

City of Norcross

*65 Lawrenceville Street
Norcross, GA 30071*



Meeting Agenda

Monday, January 6, 2020

6:30 PM

Council Chambers

Mayor and Council

Mayor Craig Newton

Councilman Josh Bare

Councilman Andrew Hixson

Councilwoman Elaine Puckett

Councilman Matt Myers

Councilman Bruce Gaynor

- A. **Call to Order by Mayor Craig Newton**
PLEASE TURN OFF ALL CELL PHONES AND ELECTRONIC DEVICES
- B. **Invocation**
- C. **Pledge of Allegiance to the Flag of the United States of America**
- D. **Roll Call (recorded)**
- E. **Presentation of previous meetings minutes for acceptance**
 - [Mayor and Council - Regular Meeting - Dec 2, 2019, 6:30 PM](#)
 - [Special Called Meeting - Special Meeting - Dec 12, 2019, 8:00 AM](#)
 - [Policy Work Session - Regular Meeting - Dec 16, 2019, 6:30 PM](#)
- F. **Set agenda as presented for scheduled meeting.**
 - [20-5602](#) **Acceptance of the Agenda**
- G. **Ceremonial Presentations, Recognitions, and Swearing in Ceremonies**
 - [20-5597](#) **Inauguration of Mayor Craig Newton**
[Oath of Office - Newton](#)
 - [20-5598](#) **Inauguration of Councilmember Bruce Gaynor**
[Oath of Office - Gaynor](#)
 - [20-5599](#) **Inauguration of Councilmember Matt Myers**
[Oath of Office - Myers](#)
 - [20-5600](#) **Appointment of Mayor Pro Tem for 2020**
 - [20-5595](#) **Recognition of Councilmember Paul**
 - [20-5596](#) **Recognition of Councilman Watch**
- H. **Floor Open to Citizens Desiring to Address the Governing Authority**
 - a. **Comments by Citizens**
 - b. **Comments by Council**

PH. Public Hearings**J. Reports of the Mayor and Council Members****a. General Announcements****January Calendar of Events****Saturday, January 11**

Norcross Garden Club and the Norcross Tree Board Present: "Trees for the Georgia Landscape" | 11:15 a.m. - 1:00 p.m. | Norcross City Hall

Monday, January 13

Movie Monday: Spiderman, Far From Home | 1:30 p.m. & 6:30 p.m. | Norcross Cultural Arts & Community Center

Thursday, January 23

Young Professionals Network 2020 | 5:00 p.m. - 7:00 p.m. | Chase's Grille & Wingery

Monday, January 27

Movie Monday: The Peanut Butter Falcon | 1:30 p.m. & 6:30 p.m. | Norcross Cultural Arts & Community Center

Weekend Walking Group - 8:30 a.m. | Thrasher Park | Saturday and Sundays
Contact Jolyn Barrow by text at [770-851-0571](tel:770-851-0571) or at susnorbp@gmail.com.

Norcross Arts & Culture Events:

[Kudzu Art Zone Events](#) - visit www.kudzuartzone.org for more information.

K. Board Appointments

[20-5601](#)

Board Appointment - Norcross Public Arts Board**L. Approval of Consent Agenda**

1. [19-5585](#)

Kindness Rocks Garden Art Project

A request to install a Kindness Rocks Garden at Pinnacle Park.

[Memo - Kindness Rocks Garden Art Project](#)
[NPAC Pinnacle Park Kindness Garden](#)

2. [19-5586](#)

Norcross Community Market Funding Request

Request by Connie Weathers Chair of Sustainable Norcross Inc., and Bea Grossman Chair of Sustainable Norcross Commission for financial support critical for the continuation of Norcross Community Market in 2020.

[Norcross Community Market - Policy Work Session](#)

3. [19-5587](#) **CDBG Application Proposal for FY21 Funds**
City Engineer will present staff recommendations for CDBG application for January-April 2020 Application window.
[MEMO 2019-12-06 FY21 CDBG Proposal for Council](#)
4. [19-5576](#) **Recycling Rate Increase**
Public Works, Utilities, & Parks is seeking direction from Mayor & Council on the best way to cover the recycling rate increase, which starts on January 1, 2020.
[Memo - Recycling Rate Increase](#)
5. [19-5577](#) **Cured-In-Place Stormwater Pipe Relining PWUP 19-10**
The Public Works, Utilities & Parks Department has secured bids in response to PWUP 19-10, Cured-in-Place Storm Pipe Relining. We are seeking approval to move forward with the contractor agreement with IPR Southeast LLC.
[Memo - Cured In Place Pipe Relining PWUP 19-10](#)
[Contractor Agreement - PWUP 19-10](#)
[Supporting Documents](#)
6. [19-5574](#) **Setting of 2020 Election Qualifying Fees**
Setting of the qualifying fees for the 2020 election cycle.
[Memo - qualifying fees](#)
[Advertisement for Qual Fees](#)
7. [19-5503](#) **Newly Elected Officials Manual**
The City Clerk's office created a manual to be used as a guide for newly elected officials.
[Newly Elected Officials Manual](#)
8. [19-5573](#) **4-Way Stop Sign at N. Peachtree St. & Park St.**
Continuation of the discussion for the addition of a 4th stop sign at the corner of N. Peachtree and Park St. This dialogue was initiated at the July 15th Policy Session and was held up due to a traffic study which has been finalized. The traffic study stated that the stop sign could be installed due to its proximity to the RR crossing at Thrasher St.
[N Peachtree Road @ Park Drive - AWSC Warrant Memo & Exhibit](#)
9. [19-5588](#) **Resolution to Establish the Five Ethics Principles for City Officials Conduct**
A request to adopt a resolution establishing the five ethics principles for the conduct of city officials.
[Ethics Resolution](#)

10. [19-5527](#)**Board Members Running for Public Office**

Currently, folks that qualify to run for a city council seat must resign from serving on any Norcross City boards. If their quest for a city council seat is unsuccessful, then they may not be able to re-join the board as the seat may have been filled in their absence. It is less than an ideal situation for the community to lose the vested participation of such an individual when there really isn't any conflict with serving on a board and also running for a council seat. We should consider changing that rule.

[TOKN Memo - Appointed Officials Running for Elected Office](#)

[Sec.2.14. Conflicts of interest holding other offices](#)

[ORD -2019 Changes to City Code Sec. 2.14\(f\) Elected/Appointed/Employees](#)

M. **Items for Discussion**

N. **Adjourn in memory of**

O. **Adjourn to Executive Session for Personnel, Real Estate or Legal**

P. **Signed by**_____ **Mayor Craig Newton**

Q. **Attest:**_____ **Monique Lang, City Clerk**

City of Norcross

*65 Lawrenceville Street
Norcross, GA 30071*



Meeting Minutes

Monday, December 2, 2019

6:30 PM

Council Chambers

Mayor and Council

Mayor Pro Tem Andrew Hixson

Councilman Josh Bare

Councilman Chuck Paul

Councilman Dan Watch

Councilwoman Elaine Puckett

Mayor Craig Newton

Minutes Acceptance: Minutes of Dec 2, 2019 6:30 PM (Presentation of previous meetings minutes for acceptance)

- A. Call to Order by Mayor Craig Newton
- B. Invocation
- C. Pledge of Allegiance to the Flag of the United States of America
- D. Roll Call (recorded)

Attendee Name	Title	Status	Arrived
Andrew Hixson	Mayor Pro Tem	Present	
Josh Bare	Councilman	Present	
Chuck Paul	Councilman	Present	
Dan Watch	Councilman	Present	
Elaine Puckett	Councilwoman	Present	
Craig Newton	Mayor	Present	

Regular Meeting was called to order at 6:30 PM by Mayor Craig Newton

- E. Presentation of previous meetings minutes for acceptance
- Mayor and Council - Regular Meeting - Nov 4, 2019 6:30 PM**

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Josh Bare, Councilman
SECONDER:	Chuck Paul, Councilman
AYES:	Hixson, Bare, Paul, Watch, Puckett

Special Called Meeting - Special Meeting - Nov 14, 2019 8:00 AM

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Josh Bare, Councilman
SECONDER:	Chuck Paul, Councilman
AYES:	Hixson, Bare, Paul, Watch, Puckett

Policy Work Session - Regular Meeting - Nov 18, 2019 6:30 PM

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Josh Bare, Councilman
SECONDER:	Chuck Paul, Councilman
AYES:	Hixson, Bare, Paul, Watch, Puckett

- F. Set agenda as presented for scheduled meeting.

19-5566: Acceptance of the Agenda

Motion

A motion to Accept the Agenda as Presented with the following items being moved to discussion:

19-5527 : Board Members Running for Public Office

19-5543 : Sale and Abandonment of Giles Street

Minutes Acceptance: Minutes of Dec 2, 2019 6:30 PM (Presentation of previous meetings minutes for acceptance)

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Andrew Hixson, Mayor Pro Tem
SECONDER:	Elaine Puckett, Councilwoman
AYES:	Hixson, Bare, Paul, Watch, Puckett

G. Ceremonial Presentations, Recognitions, and Swearing in Ceremonies

H. Floor Open to Citizens Desiring to Address the Governing Authority

a. Comments by Citizens

b. Comments by Council

PH. Public Hearings

**19-5544: COA2019-0034 5439 Vineyard Park Trail; Peter Battisti, Etal.
Appeal of ARB Decision**

Motion

A motion to table this item to the December 16, 2019 Policy Work Session.

RESULT:	TABLED TO [UNANIMOUS]
	Next: 12/16/2019 6:30 PM
TO:	Policy Work Session
MOVER:	Andrew Hixson, Mayor Pro Tem
SECONDER:	Josh Bare, Councilman
AYES:	Hixson, Bare, Paul, Watch, Puckett

J. Reports of the Mayor and Council Members

a. General Announcements

December Calendar of Events

Tuesday, December 3

Run-off Elections | 7:00 a.m. - 7:00 p.m. | City Hall 2nd Floor Community Room

Tuesday, December 3 - Friday, December 20

Carriage Rides | 6:30 - 8:30 p.m. (Tues/Wed/Fri Only) | Board at Taste of Britain

Tuesday, December 3 - Friday, December 20

Photos with Santa | 6:30 - 8:30 p.m. (Tues/Wed/Fri Only) | 45 South Café

Friday, December 6

Christmas Tree Lighting | 5:30 p.m. | Thrasher Park

Friday, December 6

First Friday Holiday Concert: Joe Gransden | **7:00 - 9:00 p.m.** | Norcross Cultural Arts & Community Center | *Must RSVP, call 678.421.2048/2049 - Will begin seating those on the waiting list at 7:15 p.m. if tables are not claimed!*

Monday, December 9

Movie Monday: The Little Mermaid (2018) | 1:30 p.m. & 6:30 p.m. | Norcross Cultural Arts & Community Center

Saturday, December 14

Santa in the Garden | 1:00 p.m. - 3:00 p.m. | Discovery Garden Park

Monday, December 23

Movie Monday: The Lego Movie | 1:30 p.m. & 6:30 p.m. | Norcross Cultural Arts & Community Center

Weekend Walking Group - 8:30 a.m. | Thrasher Park | Saturday and Sundays
Contact Jolyn Barrow by text at [770-851-0571](tel:770-851-0571) or at susnorbp@gmail.com.

Norcross Arts & Culture Events:

[Kudzu Art Zone Events](#) - visit www.kudzuartzone.org for more information

K. Board Appointments

19-5563: Board Appointment - Architectural Review Board

Motion

A motion to Approve the appointment of the following board member and term as presented:

Architectural Review Board

Jeff Hopper 4/3/2020

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Andrew Hixson, Mayor Pro Tem
SECONDER:	Josh Bare, Councilman
AYES:	Hixson, Bare, Paul, Watch, Puckett

19-5564: Board Appointment - Sustainable Norcross Commission

Motion

A motion to Approve the re-appointment of the following board members and terms as presented:

Sustainable Norcross Commission

Bea Grossman 12/1/2021

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Josh Bare, Councilman
SECONDER:	Andrew Hixson, Mayor Pro Tem
AYES:	Hixson, Bare, Paul, Watch, Puckett

19-5565: Board Appointment - Zoning Board of Appeals

Motion

A motion to Approve the appointment of the following board members and terms as presented:

Zoning Board of Appeals

David Butsko 12/1/2023

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Andrew Hixson, Mayor Pro Tem
SECONDER:	Chuck Paul, Councilman
AYES:	Hixson, Bare, Paul, Watch, Puckett

L. Approval of Consent Agenda

RESULT:	ADOPTED ON CONSENT AGENDA [UNANIMOUS]
MOVER:	Josh Bare, Councilman
SECONDER:	Chuck Paul, Councilman
AYES:	Hixson, Bare, Paul, Watch, Puckett

1. 19-5541: Requesting Additional \$22,500 from Tourism Funds for the Purchase of an Electric Trolley/Train

Motion

A motion to Approve the attached Budget Amendment in the amount of \$22,500 for the Purchase of an Electric Trolley/Train.

2. 19-5545: HVAC Contract Services

Motion

A motion to Approve the attached Contractor Agreement and fees with Padgett Group for HVAC Maintenance & Repair.

3. 19-5499: Discussion of Possible Updates to the Noise Ordinance

Motion

A motion to Approve an amendment to Article II of Chapter 26 of the Code of Ordinances of the City of Norcross to correct a typographical error, with the following enacting clause:

The Mayor and City Council of the City of Norcross, Georgia, hereby ordains that the adopted Code of Ordinances is hereby amended as more particularly set forth below. It is the intention of the Mayor and City Council, and it is hereby ordained that the following provisions shall become and be made a part of the Code of the City of Norcross, and the Sections in the Code in the Ordinance numbered to accomplish that intention.

4. 19-5546: Pinnacle Park Dredging

Motion

A motion to Approve/Deny the issuance of an RFP for the Pinnacle Park dredging project.

5. 19-5542: Appointment of Retained Professionals

Motion

A motion to Approve the attached list of Appointed Professionals for FY2020 as presented.

6. **19-5548: Policy to Provide Funding for Maintenance of City Infrastructure**

Motion

A motion to Approve the attached Infrastructure and Reserve Policy as presented.

M. Items for Discussion

A. 19-5527: Board Members Running for Public Office

FIRST ADOPTION

Motion

A motion to Approve an Amendment to Article II, Section 2.14 (f) of the City Charter for the City of Norcross Regarding Conflicts of Interest to Provide for Appointed Members of Any Board, Commission or Authority of the City to Continue in Their Appointed Position as Non-Voting Members After Qualifying as a Candidate for Nomination or Election to Public Office in the City of Norcross, to Require Appointed Board Member to Resign from Appointed Position Upon Being Sworn in to Such Public Office and to Continue Such Appointed Position as a Voting Member if Not Elected to Such Public Office; and for Other Purposes as Stated Herein, with the following enacting clause:

The Mayor and City Council of the City of Norcross, Georgia, hereby ordains that the Article II, Section 2.14 (f) of the City Charter for the City of Norcross, shall be amended by ordinance after compliance with the procedure set forth in O.C.G.A. § 36-35-3 (b) as more particularly set forth below.

RESULT:	APPROVED (FIRST READING)
	Next: 12/16/2019 6:30 PM
TO:	Policy Work Session

B. 19-5543: Sale and Abandonment of Giles Street

Motion

A motion to Approve a Resolution of The Mayor and Council of The City of Norcross; for the Closure of Giles Street and its Right of Way subject to certain conditions; and for the Sale of Giles Street and Its Right of Way to the Highest Bidder, Subject to the Payment of certain costs and expenses.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Andrew Hixson, Mayor Pro Tem
SECONDER:	Josh Bare, Councilman
AYES:	Hixson, Bare, Paul, Watch, Puckett

N. Adjourn in memory of

O. Adjourn to Executive Session for Personnel, Real Estate or Legal

The meeting was closed at 7:17 PM

Signed by _____ Mayor, Craig Newton

Attest _____ Monique Lang, City Clerk

City of Norcross

65 Lawrenceville Street
Norcross, GA 30071



Meeting Minutes

Thursday, December 12, 2019

8:00 AM

2nd Floor Conference Room **Special Called Meeting**

Mayor Craig Newton
Mayor Pro Tem Andrew Hixson
Councilmember Josh Bare
Councilmember Chuck Paul
Councilmember Dan Watch
Councilwoman Elaine Puckett

Minutes Acceptance: Minutes of Dec 12, 2019 8:00 AM (Presentation of previous meetings minutes for acceptance)

A. Call to Order by Craig Newton

Attendee Name	Title	Status	Arrived
Craig Newton	Mayor	Absent	
Andrew Hixson	Mayor Pro Tem	Present	
Josh Bare	Councilmember	Present	
Chuck Paul	Councilmember	Absent	
Dan Watch	Councilmember	Present	
Elaine Puckett	Councilwoman	Present	

Special Meeting was called to order at 8:00 AM by Mayor Pro Tem Andrew Hixson

B. Roll Call (recorded)**PH. Public Hearings****D. Items for Discussion****1. 19-5567: Certification of December 3, 2019, Election Run-Off Returns****Motion**

A motion to Certify the December 3, 2019, Election Run-off Returns as follows:

The certified copy of the consolidated returns submitted to the City Council of the City of Norcross sets forth the following information, to-wit:

Total Number of voters cast: 506

Total Voters: 506

Election Run-off**Councilman Watch's Seat**

Number of votes for Bruce Gaynor: 274

Number of votes for Tyler Hannel: 232

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Elaine Puckett, Councilwoman
SECONDER:	Josh Bare, Councilmember
AYES:	Andrew Hixson, Josh Bare, Dan Watch, Elaine Puckett
ABSENT:	Chuck Paul

E. Adjourn to Executive Session Legal Personnel, and Real Estate

The meeting was closed at 8:05 AM

- F. Signed by _____ Mayor Craig Newton
- G. Attest _____ Monique Lang, City Clerk

Minutes Acceptance: Minutes of Dec 12, 2019 8:00 AM (Presentation of previous meetings minutes for acceptance)

City of Norcross

65 Lawrenceville Street
Norcross, GA 30071



Meeting Minutes

Monday, December 16, 2019

6:30 PM

2nd Floor Conference Room Policy Work Session

Mayor Craig Newton
Mayor Pro Tem Andrew Hixson
Councilman Josh Bare
Councilman Chuck Paul
Councilman Dan Watch
Councilwoman Elaine Puckett

Minutes Acceptance: Minutes of Dec 16, 2019 6:30 PM (Presentation of previous meetings minutes for acceptance)

A. Roll Call (recorded)

Attendee Name	Title	Status	Arrived
Craig Newton	Mayor	Present	
Andrew Hixson	Mayor Pro Tem	Present	
Josh Bare	Councilman	Present	
Chuck Paul	Councilman	Present	
Dan Watch	Councilman	Present	
Elaine Puckett	Councilwoman	Present	

Regular Meeting was called to order at 6:30 PM by Mayor Craig Newton

B. Citizen Input**C. Board Updates****D. General Updates**

*Norcross Housing Authority Reposition Plan - Gail Newton/Pam Hopper

*Beaver Ruin Creek - Erica Madsen

*Norcross 150th Birthday Celebration - Cate Kitchen/Pam Ledbetter

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

Mayor and Council are asked to consider and approve appointments and re-appointments to the following board, authority or commission:

Architectural Review Board

Norcross Public Arts Commission

G. Items for Discussion**1. 19-5585: Kindness Rocks Garden Art Project**

RESULT: THIS MATTER WAS REFERRED TO

Next: 1/6/2020 6:30 PM

TO: Mayor and Council

2. 19-5586: Norcross Community Market Funding Request

RESULT: THIS MATTER WAS REFERRED TO

Next: 1/6/2020 6:30 PM

TO: Mayor and Council

3. 19-5544: COA2019-0034 5439 Vineyard Park Trail; Peter Battisti, Etal. Appeal of ARB Decision

RESULT: ITEM PRESENTED, NO FURTHER ACTION NEEDED

Minutes Acceptance: Minutes of Dec 16, 2019 6:30 PM (Presentation of previous meetings minutes for acceptance)

4. 19-5587: CDBG Application Proposal for FY21 Funds**RESULT: THIS MATTER WAS REFERRED TO****Next: 1/6/2020 6:30 PM****TO: Mayor and Council****5. 19-5576: Recycling Rate Increase****RESULT: THIS MATTER WAS REFERRED TO****Next: 1/6/2020 6:30 PM****TO: Mayor and Council****6. 19-5577: Cured-In-Place Stormwater Pipe Relining PWUP 19-10****RESULT: THIS MATTER WAS REFERRED TO****Next: 1/6/2020 6:30 PM****TO: Mayor and Council****7. 19-5574: Setting of 2020 Election Qualifying Fees****RESULT: THIS MATTER WAS REFERRED TO****Next: 1/6/2020 6:30 PM****TO: Mayor and Council****8. 19-5503: Newly Elected Officials Manual****RESULT: THIS MATTER WAS REFERRED TO****Next: 1/6/2020 6:30 PM****TO: Mayor and Council****9. 19-5573: 4-Way Stop Sign at N. Peachtree St. & Park St.****RESULT: THIS MATTER WAS REFERRED TO****Next: 1/6/2020 6:30 PM****TO: Mayor and Council****10. 19-5575: Speed Tables - N. Peachtree Street****RESULT: THIS MATTER WAS REFERRED TO****Next: TBD****TO: Mayor and Council Retreat****Minutes Acceptance: Minutes of Dec 16, 2019 6:30 PM (Presentation of previous meetings minutes for acceptance)**

11. **19-5588: Resolution to Establish the Five Ethics Principles for City Officials Conduct**

RESULT: THIS MATTER WAS REFERRED TO

Next: 1/6/2020 6:30 PM

TO: Mayor and Council

12. **19-5589: Discussion to Create a Land Bank Authority**

RESULT: DISCUSSED

13. **19-5527: Board Members Running for Public Office**

RESULT: THIS MATTER WAS REFERRED TO

Next: 1/6/2020 6:30 PM

TO: Mayor and Council

H. **Adjourn to Executive Session for Personnel, Real Estate or Legal**

The meeting was closed at 9:13 PM

Signed by _____ Mayor, Craig Newton

Attest _____ Monique Lang, City Clerk

Minutes Acceptance: Minutes of Dec 16, 2019 6:30 PM (Presentation of previous meetings minutes for acceptance)



MAYOR **CRAIG NEWTON** • MAYOR PRO TEM **ANDREW HIXSON** • COUNCILMAN **JOSH BARE** • COUNCILMAN **MATT MYERS** •
COUNCILMAN **BRUCE GAYNOR** • COUNCILWOMAN **ELAINE PUCKETT** CITY MANAGER **RUDOLPH SMITH** • CITY CLERK • **MONIQUE LANG**

City of Norcross

Legislation Details (With Details)

File #:	20-5602	Version:	
Type #:	Agenda Item	Status:	Agenda Ready
On Agenda:	1/6/2020 6:30 PM	In Control:	Mayor and Council
Title:	Acceptance of the Agenda		

Sponsors:

Code Sections:

Title
Acceptance of the Agenda

Motion

A motion to Accept the Agenda as Presented with the following items being moved to discussion:



MAYOR **CRAIG NEWTON** · MAYOR PRO TEM **ANDREW HIXSON** · COUNCILMAN **JOSH BARE** · COUNCILMAN **MATT MYERS** · COUNCILMAN **BRUCE GAYNOR** · COUNCILWOMAN **ELAINE PUCKETT** CITY MANAGER **RUDOLPH SMITH** · CITY CLERK · **MONIQUE LANG**

City of Norcross

Legislation Details (With Details)

File #:	20-5597	Version:	
Type #:	Agenda Item	Status:	Agenda Ready
On Agenda:	1/6/2020 6:30 PM	In Control:	Mayor and Council
Title:	Inauguration of Mayor Craig Newton		

Sponsors:

Code Sections:

Attachments:

1. [Oath of Office - Newton](#)

Title

Inauguration of Mayor Craig Newton

City of Norcross

Oath of Office

Mayor Craig Newton

“I, **Craig Newton**, do solemnly swear (or affirm) that I will faithfully perform the duties of Mayor of the City of Norcross, Georgia, and that I will support and defend the Charter and Code thereof as well as the Constitution and laws of the State of Georgia and of the United States of America.”

“I, **Craig Newton**, swear (or affirm) that I am not incumbent in any office of trust under the government of the United States, any other state, or any foreign state which by the laws of the State of Georgia, I am prohibited from holding and should I seek such, my resignation from office shall be instant;”

I, further swear (or affirm) that I am not the holder of any unaccounted for public money due this or any other State or political subdivision or authority thereof;”

I, further swear (or affirm) I am qualified to hold the office for which I have been elected, and for so long as I am serving as a Mayor of the City of Norcross, Georgia, I do solemnly swear (or affirm) that I will faithfully perform and discharge the duties of my elected office, conscientiously and without malice or partiality, to the best of my ability;”

So Help Me God.

January 6, 2020

Chief Magistrate Judge Kenneth Wickham

Attest: Monique Lang, City Clerk

Attachment: Oath of Office - Newton (20-5597 : Inauguration of Mayor Craig Newton)



MAYOR **CRAIG NEWTON** • MAYOR PRO TEM **ANDREW HIXSON** • COUNCILMAN **JOSH BARE** • COUNCILMAN **MATT MYERS** •
COUNCILMAN **BRUCE GAYNOR** • COUNCILWOMAN **ELAINE PUCKETT** CITY MANAGER **RUDOLPH SMITH** • CITY CLERK • **MONIQUE LANG**

City of Norcross

Legislation Details (With Details)

File #:	20-5598	Version:	
Type #:	Agenda Item	Status:	Agenda Ready
On Agenda:	1/6/2020 6:30 PM	In Control:	Mayor and Council
Title:	Inauguration of Councilmember Bruce Gaynor		

Sponsors:

Code Sections:

Attachments:

1. [Oath of Office - Gaynor](#)

Title
Inauguration of Councilmember Bruce Gaynor

City of Norcross

Oath of Office

Councilmember Bruce Gaynor

“I, **Bruce Gaynor**, do solemnly swear (or affirm) that I will faithfully perform the duties of Councilmember of the City of Norcross, Georgia, and that I will support and defend the Charter and Code thereof as well as the Constitution and laws of the State of Georgia and of the United States of America.”

“I, **Bruce Gaynor** swear (or affirm) that I am not incumbent in any office of trust under the government of the United States, any other state, or any foreign state which by the laws of the State of Georgia, I am prohibited from holding and should I seek such, my resignation from office shall be instanter;”

I, further swear (or affirm) that I am not the holder of any unaccounted for public money due this or any other State or political subdivision or authority thereof;”

I, further swear (or affirm) I am qualified to hold the office for which I have been elected, and for so long as I am serving as a Councilmember of the City of Norcross, Georgia, I do solemnly swear (or affirm) that I will faithfully perform and discharge the duties of my elected office, conscientiously and without malice or partiality, to the best of my ability;”

So Help Me God.

January 6, 2020

Chief Magistrate Judge Kenneth Wickham

Attest: Monique Lang, City Clerk

Attachment: Oath of Office - Gaynor (20-5598 : Inauguration of Councilmember Bruce Gaynor)



MAYOR **CRAIG NEWTON** · MAYOR PRO TEM **ANDREW HIXSON** · COUNCILMAN **JOSH BARE** · COUNCILMAN **MATT MYER** ·
COUNCILMAN **BRUCE GAYNOR** · COUNCILWOMAN **ELAINE PUCKETT** CITY MANAGER **RUDOLPH SMITH** · CITY CLERK · **MONIQUE LANG**

City of Norcross

Legislation Details (With Details)

File #:	20-5599	Version:	
Type #:	Agenda Item	Status:	Agenda Ready
On Agenda:	1/6/2020 6:30 PM	In Control:	Mayor and Council
Title:	Inauguration of Councilmember Matt Myers		

Sponsors:

Code Sections:

Attachments:

1. [Oath of Office - Myers](#)

Title
Inauguration of Councilmember Matt Myers

City of Norcross

Oath of Office

Councilmember Matt Myers

“I, **Matt Myers**, do solemnly swear (or affirm) that I will faithfully perform the duties of Councilmember of the City of Norcross, Georgia, and that I will support and defend the Charter and Code thereof as well as the Constitution and laws of the State of Georgia and of the United States of America.”

“I, **Matt Myers** swear (or affirm) that I am not incumbent in any office of trust under the government of the United States, any other state, or any foreign state which by the laws of the State of Georgia, I am prohibited from holding and should I seek such, my resignation from office shall be instanter;”

I, further swear (or affirm) that I am not the holder of any unaccounted for public money due this or any other State or political subdivision or authority thereof;”

I, further swear (or affirm) I am qualified to hold the office for which I have been elected, and for so long as I am serving as a Councilmember of the City of Norcross, Georgia, I do solemnly swear (or affirm) that I will faithfully perform and discharge the duties of my elected office, conscientiously and without malice or partiality, to the best of my ability;”

So Help Me God.

January 6, 2020

Chief Magistrate Judge Kenneth Wickham

Attest: Monique Lang, City Clerk



MAYOR **CRAIG NEWTON** • MAYOR PRO TEM **ANDREW HIXSON** • COUNCILMAN **JOSH BARE** • COUNCILMAN **MATT MYERS** •
COUNCILMAN **BRUCE GAYNOR** • COUNCILWOMAN **ELAINE PUCKETT** CITY MANAGER **RUDOLPH SMITH** • CITY CLERK • **MONIQUE LANG**

City of Norcross

Legislation Details (With Details)

File #:	20-5600	Version:	
Type #:	Agenda Item	Status:	Agenda Ready
On Agenda:	1/6/2020 6:30 PM	In Control:	Mayor and Council
Title:	Appointment of Mayor Pro Tem for 2020		

Sponsors:

Code Sections:

Title
Appointment of Mayor Pro Tem for 2020

Motion
A motion to Approve Councilman Josh Bare as Mayor Pro Tem for 2020.



MAYOR **CRAIG NEWTON** • MAYOR PRO TEM **ANDREW HIXSON** • COUNCILMAN **JOSH BARE** • COUNCILMAN **MATT MYERS** •
COUNCILMAN **BRUCE GAYNOR** • COUNCILWOMAN **ELAINE PUCKETT** CITY MANAGER **RUDOLPH SMITH** • CITY CLERK • **MONIQUE LANG**

City of Norcross

Legislation Details (With Details)

File #:	20-5595	Version:	
Type #:	Agenda Item	Status:	
On Agenda:	1/6/2020 6:30 PM	In Control:	Mayor and Council
Title:	Recognition of Councilmember Paul		

Sponsors:

Code Sections:

Title
Recognition of Councilmember Paul



MAYOR **CRAIG NEWTON** • MAYOR PRO TEM **ANDREW HIXSON** • COUNCILMAN **JOSH BARE** • COUNCILMAN **MATT MYERS** •
COUNCILMAN **BRUCE GAYNOR** • COUNCILWOMAN **ELAINE PUCKETT** CITY MANAGER **RUDOLPH SMITH** • CITY CLERK • **MONIQUE LANG**

City of Norcross

Legislation Details (With Details)

File #:	20-5596	Version:	
Type #:	Agenda Item	Status:	Agenda Ready
On Agenda:	1/6/2020 6:30 PM	In Control:	Mayor and Council
Title:	Recognition of Councilman Watch		

Sponsors:

Code Sections:

Title
Recognition of Councilman Watch



MAYOR **CRAIG NEWTON** • MAYOR PRO TEM **ANDREW HIXSON** • COUNCILMAN **JOSH BARE** • COUNCILMAN **MATT MYERS** •
COUNCILMAN **BRUCE GAYNOR** • COUNCILWOMAN **ELAINE PUCKETT** CITY MANAGER **RUDOLPH SMITH** • CITY CLERK • **MONIQUE LANG**

City of Norcross

Legislation Details (With Details)

File #:	20-5601	Version:	
Type #:	Agenda Item	Status:	Agenda Ready
On Agenda:	1/6/2020 6:30 PM	In Control:	Mayor and Council
Title:	Board Appointment - Norcross Publics Arts Board		

Sponsors:

Code Sections:

Title
Board Appointment - Norcross Publics Arts Board

Motion

A motion to Approve the appointment of the following board members and terms as presented:

Norcross Public Arts Board

Michelle Osbourne 8/6/2021



MAYOR **CRAIG NEWTON** • MAYOR PRO TEM **ANDREW HIXSON** • COUNCILMAN **JOSH BARE** • COUNCILMAN **MATT MYERS** •
COUNCILMAN **BRUCE GAYNOR** • COUNCILWOMAN **ELAINE PUCKETT** CITY MANAGER **RUDOLPH SMITH** • CITY CLERK • **MONIQUE LANG**

City of Norcross

Legislation Details (With Details)

File #:	19-5585	Version:	
Type #:	Agenda Item	Status:	Agenda Ready
On Agenda:	1/6/2020 6:30 PM	In Control:	Policy Work Session
Title:	Kindness Rocks Garden Art Project		

Sponsors:

Code Sections:

Attachments:

1. [Memo - Kindness Rocks Garden Art Project](#)
2. [NPAC Pinnacle Park Kindness Garden](#)

Title

Kindness Rocks Garden Art Project

Drafter

L.A. Bonds

Motion

A motion to allow the Norcross Public Arts Board in conjunction with Ms. Lily Newton, to implement a Kindness Rock art project at Pinnacle Park.



MEMO

TO: Mayor and City Council
FROM: L.A. Bonds, NPAC Chair
DATE: 12/5/2019
SUBJECT: Kindness Rocks Garden Art Project

On behalf of NPAC, we would like to propose a wonderful art project that was brought to us by one of our own Norcross High Students, Ms. Lilly Newton.

Lily attended our Kindness Rocks, community art event this past summer at the Community Market, and was inspired to start a permanent kindness rock garden within Norcross. In August, at our board meeting, she presented her idea to us, and we loved it.

She shared how Mental Health is such a big issue today. Having a central location where the community can go to dwell on positive messages could be a unique way to spread kindness and improve the health of so many people.

Attached, you will find a layout of the possible locations Lily has in mind at Pinnacle Park. We'd love to work with Lily and see this Art Project implemented.

PINNACLE PARK KINDNESS GARDEN POTENTIAL LOCATIONS



Attachment: NPAC Pinnacle Park Kindness Garden (19-5585 : Kindness Rocks Garden Art Project)



MAYOR **CRAIG NEWTON** · MAYOR PRO TEM **ANDREW HIXSON** · COUNCILMAN **JOSH BARE** · COUNCILMAN **MATT MYERS** · COUNCILMAN **BRUCE GAYNOR** · COUNCILWOMAN **ELAINE PUCKETT** CITY MANAGER **RUDOLPH SMITH** · CITY CLERK · **MONIQUE LANG**

City of Norcross

Legislation Details (With Details)

File #:	19-5586	Version:	
Type #:	Agenda Item	Status:	Agenda Ready
On Agenda:	1/6/2020 6:30 PM	In Control:	Policy Work Session
Title:	Norcross Community Market Funding Request		

Sponsors:

Code Sections:

Attachments:

1. [Norcross Community Market - Policy Work Session](#)

Title

Norcross Community Market Funding Request

Drafter

Connie Weathers/Bea Grossman

Motion

A motion to Approve/Deny funding for the Norcross Community Market in the amount of \$30,000 funded by Prior Year Funds.



What is the future of the Norcross Community Market?

- **Viability**

- Primarily volunteer operated
- Surveys show we are on right track – shoppers want more
- Competition
- ARC points

- **Board of Directors**

- Full-time year-round market manager
 - Volunteers
 - Grants/Fees
 - Marketing/PR

**Public/Private
Partnership**



Market in review...

2019 Survey Results Conducted by Georgia Farmers Market Association

- Survey respondents like the market citing vendor variety, quality, market vibe, friendliness, and community building activities.
- They want more: more vendors, more variety, more demos and interactive activities, and more SHADE.
- 43.2% of responses indicated they sometimes walk to NCM
- In addition to NCM, respondents attended farmers markets in Suwanee, New York City, Grant Park, Midtown, and Snellville
- Respondents also shop for groceries at Supermarkets (Walmart, Target, Publix, Kroger, etc.); Specialty grocery stores (Trader Joes, Whole Foods, Sprouts); and Co-op's (Sevanana, etc.) Online shopping was not an option.
- Zip codes of respondents included Norcross and points north, south, east, and west of the city
- Of the ten items listed that would make respondents more likely to attend a farmers market, NCM offers all.
- There were as many young (ages 21 - 30) respondents as mature (ages 51 - 60) respondents; $\frac{3}{4}$ were female and included Hispanic/Latino, Asian, African American/African/Black/Caribbean, and Caucasian respondents



Proposal Detail - Budget

2020:

- **City budget includes funds for NCM to hire/contract market management function**
- Establish Roles & Responsibilities agreement to ensure clear partnership between city and SNI board

Income		Assumptions
Vendor Fees	\$ 4,080.00	12 markets in 2020 vs. 14 in 2019; add pop up markets to offset
Grants, sponsors, fundraising events	\$ 6,625.00	No grants in the pipeline
Retail sales	\$ 2,439.00	Increase retail sales
SNI Contribution from reserves	\$ 10,000.00	
City Funding	\$ 30,000.00	
Total Income	\$ 53,144.00	
Expenses		
Market Manager	\$ 37,000.00	Add full time year-round staff
SNAP fees	\$ 650.00	
Marketing, printing	\$ 3,500.00	
Infrastructure replacement (tables, etc.)	\$ 2,185.00	Signage worn out, time change
Programming (music, theme supplies, etc.)	\$ 5,100.00	
Administration (website renewal, etc.)	\$ 2,459.00	
Training (manager, board members)	\$ 2,250.00	
Total Expenses	\$ 53,144.00	



Future Projections

- 2020 City Funding \$30,000
- 2021 City Funding \$25,000
- 2022 City Funding \$20,000
- 2023 City Funding \$15,000
- Difference Funded by Market With Increases in Income, Grants, Sponsorships, and Donations



Next Steps

- Successful market requires work year-round.
- Recruitment for Market Manager has begun.
- Recruitment for Board of Directors in process.
- Current To Do's
 - SNAP contract due 12/31/19
 - Community survey
 - Sponsorships
 - Vendor recruitment and online application
 - Grant applications
 - Marketing plan and calendar
- **Commitment from the City for \$30,000 funding**
- **Continued in-kind support from the City**

A large, vibrant photograph of a woven basket filled with fresh vegetables. The basket is overflowing with various items, including several bright red tomatoes, several orange carrots, a large purple eggplant, and various green leafy vegetables like basil and spinach. The lighting is bright and natural, highlighting the freshness of the produce.

Questions?



MAYOR **CRAIG NEWTON** • MAYOR PRO TEM **ANDREW HIXSON** • COUNCILMAN **JOSH BARE** • COUNCILMAN **MATT MYERS** •
COUNCILMAN **BRUCE GAYNOR** • COUNCILWOMAN **ELAINE PUCKETT** CITY MANAGER **RUDOLPH SMITH** • CITY CLERK • **MONIQUE LANG**

City of Norcross

Legislation Details (With Details)

File #:	19-5587	Version:	
Type #:	Agenda Item	Status:	Agenda Ready
On Agenda:	1/6/2020 6:30 PM	In Control:	Policy Work Session
Title:	CDBG Application Proposal for FY21 Funds		

Sponsors:

Code Sections:

Attachments:

1. [MEMO 2019-12-06 FY21 CDBG Proposal for Council](#)

Title
CDBG Application Proposal for FY21 Funds

Drafter
Erica Madsen

Motion
A motion Authorizing Staff to Apply for CDBG Funds for Fiscal Year 2020.



MAYOR **CRAIG NEWTON** · MAYOR PRO TEM **ANDREW HIXSON** · COUNCILMAN **JOSH BARE** · COUNCILMAN **CHUCK PAUL**
COUNCILMAN **DAN WATCH** · COUNCILWOMAN **ELAINE PUCKETT** · CITY MANAGER **RUDOLPH SMITH** · CITY CLERK **MONIQUE LANG**

MEMO

To: Mayor & Council
From: Erica Madsen, City Engineer

RE: FY2020 CDBG Application Preparation

In anticipation of the opening of the application period for Gwinnett County's Community Development Block Grant (CDBG) in January 2020 for FY2021 funds, staff met to brainstorm and discuss possible projects. The CDBG is intended to fund projects/programs that benefit underserved populations including lower income neighborhoods, persons with disabilities and senior citizens. Department Heads including Community Development, Public Works and the Downtown Manager collectively recommend that the City of Norcross apply for FY2021 CDBG funds for City-wide sidewalk repair to address trip hazards. Grant funds can be awarded for the total amount requested, or a portion thereof depending on the grant committee's decision.

