

City of Norcross

*65 Lawrenceville Street
Norcross, GA 30071*



Meeting Agenda

Tuesday, July 6, 2021

6:30 PM

Teleconference

Mayor and Council

Mayor Craig Newton

Mayor Pro Tem Josh Bare

Councilmember Andrew Hixson

Councilmember Matt Myers

Councilmember Bruce Gaynor

Councilmember Arlene Beckles

- 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**
[21-6220](#) **Approval of Previous Meeting Minutes**

[Mayor and Council Retreat - Special Meeting - Apr 9, 2021 8:30 AM](#)

[Mayor and Council Retreat - Special Meeting - May 21, 2021 8:30 AM](#)

[Special Called Meeting - Special Meeting - Jun 1, 2021 6:30 PM](#)

[Mayor and Council - Regular Meeting - Jun 7, 2021 6:30 PM](#)

[Policy Work Session - Regular Meeting - Jun 21, 2021 6:30 PM](#)
- F. Set agenda as presented for scheduled meeting.**
[21-6204](#) **Acceptance of the Agenda**
- 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**
 - c. Comments by City Manager**
- PH. Public Hearings**

J. Reports of the Mayor and Councilmembers**a. General Announcements****JULY CALENDAR OF EVENTS****Norcross Community Market**

Wednesdays from 4 to 7 p.m. in Skin Alley

Shoppers may continue to place orders at NCMonlinestore.com for contactless pickup and preorders.

Summer Concert Series: No Limits

Friday, July 9 | 7:30 - 9:30 p.m. | Thrasher Park

Coffee with Council

Saturday, July 17 | 8 a.m. | 45 South Cafe

Jazz in the Alley: Canelita Sabrosa

Saturday, July 17 | 7:30 - 9:30 p.m. | Betty Mauldin Park

Summer Concert Series: Electric Avenue

Friday, July 23 | 7:30 - 9:30 p.m. | Thrasher Park

Coming Up in August:

Summer Concert Series: A1A - Aug 6

Jazz in the Alley: Maiesha McQueen & Anonymous da Band - Aug 14

Summer Concert Series: The Bee Gees Gold Tribute Band - Aug 20

Indie Green Festival - Aug 21

Bluesberry Beer & Music Festival - Aug 21

K. Board Appointments

[21-6206](#)

Board Appointment - Parks, Green Spaces, and Trails Commission**L. Approval of Consent Agenda****M. Items for Discussion**

1. [21-6195](#)

Change to Downtown Dining District Ordinance

Proposed change to the DDD ordinance to provide an option for addressing businesses in the DDD that would not need to meet the current 50%/50% split for food and drinks.

[Norcross Ordinance Permitting Bars in Downtown Dining District rev. 2 with options](#)

[Resolution DDA Official Area \(with map\)](#)

2. [21-6193](#)

American Rescue Plan Act – Small Business Assistance

A recommendation to utilize the American Rescue Plan Act funds for small business assistance.

[MC Agenda Report ARPA Funds Small Business Assistance 2021](#)

[ARPA Presentation Small Business Assistance PWS 6.21.21](#)

3. [21-6163](#) **Norcross Logo Installation**
Norcross Council to consider block letter logos between new library and Brunswick Hotel.

[Agenda Report Norcross Logo Installation](#)

[NORCROSS Artwork](#)
4. [21-6153](#) **IT Department Sale of Surplus Items**
It is recommended that the IT Surplus Equipment be donated to the non-profit entity Next Generation Focus.

[Agenda Report IT Surplus – UPDATED](#)

[Available Equipment 1 \(PDF\)](#)
5. [21-6190](#) **Purchase of Six (6) Ford Police Interceptor SUVs**
A request to purchase six (6) 2021 Ford Police Interceptor SUV (Explorers) and required equipment.

[Agenda Report - Police Interceptor SUV Patrol Vehicles](#)

[Budget Amendment -PD Vehicles Motor Vehicle Fund](#)
6. [21-6191](#) **Text Amendment to ARTICLE IX, Sec. 8-321 - Food Trucks**
Consideration of a new mobile pushcart and mobile food vendor ordinance.

[FINAL July 2021 Mobile Food Vendor Agenda Packet](#)
7. [21-6192](#) **Proposed Fee Increases for Community Development**
The Community Development Department recommends approval of increases to certain fees highlighted in yellow on the attached fee schedule and to use the ICC BVD table for 2019 for construction valuation measures.

[2021 Fee Update Adoption Packet July 2021](#)
8. [21-6194](#) **IGA with Gwinnett County Board of Voter Registration and Elections for Use of Election Equipment**
Review of an agreement with the Gwinnett County Board of Registrations and Elections, outlining each party's duties and obligations and the use of election equipment.

[Agenda Report - IGA for lease of election equipment](#)

[2021 Municipal Elections IGA](#)
- N. **Adjourn in memory of**
[21-6207](#) **Proclamation Celebrating the Life of Terri Welch**
A proclamation celebrating the life of Terri Welch.

[Proclamation for Terri Welch](#)

- O. Adjourn to Executive Session for Personnel, Real Estate or Legal**
- P. Signed by: _____ Mayor Craig Newton**
- Q. Attest: _____ Monique Lang, City Clerk**



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

City of Norcross

Legislation Details (With Details)

File #:	21-6205	Version:	
Type #:	Agenda Item	Status:	Agenda Ready
On Agenda:	7/6/2021 6:30 PM	In Control:	Mayor and Council
Title:	Approval of Previous Meeting Minutes		

Sponsors:

Code Sections:

Title
Approval of Previous Meeting Minutes

Motion
A motion to Approve/Deny the April 9th Mayor and Council Retreat, May 21st Mayor and Council Budget Retreat, June 1st Special Called Meeting, June 7th Regular Council Meeting Minutes and Executive Session and the July 21st Policy Work Session and Executive Session.

City of Norcross

65 Lawrenceville Street
Norcross, GA 30071



Meeting Minutes

Friday, April 9, 2021

8:30 AM

2nd Floor Community Room

Mayor and Council Retreat

Mayor Craig Newton

Mayor Pro Tem Josh Bare

Councilmember Andrew Hixson

Councilmember Matt Myers

Councilmember Bruce Gaynor

Councilmember Arlene Beckles

Minutes Acceptance: Minutes of Apr 9, 2021 8:30 AM (Presentation of previous meetings minutes for acceptance)

Call to Order

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

Special Meeting was called to order at 8:37 AM by

A. Kickoff and Introduction [2021 Mayor and Council Retreat PPT](#)

B. Welcome and Opening Remarks

C. Strategic Planning

a. Mayor's Strategic Priorities

b. Councilmembers' Strategic Priorities

1. Ensure a safe community
 - Bridging the diversity gap
 - More fluent Spanish speaking employees
 - Goal is to reach a 40%-50% Spanish speaking force
2. Be a catalyst for the positive development of young people
3. Foster neighborhood pride and community understanding
4. Provide and maintain first-rate infrastructure and community facilities
5. Ensure an attractive and well-maintained city
6. Recruit and retain a highly skilled and diverse workforce for the city
7. Ensure the City's long-term financial ability to deliver quality services
8. Optimize staff effectiveness through training, technology equipment, and facilities

c. Review/Update of Previous Strengths, Weaknesses, Opportunities and Threats (2017 Retreat)

Strengths

1. Police
2. Walkability
3. Downtown
4. Park and Trails **
5. Institutional Knowledge*
6. Financial Solvency*
7. Cultural/Ethnic Diversity*
8. Norcross Power
9. Strong Branding*
10. Partnerships - DDA, County
11. Customer Service Culture*
12. City Events

Weaknesses

1. Parking
2. East/West Divide***
3. Traffic*
4. Perception of Schools
5. Extended Hotel/Quality Housing
6. City-wide Masterplan
7. Affordability*
8. Digital/Technology
9. Unincorporated Norcross*
10. Salaries of Staff
11. Diversity
12. Less advantages population
13. Aging Infrastructure

Opportunities

1. Buford Highway Development
2. Young Family Boom
3. Location
4. Downtown Living and Investment*
5. Diversity
6. Industrial/Commercial Growth
7. Redevelopment*
8. Integration - East/West
9. Beaver Run Creek Greenway
10. Leadership
11. SPLOST Funding**
12. Lucent Site
13. Low cost financing
14. Underdeveloped Areas

Threats

1. Poverty Rate/Household Income
2. Affordability/Housing*
3. Staffing/Competition***
4. Economy
5. Aging Infrastructure
6. Balance between Old and New
7. Silos of Culture*
8. PTC
9. Transient Residents
10. Home Ownership
11. Finite Pool of Money
12. City/County relationship

d. Review/Update Three-Year (2020-2023) Priorities and Assess Progress (2020 Retreat)

D. Big Issues

a. Walkability

Walkability

- Look at infrastructure.
- Increasing sidewalks, trails, non-paved walkways, cross ability
- Use certificate rejection list to identify improvements; Interconnect entire city not just East/West
- Use a report card as guideline
- Staff should review list and determine cost factors to bring back in budget discussion.

East-west Connection

- Review notes of Buford Highway Masterplan
- How can we connect the entire city and creatively expand the bridge of Buford Highway and Beaver Run Road?
- Engage DOT and explain our vision
 - Create a plan relative to connection points of walkability

b. Redevelopment

a. Public Spaces

- Complete Street Plan for Mitchel Street
- Roundtable Conversation with developers/stakeholders regarding priorities
- Police Headquarters Building
- Complete Street Plan for Mitchel Street
- Density Flexibility
- Affordable Housing

c. Community Vision

- Comprehensive plan– community work program
- Buford Highway- and financing Proposal
 - Buford Highway Master Plan
 - Blend the Comp Plan and Buford Highway plan into new category to be developed later
 - Market Study
 - Ask developers to break down different type of units and mixed use-residential/office/retail/condos
 - Node 1
 - Node 2
 - Node 3
 - 2024 Comp Plan, develop new categories- "Category 11"
 - Encourage community feedback.

E. Items Deferred from Work Sessions – Facilitator

a. Police Station

- No space for expansion in current location
- Buford Highway would be the optimal location
 - Quick access to all areas of Norcross as far as position and location
- If annexation happened, Jimmy Carter would be the ideal location
- Per Croft, retrofitting the existing library into the new police admin building would not be viable.
- Courts and Police should create a basic needs assessment.

b. Masterplan/ Study for Lawrenceville St to Wingo St (Entire area)

- More public spaces/parking
- Payment statistics and trends? (Paying at the drive-up, walk-up, checks, automated, online payments, etc.)
 - The goal is to encourage more automated payments
- Create landscape architecture rendering

c. Investments that will generate an ROI to the electric utility

- Norcross Power
 - Needs strategic and creative business plan to market and sell power
 - Encourage and incentivize customers to transfer from gas to electric
 - Council requested that Norcross Power create and present an aggressive business plan/strategy inside and outside of service area addressing the following questions: What is coming online? Holding funds? Size of funds and how long should they be there? What are the opportunities and threats?
 - What is the cost to bury lines?
 - The next step would be for Norcross Power to create a holistic comprehensive business plan to increase a return on invest. What are the associated costs to create plan?
 - Hire a business consultant
 - ECG will provide information addressing the questions relative to planning and zoning areas and costs. Mary Beth will connect with ECG offline to discuss creating a rough draft before Budget Retreat..

d. Determining what is an appropriate payment from electric fund to general fund

- Increase customer base
- Increase dividends

e. Veteran's Park Monument Sign

- The current installed signage is in line with our parks signage branding guide, created by Blue Sky
- Pam Ledbetter is conducting an audit to see if traffic is being directed appropriately
- LED Display update- intersection pf Peachtree Industrial and Holcomb Bridge
 - Should be completed and installed by the week of April 19th.

f. Food Trucks

- Involve the downtown merchants in this process by adding this topic as an item for discussion at an upcoming Mayor and Council Policy Work Session.
- City wide, not just Downtown
 - Food trucks should be allowed on private property if owners so choose
 - Permitting fees should be assessed if located in public spaces including city owned streets/parks
 - Create fee schedule
 - Discuss with Downtown Merchants- Coordinate with Cate and DDA
 - Setting up events around the food trucks?

g. Lights on Skin Alley

- Lights will be ready in the next 5-7 days
- Will combine the Mayor's lighting with Social Fox's one-year celebration

h. Phase Two Discussion

Council went around the room sharing their vision, budget perspective, and desired time frame for completion.

