, in the fall and at other points?

April 2021

Commission Meeting

- City Policies

May 2021

Commission Meeting

- Community Dialogue/Stakeholder Engagement

- Diversity in Leadership

June 2021 (in-person meeting at GMA; virtual option provided)

Commission Meeting

- Georgia City Solutions – Potential E&I Initiatives
- Discussion of Idea to Create a GMA E&I Advisory Council
- Municipal Equity and Inclusion Certification Program Update

July 2021

Work Team Meetings (if necessary)

August 6-10, 2021

GMA Annual Convention

- Update/Feedback Session(s) for the GMA Membership

September 2021

- Town Hall Meetings with the GMA Membership

October 2021

Work Team Meetings

- Adoption of Recommendations for Consideration by the Full Commission

November 2021

Review and Adoption of Recommendations

December 2021

Preparation of Final Report

January 2022

Final Report Presented to GMA Board of Directors at the Cities United Summit

APPENDIX B

CERTIFICATION PROCESS

Seven Categories

- Workforce Housing
- Education
- Health and Wellbeing
- Public Safety and Restorative Justice
- Community and Economic Development
- Municipal Workforce Development and Employment
- Community Dialogue/ Stakeholder Engagement
(required for initial certification and continued certification)

Four Tiers

- Bronze: 2 categories
- Silver: 3-4 categories
- Gold: 5-6 categories
- Platinum: 7 categories

Pre-application requirements

- City holds meetings with community and business stakeholders
- Identify certification categories city will pursue
- Adopt GMA model resolution declaring intent to apply for certification in selected categories
- Designate E&I point person at city
 - o 6 hours of E&I training specific to local governments; 3 must be through GMA or GCS
- Elected officials (majority of mayor and council) and members of city boards and commissions: 3 hours of basic E&I training; doesn't have to be specific to local governments
- Employees in senior staff/ management team positions: 3 hours of E&I training
- Create plan for training all other employees in E&I over a 5-year period
- Demonstrate city has analyzed and addressed equity and inclusion in personnel policies, particularly ensuring policies are gender neutral
- Demonstrate city has addressed equity and inclusion in its hiring

process, with the goal of ensuring the hiring process is conducted in a fair, inclusive and equitable manner

- Demonstrate city has analyzed and addressed equity and inclusion in its contracting and procurement policies
- Demonstrate city has analyzed and addressed equity and inclusion in its operational and capital resource allocation

Application

- On-line application form
- Rolling application period
- Will get feedback on any issues from reviewing committee; if don't respond to or correct concerns within 2 months application will be denied; if keep working on application it will stay in the system

After Certification

- Adopt E&I resolution every year
- At least 1 community stakeholder meeting each year to have dialogues around E&I
- Annual training
 - o 3-hour "booster" for EOs (majority of mayor and council), members of city boards and commissions, and senior staff/management team
 - o 9 hours of annual training for E&I point person

Recertification

- Apply for recertification every 3 years
- Submit application for renewal
- Site visit by GMA staff or member of certification committee
- Majority of sitting EOs must have taken the Harold Holtz 6-hour E&I course within the previous 5 years
- Demonstrate substantial completion of employee training plan
- Demonstrate continued adherence to policies and assessments required for initial certification

APPENDIX B

MUNICIPAL EQUITY & INCLUSION CERTIFICATE PROGRAM MEASURES

POINTS	POINTS APPLIED FOR BY CITY	WORKFORCE HOUSING - POINTS REQUIRED TBD	REQUIRED OR OPTIONAL
TBD		A. Community housing assessment completed (includes meetings with community stakeholders; could include participation in Georgia Initiative for Community Housing (GICH); involves assessment of current housing stock in city, considers whether current housing stock is affordable to and meets needs of current residents based on the income levels within the community, impact of zoning on housing. The assessment should suggest action items that will help improve access to or enhance workforce housing).	TBD
TBD		B. Actions taken to increase workforce housing (e.g., inclusionary zoning policies; actions taken to address needs identified in A).	TBD
TBD		C. Cultivate partnerships with development organizations and business organizations (e.g., Chamber of Commerce).	TBD
TBD		D. Develop a Housing Affordability Action Plan.	TBD
TBD		E. Offer Homeowner "Readiness" Courses or Workshops (e.g., financial literacy course, credit counseling).	TBD
TBD		F. Use City Financial Resources (Community Housing Improvement Program (CHIP), Community Development Block Grant (CDBG), tax credits) to support development.	TBD
TBD		G. Organize Community Days of Service.	TBD
TBD		H. Develop a Workforce Housing Action Plan (may fall under B).	TBD
TBD		I. Training for city elected officials (members of the governing authority) and senior staff related to workforce housing.	TBD
TBD		J. Development of city policies related to workforce housing.	TBD
TBD		K. Offer or support community education relating to workforce housing (educational programs offered to community, business leaders, realtors, school boards, etc. to explain what workforce housing is and importance of having enough workforce housing); this measure is partnered with a request that GMA provide or identify entities that can provide this type of community training and/or list of resources to assist cities with this type of training.	TBD
TBD		L. Other.	TBD
0	0	TOTAL WORKFORCE HOUSING MEASURE POINTS	