Background: Past CDBG projects awarded include S. Peachtree Sidewalk (currently under construction, FY19) and limited trip hazard removal (currently recommended to receive FY20 funds). A second-priority stormwater pipe relining application in FY20 has not been recommended by the CDBG committee to receive funding.

Project Information: PWUP has been working to address city-wide trip hazard removal year by year with maintenance funds. This project award could allow the city-wide project to be complete within 1 year. Project cost is proposed to be \$78,100.



MAYOR **CRAIG NEWTON** • MAYOR PRO TEM **ANDREW HIXSON** • COUNCILMAN **JOSH BARE** • COUNCILMAN **MATT MYERS** •
COUNCILMAN **BRUCE GAYNOR** • COUNCILWOMAN **ELAINE PUCKETT** CITY MANAGER **RUDOLPH SMITH** • CITY CLERK • **MONIQUE LANG**

City of Norcross

Legislation Details (With Details)

File #:	19-5576	Version:	
Type #:	Agenda Item	Status:	Agenda Ready
On Agenda:	1/6/2020 6:30 PM	In Control:	Policy Work Session
Title:	Recycling Rate Increase		

Sponsors:

Code Sections:

Attachments:

1. [Memo - Recycling Rate Increase](#)

Title
Recycling Rate Increase

Drafter
Mary Beth Bender

Public Works, Utilities & Parks is seeking direction from Mayor & Council on the most efficient way to cover the recycling rate increase, effective January 1, 2020. Staff suggestion is as follows:

Bill in September 2020 for January-August, 2020. Additionally, to pre-bill in September for the September 2020-August 2021 bills. This represents \$.72 per parcel.



MARY BETH BENDER, ASSISTANT CITY MANAGER
DIRECTOR OF PUBLIC WORKS, UTILITIES & PARKS

TO: Mayor and City Council

FROM: Mary Beth Bender

DATE: November 18, 2019

SUBJECT: Recycling Rate Increase

Presented By: Mary Beth Bender, Assistant City Manager, Director of PWUP

Project Description

Effective January 1, 2020, The City of Norcross will be charged \$.72 per residential customer, per month, for recycling services by the solid waste provider. The cost to the City will be \$43,666.56. This increase is due to the increased residential single-stream curbside recycling processing charge being passed on to the City of Norcross by the solid waste contractor due to contamination, because recycling commodities markets are down on a global basis, and China's new policy of not accepting recyclables from the United States.

We are seeking guidance from Mayor & Council on the best way to cover these additional charges. There are several options: absorb the cost; or add to the residential customers' bill in September, 2020. If adding to the residential tax bill in 2020, it would be an addition of \$.72 (monthly) to each parcel, for twelve months (January, 2020 – December, 2020). Another option is to add to the tax bill in September, 2020 to pre-bill for 1/1/20 – 12/31/21. If that is the choice, then \$17.28 will be added to each bill.

$$\begin{aligned}
 & \$.72 \times 12 \text{ months} = \$8.64 \\
 & \$8.64 \times 5054 \text{ parcels} = \$43,666.56
 \end{aligned}$$

Staff Recommendation: Direction from Mayor & Council

Funding Source: N/A

Project Cost: \$43,666.56

Attachment: Memo - Recycling Rate Increase (19-5576 : Recycling Rate Increase)



MAYOR **CRAIG NEWTON** • MAYOR PRO TEM **ANDREW HIXSON** • COUNCILMAN **JOSH BARE** • COUNCILMAN **MATT MYERS** •
COUNCILMAN **BRUCE GAYNOR** • COUNCILWOMAN **ELAINE PUCKETT** CITY MANAGER **RUDOLPH SMITH** • CITY CLERK • **MONIQUE LANG**

City of Norcross

Legislation Details (With Details)

File #:	19-5577	Version:	
Type #:	Agenda Item	Status:	Agenda Ready
On Agenda:	1/6/2020 6:30 PM	In Control:	Policy Work Session
Title:	Cured-In-Place Stormwater Pipe Relining PWUP 19-10		

Sponsors:

Code Sections:

Attachments:

1. [Memo - Cured In Place Pipe Relining PWUP 19-10](#)
2. [Contractor Agreement - PWUP 19-10](#)
3. [Supporting Documents](#)

Title

Cured-In-Place Stormwater Pipe Relining PWUP 19-10

Drafter

Mary Beth Bender

Motion

A motion to Approve/Deny the attached Contractor Agreement with IPR Southeast LLC., for stormwater pipe relining on Financial Drive, Lancelot Drive, Mauldin Court, Terrace Club Court, Summerton Drive, in the amount of \$198,614.00, funded by Stormwater Capital.



MARY BETH BENDER, ASSISTANT CITY MANAGER
DIRECTOR OF PUBLIC WORKS, UTILITIES & PARKS

TO: Mayor and City Council

FROM: Mary Beth Bender

DATE: December 6, 2019

SUBJECT: Cured-in-Place Stormwater Pipe Relining

CC: Rudolph Smith, City Manager

Presented By: Mary Beth Bender, Assistant City Manager, Director of PWUP

Project Description

The Public Works, Utilities & Parks Department has secured bids in response to PWUP 19-10, Cured-in-Place Stormwater Pipe Relining. The purpose of the pipe relining is to rehabilitate storm water pipes, ensuring no voids in the infrastructure and repairing at a more cost effective process than replacing pipes. This procedure will extend the life of the storm pipes and culverts in the following vicinities:

Financial Drive, Lancelot Drive, Mauldin Court, Terrace Club Court, Summerton Drive

Company Name	Bid Amount
Federal EC LLC	\$259,609.00
Michels Pipe Services	\$333,830.00
IPR Southeast LLC	\$198,614.00

Staff Recommendation: Proceed with IPR Contractor Agreement

Funding Source: Storm Water Capital Projects

Project Cost: \$198,614.00

Attachment: Memo - Cured In Place Pipe Relining PWUP 19-10 (19-5577 : Cured-In-Place Stormwater Pipe Relining PWUP 19-10)

Contractor Agreement

AGREEMENT BETWEEN IPR SOUTHEAST LLC AND THE CITY OF NORCROSS PROJECT: CURED-IN-PLACE STORMWATER PIPE RELINING PROJECT, PWUP 19-10

Project Description

The Contractor's work for PWUP 19-10 will include Cured-in-Place Stormwater Pipe Relining in the City of Norcross, Gwinnett County, Georgia, for the metal pipes that are in need of repair in the City of Norcross that will extend the life of the storm pipes and culverts in the following vicinities:

Financial Drive, Lancelot Drive, Mauldin Court, Terrace Club Court, Summerton Drive

This AGREEMENT is made this _____ day of _____ in the year two thousand nineteen (2019) between **The City of Norcross**, hereinafter the "owner", and IPR Southeast LLC, (hereinafter the "Contractor") for the following Project.

The contractor and owner for the consideration named herein agree as follows:

SCOPE OF WORK:

The Contractor shall be expected to meet with Storm Water staff prior to the commencement of project. This meeting shall serve as an opportunity for both parties to review the specifications and visit the project site.

The project is to be completed in accordance with PWUP 19-10; the project should begin within ten (10) working days after receipt of the notice to proceed. Payment and Performance bonds are due within 10 days of signed contract.

Other Provisions

All work shall be completed in a workmanship like manner and in compliance with all building codes and other applicable laws.

To the extent required by law, all work shall be performed by individuals duly licensed and authorized by law to perform said work.

Contractor may at its discretion, engage subcontractors to perform work hereunder, provided contractor shall fully pay said subcontractor and in all instances remain responsible for the proper completion of this contract.

All change orders shall be in writing and must be signed by the owner and contractor.

Contractor warrants it is adequately insured for injury to its employees and other incurring loss or injury as a result of the acts of the contractor or its employees and subcontractors. Contractor shall supply current declaration pages for such insurances at the execution of this agreement.

Contractor shall at its own expense obtain all permits necessary for the work to be performed.

Contractor agrees to remove all debris and leave the premises in broom clean condition.

In the event owner shall fail to pay any periodic or installment payment due hereunder, contractor may cease work without breach pending payment or resolution of any dispute.

Contractor shall not be liable for any delay due to circumstances beyond its control including strikes, casualty or general unavailability of materials. Notwithstanding anything set forth herein to the contrary, Contractor shall be liable to and pay to owner liquidated damages in the amount of \$500.00 per day for every day after the completion date if the project is not completed within 60 days. Owner shall have the non-exclusive option of deducting the liquidated damages from the contract price through reduction in the installments and or retainage.

Contractor warrants all work for a period of twelve (12) months following completion.

The contractor further represents and warrants as follows:

1. Contractor at all times shall inspect and keep the work place safe for contractor's agents, employees and any licensee or invitee and any other third party who might otherwise come onto the work place. The work place shall be defined as that portion of the project which is, from time to time, under the control of Contractor for the purpose of performance of Contractor's work according to the agreement.
2. Contractor agrees to indemnify and hold owners harmless from any and all claims, actions, damages or litigation arising out of contractor's failure to perform under the terms and conditions within the agreement, including the payment of owner's attorney's fees. This indemnification further provides that contractor will be responsible for any cost associated with the completion of the project should such costs of completions (which includes all labor and materials) exceed the initial fee proposal and contract price.

A. ATTACHMENTS:

1. Attachment "A" City of Norcross Request for Proposal and bid specifications – Project Description
2. Attachment "B" Contractors Information
3. Attachment "C" E-Verify Contractor Affidavit
4. Attachment "D" SAVE Affidavit

B. FEE PROPOSAL:

1. The owner shall pay the contractor for the material and labor to be performed under the contract, the sum of total fees not to exceed *one hundred ninety-eight thousand, six hundred and fourteen dollars*, (\$198,614.00), subject to change-order additions and deductions.
2. Payment Applications will be submitted by the 10th of each month. Payment will be made by the tenth of the following month.
3. Retainage will be held by the owner equal to 10 percent of each pay application, up to 50% of the contract amount. Retainage shall be paid in full upon completion of the work.

C. SCHEDULE:

1. The Contractor is prepared to begin work upon receipt of a signed contract.

D. PROJECT INSPECTIONS:

1. The renovation project shall be inspected by the Norcross Division of Storm Water or its contract engineering staff. These inspections shall be in addition to required inspection by the Department of Community Development.

E. TERMS AND CONDITIONS:

This Agreement shall be administered in accordance with the Terms and Conditions listed in Attachments. This Contract together with the exhibits identified herein, shall constitute the entire agreement between the City of Norcross and IPR Southeast LLC, in respect to the project and may only be modified in writing signed by both parties. Receipt of the signed agreement will serve as a notice to proceed.

F. INSURANCE REQUIREMENTS

The contractor shall maintain the following insurance: (a) comprehensive general liability, including blanket contractual, covering bodily injuries with limits of no less than \$1,000,000.00 per occurrence, and property damage with limits of no less than \$500,000.00 per occurrence; (b) statutory worker's compensation insurance, including employer's liability insurance; and (c) employee dishonesty and/or crimes coverage with respect to personnel of the contractor having access to City buildings, with limits of no less than \$50,000.00 per occurrence. All insurance shall be provided by an insurer(s) acceptable to the City, and shall provide for thirty (30) days prior notice of cancellation to the City. Upon request, the contractor shall deliver to the city a certificate or policy of insurance evidencing the contractor's compliance with this policy. The contractor shall abide by all terms and conditions of the insurance and shall do nothing to impair or invalidate the coverage; (c) employee dishonesty and/or crimes coverage with respect to personnel of the contractor having access to City buildings, with limits of no less than \$50,000.00 per occurrence.

Certificate Holder should read:

City of Norcross, its elected officials and
employees 65 Lawrenceville Street
Norcross, GA 30071

1. This Agreement entered into as of the day and year first written above.

IPR Southeast LLC,

CITY OF NORCROSS

(Signature)

Craig Newton, Mayor

(Printed name and title)

Monique Lang, City Clerk

(Date)

(Date)

(SEAL)

(SEAL)

City of Norcross

Department of Public Works & Utilities

Invitation to Bid PWUP 19-10

Cured-in-Place Storm Pipe Relining Project

This project intends to address storm pipes that are in need of repair in the City of Norcross and will extend the life of the storm pipes and culverts in the following vicinities:

1. *Financial Drive*
2. *Lancelot Drive*
3. *Mauldin Court*
4. *Terrace Club Court*
5. *Summertown Drive - 4 lines*

The storm pipes are located on the accompanying maps. The quantities and sizes are summarized on the accompanying bid sheet. The pipes are intended to be rehabilitated in place by the cured-in-place pipe (CIPP) method following the accompanying specifications. The specifications given are estimates based on GIS data and subject to change-order additions and deductions. Proposals will be contingent upon CCTV (Closed Circuit TV) verification.

INSTRUCTIONS

All sealed bids must be submitted by Monday, November 25, 2019 @ 9:00 AM to the address below. Please submit two hard (paper) copies and one soft (PDF or other electronic document on a CD) copy of your bid package to:

Department of Public Works, Utilities & Parks
345 Lively Avenue
Norcross, GA 30071
Attn: Mary Beth Bender
PWUP 19-10

Please request bidding documents/specifications and submit questions via e-mail **only.** Submit questions/requests to Donnie Maxwell via e-mail at donaldmaxwell@norcrossga.net.

All questions/requests must be submitted via e-mail prior to Monday November 11, 2019.

We appreciate your interest in the City of Norcross.

Attachment: Supporting Documents (19-5577 : Cured-In-Place Stormwater Pipe Relining PWUP 19-10)

I. GENERAL CONDITIONS

BIDDERS ARE ADVISED TO THOROUGHLY UNDERSTAND THE GENERAL CONDITIONS AND SPECIAL PROVISIONS, PRIOR TO SUBMITTING THEIR BID

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.

B. Guarantee to Accompany Bid

If the proposer's bid is greater than \$30,000.00, 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, and failure to submit a bid bond will be cause for rejection.

C. Authority to Sign

The Bidder should insure 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.

D. 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.

E. Award of Contract

1. The contract will be awarded to the lowest responsive, responsible and qualified bidder whose bid will be most advantageous to the City, price and other factors considered. The City is to make the determination.
2. 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. A bidder's failure to demonstrate the ability to proceed as required may result in the award to the next lowest, responsive and qualified bidder, as deemed in the City's best interest.
3. 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 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.
4. 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 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.
5. Prior to execution of a Contract, a Utility Coordination Meeting is required between Contractor(s), utility agencies and City of Norcross Public Works to ensure clarity and commitments concerning inter-related construction work schedules.

F. Production Requirements

Time is of the utmost importance of this project. The successful bidder will be required to commence work within thirty (30) calendar days from the receipt of the Notice to Proceed, and must carry on with utmost diligence in order to complete the work within 60 Days. Contractor shall be liable to and pay to owner liquidated damages in the amount of \$200.00 per day for every day after the completion date the project is not completed. Contractor shall not be liable for any delay due to circumstances beyond their control.

G. Retainage

Retainage on work completed will be withheld by the City as follows: The City shall retain 10% of the gross value of the completed work, indicated by current estimates, until 50% of the work has been completed.

H. Location and Site

1. The site of the proposed work is at various locations within the City of Norcross, Georgia. A site vicinity map is included on the project drawings.
2. 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.
3. 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 visit must be confirmed by the Superintendent of Stormwater.
4. The Contractor 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 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 States law.

K. Materials

1. Unless otherwise specified in the Contract Documents, Contractor shall provide and assume full responsibility for all services, materials, equipment, labor, transportation, construction 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 Contractor of his responsibility to provide quality workmanship in accordance with the specifications. Any test ordered under the supervision of the City that fail to meet standards and retesting is required will be at the Contractors 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 bid documents.
 - c) Provide bonding as required by the bid 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 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.

N. Miscellaneous Provisions

1. Permits. Because this is a maintenance project, a Land Disturbance Permit will not be required.

2. Schedule. The Contractor shall provide to donald.maxwell@norcrossga.net a schedule of construction activities. The schedule must be presented at least seven (7) days prior to work commencing in order to notify residents and/or businesses.
3. Work Hours. No work shall take place on Saturday or Sunday unless approved by the City of Norcross. The contractor shall submit to the City of Norcross a written request at least seven (7) days prior to the weekend work. The daily hours will be provided with the notice to proceed.
4. Detour/Closures. All road closures and detours shall be approved by the Norcross Department of Public Works.
5. Residential Refuse. The Contractor is required to contact Norcross Public Works department at 678-421-2069, to obtain sanitation schedules in an attempt to reduce inconveniences to the citizens of Norcross.
6. 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.

O. FAQ's Generated From Previous Pipe Relining Projects

- * The Bid Packet Checklist requires a Bid Bond. What percentage of the total bid does the Bid Bond need to be? **Please see General Conditions Item B.**
- * The Cured in Place Pipe Specifications are written around Inland Pipe Rehabilitation and their products, in lieu of those products we would like to offer submittals for Ferratex. **You will be able to use your products. Submit information with bid.**
- * Will the City provide access and rights-of-entry for areas outside of the ROW and easements, as necessary, to perform the work? **Yes**
- * Are there easements over the sewers? What are the easement widths? **20 ft**
- * Is the Contractor to fill the sink holes? All sink holes present over top of all existing sewers to be CIPP? **The City will fill sink holes accordingly**
- * What are the work hour restrictions? **Monday thru Friday. Saturday with prior approval by the City.**
- * Is tree removal acceptable? Are there any restrictions or tree recompense expectations? **No.** Will the City provide tree removal and restoration as necessary? **The City does not wish to remove any trees unless absolutely necessary. City will provide services if needed.**
- * If CCTV determines that point repairs are required to CIPP the sewers, will the Contractor be expected to perform the point repairs? If so, please provide a detail/specs for point repairs. How will the Contractor be compensated for performing the point repair(s)? **Contractor will need to do point repairs. Cost will be determined after CCTV. Change orders will be coordinated as point repairs are identified.**

- * Are there any permits required for working within creeks and streams? For this scope, it is the City's inspection conclusion that these pipes are not carrying live streams. If there is a live stream at the outfall of any of these pipes, then the City will provide a predischage notification for bed and bank wetlands impacts. Storm water maintenance is an exempt activity under the stream buffer ordinance, so there will not be a need for a permit. Is the City or Contractor responsible for necessary permits? no
- * Any other permits required that the Contractor should be aware of other than traffic permit from Norcross Dept. of Public Works? no
- * Is 3rd party testing of each shot CIPP sample required? If so, are the 3 standard tests (strength, flex mod, and thickness) all that are required? yes
- * Will the City provide water and a meter at no cost to the Contractor? yes
- * If the Contractor chooses to water cure, can the cook water be discharged into the sanitary sewer system? If so, what coordination with Gwinnett County or others will be required? The City will arrange with Gwinnett county
- * Are there liquidated damages for the "Cured-in-Place Storm Pipe Relining Project"; and if so, what are they? No, there are not liquidated damages with a specific per day charge established. Liquidated damages is a term used in the bid notice to establish that the City may redeem the performance of payment bonds in the event the project is not completed.
- * Will the Owner please revise the bid scheduled to include a line item for invert repair? City will do all invert repairs.

III. SPECIFICATIONS

Reference the following pages:

1. GIS Location Maps Attached
2. Cured-in-Place Pipe (CIPP) Specification

TECHNICAL SPECIFICATIONS CURED-IN-PLACE PIPE (CIPP) FOR MAINLINE RENEWAL

PART 1 - PRODUCTS

1.1 GENERAL

It is the intent of this specification to provide for the reconstruction of pipelines and conduits by the installation of a resin-impregnated flexible tube that is either inverted or pulled into the original pipeline/conduit and expanded to fit tightly against said pipeline by the use of water or air pressure. The resin system shall then be cured by elevating the temperature of the fluid (water/air) used for the inflation to a sufficient enough level for the initiators in the resin to effect a reaction. The finished pipe shall be such that when the thermosetting resin cures, the total wall thickness shall be a homogeneous and monolithic felt and resin composite matrix, chemically resistant to withstand internal exposure to domestic sewage or stormwater.

1.2 QUALIFICATIONS

Since sewer products are intended to have a 50-year design life, and in order to minimize the Owner's risk, only proven products with substantial successful installations and experience will be approved.

In order for the CIPP product and Installation Contractor to be deemed commercially acceptable and approved for this project, they must meet the following criteria:

A. CIPP Product

1. The CIPP product must have been installed in a minimum of 5,000,000 linear feet or 4,000 manhole to manhole line sections of successful wastewater collection systems in North America and must be documented to the satisfaction of the Owner.
2. The CIPP product shall comply with the latest versions of ASTM F1216 or ASTM F1743, including appendices.
3. For the CIPP to be considered Commercially Proven, it shall have been successfully in service in an application similar to this project for a minimum of 10 years and documented to the satisfaction of the Owner.
4. The lining tube manufacturer shall operate under a quality management system that is third party certified to ISO 9001 or other internationally recognized organization standards. Proof of certification shall be submitted with the Contractor's bid and required for approval.
5. Third-party test results supporting the structural properties and long-term performance of the CIPP product shall be submitted for approval, and such data shall be satisfactory to the Owner. No CIPP product will be approved without independent third party testing verification.

B. Installation Contractor

1. The Installation Contractor shall be certified by the CIPP product manufacturer to have had at least 5 years active experience in the installation of the proposed CIPP product.
2. The Installation Contractor shall satisfy all insurance, financial and bonding requirements of the Owner, and shall have installed within the United States a minimum of 1,000,000 lineal feet of the same CIPP product being represented by the bidder.
3. The Installation Contractor superintendent(s) designated for the project shall have installed a minimum of 100,000 lineal feet and shall have 5 years of installation experience of the same CIPP product being represented by the bidder. This shall be documented to the Owner's satisfaction in the form of a resume of work experience detailing scope of work (linear footage and pipe diameters), location of work, and reference contact information for each project listed.
4. The Installation Contractor shall operate under a quality management system that is third party certified to ISO 9001 or equivalent standards. Proof of certification or quality management system shall be submitted with the Installation Contractor's bid and required for approval.

1.3 STRUCTURAL REQUIREMENTS

- A. Each CIPP shall be designed to withstand internal and/or external loads as dictated by the site and pipe conditions. Unless specified differently by the Owner/Engineer in the contract documents, the design thickness of the CIPP shall be derived at using standard engineering methodology as found in ASTM F1216, Appendix X1. The long-term flexural modulus shall not exceed 50 percent of the short-term value for the CIPP resin system and shall be substantiated through third-party testing. The thickness calculations, signed and sealed by a registered professional engineer, shall be submitted to the Owner prior to CIPP installation.
- B. The layers of the finished CIPP shall be uniformly bonded. It shall not be possible to separate any two layers with a probe or point of a knife blade so that the layers separate cleanly or such that the knife blade moves freely between the layers. If separation of the layers occurs during testing of the field samples, new samples will be cut from the work. Any reoccurrence may be cause for rejection of the work.
- C. The Enhancement Factor 'K' to be used in the CIPP design shall be assigned a value of 7.
- D. Long-term testing in general accordance with ASTM D2990 must have been performed for flexural creep of the CIPP pipe material to be installed. Such testing results are to be used to determine the long-term, time dependent flexural modulus to be utilized in the product design. This is a performance test of the materials (CIPP Tube and Resin) and general workmanship of the installation and curing as defined within the relevant ASTM standard. A percentage of the instantaneous flexural modulus value (as measured by ASTM D790 testing) will be used in design calculations for external buckling. The percentage, or the long-term creep retention value utilized, will be verified by this testing. The materials utilized for the contracted project shall be of a quality equal to or better than the materials used in the long-term test with respect to the initial flexural modulus used in the CIPP design.

E. The CIPP shall meet the following minimum strength requirements:

MINIMUM PHYSICAL PROPERTIES				
Property	ASTM Test Method	Polyester System	Filled Polyester System	Vinyl Ester System
Flexural Strength	D790	4,500 psi	4,500 psi	5,000 psi
Flexural Modulus (initial)	D790	250,000 psi	400,000 psi	300,000 psi
Flexural Modulus (50-year)	D790	125,000 psi	200,000 psi	150,000 psi

F. The required CIPP wall thickness shall be based as a minimum on the physical properties in Section 1.3.E above, and in accordance with the design equations in the Appendix X1 of ASTM F1216, and the following design parameters:

Design Safety Factor (typically used value)	=	2.0
Retention Factor for Long-Term Flexural Modulus to be used in Design (As determined by long-term tests described in Section 1.3.D and approved by the Owner)	=	50% max
Ovality [*] (calculated from (X1.1 of ASTM F1216)	=	% ⁽¹⁾
Enhancement Factor, K	=	7.0
Groundwater Depth (above invert of pipe)	=	feet ⁽¹⁾
Soil Depth (above crown of pipe)	=	feet ⁽¹⁾
Soil Modulus (only required for fully deteriorated design conditions)	=	psi ⁽¹⁾
Soil Density (only required for fully deteriorated design conditions)	=	lb/ft ³ (1)
Live Load (only required for fully deteriorated design conditions)	=	e.g. H20 Highway
Design Condition (partially or fully deteriorated)*	=	*

* Based on review of video logs, design conditions of pipeline can be fully or partially deteriorated (See ASTM F1216, Appendix X1). The Owner will be solely responsible for determining pipe conditions and parameters utilized in design.

⁽¹⁾ In the absence of other information and to ensure uniformity in bidding, the following assumptions shall be used: **Ovality** = 2%; **Groundwater Depth** at one half soil depth to invert; **Soil Modulus** = 1000 psi; **Soil Density** = 120 lb/ft³.

1.4 MATERIALS

A. CIPP Tube

1. The CIPP tube shall consist of one or more layers of a flexible needled felt or an equivalent nonwoven or woven material, or a combination of nonwoven and woven materials, capable of carrying resin, withstanding installation pressures and curing temperatures. The CIPP tube should be compatible with the resin system to be used on this project. The material should be able to stretch to fit irregular pipe sections and negotiate bends.
2. The CIPP tube should be fabricated under controlled conditions to a size that, when installed, will tightly fit the internal circumference and the length of the original conduit. Allowances should be made for the longitudinal and circumferential stretching that occurs during placement of the tube. Maximum stretching allowances shall be as defined in ASTM F1216 or ASTM F1743. The Installation Contractor shall verify the lengths in the field before cutting the liner to length. Continuous individual liners can be made over one or more manhole to manhole sections.

3. The CIPP tube shall be uniform in thickness and when subjected to the installation pressures shall meet or exceed the designed wall thickness.
 4. Any plastic film applied to the tube on what will become the interior wall of the finished CIPP shall be compatible with the resin system used, translucent enough that the resin is clearly visible, and shall be firmly bonded to the felt material.
 5. At time of manufacture, each lot of CIPP tube shall be inspected and certified to be free of defects. The tube shall be marked for distance at regular intervals along its entire length, not to exceed five feet. Such markings shall also include the CIPP tube Manufacturer's name or identifying symbol.
 6. The CIPP tube may be made of single or multiple layer construction where any layer must not be less than 1.5 mm thick. A suitable mechanical strengthener membrane or strip may be placed in between layers where required to control longitudinal stretching.
- B. Resin Components
1. The resin system shall be a corrosion resistant polyester or vinyl ester, along with a compatible catalyst system.
 2. The resin used shall not contain non-strength enhancing fillers.
 3. When combined with the CIPP tube, the resin system shall provide a CIPP that meets the structural requirements of ASTM F1216 or ASTM F1743, the minimum physical properties specified in Section 1.3.E, and those properties which are to be utilized in the design of the lining system for this project.
 4. When combined with the CIPP tube, the resin system shall provide a CIPP that complies with the chemical resistance requirements specified in ASTM F1216 or ASTM F1743.

PART 2 - EXECUTION

2.1 GENERAL

- A. The Installation Contractor shall deliver the resin impregnated CIPP tube to the site and provide all equipment required to insert and cure the CIPP within the host pipe. The Installation Contractor shall designate a location where the tube will be vacuum impregnated with the resin prior to installation. If requested by the Owner, the Installation Contractor shall notify the Engineer at least 48 hours prior to wet out to allow the Owner's representative to observe the materials and wet out procedure. All procedures to prepare the CIPP for installation shall be in strict accordance with the Manufacturer's recommendations.
- B. The CIPP shall be vacuum impregnated with resin not more than 120 hours before the time of installation and stored out of direct sunlight at a temperature of less than 70° F.

2.2 NOTIFICATION AND PREPARATION

- A. The Installation Contractor shall notify all residents affected by this construction at least 24 hours prior to any service disruption affecting their service connection. The Installation Contractor shall make every effort to maintain service usage throughout the duration of the project.
- B. The Installation Contractor shall perform cleaning, video, and inspection prior to installation of the CIPP. The Installation Contractor, when required, shall remove all debris from within the pipe that will interfere with the installation of the CIPP. The Owner shall provide a dumpsite for such debris removed during the cleaning operations.
- C. It shall be the responsibility of the Installation Contractor to notify the Owner of line obstructions, offset joints or collapsed pipe that will prevent the insertion of the tube or significantly reduce the capacity of the sewer. The Owner, with input from the Installation Contractor shall determine the method of pipe repair required and shall address these concerns on a case-by-case basis.
- D. Protruding laterals or services shall be trimmed flush with the inside of the main sewer wall prior to installation of the CIPP. Trimming shall not cause damage to the lateral or service beyond the inside face of the main sewer.

2.3 BYPASS PUMPING

- A. The Installation Contractor, when required, shall provide for the flow of sewage around the section or sections of pipe designated for repair. When possible, the bypass shall be made by plugging the line at an existing upstream manhole and pumping the flow into a downstream manhole or adjacent system. The pump and bypass lines shall be of adequate capacity and size to handle the flow. The Installation Contractor shall furnish all necessary pumping equipment, conduit, etc. to adequately, safely, and environmentally divert sewage flow around the work.
- B. When requested by the Engineer, the Installation Contractor shall submit a general bypass plan.

2.4 TELEVISION INSPECTION

- A. The Installation Contractor shall provide video equipment capable of properly documenting the conditions as found within the pipe. Lighting for the video camera shall illuminate the entire periphery of the sewer. The camera shall be radial view type capable of viewing 360° within the pipe and shall provide an unobstructed view of the full pipe.
- B. The video shall begin with a clear identification of the pipeline location, upstream and downstream manhole designation, and pipe diameter. The video shall provide an accurate length measurement of the entire segment and of the distance to each lateral connection. The Installation Contractor shall pan all lateral connections on both the pre and post-videos.
- C. Reverse video set-ups shall be utilized when line obstructions prevent full segment televising from the initial set-up direction.
- D. Both a pre-lining and post-lining video shall be submitted to the Owner for approval. The discs shall be clearly and properly labeled.

2.5 INSTALLATION

- A. The CIPP shall be installed in accordance with the practices given in ASTM F1216 (for direct inversion installations) or ASTM F1743 (for pulled-in-place installations). The quantity of resin used for the tube's impregnation shall be sufficient to fill the volume of air voids in the CIPP tube with additional allowances being made for polymerization shrinkage and the loss of any resin through cracks and irregularities in the original pipe wall. A vacuum impregnation process shall be used in conjunction with a roller system to achieve a uniform distribution of the resin throughout the CIPP tube.
- B. The resin-impregnated CIPP tube shall be installed into the host pipe by methods specified in ASTM F1216 or ASTM F1743 and proven through previous successful installations. The insertion method shall not cause abrasion or scuffing of the CIPP tube. Hydrostatic or air pressure shall be used to inflate the CIPP tube and mold it against the walls of the host pipe. There will be no use of sewage in place of clean water for insertion of the tube, or for the curing of the liner.
- C. Temperature gauges shall be placed between the CIPP tube and the host pipe's invert position to monitor the temperatures during the cure cycle.

2.6 CURING

- A. After the CIPP tube installation is completed, the Installation Contractor shall supply a suitable heat source and recirculation equipment (if required). The equipment shall be capable of delivering hot water or steam throughout the section to uniformly raise the temperature above the temperature required to affect a cure of the resin.
- B. The heat source shall be fitted with suitable monitors to gauge the temperature of the incoming and outgoing heat supply (for water cure) and outgoing heat supply (for steam cure). Water or air temperature in the pipe during the cure period shall be as recommended by the resin Manufacturer.
- C. Initial cure shall be deemed to be completed when inspection of the exposed portions of the CIPP appears to be hard and sound and the remote temperature sensor(s) indicates that the temperature is of a magnitude to realize an exotherm. The cure period shall be of a duration recommended by the resin Manufacturer, as modified for the installation process, during which time the recirculation of the heat and/or cycling of the heat exchanger to maintain the temperature is continued.

2.7 COOL DOWN

- A. Cool down may be accomplished by the introduction of cool water or air to replace water or pressurized air being relieved. Care shall be taken in the release of the hydrostatic head so that a vacuum will not be developed.

2.8 FINISH

- A. The finished CIPP shall be continuous over the entire length of an insertion run and be as free as commercially practical from visual defects such as foreign inclusions, dry spots, pinholes, and delamination. The CIPP shall be homogeneous, and free of any leakage from the surrounding ground to the inside of the CIPP.

- B. Where the CIPP is installed through a manhole uninterrupted, the invert shall be maintained smooth within the manhole, with approximately the bottom half of the CIPP continuous through the length of the manhole. The invert of the manhole shall be shaped and grouted as necessary to support the liner. The cost of this work shall be included in the CIPP unit price.
- C. During the warranty period, any defects which will affect the integrity or strength of the CIPP, collect solids, or reduce hydraulic flow capabilities of the product shall be repaired at the Installation Contractor's expense in a manner mutually agreed upon by the Owner and the Installation Contractor.

2.9 REINSTATE LATERALS AND SERVICES

- A. Accurate location of the lateral and service connections shall be made by inspection of the pre-installation videotape or sewer walk.
- B. After the CIPP has been installed, all existing active lateral sewers and services shall be reinstated unless otherwise indicated by the Owner or on the plans. The reinstatement of laterals and services shall be done without excavation unless otherwise specified by the Engineer. Reinstatement of laterals and services will be accomplished from the interior of the CIPP by means of a video camera directed cutting device or by direct man entry when feasible.
- C. All cut lateral and service connections shall be free of burrs, frayed edges, or any restriction preventing free flow of wastewater. Laterals shall be reinstated to a minimum of 90% of their original diameter and no more than 100% of their minimum diameter. The CIPP shall be tightly sealed at the cut openings with no gaps.

2.10 QUALITY ASSURANCE PROCEDURES

- A. For every two thousand five hundred (2,500) lineal feet of CIPP installed, two (2) flat plate samples shall be processed and tested. For pipe diameters less than 18 inches, restrained end samples may also be utilized. The CIPP physical properties shall be tested in accordance with ASTM F1216, Section 8, using either allowed sampling method. The flexural properties must meet or exceed the values listed in Section 1.3.E of this specification and the values submitted to the Owner by the Installation Contractor for this project's CIPP wall design, whichever is greater.
- B. Testing shall be completed by an accredited, independent laboratory. Testing results shall be provided to the Owner within seven (7) days of receipt.
- C. Wall thickness of samples shall be determined in a manner consistent with paragraph 8.1.2 of ASTM D5813. The minimum wall thickness at any point shall not be less than 87.5% of the specified design thickness calculated in Section 1.3.F of this document.
- D. Flexural testing of the collected samples shall be conducted in accordance with ASTM D790, latest version, with only the structural portion of the CIPP being tested.
- E. CIPP installation shall be inspected by post-lining video inspection. Variations from true line and grade may be inherent because of the conditions of the original piping. No infiltration of groundwater should be observed. All service entrances should be unobstructed and accounted for.

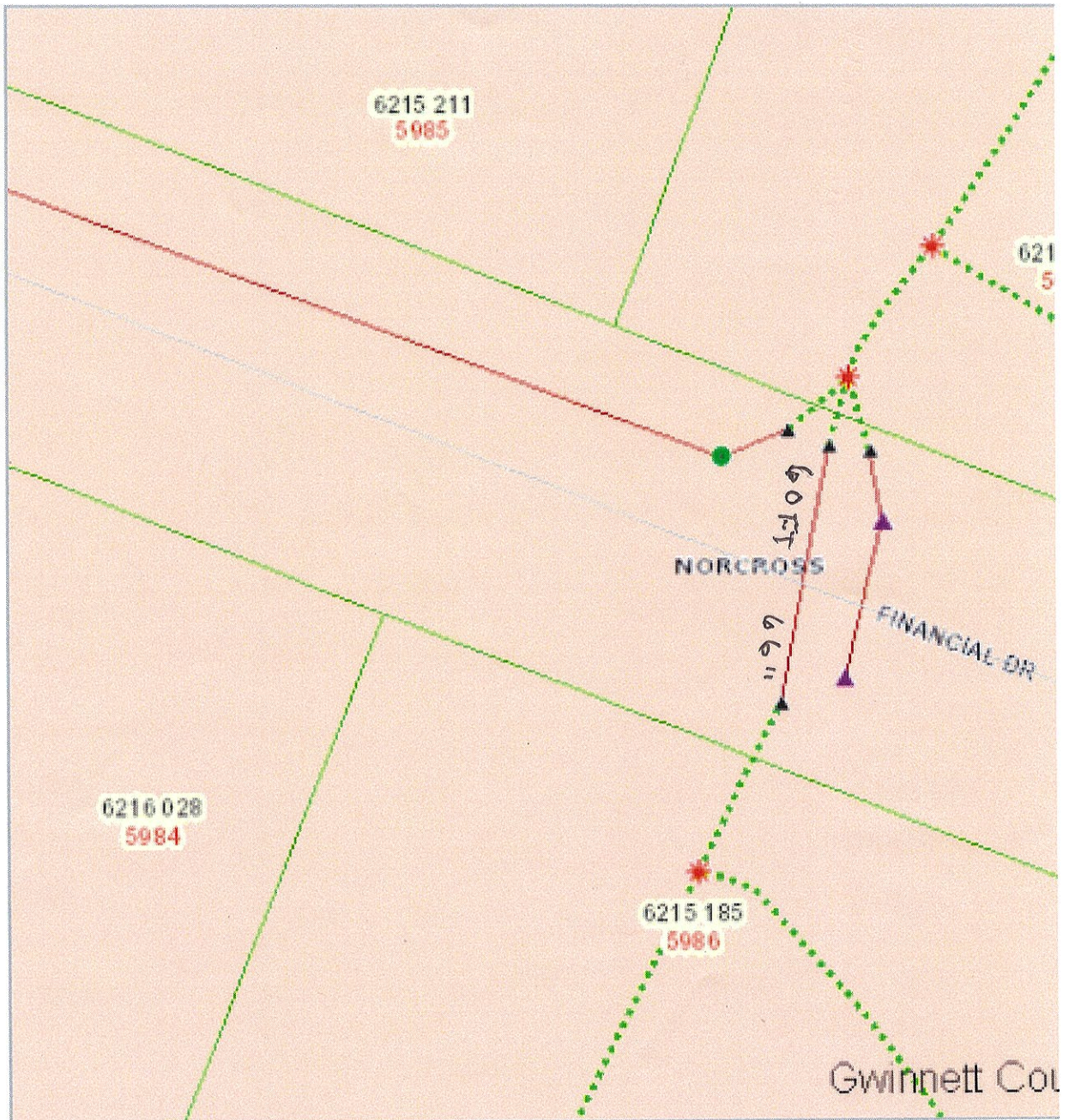
PART 3 - PAYMENT

Payment for the work included in this section will be in accordance with the unit prices set forth in the proposal for the quantity of work performed. Progress payments will be made on the work performed during each monthly period.

When not defined, payment shall be broken down as follows:

- A. Mobilization and demobilization shall be paid for as one lump sum amount.
- B. Cleaning shall be paid for per lineal foot of line cleaned. Items for both light and heavy cleaning shall be designated as appropriate.
- C. Protruding laterals shall be paid for per each lateral removed.
- D. CIPP shall be paid per lineal foot of each diameter rehabilitated as measured from center of manhole to center of manhole.
- E. Lateral reinstatement shall be paid per each lateral reinstated.
- F. Bypass pumping shall be paid for as one lump sum and shall include all incidentals required for the bypass efforts.
- G. Traffic control shall be paid as one lump sum and shall include all incidentals required for traffic control.