Councilmember Gaynor

- Current plan; likes the idea of the theater in public building Commercial buildings, preservation of creek /linear park
- Prefers owned units verses renting; flats perhaps?
- Not interested in high rate of return, more interested in subsidies for selling property
- As soon as possible

Councilmember Hixson

- Not interested in deviating from current Comprehensive Plan
- In favor of lowering the costs of the parcel to get what is desired
- Put a pin in it, no rush

Councilmember Myers

- Okay with whatever density works
- Would like to see a community center or cultural arts center
- Theater revamped for next generation of residents
- Retail space: shop, eat, play
- Parking closer up the hill will be valuable
- Return on investment
- Not in favor of long term tax abatements
- As soon as possible, let's get it done

Councilmember Beckles

- Flat homes
- Commercial walkability
- Art center
- Peace of mind
- Cap on tax abatement
- Within the next five years

Councilmember Bare

- Residential- town home, flats, etc.
- No subsidizing
- Maximize parking at City Hall first
- Invest in Cultural Arts Center on the other side of Buford Highway
- Within five years, not a rush

F. Next Steps

- Go back to eight objectives and deferred items and begin working on deliverables.

G. Closing Remarks**H. Adjournment**

The meeting was adjourned at 3:58 PM



2021 MAYOR AND COUNCIL RETREAT

AGENDA

- a. Kickoff and Introduction
- b. Welcome and Opening Remarks
- c. Strategic Vision
- d. Big Issues
- e. Items Deferred from Work Sessions
- f. Next Steps
- g. Closing Remarks
- h. Adjournment



*With 150 years of history behind us,
how do we nourish what we have and
plan for our future?*

WELCOME AND OPENING REMARKS

Mayor Craig Newton



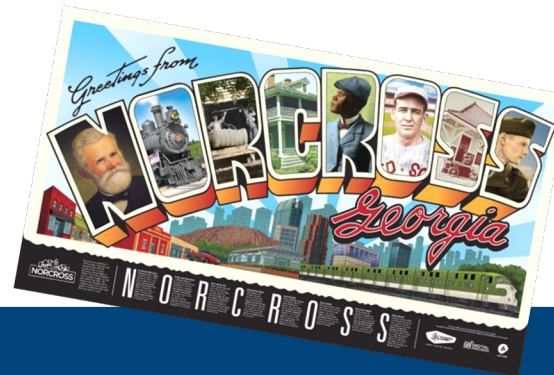
Vision **STRATEGIC PLANNING**

Our Mission

Provide quality service to enhance the safety, livability and prosperity of the community.

Our Vision

Investment in Children, Neighborhood Pride, Enriching Cultural Experiences, Diversity, Thriving Economy, Quality Government Services, and Leadership among Gwinnett Cities.



STRATEGIC VISION

Our Strategic Goals

- ✓ Ensure a safe community
- ✓ Be a catalyst for the positive development of young people
- ✓ Foster neighborhood pride and community understanding
- ✓ Provide and maintain first-rate infrastructure and community facilities
- ✓ Ensure an attractive and well-maintained city
- ✓ Recruit and retain a highly-skilled and diverse workforce for the city
- ✓ Ensure the City's long-term financial ability to deliver quality services
- ✓ Optimize staff effectiveness through training, technology equipment, and facilities



STRATEGIC VISION

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Are these still correct?

STRENGTHS, WEAKNESSES, OPPORTUNITIES AND THREATS

An initial step in strategic visioning is frequently to identify what is unique for a jurisdiction.

Mayor and Council performed a “SWOT” analysis as part of the 2017 retreat.

However, as noted at the bottom:

*Strengths and Weaknesses are intended to be Internal to the **organization**. Opportunities and Threats are External factors.*

City of Norcross S.W.O.T Analysis

Strengths & Differentiators (Characteristics of the City that give it an advantage over others) - Location - SPLOST Funding - Schools - People - Institutional Knowledge - Destination City - Historic - Financially Solvent - Cultural/Ethnic Diversity - Public Safety - Volunteer Engagement - Sense of Place - Sense of Community - Parks - Railroads - Parking Usability - Partners (CID/DDA/County) - Growing Movie Industry - City Events - Leadership - Sustainability - Customer Service Culture - Strong Branding - Growing Technology Base - Growing Industrial Base - Walkability - Geographically Compact - Business/Residential Mix - Electrical Department - Leading Voice – Lots of 1st	Weaknesses & Vulnerabilities (Characteristics that place the City at a disadvantage relative to others) - Traffic Congestion - Need for Parking - Historic/E Side Divide - City/County Jurisdictions - Slow Processes - Zoning Needs Changing - Length of Council Terms - Unincorporated Norcross - Drive To – Walkability - Built Out - Perception of Schools - Homeownership Opps. - Rental Properties - Extended Stay Hotels - Siloing of Staff - Legal Limitations to Meet - Diversity - Pockets of High Crime - Limited Public Transportation
Opportunities Ahead (Elements in the environment that the City could use to its advantage) - Redevelopment - Historic/E Side Integration - Movie Industry Growth - SPLOST Funding - Build on School Success - Community Engagement - Diversify Volunteer Base - Livable/Walkable Downtown - Land Ownership Around Parks - TAD/CID/DDA Partnerships/\$ - Park/Trail System Integration – Park Master Plan - Market to Millennials - Create Historic Preservation District - Strong Voice in Region - Proponent for MARTA - Beaver Run Creek Greenway - Best Practice Education on Redevelopment Options	Threats To Be Mindful Of (Elements in the environment that could cause trouble for the City) - Balance Between Old & New - Pace of Economy - Over/Under Development of Downtown - Finite Pool of Money Available - Average Income of Community – Developers Seek Higher - Competition from Surrounding Cities – New Cities Forming - Competition for Seasoned Staff - Inadequate/Aging Infrastructure - Complications of Immigration Reform - Increase in Poverty Rate - Absentee Landlords - Siloing of Cultures - Aging Community - Transient Residents

Strengths & Weaknesses are Internal to the organization.
Opportunities & Threats are External factors.

STRENGTHS, WEAKNESSES, OPPORTUNITIES AND THREATS



	HELPFUL	HARMFUL
internal	strengths	Weaknesses
external	OPPORTUNITIES	threats

STRENGTHS, WEAKNESSES, OPPORTUNITIES AND THREATS

Considerations in revisiting the earlier analysis:

- ❖ Limit the number of items on each list based on which are the most important for that category, and/or
- ❖ Prioritize them (if everything is a priority, then nothing is really a priority), or rank them, and
- ❖ Describe them enough so it is clear why they are a strength, weakness, opportunity or threat. For example, what aspect of “Railroads” is considered a strength?

STRENGTHS, WEAKNESSES, OPPORTUNITIES AND THREATS

What has changed in this list developed four years ago?

- What should we add?
- Should anything be deleted – or reclassified (e.g., it is not internal to the organization)?
- Is there a better way to describe any strength?



Strengths & Differentiators

(Characteristics of the City that give it an advantage over others)

Location	Parking Usability
SPLOST Funding	Partners (CID/DDA/County)
Schools	Growing Movie Industry
People	City Events
Institutional Knowledge	Leadership
Destination City	Sustainability
Historic	Customer Service Culture
Financially Solvent	Strong Branding
Cultural/Ethnic Diversity	Growing Technology Base
Public Safety	Growing Industrial Base
Volunteer Engagement	Walkability
Sense of Place	Geographically Compact
Sense of Community	Business/Residential Mix
Parks	Electrical Department
Railroads	Leading Voice – Lots of 1sts

STRENGTHS, WEAKNESSES, OPPORTUNITIES AND THREATS

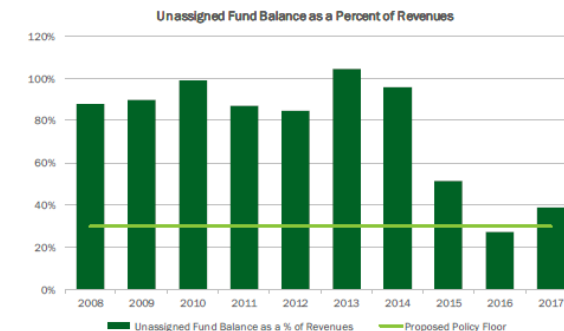
What has changed in this list developed four years ago?

- What should we add?
- Should anything be deleted – or reclassified (e.g., it is not internal to the organization)?
- Is there a better way to describe any weakness or vulnerability?

Weaknesses & Vulnerabilities

(Characteristics that place the City at a disadvantage relative to others)

Traffic Congestion	Perception of Schools
Need for Parking	Homeownership Opps.
Historic/E Side Divide	Rental Properties
City /County Jurisdictions	Extended Stay Hotels
Slow Processes	Siloing of Staff
Zoning Needs Changing	Legal Limitations to Meet
Length of Council Terms	Diversity
Unincorporated Norcross	Pockets of High Crime
Drive To –Walkability	Limited Public Transportation
Built Out	



STRENGTHS, WEAKNESSES, OPPORTUNITIES AND THREATS

**What has changed in this list
developed four years ago?**

- What should we add?
- Should anything be deleted – or reclassified (e.g., it is not an external factor)?
- Is there a better way to describe any opportunity?

Opportunities Ahead

*(Elements in the environment that the City
could use to its advantage)*



Redevelopment
Historic/E Side Integration
Movie Industry Growth
SPLOST Funding
Build on School Success
Community Engagement
Diversify Volunteer Base
Livable/Walkable Downtown
Land Ownership Around Parks
TAD/CID/DDA Partnerships/\$
Park/Trail System Integration – Park Master Plan
Market to Millennials
Create Historic Preservation District
Strong Voice in Region
Proponent for MARTA
Beaver Run Creek Greenway
Best Practice Education on Redevelopment Options

STRENGTHS, WEAKNESSES, OPPORTUNITIES AND THREATS

What has changed in this list developed four years ago?

- What should we add?
- Should anything be deleted – or reclassified (e.g., it is not an external factor)?
- Is there a better way to describe any threat?

Threats To Be Mindful Of

(Elements in the environment that could cause trouble for the City)

Balance Between Old & New
Pace of Economy
Over/Under Development of Downtown
Finite Pool of Money Available
Average Income of Community – Developers Seek Higher
Competition from Surrounding Cities – New Cities Forming
Competition for Seasoned Staff
Inadequate/Aging Infrastructure
Complications of Immigration Reform
Increase in Poverty Rate
Absentee Landlords
Siloing of Cultures
Aging Community
Transient Residents



STRENGTHS, WEAKNESSES, OPPORTUNITIES AND THREATS

Recap on the SWOT exercise:

What has changed most significantly based on our update of strengths, weaknesses, opportunities, and threats?

How might those changes impact our priorities moving forward?

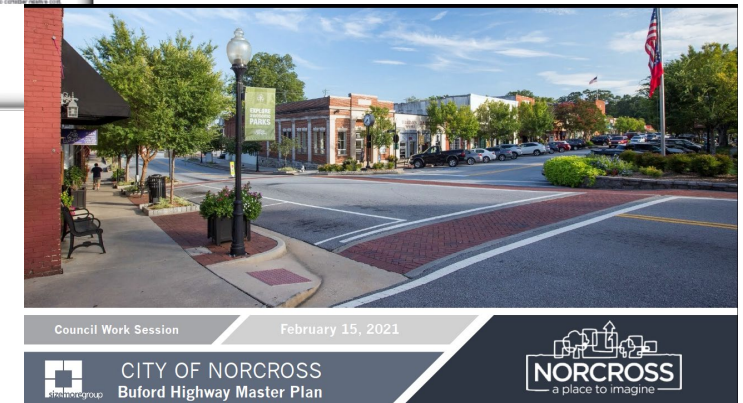
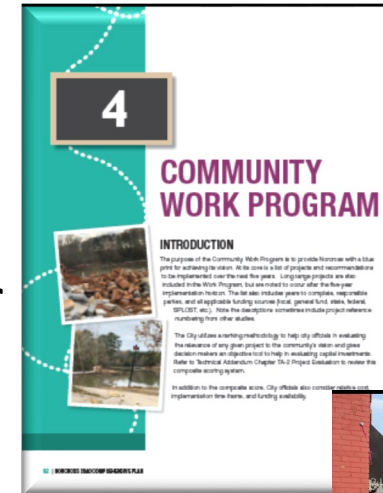
City of Norcross S.W.O.T Analysis

Strengths & Differentiators <i>(Characteristics of the City that give it an advantage over others)</i> Location SPLOST Funding Schools People Institutional Knowledge Destination City Historic Financially Solvent Cultural/Ethnic Diversity Public Safety Volunteer Engagement Sense of Place Sense of Community Parks Railroads Parking Usability Partners (CID/DDA/County) Growing Movie Industry City Events Leadership Sustainability Customer Service Culture Strong Branding Growing Technology Base Growing Industrial Base Walkability Geographically Compact Business/Residential Mix Electrical Department Leading Voice – Lots of 1st	Weaknesses & Vulnerabilities <i>(Characteristics that place the City at a disadvantage relative to others)</i> Traffic Congestion Need for Parking Historic/E Side Divide City/County Jurisdictions Slow Processes Zoning Needs Changing Length of Council Terms Unincorporated Norcross Drive To – Walkability Built Out Perception of Schools Homeownership Opps. Rental Properties Extended Stay Hotels Siloing of Staff Legal Limitations to Meet Diversity Pockets of High Crime Limited Public Transportation
Opportunities Ahead <i>(Elements in the environment that the City could use to its advantage)</i> Redevelopment Historic/E Side Integration Movie Industry Growth SPLOST Funding Build on School Success Community Engagement Diversify Volunteer Base Livable/Walkable Downtown Land Ownership Around Parks TAD/CID/DDA Partnerships/\$ Park/Trail System Integration – Park Master Plan Market to Millennials Create Historic Preservation District Strong Voice in Region Proponent for MARTA Beaver Run Creek Greenway Best Practice Education on Redevelopment Options	Threats To Be Mindful Of <i>(Elements in the environment that could cause trouble for the City)</i> Balance Between Old & New Pace of Economy Over/Under Development of Downtown Finite Pool of Money Available Average Income of Community – Developers Seek Higher Competition for Seasoned Staff Competition for Seasoned Staff Inadequate/Aging Infrastructure Complications of Immigration Reform Increase in Poverty Rate Absentee Landlords Siloing of Cultures Aging Community Transient Residents

Strengths & Weaknesses are Internal to the organization.
Opportunities & Threats are External factors.