APPENDIX B

MUNICIPAL EQUITY & INCLUSION CERTIFICATE PROGRAM MEASURES

POINTS	POINTS APPLIED FOR BY CITY	EDUCATION - POINTS REQUIRED TBD	REQUIRED OR OPTIONAL
TBD		A. Develop/Strengthen Relationship between City Council and School Board, as well as administration of higher educational institutions.	TBD
TBD		B. Meet with principals, teachers, parents, students of schools in the city to discuss challenges	TBD
TBD		C. Actions (based on A & B) taken to enhance/improve support for underperforming schools in the community.	TBD
TBD		D. Support programs that ensure kids stay in school & get HS diploma/GED.	TBD
TBD		E. Organize/support child literacy program(s) in the community.	TBD
TBD		F. Organize/support adult literacy program(s) in the community.	TBD
TBD		G. Create a Workforce Advisory Committee/Council to strengthen relationships with business community and school system to address the workforce needs of the future.	TBD
TBD		H. Establish, Operate or Support Aftercare Program	TBD
TBD		I. Establish and maintain city internships to provide basic job skill training (select interns through E&I lens).	TBD
TBD		J. Provide E&I educational awareness programs in the community.	TBD
TBD		K. Establish, maintain or support city youth council (middle and high school).	TBD
TBD		L. Training for city elected officials (members of the governing authority) and senior staff related to education.	TBD
TBD		M. Development of city policies related to education.	TBD
TBD		N. Other.	TBD
0	0	TOTAL EDUCATION MEASURE POINTS	

APPENDIX B

MUNICIPAL EQUITY & INCLUSION CERTIFICATE PROGRAM MEASURES

POINTS	POINTS APPLIED FOR BY CITY	HEALTH AND WELLBEING - POINTS REQUIRED TBD	REQUIRED OR OPTIONAL
TBD		A. Convene community meetings to discuss/assess current recreational facilities uses, programs, and accessibility; determine metrics.	TBD
TBD		B. Actions to address issues raised in community stakeholder meetings (could include actions taken to enhance/increase availability and accessibility of recreational facilities and programs in the community).	TBD
TBD		C. Promotion and support of programs to address food insecurity.	TBD
TBD		D. Address employee healthcare needs (e.g, availability of wellness center or wellness initiatives for employees, vaccine clinics, other health clinics, pay living wage in light of area cost of living, provide basic health benefits at reasonable cost to employees).	TBD
TBD		E. Provide or promote city-wide health/wellbeing initiatives (including programs that address mental health and substance abuse).	TBD
TBD		F. Majority of Elected officials take GMA Health Care Training Course (assuming GMA Training Board approves it as a training course).	TBD
TBD		G. Training for city elected officials (members of the governing authority) and senior staff related to health and well being.	TBD
TBD		H. Development of city policies related to health and well being.	TBD
TBD		I. Other: initiatives to improve HS graduation rates, financial literacy programs, support early childhood education, organize community days of service for home repairs.	TBD
0	0	TOTAL HEALTHCARE/WELLNESS MEASURE POINTS	