All other incidental costs such as sample testing shall be included in the cost of these items.



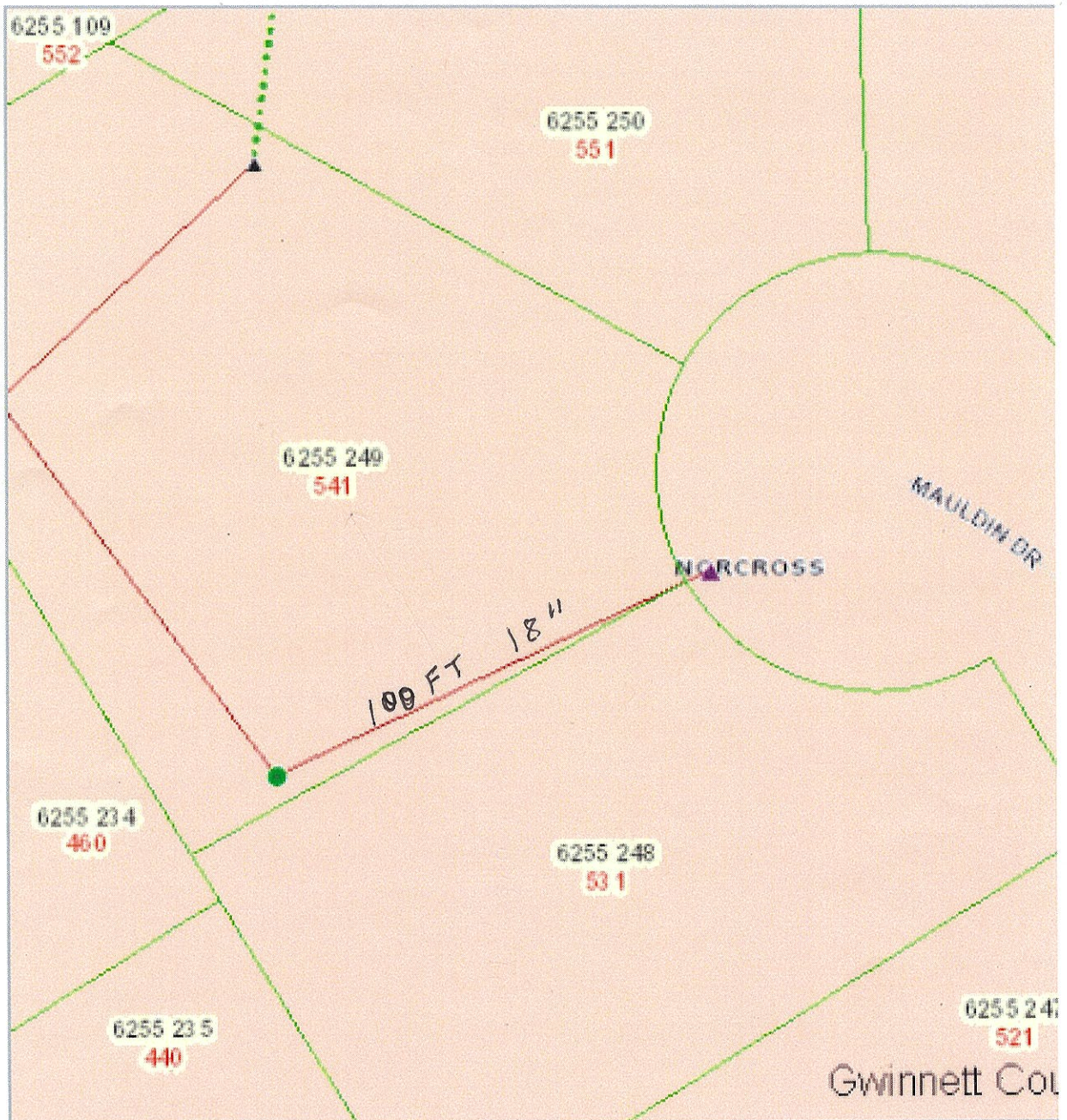
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Financial Dr.



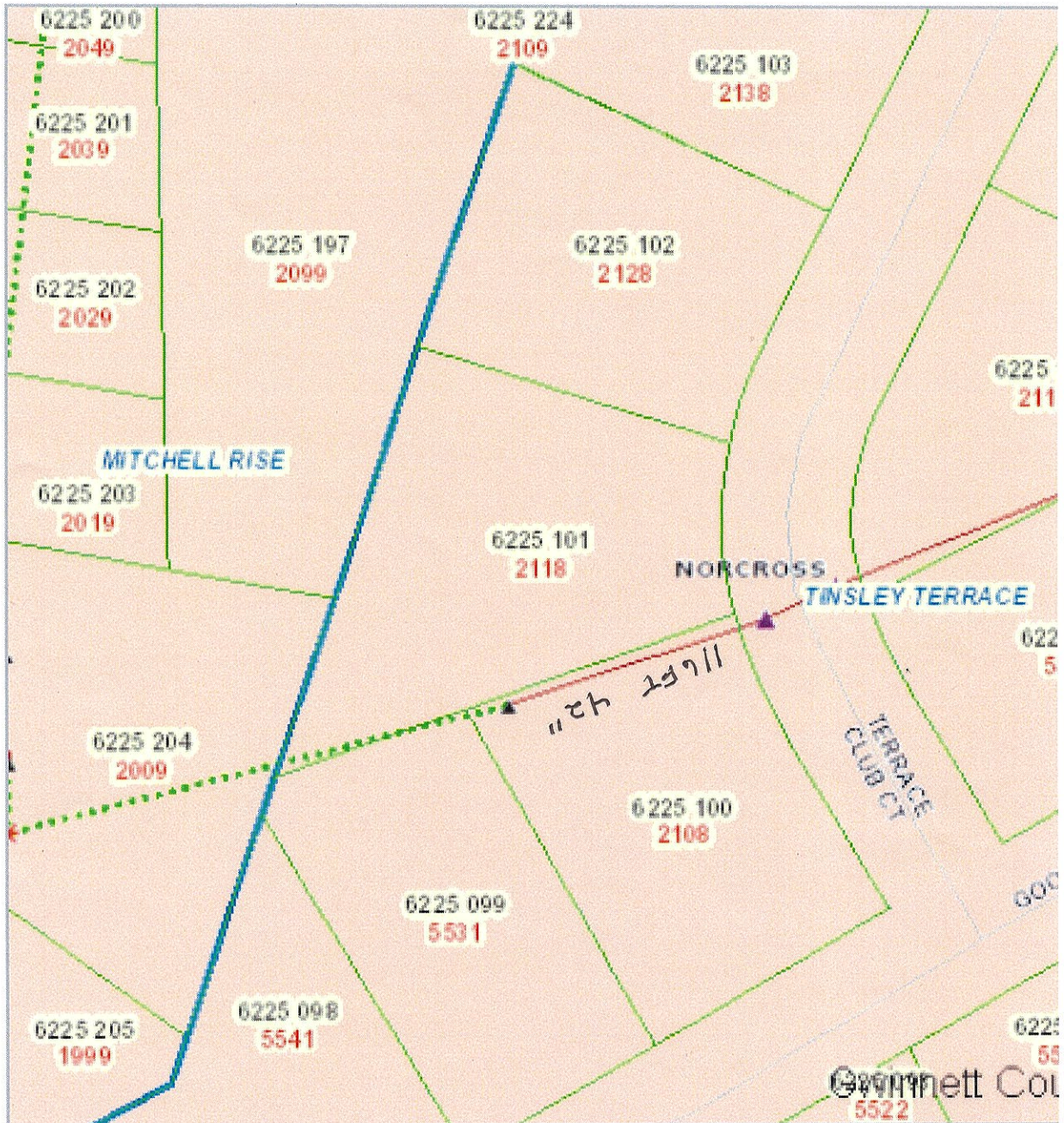
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Lancelot



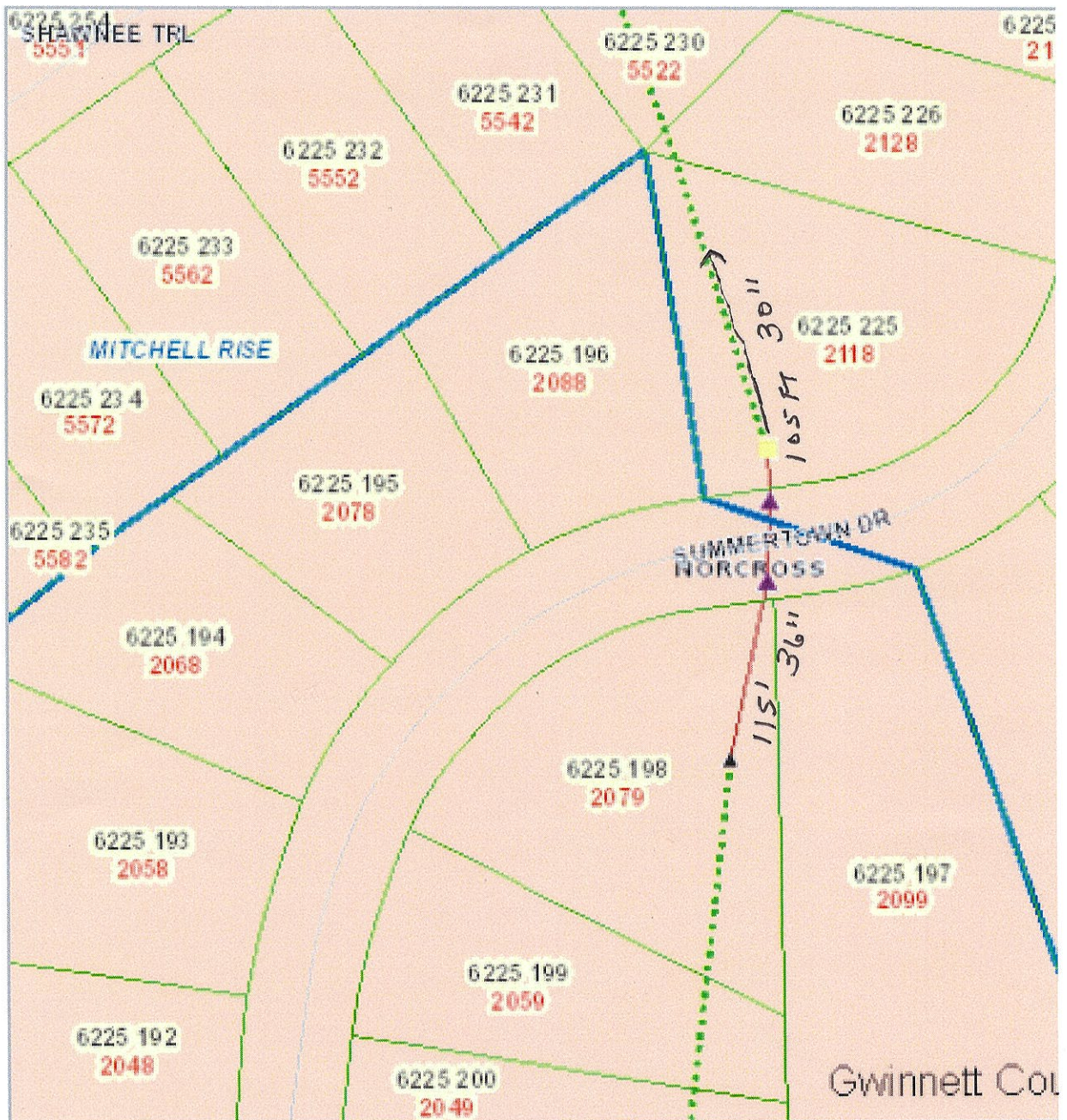
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Mauldin



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Terrace Club Court



II. FORMS

BID PACKET CHECKLIST

PROJECT: Cured-in-Place Storm Pipe Relining Project

BID DATE: November 25, 2019 @ 9:00 AM

Enclosed with this Bid 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 Bid
-  Bid Form
-  Bid Bond or Certified Check, if bid is over \$30,000
-  Certificate of Liability Insurance
-  E-Verify Contractor & SAVE Affidavits
-  References Sheet
-  Ship Proposal to:

City of Norcross
 345 Lively Avenue
 Norcross, GA 30071
 Attn: Mary Beth Bender, Director of Public Works

BID FORM

This form is mandatory and must be completed in its entirety.

The undersigned, having examined the drawings, specifications, and other contract documents, and having familiarized themselves with local conditions affecting the cost of the work, hereby proposes to furnish all necessary machinery, tools, apparatus and other means of construction, do all work, furnish all materials and equipment except as otherwise specified herein; and for the lump sum named to complete the work described herein in strict conformity with the requirements of the contract documents:

Cured-in-Place Storm Pipe Relining Project Various Locations Base Bid

Item No.	DESCRIPTION	ESTIMATED QUANTITY	UNIT OF MEASURE	UNIT PRICE	AMOUNT
1	PROJECT MOBILIZATION & DEMOLIZATION	1		\$3,000.00	\$3,000.00
2	CIPP PIPE LINING 66" CMP (FINANCIAL DRIVE)	60	LF	\$1,200.00	\$72,000.00
3	CIPP PIPE LINING 48" CMP (LANCLOT DRIVE)	111	LF	\$350.00	\$38,850.00
4	CIPP PIPE LINING 18" CMP (MAULDIN COURT)	100	LF	\$100.00	\$10,000.00
5	CIPP PIPE LINING 42" CMP (TERRACE CLUB CT)	116	LF	\$265.00	\$30,740.00
6	CIPP PIPE LINING 30" CMP (SUMMERTOWN DR)	80	LF	\$145.00	\$11,600.00
7	CIPP PIPE LINING 30" CMP (SUMMERTOWN DR)	25	LF	\$145.00	\$3,625.00
8	CIPP PIPE LINING 36" CMP (SUMMERTOWN DR)	30	LF	\$185.00	\$5,550.00
9	CIPP PIPE LINING 36" CMP (SUMMERTOWN DR)	85	LF	\$185.00	\$15,725.00
10	PIPE CLEANING	627	LF	\$9.00	\$5,643.00
11	PIPE CCTV	627	LF	\$3.00	\$1,881.00
PROJECT TOTAL BASE BID (SUM OF ITEMS 1 THRU 11)		Total: \$198,614.00			

Attachment: Supporting Documents (19-5577 : Cured-In-Place Stormwater Pipe Relining PWUP 19-10)

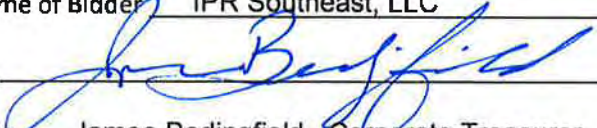
The undersigned affirms that neither he nor his agents, officers or employees of the Contractor submitting this bid have directly or indirectly entered into any agreements, participating in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with the bid for this project.

In submitting this Proposal, it is understood that the right is reserved by the Owner to reject any and all proposals.

Dated and signed at Stone Mountain, State of Georgia

This 21st day of November, 2019.

Name of Bidder IPR Southeast, LLC

By 

Title Jamee Bedingfield - Corporate Treasurer

Witness 
Brittany Hightower - Estimating Associate

Business Address 5207 Brer Rabbit Road

Stone Mountain, GA 30083

Email rschici@teamipr.com

Telephone (404) 969-3073

Attachment: Supporting Documents (19-5577 : Cured-In-Place Stormwater Pipe Relining PWUP 19-10)

Document A310™ – 2010

Conforms with The American Institute of Architects AIA Document 310

Bid Bond

CONTRACTOR:

(Name, legal status and address)

IPR Southeast, LLC
5207 Brer Rabbit Road
Stone Mountain, GA 30083

OWNER:

(Name, legal status and address)

City of Norcross
345 Lively Ave
Norcross, GA 30071

SURETY:

(Name, legal status and principal place of business)

Arch Insurance Company
Harborside 3, 210 Hudson Street Suite 300
Jersey City, NJ 07311-1107
Mailing Address for Notices
3 Parkway, Ste 1500
Philadelphia, PA 19102

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

BOND AMOUNT: 5% Five Percent of Amount Bid

PROJECT:

(Name, location or address, and Project number, if any)

Invitation to Bid PWUP 19-10; Cured-in-Place Storm Pipe Relining Project

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 15th day of November, 2019.


(Witness) Brittany Hightower - Estimating Associate

IPR Southeast, LLC

(Principal)

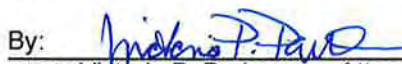
(Seal)

By: 
(Title)

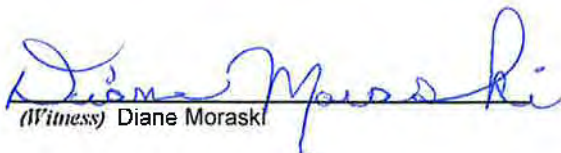
Arch Insurance Company

(Surety)

(Seal)

By: 
(Title)

Victoria P. Parkerson, Attorney-in-Fact


(Witness) Diane Moraski



This Power of Attorney limits the acts of those named herein, and they have no authority to bind the Company except in the manner and to the extent herein stated. Not valid for Note, Loan, Letter of Credit, Currency Rate, Interest Rate or Residential Value Guarantees.

POWER OF ATTORNEY

Know All Persons By These Presents:

That the Arch Insurance Company, a corporation organized and existing under the laws of the State of Missouri, having its principal administrative office in Jersey City, New Jersey (hereinafter referred to as the "Company") does hereby appoint:

Victoria P. Parkerson

its true and lawful Attorney-in-Fact, to make, execute, seal, and deliver from the date of issuance of this power for and on its behalf as surety, and as its act and deed:

Any and all bonds, undertakings, recognizances and other surety obligations.

Surety Bond Number: Bid Bond

Principal: IPR Southeast, LLC

Obligee: City of Norcross

This authority does not permit the same obligation to be split into two or more bonds in order to bring each such bond within the dollar limit of authority as set forth herein.

The execution of such bonds, undertakings, recognizances and other surety obligations in pursuance of these presents shall be as binding upon the said Company as fully and amply to all intents and purposes, as if the same had been duly executed and acknowledged by its regularly elected officers at its principal administrative office in Jersey City, New Jersey.

This Power of Attorney is executed by authority of resolutions adopted by unanimous consent of the Board of Directors of the Company on September 15, 2011, true and accurate copies of which are hereinafter set forth and are hereby certified to by the undersigned Secretary as being in full force and effect:

"VOTED, That the Chairman of the Board, the President, or the Executive Vice President, or any Senior Vice President, of the Surety Business Division, or their appointees designated in writing and filed with the Secretary, or the Secretary shall have the power and authority to appoint agents and attorneys-in-fact, and to authorize them subject to the limitations set forth in their respective powers of attorney, to execute on behalf of the Company, and attach the seal of the Company thereto, bonds, undertakings, recognizances and other surety obligations obligatory in the nature thereof, and any such officers of the Company may appoint agents for acceptance of process."

This Power of Attorney is signed, sealed and certified by facsimile under and by authority of the following resolution adopted by the unanimous consent of the Board of Directors of the Company on September 15, 2011:

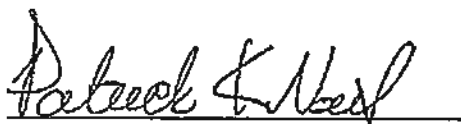
VOTED, That the signature of the Chairman of the Board, the President, or the Executive Vice President, or any Senior Vice President, of the Surety Business Division, or their appointees designated in writing and filed with the Secretary, and the signature of the Secretary, the seal of the Company, and certifications by the Secretary, may be affixed by facsimile on any power of attorney or bond executed pursuant to the resolution adopted by the Board of Directors on September 15, 2011, and any such power so executed, sealed and certified with respect to any bond or undertaking to which it is attached, shall continue to be valid and binding upon the Company.

SURPATH 2017

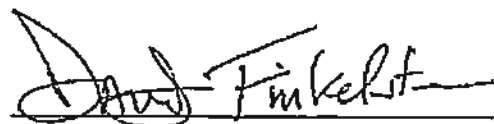
In Testimony Whereof, the Company has caused this instrument to be signed and its corporate seal to be affixed by their authorized officers, this 28th day of September, 2017.

Attested and Certified

Arch Insurance Company



Patrick K. Nails, Secretary

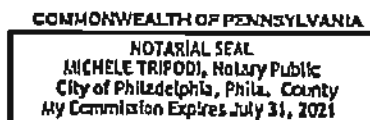
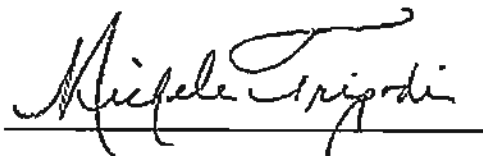



David M. Finkelstein, Executive Vice President

STATE OF PENNSYLVANIA SS

COUNTY OF PHILADELPHIA SS

I, Michele Tripodi, a Notary Public, do hereby certify that Patrick K. Nails and David M. Finkelstein personally known to me to be the same persons whose names are respectively as Secretary and Executive Vice President of the Arch Insurance Company, a Corporation organized and existing under the laws of the State of Missouri, subscribed to the foregoing instrument, appeared before me this day in person and severally acknowledged that they being thereunto duly authorized signed, sealed with the corporate seal and delivered the said instrument as the free and voluntary act of said corporation and as their own free and voluntary acts for the uses and purposes therein set forth.



Michele Tripodi, Notary Public
My commission expires 07/31/2021

CERTIFICATION

I, Patrick K. Nails, Secretary of the Arch Insurance Company, do hereby certify that the attached Power of Attorney dated September 28, 2017 on behalf of the person(s) as listed above is a true and correct copy and that the same has been in full force and effect since the date thereof and is in full force and effect on the date of this certificate; and I do further certify that the said David M. Finkelstein, who executed the Power of Attorney as Executive Vice President, was on the date of execution of the attached Power of Attorney the duly elected Executive Vice President of the Arch Insurance Company.

IN TESTIMONY WHEREOF, I have hereunto subscribed my name and affixed the corporate seal of the Arch Insurance Company on this 15th day of November, 2019.



Patrick K. Nails, Secretary

This Power of Attorney limits the acts of those named therein to the bonds and undertakings specifically named therein and they have no authority to bind the Company except in the manner and to the extent herein stated.

PLEASE SEND ALL CLAIM INQUIRIES RELATING TO THIS BOND TO THE FOLLOWING ADDRESS:

Arch Insurance – Surety Division
3 Parkway, Suite 1500
Philadelphia, PA 19102





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

11/21/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER

Alliant Insurance Services Houston, LLC
5444 Westheimer, Suite 900
Houston, TX 77056

CONTACT

NAME: Brett Sauer

PHONE (A/C, No, Ext): 602-707-1931

FAX (A/C, No): 602-707-1932

E-MAIL: Brett.Sauer@alliant.com

ADDRESS:

INSURER(S) AFFORDING COVERAGE

NAIC #

INSURER A: Greenwich Insurance Company

22322

INSURER B: XL Specialty Insurance Company

37885

INSURER C:

INSURER D:

INSURER E:

INSURER F:

INSURED

IPR Southeast, LLC
5207 Brer Rabbit Rd
Stone Mountain, GA 30083

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDITIONAL INSURER	SUBROGATION	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☒ PROJECT ☐ LOC OTHER:			COD740922006	04/01/2019	04/01/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS-COMP/OP AGG \$ 2,000,000 \$
A	AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ OWNED AUTOS ONLY ☐ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ NON-OWNED AUTOS			CAD740922106	04/01/2019	04/01/2020	COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE						EACH OCCURRENCE \$ AGGREGATE \$ \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE/OFFICER/MEMBER EXCLUDED? ☒ Y ☒ N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	CWD740921906	04/01/2019	04/01/2020	☒ PER STATUTE ☐ OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
	OTHER						EACH LOSS \$ AGGREGATE \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Re: City of Norcross - PWUP 19-10 - Cured-in-Place Storm Pipe Relining Project. City of Norcross, GA. The General Liability and Commercial Auto policy includes blanket Additional Insured endorsements that provide Additional Insured status to certain persons and organizations when required by written contract and subject to the terms and conditions of the endorsements. The Auto, General Liability, and Workers Compensation policy includes a blanket Waiver of Subrogation when required by contract or written agreement and subject to the terms and conditions of the endorsements. The General Liability, Auto Liability, and Workers Compensation policies includes an endorsement providing that 30 days' notice of cancellation will be furnished to the certificate holder, however 10 days if canceled for non-payment.

CERTIFICATE HOLDER

CANCELLATION

City of Norcross, GA
345 Lively Avenue
Norcross, GA 30071

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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ACORD 25 (2016/03)

The ACORD name and logo are registered marks of ACORD

POLICY NUMBER: CGD740922006

COMMERCIAL GENERAL LIABILITY
CG 20 10 04 13

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED – OWNERS, LESSEES OR
CONTRACTORS – SCHEDULED PERSON OR
ORGANIZATION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s)	Location(s) Of Covered Operations
Any Person Or Organization That You Are Required In A Written Contract Or Written Agreement To Include As An Additional Insured Provided The "Bodily Injury" Or "Property Damage" Occurs Subsequent To The Execution Of The Written Contract Or Written Agreement	Various As Required Per Written Contract
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.	

A. Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by:

1. Your acts or omissions; or
2. The acts or omissions of those acting on your behalf;

in the performance of your ongoing operations for the additional insured(s) at the location(s) designated above.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these additional insureds, the following additional exclusions apply:

This insurance does not apply to "bodily injury" or "property damage" occurring after:

1. All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the location of the covered operations has been completed; or
2. That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.

C. With respect to the insurance afforded to these additional insureds, the following is added to **Section III – Limits Of Insurance:**

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or

2. Available under the applicable Limits of Insurance shown in the Declarations;
whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

POLICY NUMBER: CGD740922006

COMMERCIAL GENERAL LIABILITY
CG 20 37 04 13**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.****ADDITIONAL INSURED – OWNERS, LESSEES OR
CONTRACTORS – COMPLETED OPERATIONS**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART
PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART**SCHEDULE**

Name Of Additional Insured Person(s) Or Organization(s)	Location And Description Of Completed Operations
ANY PERSON OR ORGANIZATION THAT YOU ARE REQUIRED IN A WRITTEN CONTRACT OR WRITTEN AGREEMENT TO INCLUDE AS AN ADDITIONAL INSURED PROVIDED THE "BODILY INJURY" OR "PROPERTY DAMAGE" OCCURS SUBSEQUENT TO THE EXECUTION OF THE WRITTEN CONTRACT OR WRITTEN AGREEMENT	VARIOUS AS REQUIRED PER WRITTEN CONTRACT
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.	

A. Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury" or "property damage" caused, in whole or in part, by "your work" at the location designated and described in the Schedule of this endorsement performed for that additional insured and included in the "products-completed operations hazard".

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these additional insureds, the following is added to Section III – Limits Of Insurance:

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
2. Available under the applicable Limits of Insurance shown in the Declarations;

whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

Attachment: Supporting Documents (19-5577 : Cured-In-Place Stormwater Pipe Relining PWUP 19-10)

POLICY NUMBER: CAD740922106

COMMERCIAL AUTO
CA 20 01 10 13**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.****LESSOR – ADDITIONAL INSURED AND LOSS PAYEE**

This endorsement modifies insurance provided under the following:

AUTO DEALERS COVERAGE FORM
 BUSINESS AUTO COVERAGE FORM
 MOTOR CARRIER COVERAGE FORM

With respect to coverage provided by this endorsement, the provisions of the Coverage Form apply unless modified by the endorsement.

This endorsement changes the policy effective on the inception date of the policy unless another date is indicated below.

Named Insured: IPR ACQUISITIONCO, INC.**Endorsement Effective Date:** April 1, 2019**SCHEDULE****Insurance Company:** Greenwich Insurance Company**Policy Number:** CAD740922106**Effective Date:** April 1, 2019**Expiration Date:** April 1, 2020**Named Insured:** IPR ACQUISITIONCO, INC.**Address:** 1510 Klondike Road, Suite 400
Conyers, GA 30094**Additional Insured (Lessor):** All Lessors**Address:****Designation Or Description Of "Leased Autos":** All Leased Autos

Attachment: Supporting Documents (19-5577 : Cured-In-Place Stormwater Pipe Relining PWUP 19-10)

Coverages	Limit Of Insurance
Covered Autos Liability	\$ 2,000,000 Each "Accident"
Comprehensive	Actual Cash Value Or Cost Of Repair, Whichever Is Less, Minus \$ 1,000 Deductible For Each Covered "Leased Auto"
Collision	Actual Cash Value Or Cost Of Repair, Whichever Is Less, Minus \$ 1,000 Deductible For Each Covered "Leased Auto"
Specified Causes Of Loss	Actual Cash Value Or Cost Of Repair, Whichever Is Less, Minus \$ Deductible For Each Covered "Leased Auto"
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.	

A. Coverage

- Any "leased auto" designated or described in the Schedule will be considered a covered "auto" you own and not a covered "auto" you hire or borrow.
- For a "leased auto" designated or described in the Schedule, the **Who Is An Insured** provision under **Covered Autos Liability Coverage** is changed to include as an "insured" the lessor named in the Schedule. However, the lessor is an "insured" only for "bodily injury" or "property damage" resulting from the acts or omissions by:
 - You;
 - Any of your "employees" or agents; or
 - Any person, except the lessor or any "employee" or agent of the lessor, operating a "leased auto" with the permission of any of the above.
- The coverages provided under this endorsement apply to any "leased auto" described in the Schedule until the expiration date shown in the Schedule, or when the lessor or his or her agent takes possession of the "leased auto", whichever occurs first.

B. Loss Payable Clause

- We will pay, as interest may appear, you and the lessor named in this endorsement for "loss" to a "leased auto".

- The insurance covers the interest of the lessor unless the "loss" results from fraudulent acts or omissions on your part.
- If we make any payment to the lessor, we will obtain his or her rights against any other party.

C. Cancellation

- If we cancel the policy, we will mail notice to the lessor in accordance with the Cancellation Common Policy Condition.
 - If you cancel the policy, we will mail notice to the lessor.
 - Cancellation ends this agreement.
- D.** The lessor is not liable for payment of your premiums.

E. Additional Definition

As used in this endorsement:

"Leased auto" means an "auto" leased or rented to you, including any substitute, replacement or extra "auto" needed to meet seasonal or other needs, under a leasing or rental agreement that requires you to provide direct primary insurance for the lessor.

POLICY NUMBER: CAD740922106

XIC 411 1013

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**AUTOMATIC ADDITIONAL INSURED**

This endorsement modifies insurance provided under the following:

BUSINESS AUTO COVERAGE FORM
 MOTOR CARRIER COVERAGE FORM
 AUTO DEALERS COVERAGE FORM

- A. **COVERED AUTOS LIABILITY COVERAGE, Who Is An Insured**, is amended to include as an "insured" any person or organization you are required in a written contract to name as an additional insured, but only for "bodily injury" or "property damage" otherwise covered under this policy caused, in whole or in part, by the negligent acts or omissions of:

1. You, while using a covered "auto"; or
2. Any other person, except the additional insured or any employee or agent of the additional insured, operating a covered "auto" with your permission;

Provided that:

- a. The written contract is in effect during the policy period of this policy;
- b. The written contract was signed by you and executed prior to the "accident" causing "bodily injury" or "property damage" for which liability coverage is sought; and
- c. Such person or organization is an "insured" solely to the extent required by the contract, but in no event if such person or organization is solely negligent.

- B. The Limits of Insurance provided for the Additional Insured shall not be greater than those required by contract and, in no event shall the Limits of Insurance set forth in this policy be increased by the contract.

- C. **General Conditions, Other Insurance** is amended as follows:

Any coverage provided hereunder shall be excess over any other valid and collectible insurance available to the additional insured whether such insurance is primary, excess, contingent or on any other basis unless the contract specifically requires that this policy be primary.

All terms, conditions, exclusions and limitations of this policy shall apply to the liability coverage provided to any additional insured, and in no event shall such coverage be enlarged or expanded by reason of the contract.

All other terms and conditions of this policy remain unchanged.

POLICY NUMBER: CAD740922106

COMMERCIAL AUTO
CA 04 44 10 13**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.****WAIVER OF TRANSFER OF RIGHTS OF RECOVERY
AGAINST OTHERS TO US (WAIVER OF SUBROGATION)**

This endorsement modifies insurance provided under the following:

AUTO DEALERS COVERAGE FORM
BUSINESS AUTO COVERAGE FORM
MOTOR CARRIER COVERAGE FORM

With respect to coverage provided by this endorsement, the provisions of the Coverage Form apply unless modified by the endorsement.

This endorsement changes the policy effective on the inception date of the policy unless another date is indicated below.

Named Insured: IPR ACQUISITIONCO, INC.**Endorsement Effective Date:** April 1, 2019**SCHEDULE****Name(s) Of Person(s) Or Organization(s):**

WHERE REQUIRED BY WRITTEN CONTRACT OR AGREEMENT EXECUTED PRIOR TO LOSS (EXCEPT WHERE NOT PERMITTED BY LAW).

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

The **Transfer Of Rights Of Recovery Against Others To Us** condition does not apply to the person(s) or organization(s) shown in the Schedule, but only to the extent that subrogation is waived prior to the "accident" or the "loss" under a contract with that person or organization.

Attachment: Supporting Documents (19-5577 : Cured-In-Place Stormwater Pipe Relining PWUP 19-10)

POLICY NUMBER: CGD740922006

COMMERCIAL GENERAL LIABILITY
CG 24 04 05 09

WAIVER OF TRANSFER OF RIGHTS OF RECOVERY AGAINST OTHERS TO US

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART
PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART

SCHEDULE

Name Of Person Or Organization:

WHERE REQUIRED BY WRITTEN CONTRACT OR AGREEMENT EXECUTED PRIOR TO LOSS (EXCEPT WHERE NOT PERMITTED BY LAW).

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

The following is added to Paragraph 8. **Transfer Of Rights Of Recovery Against Others To Us** of Section IV – Conditions:

We waive any right of recovery we may have against the person or organization shown in the Schedule above because of payments we make for injury or damage arising out of your ongoing operations or "your work" done under a contract with that person or organization and included in the "products-completed operations hazard". This waiver applies only to the person or organization shown in the Schedule above.

Attachment: Supporting Documents (19-5577 : Cured-In-Place Stormwater Pipe Relining PWUP 19-10)

WAIVER OF OUR RIGHT TO RECOVER FROM OTHERS ENDORSEMENT

We have the right to recover our payments from anyone liable for an injury covered by this policy. We will not enforce our right against the person or organization named in the Schedule. (This agreement applies only to the extent that you perform work under a written contract that requires you to obtain this agreement from us.)

This agreement shall not operate directly or indirectly to benefit anyone not named in the Schedule.

Schedule

WHERE REQUIRED BY WRITTEN AGREEMENT SIGNED PRIOR TO LOSS.

This endorsement changes the policy to which it is attached and is effective on the date issued unless otherwise stated.

(The information below is required only when this endorsement is issued subsequent to preparation of the policy.)

Endorsement Effective April 1, 2019

Policy No. CWD740921906

Endorsement No.

Insured IPR ACQUISITIONCO, INC.

Insurance Company
XL Specialty Insurance Company

Countersigned by _____

WC 00 03 13
(Ed. 4-84)

ENDORSEMENT #

This endorsement, effective 12:01 a.m., April 1, 2019, forms a part of
 Policy No. CGD740922006 issued to IPR ACQUISTIONCO, INC.
 by Greenwich Insurance Company

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

CANCELLATION NOTIFICATION TO OTHERS ENDORSEMENT

In the event coverage is cancelled for any statutorily permitted reason, other than nonpayment of premium, advanced written notice will be mailed or delivered to person(s) or entity(ies) according to the notification schedule shown below:

Name of Person(s) or Entity(ies)	Mailing Address:	Number of Days Advanced Notice of Cancellation:
CITY OF NORCROSS	345 LIVELY AVENUE NORCROSS, GA 30071	30

All other terms and conditions of the Policy remain unchanged.

WORKERS COMPENSATION AND EMPLOYERS LIABILITY INSURANCE POLICY**WC 99 06 57**

(Ed. 12/10)

ENDORSEMENT #

This endorsement, effective 12:01 a.m., April 1, 2019 forms a part of

Policy No. CWD740921906 issued to IPR ACQUISTIONCO, INC.

by XL Specialty Insurance Company

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

CANCELLATION NOTIFICATION TO OTHERS ENDORSEMENT

In the event coverage is cancelled for any statutorily permitted reason, other than nonpayment of premium, advanced written notice will be mailed or delivered to person(s) or entity(ies) according to the notification schedule shown below:

Name of Person(s) or Entity(ies)	Mailing Address:	Number of Days Advanced Notice of Cancellation:
CITY OF NORCROSS	345 LIVELY AVENUE NORCROSS, GA 30071	30

All other terms and conditions of the Policy remain unchanged.

This endorsement changes the policy to which it is attached and is effective on the date issued unless otherwise stated.

(The information below is required only when this endorsement is issued subsequent to preparation of the policy.)

Endorsement Effective April 1, 2019 Policy No. CWD740921906 Endorsement No.

Insured IPR ACQUISTIONCO, INC. Premium

Insurance Company

XL Specialty Insurance Company

Countersigned by _____

WC 99 06 57

Ed. 12/10

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ENDORSEMENT #

This endorsement, effective 12:01 a.m., April 1, 2019, forms a part of
 Policy No. CAD740922106 issued to IPR ACQUISTIONCO, INC.
 by Greenwich Insurance Company

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

CANCELLATION NOTIFICATION TO OTHERS ENDORSEMENT

In the event coverage is cancelled for any statutorily permitted reason, other than nonpayment of premium, advanced written notice will be mailed or delivered to person(s) or entity(ies) according to the notification schedule shown below:

Name of Person(s) or Entity(ies)	Mailing Address:	Number of Days Advanced Notice of Cancellation:
CITY OF NORCROSS	345 LIVELY AVENUE NORCROSS, GA 30071	30

All other terms and conditions of the Policy remain unchanged.



E-Verify Contractor Affidavit O.C.G.A. § 13-10-91 (b)(1)

Physical performance of services: Contracts with the City involving both physical labor and any services over \$2499.99 in value.

Contractors must be registered with and use the E-Verify program. If you have not registered, you can find the information at www.uscis.gov (click on E-verify Homepage, see start here directions.)

It is the responsibility of the Contractor to submit additional E-Verify Affidavits on every Sub-Contractor for this project.

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of the City of Norcross has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Project Name: PWUP 19-10 Cured-in-Place Storm Pipe Relining Project Date of Project: November 25, 2019

Legal Name of Contractor: IPR Southeast, LLC

Address: 5207 Brer Rabbit Road City: Stone Mountain State: GA Zip Code: 30083

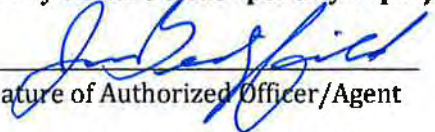
Federal Work Authorization User Identification Number (E-Verify Number): 294595 (4-6 digit numeric #)

Date of Authorization: January 07, 2010

EXEMPT: YES OR ☒ NO

***If a contractor has no employees and does not hire or intend to hire they may satisfy the law by submission of (State DL or State ID) Drivers' License Number: N/A**

I hereby declare under penalty of perjury that the foregoing is true and correct

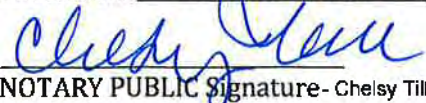

Signature of Authorized Officer/Agent

November 21, 2019 Jamee Bedingfield - Corporate Treasurer
Date Printed Name and Title of Authorized Officer/Agent

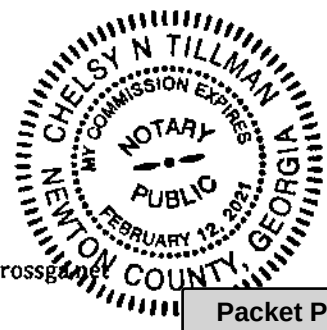
MUST BE COMPLETED BY NOTARY

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE 21st DAY OF November, 2019

Executed in Stone Mountain (City), Georgia (State)


NOTARY PUBLIC Signature - Chelsy Tillman

February 12, 2021
My Commission Expires





SAVE Public Benefit Affidavit O.C.G.A. § 50-36-1

Instructions: As required by Georgia Security and Immigration Compliance Act of 2006, as amended, every agency administering or providing Public Benefits is responsible for requiring that applicants for public benefits execute a sworn affidavit verifying the applicant's lawful presence in the United States (Ga. Code 50-36-1(f)(2)). The applicant shall execute this affidavit in front of a Notary and return it to the City along with the associated application, renewal form, contract, bid packet, or other applicable document.