“BIG ISSUES”

- a. Walkability
 - East-west connection
- b. Redevelopment
 - Public spaces – e.g., community center
 - Affordable housing
- c. Community Vision
 - Comprehensive plan– community work program
 - Buford Highway – and financing proposal



ITEMS DEFERRED FROM WORK SESSIONS

- a. Police Station
- b. Masterplan/Study for Lawrenceville St. to Wingo St. (Entire area)
- c. Investments that will generate an ROI to the electric utility
- d. Determining what is an appropriate payment from Electric Fund to the General Fund
- e. Veteran's Park Monument Sign
- f. Food Trucks



Next steps ...

Where do we go from here?



Adjournment



City of Norcross

65 Lawrenceville Street
Norcross, GA 30071



Meeting Minutes

Friday, May 21, 2021

8:30 AM

Infinite Energy Forum

Mayor and Council Retreat

Mayor Craig Newton

Mayor Pro Tem Josh Bare

Councilmember Andrew Hixson

Councilmember Matt Myers

Councilmember Bruce Gaynor

Councilmember Arlene Beckles

Minutes Acceptance: Minutes of May 21, 2021 8:30 AM (Presentation of previous meetings minutes for acceptance)

A. Roll Call (recorded)

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

Special Meeting was called to order at 8:36 AM by Mayor Craig Newton

B. Welcome & Opening Remarks

[Norcross 2021 Budget Retreat PDF](#)

C. Expectations

City Manager, Eric Johnson, led a discussion relative to the following expectations.

- Recognize how restricted revenues and fund balance/net position may be used.
- Understand how the salary study may be implemented.
- Reach consensus on the pension plan and any change.
- Reach consensus on how to move forward with health benefits for employees and retirees.
- Begin the discussion of how to address infrastructure needs.
- Provide feedback to department directors on how their visions may be implemented through the upcoming budget.

D. Budget Process & Concepts

Budget process discussion led by Eric Johnson. changes include:

- Tracking additions to a continuation level budget, and requests that are not included - what is in and what is not. Focus more on what we will provide, rather than what we spend on line items.
- Form being developed for non-profits. Karen issue donation sponsorship/requests forms.
- Extended process with Adoption August 2nd so that we have the most up-to-date information on revenues, and more time to consider options and opportunities.

E. Salaries

A discussion relative to how setting aside funds for salary study implementation is critical in the FY 2021-2022 budget.

- The Salary Survey will develop new pay ranges and assign every position to an appropriate pay range.

F. Benefits

A discussion relative to considering new competitive benefits or modifying existing ones as part of our strategy to attract and retain employees.

- Councilmember Beckles requested that staff be polled on benefit preferences. (Refer to page 20 of budget retreat PowerPoint)
- A Pensions Benefits Plan presentation was led by Segal actuaries Rocky Joyner and Malachi Waterman, in conjunction with Michele Warner of GMA.
- A health Insurance Benefits presentation was led by Dan Nackers, Sr. Benefits Consultant, BKS-Partners.
- Update on Cigna Renewal will be known within the week.

G. Departmental Visions

Each Department Head presented a vision for their department sharing what they'd like to achieve and how they plan to get there.

Assistant City Manager, Mary Beth Bender**Public Works Vision:**

- Provide and maintain a first-rate infrastructure
- Ensure a safe, attractive, and well-maintained community
- Recruit and retain skilled workforce
 - Councilmember Myers discussed the challenges of hiring
 - Councilmember Beckles will connect Mary Beth with a contact that works with veterans to assist them with finding jobs.

Storm Water Vision:

- Provide and maintain a first-rate infrastructure
- Ensure a safe, attractive, and well-maintained community
- Recruit and retain skilled workforce

Parks Vision:

- Ensure a safe, attractive, and well-maintained community
- Increase diversity in the community by
- Recruit and retain skilled workforce

Chief of Police, Bill Grogan**Vision:**

- Retain employees for the long-term.
- Engage the community in meaningful ways.
- Fully refreshed fleet by 2023.
 - From chargers to Explorer. This time next year, all chargers will be spares.
 - Began using a new software that allows the department to be more proactive and less reactive. Chief Grogan invited Mayor and Council to PD to check out software.
 - Council inquired about electric cars

Community Development & Planning Director, Tracy Rye**Vision:**

- To be a full-service Development Services Office (Consider Rebranding)
- Manage designations and turn them in to Educational Opportunities
- Invest in managing and supporting the designation; providing educational opportunities; make a difference; determine which is the highest priority
- Reduce monthly support to some non-public hearing boards
- Invest (in people and places)
 - Full Time Erosion and site development inspector/Arborist

Economic Development Director, William Corbin**Vision:**

- Business Retention & Expansion (BRE)
- Real Estate Development
- Development Authorities Fund
- Proactive Land Acquisition
- Smart City Initiatives

Downtown Manager, Cate Kitchen**Vision:**

- Establish a regular trolley route to transport potential customers
- Purchase an open-air Moto Electric Vehicle
- Establish new Taste of Norcross tour to include the restaurants in downtown and along Buford Highway

- Assist downtown merchants with new events (Small Business e-Expo)
- Maintain the recent level of excellence with the exhibits brought to the Rectory
 - Issue tax mileage to fund. Research routes from business to business
 - Needs someone to drive trolley during the day.
 - Cost to bring another party in for trolley---insurance, pre-established bus companies.

Administrative Services Director, Karen Slaton-Dixon**Vision:**

- Create Paperless Environment
- Process all applications online
- Automate Disconnect Notice
- Enhance Property Tax System
- Streamline Budget Process
- Budget Award Submission

City Clerk, Monique Lang**Vision:**

- Municipal Elections
- Open Records
- Standard Operating Procedures
- Becoming a Paperless City

Clerk of Court, Maurice Shepherd**Vision:**

- Increasing court room size
- Add 3-tier bench in courtroom
- Add attorney consultation room
- Add a drive-through for ticket payments
- Hiring bilingual Court Clerk I
- Digital docket/mobile application
- Municipal court becoming paperless

IT Director, Dr. James Trent**Vision:**

- Growth
- Cybersecurity
- KPIs
 - Councilmember Hixson would like to see the transparency relative to KPIs.

Interim Human Resources Manager, Camille Washington**Vision:**

- Classification and Compensation Study
- Develop a Performance Evaluation Scoring Metric
- Establish a Workplace Safety Committee
- Address Mandatory Training Needs
- Complete Employee Self-Service System (ESS)
- Applicant Tracking System

Accent Creative Group President, Pam Ledbetter**2021-22 Wishlist:**

- Document Remediation (website accessibility)
- Youth-targeted campaign budget, to include social ads and videography
- New 4-sided Kiosk for Library/LWP
- 2nd Gateway LED Display, & more from the Wayfinding Plan
- Department Landing Pages for each key public-facing office (PD, Public Works)

City Manager, Eric Johnson**Vision:**

- Provide and maintain first-rate infrastructure and community facilities
- Recruit and retain a highly skilled and diverse workforce for the city
- Provide and maintain first-rate infrastructure and community facilities
- Recruit and retain a highly skilled and diverse workforce for the city
- Ensure the City's long-term financial ability to deliver quality services
- Optimize staff effectiveness through training, technology, equipment, and facilities

H. Other Budget Issues**I. Review of Expectations Met****J. Next Steps****K. Adjournment**

The meeting was closed at 4:52 PM

Minutes Acceptance: Minutes of May 21, 2021 8:30 AM (Presentation of previous meetings minutes for acceptance)



2021 MAYOR AND COUNCIL BUDGET RETREAT

AGENDA

- a. Roll Call
- b. Welcome & Opening Remarks
- c. Expectations
- d. Budget Process & Concepts
- e. Salaries
- f. Benefits
- g. Departmental Visions
- h. Other Budget Issues
- i. Review of Expectations Met
- j. Next Steps
- k. Adjournment



*With 150 years of history behind us,
how do we nourish what we have and
plan for our future?*

WELCOME & OPENING REMARKS

Mayor Craig Newton



EXPECTATIONS

City Manager Eric Johnson

- ☐ Recognize how restricted revenues and fund balance/net position may be used.
- ☐ Understand how the salary study may be implemented.
- ☐ Reach consensus on the pension plan and any change.
- ☐ Reach consensus on how to move forward with health benefits for employees and retirees.
- ☐ Begin the discussion of how to address infrastructure needs.
- ☐ Provide feedback to department directors on how their visions may be implemented through the upcoming budget.
- ☐ Other feedback

BUDGET PROCESS

Budget Process Discussion – changes include:

- Tracking additions to a continuation level budget, and requests that are not included – what is in and what is not. Focus more on what we will provide, rather than what we spend on line items.
- Form being developed for non-profits.
- Extended process with Adoption August 2nd so that we have the most up-to-date information on revenues, and more time to consider options and opportunities.

BUDGET CONCEPTS

Fund balance/Net Position – Funds carried forward from the prior year.

- ✓ Unspent funds and excess revenues increase the fund balance or net position.
- ✓ In operating funds, appropriations lapse at yearend and funding is freed up.
- ✓ In capital funds, commitments typically carry forward until a capital project is completed, so fund balance may be committed to projects.

A drawdown can be justified – particularly for a one-time need— as long as a reasonable balance is maintained.

