

City of Norcross

*65 Lawrenceville Street
Norcross, GA 30071*



Meeting Minutes

Thursday, February 23, 2023

9:00 a.m.

Georgia Municipal Association Facility

Mayor and Council Retreat

Mayor Craig Newton

Mayor Pro Tem Bruce Gaynor

Councilmember Andrew Hixson

Councilmember Josh Bare

Councilmember Matt Myers

Councilmember Arlene Beckles

A. Roll Call (recorded)

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

Mayor and Council Retreat was called to order at 9:00 a.m. by

B. 9:00 a.m. Mission, Vision, Values Mayor Craig Newton

Mayor Newton shared his desire to have a Mission, Vision, and Values statement noted on the city's website. He stated that we should have moral values and guidelines that set the tone for conducting business in the city. The Mayor and Council will compile the Missions, Vision, and Values statement shortly, using Gwinnett County's statement as our template.

C. 9:10 a.m. Team Building Terrell Jacobs, GMA Member Services Consultant**D. 9:40 a.m. Other Post Employee Benefit (OPEB) Update and Funding Eric Johnson**

City Manager Eric Johnson provided a brief overview.

Ask: Consider making trust contributions of \$600,000 annually, moving the funds from the general fund to a special fund. Ultimately contributing 3 million over the next five years, 4 million with the previously contributed 1 million.

Next steps: March Policy Work Session

1. 23-6685: Other Post Employee Benefit (OPEB) Update and Funding**E. 9:50 a.m. Funding for Non-profit Agencies Eric Johnson**

City Manager Eric Johnson provided a brief overview.

Ask: Consider buying services from non-profits vs. donating to non-profits. Council suggestions: create a process and policy for non-profits to request grants fund based on scoring criteria for later discussion. City Manager asked to forward the document utilized in the current process. Remove "donate" when referring to non-profit funds.

Next steps: March Policy Work Session

F. 10:10 a.m. Hiring and Promotion Policy Discussion Councilmember Dr. Beckles

Dr. Beckles provided a brief overview.

Ask: HR and Legal draft a Hiring and Promotion policy

Next Steps: May Policy Work Session

G. 10:30 a.m. Employee Complaint Resolution Policy Councilmember Dr. Beckles

Dr. Beckles provided a brief overview.

Ask: Review and possible revision of the chain of command policy to possibly implement a complaint acceleration to the elected officials.

Next Steps: May Policy Work Session

H. 10:50 a.m. Surplus ARPA Funds - Small Business Grant Program William Corbin

William Corbin, Economic Development Director, and Eric Johnson, City Manager provided a brief overview.

Ask: File with Treasury Department as revenue replacement. Publicly acknowledge to citizens how ARPA funds were used. Utilize categories and percentages.

Next Steps: March Policy Work Session

I. 11:00 a.m. Mayor and Councilmember Pay Eric Johnson

Eric Johnson, City Manager provided a brief overview.

Ask: Look at parallel communities, similar by location and size. It should be tied to an index or salary study.

Next Steps: February Policy Work Session

11:30 a.m. Lunch

J. 12:00 p.m. Diversity, Equity, & Inclusion Training and City Certification Councilmember Dr. Beckles

Dr. Beckles provided a brief overview.

Ask: City manager, City Clerk, and HR offices to participate in the next cohort of DEI training in October, subsequently becoming a city of Equity and Inclusion.

Next Steps: March Policy

K. 12:20 p.m. Sustainability Efforts Councilmembers Bare and Gaynor

Mayor Pro Tem Gaynor and Councilmember Bare provided a brief overview.

Ask: Tracy Rye, Assistant City Manager charged with engaging the Sustainability Commission to present Mayor and Council with recycles options.

Next Steps: May Policy Work Session

L. 12:50 p.m. Inclusionary/Affordable/Workforce Housing Councilmember Myers

Councilmember Myers provided a brief overview.

Ask: Divide into two items - (1) Facilitated Housing Policy discussion with the DCA or GMA to set the groundwork for the next 20 years. (2) Implement policies into the Comp Plan and Short Term.

Next Steps:

M. 1:10 p.m. West Peachtree Street City-owned Property Councilmember Myers

Councilmember Myers provided a brief overview.

Ask: Direct staff to proceed with drafting an RFP.

Next Steps:

N. 1:30 p.m. Smart City Initiatives Eric Johnson

Eric Johnson, City Manager, and Councilmember Myers provided a brief overview.

Ask: Develop a Smart Cities Strategy. Direct staff to issue RFQ to work with multiple vendors to obtain details and determine ROI. Decide if costs are affordable in our current or 20234 budget.

Next Steps:

O. 1:40 p.m. City hall renovation/relocation Councilmember Bare

Councilmember Bare provided a brief overview.

Ask: Await feedback from the community through the Comp Plan and LCI studies

Next steps:

P. 2:00 p.m. Downtown property owners' Common Area Maintenance (CAM) fee Councilmember Bare

Councilmember Bare provided a brief overview.

Ask: Direct staff to develop a CAM fee analysis concerning downtown parking, including a demonstration project. Survey cities that successfully implemented a similar plan, both locally and nationwide. Immediately provide the Historic Downtown Historic Business Association with the details of this discussion and document their input.

Next Steps: Continue the conversation in conjunction with smart cities and parking.

Q. 2:15 p.m. Parking Deck Update Between Cotton Gin and City Hall Councilmember Hixson

Councilmember Hixson provided a brief overview.

Ask:

Next Steps: Continue conversations in the near future with developers for possible public-private partnerships, and obtain future parking study. Minimize signs and camera poles in the downtown area.

R. 2:35 p.m. Economic Development Incentives Eric Johnson

Eric Johnson, City Manager provided a brief overview.

Ask: Develop an Economic Development incentive plan

Next Steps:

S. 2:50 p.m. Five Priorities

T. 3:00 p.m. Adjourn