By executing this affidavit under oath, as an applicant for Occupational Tax license or Alcoholic Beverage license or any other Public benefit) as referenced in O.C.G.A. § 50-36-1, from the City of Norcross, the undersigned applicant verifies one of the following with respect to my application for public benefit. (Please check one)

- 1) ☒ I am a United States citizen. (REQUIRES VERIFICATION AT SUBMISSION)
- 2) ☐ I am a legal permanent resident of the United States.
- 3) ☐ I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act with an alien number issued by the Department of Homeland Security or other federal immigration agency.

My alien number issued by the Department of Homeland Security or other federal immigration agency is: _____.

The undersigned applicant has also hereby verifies that he or she is 18 years of age or older and has provided at least one secure and verifiable document, as required by Georgia Law O.C.G.A § 50-36-1(f) (1) A complete list of secure and verifiable documents on back of this form.

REQUIRES VERIFICATION AT SUBMISSION – Which type of secure and verifiable document was provided with this affidavit? State of Georgia - Driver's License

In making the above representation under oath, I understand that any person who knowingly and willfully who makes a false, fictitious, or fraudulent statement or representation in this affidavit shall be guilty of a violation of O.C.G.A. § 16-10-20, and face criminal penalties as allowed by such criminal statute.

MUST BE COMPLETED BY NOTARY

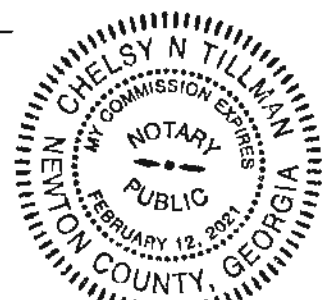
I, Jamee Bedingfield - Corporate Treasurer (representative for) IPR Southeast, LLC
(Printed NAME of individual and natural person) (Name of BUSINESS, corporation, partnership, etc.)

[Signature] November 21, 2019
Signature of Applicant Date

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE 21st DAY OF November, 20 19

Executed in Stone Mountain (City), Georgia (State)

[Signature] February 12, 2021
NOTARY PUBLIC Signature - Chelsy Tillman My Commission Expires



USA
Georgia
DRIVER'S LICENSE

DL NO. 054915655 DOB 01/21/1985
CLASS C EXP 01/21/2022

JAMEE CAMPBELL
BEDINGFIELD

205 CEDAR CREST LN
LOGANVILLE, GA 30052-3323
WALTON

Restrictions A End NONE

Iss 04/08/2019

Sex F Eyes GRN
Hgt 5'-02" Wgt 165 lb

DD 377310850300019019

Rev 07/01/2015
www.dds.ga.gov
(678) 413-6400

MEDICAL
INFORMATION:
None

CLASS: C-S 26,000 lbs. GVWR and Trailer S 10,000 lbs. All recreational vehicles included

ENDORSEMENTS: None

RESTRICTIONS: A-None



SECURE AND VERIFIABLE DOCUMENTS

The following list of secure and verifiable documents, published under the authority of O.C.G.A. § 50-36-2 contains documents that are verifiable for identification purposes, and documents on this list may not necessarily be indicative of residency or immigration status.

- A United States passport or passport card
- A United States military identification card
- A driver's license issued by one of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, the Commonwealth of the Northern Marianas Islands, the United States Virgin Island, American Samoa, or the Swain Islands, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer. **Please note that a driver's license from one of the following states is NOT acceptable at this point due to non-compliance with the immigration verification prior to issuance: Alaska, Idaho, Illinois, New Jersey, New Mexico, New York, Rhode Island, Utah or Washington, PENDING: Maryland and Massachusetts.
- An identification card issued by one of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, the Commonwealth of the Northern Marianas Islands, the United States Virgin Island, American Samoa, or the Swain Islands, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer.
- A tribal identification card of a federally recognized Native American tribe, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer. A listing of federally recognized Native American tribes may be found at:
<http://www.bia.gov/WhoWeAre/BIA/OIS/TribalGovernmentServices/TribalDirectory/index.htm>
- A United States Permanent Resident Card or Alien Registration Receipt Card
- An Employment Authorization Document that contains a photograph of the bearer
- A passport issued by a foreign government
- A Merchant Mariner Document or Merchant Mariner Credential issued by the United States Coast Guard
- A Free and Secure Trade (FAST) card
- A NEXUS card
- A Secure Electronic Network for Travelers Rapid Inspection (SENTRI) card
- A driver's license issued by a Canadian government
- A Certificate of Citizenship issued by the United States Department of Citizenship and
- Immigration Services (USCIS) (Form N-560 or Form N-561)
- A Certificate of Naturalization issued by the United States Department of Citizenship and Immigration Services (USCIS) (Form N-550 or Form N-570)

In addition to the documents listed herein, if, in administering a public benefit or program, an agency is required by federal law to accept a document or other form of identification for proof of or documentation of identity, that document or other form of identification will be deemed a secure and verifiable document solely for that particular program or administration of that particular public benefit. [O.C.G.A. § 50-36-2(c)]

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: Johnson City, TN Water and Sewer Services Department
 Description of Project: CIPP lining of 3,987' of 8", 241' of 10", 503' of 12" diameter pipe. Lateral lining 223' and 120VF of MH rehab and OC work
 Completion Date: 10/2019
 Contact Person: Jonathan Lane
 Telephone: (426) 975-2629 Fax: N/A
 Email address: jlane@johnsoncitytn.org

2. Company Name: Gwinnett Water Resources Department
 Description of Project: Gwinnett Annual Stormwater CIPP Rehab Program (Years 2014-2018) Four year renewable contract of the County's CIPP storm water system. The diameters of the pipe will range between 8" to 96" diameter pipe. Presently the quantities installed for this project, 2014 -2018 – approx. 380,000 LF of 15"-24" diameter pipe, 80,998 LF of 30"-48" diameter pipe, and 4,387 LF of 54"-72" diameter pipe.
 Completion Date: 2009-2018
 Contact Person: Jeff Callaway
 Telephone: (678) 518-4800 Fax: N/A
 Email address: jeff.callaway@gwinnettcountry.com

3. Company Name: City of Peachtree City, GA
 Description of Project: Stormwater contract consisting of CIPP lining of 7,618 LF of 15"-24" diameter pipe.
 Completion Date: 05/2018
 Contact Person: Mike Madson
 Telephone: (770) 486-4181 Fax: N/A
 Email address: mmadson@peachtree-city.org

** See attached for additional references**

Project / Description	Owner	Contract Amount	Date
Current Projects			
<u>Gwinnett Co. Trenchless Stormwater 2019 – 4 yr annual contract</u> This project consists of a work order-based contract for CIPP rehab (Styrene & Non-Styrene) 12- 120" diameters. CCCP rehab 30-120" diameters. UV Cure CIPP 12-48" Dia. Work orders will include associated civil work	Gwinnett County Water Resources Adam Miller 684 Winder Hwy Lawrenceville, GA 30045 678-376-7036 christopher.miller@gwinnettcountry.com	\$5M	Start <u>09/01/2019</u> Anticipated Completion <u>12/31/2023</u>
<u>SC Sewer Rehab Project</u> This project consists of CIPP lining of 7,781 LF of 8, 10 and 12" Sanitary sewer.	Town of Ridgeland, SC Dennis E. Averkin PO Box 1119 Ridgeland, SC 29936 Four Waters Engineering Angela Bryan 324 6th Avenue North Jacksonville Beach, FL 32250 904-993-3724 abryan@4weng.com	\$497,965.00	Start <u>11/15/2019</u> Anticipated Completion <u>10/30/2020</u>
<u>Chapel Hill Rd. & Douglas Blvd Sewer Line Rehab</u> This project consists of 8" CIPP 2,800 LF.	Douglas County Water & Sewer Authority Joseph Morency 8763 Hospital Drive Douglasville, Ga 770-920-3864 jmorency@ddcwsa.com	\$133,050.00	Start <u>11/18/2019</u> Anticipated Completion <u>02/16/2020</u>
<u>Sewer System Rehabilitation</u> This project consists of 800 linear feet of 8" and 275 linear feet of 12". IPR subcontractor to G.H. Construction	Town of Holly Hill 8423 Old State Road Suite #1 Holly Hill, SC 29059 G.H. Smith Construction Karen Smith 430 Shuler Ct Columbia, SC 29212 803-781-5460 ghsmithconst@aol.com	\$74,105.00	Start <u>09/01/2019</u> Anticipated Completion <u>12/30/2019</u>
<u>Large Trunk Interceptor and Navy Base Force Main</u> This project consists of 1,737' of 30" CIPP, 6,251' of 36" CIPP, 2,121' of 20" CIPP.	North Charleston Sewer District 7225 Stall Road North Charleston, SC 29419 W.K. Dickson & Co., Inc. James C. Reigart, P.E.	\$3,101,916.40	Start <u>09/01/2019</u> Anticipated Completion <u>03/29/2020</u>

	162 Seven Farms Drive Suite 210 Charleston, SC 29492 843-416-5560		
<u>Contract A – Gilliam Creek Sewer System Rehab</u> <u>Contract B – Riley Maze Sewer System Rehab</u> This project consists of both Contracts performed simultaneous. Contract A: 37,600 LF of 8", 10" & 12: gravity sewer CIPP; 320 service reinstatements, MH Rehab, CCTV/Cleaning, Point Repairs. Contract B: 33,500 LF of 8" & 10" gravity sewer CIPP; 300 service reinstatements, MH Rehab, CCTV/Cleaning, Point Repairs.	City of Sewer Board 526 Cullman Road Arab AL 35016 Phone 256-586-6148 ATTN: John Barnes, General Mgr arabsewer@otelco.net Cory Borum, P.E. Hethcoat & Davis, Inc. 278 Franklin Rd., Suite 200 Brentwood, TN 37027 cory.borum@hdengr.com Office: 615-577-4300	\$5,090,625.00	Start <u>07/2019</u> Anticipated Completion <u>6/2020</u>
<u>Tallahassee Pipe Rehab Annual</u> Work is expected to be releases for 54" dia & above. Initial contract is for 3-year period with (2) optional one-year extensions	City of Tallahassee City Hall 300 S. Adams Street Tallahassee, FL 850-891-6119 Eric Etters	\$750,000.00	Start <u>06/2019</u> Anticipated Completion <u>05/2022</u>
<u>2016 SPLOST North Mainland Phase II & III</u> <u>Division 1 CIPP Sewer</u> This project consists of 7594 LF of 30" RCP Sewer CIPP, 414 LF of 42" RCP Sewer CIPP, MH Rehab, CCTV/Cleaning, Point Repairs, large diameter bypass.	Brunswick-Glynn County Joint Water & Sewer Commission 1703 Gloucester St. Brunswick, GA 31520 912-261-7122 ATTN: W. Todd Kline, P.E. tkline@bgjwsc.org Chris Stovall, P.E. Thomas & Hutton 50 Commerce Way Savannah, GA 31405 stovall.c@tandh.com Office: 912-234-5300	\$2,550,519.00	Start <u>08/2019</u> Anticipated Completion <u>02/2020</u>
<u>DeKalb County Co-Op Sanitary Rehab</u> This project consists a work order-based contract of approx. 100,000 LF of 8", 10", & 12" gravity sewer CIPP, point repairs, Cleaning/CCTV.	DeKalb Co. Dept of Watershed Management 4572 Memorial Drive Decatur, GA 30032 Cassandra Marshall 770-724-1450 cmmarshall@dekalbcountyga.gov	\$8,221,203.00	Start <u>07/2019</u> Anticipated Completion <u>06/2020</u>

Attachment: Supporting Documents (19-5577 : Cured-In-Place Stormwater Pipe Relining PWUP 19-10)

Sub Basin 3 SSOF CIPP Rehab This project consists a work order-based contract of 2806 LF of 18", 364 LF of 15", 3236 LF of 12", 128' of 10", 872' of 8" gravity sewer CIPP, MH Rehab, point repairs, clearing, grubbing, and revegetation.	City of Smyrna, GA 2800 King Street Smyrna, GA 30080 Cory Engineering, LLC Larry Terry, P.E. 1260 C West Spring St Smyrna, GA 30080 lterry@crovengineering.com 770-702-0194	\$2,748,795.00	<u>Start</u> <u>08/2019</u> <u>Anticipated</u> <u>Completion</u> <u>02/2020</u>
4-year - 2019 Gwinnett Sanitary Rehab Annual Contract Work order based contract to complete sanitary CIPP, PB, & associated root control, open cut point repairs, MH adjustments, & associated restoration.	Gwinnett County Dept. of Water 684 Winder Highway Lawrenceville, GA 30045 Jeff Callaway, Construction Manager 678-518-4800	\$1.5M annually	<u>Start</u> <u>01/2019</u> <u>Anticipated</u> <u>Completion</u> <u>1/2022</u>
Cobb Co. 840 Woodmont Drive Storm Rehab 100 LF of 54" x 24.0 mm CIPP with associated CCTV. Repair of sinkhole & associated restoration.	Cobb County Water System Bill Higgins 680 South cobb Drive Marietta, GA 30060 bhiggins@cobbcounty.org 770-419-6434	\$49,188.00	<u>Start</u> <u>10/29/2018</u> <u>Anticipated</u> <u>Completion</u> <u>12/28/2019</u>
SS Rehabilitation The scope includes Clean/CCTV and lining of 8"-108" sewer lines with dig work throughout Clayton County on a work-order basis.	CCWA 1600 Battle Creek Rd. Morrow, GA 30260 Kevin Osbey 678-422-5145x5504 kevin.osbey@ccwa.us	\$1M	<u>Start</u> <u>07/2019</u> <u>Anticipated</u> <u>Completion</u> <u>07/2020</u>
2018 Dunwoody Storm Rehab Annual 1 yr – 2 options to renew – work order based contract – storm CIPP lining.	City of Dunwoody 41 Perimeter Center East, Suite 250 Dunwoody, GA 30346 David Elliott 678-382-6700	\$200,000.00 (2018)	<u>Start</u> <u>6/2018</u> <u>Anticipated</u> <u>Completion</u> <u>2021</u>
Sugar Creek 54" Sanitary Sewer Rehab 1 yr- 3 options to renew - CIPP lining of 6,400 Lf of 54" trunk sewer.	Charlotte Water 5100 Brookshire Blvd. Charlotte, NC 28216 Frazier Engineering Aaron Frazier 6592 Bob White Trail Stanley, NC 28164 704-822-8444	\$4.5M Annually	<u>Start</u> <u>5/2018</u> <u>Anticipated</u> <u>Completion</u> <u>2021</u>

FY17/19 Sanitary Sewer Rehabilitation Project Phase 1 of 3 Phase project: Phase 1 Lining (3/2017 9/2018) – 92,128 LF of 8"	City of Simpsonville, SC 118 NE Main Street Simpsonville, SC 29681 Frazier Engineering Aaron Frazier 6592 Bob White Trail Stanley, NC 28164 704-822-8444	\$4,479,436.50	<u>Start</u> <u>3/2017</u> <u>Anticipated</u> <u>Completion</u> <u>2020</u>
Jacksonville Electric Authority Annual CIPP lining project – 3 years with the option of two (2), one (1) year renewals with rehabilitation of pipes in the range between 6" – 54" diameters.	Jacksonville Electric Authority 21 W Church Street Jacksonville, FL 32202 Ken Chascin 904-665-6185	\$900,000.00	<u>Start</u> <u>8/2017</u> <u>Anticipated</u> <u>Completion</u> <u>12/2019</u>
Gwinnett Sanitary Sewer and Force Main Rehabilitation Program on an Annual Contract BL077-13 Four – year renewable contract with the objective of repairing, replacing, and rehabilitation the County's Sanitary Sewer and Force Main Systems. CIPP quantities to date: 12,563LF of 8", 736LF of 12", 335LF of 15", 606LF of 30" – Force Main, 1,597LF of 36". Pipe bursting quantities to date: 241LF of 6-8", 827LF of 8-8"	Gwinnett County Dept. of Water 684 Winder Highway Lawrenceville, GA 30045 Jeff Callaway, Construction Manager 678-518-4800	\$2,389,790.00	<u>Start</u> <u>4-year</u> <u>renewable</u> <u>2/2014</u> <u>Anticipated</u> <u>Completion</u> <u>2019</u>
Gwinnett Annual Stormwater CIPP Rehab Program Four year renewable contract of the County's CIPP storm water system. Phases 1-3 are completed. The diameters of the pipe will range in between 8" to 96" diameter pipe. Presently the quantities installed for this project; 2018- 2019– approx. 100,000 LF of 15"- 24" diameter pipe, 30,000 LF of 30"- 48" diameter pipe, and 2,000 LF of 54"-72" diameter pipe.	Gwinnett Co. Stormwater Mgt. Div. 684 Winder Highway Lawrenceville, GA 30045 Russell Maddox , Construction Manager 678-376-7130	\$3,500,000.00 Annually	<u>Start</u> <u>6/2018</u> <u>Anticipated</u> <u>Completion</u> <u>12/2019</u>

Completed Project

<u>Seven Oaks Drainage System Repair</u> The job consists of cleaning of 133 pipe joints and grouting with hydraulic cement along with internal joint sealing work throughout Rockhill on a defined scope basis.	Seven Oaks Neighborhood Homeowners Association David Dickson, PE757 South Anderson Road Rock Hill, South Carolina 29731 Keck & Wood, Inc Jonathan Murdock 300 Technology Center Way, Suite 400 Rock Hill, SC 29730 803-620-1300 jmurdock@keckwood.com	\$56,386.00	Start <u>08/2019</u> Anticipated Completion <u>10/2019</u>
<u>Robynwyn Subdivision – Storm CIPP</u> This project consists of 682 LF of 18", 641 LF of 24", 439 LF of 30" and 298 LF of 36".	Town of Summerville Kathy Reeves 200 S. Main Street Summerville, SC 29483 843-851-4205 kreeves@summervillesc.gov	\$237,240.00	Start <u>06/2019</u> Anticipated Completion <u>10/2019</u>
<u>Johnson City, TN – Sewer Basin B2D Rehabilitation</u> CIPP lining of 3,997' of 8", 241' of 10", 503' of 12" diameter pipe. Lateral lining 223' and 120VF of MH rehab and OC work.	Johnson City, TN Jonathan Lane Water & Sewer Services Department jlane@johnsoncitytn.org 426-975-2629 LDA Engineering William Witcher 4718 Lake Park Drive – Suite 4 Johnson City, TN 37615 423-283-7227	\$816,776.00	Start <u>12/2018</u> Anticipated Completion <u>10/2019</u>
<u>Sewer CIPP Lining</u> This project consists of 8" -12 "sewer lines & manhole rehabilitation.	City of Concord, NC Rick Blat 850 Warren C. Coleman Blvd. Concord, NC 28025 blatr@concordnc.gov	\$797,896.00	Start <u>05/2019</u> Anticipated Completion <u>09/2019</u>
<u>CIPP Lining for Existing Lines</u> This project consists of 3827' - 8" CIPP storm.	Town of Cary, NC 316 N Academy St. Cary, NC 27513 919-469-3340 Withers Ravenel Christopher Huff	\$224,750.00	Start <u>03/2019</u> Anticipated Completion <u>07/2019</u>

Attachment: Supporting Documents (19-5577 : Cured-In-Place Stormwater Pipe Relining PWUP 19-10)

	115 Mackenan Drive Cary, NC 27511 919-535-5161		
Phase 1 - Group A This project consists of 4,597' - 8" CIPP storm.	James Island Public Service District David Hoffman 1739 Signal Point Road P.O. Box 12140 Charleston, SC 29412 (843) 998-6188 G. Robert George & Associates, Inc. G. Robert George P.O. Box 32158 Charleston, SC 29417 (843) 556-4261	\$309,893.50	Start <u>04/2019</u> Anticipated Completion <u>07/2019</u>
St. Philip St. This project consists of a work order based contract for 12-48" CIPP storm. IPR is a subcontractor to B & C.	B&C Land Development Charles Rooke 3785 Old Charleston Hwy Johns Island SC 29455	\$500K	Start <u>01/2019</u> Anticipated Completion <u>02/2019</u>
Snee Farms Drainage CIPP lining of 11,000 LF of 12-48" storm pipe.	Town of Mt. Pleasant, SC 100 Ann Edwards Lane Mt. Pleasant, SC 29464 Gulfstream Construction Co. 1983 Technology Dr. Charleston, SC 29492 Harmon Todd	\$1,775,000.00	Start <u>08/2018</u> Anticipated Completion <u>7/2019</u>
East Richland Basin 16 Sewer Rehab Sanitary CIPP lining of 8-18" diameter pipe. ACC – General Contractor	East Richland County Public Service District 704 Ross Rd. Columbia, SC 29233 Atlanta Coast Contractors P.O. Box 463 Denver, NC Matt Butler 704-483-7120	\$500,000.00	Start <u>7/2018</u> Anticipated Completion <u>6/2019</u>

NCDOT Division 3 This project consists of 76' of 42" storm drain.	North Carolina DOT -3 Kathy Stephens 5501 Barbados Boulevard Castle Hayne, NC 910-341-2000 910-675-0143 kstephens@ncdot.gov	\$39,592.00	<u>Start</u> <u>03/2019</u> <u>Anticipated</u> <u>Completion</u> <u>05/2019</u>
2018 Sanitary Sewer Rehabilitation This project consists of manhole lining 700 VF and CIPP lining; 582' of 6", 35616 LF of 8", 3300' of 10", 267' of 12", and 3014' of 15" diameter pipe.	Antwon McLin Dalton Utilities 1200 V D Parrott Jr Pkwy, Dalton, GA 30721 amclin@ dutil.com 706-581-3996	\$2.2M (approx.)	<u>Start</u> <u>5/2018</u> <u>Anticipated</u> <u>Completion</u> <u>2/2019</u>
FY17 CDBG Sewer & Water CIPP lining of 10,336 LF of 8-10" diameter pipe.	City of Franklin, GA 150 Davis Street Franklin, GA 30217	\$995,548.05	<u>Start</u> <u>09/2018</u> <u>Anticipated</u> <u>Completion</u> <u>01/2019</u>
Stormwater Pipe Lining Project CIPP - 500' of 24" CIPP and CCTV/Clean.	City of Augusta 61 Clay Pit Road North Augusta, SC 29841 City of North Augusta David Caddell 803-441-4295	\$59,000.00	<u>Start</u> <u>08/2018</u> <u>Anticipated</u> <u>Completion</u> <u>1/2019</u>
DeKalb Storm CIPP Annual -2018 Extension to renewed CIPP contract – storm lining throughout DeKalb County. – Work-order based contract.	DeKalb County Storm 727A Camp Road Decatur, GA 30032 Dennis Perry 404-857-6901	\$1.4M (2018)	<u>Start</u> <u>6/2018</u> <u>Anticipated</u> <u>Completion</u> <u>1/2019</u>
ACC Sanitary CIPP – FY16/17 & FY15 CIPP & Service reinstatements; approx. 17,000LF of 8" diameter pipe.	Charlotte Mecklenburg Utilities 5100 Brookshire Blvd. Charlotte, NC 28216 Matt Butler, ACC 7860 Townsend Drive Denver, NC 704-483-7120	\$500,780.00	<u>Start</u> <u>01/2018</u> <u>Anticipated</u> <u>Completion</u> <u>01/2019</u>
Swift Creek Interceptor CIPP This project consists of 145 LF of 30" x 21 mm CIPP.	City of Goldsboro, NC T. A. Loving Shannon Watson 400 Patetown Rd. Goldsboro, NC 27530	\$47,000.00	<u>Start</u> <u>11/01/2018</u> <u>Anticipated</u> <u>Completion</u> <u>12/31/2018</u>

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<u>Mt. Pleasant SC On Call Stormwater Agreement</u> 2-year Work-order based contract to complete storm CIPP, CCCP, & SL.	Town of Mount Pleasant, SC 100 Ann Edwards Lane Mount Pleasant, SC 29464 Scott Maxie 843-884-8517	\$50,000.00	Start <u>01/2017</u> Anticipated Completion <u>1/2019</u>
<u>2016 Sewer Rehabilitation</u> CIPP lining of 15,000 LF of 8" diameter pipe.	City of Fountain Inn, SC 200 N Main Street Fountain Inn, SC 29644 Aaron Frazier Frazier Engineering, P.A. 6592 Bob White Trail Stanley, NC 28164 704-822-8444	\$1,000,000.00	Start <u>7/2016</u> Anticipated Completion <u>1/2019</u>
<u>2015 Mauldin SC Sewer Bond Project Both Steam and Water allowed</u> CIPP lining of 71,061 LF 8", 2,000 LF of 10" diameter pipe.	City of Mauldin P.O. Box 249 5 East Butler Rd. Mauldin, SC 29662 Aaron Frazier Frazier Engineering, P.A. 6592 Bob White Trail Stanley, NC 28164 704-822-8444	\$3,100,000.00	Start <u>7/2016</u> Completion <u>1/2019</u>
<u>Basins 9,17, & 19</u> CIPP lining of 8,974 LF of 6", 17,248 LF of 8", 1,302 LF of 10", 150" of 12", and 716 LF of 15" diameter pipe.	City of Greenville, SC Clark Chewing 206 South Main Street Greenville, SC 29601 864-467-4540	\$1,899,502.61	Start <u>8/2016</u> Anticipated Completion <u>1/2019</u>
<u>Sanitary Sewer Rehabilitation</u> This project consists of 574' 8" PB, 347' 8" CIPP lining.	City of Cayce, SC 1800 12 th Street Cayce, SC 29033 803-796-9020 Tom Brigman Contractors Blake Brigman 1509 Sunset Blvd Newberry, SC 29108 803-276-4083 bbrigman@tombrigmancontractors.com	\$55,902.00	Start <u>11/15/2018</u> Completion <u>01/14/2019</u>
<u>Standby Stormwater System Repairs -Renewal 2014</u> CIPP lining 2,679 LF 18" to 60" in diameter and Slip Lining - 18" to 60" in diameter	City of Dunwoody 41 Perimeter Center East Suite 250 Dunwoody, GA 30346 David Elliott, Engineer 404 626-4212	\$85,782.34 – Annual	Start <u>9/2013</u> Anticipated Completion 2018

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<u>Stormwater Utility On-Call</u> On-call standby stormwater system maintenance and rehabilitation project. IPR Southeast LLC is a subcontractor to Southern Premiere Contractors, Inc.	City of Duluth 3167 Main Street Duluth, GA 30096 Southern Premiere Contractors Michael Massey 770-696-5398	Current Work Order Based	Start <u>2014</u> Work-Order Anticipated Completion <u>12/2018</u>
<u>Dobbins AFB Storm – Phase 1</u> Storm rehabilitation using CIPP lining of 30" & 24" pipe; Ecocast lining of 36"-54" pipe; total LF 3,427. General Contractor – Southern	Dobbins AFB 1555 Atlantic Ave. Marietta, GA Nigel Perry Southern Contracting LLC 777 Alloy Drive Newbern, TN 38059 Trent Walters 601-543-6090	\$958,191.00	Start <u>08/2018</u> Anticipated Completion <u>11/2018</u>
<u>Clemson University 2018 SS Improvements</u> CIPP lining of 4,250 LF of 6-18" diameter pipe.	The Board of Trustees Clemson University 201 Sikes Hall Clemson, SC 29634	\$349,681.00	Start <u>08/2018</u> Anticipated Completion <u>10/2018</u>
<u>Columbia SC Airport</u> CIPP lining of 330 LF of 8" diameter pipe. TNT Inc. – General Manager	Columbia Metro Airport 3250 Airport Blvd. West Columbia, SC 803-822-5000 TNT, Inc. 1420 Old Rd. Chapin, SC 29036 Nick Trussell 803-513-8262	\$22,100.00	Start <u>6/2018</u> Anticipated Completion <u>11/2018</u>
<u>Pinetree Country Club Area Sanitary Sewer Rehab</u> This project consists of 18,000 LF of 8" CIPP with associated pipe repairs, lateral CIPP, and cleanout installations.	Cobb County Water System 660 South Cobb Drive Marietta, GA 30060 George Barnes Goerge.barnes@cobbcounty.org 770-419-6200	\$1,140,157.35	Start <u>2/2018</u> Anticipated Completion <u>10/2018</u>
<u>JAA, Cecil Airport, Drainage Rehabilitation, Ph. 4</u> This project consists of CIPP lining of 1,003 LF of 12-18" diameter pipe; 1,321 LF of 24-36" diameter pipe; 1,321 LF of 42-48" diameter pipe.	JAA Cecil Airport 13365 Aeronautical Circle Jacksonville, FL 32221	\$2,502,346.66	Start <u>6/2017</u> Anticipated Completion <u>10/2018</u>

Rocky Branch CIPP lining of 19,000 LF of 8" diameter pipe.	City of Columbia 1136 Washington Street P.O. Box 147 Columbia, SC 29217 Michael Shue 803-545-3327	\$9M (overall) \$3M CIPP	<u>Anticipated Completion</u> <u>11/2018</u>
Sanitary Sewer Rehabilitation 2016 SS6966(17) CIPP lining of 114,240 LF of 8"; 43,019 LF of 10"; and 56,204 LF of 12" diameter gravity sewer.	City of Columbia 1136 Washington Street P.O. Box 147 Columbia, SC 29217 Michael Shue 803-545-3327	\$4,500,000.00	<u>Start</u> <u>6/2016</u> <u>Anticipated Completion</u> <u>10/2018</u>
Beaty Estates Sewer Rehab – Phase II This project consists of 6,500 LF of 8", 10", 18", and 30" CIPP.	City of Rock Hill, SC 757 S Anderson Rd. Rock Hill, SC 29731 HDR Matt Schultz 704-338-6700	\$768,705.00	<u>Start</u> <u>3/2018</u> <u>Completion</u> <u>9/2018</u>
Charleston Bennett St. – CIPP CIPP lining of 400 LF of 18" storm line.	Charleston CPW B & C Land Development 9785 Old Charleston Hwy Johns Island, SC 29455 Charles Rooke	\$46,000.00	<u>Start</u> <u>07/2018</u> <u>Anticipated Completion</u> <u>08/2018</u>
Cobb County Sagebrush Storm & Denton Plane CIPP lining of 85LF& 144 LF of 48" diameter pipe.	Cobb County Water System 660 South Cobb Drive Marietta, GA 30060 Bill Higgins 770-419-6434	\$30,475.00	<u>Start</u> <u>07/2018</u> <u>Anticipated Completion</u> <u>08/2018</u>
Smyrna Public Works – Pond Repairs CIPP CIPP lining of 273 LF of 36" storm line. General Contractor – Butch Thompson Enterprises, Inc.	City of Smyrna 2800 King Street Smyrna, GA 30080 Butch Thompson Enterprises, Inc. 910 Industrial Blvd. N Dallas, GA 30132 Andy Jenkins 770-427-8251	\$66,885.00	<u>Start</u> <u>06/2018</u> <u>Anticipated Completion</u> <u>08/2018</u>
Stock Creek Basin Sewer Rehabilitation This project consists of CIPP lining of 2,500 LF of 8-12" diameter pipe with other various methods of rehabilitation.	Knox Chapman Utility District 1905 East John Sevier Highway Knoxville, TN 37920 Ryan D. Blake, P.E. Vice President Knoxville Manager	\$290,000.00	<u>Start</u> <u>1/2018</u> <u>Anticipated Completion</u> <u>8/2018</u>

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Norcross GA PWUP 18-01 CIPP lining of storm sewer throughout Norcross; 1,134 LF of 18" -36".	WK Dickson & Co., Inc Norcross Public Works 345 Lively Ave. Norcross, GA 30071 Don Maxwell 770-710-6483	\$174,722.50	Start <u>5/2018</u> Completion <u>8/2018</u>
COF 16-0 Coffee CIPP lining of 9,431 LF of 8" diameter pipe.	Atlantic Coast Contractors 7860 Townsend Dr. Denver, NC Matt Butler 704-483-7120	\$281,986.90	Start <u>06/201</u> Completion <u>08/2018</u>
Gwinnett Annual Stormwater CIPP Rehab Program (Years 2014-2018) Four year renewable contract of the County's CIPP storm water system. The diameters of the pipe will range in between 8" to 96" diameter pipe. Presently the quantities installed for this project; 2014 -2018 – approx. 380,000 LF of 15"- 24" diameter pipe, 90,998 LF of 30"- 48" diameter pipe, and 4,367 LF of 54"-72" diameter pipe.	Gwinnett Co. Stormwater Mgt. Div. 684 Winder Highway Lawrenceville, GA 30045 Russell Maddox , Construction Manager 678-376-7130	\$3,500,000.00 Annually	Start <u>10/2014</u> Anticipated Completion <u>6/2018</u>
Eastman Chemical 2017 Process Sewer Rehab This project consisted of CIPP lining of 1290' 6", 1131' 8", 43' of 10", 143' of 12" CIPP	Eastman Chemical Company PO Box 431 Kingsport, TN 37662 Mary Culbertson 423-229-3592 mculbertson@eastman.com	\$314,023.00	Start <u>05/2018</u> Completion <u>06/2018</u>
SCDOT – Sumter Co. Storm CIPP CIPP lining of 18" CIPP.	SCDOT Cands Golston, Procurement Officer 955 Park Street Columbia, SC 29201 803-737-9868	\$31,775.00	Start <u>03/2018</u> Completion <u>06/2018</u>
Peachtree City FY2018 Group A Storm CIPP CIPP Storm 15-24" of 4,368LF	City of Peachtree City, GA 151 Willowbend Rd. Peachtree City, GA 30269 Angela Egan 770-486-4181	\$342,982.00	Start <u>03/2018</u> Completion <u>05/2018</u>
Henry County Sewer Rehabilitation Sanitary CIPP work, diameters 8-16", totaling approx. 5,000 LF.	Henry Co Water Authority 100 Westridge Industrial Blvd. McDonough, GA 30253 Bill Banks, CIP Coordinator 678-583-3864	\$240,830.50	Start <u>01/2017</u> Completion <u>05/2018</u>

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<u>FY2017 Sewer Rehabilitation</u> This project consists of 10,000 LF of 8" diameter pipe. This is also a work order project.	Taylor's Fire & Sewer District 3335 Wade Hampton Blvd. Taylor's, SC 29687 Frazier Engineering 6592 Bob White Trail Stanley, NC 29687 Aaron Frazier 704-822-8444	\$1M	<u>Start</u> <u>8/2017</u> <u>Completion</u> <u>05/2018</u>
<u>Foster Street Sewer –</u> This project CIPP lining of 4,847 LF of 8" diameter pipe.	City of Union, SC P.O. Box 987 Union, SC 29379 Summit Engineering Clay Helms, Project Engineer 864-949-0545	\$764,978.00	<u>Start</u> <u>9/2017</u> <u>Completion</u> <u>5/2018</u>
<u>East Side Interceptor Rehabilitation</u> Job: East Side Interceptor Rehabilitation Contract Number 130260 Protection/Clearing/Access to complete 1,848LF of 10", 545LF of 12", 404LF of 15", and 3,228LF of 51" CIPP Lining (Over-the -Hole wet-out), 690LF of 15" Relocation, Installation of 8 MH Structures, and Rehab of 7 MH Structures.	DC Water and Sewer Authority 5000 Overlook Avenue, SW Washington, DC 20032 Wisal Khan 202-757-7575	\$7,798,842.00	<u>Start</u> <u>7/2016</u> <u>Completion</u> <u>5/2018</u>
<u>Greer Downtown Area Sewer Rehab</u> This project consists of 4,600 LF of 8" diameter pipe.	Greer Commission of Public Works 301 McCall St. Greer, SC 29650 Mark Harvey 864-848-5500	\$260,000.00	<u>Start</u> <u>8/2017</u> <u>Anticipated</u> <u>Completion</u> <u>8/2018</u>
<u>Nashville MNAA North Apron Storm CIPP</u> This project consists of 850 LF of 18, 48, & 54" CIPP of RCP.	Nashville Metro Airport Nashville, TN GS-Blakley Construction Services LLC 1402 Lebanon Pike Nashville, TN 37210 Kyle Smith 931-980-8269	\$421,500.00	<u>Start</u> <u>07/2017</u> <u>Completion</u> <u>1/2018</u>
<u>KUB 32A2 Sanitary CIPP</u> This project consisted of storm CIPP of 18-48" diameter pipe. Subcontractor to Mike Smith	Knoxville Utilities Board 4505 Middlebrook Pike Knoxville, TN 37950 Mike Smith, General Contractor 3625 Highway 25 East Bean Station, TN 37708	\$174,350.00	<u>Start</u> <u>12/2017</u> <u>Completion</u> <u>12/2018</u>

<u>Bent Tree Cured-In-Place Pipe</u> This project consists of 350 LF of 24" storm CIPP at Bent Tree Golf Course.	Bent Tree Community, Inc. 40 Little Pine Mountain Rd. Jasper, GA 30143 678-910-0196	\$42,800.00	<u>Start</u> <u>10/2017</u> <u>Completed</u> <u>12/2017</u>
<u>Tennessee Tech</u> 1-4 year contract providing sewer rehabilitation services for 8"-42" diameter pipe.	Tennessee Technological University 220 W 10 th Street Cookeville, TN 38505 Dr. Clair Stinson, Engineer 951-372-3491	Current Work Order Based	<u>Start</u> <u>2013</u> <u>WorkOrder</u> <u>Completion</u> <u>12/2017</u>
<u>Hawthorne Lane Storm Rehab</u> This project consists of 506 LF of 36" diameter pipe.	Owner: CMUD 600 East Fourth Street Charlotte, NC 28202-2844 GC: ACC, Inc. P.O. Box 463 Denver, NC 28037 704-483-7120	\$115,900.00	<u>Start</u> <u>10/2017</u> <u>Completion</u> <u>11/2017</u>
<u>Beaty Estates Sewer Rehab – Phase 1</u> This project consists of 4,714 LF of 8" CIPP lining.	City of Rock Hill, SC 757 S Anderson Rd. Rock Hill, SC 29731 HDR 704-338-6700	\$424,561.50	<u>Start</u> <u>3/2017</u> <u>Completion</u> <u>9/2017</u>
<u>CIPP Lining FY2017</u> This project consists of CIPP lining of 8,700 LF of 8"-18" diameter pipe.	Georgetown County Water and Sewer District 456 Clearwater Drive Pawley's Island, SC 29585 Amanda Kirchmeyer 843-237-9727	\$486,612.85	<u>Start</u> <u>3/2017</u> <u>Completion</u> <u>9/2017</u>
<u>Sanitary Sewer Rehabilitation – Phase 2</u> CIPP lining of 4,400 LF of 8" diameter pipe.	Spartanburg Water District 200 Commerce Street Spartanburg, SC 29304 Brain Smith, Eng 864-585-9142	\$386,054.75	<u>Start</u> <u>9/2016</u> <u>Completion</u> <u>8/2017</u>
<u>Project Blackhawk Steam Cure</u> CIPP lining of 10,500 LF of 8" and 1800 LF of 6" to 8" diameter pipe.	City of Camden, SC 1000 Lyttleton St. Camden, SC 29202 GC: Carolina Tap & Bore, Inc. Richard Young 2410 Morningside Drive West Columbia, SC 803-600-5360	\$453,375.80	<u>Start</u> <u>1/2017</u> <u>Completion</u> <u>9/2017</u>