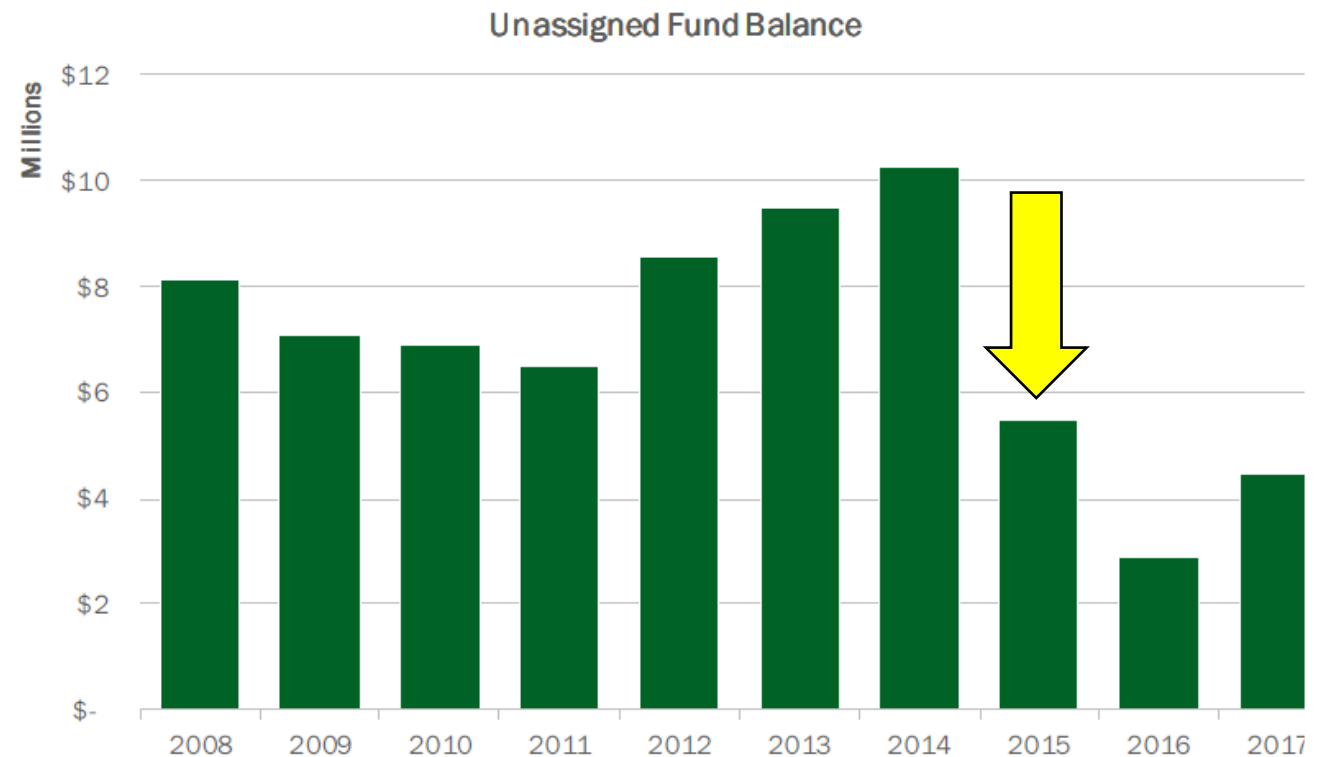
BUDGET CONCEPTS

Fund balance/Net Position – Why is it important?

- ✓ Provides adequate month-to-month cash flow
- ✓ Provides funds for emergency situations (e.g., disaster recovery)
- ✓ Provides funds for unexpected revenue shortfalls or other unexpected expenditures/expenses
- ✓ Can facilitate beginning bond funded capital projects prior to borrowed funds being available
- ✓ Can mitigate other financial weaknesses
- ✓ Considered as part of the City's financial strength in obtaining competitive financing
- ✓ Can smooth the transition to higher rates for an enterprise

BUDGET CONCEPTS

General Fund, fund balance Fund balance was drawn down \$4.6 million when the City changed its fiscal year in 2015 because key revenues weren't collected during that transition year. By the end of 2020, fund balance was restored to nearly \$8.3 million – or about twice the recommended minimum level of 30% of revenues.



Source: Davenport report dated August 2018.

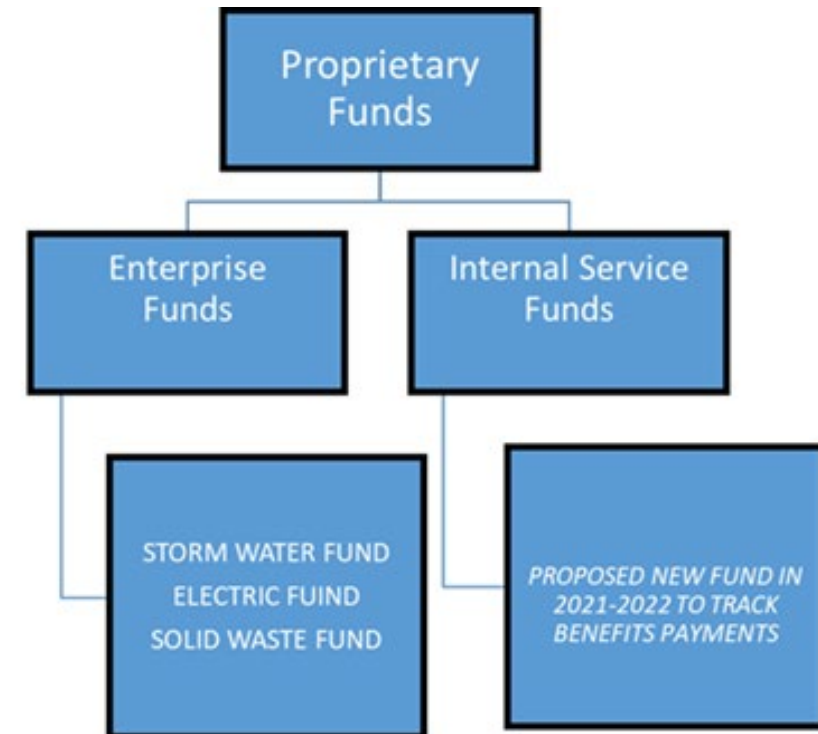
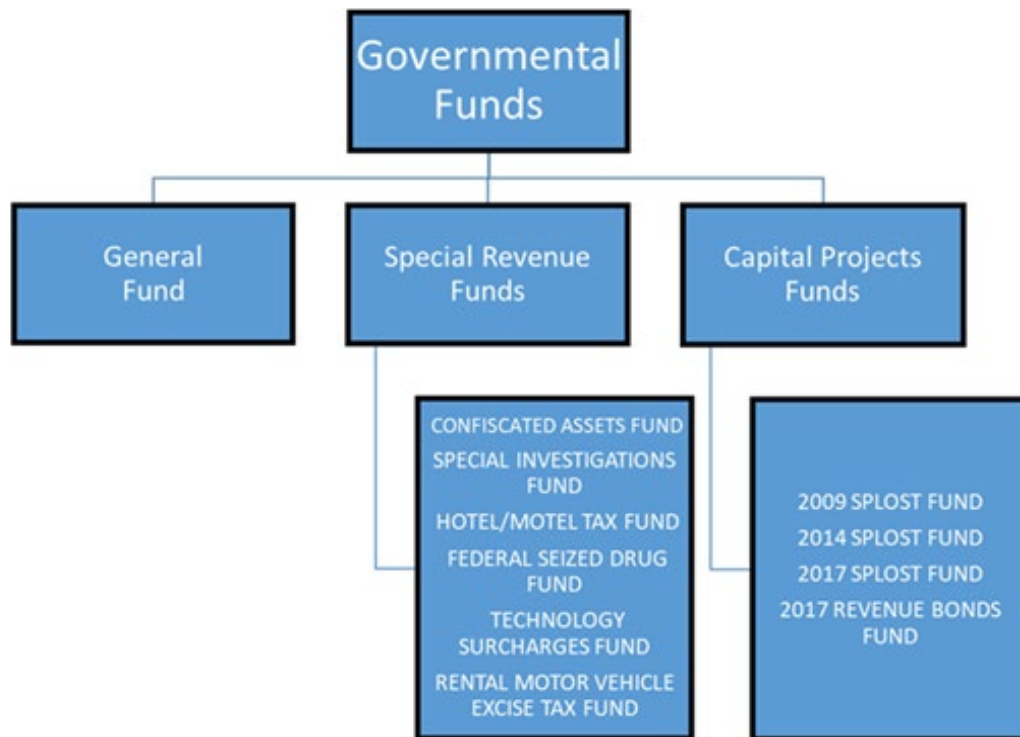
BUDGET CONCEPTS

Recurring vs. Nonrecurring – Generally, we match recurring costs to recurring revenues.

- One-time (nonrecurring) revenues are best used for one-time (nonrecurring) costs such as for equipment or other capital expenditures, or for one-time operating costs (e.g., a study).
- For example, revenue from the sale of land, or from a legal settlement, is nonrecurring – and not the basis for funding a new recurring program.
- Looking closer, an event like a recession or a pandemic (or both) can be considered a temporary, nonrecurring factor and may justify filling in the gap between current revenues and current expenditures.

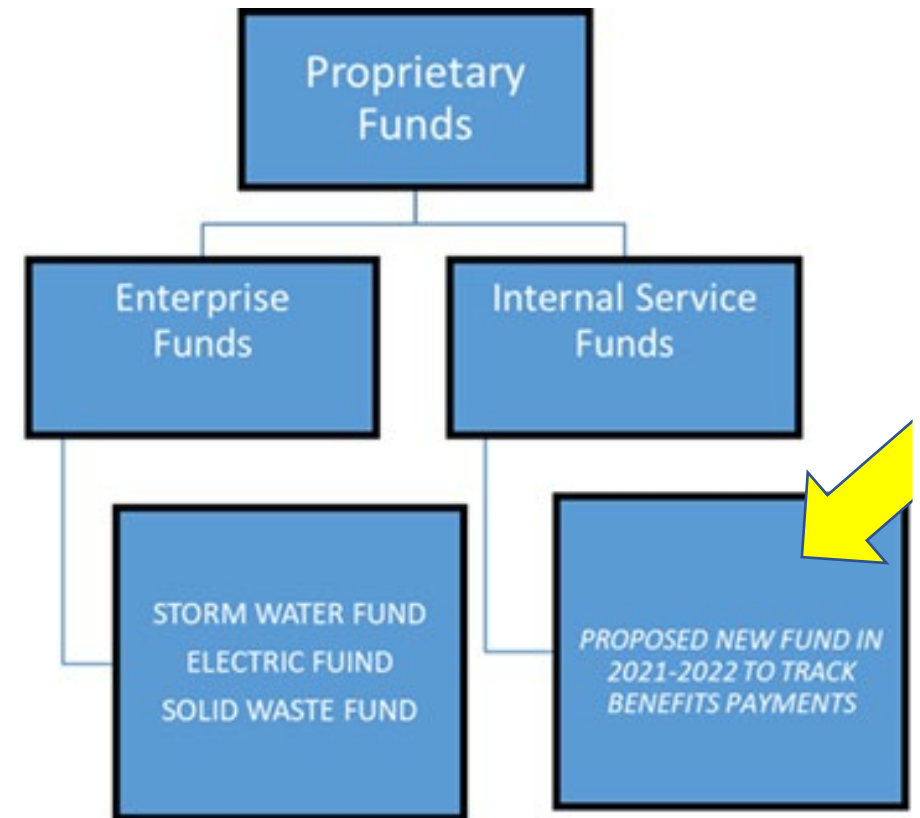
BUDGET CONCEPTS

Restricted vs. Nonrestricted Funds: Only the General Fund is Nonrestricted but there is a higher level of independence within enterprise funds.



BUDGET CONCEPTS

- ✓ Allocations to grants – federal grants have a *de minimus* rule of 10% that the City hasn't chosen to use
- ✓ Allocations to enterprises (in addition to the transfer from the electric fund)
- ✓ Use of an internal service fund for internal chargebacks to funds and departments



BUDGET CONCEPTS

- Potential uses for American Rescue Plan funds.
- Capital Planning

BUDGET CONCEPTS – ARP options

- **Support public health expenditures**, by funding COVID-19 mitigation efforts, medical expenses, behavioral healthcare, and certain public health and safety staff;
- **Address negative economic impacts caused by the public health emergency**, including economic harms to workers, households, small businesses, impacted industries, and the public sector;
- **Replace lost public sector revenue**, using this funding to provide government services to the extent of the reduction in revenue experienced due to the pandemic;
- **Provide premium pay for essential workers**, offering additional support to those who have borne and will bear the greatest health risks because of their service in critical infrastructure sectors; and,
- **Invest in water, sewer, and broadband infrastructure**, making necessary investments to improve access to clean drinking water, support vital wastewater and stormwater infrastructure, and to expand access to broadband internet.

BUDGET CONCEPTS - Capital Planning

Needs:

- ✓ Facilities – new Public Safety Building to house Police Headquarters and the Municipal Court
- ✓ Infrastructure – Identified needs for road maintenance/resurfacing and sidewalks, for stormwater pipe relining/replacement, and for potential undergrounding of utilities
- ✓ Incentives or land assemblage for new development projects through NDA or DDA

Funding:

- ✓ Stormwater fees, LMIG funds, general revenue, grants (e.g., CDBG), SPLOST, Redspeed fines, utility fees, public/private partnerships
- ✓ Debt issue repaid by one or more of these revenues.

BUDGET CONCEPTS – Capital Planning

Elements of issuing debt:

- ✓ Consideration of debt capacity/debt limits (i.e., what should be our "credit limit") -- best practice is between 0.75% to 1.75% of Full Value, excluding any debt backed by SPLOST.
- ✓ Ability to repay (i.e., what we can afford) -- best practice is debt service that does not exceed 15% of expenditures. Those payments will compete against operating and capital needs unless paid with a supplemental debt millage. Payments are based on credit rating, current interest rates, and taxability of the debt to investors.