APPENDIX B

MUNICIPAL EQUITY & INCLUSION CERTIFICATE PROGRAM MEASURES

POINTS	POINTS APPLIED FOR BY CITY	PUBLIC SAFETY AND RESTORATIVE JUSTICE (INCLUDES POLICE, FIRE, EMS) - POINTS REQUIRED TBD	REQUIRED OR OPTIONAL
TBD		A. Provide citizen engagement programs: Citizen Police Academy, Citizen Fire Academy, Citizen Emergency Response Team.	TBD
TBD		B. Adopt a model Use of Force Policy.	TBD
TBD		C. Provide training in use of force alternatives for police, fire, EMS personnel, as applicable.	TBD
TBD		D. Provide anti-bias training for police, fire, EMS personnel, as applicable.	TBD
TBD		E. Implement a Public Safety Strategic Plan	TBD
TBD		F. Develop hiring and retention policies aimed at reflecting community demographics.	TBD
TBD		G. Adopt policy for and provide training in mental health response and crisis intervention for police, fire, EMS personnel.	TBD
TBD		H. Review/update disciplinary standards & policies to ensure appropriate action for misconduct.	TBD
TBD		I. Attain/Maintain State Certification (Police).	TBD
TBD		J. Attain/Maintain CALEA Certification.	TBD
TBD		K. Attain/Maintain GMA Excellence in Policing Certification.	TBD
TBD		L. Attain/Maintain CPSE Certification.	TBD
TBD		M. Create and maintain a Citizen Advisory/Engagement Committee to address public safety issues.	TBD
TBD		N. Implement community-based approach to violence prevention (violence interrupters), e.g., Cure Violence Global.	TBD
TBD		O. Equity in ISO Ratings among various areas of the city.	TBD
TBD		P. Implement Mental Health Programs/Training to Support Officer Resilience.	TBD
TBD		Q. Expungement of records/amnesty program.	TBD
TBD		R. Provide and/or partner to provide re-entry programs. Consider working with area nonprofits, others on re-entry programs for individuals leaving prison .	TBD
TBD		S. Establish Public Safety priorities that limit arrests for low-level misdemeanor offenses, limit ticketing for certain traffic offenses, and ticket (rather than arrest) using misdemeanor ticketing form when possible and appropriate.	TBD
TBD		T. Training for city elected officials (members of the governing authority) and appropriate city staff related to public safety.	TBD
TBD		U. Development of additional policies related to public safety that are not specific to public safety departments.	TBD

CONTINUED ON NEXT PAGE

APPENDIX B

MUNICIPAL EQUITY & INCLUSION CERTIFICATE PROGRAM MEASURES

POINTS	POINTS APPLIED FOR BY CITY	PUBLIC SAFETY AND RESTORATIVE JUSTICE (INCLUDES POLICE, FIRE, EMS) - POINTS REQUIRED TBD	REQUIRED OR OPTIONAL
TBD		V. Other: See Resource Guide for Examples; Additionally, if a city has achieved certification through CALEA, State Certification, Excellence in Policing or CPSE but has gone beyond CALEA standards in measures that overlap with certification requirements may apply for additional points towards certification in this category.	TBD
0	0	TOTAL PUBLIC SAFETY AND RESTORATIVE JUSTICE MEASURE POINTS	

APPENDIX B

MUNICIPAL EQUITY & INCLUSION CERTIFICATE PROGRAM MEASURES

POINTS	POINTS APPLIED FOR BY CITY	COMMUNITY AND ECONOMIC DEVELOPMENT - POINTS REQUIRED TBD	REQUIRED OR OPTIONAL
TBD		A. Convene meetings with community stakeholders to discuss community, economic and business needs and challenges.	TBD
TBD		B. Assist individuals with business and social networking resources and opportunities.	TBD
TBD		C. Increase diversity in leadership and internship programs.	TBD
TBD		D. Address city-imposed challenges of starting a business.	TBD
TBD		E. Develop policies to ensure access to participation in city projects/contracts and to advance racial equity in government contracting and procurement.	TBD
TBD		F. Actions to ensure development/redevelopment strategies are inclusionary.	TBD
TBD		G. Actions to ensure zoning encourages opportunities for housing affordability.	TBD
TBD		H. Establish and use tools to help people attain home ownership.	TBD
TBD		I. Develop a "Starting A Business" Guide and Training for new business owners.	TBD
TBD		J. Develop a "Starting A Business" Website page.	TBD
TBD		K. Training for city elected officials (members of the governing authority) and senior staff related to economic and community development.	TBD
TBD		L. Development of city policies related to economic and community development.	TBD
TBD		M. Other.	TBD
0	0	TOTAL ECONOMIC AND COMMUNITY DEVELOPMENT MEASURE POINTS	

