

City of Norcross

*65 Lawrenceville Street
Norcross, GA 30071*



Meeting Minutes

Thursday, February 6, 2020

3:00 PM

2nd Floor Community Room

Mayor and Council Retreat

Mayor Craig Newton

Mayor Pro Tem Josh Bare

Councilmember Andrew Hixson

Councilmember Elaine Puckett

Councilmember Matt Myers

Councilmember Bruce Gaynor

A. Roll Call (recorded)

Attendee Name	Title	Status	Arrived
Craig Newton	Mayor	Present	
Josh Bare	Mayor Pro Tem	Present	
Andrew Hixson	Councilmember	Present	
Elaine Puckett	Councilmember	Present	
Matt Myers	Councilmember	Present	
Bruce Gaynor	Councilmember	Present	

Special Meeting was called to order at 3:00 PM by Mayor Craig Newton

- B. 3:00 p.m. Welcome & Opening Remarks Mayor Craig Newton**
- C. 3:05 p.m. Retreat Overview Paige Havens**
- D. 3:10 p.m. Community Improvement District Emory Morsberger**
- E. 3:35 p.m. Gwinnett Housing Corporation Lejla Prljaca**
- F. 4:00 pm 2020 Census Sonya Isaac**
- G. 4:15 PM Roles & Responsibilities Rudolph Smith**

Reports

Rudolph Smith reviewed Norcross' Vision, Mission and Philosophy. His working mantra is "Well done is better than well said." He outlined the services the City provides, the executive team that executes, and presented a broad overview of the City's key accomplishments in 2019.

Top Achievements Included:

- Balanced Budget Adopted
- Transitioned to new Financial Software - OPENGOV
- Railroad Crossing Improvements
- New Library Under Construction
- Opened First Full-Service Park - Pinnacle

Members of the Executive Team followed with presentations recapping highlights and lowlights of 2019 and detailing departmental priorities for 2020. They are as follows:

- H. 4:40 PM City Clerk's Report Monique Lang**

Report

- Revise City's election informational pages on website
- Recording/streaming in City Hall Community Room - 2nd Floor
- Reconstruct Boards, Authorities, Commissions Process Workflow
- Create Standard Operating Procedures Manual for Clerk's Office

I. 4:55 pm Community Development Report Tracy Rye**Reports**

- Fund full-time receptionist/permit clerk
- Funding for Buford Highway master planning project
- Funding for sidewalk improvement/placement prioritization master plan
- Revise Citizen Board application/interview/appointment/training process
- Green Communities Recertification
- Replace TRAKiT Software

J. 5:35 pm Court Services Report Joy Williams-Adams**Reports**

- Replace benches with chairs to expand capacity
- Add 3-Tier Bench in Courtroom
- Use of Pro-Temp Judges
- Add Digital Docket to website/mobile application
- Add attorney consultation room
- Expansion of courtroom/court department staff

K. 5:50 pm General Government Administration Karen Slaton-Dixon**Reports**

- Take budget process as paperless as possible
- Process all applications online
- Shift drive-through services to 24/7 self-serve kiosk (AdComp System)

L. 6:05 pm Economic Development Report William Corbin**Reports**

- Business recruitment/retention/expansion
- Annexation
- Property assemblages
- Land bank
- State Opportunity Zone Redesignation
- Proactive communication with Norcross businesses
- Promote/expand NorcrossWorks
- Full-time staff member to focus on affordable housing
- Funding for development incentives
- Strategically promote the City to diversify tax base

M. 6:25 pm Human Resources Report Niki Graham**Reports**

- Class and Compensation Study
- Employee engagement/retention
- Develop Performance Evaluation scoring metric
- Revamp HR intranet site
- Establish Workplace Safety Committee
- Training Needs (Diversity/Harassment)

N. 6:40 pm Welcome Center/Downtown Mgr. Cate Kitchen

Reports

- Expansion of Culture Arts Center
- Open-Air Trolley
- New Exhibits and Events

O. 6:55 pm Police Report Chief Bill Grogan

Reports

- Increase police salaries
- Software upgrades (Incode & TRAKiT)
- School Zone Speed Detection
- Renovation of Norcross Library

P. 7:30 pm Information Technology Report Steven Shepard

Reports

- Improved communication with staff
- Encoder improvement
- Installation of technology in City Hall Community Room

Q. 7:45 pm Public Works/Utilities/Parks Report Mary Beth Bender

Reports

- APWA Accreditation
- Employee retention
- Sidewalk maintenance and repair
- Resurfacing street audit
- Cemetery Master Plan
- Storm Water pipe relining/spin casting
- Safe Route to Schools
- Brunswick, Broadstone, and Kelly redevelopment projects

R. 8:05 pm Paige Havens

**S. 9:00 p.m. Adjourn
Q & A/Final Thoughts/Wrap Up**

Signed by _____ Mayor Craig Newton

Attest _____ Monique Lang, City Clerk