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<u>Annual CIPP Lining Services</u> Work-order based contract with the objective of CIPP lining of diameter pipe ranging from 8" to 18".	City of Chattanooga, TN 101 East 11 th Street, Suite G13 Chattanooga, TN 37402 Mathew L Snyder 423-757-0963	\$296,849.00	<u>Start</u> <u>6/2014</u> <u>Completion</u> <u>8/2017</u>
<u>CIPP Stormwater Pipe Rehabilitation Project – Various Locations</u> This project consists of CIPP lining of 1,694 LF of 18" diameter pipe and 1,556 LF of 24" diameter pipe.	City of Peachtree City, GA 151 Willowbend Rd. Peachtree City, GA 30269 Mike Madson 770-486-4181	\$433,492.50	<u>Start</u> <u>02/2017</u> <u>Completion</u> <u>7/2017</u>
<u>Cumberland Blvd Roadway Improvements Storm CIPP</u> This project consists of CIPP lining of 1,531 LF of 24", 30", 48" & 54" diameter pipe.	Owner: Cobb County Board of Commissioners GC: CW Matthews Contracting 1600 Kenview Drive Marietta, GA 30060 Heath Paige 770-422-7520	\$450,160.00	<u>Start</u> <u>03/2017</u> <u>Completion</u> <u>7/2017</u>
<u>Eastman Chemical 2017 Process Sewer Rehab</u> This project consisted of CIPP lining of 168 LF of 6", 2,000LF of 8", and 510 LF of 18".	Eastman Chemical Company PO Box 431 Kingsport, TN 37662 Mary Culbertson 423-229-3592 mculbertson@eastman.com	\$354,754.00	<u>Start</u> <u>05/2017</u> <u>Completion</u> <u>06/2017</u>
<u>Pipe Rehabilitation – Chihowee Park</u> CIPP Storm lining of 869 LF of 24" diameter pipe.	City of Knoxville, TN 667-674 Room 400 Main Ave. Knoxville, TN David Hagerman, PE 865-215-3251	\$118,060.00	<u>Start</u> <u>1/2017</u> <u>Completed</u> <u>5/2017</u>
<u>Small Diameter Rehabilitation</u> CIPP lining of 660 LF between 12" to 18" diameter pipe.	City of Knoxville, TN 667-674 Room 400 Main Ave. Knoxville, TN David Hagerman, PE 865-215-3251	\$64,000.00	<u>Start</u> <u>1/2017</u> <u>Completed</u> <u>2/2017</u>
<u>Dawson Forest Pipe Rehabilitation</u> CIPP lining of 48" RCP 127' and 60" lining of 120' CMP.	Dawson County David McKee 25 Justice Way, Suite 2232 Dawsonville, GA 30534 706-344-3500	\$143,000.00	<u>Start</u> <u>7/2016</u> <u>Completed</u> <u>10/2016</u>

<u>COH 4258-6</u> Over-the-Hole wet-out of 4,000LF of 72" CIPP lining.	City of Houston 4545 Groveway Dr. Houston, Texas 77087 Ragu Nednur Supervising Engineer 832-395-4935	\$3M	<u>Start</u> <u>7/2016</u> <u>Completed</u> <u>12/2016</u>
<u>Delta Airlines TOC</u> CIPP lining of 305 LF of 12" – 14" CMP	Delta Airlines – Owner New South Construction 3694 Union Avenue Hapeville, GA 30354 Ryan Clean, Engineer 404-443-4000	\$111,000.00	<u>Start</u> <u>8/2016</u> <u>Completed</u> <u>6/2016</u>
<u>Rehab Terminal Area Stormwater Infrastructure, Phase 1</u> CIPP lining of 650 LF of 72" (Over-the-Hole) and 490 LF of 60" diameter pipe.	Nashville Metro Airport Nashville, TN GS-Blakley Construction Services LLC 1402 Lebanon Pike Nashville, TN 37210 Kyle Smith 931-980-8269	\$929,000.00	<u>Start</u> <u>7/2016</u> <u>Completed</u> <u>9/2016</u>
<u>Hoffman Village Storm Repairs</u> CIPP lining of 61LF of 15", 198LF of 18", 95LF of 24", 523LF of 30", 260 LF of 36", and 577 LF of 48" using Ecocast IPR SE was a subcontractor to Columbia Engineering. Steam Cure	Owner: Publix North Carolina, LP Publix Supermarket, Inc. GC: Columbia Engineering Randy Strunk, PE 2862 Buford Highway, Suite 200 Duluth, GA 30096	\$523,963.00	<u>Start</u> <u>6/2016</u> <u>Completed</u> <u>07/2016</u>
<u>Old Course Drive Steam Cure</u> CIPP lining of 143LF of 24" and 228LF of 30" diameter pipe. Steam Cure	OnSite Development Richard Haffner PO Box 11225 Charlotte, NC 28220 704-615-0644	\$66,876.00	<u>Start</u> <u>6/2016</u> <u>Completion</u> <u>7/2016</u>
<u>C-941 Sanitary Sewer and Storm Sewer Improvements Steam Cure</u> CIPP lining of sanitary and storm sewer pipes at various locations throughout the City of Atlanta, GA. This is a work order based contract. Steam Cure	Owner: City of Atlanta, GA 72 Marietta St. Atlanta, GA 30030 GC: Site Engineering Phillip Kollenberg 7025 Best Friend Rd. Atlanta, GA 30340 770-263-7234	\$300,000.00	<u>Start</u> <u>6/2016</u> <u>Completion</u> <u>7/2016</u>

<u>Rehabilitation Annual Maintenance Contract- Amendment- FY-12/14</u> CIPP lining of 240,000 linear feet 8" to 12" diameter pipe, 1,267 15" diameter pipe. Both Water and Steam	City of Columbia 1136 Washington Street P.O. Box 147 Columbia, SC 29217 Michael Shue 803-545-3327	\$8,700,000.00	Start <u>07/2013</u> Completed <u>5/2016</u>
<u>Burnett Way Storm Pipe Repairs</u> CIPP lining of 410 LF of 36" x 16.5mm storm water pipe and 25 LF of 42" x 18.0mm storm water diameter pipe.	City of Alpharetta, GA 1790 Hembree Rd. Alpharetta, GA 30009 GC: Tople Construction & Engineering, Inc. Lucky Ehigianusoe 792 Donald Lee Hollowell Pkwy Atlanta, GA 30318 404-874-1090	\$89,000.00	Start <u>5/2016</u> Completed <u>5/2016</u>
<u>South Hampton Water and Sewer Upgrade</u> CIPP lining of 2,445 LF of 8" and 31 service reinstatements. IPR SE was a subcontractor to Tom Brigman Contractors, Inc.	Owner: Laurens County Water and Sewer GC: Tom Brigman Contractors 1509 Sunset Ave. Newberry, SC 29108 Tom Brigman 803-276-4083	\$86,921.75	Start <u>04/2016</u> Completed <u>5/2016</u>
<u>Glennfall Ave. - Charlotte, NC</u> CIPP lining of 273 LF of 24" and 333 LF of 30" diameter pipe.	Owner: Charlotte Storm Water Services GC: Husky Construction Corp. 1300 Railroad St. Alden, NY 14004 716-937-6575	\$115,887.00	Start <u>04/2016</u> Completed <u>5/2016</u>
<u>CIPP Storm Project - 2016 - Rising Fawn Dr. Timberlost Trail, and Eryn Circle.</u> CIPP lining of 361LF of 18", 200LF of 24", and 567LF of 30".	City of Suwanee, GA 3330 Town Center Avenue Suwanee, GA 30024 Bill Barnes 770-904-3378	\$184,000.00	Start <u>4/2016</u> Completion <u>5/2016</u>
<u>Lakeview Drive</u> CIPP lining of 550 LF of 8" sanitary sewer and 20 VF of manhole cementitious lining. Finished	City of Cornelia, GA Keith Ethridge 181 Larkin Street Cornelia, GA 30531 706-894-3074	\$45,000.00	Start <u>4/2016</u> Completion <u>5/2016</u>
<u>233 Mossy Place</u> CIPP lining of two (2) 24" storm lines, 103 LF x 13.5mm and 95LF x 10.5mm.	City of Alpharetta, GA Richard Boston 1790 Hembree Rd. Alpharetta, GA 30009	\$30,000.00	Start <u>04/2016</u> Completed <u>05/2016</u>

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	678-297-6222		
<u>CIPP Storm Project – 2016</u> CIPP lining of 18', 24" & 30" diameter pipe.	City of Alpharetta, GA 1790 Hembree Rd. Alpharetta, GA 30009 Richard Boston 678-297-6222	\$279,388.00	<u>Start</u> <u>4/2016</u> <u>Completion</u> <u>5/2016</u>
<u>Maxwell AFB-Replace Pipe, Manholes and Cleanouts PNQS 10-A004 W/O#14278</u> CIPP lining of 234 LF of 6" diameter pipe. CIPP lining of 4,687 LF of 8" diameter pipe. CIPP lining of 1,039 of 10" diameter pipe.	Owner: Maxwell Airforce Base GC: Liberty Construction Company, LLC P.O. Box 211041 Montgomery, AL 36121 Chris Adams 334-271-0734	\$310,757.00	<u>Start</u> <u>12/2014</u> <u>Completion</u> <u>2015</u>
<u>Maxwell AFB – Replace Pipe, MHs, COs and PNQS 10-A00S, W/O #15248</u> CIPP lining of 2,743 LF of 10" diameter pipe.	Owner: Maxwell Airforce Base GC: Liberty Construction Company, LLC P.O. Box 211041 Montgomery, AL 36121 Chris Adams 334-271-0734	\$122,811.00	<u>Start</u> <u>10/2014</u> <u>Completion</u> <u>2015</u>
<u>East Main Sewer Rehabilitation</u> CIPP lining of 7000 LF of 8" diameter pipe.	Town of Lexington, SC 111 Maiden Lane Lexington, SC 29071 HPG 1432 Sunset Blvd. West Columbia, SC 29169 Ken Parnell 803-739-2888	\$714,150.00	<u>Start</u> <u>7/2015</u> <u>Completed</u> <u>5/2016</u>
<u>211 Brooke Dr. Storm Line</u> CIPP lining of Two (2) 24" storm lines both 80LF x 12mm.	City of Alpharetta, GA Richard Boston 1790 Hembree Rd. Alpharetta, GA 30009 678-297-6222	\$19,450.00	<u>Start</u> <u>03/2016</u> <u>Completed</u> <u>05/2016</u>
<u>Saluda River Basin 06 and 13 Rehabilitation</u> CIPP lining of 26,400 LF of 8" diameter pipe. CIPP lining of 220 LF of 10" diameter pipe and Pipe bursting of 550 LF of 8" diameter pipe.	City of Columbia 1136 Washington Street P.O. Box 147 Columbia, SC 29217 Michael Shue 803-545-3327	\$3,197,898.90	<u>Start</u> <u>07/2014</u> <u>Completed</u> <u>3/2016</u>

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<u>May Street Sewer Improvements</u> CIPP lining of 5000 LF of 8" diameter pipe.	City of Union, SC P.O. Box 987 Union, SC 29379 Rogers & Callcott 426 Fairforest Way, Greenville, SC 29607 Brian Green, Eng. 864-232-1556	\$413,479.00	<u>Start</u> <u>8/2015</u> <u>Completed</u> <u>3/2016</u>
<u>2015 CIPP Lining</u> CIPP lining of 10,856 LF of 8-12" diameter pipe and 6,317 15"-24" diameter pipe.	Greenwood Metropolitan District 110 Metro Dr. Greenwood, SC 29646 Brian Waldrep Director, Engineering Greenwood, SC 29646 864-942-3901	\$900,000.00	<u>Start</u> <u>10/2015</u> <u>Completed</u> <u>1/2016</u>
<u>Lyman Village Sewer Rehabilitation</u> CIPP lining of 472 LF of 8" diameter pipe. CIPP lining of 920 LF of 12" diameter pipe. CIPP lining of 917 LF of 15" diameter pipe.	Town of Lyman, SC Brian Smith Davis and Floyd 101 North Main Suite 901 Greenville, SC 29601 864-527-9800	\$712,079.00	<u>Start</u> <u>09/2015</u> <u>Completed</u> <u>12/2015</u>
<u>Fourth Creek Mini-Basin 27B3 & 32A1</u> This project consisted of the replacement of 3,860 LF of 8" PB, 5,450 LF of 8" CIPP, & 700 LF 8" OC, and 30 MH.	Knoxville Utilites Board 4505 Middlebrook Pike Knoxville, TN 37950 Scott Carroll, Eng. 865-558-2655	\$800,000.00	<u>Start</u> <u>1/2014</u> <u>Completed</u> <u>12/2015</u>
<u>Scenic Hills Rd., Merchant Dr., Sullivan Rd., Western Ave., Carrie Bell Dr., Belcaro Dr., Crosby Dr., & Kingston Pk. Sewer Line Replacement</u> This project consisted of CIPP lining o 230 LF of 8" diameter pipe and also consisted of pipe bursting, and open cut.	Knoxville Utilities Board 4505 Middlebrook Pike Knoxville, TN 37950	\$369,430.00	<u>Start</u> <u>09/2013</u> <u>Completed</u> <u>11/2015</u>
<u>Fourth Creek Mini-Basin 32B1</u> This project consisted of the 4,850 LF of 8" to 15" CIPP. It also contained pipe bursting and open cut replacement.	Knoxville Utilities Board 4505 Middlebrook Pike Knoxville, TN 37950 Sharon Dean, Eng 865-524-2911	\$1,300,000.00	<u>Start</u> <u>4/2013</u> <u>Completed</u> <u>11/2015</u>

<u>Fourth Creek Mini-Basin 32B2</u> This project consisted of the 3,000 LF of 8" CIPP. It also contained pipe bursting and open cut replacement. It also contained pipe bursting and open cut replacement.	Knoxville Utilities Board 4505 Middlebrook Pike Knoxville, TN 37950 Sharon Dean, Eng 865-524-2911	\$1,800,000.00	Start <u>5/2013</u> Completed <u>11/2015</u>
<u>Gem Lakes</u> SPREX 3000' - 24" Spiral Wound	City of Aiken, SC 245 Dupont Dr. Aiken, SC 29802 Ted Jones, Project Eng.	\$464,998.00	Start <u>7/2015</u> Completed <u>8/2015</u>
<u>Wrenwood Subdivision Rehabilitation</u> CIPP lining of 2300 LF of 8" diameter pipe. IPR SE is a subcontractor to Holzheimer Construction.	Hazen and Sawyer 1122 Lady Street, Suite 1230, Columbia, SC 29201 GC: Holzheimer Construction 439 Woods Point Rd. Gilbert, SC 29054	\$77,400.00	Start <u>7/2015</u> Completed <u>7/2015</u>
<u>LNTR Basin Sewer Rehab-Phase 1</u> <u>Oak Forest</u> CIPP lining of 3,200 LF of 12" diameter pipe.	Spartanburg Water 297 South Ave. Spartanburg, SC 29306 Angie Price, Utilities Eng. 864-598-7285	\$233,000.00	Start <u>8/2015</u> Completed <u>10/2015</u>
<u>City of Concord, NC -</u> <u>2015 CIPP Annual Lining</u> CIPP lining of 17,000 LF of 8" diameter pipe. CIPP lining of 1,730 LF of 10" diameter pipe. CIPP lining of 5, 129 LF of 12" diameter pipe.	City of Concord, NC 850 Warren C. Coleman Blvd. Concord, NC 28026 Rick Blat, Deputy City Engineer 704-920-5403	\$751,923.70	Start <u>5/2015</u> Completed <u>7/2015</u>
<u>CIPP Annual 2015 -</u> CIPP lining of 9000 LF -8" diameter pipe. CIPP lining of 1000 LF - 10" diameter pipe.	City of Greenville, SC PO Box 2207 Greenville, SC 29602 Clark Chewing, Eng 864-467-4547	\$299,449.00	Approx. <u>8/2015</u> Completed <u>9/2015</u>
<u>Broad Street -</u> CIPP lining of 3429 LF of 8" diameter pipe.	City of Georgetown, SC 2377 Maybank Dr. Georgetown, SC 29442 Vishal Rai 843-545-4504	\$139,092.60	Approx. <u>7/2015</u> Completed <u>7/2015</u>
<u>Maxwell AFB-Replace Pipe, Manhole and</u> <u>Cleanouts Gunter Annex</u> CIPP lining of 4,852 LF of 8" diameter pipe. CIPP lining of 2,275 LF of 10" diameter pipe.	Owner: Maxwell Airforce Base/Gunter GC: David Bulger, Inc. 3904 Birmingham Highway Montgomery, AL 36108 John Morgan 334-264-0450	\$292,930.00	Start <u>12/2014</u> Completed <u>6/2015</u>

<u>Sewerage System Improvements</u> CIPP lining of 507 linear feet 10" in diameter and 5,981 linear feet of 8" in diameter	City of Ludowici 469 North Macon Street Ludowici, GA 31316 G Ben Turnipseed 2255 Cumberland Pkwy #400 Atlanta, GA 30339 Lamar Rogers, Engineer 770-333-0700	\$458,491.00	<u>Start</u> 5/2013 <u>Completed</u> 5/2014
<u>LAD –Corporation – West Columbia, SC –</u> IPR rehab of 2000 LF of 8" along with CCTV & bypass; work also includes \$6300 proposal originally submitted to the City of Lexington, SC.	City of Lexington, SC 111 Maiden Lane PO Box 397 Lexington, SC 29701 LAD Corporation 214 Martin Neese Rd. Swansea, SC 29160 803-739-4483	\$65,852.00	<u>Start</u> 6/2014 <u>Completed</u> 7/2014
<u>Annual Storm Water CIPP Rehab Program</u> Four year renewable contract of the County's CIPP storm water system. approx. 140,000LF, of which approximately 8,000 LF is 48" or larger.	Gwinnett Co. Stormwater Mgt. Div. 684 Winder Highway Lawrenceville, GA 30045 Don Gravitt , Construction Manager 678-376-6700	\$6,500,000.00 Annually	<u>Start</u> 1/14/2009 <u>Completed</u> 6/2014
<u>Power Springs CIPP</u> CIPP lining of 4S4 LF of 8" diameter pipe.	Scott Stokes Public Works Director 2190 Atlanta Road Smyrna, GA 30080 sstokes@smyrnaga.gov 770-431-2850	\$39,645.00	<u>Start</u> 1/09/2014 <u>Completed</u> 2/2014
<u>Poplar Ave. Drainage Structures</u> CIPP lining of 112 LF of 24" diameter pipe. IPR is a subcontractor to Ferrell Paving. Sub-contractor to Ferrell Paving.	Germantown, TN 125 N. Main Street Memphis, TN 38103 901-636-6700 Ferrell Paving 2174 E Person Ave. Memphis, TN 38114 John Haynes 901-324-3894	\$186,289.80	<u>Start</u> 1/2014 <u>Completed</u> 3/2014
<u>2012 CDBG Grant 13DB-OI-05-48-02-N37</u> <u>Neighborhood Revitalization Program</u> CIPP lining of 3,590 LF of 8" diameter pipe.	City of Chiefland, FL 214 East Park Ave. Chiefland, FL 32626 Randy Wilkerson, Inspector 352-493-6711	\$121,435.00	<u>Start</u> 11/15/2013 <u>Completed</u> 2/2014

<u>2011 CDBG Sewer System Rehabilitation</u> CIPP lining of 1,400 LF of 8" diameter pipe.	Oneida Water & Wastewater Jack Lay, Mayor Town of Oneida 121 Municipal Drive Oneida, TN 37841 423 569-8300 John Burris, Project Engineer GRW Engineering 135 Fox Rd, Suite D Knoxville, N 37922 865 588-4166	\$290,070.00	<u>Start</u> 5/2013 <u>Completed</u> 1/2014
<u>CDBG Ph 6 Sewer Rehab</u> 3,200 linear feet 8"-12" and 2,400 linear feet 8"-12" in diameter and 142 vertical feet of manhole rehabilitation	LaFollette Utility Board 10330 Hardin Valley Rd. Suite 201 Knoxville, TN 37932 Michael Macindoe, PE 865-690-6419	\$305,000.00	<u>Start</u> 5/27/2013 <u>Completed</u> 1/2014
<u>FPN 432617 (E7145) Box Culvert & Headwall – Hillsborough Ajax Subcontract</u> CIPP Lining of 24" inch diameter of 117 LF and 25-36" inch diameter of 101 LF and 37"-48" inch diameter of 148 LF.	Ajax Paving Ind. of Florida 510 Gene Green Rd. Nokomis, FL 34275 James Price, Project Manager 813-769-1990	\$107,228.13	<u>Completed</u> 2/2014
<u>Piggly Wiggly CIPP</u> CIPP lining of 180 LF of 36", 60 LF of 42", and 200 LF of 48".	Edens 1221 Main St. Suite 1000 Columbia, SC 29201 Joe Edens III, Owner 803-744-2404 LAD Corporation of West Columbia 214 Martin Neese Rd. Swansea, SC 29160 Brad Stutts, Engineer 803-739-4483	\$185,660.00	<u>Completed</u> 2/2014
<u>Tottenham Road CIPP</u> CIPP lining of 15" inch diameter of 180 LF. Sub-contractor to On-Site Development.	Charlotte-Mecklenburg Storm Water Services 600 East Fourth Street Charlotte, NC 28202-2844 704-336-3611 Jim Fatula, Engineer On-Site Development 115 Rountree Lane Charlotte, NC 28217 Jeff McLoughlin, Engineer	\$21,440.00	<u>Start</u> 1/08/2014 <u>Completed</u> 1/20/2014

Attachment: Supporting Documents (19-5577 : Cured-In-Place Stormwater Pipe Relining PWUP 19-10)

	704-507-6652		
<u>2013 CIPP Submittal</u> CIPP lining of 787 LF of 8" diameter pipe at the Greenville Spartanburg International Airport.	Greenville-Spartanburg International Airport 2000 GSP Drive, Suite 1 Greer, SC 29651 Richard Piper, Director of Facilities 864-848-6241	\$41,441.10	<u>Start</u> 12/2013 <u>Completion</u> 1/2014
<u>Vista Grande CIPP</u> CIPP lining of 121 LF of 24" diameter pipe.	Charlotte-Mecklenburg Storm Water Services 600 East Fourth Street Charlotte, NC 28202-2844 704-336-3611 Jim Fatula, Engineer On-Site Development 115 Rountree Lane Charlotte, NC 28217 Jeff McLoughlin, Engineer 704-507-6652	\$21,440.00	<u>Start</u> 11/25/2013 <u>Completion</u> 12/2013
<u>Sewer System Rehabilitation -steam</u> CIPP lining of 10,500 linear feet of 8" diameter sanitary sewer	City of Travelers Rest 6711 State Park Rd Travelers Rest, SC 29690 Rogers and Callcott 426 Fairforest Way Greenville, SC 29607 David Desilt, Engineer 864-232-1556	\$713,788.00	<u>Start</u> 1/24/2013 <u>Completed</u> 12/2013
<u>Land Grant Rd. CIPP</u> CIPP lining of 150 LF of 24" LF diameter pipe. On-Site Development was the General Contractor for this project.	CMUD Storm Water Services 600 East Fourth St. Charlotte, NC 28202 On-Site Development 115 Rountree Drive Charlotte, NC 28217 Jay Sullivan, Engineer 704-507-6652	\$25,050.00	<u>Start</u> 10/21/2013 <u>Completion</u> 11/2013
<u>Walterboro, SC McDonald's CIPP</u> CIPP lining of 115 LF of 72" CMP McDonald's parking lot in Walterboro, SC. Davies General Contracting LLC was the General Contractor for this project.	Davies General Contracting LLC 2421 East Lake Rd. McDonough, GA 30252 Hiram Davis, Owner 678-432-6853	\$107,380.00	<u>Start</u> 10/11/2013 <u>Completion</u> 11/2013

	hiramdavies@daviesgc.com		
<u>Richland County – I-20 lining project</u> CIPP lining of 88 LF of 15" diameter pipe for the South Carolina Department of Transportation.	South Carolina Department of Transportation 955 Park Street Room 101 Columbia, SC 29201 Herman Crooks, Procurement Officer crookshl@scdot.org Mike Bagley, PE 803-786-0128	\$6,952.00	<u>October</u> 10/7/2013 <u>Completion</u> 11/2013
<u>CIPP Liners: Two Notch Rd. for Richland</u> CIPP lining of 175 LF of 18" diameter pipe and CIPP lining of 137 LF of 30" diameter pipe.	South Carolina Department of Transportation 955 Park Street Room 101 Columbia, SC 29201 Herman Crooks, Procurement Officer crookshl@scdot.org Mike Bagley, PE 803-786-0128	\$36,019.00	<u>Start</u> 9/5/2013 <u>Completion</u> 10/2013
<u>Chapel Hills Golf Course Sewer Lines Rehabilitation</u> Phase A of project consist of 900 linear feet of 21" and 1,600 linear feet of 30" CIPP lining. Phase B consist of 3,650 linear feet of 21" sanitary sewer lining using CIPP. Water	Douglas County Water & Sewer Authority 8763 Hospital Drive Douglasville, GA 30134 Miguel A. Baca, P.E. 770-949-7617	\$627,810.00	<u>Start</u> 5/2013 <u>Completion</u> 7/2013
<u>Sewer Lining Contract 2013</u> CIPP lining of 6" (381') 8" (19,770') 10" (841') 12" (1,850') 15" (157') diameter sanitary sewer <u>Steam Cure</u>	City of Concord 26 Union St. South Concord, SC 28026 Rick Blat, Engineer 704-920-542S	\$647,892.30	<u>Start</u> 3/22/2013 <u>Completion</u> 6/2013
<u>Water and Sanitary Sewer Improvements - FY 2011 CDBG</u> Project involves the pipe bursting of 3,000 linear feet of 8" to 10" diameter sanitary sewer and 8,000 linear feet of small diameter water line replacement	City of Sylvester 101 North Main St Sylvester, GA 31791 GC: Doyle Hancock & Sons 4182 GA Hwy 33 S. Doerun, GA 31744 Carol Hancock 229-776-3059	\$125,876.00	<u>Start</u> 4/2013 <u>Completion</u> 6/2013

Buncombe County – Asheville, NC CIPP lining of 6" (1,772') 8" (7,009') and 10" (2,207') diameter pipe	MSD Buncombe County 2028 Riverside Drive Asheville, NC 28804 Michael Schraven, Engineer 828-225-8288	\$778,564.00	<u>Start</u> 2/5/2012 <u>Completion</u> 5/19/2013
CMUD FY07 – Renewal #3 CIPP lining of 8" (14,161') and 10" (1,380) diameter pipe	Charlotte Mecklenburg Utility District 5100 Brookshire Blvd Charlotte, NC 28216 Keith Shirley, Engineer 704-391-5138	\$1,984,394.01	<u>Start</u> 7/8/2012 <u>Completion</u> 5/19/2013
2010 Misc. Sanitary Sewer Lining Contract Sewer Repairs Contract Cleaning, TV, CIPP Lining of 25,000 linear feet of 8" diameter pipe Water	City of Chattanooga 455 Moccasin Bend Road Chattanooga, TN 37405 Mike Patrick, Engineer 423-643-6190	\$900,000.00	<u>Start</u> 5/8/2011 <u>Extension</u> 5/5/2013
Stormwater Pipe Lining Project CIPP - 30 LF of 15" 477 LF of 18" 30 LF of 24" 708 LF of 36" 120 LF of 36"x46" Elliptical Water	City of Augusta 61 Clay Pit Road North Augusta, SC 29841 City of North Augusta David Caddell 803-441-4295	\$197,260.00	<u>Start</u> 2/24/2013 <u>Completion</u> 4/7/2013
South Mathis St Area CIPP Lining CIPP lining 2,921 linear feet of 8" diameter sanitary sewer Steam Cure	Greenwood Metropolitan District 110 Metro Drive Greenwood, SC 29646 Brian Waldrep, Engineer 864-942-3901	\$99,100.00	<u>Completion</u> 3/2013
Columbia Saluda River Basin #11 Sub-contractor 6,300 linear feet of 8"- Steam	City of Columbia 1136 Washington Street Columbia, SC 29217 Jason Rabon, Engineer 803-545-5400 General Contractor: Trussell Bros Construction 8024 Irmo Drive Columbia, SC 29225	\$377,806.50	<u>Start</u> 10/28/12 <u>Completion</u> 2/3/2013
GA Tech Eco Commons Infrastructure Pipe Rehab CIPP Over the Hole Wet Out and lining of 1385 linear feet of 72" diameter pipe and cementitious lining of arch space under Georgia Tech's campus is downtown streets.	Owner: Georgia Institute of Technology 955 Fowler St, NW Atlanta, GA 30332 Jeremiah Young 404-385-7462	\$1,194,143.00	<u>Start</u> 2/9/2012 <u>Completion</u> 6/14/2012

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	General Contractor: Manhattan Construction Company Don Bailey 404-351-0007		
<u>Sanitary Sewer Rehabilitation water</u> CIPP lining of 21, 121 LF of 8" to 15" diameter pipe and 16,574 LF of 15" - 48" diameter pipe.	City of Mount Pleasant, SC 1619 Rifle Range Road Mount Pleasant, SC 29464 David Darby, Engineer 843-375-5844	\$ 1,091,041.00	<u>Start</u> 8/7/2011 <u>Completion</u> 2/5/2012
<u>Barnett Shoals Sewer Rehabilitation</u> Sewer Repairs Contract Cleaning, TV, CIPP Lining of 5,500 linear feet of 8" diameter pipe, 2,000 LF of 10", and 9,600 LF of 12"	The Unified Government of Athens-Clark County, Georgia 124 E. Hancock Ave Athens, GA 30601 Edward A. Focht, Engineer 706-353-2868	\$ 1,150,615.95	<u>Start</u> 10/16/11 <u>Completion</u> 6/10/12
<u>KUB Third Creek SSO</u> Pipe Bursting lining of 14,314 linear feet of 8" diameter pipe and CIPP lining of 8" (7,790') and 12" (100') diameter pipe	Knoxville Utilities Board 4505 Middlebrook Pike Knoxville, TN 37950 Taylor Yokley, PE 865-594-8335	\$2,233,842.25	<u>Start</u> 8/14/2011 <u>Completion</u> 9/30/2012
<u>Knoxville Utilities Board Third Creek 28B1 Mini-basin Rehabilitation</u> Pipe bursting of 8" (1,4731') and 12" (832') diameter pipe along with CIPP lining of 8" (300') diameter pipe	Knoxville Utilities Board 4505 Middlebrook Pike Knoxville, TN 37950 Herschell Hall, PE 865-594-8234	\$1,581,984.80	<u>Start</u> 7/10/2011 <u>Completion</u> 8/26/2012
<u>Annual 2010 Standby Misc. Pipe Lining & Pipe Bursting</u> Fulton County, Georgia Cleaning, TV, CIPP Lining, 2011 CIPP quantities to date: 3,000 LF 8-36" CIPP	Fulton County Dept. of Public Works 141 Pryor Street, SW Atlanta, GA 30303 Steve Roberson, Engineer 404-612-7429	\$1,025,000.00 Annually	<u>Start</u> 6/19/2011 <u>Completion</u> 9/2/2012
<u>City of Dublin, GA</u> CIPP lining of 6" (6,411') 8" (6,282') and 10" (5,473') diameter pipe. Work also included manhole rehabilitation and service connections	City of Dublin, GA 215 Truxton Street Dublin, GA 31021 Gene Chervenak, Engineer 912-721-4102	\$ 1,154,249.50	<u>Start</u> 4/7/2011 <u>Completion</u> 12/30/12
<u>Fulton County – Annual Sanitary Sewer</u> CIPP rehabilitation of 7,622 linear feet of pipe ranging from 8" to 36" in diameter	Fulton County Department of Public Works 141 Pryor Street, SW Atlanta, GA 30303 Steve Roberson, Engineer 404-612-7429	\$1,023,150.00	<u>Start</u> 1/1/10 <u>Completion</u> 1/1/2012

<u>Stewart Reilly Drive Sewer Rehabilitation</u> Sewer Repairs Contract Cleaning, TV, CIPP Lining of 24"-36" pipe totaling 2,620 linear feet of CIPP	Cobb County Water System 660 South Cobb Dr. Marietta, GA 30060 Mike Wilson, Engineer 770-419-6345	\$519,164.00	<u>Completion</u> 1/2012
<u>City of Murfreesboro, TN</u> CIPP lining of 8" (7,404') 10" (600') 12" (956') 15" (453') and 18" (606') diameter pipe	City of Murfreesboro, TN 220 NW Broad St Murfreesboro, TN 37133 Valerie Smith, Engineer 615-848-3200	\$ 1,466,667.75	<u>Completion</u> 2012
<u>Columbia, SC – Sanitary Sewer Rehabilitation</u> CIPP lining and bypass pumping of over 100,000 linear feet of pipe ranging from 8" to 15" in diameter	City of Columbia 1136 Washington Street Columbia, SC 29217 Jason Rabon, Engineer 803-545-5400	\$2,818,887.00	<u>Start</u> 1/30/2011 <u>Completion</u> 7/17/2011
<u>Four Oaks Dr. & Trailridge Way</u> Sewer Repairs Contract Cleaning, TV, CIPP Lining of 18"-30" pipe	City of Dunwoody 41 Perimeter Center East Suite 250 Dunwoody, GA 30346 David Elliott, Engineer 404-626-4212	\$58,880.00	<u>Completion</u> 11/2011
<u>Storm Sewer Rehabilitation Using CIPP, RFQ 11-012</u> Sewer Repairs Contract Cleaning, TV, CIPP Lining of 30"-36" pipe	City of Smyrna Department of Public Works 2190 Atlanta Road Smyrna, GA 30080 Scott Stokes, Engineer 770-431-2850	\$55,700.00	<u>Completion</u> 7/2011
<u>Dobbins ARB – 1383 Barrack Court</u> Sewer Repairs Contract Cleaning, TV, CIPP Lining of 12"-24" pipe	Dobbins ARB Smyrna, Georgia General Contractor Richard R. Harp Excavation 155 Greencastle Road Tyrone, GA 30290 Charles Allender, Engineer 770-460-7747	\$79,000.00	<u>Completion</u> 2/2011
<u>2010 Standby Miscellaneous Pipe Lining & Pipe-Bursting</u> Sewer repairs of 18" pipe using CIPP and Pipe Bursting technology	Fulton County Department of Public Works 141 Pryor Street, SW Atlanta, GA 30303 Steve Roberson, Engineer 404-612-7429	\$1,023,150.00	<u>Completion</u> 8/2011

Attachment: Supporting Documents (19-5577 : Cured-In-Place Stormwater Pipe Relining PWUP 19-10)

<u>2008 Sanitary Sewer Rehabilitation Program</u> Sewer Repairs Contract Cleaning, TV, CIPP Lining of 8"-10" pipe	City of Marietta Board of Lights & Water P.O. Box 609 Marietta, GA 30061 770-794-5502 Engineer: Atkins Engineering Tom Jones, P.E. 192 Anderson St., Suite 150 Marietta, GA 30060 770-426-5316	\$974,122.00	<u>Completion</u> 1/2011
<u>Town of Pinetops Sewer Line Rehabilitation Project</u> CIPP Lining and bypass pumping of 10,607 linear feet of 8" pipe	Town of Pinetops 101 E. Hamlet St Pinetops, NC 27864 Gregory Bethea, Engineer 252-827-4435	\$ 453,504.43	<u>Start</u> 1/23/2011 <u>Completion</u> 5/22/2011
<u>ACC/CMUD EXT #2</u> CIPP lining of 8" (18,233') 10" (1,611') 12" (2,458') and 15" (1,101') diameter pipe	Charlotte – Mecklenburg Utility District (CMUD) 5100 Brookshire Blvd Charlotte, NC 28216 Greg Williams, Engineer 704-483-7120	\$ 1,072,975.00	<u>Completion</u> 2011
<u>Sanitary Sewer Rehabilitation for the City of Union Point ARRA CWSRF 09-004</u> Pipe Bursting project of 8" (\$,300') and 10" (1,640') diameter pipe and CIPP lining of 8" (8,181') and 10" (436') diameter pipe	City of Union Point 107 Scott Street Union Point, Georgia 30669 Wayne Jackson, Engineer 706-486-4102	\$1,055,103.89	<u>Completion</u> 6/15/2010
<u>2009 Sanitary Sewer Rehabilitation Program</u> Sewer Repairs Contract Cleaning, TV, CIPP Lining of 8"-10" pipe totaling 5,700 linear feet of CIPP	City of Marietta Board of Lights & Water P.O. Box 609 Marietta, GA 30061 770-794-5502 Engineer: Atkins Engineering Tom Jones, P.E. 192 Anderson St., Suite 150 Marietta, GA 30060 770-426-5316	\$464,850.00	<u>Completion</u> 2/2010
<u>Underground / KUB-First Creek</u> CIPP lining of 5,490 linear feet of 8" diameter pipe	Knoxville Utilities Board 835 E. Jackson Ave. Knoxville, TN 37915 Hershel Hall, Engineer 865-594-8234	\$ 215,900.00	<u>Completion</u> 2010

<u>Hurst / KUB – Second Creek #9735</u> CIPP lining of 8" (4,196') and 10" (1,190') diameter pipe	Knoxville Utilities Board 835 E. Jackson Ave. Knoxville, TN 37915 Hershel Hall, Engineer 865-594-8234	\$ 194,490.00	<u>Completion</u> 2010
<u>Portland/KUB-UT</u> CIPP lining of 8" (4,864') and 10" (1,891') diameter pipe	Knoxville Utilities Board 835 E. Jackson Ave. Knoxville, TN 37915 Hershel Hall, Engineer 865-594-8234	\$236,400.00	<u>Completion</u> 2010
<u>Hailey/KUB- Fourth Creek</u> CIPP lining of 8" (3,801') 10" (1,869') and 12" (767') diameter pipe	Knoxville Utilities Board 835 E. Jackson Ave. Knoxville, TN 37915 Hershel Hall, Engineer 865-594-8234	\$330,850.00	<u>Completion</u> 2010
<u>Atlantic Coast / CMUD</u> CIPP lining of 8" (16,963') and 12" (2,217') diameter pipe	Charlotte – Mecklenburg Utility District (CMUD) 5100 Brookshire Blvd Charlotte, NC 28216 Greg Williams, Engineer 704-483-7120	\$1,072,975.00	<u>Completion</u> 2010
<u>Underground/Kingsport/Lynn Garden</u> CIPP lining of 8" (2,470') 10" (330') 12" (365') 15" (2,456') and 18" (2,225') diameter pipe	City of Kingsport, TN 424 Broad Street Kingsport, TN 37660 Sandra Crawford, Engineer 423-229-9401	\$374,520.00	<u>Completion</u> 2010
<u>Emerald, Inc. / Pocalla Crossing - Sumter, SC</u> CIPP lining of 8" (598') 21" (129') and 39" (171') diameter pipe	Emerald, Inc. 2520 Tahoe Drive Sumter, SC 29150 Ronny Lowder, Engineer 803-469-5454	\$316,069.00	<u>Completion</u> 2010
<u>Darden Restaurants – Red Lobster</u> CIPP rehabilitation of 120 linear feet of 36" pipe	Darden Restaurants, Inc. 2862 Spicewood Ln, NW Kennesaw, GA 30152 Luis Guasch, Facility Manager – Darden Restaraunts 407-616-7417	\$66,103.00	<u>Completion</u> 12/2009
<u>Hurst/KUB-Second Creek</u> <u>Knoxville, Tennessee</u> CIPP rehabilitation of 6,838 linear feet of 8" and 15" pipe	Knoxville Utilities Board 835 E. Jackson Ave. Knoxville, TN 37915 Hershel Hall, Engineer 865-594-8234	\$146,273.00	<u>Completion</u> 2009

<u>CMUD FY07 – Renewal #1</u> <u>Charlotte, North Carolina</u> CIPP project consisting of 8"(27,717 LF), 10"(4,866 LF), 12"(1,904 LF), 15"(464 LF), and 54"(896 LF) pipe	Charlotte – Mecklenburg Utility District (CMUD) 5100 Brookshire Blvd Charlotte, NC 28216 Keith Shirley, Engineer 704-391-5138	\$3,785,138.00	<u>Completion</u> 2009
<u>Portland / Hendersonville</u> <u>Hendersonville, Tennessee</u> CIPP project consisting of 8"(4,130 LF), 10"(2,436 LF), and 12"(2,585 LF)	Portland Utilities PO Box 510 Portland, TN 37148 Ernie Woodcock, Engineer 615-325-3374	\$326,600.00	<u>Completion</u> 2009
<u>JJG / Beaufort, South Carolina</u> Sewer Repairs Contract Cleaning, TV, CIPP Lining of 8" (166') 18" (120') 24" (120') and 30" (120') diameter pipe	Jordan Jones & Goulding, Inc. 6801 Governors Lake Pkwy Norcross, GA 30071 Steve Lindsey, Engineer 901-573-4128	\$128,825.00	<u>Completion</u> 2009
<u>Madden Phillips Construction</u> CIPP lining of 24" (156') 36" (129') and 42" (458') diameter pipe	Madden Phillips Construction 305 Mann Drive Piperton, TN 38017 Glen Sherman, Engineer 901-854-0029	\$137,020.00	<u>Completion</u> 2009
<u>CMUD FY07 – Renewal #2</u> <u>Charlotte, North Carolina</u> Sewer Repairs Contract Cleaning, TV, CIPP Lining of 8" (30,566') 10" (326') and 12" (1,456') diameter pipe	Charlotte – Mecklenburg Utility District (CMUD) 5100 Brookshire Blvd Charlotte, NC 28216 Aaron Frazier, Engineer 704-822-8444	\$3,785,137.75	<u>Completion</u> 2009
<u>First Utility District – Sanitary Sewer Rehabilitation</u> <u>FY 08</u> CIPP lining and bypass pumping of 8" to 18" diameter pipe. CIPP total footage 60,699 LF	First Utility District 122 Durwood Road Knoxville, TN 37933 Pat Spangler, Engineer 865-966-9741	\$2,521,723.00	<u>Completion</u> 3/2009
<u>First Utility District</u> <u>Knoxville, Tennessee</u> CIPP lining of over 65,000 linear feet of pipe ranging in diameter from 8" to 18"	First Utility District 122 Durwood Road Knoxville, TN 37933 Scott McDonald, Engineer 865-966-1000	Originally \$225,051.00 After Changes \$2,521,723.00	<u>Start</u> 10/2006 <u>Completion</u> 3/2009
<u>Hurst/KUB-Third Creek</u> <u>Knoxville, Tennessee</u> CIPP rehabilitation of 10,441 linear feet of 8" to 10" pipe	Knoxville Utilities Board 835 E. Jackson Ave. Knoxville, TN 37915 Hershel Hall, Engineer 865-594-8234	\$803,080.00	<u>Completion</u> 2008

<u>Hurst/KUB Minibasin 10B1/10C1</u> <u>Knoxville, Tennessee</u> CIPP rehabilitation of 12,078 linear feet of 8" and 10" pipe	Knoxville Utilities Board 835 E. Jackson Ave. Knoxville, TN 37915 Hershel Hall, Engineer 865-594-8234	\$378,189.90	<u>Completion</u> 2007
<u>CMUD FY07</u> <u>Charlotte, North Carolina</u> TV, Cleaning and CIPP lining of 87,677 linear feet 8" to 15" in diameter	Charlotte – Mecklenburg Utility District (CMUD) 5100 Brookshire Blvd Charlotte, NC 28216 Aaron Frazier, Engineer 704-822-8444	\$3,621,580.55	<u>Start</u> 4/2005 <u>Completion</u> 4/2006
<u>CMUD – Manhole and Point Repair Project</u> Sewer contract consisting of manhole repair, point repairs, and CIPP lining of 19,180 linear feet of 8" and 12" pipe	Charlotte – Mecklenburg Utility District (CMUD) 5100 Brookshire Blvd Charlotte, NC 28216 Keith Shirley, Engineer 704-391-5138	\$1,116,323.19	<u>Start</u> 8/2005 <u>Completion</u> 4/2006
<u>Knoxville Utilities Board – Second Creek Mini-Basin OSA-4</u> CIPP lining of 17,494 8" including bypass pumping	Knoxville Utilities Board 835 E. Jackson Ave. Knoxville, TN 37915 Hershel Hall 865-594-8234, Engineer	\$1,594,182.00	<u>Start</u> 8/2005 <u>Completion</u> 4/2006

PROFESSIONAL LICENSING

GEORGIA SECRETARY OF STATE

Licensee Details

Licensee Information

Name: IPR Southeast LLC**Owner:** Joe Cutillo**Address:** 5207 Brer Rabbit Road

Stone Mountain GA 30083

Primary Source License Information

Lic #: UC302214**Profession:** Utility**Type:** Utility Contractor**Secondary:****Method:** Application**Status:** Active**Issued:** 6/7/2012**Expires:** 4/30/2021**Last
Renewal Date:** 4/26/2019

Associated Licenses

Relationship: Supervisor**Licensee:** Simpson, Eric**License
Type:** Utility Manager**License #:** UM102269**License
Status:** Active**Established:** 6/7/2012**Association
Date:** 6/7/2012**Expiry:****Type:** Prerequisite User

Public Board Orders

Please see Documents section below for any Public Board Orders

Other Documents

No Other Documents

Data current as of: April 30, 2019 10:0:28

This website is to be used as a primary source verification for licenses issued by the Professional Licensing Boards. Paper verifications are available for a fee. Please contact the Professional Licensing Boards at 478-207-2440.