BUDGET CONCEPTS – Capital Planning

- Stormwater relining projects
- Road resurfacing projects
- Sidewalk safety
- Greenways, connectivity
- Public Safety Building
- Fleet replacement
- Electric infrastructure improvements
- Other SMART City investments (e.g., enhanced broadband, EV charging stations)
- Other...

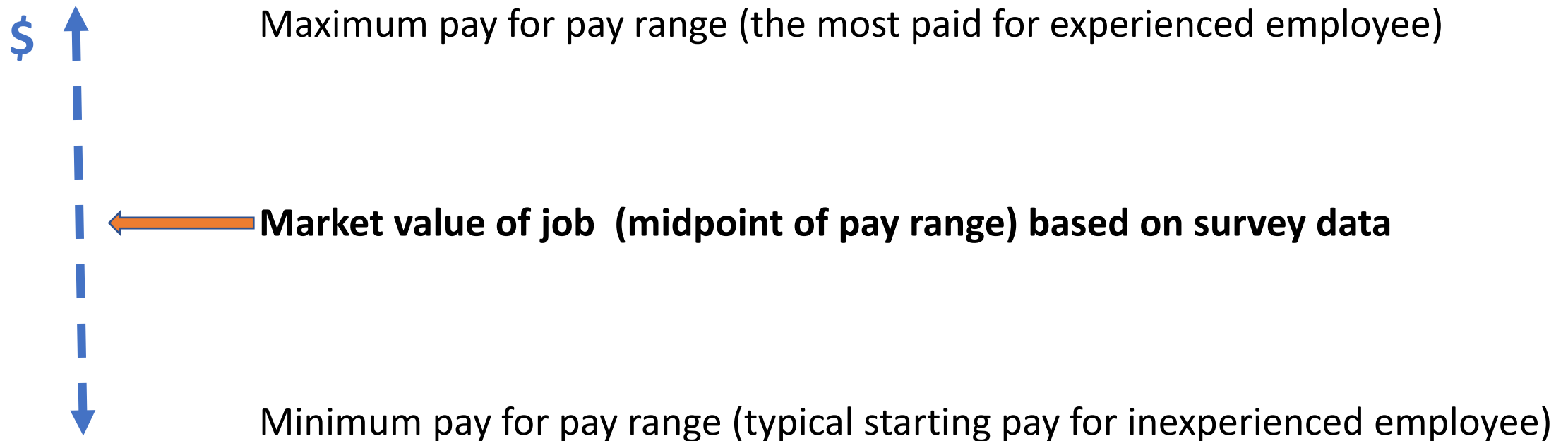
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BUDGET CONCEPTS

- Setting aside funds for salary study implementation is critical in the FY 2021-2022 budget.

SALARIES

The Salary Survey will develop new pay ranges and assign every position to an appropriate pay range:



SALARIES

Preparing for the cost of implementing the salary survey:

- Increasing the pay of any **employee** whose current salary is below the new minimum for the pay grade assigned to their **position** (MANDATORY)
- Freezing the pay of any **employee** whose current salary is above the new maximum for the pay grade for their **position**. (OPTIONAL, BUT TYPICAL)
- At the normal 50th percentile, half of our competitors will pay less and the other half will pay more for a **position**. Dunwoody selected the 80th percentile, so they would outpay 80% of their competitors for a similar **position**. (OPTIONAL TO GO ABOVE THE 50% PERCENTILE)
- When minimum pay for a pay range increases, existing employees may largely fall within the first quartile of the new pay range. That means they don't earn much more than a new employee in that same range. Addressing that "pay compression" requires slotting **employees** further into the new pay range for their **position**. (OPTIONAL FACTOR)

BENEFITS

Consider new competitive benefits or modify existing ones as part of our strategy to attract and retain employees. These tend to benefit specific groups or employees with unique needs, **and have limited cost:**

- paid newborn or adoption leave
- student loan repayment vs. tuition reimbursement
- signing bonus
- retention bonus
- incentives for non-mandatory certifications that require continuing professional education (e.g., CPA, CGFO, PMP, PE, AICP) but provide City benefit
- other ...

BENEFITS

Cost of non-mandatory* benefits in 2019-2020

Group insurance	\$1,477,225	=	23.1%	of salaries and overtime
Group ins. retirees	192,905	** =	3.0%	"
Retirement	<u>672,242</u>	=	<u>10.5%</u>	"
	\$2,342,372	=	36.7%	"
Salaries & overtime	\$6,389,604			

*Excludes FICA, workers compensation, and unemployment insurance. **Corrected. Originally reported at \$365,855.

BENEFITS

Cost of non-mandatory* benefits in 2019-2020

Group insurance	\$1,477,225	→ We will hear options for this later.
Group ins. retirees	192,905	→ We will cover this next.
Retirement	<u>672,242</u>	→ We will hear from actuaries on
	\$2,342,372	our pension, and an option.
Salaries & overtime	\$6,389,604	→ The salary study will focus on this.

*Excludes FICA, workers compensation, and unemployment insurance. *

BENEFITS - RETIREE INSURANCE

General information about the OPEB plan

Plan Description

Plan administration. The City of Norcross Other Postemployment Benefits Plan (the “OPEB Plan”) is a defined benefit postretirement health care plan. The OPEB Plan is administered through the Georgia Municipal Employee Benefit System (GMEBS), an agent multiple-employer OPEB Plan administered by the Georgia Municipal Association (GMA).

Plan membership. At July 1, 2019, City plan membership consisted of the following:

Retired members or beneficiaries currently receiving benefits	21
Vested terminated members entitled to but not yet receiving benefits	--
Active members	130
Total	151

Benefits provided. The City has the authority to establish and amend the OPEB Plan. The City provides medical, prescription drug and dental benefits to retirees. Retirees’ spouses are eligible for the same benefits as the retiree. Employees hired prior to 1999 become eligible for those benefits if they retire on or after the age 62 (55 for Public Safety employees) with 20 completed years of service or after the age of 65 with 5 completed years of service. Employees hired after 1998, but before 2018, become eligible for benefits if they retire on or after the age 62 with 10 years of service (55 and 20 years of service for Public Safety employees). Employees hired in or after 2018, who are permanent full-time career employees, and who have been employed a minimum of 20 full-time continuous years with the City and have attained their 62nd birthday (55th birthday for Public Safety) while employed full time by the City, become eligible to purchase single coverage medical insurance under the then current City medical insurance plan.

BENEFITS - RETIREE INSURANCE

Net OPEB Liability

Reporting Date for Employer under GASB 75	August 31, 2020	August 31, 2019
Measurement Date	August 31, 2019	August 31, 2018
Components of the Net OPEB Liability		
Total OPEB Liability	\$14,787,366	\$8,278,609
Plan Fiduciary Net Position	--	--
Net OPEB Liability	14,787,366	8,278,609
Plan Fiduciary Net Position as a percentage of the Total OPEB Liability	0.00%	0.00%

The Net OPEB Liability was measured as of August 31, 2019 and 2018. Total OPEB Liability was determined from actuarial valuations using data as of July 1, 2019 and 2017 respectively.

The total OPEB Liability of \$14.8 million was equal to 252.6% of covered employee payroll.

BENEFITS - RETIREE INSURANCE

Net OPEB Liability

Reporting Date for Employer under GASB 75	August 31, 2020	August 31, 2019
Measurement Date	August 31, 2019	August 31, 2018
Components of the Net OPEB Liability		
Total OPEB Liability	\$14,787,366	\$8,278,609
Plan Fiduciary Net Position	--	--
Net OPEB Liability	14,787,366	8,278,609
Plan Fiduciary Net Position as a percentage of the Total OPEB Liability	0.00%	0.00%

The Net OPEB Liability was measured as of August 31, 2019 and 2018. Total OPEB Liability was determined from actuarial valuations using data as of July 1, 2019 and 2017 respectively.

The Actuarially Determined Contribution for the year ending Aug. 31, 2020 was \$1,394,380.

BENEFITS

Cost of non-mandatory* benefits in 2019-2020

Group insurance	\$1,477,225	=	23.1%	of salaries and overtime
Group ins. retirees	192,905 **	=	3.0%	"
Retirement	<u>672,242</u>	=	<u>10.5%</u>	"
	\$2,342,372	=	36.7%	"
Salaries & overtime	\$6,389,604			

What if we add the calculated Annual Required Contribution

*Excludes FICA, workers compensation, and unemployment insurance. **Corrected. Originally reported at \$365,855.

BENEFITS

Cost of non-mandatory* benefits in 2019-2020

Group insurance	\$1,477,225	=	23.1%	of salaries and overtime
Group ins. retirees	1,394,380	=	21.8%	"
Retirement	<u>672,242</u>	=	<u>10.5%</u>	"
	\$3,543,847	=	55.5%	"
Salaries & overtime	\$6,389,604			

*As revised, this shows the impact if we consider the **current** Actuarially Determined Contribution.*

*Excludes FICA, workers compensation, and unemployment insurance.

BENEFITS - RETIREE INSURANCE

Eligibility:

Eligibility for medical, prescription drug and dental benefits is as follows:

Hire Date	Public Safety	General Employees
Before 1999	Earliest of: Age 55 with 20 Years of Service and Age 65 with 5 Years of Service	Earlier of: Age 62 with 20 Years of Service and Age 65 with 5 Years of Service
1999 to 2017	Age 55 with 20 Years of Service	Age 62 with 10 Years of Service
After 2017	Age 55 with 20 Years of Service	Age 62 with 20 Years of Service

Benefit Types:

Medical, Prescription Drug, and Dental

Duration of Coverage:

Lifetime

Dependent Benefits:

Medical, Prescription Drug, and Dental

Dependent Coverage:

Lifetime. Surviving spouses also covered for life for employees hired prior to 2018.

Retiree Contributions:

Retiree and spouse contribution rates are set by the City. The monthly contributions for medical and dental coverage are shown in the table below:

	Medical		
	Hired before 1999	Hired 1999 to 2017	Hired after 2017
Retiree only w/o Medicare	\$150.00	\$150.00	\$200.00
Retiree + Spouse w/o Medicare	\$200.00	\$200.00	N/A
Retiree only with Medicare	\$0.00	\$0.00	\$0.00
Retiree + Spouse with Medicare	\$25.00	\$25.00	N/A
Dental			
Retiree	\$0.00	\$0.00	\$ 0.00
Retiree + Spouse	\$30.00	\$30.00	N/A

It isn't that the City hasn't addressed this issue in the past – it just hasn't been sufficient.

BENEFITS -RETIREE INSURANCE

How might we move forward?

- ✓ Recognize that past efforts have been insufficient.
- ✓ Consider it will get worse -- lower interest rates mean that the "discount rate" used to convert future costs to today's dollars will result in a higher liability when the analysis is updated.
- ✓ The fund balance we have built, and the Cares Act funding we have received, position us to address it now.
- ✓ Take positive – and meaningful – steps to ensure we can afford what we offer our employees.
- ✓ We can take advantage of GMA's rate of return.

The Actuarially Determined Contribution for the year ending Aug. 31, 2020 was \$1,394,380.

BENEFITS - RETIREE INSURANCE

Some actions to consider:

1. Change existing plan benefits to be less "rich"
2. Increase current retirees' contributions towards the cost of plans
3. Institute new benefit for future 65+ retirees based on their participation in Medicare, and a fixed payment by the City to the retiree they can use for the costs of Medicare supplements
4. Adopt an OPEB funding policy, and implement a GMA trust for OPEB funded with Actuarially Determined Contributions (or some portion) – which will drop the City's liability significantly over time based on these changes.

The Actuarially Determined Contribution for the year ending Aug. 31, 2020 was \$1,394,380.

PENSIONS BENEFITS PLAN

Presentation by Segal actuaries Rocky Joyner and Malachi Waterman, in conjunction with Michele Warner of GMA.

HEALTH INSURANCE BENEFITS

Employee and Retiree

Presentation by Dan Nackers, Sr. Benefits Consultant, BKS-Partners.