APPENDIX B

MUNICIPAL EQUITY & INCLUSION CERTIFICATE PROGRAM MEASURES

POINTS	POINTS APPLIED FOR BY CITY	MUNICIPAL WORKFORCE DEVELOPMENT & EMPLOYMENT - POINTS REQUIRED TBD	REQUIRED OR OPTIONAL
TBD		A. Develop Municipal Workforce Development Goals ("Starts with Me" as resource)	TBD
TBD		B. Implement recruitment policies and practices that ensure a diverse applicant pool.	TBD
TBD		C. Include anti-discrimination language in HR policies and procedures.	TBD
TBD		D. Review terminology in employment policies to ensure documents are inclusive.	TBD
TBD		E. Include E&I training in City's employee onboarding/orientation process.	TBD
TBD		F. Provide internship or other program(s) to serve as municipal workforce pipeline.	TBD
TBD		G. Create community learning programs about city government to serve as municipal workforce pipeline.	TBD
TBD		H. Provide a regular forum for employees to voluntarily participate in group discussions on E&I topics.	TBD
TBD		I. Partner and collaborate with local school system to participate in career days, job fairs or other activities to promote local government jobs.	TBD
TBD		J. Demonstrate inclusive processes and procedures in recruiting, appointing, and/or selecting internal employee workgroups, boards, committees, volunteers, etc.	TBD
TBD		K. Training for city elected officials (members of the governing authority) and senior staff related to municipal workforce development and employment.	TBD
TBD		L. Development of city policies related to municipal workforce development and employment.	TBD
TBD		M. Other.	TBD
0	0	TOTAL MUNICIPAL WORKFORCE DEVELOPMENT AND EMPLOYMENT MEASURE POINTS	

APPENDIX B

MUNICIPAL EQUITY & INCLUSION CERTIFICATE PROGRAM MEASURES

POINTS	POINTS APPLIED FOR BY CITY	COMMUNITY DIALOGUE/STAKEHOLDER ENGAGEMENT - POINTS REQUIRED TBD	REQUIRED OR OPTIONAL
TBD		A. Seek out stakeholder groups to represent all segments of the community to listen, help identify barriers to engagement, seek input, and develop solutions.	TBD
TBD		B. Offer options and have a transparent process for citizens to receive information, participate in discussions, and provide feedback/input on strategic priorities, budget and resources allocation.	TBD
TBD		C. Provide balanced, objective and user-friendly information through various channels.	TBD
TBD		D. Develop a city-wide public information communication plan.	TBD
TBD		E. Achieve certification(s) demonstrating a commitment to diversity, equality and inclusion (Example: Welcoming America)	TBD
TBD		F. Provide ongoing training and cross training (at least annually) for staff and volunteers to ensure clarity and consistency of messaging when engaging with the community as well as sustainability of established processes as new staff and volunteers are onboarded.	TBD
TBD		G. Develop city policies related to community dialogue and stakeholder engagement	TBD
TBD		H. Other.	TBD
0	0	TOTAL COMMUNITY DIALOGUE/STAKEHOLDER ENGAGEMENT MEASURE POINTS	



www.gacities.com

201 Pryor St SW,
Atlanta, GA 30303



MAYOR **CRAIG NEWTON** · MAYOR PRO TEM **BRUCE GAYNOR** · COUNCILMEMBER **ANDREW HIXSON** · COUNCILMEMBER **JOSH BARE**
 COUNCILMEMBER **MATT MYERS** · COUNCILMEMBER **ARLENE BECKLES** · CITY MANAGER **ERIC JOHNSON** · CITY CLERK **MONIQUE PHILIP**

City of Norcross

Legislation Details (With Details)

File #:	22-6596	Version:	
Type #:	Agenda Item	Status:	Agenda Ready
On Agenda:	5/15/2023 6:30 PM	In Control:	Policy Work Session
Title:	Employee Complaint Resolution Policy		

Sponsors:

Code Sections:

Attachments:

1. [Agenda Report - Employee Complaint Resolution Policy - Update](#)

Title
Employee Complaint Resolution Policy

Drafter
Councilmember Dr. Arlene Beckles



MAYOR **CRAIG NEWTON** • MAYOR PRO TEM **BRUCE GAYNOR** • COUNCILMEMBER **ANDREW HIXSON** • COUNCILMEMBER **JOSH BARE**
COUNCILMEMBER **MATT MYERS** • COUNCILMEMBER **ARLENE BECKLES** • CITY MANAGER **ERIC JOHNSON** • CITY CLERK **MONIQUE PHILIP**

Agenda Report

To: Mayor and Council
From: Councilmember Dr. Arlene Beckles
Meeting Date: May 15, 2023 – Policy Work Session
Item No.: 22-6596
Title: Employee Complaint Resolution Policy - Update
CC: Eric Johnson, City Manager

Recommendation

Create and implement a new HR Policy that guides how unresolved HR Complaints are handled

Background

From an organizational standpoint, we are at a juncture we have never been before, and it must be addressed with a Policy and follow the prescribed protocol that is ethical and guided by the law.