Attachment: Supporting Documents (19-5577 : Cured-In-Place Stormwater Pipe Relining PWUP 19-10)



Secretary's Certificate of

IPR Southeast, LLC

(The "Company")

The undersigned hereby certifies, on behalf of the Company, as follows:

- 1) He is the duly elected and qualified President and Chief Executive Officer:
- 2) The following individuals are the duly elected and qualified officers the company, (each an "Officer" and collectively the "Officers") elected by the Board of Directors of the Company of occupying the positions set forth next to their respective names below:

Robert McCrae - President and CEO
 Wendy Wilkes - CFO and Secretary
 Patrick Maginn - COO and Vice President
 Jamee Bedingfield - Treasurer
 Jacob Crowe - Assistant Secretary
 Richard Janofsky - Assistant Secretary

- 3) Each of the Officers is duly authorized, on behalf of the Company, to bid upon and enter into any competitive contract (each a "Bid" and collectively the "Bids") related to the Company's business, and is hereby authorized, on behalf of the Company, to execute and deliver any contracts, agreements or documents required in connection with any such Bid (such authority conferred on the Officers the Board of Directors of the Company effective HELD FRIDAY APRIL 10, 2019.)

By: 
 Robert McCrae, President and Chief Executive Officer

Dated: April 10, 2019

Attachment: Supporting Documents (19-5577 : Cured-In-Place Stormwater Pipe Relining PWUP 19-10)



MAYOR **CRAIG NEWTON** • MAYOR PRO TEM **ANDREW HIXSON** • COUNCILMAN **JOSH BARE** • COUNCILMAN **MATT MYERS** •
COUNCILMAN **BRUCE GAYNOR** • COUNCILWOMAN **ELAINE PUCKETT** CITY MANAGER **RUDOLPH SMITH** • CITY CLERK • **MONIQUE LANG**

City of Norcross

Legislation Details (With Details)

File #:	19-5574	Version:	
Type #:	Agenda Item	Status:	Agenda Ready
On Agenda:	1/6/2020 6:30 PM	In Control:	Policy Work Session
Title:	Setting of 2020 Election Qualifying Fees		

Sponsors:

Code Sections: O.C.G.A. § 21-2-131
(a)(1)

Attachments:

1. [Memo - qualifying fees](#)
2. [Advertisement for Qual Fees](#)

Title
Setting of 2020 Election Qualifying Fees

Drafter
Monique Lang

A motion to Approve/Deny the attached qualifying fees as presented.



Memorandum

To: Mayor and Council
From: Monique Lang, Elections Superintendent
Date: 12/16/2019
Re: Qualifying Fees

Each year that an election is to be held, the governing authority shall fix qualifying fees for the office to be filled, no later than February 1. The fees shall be 3 percent of the total gross salary of the office paid in the preceding calendar year.

I have attached the advertisement that will be published for your review and approval.

STATE OF GEORGIA

CITY OF NORCROSS

QUALIFYING FEE NOTICE

Pursuant to O.C.G.A. §21-2-131 (a)(1), the following qualifying fees were set by the Norcross Mayor and Council in the Mayor and Council meeting on January 6, 2020:

Mayor	\$ <u>310.50</u>
Councilmember	\$ <u>243.00</u>

Qualifying for the offices listed above will begin at 8:30 a.m. on August 17, 2020, and will end at 4:30 p.m. on August 21, 2020. The General Election will be held on November 3, 2020.

Election Superintendent
City of Norcross

Attachment: Advertisement for Qual Fees (19-5574 : Setting of 2020 Election Qualifying Fees)



MAYOR **CRAIG NEWTON** • MAYOR PRO TEM **ANDREW HIXSON** • COUNCILMAN **JOSH BARE** • COUNCILMAN **MATT MYERS** •
COUNCILMAN **BRUCE GAYNOR** • COUNCILWOMAN **ELAINE PUCKETT** CITY MANAGER **RUDOLPH SMITH** • CITY CLERK • **MONIQUE LANG**

City of Norcross

Legislation Details (With Details)

File #:	19-5503	Version:	
Type #:	Agenda Item	Status:	Agenda Ready
On Agenda:	1/6/2020 6:30 PM	In Control:	Policy Work Session
Title:	Newly Elected Officials Manual		

Sponsors:

Code Sections:

Attachments:

1. [Newly Elected Official Manual](#)

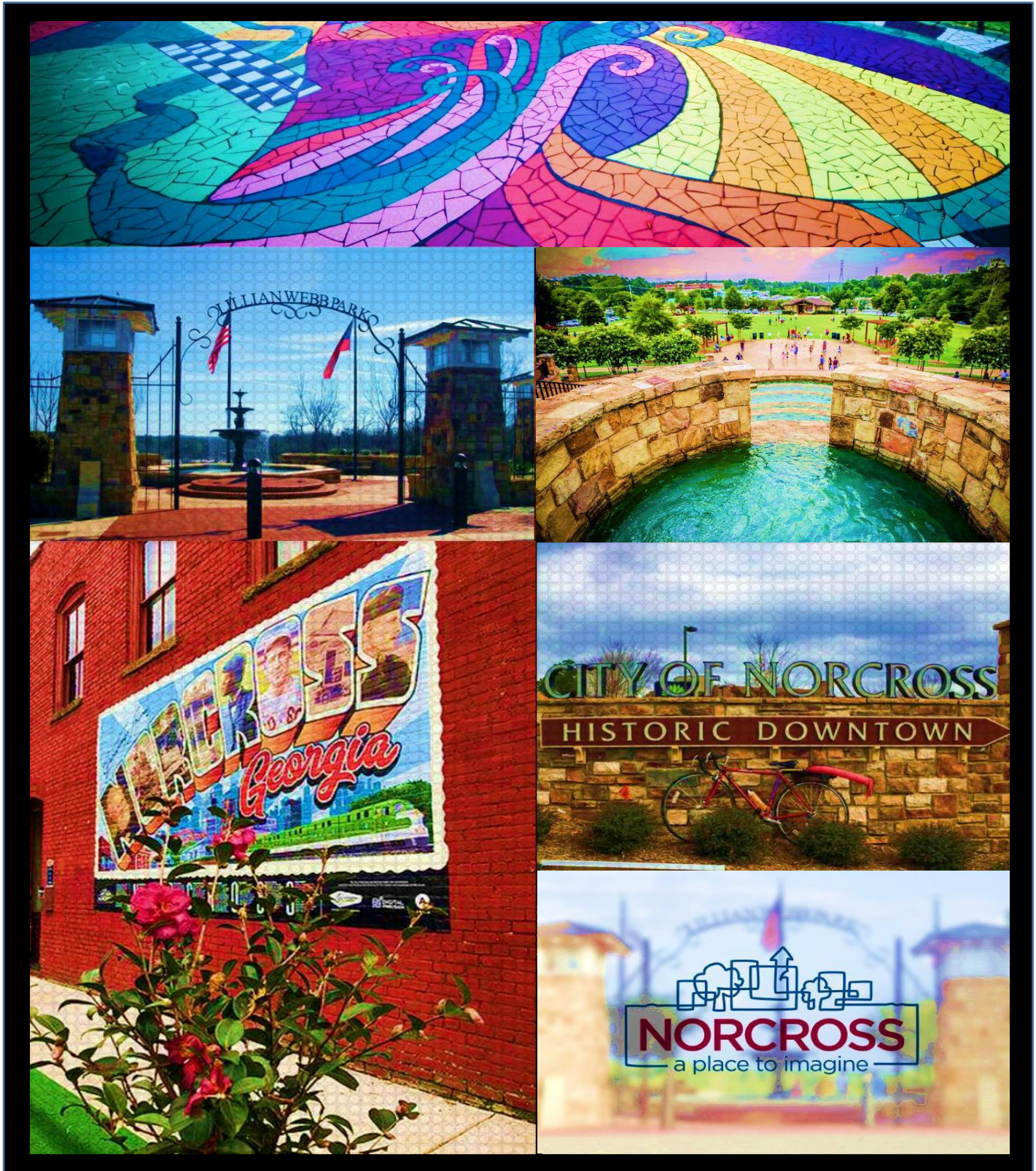
Title
Newly Elected Officials Manual

Drafter
Monique Lang

Motion
A motion to Approve/Deny the attached Newly Elected Officials Manual as presented.

City of Norcross

Newly Elected Officials Manual



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Congratulations and Welcome!

Your voters have put their trust in you to bring about and make decisions that are in their best interests. You are now part of a team expected to make decisions that will affect all of the citizens objectively and fairly. It is very important that your constituents see you working as a team. Voters in your municipality very quickly recognize when there is dissention among members of council. When voters recognize council dissention, they lose confidence in council's ability to manage the municipality. This guide provides information about various aspects of running your municipality and shares tips on making your term of office successful and impactful.

Disclaimer: This handbook is an overview of municipal administration for council members. It is not a substitute for reading and understanding legislation.

Introduction from Council



Councilman

Josh Bare

Contact Information:

Phone: 678-313-4568

Email: josh.bare@norcrossga.net



My name is Josh Bare and I've lived in Norcross since the age of one. Growing up in Norcross, I remember playing in the parks and taking walks with my family around the City's vibrant downtown. My father started a business here for which is still based in Norcross. My wife, Amanda, and I were married in 2000 and moved into our current home on North Peachtree in 2001 where we now raise our four beautiful children. While being a long-time resident of Norcross, we've had the opportunity to witness and capture a multitude of memories for which we are so blessed. My wife and I enjoy living in a community made up of folks from all walks of life. Old and young, established and just getting started, big families and empty nesters. We cherish this mix as it is a specific factor that has kept us in Norcross that we feel is key to our success as a friendly kind of place.

Throughout my political career in running for Council, I've encountered many losses. In 2002, I ran for a seat on the City of Norcross Council and was unsuccessful in my attempts. The following year I ran for a second time, this time for the seat vacated by Craig Newton, and won. I served a two-year term from 2004 to 2005. After serving a two-year term, my re-election efforts were unsuccessful and Terry Bowie replaced me on the Council. After a few more failed attempts at running for a Council seat, my wife and I decided to shift our focus towards expanding our family. In 2014, I decided to run again and was blessed with a victory. It has been wonderful returning to continue representing the City of Norcross.

My decision to run for a seat on the City Council arose from my desire to give back to the City of Norcross by getting more involved. It has been a very positive experience to serve with other members of the community on the Council. I have also enjoyed getting to know the city staff. Many people in Norcross are passionate and eager to get involved and volunteer. Rudolph, the City Manager, is highly customer-service driven and our Police Chief, Bill Grogan, represents the City superbly. While working to accomplish our goals, I hope to continue facilitating Norcross in being a strong community where folks know their neighbors, feel welcome and are passionate about where they live.

While there are many important issues to be addressed, I look forward to working with my colleagues on the Council to establish priorities and make progress in the coming year. On behalf of the Mayor and Council for the City of Norcross, we welcome you as a new Councilmember.

Introduction

The City of Norcross: “A Place to Imagine”

The City of Norcross is a picturesque community that blends authentic historic charm with a trendy lifestyle. As the second oldest city in Gwinnett, heritage is a huge source of local pride and its influence on the local “way of life” can be seen in the slower pace of people passing by as well as in the vibrant energy of its historic downtown. It’s a city where everyone still knows everyone and where civic engagement is abundant.

But don’t let the small-town charm lead you into underestimating this city—Norcross is an economic powerhouse with a strong and diverse business environment heavily engaged in the growing technology, business services, creative industries, and other wide-ranging business sectors. The 6.5 square-mile community has also received recognition in the areas of sustainability, affordable housing, healthy living and more. Norcross is a forward-thinking and proactive city committed to creating a “live-work-play” environment while maintaining its unique historic character.

One of the most defining aspects of Norcross’s population – and the city itself- is its racial and ethnic diversity, with a population of about 15,854 residents:

- White Alone: 45.5 %
- Black or African American Alone: 18.6 %
- Asian Alone: 10 %
- Some Other Race Alone: 24.6 %
- Two or More Races: 2.5 %

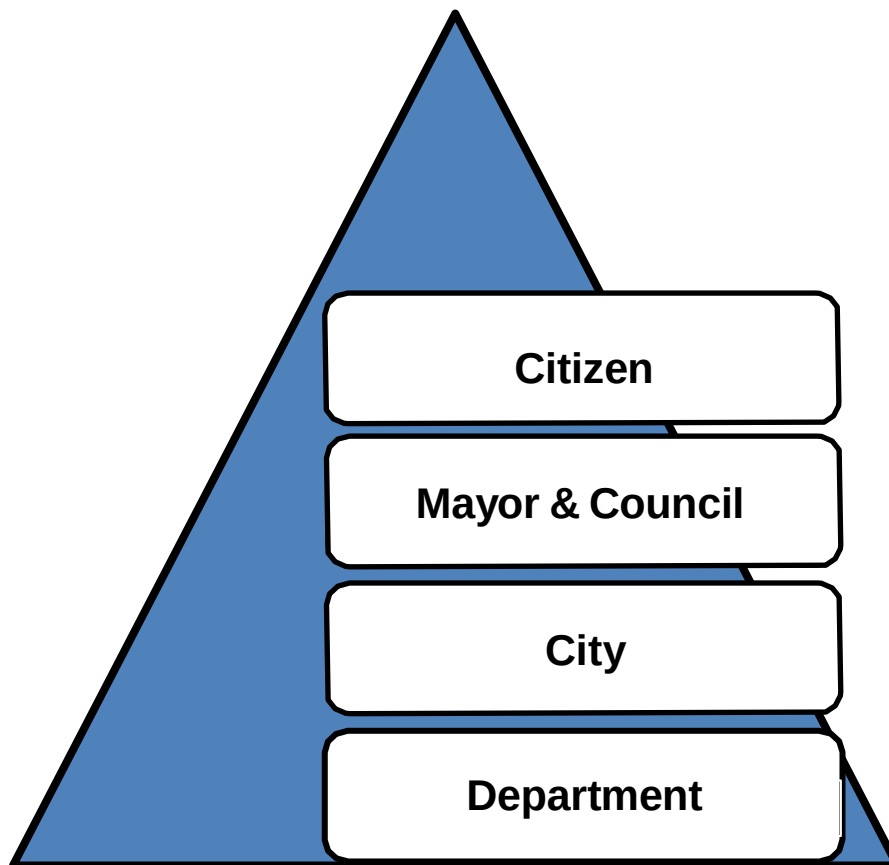
The Census considers Hispanic/Latino to be an ethnicity rather than a race; almost half (46.7%) of Norcross’ population identifies as Hispanic/Latino, regardless of race.

Part 1: Structure of Municipal Government

I. Council-Manager Form of Government

One of the most important aspects of effective government is defining, understanding, and accepting the appropriate roles of elected and appointed officials.

Norcross has chosen to operate as a Council-Manager form of government. In this form of government, the City Council is recognized as the governing body of the City, elected by the public and serving part-time, while the City Manager is hired by the Council and serves at their pleasure, carrying out policies established by the Council. The City Council provides legislative direction, while the City Manager oversees the day-to-day administrative operations of the City, based on policy set by Council. Core functions of the City Council include setting policy, approving the budget, determining tax rates, etc. Core functions of the City Manager include preparing the budget, directing daily operations, and hiring and firing personnel.



II. City Council – General Authority & Responsibilities

Effective management of a municipality is enhanced when elected officials and appointed staff clearly understand and agree on their respective roles as defined by their form of government, the city charter, and the code of ordinances.

As a general rule, the City Council is the legislative body, and its members are the community's decision-makers; the City Manager. In this sense, Norcross' government works similarly to a major corporation with a part-time Board of Directors (Council) that sets policy and provides oversight and a CEO (City Manager) that carries out the policy and provides professional management of the day-to-day operations.

As elected officials, the Council implements the community's vision through the policies it enacts.

III. Role of City Council

The following is a brief overview of the various roles that the City Council undertakes. Many of these roles are explained in greater detail in Chapter 1 of the GMA Handbook for Georgia Mayors and Councilmembers.

One of the most visible roles that the City Council has is its legislative responsibilities, which involve setting policy for the City. Some of these include, but are not limited to:

- Establish Policy
 - Adopting ordinances and resolution
 - Govern the health, welfare, comfort, and safety of the city's residents
 - Setting the millage rate for property taxes
 - Approving the annual budget and City expenditures
 - Establishing priorities for City services
 - Entering into contracts, establishing policies and procedures
 - Hearing rezoning and annexation requests
 - Article II, Section 2.16 of the City Code provides more details on the Council's legislative authority.
- Appoint/Supervise Officials
 - The City's appointed boards, commissions, and authorities assist the Council by serving in an advisory capacity and by overseeing various functions or projects. The City Charter grants the Council authority to create such bodies and to establish their composition, duties, period of existence, etc. Some examples of the City's appointed bodies include the Planning Commission, Zoning Board of Appeals, Public Arts Commission, Downtown Development Authority, and others. Norcross' appointed boards are outlined in further detail in Chapter 7 of this document.
 - In addition to appointing boards, commissions, and authorities, the Council also appoints people to serve in individual capacities, such as the City Manager, Judges, Solicitors, City Attorney, etc.
- Provide Community Leadership
 - Council members will be offered many opportunities, both as a whole and individually, to take a visible role in interacting with and engaging the community and to show public support for the City's various initiatives and programs. Some examples of these include

participating in and encouraging community involvement in strategic planning efforts (the Strategic Plan, Comprehensive Plan, park master planning, etc.), volunteering at City events and projects, sitting on various appointed Boards, etc.

- The Council members have an important role in interacting with the community - listening to wishes of constituents and communicating the City's vision and goals.
- Council members will help to represent the City's interests at various regional, county, state, and federal levels. The City Manager will make the Council aware of these various opportunities as they arise.
- Decision-Making
 - Closely related to the Council's legislative authority is the role Councilmembers play in making important decisions that provide guidance to staff for carrying out the day-to-day operations of the City.
 - Such decisions might include direction on project scope, feedback on various City initiatives or programs, etc.
 - While typically less formal than the Council's legislative powers (many times not requiring a formal vote in a Council meeting), such decisions are important and will typically be included as a discussion item for a Council Work Session.

IV. Role of Mayor

- The Mayor serves as the presiding officer and chair of all meetings of the City Council.
- The Mayor may participate in all deliberations of the Council in the same manner as other members.
- The Mayor administers oaths and executes all written and approved contracts, ordinances, and other documents executed by the City
- Serves as the City's ceremonial representative at public events and functions; Councilmembers are welcome to attend as well.
- The official spokesperson for the Council articulating actions taken, fielding questions about the City's policies and intentions, etc.
- Appoints individuals to committees, study groups, etc. In certain cases, Councilmembers will be asked to submit nominees for such committees and groups and the Mayor will then ratify those nominees i.e. Housing Authority.
- Presides over all meetings
- Responsible for signing contracts, ordinances and other instruments executed by the governing body
- Emergency Authority of Mayor: Per the City Code, the Mayor has the authority to declare a state of emergency under appropriate conditions. For more details on the conditions for this declaration, please see Article II, Sections 14- 31 of the City Code.

V. Role of Mayor Pro-Tem

- One Council member serves as the Mayor Pro Tempore (Pro-Tem) and performs the duties of Mayor in his/her absence or disability.
- The Mayor Pro-Tem is elected on an annual basis by the City Council during the January Council meeting.
- For more details, please see Section 2.27 of the Charter.

VI. Role of City Manager

- Authorized to appoint and remove department heads
- Responsible for preparing the proposed budget for submission to city council and reports directly to the full council
- Oversees the executive functions of daily oversight and policy implementation
- Supervises administrative affairs
- Appoints and removes department leads and employees in administrative service
- Makes policy recommendations to Council
- Keeps Council advised on financial condition and future need
- Prepares and submit an annual budget

Part 2: Intergovernmental Relations

Intergovernmental relations refers to the interactions between different governmental entities, such as Gwinnett County, the State, the School Board, the Atlanta Regional Commission, etc. Many of the Council's legislative functions will involve negotiation and coordination with other governments, such as distribution of various tax revenues, negotiation of the Service Delivery Strategy (SDS), etc. Council members will interact with elected and appointed officials from other governmental entities regularly.

I. Service Delivery Strategy (SDS)

House Bill 489, known as the Service Delivery Strategy (SDS) Act of 1997, requires every county within the State of Georgia to develop and adopt a service delivery strategy that outlines current and future service delivery arrangements. In short, the strategy essentially outlines which government entities within a County are providing certain services, ensuring they are provided Countywide in a manner that eliminates the unnecessary duplication of services. The strategy must be reviewed, renegotiated (if necessary), and re-adopted every 10 years by each of the affected jurisdictions. The strategy must be submitted to the Georgia Department of Community Affairs for verification in order to remain eligible for state-administered financial grants or state permits.

In order for the Service Delivery plan of each county and city to be approved by DCA, it must include four required components:

- Identification of current service delivery arrangements (1)
The strategy must identify all local government services presently provided or primarily funded by each government and authority within the county and describe the geographic area in which the identified services are provided.
- Identification of future service delivery arrangements (2)
The strategy must indicate which local government authority will provide each service, the geographic areas of the county in which each service will be provided and a description of any services provided by any local government to any area outside its geographical boundaries.
- Funding sources of both current and future services (3)
The strategy must describe the funding source for each service to be provided. This component must indicate the source of revenue each local government will use to fund each service it will provide within the county.
- Identification of the legal mechanisms that will be used by each of the jurisdictions to implement the service delivery strategy (4)
The strategy must identify the mechanisms, if any, to be used to implement the service delivery strategy, such as intergovernmental agreements, ordinances, resolutions, etc.

II. SPLOST

Another important issue that involves coordination with Gwinnett County and the municipalities is SPLOST (Special Purpose Local Option Sales Tax). The 2009 SPLOST program is currently underway; collections for this program began April 1, 2009, and will extend through March 31, 2014. To extend the SPLOST program beyond this timeframe, the voters will need to reauthorize it, which would likely occur in the November 2013 election. This would require Gwinnett County and the municipalities to negotiate in two different areas:

- **Projects:** State law requires the County and municipalities to identify potential project categories for voters to consider as part of the referendum. As the voters are considering categories on a County-wide basis, the County and municipalities must reach consensus on what those will be. Types of projects include:
 - Roads, streets, and bridges, which may include sidewalks and bicycle paths.
- **Revenue Distribution:** The County and municipalities negotiate not only the percentage of revenue that will be distributed to the County and then to the municipalities as a whole, but the municipalities must also agree to a formula for how they will distribute their share among themselves. The current distribution is based on population.

III. Organizations

There are several organizations that help to facilitate intergovernmental relations, both within Gwinnett County and around the region and state. Norcross' Councilmembers and staff have had a strong tradition of holding leadership roles within each of these organizations. Some of these are as follows:

- **Gwinnett Municipal Association** – The Gwinnett Municipal Association (GwMA) is a non-profit organization that was formed by the cities of Gwinnett County to foster better cooperation among the municipalities and to improve the understanding of the complex issues that cities face. The GwMA holds general membership meetings regularly, which are open to the elected officials and staff. For more information, please see www.gwinnettmunicipalassociation.org.
- **Atlanta Regional Commission (ARC)** – The ARC is the regional planning and intergovernmental coordination agency for the 10-county metro area. Norcross' elected officials take part in providing input and helping to develop the regional plans and initiatives that ARC oversees. The ARC also provides numerous training opportunities for elected officials and staff. For more information, please see www.atlantaregional.com.
- **Georgia Municipal Association (GMA)** – GMA is a statewide organization that provides leadership, tools, and services to assist local municipalities. GMA offers a number of training opportunities, including the annual Mayor's Day Conference (January) and Convention (June). GMA's website www.gmanet.com includes a wealth of resources, including training materials for elected officials, legislative tracking, and news reports from municipalities across the state, an on-line version of the Georgia Cities newspaper, etc. Two of GMA's resources are: A Survival Guide for Newly Elected Municipal Officials and GMA Handbook for Mayors & Council Members.
- **Department of Community Affairs (DCA)** - DCA is a statewide organization that provides community development efforts to build strong, vibrant communities. DCA has a broad reach that includes comprehensive planning, safe and affordable housing, downtown development, community infrastructure, and economic development finance.

Part 3: Conflicts of Interest, Ethics & Liability of Elected Officials

I. Conflicts of Interest

The state laws regarding ethics and conflicts of interest are some of the most important for Councilmembers to be aware of and follow. Essentially, these laws prohibit any Councilmember from voting on any question that is brought before the Council in which he/she is personally involved. Due to both the complexity of these laws and the significant consequences, if violated, it is highly suggested that Councilmembers discuss the law and potential conflicts with the City Attorney.

Section 2.14 of the City Charter details the City's position on conflicts of interest. Chapter 1 of the GMA Handbook for Georgia Mayors and Councilmembers includes a section on "Ethics, Conflict of Interest, and Abuse of Office," that provides more reference on state law. Again, the City Attorney is the best resource for this information.

II. Code of Ethics

Norcross has obtained certification from the Georgia Municipal Association as a Certified City of Ethics. The ethics ordinance includes guidelines to ensure that the City is operated in a manner that is, and gives the appearance of being, independent and impartial. To earn a "Certified City of Ethics" designation, a city must adopt a resolution establishing the five ethics principles for the conduct of the city's officials and adopt an ethics ordinance that meets minimum standards approved by the GMA Board. The following five ethics principles are designed to guide the elected officials as individuals and as a governing body:

- Serve others, not ourselves
- Use resources with efficiency and economy
- Treat all people fairly
- Use the power of our position for the wellbeing of our constituents
- Create an environment of honesty, openness and integrity.

III. Liability of Elected Officials

The City provides a number of high profile services, such as public safety, roads, parks, etc. that carry some degree of risk and liability. The City must always approach its responsibilities in a manner that reduces the potential of risk and liability for all involved.

The City Attorney will provide guidance to the City and Councilmembers on reducing liability. It is important to understand that violations of certain laws and regulations by individual members of the City may result in personal liability that is not covered by the City's insurance or can be represented by the City Attorney. Examples may include discrimination, harassment, fraud, etc. municipalities can prevent liabilities by abiding by the following:

- Don't use public office for private matters
- Correct mistakes; don't ignore them
- Have, follow, and update policies
- Conduct and attend training
- Only adopt those policies and regulations that the city is prepared to actually enforce
- Generate only the infrastructure that the city is prepared to maintain
- Conduct periodic liability coverage audits
- Consult with the city attorney on controversial matters or when in doubt about the legality or potential

Part 4: Open Meetings & Open Records

Principles of openness in government are found in the Constitution of Georgia, the common-law of the State of Georgia, and our state statutes. The two acts that apply to most meetings and records are known as the “Sunshine Laws,” which in 2012 underwent their first major revision in more than a decade. These consist of the Open and Public Meetings Act (O.C.G.A. §§ 50-14-1 through 6) and the Open Records Act (O.C.G.A. §§ 50-18-70 through 77). Complete copies of these statutes and contents from the following are found in the Appendices of the Sam Olens, Georgia’s Sunshine Laws “Little Red Book”.

I. What is a Meeting?

In general, whenever a quorum of the Council (or other City Board) gathers at a designated time to conduct or discuss public or official business, this is considered a meeting that must be open and advertised to the public and comply with other aspects of the sunshine laws. This applies whenever any public matter, official business, or policy is discussed, including Work Session, even if no final action is taken. Social gatherings that include a quorum are not considered meetings as long as no City business or other public matter is discussed.

II. Open Meetings

Georgia’s laws regarding government meetings and records are commonly referred to as the “sunshine laws.” They are designed to provide transparency to the public on how government operates, how decisions are made, how money is spent, etc. As such, they require that the public have notice and access to City meetings and establish procedures for public access to City records.

The term “agency” is broadly defined in O.C.G.A. § 50-14-1(a)(1) to include the following:

- Every state department, agency, board, bureau, commission, public corporation and authority;
- Every county, municipal corporation, school district and other political subdivision;
- Every department, agency, board, bureau, commission, authority and similar body of each county, municipal corporation or other political subdivision of the state;
- Every city, county, regional or other authority established pursuant to state law; and
- Non-profit organizations that receive more than one-third of their funds from a direct allocation of state funds from the governing authority of an agency. All private entities that carry out governmental functions are subject to Open Records provisions of the Sunshine Laws.

III. Executive Session

There are six primary reasons why a city council would lawfully hold a closed meeting or executive session:

- To discuss pending or potential litigation with legal counsel and to discuss or vote on settlement (O.C.G.A. § 50-14-2(1))
- To discuss or vote on authorizing negotiations to purchase, dispose of, or lease property
- To discuss or vote on the acquisition, disposition, or lease of real estate by the city (O.C.G.A. § 50-14-3(b)(1))
- To discuss hiring, compensation, evaluation, or disciplinary action for a specific public officer or employee (O.C.G.A. § 50-14-3(b)(2))
- To interview an applicant to be executive head of a department, or
- To discuss records that are exempt from disclosure (O.C.G.A. § 50-14-3(b)(4))

IV. Open Records

Georgia's open records law generally applies to the city and all city departments, agencies, boards, bureaus, commissions, authorities, and other similar bodies (O.C.G.A. § 50-18-70(b)(1)). The open records law requires that all public records, except those legally exempted from disclosure, must be open for personal inspection by any individual at a reasonable time and place. Complete copies of these statutes and contents from the following are found in the Appendices of the Sam Olens, Georgia's Sunshine Laws "Little Red Book".

The following are public records subject to disclosure under the Open Records Act:

- Documents
- Papers
- Letters
- Maps
- Books
- Tapes
- Photographs
- Computer-based or computer-generated information, data, data fields
- Similar material prepared and maintained or received in the course of the operation of an agency

The following records may be (but are not required to be) withheld for a specific period of time:

- Investigation of complaints against city employees. (O.C.G.A. § 50-18-72(a)(8))
- Appointment of the executive head. (O.C.G.A. § 50-18-72(a)(11))
- Land acquisition. (O.C.G.A. § 50-18-72(a)(9))
- Pending bids and proposals. (O.C.G.A. § 50-18-72(a)(10))
- Attorney-client privilege and attorney work product. (O.C.G.A. §§ 50-18-72(a)(41))

Public records also include records prepared and maintained or received by a private person or entity in the performance of a service or function for or on behalf of an agency or when such documents have been transferred to a private person or entity by an agency for storage or future governmental use. Records prepared or maintained by a private entity in cooperation with public officials, or contemplating the use of public resources and funds are considered public records and are subject to the Open Records Law.

The Law specifically designates "computer records" as public records subject to the Law. The Open Records Law mandates that if a county maintains a computerized index of county real estate deed records, the index must be printed and made available for public inspection no less than every 30 days. Additionally, courts have held that agencies may not keep details of litigation settlements secret.

A diverse array of information useful to citizens for a variety of purposes is available for public inspection and copying. Just a few examples of documents subject to the Open Records Law are: police incident reports; public officials' salaries and expense reports; municipal bid offers; licensing, permitting, and zoning regulations and decisions; reports of restaurants' sanitation conditions; campaign contributors and amounts; and education budgets.

The Open Records Law provides a range of limited exceptions; See O.C.G.A § 50- 18-72 in Appendix 1. Under the Open Records Law, these exclusions are subject to a narrow construction and only that portion of a public record to which the exclusion is directly applicable is exempted.

The recent amendments to the Law make clear that the right of access extends to individuals outside the state. It is irrelevant what the purpose of a particular request is. But describing the need for or planned use of the requested records, if that need or use is not sensitive, may sometimes facilitate access. Articulating why, consistent with the Act's purpose, access will further public understanding.

V. The Open Records Process

The Open Records Process Open records requests may be made to any custodian of the desired records. A written request is not required but is advisable to eliminate any dispute as to what was requested or when the request was made. Only requests made in writing are subject to criminal and civil enforcement proceedings and penalties in the Law. In addition, an agency can require that all written requests go to a specifically designated records custodian who must be identified on the agency's website if it has one.

The agency must produce for inspection the records requested within three business days of receiving the request except as noted below.

If the records exist and are subject to inspection but are not available within three business days, a description of the available records and a timetable for their inspection and copying must be provided within the three day time period, and the records themselves or access thereto must be provided "as soon as practicable." The new Law provides detailed guidelines related to requests for records maintained electronically. Specifically, agencies must provide electronic or printed copies of electronic records using the computer programs that the agency uses, and individuals may request production in the format in which the agency keeps the record or in a standard export format such as ASCII. Alternatively, an agency may provide access to records through a publicly accessible website. If access to a record is denied in whole or in part, the agency must provide in writing the specific legal authority (the relevant statute's code section, subsection, and paragraph) exempting such record from disclosure.

Part 5: Council Meetings & Work Sessions

I. Council Rules of Procedure

In the Handbook for Georgia Mayors and Councilmembers, GMA notes that successful cities and leaders generally share a common set of characteristics:

- Trust and respect between elected officials
- Teamwork is demonstrated in all actions
- Communications are open, honest and consistent with expectations and outcomes that are clearly understood
- Planning, including visioning, goal-setting, and short- and long-range planning, is a part of the organizational culture
- The City operates in a businesslike manner

II. Rosenberg's Rules of Procedure

The rules of procedure for City Council meetings currently follows Rosenberg's Rules, as provided by Ordinance No. 25-2008, adopted by the Mayor and Council on November 3, 2008, and Ordinance No. 15-2008, adopted by the Mayor and Council on May 5, 2008.

III. Schedule

- The Council typically meets together twice each month. The Regular Council Meeting (and Public Hearing, if needed) is held on the first Monday of each month.
- The Council Work Session is held the third Monday of each month; typically beginning at 6:30 PM.
- Other meetings may arise on an as needed basis, such as budget meetings. Additionally, the Mayor or three members of Council may call a special meeting.
- At times, scheduling conflicts arise and meeting dates are adjusted. Generally, meetings continue as scheduled, with individual Councilmembers absent, unless three or more Councilmembers will absent.
- All meetings are held at City Hall unless otherwise advised.
- When a regular scheduled meeting falls on a national holiday or on a day that City Hall is scheduled to be closed for a holiday, the meeting will be moved to the Tuesday immediately following the Monday of the originally scheduled date.

IV. Agenda Development

- **Agenda Item Requests**

The City Clerk develops the agenda items for the Work Session and Council Meetings and submits them to the Council for comments or additions. Unless there are extenuating circumstances, an item must first be submitted for and discussed at a Work Session in order to be placed on a Council Meeting agenda. During the Work Session, Council will discuss all pending items and whether to proceed with placing them on the Council Meeting agenda.

The City Clerk, with the advice of the chairperson and the Councilmembers, shall prepare an agenda of subjects to be acted on for each meeting. Whenever a quorum of the Council is present for a meeting, the meeting shall be open to the public and all notice and recordkeeping requirements applicable to an open meeting must be met.

The order of the agenda may be changed during a meeting by a majority vote of the Council. A new subject that requires urgent attention may be added to the agenda during a meeting by a majority vote of the Council.

- **Council Meeting Agendas**

Council Meeting agendas are prepared the week before the meeting as all agenda items were discussed at the Work Session. The City Clerk will prepare a draft agenda and forward it to Council for review, typically on Wednesday afternoon. The agenda is typically finalized and distributed to Council on Thursday of the week preceding the meeting.

- **Work Session Agendas**

Work Session agendas are prepared the week before the meeting takes place (usually the second week of each month). Requests for agenda items should be submitted to staff by 10:00 AM on the Tuesday of that week. The City Clerk will then prepare a draft agenda and forward it to the Council by e-mail for review, typically on Wednesday afternoon. The agenda is typically finalized and distributed to Council on Thursday of the week preceding the Work Session.

- **Adding Items to the Agenda after Publication**

Members of the public may request that a particular subject be placed on the agenda for the following meeting. To be considered, this request must be submitted in writing to the City Clerk and received at least three business days before the meet.