DEPARTMENT VISIONS

- Direct service delivery departments
- Support departments



Asst. City Manager Mary Beth Bender

Public Works

Goal: Provide and maintain a first-rate infrastructure:

- A proactive data-driven approach to street resurfacing
- Remove all sidewalk tripping hazards

Goal: Ensure a safe, attractive, and well-maintained community:

- Providing safe and connecting sidewalks, well-maintained streets, and a landscaped downtown area
- Build upon sustainability practices and maintain platinum status



Asst. City Manager Mary Beth Bender

Public Works

Goal: Recruit and retain skilled workforce:

- Increased training for PWUP (Public Works Management Certification, safety training, & CDL).
- Achieve APWA accreditation. Results – defined protocols with written policies & procedures for continued excellence in service.
- Competitive Salaries & Benefits
- Creative retention strategies



Asst. City Manager Mary Beth Bender

Storm Water

Goal: Provide and maintain a first-rate infrastructure:

- A proactive data-driven approach to storm water pipe relining

Goal: Ensure a safe, attractive, and well-maintained community:

- Build upon sustainability practices and maintain platinum status

Goal: Recruit and retain skilled workforce:

- Increased training for PWUP (Public Works Management Certification, safety training, & CDL).
- Competitive Salaries & Benefits
- Creative retention strategies



Asst. City Manager Mary Beth Bender

Parks

Goal: Ensure a safe, attractive, and well-maintained community:

- By providing attractive, clean, and safe parks with up-to-date equipment, including ADA
- Build upon sustainability practices and maintain platinum status

Goal: Increase diversity in the community by:

- Expanding and increasing City events and adding more family-oriented events
- By utilizing Pinnacle Park for City events
- Dog park
- Senior Center
- Implementation of the Cemetery Master Plan



Asst. City Manager Mary Beth Bender

Parks

Goal: Recruit and retain skilled workforce:

- Increased training for PWUP (Public Works Management Certification, safety training, & CDL).
- Competitive Salaries & Benefits
- Creative retention strategies



Asst. City Manager Mary Beth Bender

Norcross Power

Goal: Provide and maintain a first-rate infrastructure:

- By providing safe and reliable power in a cost-effective manner, utilizing proactive measures using new and renewable technologies
- Continue to transition to LED lighting
- Develop partnerships to advance a Smart City initiative

Goal: Ensure a safe, attractive, and well-maintained community:

- Build upon sustainability practices and maintain platinum status
- Serve the Norcross community through employee involvement and stewardship



Asst. City Manager Mary Beth Bender

Norcross Power

Goal: Ensure a safe, attractive, and well-maintained community:

- Build upon sustainability practices and maintain platinum status
- Serve the Norcross community through employee involvement and stewardship

PUBLIC WORKS, UTILITIES & PARKS DEPARTMENT

Continue to strive for excellence in service, growth & innovation.



Chief of Police Bill Grogan

Vision:

- ✓ Retain employees for the long-term.
- ✓ Engage the community in meaningful ways.
- ✓ Fully refreshed fleet by 2023.

Retention:

- Fully staffed Jan 1, 2019. 11 / 2 years.
- Change of profession & other agencies.
- \$100k, 18-24 months....\$700k
- Incentives to stay cost much less: Holiday OT, Detective on call, experience/milestones, languages, education, military



Chief of Police Bill Grogan

Community:

- Mirroring our community – recent studies
 - Spanish-speaking
 - 7% - 19% - 30%
 - Citizen Police Academy – staffing, Covid, instructors
 - Partnerships – civic organizations, churches, businesses

Police Department Headquarters Building:

- Inviting
- Safe
- Functional



Chief of Police Bill Grogan

Fleet Refresh:

- Chargers
- 2023

	A	B	C	D	E	F	H	I	J	K	L	M	N
1					Norcross PD Fleet				Projected Remaining Fleet Service Years				
2													
3		Unit	Year	Make	Model	Miles	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
4													
5	1	941	2009	Chevy	Tahoe	136,590	1	New	6	5	4	3	2
6	2	949	2012	Dodge	Charger	105,092	3	2	1	New	6	5	4
7	3	932	2015	Dodge	Charger	135,269	New	6	5	4	3	2	1
8	4	930	2015	Dodge	Charger	101,967	1	New	6	5	4	3	2
9	5	950	2015	Dodge	Ram 1500	83,522	1	New	6	5	4	3	2
10	6	960	2015	Dodge	Ram 1500	129,061	1	New	6	5	4	3	2
11	7	968	2015	Dodge	Ram 1500	79,739	1	New	6	5	4	3	2
12	8	981	2015	Dodge	Charger	98,561	3	2	1	New	6	5	4
13	9	983	2015	Dodge	Charger	94,843	3	2	1	New	6	5	4
14	10	934	2016	Dodge	Ram 1500	78,294	4	3	2	1	New	6	5
15	11	936	2016	Dodge	Charger	97,016	2	1	New	1	2	3	4
16	12	937	2016	Dodge	Charger	78,750	3	2	1	New	6	5	4
17	13	963	2016	Dodge	Charger	90,170	4	3	2	1	New	6	5
18	14	946	2017	Ford	Explorer	72,654	4	3	2	1	New	6	5
19	15	969	2017	Ford	Interceptor	71,167	3	2	1	New	6	5	4
20	16	980	2017	Ford	Explorer	55,279	4	3	2	1	New	6	5
21	17	985	2017	Ford	Explorer	93,699	4	3	2	1	New	6	5
22	18	971	2018	Ford	Interceptor	34,461	5	4	3	2	1	New	6
23	19	972	2018	Ford	Interceptor	57,515	5	4	3	2	1	New	6



Community Development & Planning

Director Tracy Rye

Goal: To be a full-service Development Services Office (Consider Rebranding)

We provide support and education along with professional development response. Places where we provide support cause us to also need to provide education.

Education initiatives will help us raise up the next generation of leaders in Norcross



Community Development & Planning

Director Tracy Rye

Manage designations and turn them in to Educational Opportunities

- Historic Districts, Tree City, Platinum Green Community, Bee City

Invest in managing and supporting the designation; providing educational opportunities; make a difference; determine which is the highest priority

- Invest in historic preservation, sustainable initiatives, recycling, education, pollinator activities
- Continue to fund Arborist position and combine with erosion inspector, increase tree education
- If it is important, we have to make these things the culture rather than application exercises



Community Development & Planning

Director Tracy Rye

Reduce monthly support to some non-public hearing boards

- Work with staff less as support and more as partners.

Invest (in people and places)

- Look for ways to fund HPC so they can buy endangered historic properties
- Full Time Erosion and site development inspector/Arborist
- Permitting Technician to process uploads for permits and plans as part of Building Inspections and Permitting Contract
- Raise fees to help mitigate expenses, hire erosion/arborist position, keep inspections and permitting on a contract for the near term



Economic Development Director William Corbin

Destination Defining philosophy

- Build a place people want to VISIT, and you'll build a place where people want to LIVE.
- Build a place where people want to LIVE, and you'll build a place where people want to WORK.
- Build a place where people want to WORK, and you'll build a place where BUSINESS has to be.
- Build a place where BUSINESS has to be, and you'll build a place where people have to VISIT.

Maura Gast, Executive Director –Irving, Texas CVB



Economic Development Director William Corbin

Destination Defining Philosophy:

Visit → Live → Work → Business → Visit

Business Retention & Expansion (BRE)

- Active and regular engagement of business establishments across the city.

Real Estate Development

- Meeting with various investors and developers to help direct investment activity across the city.



Economic Development Director

William Corbin

Additional Thoughts (Funding, Tactics & Creative Ideas)

Development Authorities Fund

- Set percentage of budget/General Fund (3-4%)
- FY21 General Fund Budget = \$13,333,873
- 3% of FY21 General Fund Budget = \$400,000

Proactive Land Acquisition

- Under-The-Radar/Off Beaten Path Strategies
 - Industrial park instead of recreational park?

Smart City Initiatives

- Electric Vehicle fast-charging stations
- Electricity as a business incentive (Nor-X Power)



Downtown Manager Cate Kitchen

- Establish a regular trolley route to transport potential customers
- Purchase an open-air Moto Electric Vehicle
- Establish new Taste of Norcross tour to include the restaurants in downtown and along Buford Highway
- Assist downtown merchants with new events (Small Business e-Expo)
- Maintain the recent level of excellence with the exhibits brought to the Rectory



Downtown Manager Cate Kitchen

- Increase diversity with the concerts and City sponsored events in the Community Center.
- Strive to achieve and maintain profitability in the Cultural Arts Center
- Increase our reach with Explore Gwinnett -Georgia Tourism Awareness Program
- Continue educational involvement with the Georgia Tourism Conference



Administrative Services Director Karen Slaton-Dixon

Future Goals:

- Create Paperless Environment
- Process all applications online
- Automate Disconnect Notice
- Enhance Property Tax System
- Streamline Budget Process
- Budget Award Submission



City Clerk Monique Lang

Objectives:

- **Municipal Elections** – Continue utilizing paper ballots for the 2021 Election cycle with the use of optical scanning machines.
- **Open Records** – Launch records management software for the City of Norcross JUSTFOIA - Records Request Management Software
- **Standard Operating Procedures** – Create a detailed process to provide detailed instructions to ensure that operations are performed in a consistent manner to maintain quality control of processes.
- **Becoming a Paperless City** – Review and revise current policies in place to ensure that we can move forward in becoming a paperless city.



City Clerk Monique Lang

- **Municipal Elections** – Rent Optical Scan Voting System to ensure an expeditious, complete elections cycle.
- **Open Records** – Launch JUSTFOIA - Open records request management solution to provide a streamlined request process from intake to delivery. Maintain and preserve City Council proceedings and related documents.
- **Standard Operating Procedures** – Continue creating and SOP to maintain quality and consistency across the department and enhance productivity now in in the future. Realize efficiencies through standardized processes across the department.
- **Becoming a Paperless City** – DocuSign Solutions, MCCI Scanning Initiative, Laserfiche Repository, JUSTFOIA. Utilize and research existing technologies effectively provide increases/improved access to materials on-line.



Clerk of Court Maurice Shepherd

Municipal court objective

To administer justice to the people of Norcross, GA in a fair, equitable, efficient, professional and consistent manner. This court seeks to serve as a model for the State of Georgia.



Clerk of Court Maurice Shepherd

Norcross municipal court future:

- Increasing court room size
- Add 3-tier bench in courtroom
- Add attorney consultation room
- Add a drive-through for ticket payments
- Hiring bilingual Court Clerk I
- Digital docket/mobile application
- Municipal court becoming paperless



IT Director Dr. James Trent

IT Department Vision

The Information Technology Department was established in 2008 to improve technology utilization throughout the City by using proven and evolving strategies to minimize cost and improve citizen services, as well as reduce system failures and eliminate security violations.

Mission/Goals

Our mission is to become an industry leader in the Information Technology arena by providing reliable, and seamless access to information resources in all forms through a secure and robust infrastructure.



IT Director Dr. James Trent

Growth

- Technology
- Cloud/Hybrid
- Hardware/Software
 - Lease vs Buy
 - End of Life
 - Maintenance and SLAs
- Internal Controls
- 1 FTE

Cybersecurity

- Top/Down Approach (Simple Framework)
- Proactive vs Reactive
- Breaking down Silos
- NIST/CIS

KPIs

- Functional
 - Increased Ticket Volume
 - Internal Satisfaction
- Transformational
 - Data/Video Retention
 - Data Classification



Interim Human Resources Manager Camille Washington

Classification and Compensation Study

- Simplified Salary Structure
- Recruitment and Retention

Develop a Performance Evaluation Scoring Metric

- Determine a Maximum Percentage
- Fair and Consistent Metric

Establish a Workplace Safety Committee

- Lower Workers Compensation Liability



Interim Human Resources Manager Camille Washington

Address Mandatory Training Needs

Complete Employee Self-Service System (ESS)

Applicant Tracking System

- EEO-4 Reporting
- Recruitment to Onboarding



Accent Creative Group President Pam Ledbetter

Goals: Efficiency. Accessibility. Consistency. Energy. These words sum up where our focus has lain this past year and will continue to lie going into 2022. We are working to

- 1) improve staff/ communication efficiency,
- 2) improve ease of access to information for the community,
- 3) control consistency of brand usage by extended parties, and
- 4) shine a light on the city as a vibrant place full of energy to live, work and play.

Goals Progress:

- Website Redesign, including new Mass Notification System
- Board Training Portal
- Wayfinding
- Translations & Digital Access



New LED Display at City Gateway



Accent Creative Group President Pam Ledbetter

2021-22 Wishlist:

- Document Remediation (website accessibility)
- Youth-targeted campaign budget, to include social ads and videography
- New 4-sided Kiosk for Library/LWP
- 2nd Gateway LED Display, & more from the Wayfinding Plan
- Department Landing Pages for each key public-facing office (PD, Public Works)



City Manager Eric Johnson

Goal: Provide and maintain first-rate infrastructure and community facilities

- Establish maintenance standards/strategies for roads and for stormwater based on our data on asset condition.
- Identify alternatives for funding infrastructure and facilities.