As Mayor and Council, how do we address unresolved issues between:

- a) Staff and M&C
- b) Staff and City Manager
- c) M&C and City Manager

Most importantly, what will we do about HR complaints from staff that go unresolved?

Example 1:

After the chain of command has been followed and exhausted – there are no results.

Example 2:

Promotions/Job opportunities do not follow the prescribed guidelines established by HR.

As the sworn leaders of this city, my question is, "what does that say about us?"

In short, our staff feels undervalued by the leadership team (Department Heads and M&C), and they are scared to come forward due to the fear of retaliation.

Our Charter states:

Sec. 2.15. - Inquiries and investigations.

The mayor and city council may make inquiries and investigations into the affairs of the city and the conduct of any department, office, or agency thereof and for this purpose may subpoena witnesses, administer oaths, take testimony and require the production of evidence. Any person who fails or refuses to obey a lawful order issued in the exercise of these powers by the mayor and city council shall be punished as provided by ordinance.

Financial Impact

TBD

Consistent with Comprehensive Plan?

The related goal is to shape the city's direction by continuing to define Norcross' sense of place by strengthening the city as an inclusive and safe environment to live, work and play.

Next Steps

In the city's best interest and to resolve how unresolved HR complaints are handled, a full investigation of current unresolved HR complaints must be initiated and completed. A Complaint Resolution policy created and fully implemented. Once implemented, training materials must be created, distributed, and acknowledged by staff, and the Employee Handbook must be updated on an annual attestation.

Attachments

Update

Mayor and Council have decided to pursue an independent HR Audit investigation. These audits are designed to avoid legal and regulatory liability arising from an organization's HR policies and practices, or lack thereof. In addition to identifying areas of legal risk and providing best practices, these audits are often designed to provide a city's executive team with information about its organization's culture and execution that decision-makers can use to create proactive policies and corrective actions.

I recommend that the Mayor and Council table this discussion to the September 18th Policy Work Session while further research is pending.



MAYOR **CRAIG NEWTON** · MAYOR PRO TEM **BRUCE GAYNOR** · COUNCILMEMBER **ANDREW HIXSON** · COUNCILMEMBER **JOSH BARE**

COUNCILMEMBER **MATT MYERS** · COUNCILMEMBER **ARLENE BECKLES** · CITY MANAGER **ERIC JOHNSON** · CITY CLERK **MONIQUE PHILIP**

City of Norcross

Legislation Details (With Details)

File #:	22-6595	Version:	
Type #:	Agenda Item	Status:	Agenda Ready
On Agenda:	5/15/2023 6:30 PM	In Control:	Policy Work Session
Title:	Hiring and Promotion Policy Discussion		

Sponsors:

Code Sections:

Attachments:

1. [Agenda Report - Hiring and Promotion Policy Discussion - Update](#)

Title
Hiring and Promotion Policy Discussion

Drafter
Councilmember Dr. Arlene Beckles



MAYOR **CRAIG NEWTON** • MAYOR PRO TEM **BRUCE GAYNOR** • COUNCILMEMBER **ANDREW HIXSON** • COUNCILMEMBER **JOSH BARE**
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Agenda Report

To: Mayor and Council
From: Councilmember Dr. Arlene Beckles
Meeting Date: May 15, 2023 – Policy Work Session
Item No.: 22-6595
Title: Hiring and Promotion Policy - Update
CC: Eric Johnson, City Manager

Recommendation

Discuss Hiring and Promotion policies and practices.

Background

There is no consistency in the hiring and promotion of staff. Some positions are advertised internally/externally and follow the current prescribed HR process, while others bypass the process. Streamlining our hiring process is key and requires a systematic approach.

Financial Impact

TBD

Consistent with Comprehensive Plan?

The related goal is to shape the city's direction by continuing to define Norcross' sense of place by strengthening the city as an inclusive and safe environment to live, work and play.

Next Steps

Attachments

Update

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