- **Agenda Distribution**

An electronic file of the agenda containing all backup materials collected for the meeting will be delivered via email to each Councilmember on Tuesday afternoon prior to the meeting. Should any changes be necessary, council will submit changes no later than 12:00 noon on Wednesday prior to publication. The agenda will be published to the website by 5:00 p.m. on the Wednesday prior to the policy work session meeting to be held the following week. The agendas are posted on <http://norcrossga.iqm2.com/Citizens/default.aspx>. A hard copy is also available at the meetings.

V. Policy Work Sessions

- **Purpose of Policy Work Sessions**

- To discuss pending items for the Council Meeting agenda
- To discuss items that staff needs to bring to Council's attention
- To receive progress reports on current projects to hear regular updates from members of appointed Boards, Gwinnett Municipal Association, etc.
- To meet and discuss various items in an informal manner where questions may be asked of each other and in-depth discussion can take place. No official action on City business is taken in Work Sessions.

- **Location**

Work Session are held in the 2nd floor conference room of City Hall. The room is set up so that the tables are configured in one large square, with Council members and staff sitting at the tables. The Council finds this arrangement allows for informal, effective communication.

- **Time**
The Policy Work Session typically begin at 6:30 PM. At times, it will be necessary to combine the Work Sessions with a called meeting, for the purposes of holding an executive session, a public hearing, or considering an item of business. In this case, the called meeting will typically take place before the Work Session begins.
- **Attendance**
Policy Work Sessions are attended by all members of the City Council, the City Manager, and the City Attorney. Typically, most, if not all of the department managers attend, as well. Depending on the agenda items, other staff members, consultants, Board members, etc. will be invited. The Mayor presides over the Work Session.
- **Schedule**
The policy work session meeting is the beginning of the agenda cycle. The meeting is held the third Monday of each month at 6:30 p.m. in the second floor conference room of City Hall. Items on the agenda are discussed by members of the governing authority. The Mayor may, as items are considered by Council, recognize members of the public who desire to make comment on agenda items. It is determined at this meeting what items will be put on the work session agenda and the regular monthly Council meeting for further action.

VI. Council Meetings

- **Attendance; quorum required**
Council meetings are attended by all members of the City Council, the City Manager, and the City Attorney. Typically, most, if not all of the department managers attend, as well. Depending on the agenda items, other staff members, consultants, Board members, etc. will be invited. The Mayor presides over the meetings.
- According to Article II Sec. 2-28 in the Code of Ordinances, a quorum must be present for conducting meetings of the Council. It is the duty of the chairperson to enforce this rule. Any Councilmember may raise a point of order directed to the chairperson if he believes that a quorum is not present. If during the course of a meeting a Councilmember leaves and a quorum no longer exists, the meeting cannot continue. If a quorum is not attained within 30 minutes, the meeting will be rescheduled by the chairperson with the approval of the Councilmembers present.
- **Minutes and Recordings**
The City Clerk shall promptly record the minutes for each Council meeting. The minutes serve as the official written record of the Council meeting and shall be open for public inspection once approved as official by the Council but in no case later than immediately following the next regular meeting of the Council. The minutes shall specify the names of Councilmembers present at the meeting, a description of each motion or other proposal made at the meeting, the Councilmember who proposed each motion, the Councilmember who seconded each motion, and a record of all votes. In the case of a roll call vote, the name of each Councilmember voting for or against a proposal shall be recorded. It shall be presumed that a Councilmember has voted in the affirmative unless the minutes show otherwise. More detailed information may be included in the minutes at the request of the Council.

The Council must approve the minutes before they can be considered as an official record of the Council. A copy of the minutes from the previous meeting shall be distributed to the Councilmembers at least one business day before the following meeting. The minutes of the previous meeting shall be corrected and approved by the Council at the beginning of each meeting. A majority vote is required for approval.

Conflicts about the content of the minutes shall be decided by majority vote. Upon being approved, the minutes shall be signed by the chairperson and attested to by the City Clerk. (Code 1998, § 2-46)

- **Public Participation**

Citizens have two separate opportunities to participate in a Council meeting. The first is during the public hearing when they are invited to address the Council on any item that is on the public hearing agenda. The second is during the "Citizen Comment" portion of the Council meeting. Comments during this portion are to be reserved for any item that is not on the public hearing agenda. The Mayor has the authority to impose time limits for public comments in both the public hearing and the meeting.

- **Public Hearings**

Public hearings provide Council the opportunity to solicit public comment on various subjects. They are always scheduled for rezoning cases, special use permits, alcohol beverage applications, budget adoption, and the setting of the millage rate. They are commonly used when the City is undergoing various planning initiatives, such as the Comprehensive Plan, etc. As needed, public hearings are held in conjunction with the Council meetings and begin at 6:30 pm.

- **Signing of Documents**

At the conclusion of the meeting, the City Clerk will circulate all documents that were approved and require the signature of the Mayor and/or Council.

- **Consent Agenda**

A consent agenda may be prepared by the City Clerk for the Council to unanimously adopt motions on routine items. Any items of business that are expected to receive unanimous approval and where no debate is expected may be placed on a consent agenda.

At the appropriate time of the meeting, the chairperson shall read all of the items on the consent agenda. If a Councilmember objects to an item being on the consent agenda, the chairperson shall move that particular item to the regular agenda. Following the reading of the consent agenda, the chairperson will ask for unanimous approval of the items on the consent agenda. If there are no objections, all the items on the consent agenda will be adopted by unanimous consent.

VII. Executive Sessions

- **What is an Executive Session?**

In an Executive Session, Council and Boards have the ability to discuss issues related to three areas in a closed discussion, not open to the public. Executive sessions may be held after any policy work session, special called meeting or regular Council meeting only for the purpose of discussion of personnel, real estate or legal matters, as allowed under Georgia law. No

official action is taken in any executive session. An affidavit is signed by each member of the governing body stating that only the subject matter for which the meeting was called was discussed. Except in instances where Georgia law forbids it, all discussions held in executive session that meet the bounds of the law are considered confidential. Any member of the governing body shall be subject to public censure for a breach of said confidentiality.

- **Attendance**

Depending on the topic(s) to be discussed, executive sessions are typically attended by the City Manager, City Attorney, and City Clerk. Other staff members may be present, if needed.

- **Schedule**

Due to the limited nature of discussion topics, executive sessions do not occur at a regularly scheduled time. Each Council meeting agenda includes an agenda item that allows Council to vote on entering into an executive session, if needed. If the need for an executive session arises that cannot wait for the monthly Council meeting, a specially called meeting will be scheduled. On rare occasions, an emergency will make it necessary to hold an executive session before the next regularly scheduled Work Session or Council meeting. In this case, the City Manager will contact Council to confirm availability and a specially called meeting will be scheduled.

- **External Meetings**

Council members will be invited to meetings and training opportunities for external organizations, such as the Gwinnett Municipal Association, Atlanta Regional Commission, Georgia Municipal Association, etc. Council may contact the City Clerk for assistance in signing up and confirming attendance to these events.

Part 6: Education & Training

I. Training Opportunities

There are a number of training opportunities, both optional and mandatory, that are offered by various organizations for Council members. The following includes more details on these events.

- **Newly Elected Municipal Officials Institute**
 State law requires each Council member to attend the Newly Elected Municipal Officials Institute. This 18-hour program is coordinated by GMA and the Carl Vinson Institute and is offered at locations throughout the state. The course provides an orientation to City government for Council members new to office. This course must be taken within the first 12 months of taking office. Typically, the course is offered in late winter/early spring of each year. For more details, please see www.cviog.uga.edu/elected-officials.
- **Harold F. Holtz Municipal Training Institute**
 In addition to the Newly Elected Institute, state law also requires elected officials to attend and complete 42 units of various training courses pertaining to the basic performance of their duties. In partnership with the Carl Vinson Institute of Government, GMA provides the Municipal Training Institute, which offers these required courses, as well as other elective courses. The Institute also offers a voluntary certification program for elected officials. For more details, please see www.gmanet.com/Training.
- **GMA Convention**
 The Georgia Municipal Association hosts an annual convention each year. In addition to providing required and elective training classes, the convention also includes sessions on various topics and networking opportunities with other cities. The convention is typically held the last weekend in June at the Savannah Convention Center. Norcross' Council members, City Manager, and City Attorney normally attend. Some senior staff members may attend as well. For more details on the convention, please see www.gmanet.com/convention.
- **Mayor's Day**
 Mayor's Day, also a GMA event, is a smaller version of the annual convention. Held in Atlanta in mid- January each year, the conference offers required and elective training classes and sessions on various topics. Council members normally attend this conference. For more details, please see www.gmanet.com/MayorsDay/
- **Other Opportunities**
 Other non-required professional development opportunities will arise. The Council will decide among themselves on the suitability of attendance for these activities and whether the City will fund them.
- **Registration for Classes, Conferences & Other Events**
 The City Clerk assist Council members with registration for classes, conferences, etc., as well as the associated travel arrangements, such as hotel. Council should submit their completed registration forms. Any special requests should be noted on the registration forms.

- **Retreats**

There is one annual retreat. During this retreat, Council reviews accomplishments from the previous year, develops projects for the coming year, discusses funding priorities for the upcoming budget, and engages in conversation on Council-determined strategic and tactical issues. This retreat is attended by the Council, City Manager, and Department Heads. An outside facilitator usually assists with this retreat.

- **General Overview of Travel Policy**

The City has adopted a policy that outlines covered expenses for Council and staff as it relates to travel, entertainment, lodging, and incidental expenses incurred when conducting City business. The policy covers air travel, lodging, car rental, meals and entertainment, and other expenses, as well as outlining expenses that will not be reimbursed. Please note, the City does not cover expenses for spouses or other companions traveling with City and/or staff. Additionally, the City does not pay for the purchase of any alcohol.

- **Procedures for Obtaining Reimbursement of Expenses**

Original, itemized receipts are required for all expenses; estimated expenses are not acceptable.

The City Clerk is available to assist Council in preparing an expense report for travel and other expenditures. Receipts must be submitted to him/her within ten days of purchase/return of trip. A check will be issued within approximately 10 days of submittal for all approved reimbursable expenses. Customary expenses by Council may be approved administratively by the City Manager or his/her designee.

- **City Vehicles**

Council members typically use their personal vehicles for City-related travel. The City will reimburse the Council member for the mileage incurred at the City mileage rate; this should be submitted as outlined above. Carpooling with other Council members or staff, if feasible, is encouraged to minimize expenses. If desired, Council members may reserve one of the City vehicles for use during an out-of-town trip.

Part 7: Projects

I. Projects Priorities List

The 2019 Priorities list review is an important part of policy meetings. During this review, updates on projects and priorities that need to be reviewed regularly throughout the year by Councilmembers are recorded to make sure items are being completed. The 2019 Project Priorities List includes:

- Pedestrian Crossing at Railroad x4
- Parking at Railroad Lot
- Branding
- Linear Park
- Support Development of Historic Downtown
- Closing Holcomb Crossing
- Strategic look at purchasing building / land
- How we connect with our citizens (facebook, IG, Snap, Marco Polo, Newsletter)
- N. Peachtree Rd. sidewalk initiative
- Grease traps
- Create a 2019 Strategic Plan in September based on money available
- Johnson Dean Park
- Pad 2
- Connect with sister Cities (walking paths etc.)
- Event Manager / Market
- Discovery Garden Park Phase 3
- Demo by neglect
- Support more historic residential development
- Recycling multifamily
- Single Stream recycling not effective
- Woman's Club
- Holcomb Atlantic Traffic Circle
- Truck laser/camera at Holcomb
- Convert lot in Sheffield to park
- Train Watching Station
- Signage (digital) on the other side of Buford
- USPS: Ugly fence-coordination to beautify
- Underground utility lines (long-term approach)
- Citizen group to be involved w/ annual budget (Lawrenceville approach)
- How to better support Norcross High School
- How to support the South West Gwinnett Chamber
- Master Plan Sidewalks / Cochran
- Cutting down trees
- Performing Arts Center

Part 8: Financial Matters

It is important to recognize the key distinctions between the financial operations of a municipality compared to the commercial world. Cities have very different objectives from those of commercial enterprises. A city's primary goal is to provide services to its constituents within budgetary constraints; business enterprises exist to maximize economic profit. A city's capital assets are used to provide services whereas they are used to generate revenue for a business. Cities operate in an entirely different economic, legal, political and social environment, which requires different objectives, financial reporting requirements, etc.

I. Budget

Each year, the City adopts an annual budget that determines where the funds to operate the City will come from and how they will be spent. The adopted budget serves as an important internal tool and control to both guide the services to be provided and ensure spending limits are not exceeded. The budget has an important role externally and, with public participation in the budget development, is one of the most significant ways the City can provide open and transparent leadership. Cities are required to adopt a balanced budget, meaning expenditures and revenues are equal. To view the most recent annual budget report, select the following link, provided by the Finance Department. <https://www.norcrossga.net/ArchiveCenter/ViewFile/Item/100>.

II. Preparation

One of the first steps in the annual budget development process. Council establishes new projects and initiatives to be evaluated in the budget. Staff continues the process by analyzing trends, researching updated information, preparing revenue forecasts, identifying department goals and objectives, reviewing department requests, etc. to put together a draft budget for Council to review. The first draft is typically forwarded to Council in June. A series of budget review meetings will be held during the month of July for Council to review and discuss the proposed budget in detail with staff. After receiving Council input, staff revises the draft budget accordingly. Public hearings are then scheduled during July, with the Council considering the final draft at the August Council meeting.

III. Millage Rate

Setting the millage rate each year is closely related to budget development. The millage is the rate of taxes charged and collected by the City for all real and personal property within the City limits. Gwinnett County provides tax assessment services for the City and forwards a consolidated, estimated digest to the City in the spring. This draft digest is considered in the budget development and the adopted budget assumes an estimated millage rate, based on the consolidated digest, proposed revenues to balance the budget, collectability rate, etc. In mid-summer, the City receives a detailed digest from the County, which allows staff to confirm assumptions that were made in the adopted budget and recommend a final millage rate. The Council will then schedule a public hearing(s) for the citizens to comment on the proposed millage rate. The public hearing(s) takes place in June/July and vote by Council typically takes place in August.

IV. Monthly Financial Statements

At the close of each month, the Finance Department prepares a financial statement that compares budgeted revenues and expenditures with actual revenues and expenditures. Monthly financial statements are provided for informational purposes only; Council does not officially approve them.

V. Audit

At the close of each fiscal year on August 31, an independent audit is conducted in compliance with generally accepted accounting principles (GAAP) and governmental auditing standards (GAGAS). This is a requirement of state law. The purpose of the audit is to verify that the City's financial statements present the City's financial position in a fair and accurate manner and can provide citizens with a degree of trust that public funds have been expended as legally required. The audit also allows holders of debt securities to better understand the City's financial position. The audit also includes a review of the City's internal accounting controls, and if necessary, will include suggestions to help avoid circumstances that might permit inefficiencies or fraud. A copy of the final audit will be provided to Council, as well as presented in a Council meeting, typically in November or December of each year.

VI. Council Campaign Disclosures

State law requires Council to submit public disclosure forms for campaign contributions and expenditures. More details on this filing, including the forms, can be obtained from the Georgia Government Transparency and Campaign Finance Committee at <http://ethics.georgia.gov>

Part 9: Communications

One of the Council's fundamental roles is communication. The Council communicates with the public to share the City's vision and goals and to determine community opinions, needs, and desires. Council must also communicate with staff, in order to provide direction on policy

I. Communications from Council

The Council acts as a body and it is important that individual Councilmembers understand general guidelines when speaking on behalf of the Council. On occasion, Councilmembers may wish to communicate on an issue on which the Council has not yet taken a position or about an issue for which the Council has no position. In these cases, the Councilmember should make it clear that he/she is expressing a personal view, rather than that of the Council.

The City Charter specifies that the Mayor serves as "the official spokesperson for the City." With that in mind, Councilmembers should defer to the Mayor the role of communicating the City's position on policy matters to the public and other external bodies.

II. Citizens Requests:

Members of Council will often be requested to correspond with citizens, businesses, and public agencies. Such correspondence might be a response to an inquiry, a reference for an individual or business, etc. In the case of communicating the City's position on a policy matter, the Mayor will generally handle such correspondence.

It is appropriate for the Council to use City letterhead, e-mail address, and Council titles when sending correspondence that communicates official City business. Staff support is also available for preparing and sending such correspondence; please forward requests to the City Manager. City letterhead, email, staff support, and postage may not be used for personal or political purposes.

III. Local Ballot Measures

At times, initiatives may be placed on ballots that affect City policy. Individual Councilmembers may express their personal options on such initiatives. The City may provide education on the initiatives, but may not use personnel, equipment, materials, buildings, or other resources for the purposes of trying to influence the outcome of such elections. The City Attorney and City Manager will provide specific direction, as appropriate.

IV. Proclamations

The Mayor issues proclamations as a way to give special recognition by the City to an individual, event, issue, etc. Proclamations are not statements of policy and do not require the official approval or action of Council.

V. State Open Records Law

Generally, any item, such as letters, e-mails, maps, photographs, audio recordings, etc. that is prepared and/or maintained or which is received in the course of operation of a public office is defined as a public record by state law. Such records must then be maintained and produced, if requested. E-mail messages generated and received through the City e-mail system are City property and may be retrieved from storage even if they have been deleted by the sender and receiver.

The regulations concerning open records are covered extensively in various training courses for elected officials, as well as in Chapter 2 of the GMA Handbook for Georgia Mayors & Councilmembers, and the GMA Government in the Sunshine guide. Questions may also be directed to either the City Attorney or the City Manager.

VI. Communications from the City Website

Content for the City's website, www.norcrossga.net is managed by Public Relations. The home page of the site is updated approximately every week with current information. The website is a tool that is used for communicating news from the City as a whole and is not used for communicating from individuals or specific departments, including Council.

VII. Social Media

In an effort to build relationships, reach audiences that don't have access to or typically utilize the City's more traditional means of communication (e.g., newsletter), share information on a real-time basis, and retain its reputation as a progressive community, Norcross uses social media outlets for City communications. The City uses one central account with each network, e.g. Facebook, Twitter, etc. Staff manages the City's social media accounts.

Elected officials should not post as "City of Norcross." Campaigning, on behalf of political candidates or in support or opposition to issues, is discouraged on the City's pages. Political candidates are encouraged to establish their own fan pages and accounts. City staff members are discouraged from becoming "fans" of candidates' election pages/accounts; elected officials should avoid asking staff to do so. For more information on the City's social media policies, please see the Employee Handbook and the City's Social Media Policy.

Part 10: Interaction with City Staff

I. Council Manager Form of Government

As a Council-Manager form of government, the policy of Norcross' City Council is carried out by a dedicated and professional staff, under the oversight of a City Manager. The Council-Manager form of government allows Council to direct their time and energies to legislation and policy development, while the City Manager focuses on the organizational, legal, personnel, financial, and other administrative matters that occur on a daily basis. As there is a clear distinction between the roles of both, it is critical that the relationship between Council and staff be well understood by all parties. The Council and City Manager are most effective when there is mutual respect between both parties and Council supports the organizational teamwork necessary to successfully implement Council's policies.

II. City Council Non-Interference

The City Council is to work through the City Manager when dealing with administrative duties of the City.

The Council or its individual members shall not, either directly or indirectly, be involved in or attempt to influence administrative matters that are under the direction of the City Manager, such as staff decision-making, the development of staff recommendations, scheduling of work, executing department priorities, personnel issues, purchasing, etc. This is necessary to protect staff from undue influence and pressure from individual Councilmembers and to allow staff to execute work in the priority set by management. If a Councilmembers wishes to influence an administrative action, decision, recommendation, workload, work schedule, etc., he/she must bring it to the attention of Council so that Council can decide whether to address it as a matter of policy.

Requests for staff assistance shall be directed to the City Manager. The City Manager will assign such requests to the appropriate staff person(s) and they will be completed in a timely and professional manner, as appropriate. The City Manager will forward requests to Council that are of the magnitude, either in terms of workload or policy, that are more appropriately assigned to staff as a matter of Council policy.

All communications from Council to staff shall be directed to the City Manager, with the exception of a general inquiry, which may be directed to the appropriate department director. All non-emergency communications to staff, with the exception of the City Manager, shall be during business hours.

It will not be unusual for Council to receive requests from citizens, vendors, personal contacts, etc. requesting a Councilmember's assistance with certain administrative functions of the City. This is particularly true for the more visible functions, such as event management, marketing and promotion, etc. For example, event management is a staff-driven administrative function – setting the event calendar, selecting entertainment and vendors, etc. Staff's approach to event management combines professional judgment with past experiences in order to create well-rounded quality events for the community. Staff takes a similar approach to the City's marketing plan, using professionally developed materials and a strategic plan for how and where the City will market itself. Council should be respectful of the need for a managed, professional approach and refrain from committing the City and/or staff in such administrative functions.

III. Council/Manager Relationship

An effective professional relationship between the Council and City Manager honors the City Manager's role as chief executive of the City. All dealings with the City Manager, whether publicly or privately, shall respect the City Manager's role. Public disagreements should be centered on issues of policy, rather than in terms that question satisfaction with or support of the City Manager.

The City Manager respects and is sensitive to the responsibilities of Council in setting policy and acknowledges that the Council holds the final responsibility for establishing the policy direction of the City.

IV. City Manager Code of Ethics

As a member of the International City/County Management Association (ICMA), the City Manager is bound to a professional code of ethics. The code addresses certain practices that are designed to ensure the Manager's actions are in the best interests of the City. Violation of the code can result in ensure of the Manager by ICMA.

Part 11: Council & Staff Communications

I. Council Requests for Information

The City Manager serves as the liaison for communication between Council and City staff. The sharing of timely, accurate information is one of the City Manager's highest priorities. Council requests for information shall be forwarded to the City Manager who will ensure a prompt and professional response. Such information requests, and the subsequent response, will be copied to the full Council so that each member may be equally informed.

II. Staff Communications to Council

The City Manager and staff use a variety of methods to share information with Council. The City Manager's open-door policy allows for impromptu meetings. Monthly Work Sessions allow for detailed presentations and discussions of City business. In an effort to consolidate the communication of non-emergency information, the City Manager will provide regular updates.

Work retreats with Council and senior staff allow for in-depth, focused discussion on both strategic and tactical topics.

III. Restricted Information

There are certain circumstances under which the City Manager is restricted from providing information to Council, such as confidential personnel information, certain aspects of Police affairs, etc.

IV. Citizen Requests for Service

Council will receive frequent contacts from citizens regarding requests for service by the City, such as repair of potholes, code enforcement issues, replacement of street lights, etc. In addition to calling or e-mailing staff, Council or citizens can make these requests directly to staff through "Citizen Request" tab, which can be accessed through the home page of www.norcrossga.net. This allows requests to be made during non-business hours and the requestor will receive details on the status of the request.

V. Staff Relationship to Appointed Boards

Staff provides support and assistance to the City's appointed boards. Such support includes assistance with agenda development, preparation of reports and background materials on issues before the boards, etc. This assistance allows the boards to have sufficient information to discuss the issues before them.

Appointed boards do not have supervisory authority over City staff. While staff members may work closely with the boards, staff remains responsible to their immediate supervisor, and ultimately, the City Manager. Appointed boards shall not give any orders to staff.

VI. Political Involvement by Staff

Norcross is a nonpartisan local government. Professional staff prepares recommendations and carries out policy in compliance with Council policy for the good of the entire community and is not influenced by political factors.

Employees are prohibited from using their position with the City to advance or promote political office. Such involvement may impair the employee's independence of his or her judgment or action

in the performance of official duties. Additionally, no employees are allowed to continue in service upon qualifying as a candidate for nomination or election in the City of Norcross or Gwinnett County.

By working for the City, staff does not surrender their rights to be involved in political activities as private citizens. Employees may privately express their personal opinions, register to vote, sign petitions, and vote in any election.

VII. Staff Support

The City Clerk provides administrative support to Councilmembers, such as appointments scheduling, receipt of phone messages, and word processing. As staff may have work assignments with high priority, sensitivity to workload is appreciated. Should requested tasks require significant time, the Councilmember shall direct the request to the City Manager.

VIII. IT Support

Councilmembers who need IT assistance shall forward a request to the IT Department. IT assistance is limited to the maintenance of applications/hardware related to City business only.

Part 12: Elected Officials Incentives

Mayor & Council are granted incentives that grant them privileges while serving the City. These incentives include:

I. Council Compensation

- Council establishes the rate of compensation for the Mayor, Mayor Pro-Tem, and Councilmembers in accordance with O.C.G.A. 36-35-4.
- \$862.50/month (\$10,350/year) for the Mayor
- \$750/month (\$9,000/year) for the Mayor Pro-Tem
- \$675/month (\$8,100/year) for the Councilmembers.
- Council is compensated monthly and can elect to have this as a check or direct- deposit.

II. Benefits

- New Councilmembers should meet with HR Department regarding benefit specifics and Buy-Out Plans.

III. Travel Expenses

- The City has adopted a policy that outlines covered expenses for Mayor & Council as it relates to travel, training, conferences, entertainment, lodging, and incidental expenses incurred when conducting City business.
- The policy covers air travel, lodging, car rental, meals and entertainment, and other expenses, as well as outlining expenses that will not be reimbursed.
- While you are welcome to bring family and spouses, please note, the city does not cover expenses for spouses or other companions traveling with City and/or staff.
- Additionally, the City does not pay for the purchase of any alcohol.

IV. Reimbursement of Expenses

- Itemized receipts are required for all expenses; estimated expenses are not acceptable.
- The City Clerk is available to assist Council in preparing an expense report for travel and other expenditures.
- Receipts must be submitted to him/her within ten days of purchase/return of trip.
- A check will be issued within approximately 10 days of submittal for all approved reimbursable expenses.
- Customary expenses by Council may be approved administratively by the City Manager or his/her designee.

V. City Vehicles

Council members typically use their personal vehicles for City-related travel. The City will reimburse the Council member for the mileage incurred at the City mileage rate; this should be submitted as outlined above. Carpooling with other Council members or staff, if feasible, is encouraged to minimize expenses. If desired, Council members may reserve one of the City vehicles for use during an out-of-town trip.

VI. Computers/iPads

The City implemented electronic distribution of agendas, reports, budget documents, etc. In order to access and use such documents, a City issues iPad or laptop will be provided for each Councilmember. City issued iPads or laptops are for official City business only; personal use is prohibited. The City understands that it is often inefficient to use both personal and City-issued hardware, such as iPads. Therefore, Councilmembers have the option of using a personal iPad or purchasing their City-issued iPads from the City, at which time ownership will transfer to the individual. The City does not pay for any accessories for any of the iPads, such as cases, styluses, screen covers, or applications.

When Councilmembers complete their term of office, all City-issued equipment shall be returned to the City Manager.

Part 13: Overview of City

I. Documents

Councilmembers will want to familiarize themselves with a number of different documents that will help guide decision-making, outline legal requirements for operating the City, etc.

II. City Charter

Norcross' charter is a written document that establishes the basic governmental structure, form of government, corporate boundaries, and municipal powers. In this respect, it is similar to a state or national constitution. Each municipality in Georgia has a charter, which is approved by the State General Assembly. As such, amendments to the City Charter require action by the General Assembly.

III. City Code

The City Code is the compilation of local laws that have been adopted and codified by the City Council. The City Code covers a wide range of areas, including taxes, court, environmental regulations, alcoholic beverages, business regulations, etc. Amendments to the City Code must be adopted by the Council.

IV. Georgia Laws

Municipalities are created by the State and, as such, many of the State laws apply to the operation of the City. The City Attorney provides guidance on this area.

V. Zoning Ordinance

The Zoning Ordinance regulates the kinds of activities that are permitted in each district, building heights, required parking, landscape and buffer requirements, sign restrictions, etc. Amendments to the Zoning Ordinance are drafted by staff and then forwarded to the Planning Commission for consideration, with Council having the final vote.

VI. Development Regulations

The Development Regulations are technical specifications that outline the standards to which properties and infrastructure shall be constructed. Examples of the standards include water quality, roadway design, materials quality, etc. Like the Zoning Ordinance, amendments are drafted by staff and then forwarded to the Planning Commission for consideration, with Council having the final vote.

VII. Employee Handbook

The Employee Handbook includes the written policies that govern City employees (including Council, as appropriate) and informs them of their responsibilities. Amendments to the Handbook are drafted by staff and forwarded to the Council for adoption.

VIII. Police Standard Operating Procedures (SOP)

The Police SOP are a compilation of the written directives, procedures, orders, rules, and operations that guide members of the Police staff as they carry out their agency activities. The SOP are written and adopted internally in the Police Department.

IX. Budget

The budget is the City's financial plan that presents the services to be provided to the community over the coming year and the funds necessary to perform these services. Norcross operates under a fiscal year that begins on September 1 and ends August 31. In late winter, staff begins the process of estimating anticipated revenues, identifying and evaluating potential expenditures and preparing a recommended budget. Special Called Budget Meeting will be scheduled with the Council throughout the spring, as needed, for the City Manager to present the recommended budget. Two public hearings are typically held on the budget in June, with the Council considering the budget at the June Council meeting.

X. Comprehensive Annual Financial Report (CAFR)

At the close of each fiscal year on August 31, an independent auditor reviews the City's financial statements. The auditor's report, along with the financial statements and other important information, make up the CAFR. The CAFR essentially allows the reader to determine how well the City performed from a financial standpoint and where it stands in terms of assets and liabilities. The audit is completed in late summer and early fall, with the report and CAFR being presented to Council at the end of each calendar year.

XI. Comprehensive Plan

A community's Comprehensive Plan identifies near-term and long-term critical planning strategies that will help guide the location and design of future development. Georgia municipalities are required to update and adopt a new Comprehensive Plan every ten years, to comply with guidelines outlined by the Department of Community Affairs.

XII. Technology Computers/iPads

The City implemented electronic distribution of agendas, reports, budget documents, etc. In order to access and use such documents, a City issues iPad or laptop will be provided for each Councilmember. City issued iPads or laptops are for official City business only; personal use is prohibited. The City understands that it is often inefficient to use both personal and City-issued hardware, such as iPads. Therefore, Councilmembers have the option of using a personal iPad or purchasing their City-issued iPads from the City, at which time ownership will transfer to the individual. The City does not pay for any accessories for any of the iPads, such as cases, styluses, screen covers, or applications.

When Councilmembers complete their term of office, all City-issued equipment shall be returned to the City Manager.

XIII. E-mail Account

Each Councilmember is assigned an individual City e-mail address with the norcrossga.net domain. E-mails to the Council as a whole can be sent to mayorandcouncil@norcrossga.net. The City's email system shall be used for the communication and exchange of information related to City business. City e-mail may not be used for personal or political purposes.

Councilmembers can access their e-mail from their computer, phone, iPad, etc. through a web-based client; IT staff will assist with the set-up.

There should be no expectation of privacy when using City e-mail.

Please note, Councilmembers are subject to the City's e-mail policy; please see the Employee Handbook for more details.

XIV. Office & Equipment in City Hall

As the City Council are part-time positions, and not responsible for day-to-day operations, the City does not provide offices for elected officials. Councilmembers may use office equipment on the second floor of City Hall, such as the copier, scanner, etc. for official City business.

XV. Meeting Rooms

There are three meeting rooms available at City Hall—the 2nd-floor conference room, community room, and the finance conference room. Councilmembers may reserve the rooms for meetings with the public. Rooms may be reserved for City business only and may not be used for personal or political business. The City Clerk can assist Councilmembers with reserving the meeting rooms.

XVI. City Vehicles

Councilmembers shall use their personal vehicles for daily use within the City limits.

Councilmembers typically use their personal vehicles for City-related travel, as well, receiving a reimbursement for mileage. The City has one vehicle that can be reserved for out-of-town official business, such as attending training classes, conferences, etc. To reserve a City vehicle, Councilmembers should contact the City Clerk.

XVII. Mail

Members of the City Council receive a large volume of mail and other materials that are usually delivered to City Hall. Individual mailboxes are maintained for the use of Council. Mail received at City Hall will be placed in the Councilmember's box, to be picked up at his/her convenience. Councilmembers are provided a key card to access City Hall after hours, if needed, for this purpose.

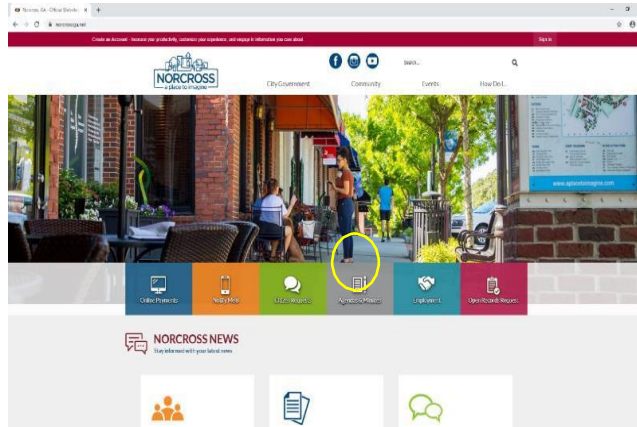
Part 14: Most of Commonly Used Acronyms in Government

- ADU – Accessory Dwelling Unit
- ARB – Architectural Review Board of Norcross
- ARC – Atlanta Regional Commission
- BMP - Best management practice
- CBA – Construction Board of Appeals of Norcross
- CO – Certificate of Occupancy
- CRZ – Critical Root Zone
- CPESC – Certified Professional in Erosion and Sediment Control
- DBH – Diameter Breast Height
- DCA – Georgia Department of Community Affairs
- DDA – Downtown Development Authority of Norcross
- DUA – Dwelling units per acre
- EPD – Environmental Protection Division of the Georgia Department of Natural Resources
- FAA - Federal Aviation Administration.
- FCC - Federal Communications Commission.
- FDOT – Federal Department of Transportation
- FEMA - Federal Emergency Management Agency.
- FHBM - Flood hazard boundary map
- FIRM - Flood insurance rate map
- FIS - Flood insurance study
- GCT – Gwinnett County Transit
- GDOT – Georgia Department of Transportation
- GRTA – Georgia Regional Transportation Authority
- HPC – Historic Preservation Commission
- IBC – International Building Code
- LED – Light Emitting Diode
- LEED - Leadership in Energy and Environmental Design.
- LIA – Local Issuing Authority
- LOS – Level of Service
- MARTA – Metropolitan Atlanta Rapid Transit Authority
- MCC – Mayor and City Council of Norcross
- NOI- Notice of Intent form provided by EPD for coverage under the state general permit.
- NOT -Notice of Termination form provided by EPD to terminate coverage under the state general permit.
- O.C.G.A. – Official Code of Georgia, Annotated
- P&Z – Planning and Zoning Board of Norcross
- SF– unit of measure, representing Square foot (or feet)
- SRP - Structural Root Plate
- TPB – Tree Preservation Board of Norcross
- TPZ - Tree Protection Zone
- ZBA – Zoning Board of Appeals of Norcross

Part 15: Navigating City Webpage

Step 1: From your browser, search <https://www.norcrossga.net/>

Step 2: You will then be directed to the City webpage.

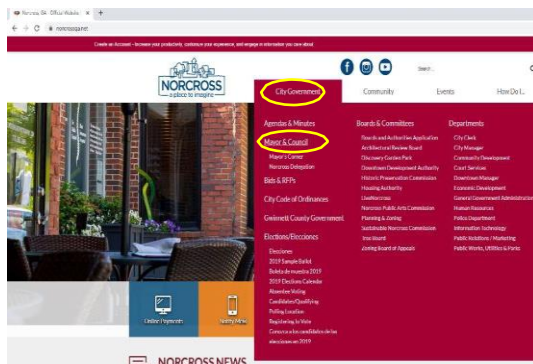


Step 3: The Agendas & Minutes page can be accessed from any page of the City Website. From the home page, this can be found near the top of the page.

Step 4: From the homepage, select the “City Government” tab

*This tab houses many items related to City Government such as the Agendas and Minutes, City Code of Ordinances, Election details, etc. *

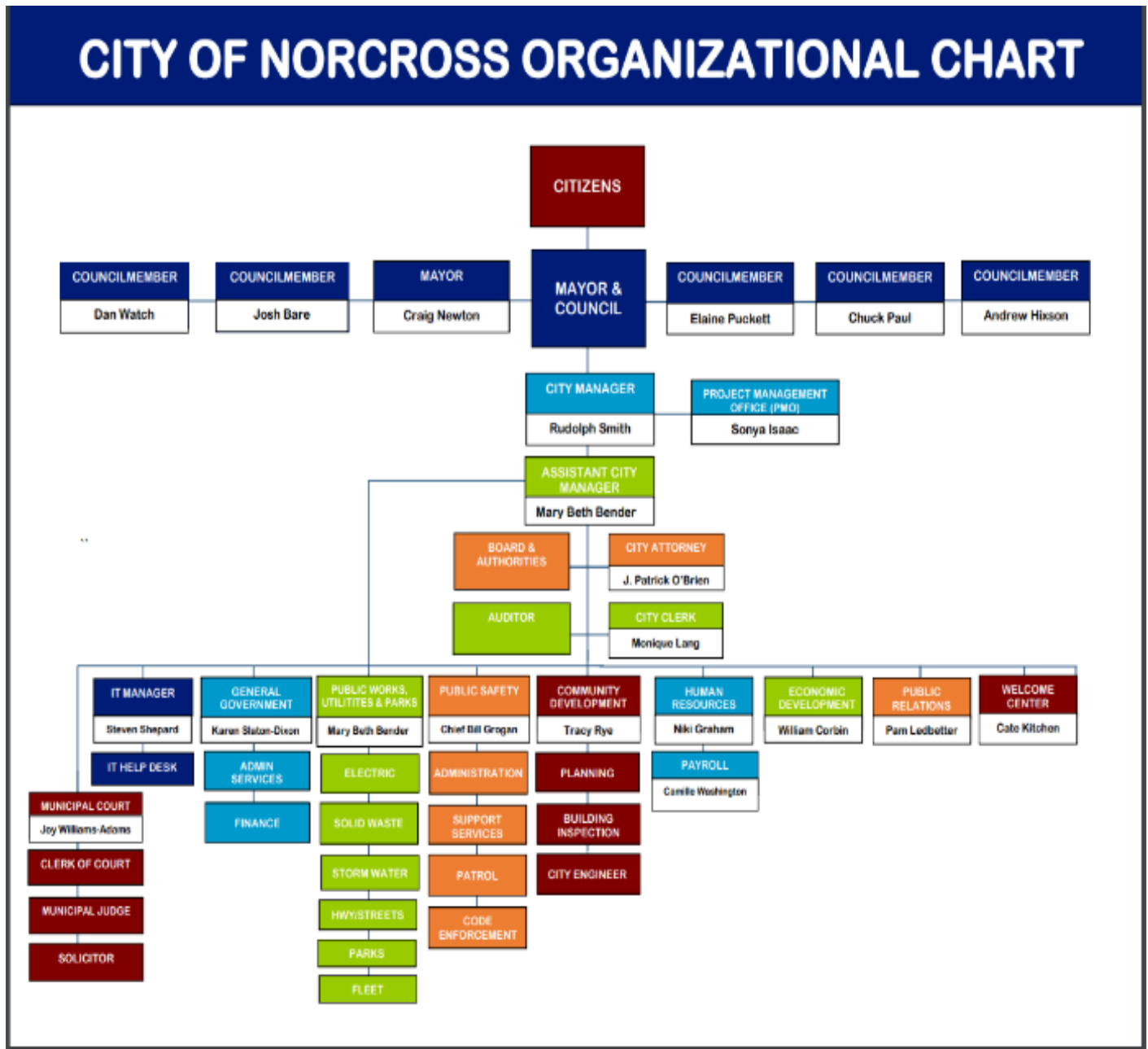
Step 5: Next select the Mayor & Council Tab



Step 6: From this page, you can access Mayor & Council contact information, The City Charter, the official meeting schedule, and more.