Goal: Recruit and retain a highly-skilled and diverse workforce for the city

- Identify benefits targeted to specific needs and employee groups as part of restructuring benefits to attract and retain employees.
- Implement a new salary study during FY 2021-2022 to increase competitiveness within our market.
- Target opportunities to expand the diversity of job applicants.



City Manager Eric Johnson

Goal: Ensure the City's long-term financial ability to deliver quality services

- Continue a "deep dive" into how we pay for services – both unrestricted and restricted revenues – in order to increase funding options and/or improve transparency.
- Implement financial policies consistent with best practices and focused on elevating the City's potential bond rating to reduce the cost of borrowing.

Goal: Optimize staff effectiveness through training, technology, equipment, and facilities

- Support new equipment and technology that is tied to: improving customer service, improving security or reducing risk, and/or efficiency of operations.



EXPECTATIONS: were they met?

- ☐ Recognize how restricted revenues and fund balance/net position may be used.
- ☐ Understand how the salary study may be implemented.
- ☐ Reach consensus on the pension plan and any change.
- ☐ Reach consensus on how to move forward with health benefits for employees and retirees.
- ☐ Begin the discussion of how to address infrastructure needs.
- ☐ Provide feedback to department directors on how their visions may be implemented through the upcoming budget.
- ☐ Other feedback

Next steps ...

Where do we go from here?



Adjournment



BUDGET CONCEPTS

City of Norcross, Georgia				
Moody's	S&P	Fitch		
Aaa	AAA	AAA	Top Tier "Highest Possible Rating"	
Aa1	AA+	AA+	2nd Tier "Very Strong"	(Highest)
Aa2	AA	AA		(Middle)
Aa3	AA-	AA-		(Lowest)
A1	A+	A+	3rd Tier "Strong"	(Highest)
A2	A	A		(Middle)
A3	A-	A-		(Lowest)
Baa1	BBB+	BBB+	4th Tier "Adequate Capacity to Repay"	(Highest)
Baa2	BBB	BBB		(Middle)
Baa3	BBB-	BBB-		(Lowest)
BB, B, CCC, CC, C, D			5th - 10th Tiers "Below Investment Grade"	

Considered Investment Grade

Below Investment Grade

City of Norcross

65 Lawrenceville Street
Norcross, GA 30071



Meeting Minutes

Tuesday, June 1, 2021

6:30 PM

Teleconference

Special Called Meeting

Mayor Craig Newton

Mayor Pro Tem Josh Bare

Councilmember Andrew Hixson

Councilmember Matt Myers

Councilmember Bruce Gaynor

Councilmember Arlene Beckles

Minutes Acceptance: Minutes of Jun 1, 2021 6:30 PM (Presentation of previous meetings minutes for acceptance)

A. Call to Order by Craig Newton

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

Special Meeting was called to order at 6:32 PM by Mayor Craig Newton

B. Roll Call (recorded)**C. Comments by Citizens****PH. Public Hearings****E. Items for Discussion****1. 21-6177: Resolution to Accept CDBG FFY2021 Award**

Motion

A motion to Accept the FFY 2021 Community Development Block Grant [CDBG] Program award of \$70,000.00 from the Gwinnett County Board of Commissioners, for Infrastructure Improvements: Safe Sidewalks Trip Hazard Mitigation, and authorize the Mayor and City Clerk to execute the Community Development Block Grant [CDBG] Program Subrecipient Agreement.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Arlene Beckles, Councilmember
SECONDER:	Josh Bare, Mayor Pro Tem
AYES:	Bare, Hixson, Myers, Gaynor, Beckles

2. 21-6178: Cooperation Agreement for Continual Participation in Gwinnett's CDBG Program

Motion

A motion to Authorize the Mayor to execute and City Clerk to certify, all Cooperation Agreements and any other necessary documents permitting the City to remain a member of the Gwinnett Urban County CDBG Program.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Bruce Gaynor, Councilmember
SECONDER:	Matt Myers, Councilmember
AYES:	Bare, Hixson, Myers, Gaynor, Beckles

3. 21-6179: Resolution to Issue A Temporary Special Alcohol Permit

Motion

A motion to Approve the attached resolution as presented.

RESULT:	APPROVED [3 TO 2]
MOVER:	Bruce Gaynor, Councilmember
SECONDER:	Andrew Hixson, Councilmember
AYES:	Andrew Hixson, Matt Myers, Bruce Gaynor
NAYS:	Josh Bare, Arlene Beckles

Minutes Acceptance: Minutes of Jun 1, 2021 6:30 PM (Presentation of previous meetings minutes for acceptance)

4. **21-6180: 2021 Alcohol Resolutions for Special Events**

Motion

A motion to approve the following 2021 Alcohol Resolutions for the presence and sale of alcoholic beverages at the 2021 City-sponsored events:

A Resolution To Issue A Special Alcohol Permit, To Permit The Sale And Consumption Of Alcohol In To-Go Cups, To Permit Sidewalk Sales By Licensed Local Establishments In Historic Downtown Norcross, And To Permit Open Containers During The July 3, 2021 Summer Concert

A Resolution To Permit The Sale And Consumption Of Alcohol In To-Go Cups, To Permit Sidewalk Sales By Licensed Local Establishments In Historic Downtown Norcross And To Permit Open Containers During The Annual Norcross Art Splash 2021

A Resolution To Permit The Sale And Consumption Of Alcohol In To-Go Cups, To Permit Sidewalk Sales By Licensed Local Establishments In Historic Downtown Norcross, And To Permit Open Containers During The August 21, 2021 Bluesberry Music Fest

A Resolution To Permit The Sale And Consumption Of Alcohol In To-Go Cups, To Permit Sidewalk Sales By Licensed Local Establishments In Downtown Historic Norcross, And To Permit Open Containers During The 2021 Concert Series And Music Events

A Resolution To Issue A Special Alcohol Permit, To Permit The Sale And Consumption Of Alcohol In To-Go Cups, And To Permit Open Containers During The Gwinnett Pride Festival

A Resolution To Issue A Special Alcohol Permit, To Permit The Sale And Consumption Of Alcohol In To-Go Cups, And To Permit Open Containers During The Dia De Los Muertos Festival

RESULT:	APPROVED [3 TO 2]
MOVER:	Andrew Hixson, Councilmember
SECONDER:	Bruce Gaynor, Councilmember
AYES:	Andrew Hixson, Matt Myers, Bruce Gaynor
NAYS:	Josh Bare, Arlene Beckles

F. **Adjourn to Executive Session Legal Personnel, and Real Estate**

The meeting adjourned at 7:10 PM with a motion by Councilmember Andrew Hixson and seconded by Councilmember Bruce Gaynor.

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

H. **Attest** _____ **Monique Lang, City Clerk**

City of Norcross

65 Lawrenceville Street
Norcross, GA 30071



Meeting Minutes

Monday, June 7, 2021

6:30 PM

Teleconference

Mayor and Council

Mayor Craig Newton

Mayor Pro Tem Josh Bare

Councilmember Andrew Hixson

Councilmember Matt Myers

Councilmember Bruce Gaynor

Councilmember Arlene Beckles

Minutes Acceptance: Minutes of Jun 7, 2021 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
Craig Newton	Mayor	Present	
Josh Bare	Mayor Pro Tem	Present	
Andrew Hixson	Councilmember	Present	
Matt Myers	Councilmember	Present	
Bruce Gaynor	Councilmember	Present	
Arlene Beckles	Councilmember	Present	

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

- E. Presentation of previous meetings minutes for acceptance

21-6181: Approval of Previous Meeting Minutes

Motion

A motion to Approve the May 3rd Regular Council Meeting Minutes and the May 17th Policy Work Session and Executive Session Meeting Minutes.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Bruce Gaynor, Councilmember
SECONDER:	Matt Myers, Councilmember
AYES:	Bare, Hixson, Myers, Gaynor, Beckles

Mayor and Council - Regular Meeting - May 3, 2021 6:30 PM

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Bruce Gaynor, Councilmember
SECONDER:	Matt Myers, Councilmember
AYES:	Bare, Hixson, Myers, Gaynor, Beckles

Policy Work Session - Regular Meeting - May 17, 2021 6:30 PM

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Bruce Gaynor, Councilmember
SECONDER:	Matt Myers, Councilmember
AYES:	Bare, Hixson, Myers, Gaynor, Beckles

Minutes Acceptance: Minutes of Jun 7, 2021 6:30 PM (Presentation of previous meetings minutes for acceptance)

F. Set agenda as presented for scheduled meeting.**1. 21-6184: Acceptance of the Agenda**

Motion

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

21-6158: Speed Limit/Transportation Discussion

21-6160: Safe Reopening of the City of Norcross

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Bruce Gaynor, Councilmember
SECONDER:	Josh Bare, Mayor Pro Tem
AYES:	Bare, Hixson, Myers, Gaynor, Beckles

G. Ceremonial Presentations, Recognitions, and Swearing in Ceremonies**21-6176: Important Announcements and Updates Regarding COVID-19**

RESULT:	PRESENTED BY DR. ARONA
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H. Floor Open to Citizens Desiring to Address the Governing Authority

- a. Comments by Citizens
- b. Comments by Council
- c. Comments by City Manager

PH. Public Hearings**J. Reports of the Mayor and Councilmembers**

- a. General Announcements

JUNE CALENDAR OF EVENTS

Please remember to wear a mask and social distance at all in-person events.

Norcross Community Market (in person!)

Beginning June 9th, NCM will take place weekly in person on Wednesdays from 4 to 7 p.m. in Skin Alley (Downtown Norcross). Shoppers may continue to place orders at NCMonlinestore.com for contactless pickup and preorders.

Summer Concert Series: Creativity

Friday, June 11 | 7:30 - 9:30 p.m. | Thrasher Park

Summer Concert Series: Rupert's Orchestra

Friday, June 25 | 7:30 - 9:30 p.m. | Thrasher Park

Great American Campout

Saturday, June 26 | Overnight | Johnson Dean Park
Space is limited to the first 25 tents: please RSVP at norcrossga.gov/great-american-campout-reservation.

Jazz in the Alley: Nubia Soul Goddess & Groove Centric

Saturday, June 26 | 7:30 - 9:30 p.m. | Betty Mauldin Park

Red, White & Boom!

Saturday, July 3 | 5 - 10 p.m. | Lillian Webb Park and various other downtown locations

Other Upcoming Events to Look Forward To:

The 2021 Summer Events Lineup is now available! Go to norcrossga.net and click "Summer Lineup" under the Community Spotlight.

K. Board Appointments**21-6182: Board Appointment - Norcross Housing Authority**

Motion

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

Norcross Housing Authority

Renaë Heavens 12/1/2026

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Bruce Gaynor, Councilmember
SECONDER:	Arlene Beckles, Councilmember
AYES:	Bare, Hixson, Myers, Gaynor, Beckles

21-6183: Board Appointment - Parks, Green Spaces & Trails Commission

Motion

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

Parks, Green Spaces & Trails Commission

Tixie Fowler 12/1/2026

Tony Catchot 12/1/2026

Krista deKryger 12/1/2026

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Bruce Gaynor, Councilmember
SECONDER:	Matt Myers, Councilmember
AYES:	Bare, Hixson, Myers, Gaynor, Beckles

L. Approval of Consent Agenda

RESULT:	ADOPTED ON CONSENT AGENDA [UNANIMOUS]
MOVER:	Josh Bare, Mayor Pro Tem
SECONDER:	Matt Myers, Councilmember
AYES:	Bare, Hixson, Myers, Gaynor, Beckles

1. 21-6142: NPD Surplus Vehicles

Motion

A motion to approve the surplus of eight (8) vehicles as presented.

2. 21-6161: 2021 MEAG Power Election First Notice

Motion

A motion to Approve a resolution to appoint Eric Johnson as an alternate voting delegate on the Municipal Electric Authority of Georgia's Election Committee.

3. **21-6155: Additional Design Services for the GDOT Project**

Motion

A motion to approve the proposal submitted by Clark Patterson Lee (CPL) to provide additional design services for the updating of the Special Flood Hazzard Area (SFHA) on the upper reach of Beaver Ruin Creek for the Norcross Greenway LCI GDOT Project ID 16067, at a cost of \$26,250 funded through the 2017 SPLOST- Transportation fund.

4. **21-6154: 2021 Pollinator Week**

Motion

A motion to Approve the attached proclamation declaring the week of June 21 through June 27, 2021 as Pollinator Week in Norcross.