Part 16: Organizational Chart



Part 17: City Extension Directory

City of Norcross
65 Lawrenceville Street, Norcross, GA 30071
Phone: 770-448-2122 Fax: 770-448-5945
Public Works Phone: 678-421-2069 Fax: 770-255-3369
Public Utilities Phone: 678-421-2000 Fax 770-255-2335
2nd Floor Phone: 678-421-2027 Fax: 770-242-0824 Code Enforcement: 770-448-7327
Police Dept. Phone: 770-448-2111 (Emergency and Non-Emergency)

MAYOR			Direct Line: (678) 421-2065
2902	Craig Newton	Mayor	
	Cell	770-361-8039	
		770-449-5344	

COUNCIL MEMBERS			
Mayor Pro Tem	Andrew Hixson	678-457-3895	
Council Member	Elaine Puckett	404-374-8676	
Council Member	Chuck Paul	404-285-0921	
Council Member	Josh Bare	678-313-4568	
Council Member	Dan Watch	678-637-0815	

CITY MANAGER			Direct Line: (770) 448-1734
2904	Rudolph Smith	City Manager	
2121	Sonya Isaac	Special Projects Manager	
		Direct Line: (770) 274-0121	
2612	Pam Ledbetter	Public Relations & Marketing Manager	
		Direct Line: (678) 421-2033	

WELCOME CENTER			
2703	Cate Kitchen	Welcome Center/Downtown Manager	
		Direct Line: (678) 421-2049	
2705	Laura Smith	Administrative Coordinator	
		Direct Line: (678) 421-2048	
2702	Andy C., Andy L., Cameron	Direct Line: (678) 421-2035	

CITY CLERK			Direct Line: (678) 421-2035
2905	Monique Lang	City Clerk	
2124	Shayla Royal	Deputy City Clerk	

HUMAN RESOUR			Direct Line: (770) 448-7086
2903	Niki Graham	Human Resource Manager	
2109	Camille Washington	Payroll/Benefits Specialist	
		Direct Line: (770) 274-0317	

ENT / DDA			Direct Line: (678) 421-2023
2603	William Corbin	Economic Development/DDA Director	
2605	Tara Smith	Economic Development Coordinator	

COMMUNITY DEVELOPMENT			Direct Line: (678) 421-2027
2601	Tracy Rye	Comm. Dev. Director	
2602	Robert Patrick	Senior Planner	
		Direct line: (770) 449-4062	
2604	Erica Madsen	City Engineer	
		Direct line: (678) 421-2032	
2608	Hannah Knab	Planner	
2607	Craig Lokey	Building Official	
		Direct line: (770) 274-0123	

COURT SERVICES			Direct Line: (770) 448-2173
2204	Joy Williams-Adams	Clerk of Court	
		Direct Line: (770) 441-0663	

2202	Maurice Shepherd	Assistant Court Clerk	
2201	Chris Roberts	Court Records Clerk II	
2203	Sherie Brown	Court Records Clerk II	

GGA			Direct Line: (770) 448-2122
2111	Karen Slaton-Dixon	Admin Services Director	
		Direct Line: (678) 421-2017	

2106	Sonja Hampton	Accounting Manager	
2108	Jocelyn Murad	Customer Service Associate II	
2102	Jenny Irizarry	Customer Service Associate I	
2107	Alesia Daniel	Revenue & Tax Specialist	
2205	Kamaria Powell	GGA Accountant	
2105	James Unverferth	Billing Specialist	
2112	Conference Room	GGA	

5002	Christina Griffiths	Receptionist / Administrative Coordinator	
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PUBLIC WORKS, UTILITIES & PARKS			Direct Line: (678) 421-2069
2808	Mary Beth Bender	ACM - Dir. of Public Works, Utilities, Parks	
		Direct line: (678) 421-2000	

2802	Melissa Zeigler	Executive Coordinator - Capital Projects Admin.	
		Direct line: (678) 421-2031	

2803	John Davis	Public Works Superintendent	
2804	Rudolph Smith	City Manager / Lively Office	
2805	Steve Gaines	Electric Superintendent	
2799	Michael Jones	Parks Superintendent	
2806	Donald Maxwell	Storm Water Superintendent	
2807	Joe Briscoe	Electric Supervisor	
2821	Torrence Jackson	Parks & Recreation Program Coordinator	
2813	Terri Welch	Receptionist	
2812	Meryl Wilkerson	Special Projects	
2704	Bobby Glaze	Electric Dept. / Meter Reader	

Rev. 11/22/2019

POLICE DEPARTMENT			Direct Line: (770) 448-2111
2318	Bill Grogan, Chief	Chief of Police	
2319	Doug Morphis, Captain	Field Operations	
2316	Beverly Parnell, Captain	Support Services	
2303	Leisa Grace	Executive Assistant - Chief of Police	
2310	Allie Ousley	Fleet Services Administrator	
2359	Steve Cousineau, Lt.	Admin. Lieutenant Patrol	
2317	Erin Taylor	Crime Analyst / Admin. Asst.	
2307	Jeff Thornton, Lt.	Lt. Patrol Services B & D Watch	
2337	Natalie Watson, Lt.	Lt. Patrol Services A & C Watch	
2334	Mark Dollar, Sgt.	A-Watch Supervisor	
2336	Ken Ferguson, Sgt.	B-Watch Supervisor	
2356	Vincent Cardwell, Sgt.	C-Watch Supervisor	
2378	Johnny Veasley, Sgt.	D-Watch Supervisor	
2354	Henry Johnson, Det.	CID Detective	
2327	Albert Hernandez, Det.	CID Detective	
2309	Jeremy Anderson	CSI \ Property/Evidence	
2382	David Aguilar, Det.	Professional Standards Unit	
2312	Patrol Office #1		
2322	Patrol Office #2		
2341	Arelis Rivera, Sgt.	Community Outreach/COPS	
2361	Keith Dampier, Sgt.	Code Enforcement Sworn	
2610	Susan Zboray	Code Enforcement Officer	
2609	Larry Dennis	Code Enforcement Officer	
2264	Gabriela Sanchez	Code Enforcement Officer	
2300	Dispatch Main		
2324	Joan Heckerl, Supervisor	Communications/Records	
2325	Jessica Mueller	Records Clerk	
2326	Gwendolyn Franklin	Records Clerk	
2380	Robert Braud, Sgt.	Crime Suppression Team Supervisor	
2365	Eric Butynski, Sgt.	Traffic Unit Supervisor	

IT DEPARTMENT			Direct Line: (678) 421-2028
2501	Steven Shepard	IT Manager	
2502	Janea Crank	IT Help Desk	
	ROCKET IT Helpdesk	(770) 441-2520	
UPSTAIRS			
2503, 2504	Server Room		
2901	2nd Fl. Conference Rm.		
	Direct line:	(770) 274-0148	

OTHER INFORMATION

Norcross Trash/Recyclables Pick-up: Tue/Wed/Thu
Reconnect Fee *until* 4:00 P.M. - \$50.00
Reconnect Fee *after* 4:00 P.M. - \$75.00

CITY ATTORNEY			770-925-0111
J. Patrick O'Brien			

City Cell Phones

Mary Beth Bender	(404) 473-0444	Eleazer Lundy	(678) 630-0719
Joe Briscoe	(770) 550-2932	Erica Madsen	(470) 484-1224
Martin Bryant	(404) 473-1560	Donald Maxwell	(770) 710-6483
William Corbin	(678) 367-8974	Amirah Morris	(678) 735-1244
Janea Crank	(678) 920-3534	Billy Parks	(678) 897-1904
John Davis	(770) 550-2931	Robert Patrick	(470) 345-3953
Larry Dennis	(678) 372-4261	Julio Portugal	(678) 436-2990
Karen Slaton-Dixon	(678) 654-3150	Marvin Rutledge	(678) 491-8707
Alicia Ferrell	(470) 514-7599	Tracy Rye	(470) 367-5345
Steve Gaines	(404) 473-0750	Gabriela Sanchez	(470) 235-9840
Bobby Glaze	(770) 545-1909	Henry Sanchez	(470) 636-3096
Niki Graham	(470) 450-8004	Steven Shepard	(678) 274-7157
Sonya Isaac	(470) 989-0583	Rudolph Smith	(678) 215-8597
Johnny Janiver	(770) 712-3017	Timothy Sutton	(404) 535-0713
Bryant Jackson	(404) 323-9618	Willie Wilson	(770) 842-6714
Torrence Jackson	(470) 509-9177	Joy Williams-Adams	(404) 399-9116
Michael Jones	(770) 545-0526	Susan Zboray	(770) 243-0230
Cate Kitchen	(404) 862-7223	Melissa Zeigler	(678) 628-8793
Monique Lang	(678) 634-8259		

City of Norcross Building Inspection Line	(770) 448-7988
Environ. Health Dept.	(770) 963-5132
Gwinnett County	(678) 518-6000
Animal Control	(770) 339-3200



MAYOR **CRAIG NEWTON** • MAYOR PRO TEM **ANDREW HIXSON** • COUNCILMAN **JOSH BARE** • COUNCILMAN **MATT MYERS** •
COUNCILMAN **BRUCE GAYNOR** • COUNCILWOMAN **ELAINE PUCKETT** CITY MANAGER **RUDOLPH SMITH** • CITY CLERK • **MONIQUE LANG**

City of Norcross

Legislation Details (With Details)

File #:	19-5573	Version:	
Type #:	Agenda Item	Status:	Agenda Ready
On Agenda:	1/6/2020 6:30 PM	In Control:	Policy Work Session
Title:	4-Way Stop Sign at N. Peachtree St. & Park St.		

Sponsors:

Code Sections:

Attachments:

1. [N Peachtree Road @ Park Drive - AWSC Warrant Memo & Exhibit](#)

Title

4-Way Stop Sign at N. Peachtree St. & Park St.

Drafter

Councilman Chuck Paul

Motion

A motion to Approve/Deny the conversion of the N. Peachtree and Park Street intersection into an All-Way stop intersection.



MEMO

To: Erica S. Madsen, PE
Project Name: N Peachtree Street & Park Drive
K&W Project Number: 190159
Date: 9/27/2019
From: Sam Serio, PE

A multiway stop control warrant was performed for the intersection of N Peachtree Street and Park Drive in the City of Norcross, Georgia. The warrant analysis was performed using the guidelines for all way stop control (AWSC) warrants outlined in the *Manual on Uniform Traffic Control Devices* (MUTCD). The analysis examined 24-hour volumes, peak hour operations, and the most recent 12-month crash history for the study intersection. This study evaluates the Existing (2019) and Future (2030) conditions.

Traffic counts were performed on August 21, 2019 and included 24-hour volume counts on N Peachtree Street (north of Park Drive) and on Park Drive (both east and west of N Peachtree Street), as well as 4-hour turning movement counts (TMC) at the study intersection. Twenty-four-hour traffic volume counts were performed on August 27, 2019 on N Peachtree Street (south of Park Drive). The intersection turning movements for the periods outside of the 4 hours of TMCs were determined using the averages of the turning movement percentages estimated from the TMCs.

The Georgia Electronic Accident Reporting System (GEARS) was used to access crash reports for Gwinnett County over the most recent (2018) 12-month period. Eleven angle crashes were reported at the intersection of N Peachtree Street & Park Drive in 2018, with 7 occurring between a north and west direction of travel, three between a south and west direction and 1 between an east and west direction. Crash data was also reviewed for 2016 and 2017. The data indicates a history of angle crashes at this location that could be correctable by an all way stop. In 2017, there were 9 angle crashes (with eight of them occurring with a vehicle traveling in the north and west directions), 1 sideswipe-opposite direction and 1 rear-end crash. In 2016, there were 9 angle crashes (with eight occurring between a north and west direction of travel, 1 between a south and west direction) and 1 rear end crash.

A Capacity Analysis was performed for the morning and evening peak hours at the study intersection. The analysis was executed using HCS7 software which automates the capacity analysis methodology described in the *Highway Capacity Manual*. The existing traffic control for the unsignalized 4-way intersection with the eastbound, northbound and southbound approaches being stop controlled while the westbound approach is free-flowing is unconventional. This traffic control condition is not able to be modeled using HCS7. Since the Eastbound approach to the intersection is low volume, a conservative capacity analysis was performed assuming two-way stop control. It was assumed that the eastbound and westbound approaches are free-flowing while the northbound and southbound approaches are stop controlled, which is a conventional type of control for a 4-legged unsignalized intersection.

Based upon the Existing (2019) capacity analysis, the average delay for the N Peachtree Street northbound approach is 42.7 seconds per vehicle in the morning peak hour and 18.0 seconds per vehicle in the evening peak hour. The average delay for the N Peachtree Street southbound approach is 386.9 seconds per vehicle in the morning peak hour and 113.4 seconds per vehicle in the evening peak hour.

Based upon the Future (2030) capacity analysis, the average delay for the N Peachtree Street northbound approach is 75.8 seconds per vehicle in the morning peak hour and 22.2 seconds per vehicle in the evening

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peak hour. The average delay for the N Peachtree Street southbound approach is 930.1 seconds per vehicle in the morning peak hour and 270.6 seconds per vehicle in the evening peak hour.

The Multiway Stop Control Warrant includes several different criteria. Criteria A applies to interim measures for locations where traffic signals are justified. Criteria A was not evaluated as part of this study.

Criteria B is the crash experience and requires a minimum of 5 crashes, susceptible to correction by a multiway stop installation, reported over the most recent 12-month period. Such crashes include right-turn and left-turn collisions as well as right-angle collisions. Eleven angle crashes were reported at the study intersection over the most recent 12-month period; therefore, Criteria B is satisfied.

Criteria C – Minimum Volumes and Delays lists volume and delay thresholds for considering installation of an all way stop control. Criteria C requires that the average vehicular volume entering the intersection from the major street approaches be equal to or greater than 300 vehicles per hour for any 8 hours on an average day. The combined vehicle, pedestrian, and bicycle volume entering from the minor street approaches must be equal to or greater than 200 vehicles per hour for the same 8-hours, with an average delay of 30 seconds per vehicle for side street traffic during the peak hour. While the peak hour delay criteria is met, the hourly volume of traffic is not met for the 8-hour period for the Existing and Future Conditions. Therefore, Criteria C is not satisfied.

For circumstances where the 85th percentile approach speeds on the major route are greater than 40 mph, the minimum vehicular volume warrant thresholds can be reduced to 70 percent of the minimum values. The 70 percent minimum volumes are 210 vehicles per hour on the major street and 140 vehicles per hour on the minor street. Since the posted speed limit is 25 mph on the Park Drive and 30 mph on N Peachtree Street, it was assumed that the 85th percentile speed is less than 40 mph. As such, the volume criteria cannot be reduced to the 70 percent threshold.

Criteria D – 80% of Volumes, Delays, and Crashes can be applied in situations where no single criterion is satisfied, but where Criteria B and C are both satisfied at 80 percent of the minimum values. The 80 percent minimum thresholds are 240 vehicles per hour for the Park Drive approaches and 160 vehicles per hour for the N Peachtree Street approach. Under Existing Conditions, while the peak hour delay criteria and the crash criteria are satisfied, since the 8-hour volume criteria is not met, Criteria D is not satisfied under Existing Conditions. Under Future (2030) Conditions, the peak hour delay, crash criteria and 8-hour volume criteria are met. Therefore, Criteria D is satisfied under the Future (2030) Conditions.

The results indicate that the intersection currently meets all way stop control warrants based upon the Criteria B, crash experience warrant. The results also indicate that the intersection meets the all way stop control warrants for the Future (2030) Condition because Criteria D, 80% of volumes, Delays and Crashes criteria is satisfied.

A capacity analysis was performed for the Existing and Future Conditions with the all way stop control. The results indicate that under Existing Conditions, the intersection will operate at LOS C during the AM peak hour and LOS B during the PM peak hour with all approaches operating at LOS C or better. The results show that under the Future (2030) Conditions, the intersection will operate at LOS C during both peak hours with all movements operating at LOS D or better. The Back of Queue (BOQ) is shown on the HCS analysis as the 95th percentile queue, which is the maximum distance to the back of the queue that would be expected 95 percent of the time. Most of the time, the queue will be shorter, and the chances of a longer queue occurring are very small. The results were rounded up to the nearest 25 feet because the average vehicle occupies approximately 25 feet in lane length. The results indicate that the maximum BOQ for the eastbound, northbound and southbound approaches is approximately 75 feet for the AM and PM peak hours under both Existing and Future Conditions. The results indicate that the BOQ under Existing Conditions for the westbound approach during the AM peak hour is 175 feet and during the PM peak hour it is 175 feet. The BOQ under Future (1030) Conditions for the westbound approach during the AM peak hour is 275 feet and during the PM peak hour it is 75 feet.

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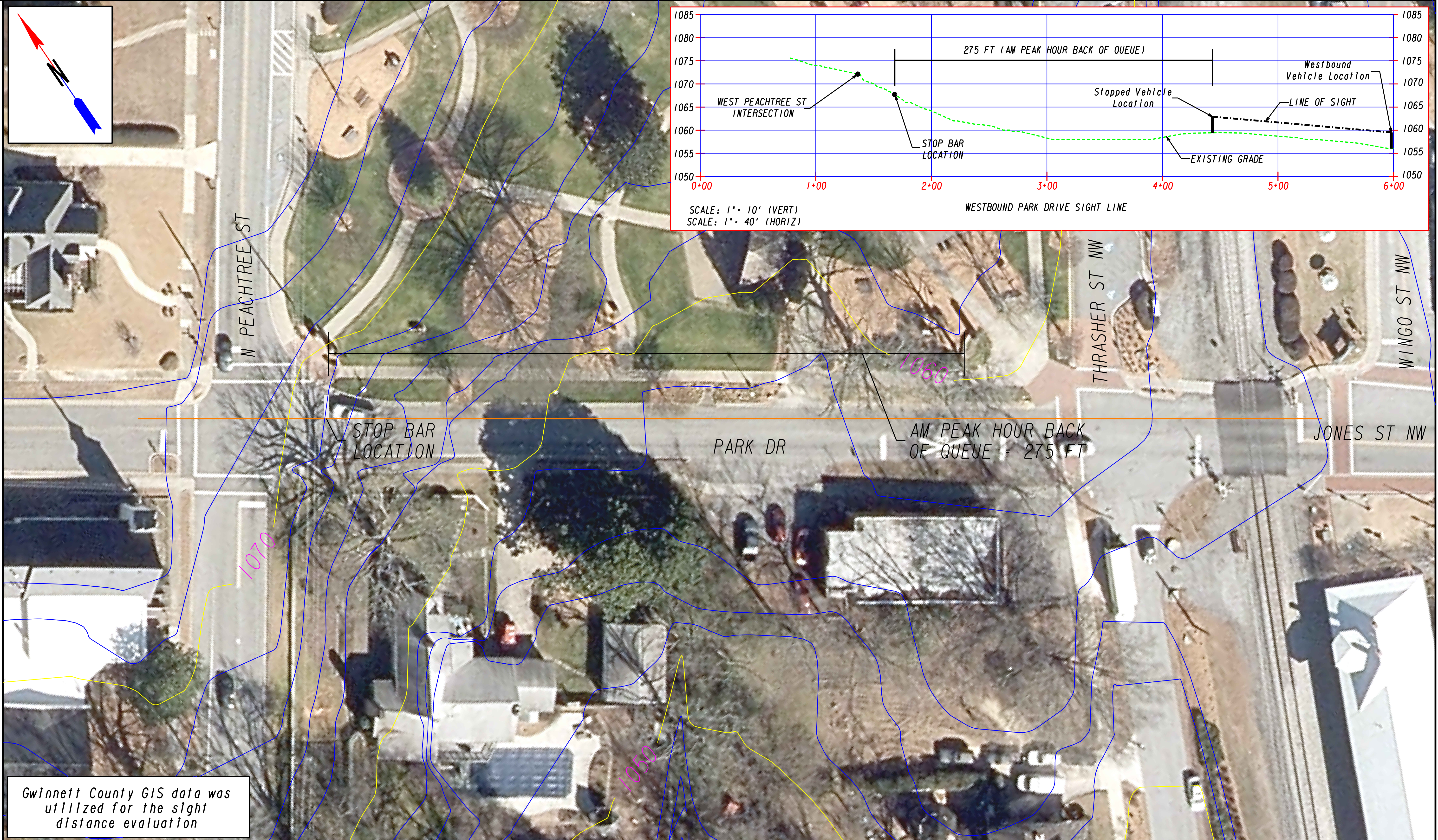
Sight distance was analyzed in order to verify that a vehicle located behind the stop bar on Jones Street, at the existing railroad crossing, would have clear visibility of a queued vehicle on westbound Park Drive. The sight line evaluated was located between the AM peak hour back of queue location (275 feet east of the N Peachtree Street intersection) and the location of the motorist (8 feet behind the stop bar on westbound Jones Street). The evaluation indicates that motorist located east of the railroad crossing on Jones Street will have a clear line of sight to the AM peak hour back of queue along westbound Park Drive.

Please review and let us know if the City of Norcross has any questions regarding the evaluation.

Sincerely,
KECK & WOOD, INC.



Sam J. Serio, P.E.
Vice President



*Gwinnett County GIS data was
utilized for the sight
distance evaluation*

keck+Wood
COLLABORATION BY DESIGN
3090 Premiere Parkway, Suite 200
Duluth, GA 30097
(678) 417-4000 keckwood.com

SCALE IN FEET

0 20 40 80

REVISION DATES

SIGHT DISTANCE EVALUATION
CITY OF NORCROSS, GEORGIA
PARK DRIVE EAST OF
WEST PEACHTREE ROAD

CHECKED:	DATE:	DRAWING No. 00-0001
BACKCHECKED:	DATE:	
CORRECTED:	DATE:	
VERIFIED:	DATE:	



MAYOR **CRAIG NEWTON** · MAYOR PRO TEM **ANDREW HIXSON** · COUNCILMAN **JOSH BARE** · COUNCILMAN **MATT MYERS** ·
COUNCILMAN **BRUCE GAYNOR** · COUNCILWOMAN **ELAINE PUCKETT** CITY MANAGER **RUDOLPH SMITH** · CITY CLERK · **MONIQUE LANG**

City of Norcross

Legislation Details (With Details)

File #:	19-5588	Version:	
Type #:	Agenda Item	Status:	
On Agenda:	1/6/2020 6:30 PM	In Control:	Policy Work Session
Title:	Resolution to Establish the Five Ethics Principles for City Officials Conduct		

Sponsors:

Code Sections:

Attachments:

1. [Ethics Resolution](#)

Title

Resolution to Establish the Five Ethics Principles for City Officials Conduct

Drafter

Mayor Craig Newton

Motion

A motion to Approve/Deny the attached Resolution to Establish the Five Ethics Principles for City Officials Conduct.

RESOLUTION

WHEREAS the Board of Directors of the Georgia Municipal Association has established a Certified City of Ethics program; and,

WHEREAS the City of Norcross, wishes to be certified as a Certified City of Ethics under the GMA Program; and,

WHEREAS part of the certification process requires the Mayor and Council to subscribe to the ethics principles approved by the GMA Board;

NOW THEREFORE BE IT RESOLVED by the governing authority of the City of Norcross, Georgia, that as a group and as individuals, the governing authority subscribes to the following ethics principles and pledges to conduct its affairs accordingly:

- * Serve Others, Not Ourselves
- * Use Resources with Efficiency and Economy
- * Treat All People Fairly
- * Use the Power of our Position for the Well Being of our Constituents
- * Create an Environment of Honesty, Openness and Integrity

RESOLVED this ____ day of _____, 20__.

Mayor

Councilmember

Councilmember

Councilmember

Councilmember

Councilmember

ATTEST:



MAYOR **CRAIG NEWTON** • MAYOR PRO TEM **ANDREW HIXSON** • COUNCILMAN **JOSH BARE** • COUNCILMAN **MATT MYERS** •
COUNCILMAN **BRUCE GAYNOR** • COUNCILWOMAN **ELAINE PUCKETT** CITY MANAGER **RUDOLPH SMITH** • CITY CLERK • **MONIQUE LANG**

City of Norcross

Legislation Details (With Details)

File #:	19-5527	Version:	
Type #:	Agenda Item	Status:	Agenda Ready
On Agenda:	1/6/2020 6:30 PM	In Control:	Policy Work Session
Title:	Board Members Running for Public Office		

Sponsors:

Code Sections:

Attachments:

1. [TOKEN Memo - Appointed Officials Running for Elected Office](#)
2. [Sec.2.14. Conflicts of interest holding other offices.](#)
3. [ORD -2019 Changes to City Code Sec. 2.14\(f\) Elected/Appointed/Employees](#)

Title

Board Members Running for Public Office

Drafter

Councilman Josh Bare

FINAL ADOPTION

Motion

A motion to Approve an Amendment to Article II, Section 2.14 (f) of the City Charter for the City of Norcross Regarding Conflicts of Interest to Provide for Appointed Members of Any Board, Commission or Authority of the City to Continue in Their Appointed Position as Non-Voting Members After Qualifying as a Candidate for Nomination or Election to Public Office in the City of Norcross, to Require Appointed Board Member to Resign from Appointed Position Upon Being Sworn in to Such Public Office and to Continue Such Appointed Position as a Voting Member if Not Elected to Such Public Office; and for Other Purposes as Stated Herein, with the following enacting clause:

The Mayor and City Council of the City of Norcross, Georgia, hereby ordains that the Article II, Section 2.14 (f) of the City Charter for the City of Norcross, shall be amended by ordinance after compliance with the procedure set forth in O.C.G.A. § 36-35-3 (b) as more particularly set forth below.

MEMORANDUM

To: Mayor and Councilmembers
 Fm: J. Patrick O'Brien and John E. Underwood
 Da: November 13, 2019
 Re: Proposed Amendment to City Charter to permit appointed officials to continue in appointed position after qualifying to run for election to public office in Norcross or Gwinnett County

Two versions of the proposed amendment to the city charter are attached hereto for your consideration.

Version 1

Permits the appointed official to continue in appointed position until being sworn in as elected official in Norcross (M&C);

Version 2

Permits the appointed official to continue in appointed position until being sworn in as elected official in Norcross or the GBCOC.

Both versions permit employees, department directors, and appointed officials to continue in position after qualifying for election to any public office other than Norcross M&C or GBCOC.

The following observations are offered for your review and consideration.

Other variations that might be considered

- Require resignation from appointed position upon being declared winner after election, but before being sworn in;
- Require resignation from appointed position after election results are in, win or lose*;
- Require resignation from appointed position after 1st council meeting of the year following election (when new council members are sworn in), win or lose*;

*It could be contentious for a duly elected Mayor or Councilmember to continue to work with an appointed official who ran against them and lost if that appointed official continues in their appointed position until end of their appointed term after the election.

Summary of Terms of office for elected and appointed officials in Norcross

- M&C have 2 year staggered terms until the election of 2020 which will begin the transition to four year staggered terms pursuant to the recent referendum.
- Ord. Sec. 2-147(b) states that members of any board, commission or authority serve at the pleasure of M&C unless otherwise provided by state law. The other appointed board/commission/authority terms are as follows:

- DDACN terms are 4 years. DDACN members cannot be removed by M&C after appointment except for just cause. However, they could be required to resign if running for or upon election to a public office.
- Planning and Zoning Board members serve for 4 years (Ord. Sec. 101-32 (a));
- Norcross Public Arts Commission members “serve at the pleasure of the mayor and city council with terms to be determined by the Norcross Public Arts Commission” (Ord. Sec. 101-34 (d)(1));
- Norcross Discovery Garden Park Board members “serve at the pleasure of the Mayor and City Council with terms determined by the Norcross Discovery Garden Park Board” (Ord. Sec. 101-35 (d)(1));
- Sustainable Norcross Commission Members “serve at the pleasure of the Mayor and City Council with renewable two-year terms” (Ord. Sec. 101-36 (c)(1));
- ARB members serve for staggered terms of 3 years “at the pleasure of council” (Ord. Sec. 101-57 (a));
- Housing Authority Members serve for one year (Ord Sec. 101-114-115 and OCGA 8-3-50(b));
- ADA Compliance Committee and ADA Coordinator serve for 2-year terms (Ord. 101-146).

Sec. 2.14. - Conflicts of interest; holding other offices.

- (a) No elected officer, appointed officer, employee, or member of a board, commission or authority of the city or any agency or political entity to which this Charter applies shall knowingly:
 - (1) Engage in any business or transaction or have a financial or other personal interest, direct or indirect, which is incompatible with the proper discharge of his official duties or which would tend to impair the independence of his judgment or action in the performance of his official duties;
 - (2) Engage in or accept private employment or render services for private interests when such employment or service is incompatible with the proper discharge of his official duties or would tend to impair the independence of his judgment or action in the performance of his official duties;
 - (3) Disclose confidential information concerning the property, government or affairs of the governmental body by which he is engaged without proper legal authorization or use such information to advance the financial or other private interest of himself or others;
 - (4) Accept any valuable gift, whether in the form of service, loan, object or promise, from any person, firm or corporation which to his knowledge is interested, directly or indirectly, in any manner whatsoever in business dealings with the governmental body by which he is engaged; provided, however, that an elected official who is a candidate for public office may accept campaign contributions and services in connection with any such campaign;
 - (5) Represent other private interests in any action or proceeding against this city or any portion of its government; and
 - (6) Vote or otherwise participate in the negotiations or in the making of any contract with any business or entity in which he has a financial interest.
- (b) Any elected officer, appointed officer, employee, or member of a board, commission or authority of the city who shall have any private financial interest, directly or indirectly, in any contract or matter pending before or within any department of the city shall disclose such private interest to the city council. The mayor or any councilmember who has a private interest in any matter pending before the city council shall disclose such private interest and such disclosure shall be entered on the records of the city council, and he shall disqualify himself from participating in any decision or vote relating thereto. Any elected officer, appointed officer or employee or any agency or political entity to which this Charter applies who shall have any private financial interest, directly or indirectly, in any contract or matter pending before or within such entity shall disclose such private interest to the governing body of such agency or entity.
- (c) No elected officer, appointed officer, employee, or member of a board, commission or authority of the city or any agency or entity to which this Charter applies shall use property owned by such governmental entity for personal benefit, convenience or profit, except in accordance with policies promulgated by the city council or the governing body of such agency or entity.
- (d) Any violation of this section which occurs with the knowledge, express or implied, of a party to a contract or sale shall render said contract or sale voidable at the option of the city council.
- (e) Except as authorized by law, neither the mayor nor any councilmember shall hold any other elective or compensated appointed office in the city or otherwise be employed by said government or any agency thereof during the term for which he was elected. No former mayor and no former councilmember shall hold any employed position in the city until one (1) year after the expiration of the term for which he was elected.
- (f) (1) No department director, department head, employee, or member of any board, commission or authority of the City shall continue in such position or employment upon qualifying as a candidate for nomination or election to public office in the City of Norcross, or for the Gwinnett County Board of Commissioners.

- (2) Department directors, department heads, employees, and members of any board, commission or authority of the City shall be and are permitted to continue in such position or employment upon qualifying as a candidate for nomination or election to any public office other than in the City of Norcross or for the Gwinnett County Board of Commissioners.
 - (3) Elected officials in the City of Norcross (i.e., the Mayor and Councilmembers) shall be permitted to continue the balance of their term for which they were elected after qualifying as a candidate for nomination or election to any other elective public office (including but not limited to a different elective office in the City of Norcross other than the present office held by such elected official), so long as the term of the elective office for which such official is qualifying begins more than 30 days prior to the expiration of such official's present term of office.
 - (4) The office of any elected official in the City of Norcross shall be declared vacant upon such elected official qualifying in a general primary or general election for another elective public office if the term of office term of office for which such official is qualifying begins more than 30 days prior to the expiration of such official's present term of office.
 - (5) The elected officials of the City of Norcross shall be ineligible to hold any other elected office during the term of office for which such Mayor or Councilmember was chosen unless he or she first resigns before entering such other office. The vacancy created in any such office shall be filled as provided by Georgia Law.
- (g) (1) Any elected officer, appointed officer, employee, or member of a board, commission or authority of the city who knowingly conceals such financial interest or knowingly violates any of the requirements of this section applicable to his respective office or position shall be guilty of malfeasance in office or position and shall be deemed to have forfeited his office or position.
- (2) Any elected officer, appointed officer, employee, or member of a board, commission or authority of the city who shall forfeit his office or position as described in paragraph (1) of this subsection shall be ineligible for appointment or election to or employment in a position in the city government for a period of three (3) years thereafter.

(Ord. No. [03-2017](#), § II, 10-2-2017)

APPOINTED OFFICERS PERMITTED TO CONTINUE IN APPOINTED POSITION AS NON-VOTING MEMBERS AFTER QUALIFYING FOR ELECTED OFFICE IN THE CITY OF NORCROSS, BUT MUST RESIGN FROM APPOINTED POSITION UPON BEING SWORN IN TO SUCH ELECTED PUBLIC OFFICE AND MAY RESUME APPOINTED POSITION AS VOTING MEMBERS IF NOT ELECTED TO PUBLIC OFFICE

ORDINANCE NO. ____ - 2019

An Ordinance to provide for the Amendment to amend Article II, Section 2.14 (f) of the City Charter for the City of Norcross Regarding Conflicts of Interest to Provide for Appointed Members of Any Board, Commission or Authority of the City to Continue in Their Appointed Position as Non-Voting Members After Qualifying as a Candidate for Nomination or Election to Public Office in the City of Norcross, to Require Appointed Board Member to Resign from Appointed Position Upon Being Sworn in to Such Public Office and to Continue Such Appointed Position as a Voting Member if Not Elected to Such Public Office; and for Other Purposes as Stated Herein:

WHEREAS, Article II, Sec. 2.14 of the City Charter for the City of Norcross sets forth certain conflicts of interest for elected officers, appointed officers, employees and members of a board, commission or authority of the City of Norcross; and

WHEREAS, Sec. 2.14 (f) of the City Charter was amended by Ord. No. 03-2017 to permit City of Norcross directors, department heads, employees and members of any board, commission or authority of the City to continue in such position or employment upon qualifying as a candidate for nomination or election to public office for any public office other than in the City of Norcross, or for the Gwinnett County Board of Commissioners; and

WHEREAS, the Mayor and Council of the City of Norcross have determined that Sec. 2.14 (f) is over broad and unfairly prohibits appointed officials from continuing in their appointed positions after qualifying for elected offices in the City of Norcross, which does not present an actual conflict of interest that would make their continued appointed position untenable and unacceptable; and

WHEREAS, the Mayor and Council of the City of Norcross have determined that it is in the best interest of the City to amend Sec. 2.14 (f) to permit appointed officials to continue their appointed position with the City of Norcross in a non-voting capacity after qualifying as a candidate for nomination or election to public office in the City of Norcross, that such appointed official must resign such appointed position upon being sworn into such elected public office, and that such appointed official shall continue to act as a voting member if not elected to such public office; and

WHEREAS, Chapter 53 of Title 36 of the Official Code of Georgia Annotated provides that the City of Norcross has legislative power to amend its Charter by ordinance as an incident or its home rule power by following the procedure set forth in O.C.G.A. § 36-35-3 (b);

NOW THEREFORE, the Mayor and Council hereby amend Article II, Section 2.14 (f) of the City Charter for the City of Norcross, as is more particularly set forth below.

ENACTING CLAUSE. The Mayor and City Council of the City of Norcross, Georgia, hereby ordains that the Article II, Section 2.14 (f) of the City Charter for the City of Norcross, shall be amended by ordinance after compliance with the procedure set forth in O.C.G.A. § 36-35-3 (b) as more particularly set forth below.

I. COMPLIANCE WITH O.C.G.A. § 36-35-3 (B).

(a) The Mayor and Council of the City of Norcross shall adopt ordinances amending the City Charter at two regular consecutive meetings of the Mayor and City Council of the City of Norcross, held not less than seven (7) nor more than sixty (60) days apart;

(b) The Mayor and Council of the City of Norcross hereby direct that a notice containing a synopsis of the proposed amendment shall be published in the Gwinnett Daily Post once a week for three (3) weeks within a period of sixty (60) days immediately preceding its final adoption.

(c) The Mayor and Council of the City of Norcross further direct that the notice shall state that a copy of the proposed amendment is on file in the office of the City Clerk of the City of Norcross and in the office of the clerk of the Superior Court of Gwinnett County for the purpose of examination and inspection by the public; and

(d) The Mayor and Council of the City of Norcross further direct that the City Clerk of the City of Norcross shall furnish anyone, upon written request, a copy of the proposed amendment.

II. AMENDMENT. After giving the notices and holding the meetings as set forth in Section I above, the Mayor and Council of the City of Norcross under the exercise of its Home Rule Powers, hereby direct that Article II, Section 2.14 (f) of the City Charter for the City of Norcross, shall be amended by deleting Section 2.14 (f) in its entirety and substituting the following in lieu thereof:

“(f) (1) No department director, department head, or employee of the City shall continue in such position or employment upon qualifying as a candidate for nomination or election to public office in the City of Norcross, or for the Gwinnett County Board of Commissioners.

(2) Department directors, department heads and employees of the City shall be and are permitted to continue in such position or employment after qualifying as a candidate for nomination or election to any public office other than in the City of Norcross or for the Gwinnett County Board of Commissioners.

(3) (i) An appointed member of a board, commission or authority of the City shall continue in such position as a non-voting member after qualifying as a candidate for nomination or election to public office in the City of Norcross or for the Gwinnett County Board of Commissioners. The limitations of such appointed members authority after qualifying for nomination or election to public office in the City of Norcross or for the Gwinnett County Board of Commissioners are more particularly described in sections (f)(3)(iii) and (f)(3)(iv) below.

(ii) An appointed member of any board, commission or authority of the City that is elected to public office in the City of Norcross or the Gwinnett County Board of Commissioners shall

resign such appointed position upon being sworn in to such public office.

(iii) Between the time that such appointed member of any board, commission or authority of the City qualifies for nomination or election to public office in the City of Norcross or for the Gwinnett County Board of Commissioners and the time that the successful candidate is sworn in to such public office, such appointed official may continue in their appointed position as a non-voting member. During this time said member shall be counted for the purpose of determining a quorum, and shall be entitled to all other powers, rights, privileges and immunities of such appointed office, including attending and participating in debate in open meetings and in meetings closed for executive session, but shall not have authority to make a motion, to second a motion or to cast a vote on any matter coming before such board, commission or authority.

(iv) An appointed member of any board, commission or authority of the City that is unsuccessful in his or her candidacy for election to public office in the City of Norcross or for the Gwinnett County Board of Commissioners shall resume such appointed position with all powers, rights, privileges and immunities of such appointed office, including the ability to make a motion, to second a motion and to cast votes on any matter coming before said board, commission or authority fully restored upon the successful candidate being sworn in to such public office.

(v) An appointed member of any board, commission or authority of the City shall be and is permitted to continue in such position after qualifying as a candidate for nomination or election to any public office other than in the City of Norcross or for the Gwinnett County Board of Commissioners.

(4) Elected officials in the City of Norcross (i.e., the Mayor and Councilmembers) shall be permitted to continue the balance of their term for which they were elected after qualifying as a candidate for nomination or election to any other elective public office (including but not limited to a different elective office in the City of Norcross other than the present office held by such elected official), so long as the term of the elective office for which such official is qualifying begins more than 30 days prior to the expiration of such official's present term of office.

(5) The office of any elected official in the City of Norcross shall be declared vacant upon such elected official qualifying in a general primary or general election for another elective public office if the term of office for

which such official is qualifying begins more than 30 days prior to the expiration of such official's present term of office.

(6) The elected officials of the City of Norcross shall be ineligible to hold any other elected office during the term of office for which such Mayor or Councilmember was chosen unless he or she first resigns before entering such other office. The vacancy created in any such office shall be filled as provided by Georgia Law."

III. SEVERABILITY.

In the event that any section, subsection, sentence, clause or phrase of this Ordinance shall be declared or adjudged invalid or unconstitutional, such adjunction shall in no manner affect the other sections, sentences, clauses, or phrases of this Ordinance, which shall remain in full force and effect, as if the section, subsection, sentence, clause or phrase so declared or adjudged invalid or unconstitutional were not originally part thereof.

IV. REPEALER

All ordinances and parts of ordinances in conflict with this Ordinance are hereby repealed.

V. EFFECTIVE DATE

This Ordinance shall become effective on _____.

THEREFORE BE IT RESOLVED, that the Norcross City Council does hereby ordain, resolve and enact the foregoing Ordinance to amend the City Charter of the City of Norcross as set forth above.

Adopted this _____ day of _____.

APPROVED:

NORCROSS CITY COUNCIL

BY:

(Mayor)

ATTEST:

(City Clerk)