5. **21-6156: Norcross Development Authority Ordinance Text Amendment**

Motion

A motion to approve an amendment to Article V of Chapter 2 of the Code of Ordinances of the City of Norcross to amend Section 2-153, 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 be renumbered to accomplish that intention.

6. **21-6141: Peak Agenda Management Software by Granicus**

A motion to Approve the execution of a three-year service agreement with Granicus, Inc. for the purchase of Peak Agenda Management Software to be funded by a transfer from the City Manager's Professional Services fund to the City Clerk's Professional Services fund.

M. **Items for Discussion**

1. **21-6158: Speed Limit/Transportation Discussion**

Motion

A motion to table this item to a future meeting date. The date is to be determined.

Amended Motion

A motion to table this item to the August 2021 Policy Work Session for an update by City Manager Eric Johnson and Police Chief Bill Grogan.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Matt Myers, Councilmember
SECONDER:	Bruce Gaynor, Councilmember
AYES:	Bare, Hixson, Myers, Gaynor, Beckles

2. 21-6160: Safe Reopening of the City of Norcross

Motion

A motion to Approve a resolution to safely reopen all city functions.

Amended Motion

A motion to Approve a resolution of the Mayor and City Council of the City of Norcross Georgia to safely reopen all city functions and to declare supplemental emergency measure to prevent the spread of COVID-19.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Bruce Gaynor, Councilmember
SECONDER:	Matt Myers, Councilmember
AYES:	Bare, Hixson, Myers, Gaynor, Beckles

N. Adjourn in memory of**O. Adjourn to Executive Session for Personnel, Real Estate or Legal**

The meeting adjourned at 7:57 PM with a motion by Councilmember Matt Myers and seconded by Councilmember Andrew Hixson.

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

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

Minutes Acceptance: Minutes of Jun 7, 2021 6:30 PM (Presentation of previous meetings minutes for acceptance)

City of Norcross

65 Lawrenceville Street
Norcross, GA 30071



Meeting Minutes

Monday, June 21, 2021

6:30 PM

2nd Floor Conference Room

Policy Work Session

Mayor Craig Newton

Mayor Pro Tem Josh Bare

Councilmember Andrew Hixson

Councilmember Matt Myers

Councilmember Bruce Gaynor

Councilmember Arlene Beckles

Minutes Acceptance: Minutes of Jun 21, 2021 6:30 PM (Presentation of previous meetings minutes for acceptance)

A. Roll Call (recorded)

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

Regular Meeting was called to order at 6:32 PM by Mayor Craig Newton

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

*Tree Preservation Board Update- Charlotte Osborn

D. General Updates

*Sanitation Update - Steve Edwards

*LiveNorcross Program Update - Lejla Prljaca

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:

Parks, Green Spaces and Trails Commission

G. City Manager's Report**H. Items for Discussion****1. 21-6195: Change to Downtown Dining District Ordinance**

RESULT: THIS MATTER WAS REFERRED TO

Next: 7/6/2021 6:30 PM

TO: Mayor and Council

2. 21-6193: American Rescue Plan Act – Small Business Assistance

RESULT: THIS MATTER WAS REFERRED TO

Next: 7/6/2021 6:30 PM

TO: Mayor and Council

3. 21-6163: Norcross Logo Installation

RESULT: THIS MATTER WAS REFERRED TO

Next: 7/6/2021 6:30 PM

TO: Policy Work Session

Minutes Acceptance: Minutes of Jun 21, 2021 6:30 PM (Presentation of previous meetings minutes for acceptance)

4. 21-6153: IT Department Sale of Surplus Items

RESULT: THIS MATTER WAS REFERRED TO

Next: 7/6/2021 6:30 PM

TO: Mayor and Council

5. 21-6190: Purchase of Six (6) Ford Police Interceptor SUVs

RESULT: THIS MATTER WAS REFERRED TO

Next: 7/6/2021 6:30 PM

TO: Mayor and Council

6. 21-6191: Text Amendment to ARTICLE IX, Sec. 8-321 - Food Trucks

RESULT: THIS MATTER WAS REFERRED TO

Next: 7/6/2021 6:30 PM

TO: Mayor and Council

7. 21-6192: Proposed Fee Increases for Community Development

RESULT: THIS MATTER WAS REFERRED TO

Next: 7/6/2021 6:30 PM

TO: Mayor and Council

8. 21-6194: IGA with Gwinnett County Board of Voter Registration and Elections for Use of Election Equipment

RESULT: THIS MATTER WAS REFERRED TO

Next: 7/6/2021 6:30 PM

TO: Mayor and Council

9. 21-6086: Additional Downtown Parking

RESULT: THIS MATTER WAS REFERRED TO

Next: 7/19/2021 6:30 PM

TO: Policy Work Session

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

The meeting adjourned at 10:16 PM.

J. Signed by: _____ Mayor Craig Newton

K. Attest: _____ Monique Lang, City Clerk



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

City of Norcross

Legislation Details (With Details)

File #:	21-6204	Version:	
Type #:	Agenda Item	Status:	Agenda Ready
On Agenda:	7/6/2021 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 **JOSH BARE** • COUNCILMEMBER **ANDREW HIXSON** • COUNCILMEMBER **MATT MYERS**
COUNCILMEMBER **ARLENE BECKLES** • COUNCILMEMBER **BRUCE GAYNOR** • CITY MANAGER **ERIC JOHNSON** • CITY CLERK • **MONIQUE LANG**

City of Norcross

Legislation Details (With Details)

File #:	21-6206	Version:	
Type #:	Agenda Item	Status:	Agenda Ready
On Agenda:	7/6/2021 6:30 PM	In Control:	Mayor and Council
Title:	Board Appointment - Parks, Green Spaces, and Trails Commission		

Sponsors:

Code Sections:

Title

Board Appointment - Parks, Green Spaces, and Trails Commission

Motion

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

Parks, Green Spaces, and Trails Commission

Joseph Weber 12/1/2026

Kassie Diehl 12/1/2026



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

City of Norcross

Legislation Details (With Details)

File #:	21-6195	Version:	
Type #:	Agenda Item	Status:	Agenda Ready
On Agenda:	7/6/2021 6:30 PM	In Control:	Policy Work Session
Title:	Change to Downtown Dining District Ordinance		

Sponsors:

Code Sections:

Attachments:

1. [Norcross Ordinance Permitting Bars in Downtown Dining District](#)
2. [Resolution DDA Official Area \(with map\)](#)

Title

Change to Downtown Dining District Ordinance

Drafter

Councilmember Andrew Hixson

Motion

A motion to Approve/Deny An amendment to the city code of ordinances, article ii of chapter 4 entitled “malt beverages, wine and distilled spirits,” to amend code section 4-29 entitled “definitions,” to amend subparagraph (a) of code section 4-42 entitled “consumption on the premises”; to add a new section 4-57 entitled “bars”; to add a new section 4-58 entitled “reporting of disciplinary actions,” to repeal conflicting ordinances; to provide for an effective date, 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 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 be renumbered to accomplish that intention.

ORDINANCE NO. ____ -2021

AN AMENDMENT TO THE CITY CODE OF ORDINANCES, ARTICLE II OF CHAPTER 4 ENTITLED “MALT BEVERAGES, WINE AND DISTILLED SPIRITS,” TO AMEND CODE SECTION 4-29 ENTITLED “DEFINITIONS,” TO AMEND SUBPARAGRAPH (A) OF CODE SECTION 4-42 ENTITLED “CONSUMPTION ON THE PREMISES”; TO ADD A NEW SECTION 4-57 ENTITLED “BARS”; TO ADD A NEW SECTION 4-58 ENTITLED “REPORTING OF DISCIPLINARY ACTIONS,” TO REPEAL CONFLICTING ORDINANCES; TO PROVIDE FOR AN EFFECTIVE DATE, AND FOR OTHER PURPOSES AS STATED HEREIN:

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 be numbered to accomplish that intention.

I. AMENDMENT.

The Mayor and City Council of the City of Norcross hereby ordains that Article II of Chapter 4 of the Code of Ordinances of the City of Norcross entitled “MALT BEVERAGES, WINE AND DISTILLED SPIRITS” is hereby amended as follows:

- A. By deleting the definition of “Bar” in Section 4-29 and substituting the following in lieu thereof:

“Bar” means a licensed retail consumption dealer that derives 75 percent or more total annual gross revenue from the sale of alcoholic beverages on premises, as defined in O.C.G.A. § 3-1-2 (2.1). The term “bar” specifically includes craft breweries, microbreweries, wine specialty shops, brewpubs and distillers that derive 75 percent or more total annual gross revenue from the sale of alcoholic beverages on premises as set forth above.”

- B. By adding the following definition to Section 4-29:

“*Bouncer* means an individual primarily performing duties in a bar related to verifying age for admittance, security, maintaining order, or safety, or a combination thereof.”

“*Full-Service Kitchen* means a kitchen consisting of a three-compartment pot sink, a stove or grill permanently installed, and refrigerator, all of which must be approved by the health and fire departments.

- C. By deleting subparagraph (1) in the definition of “Eating Establishment or restaurant” in Section 4-29 and substituting the following in lieu thereof:

“(1) Sells food for consumption by the public on the premises with a full-service kitchen, as defined herein.”

- D. By deleting the definition of “Pouring Permit” in Section 4-29 and substituting the following in lieu thereof:

“*Pouring permit* means an authorization granted by the City to dispense, sell, serve, take orders, or mix alcoholic beverages in establishments licensed to serve beer, wine, or liquor for consumption on site (which shall specifically include bars, brewpubs, craft breweries, eating establishments, restaurants, growler shops, wine specialty shops, and distillers if they serve for consumption on site as allowed under Georgia law).”

- E. By deleting Sec. 4-39, entitled “Zoning Required,” and substituting the following in lieu thereof:

“Section 4-39 – Limitations Imposed by Zoning and the Downtown Dining District.”

(a) The sale and/or consumption on the premises of distilled spirits, malt beverages or wine shall be permitted in properly licensed establishments where such establishments are allowed by the zoning regulations of the city. .

(b) Bars, as defined herein, shall be permitted only in in properly licensed establishments where such establishments are allowed by the zoning regulations of the city and located within the Downtown Dining District.

(c) The manufacture and consumption of malt beverages on the premises shall be permitted by manufacturers known as microbreweries and craft breweries, as those terms are defined herein, shall be permitted in properly licensed establishments where such establishments are allowed by the zoning regulations of the city.”

- F. By deleting Section 4-37 entitled “Distance Requirements” in its entirety and substituting the following in lieu thereof:

“Sec. 4-37. - Distance requirements.

- (a) No person shall sell or offer to sell alcoholic beverages within 100 yards of any school building.
- (b) No person shall sell or offer to sell alcoholic beverages within 100 yards of any church, synagogue, temple, mosque, or other place of worship.
- (c) The school building referred to in this section shall apply only to state, county, city or church school buildings and to such buildings at such other schools in which are taught subjects commonly taught in the common schools and colleges of this state. The term "school building" includes only those structures in which instruction is offered.

- (d) For the purposes of this section, distance shall be measured in a straight line from the main entrance of the school, church, synagogue, temple, mosque, or other place of worship in question to the main entrance of the establishment for the sale of malt beverages and/or wine in question.
- (e) No location which is licensed to sell alcoholic beverages on the effective date of the ordinance from which this section is derived shall be denied continued operation under an existing license, or denied a new license based upon the measurements set forth in this section.
- (f) As to any location licensed in the future, if the distance requirements in this section are met at the time of issuance of any license, the subsequent opening and operation of a school, church, synagogue, temple, mosque, or other place of worship within the distance prohibited in this section shall not prevent the continuance of an existing license or the renewal thereof or the issuance of a new license to any subsequent owner of such property.”

G. By deleting subparagraph (a) of Sec. 4-42 entitled “Consumption on the Premises” in its entirety and substituting the following in lieu thereof:

“(a) No alcoholic beverages shall be sold for consumption on the premises, except in the following licensed establishments:

- (1) Eating establishments or restaurants, as defined herein;
- (2) Brewpubs, as defined herein;
- (3) Microbreweries, as defined herein;
- (4) Craft breweries, as defined herein;
- (5) Growler shops, as defined herein;
- (6) Wine specialty shops, as defined herein;
- (7) Distillers, as defined herein; and
- (8) Bars, as defined herein.”

H. By adding a new Section 4-57 Entitled “Bars” as follows:

“Section 4-57 – Bars.

- (a) A bar, as defined in this chapter, shall have a minimum seating capacity for not less than 40 persons, as certified by the fire marshal under applicable building,

fire and life safety codes, with all seating provided at tables, booths, bars, and counters unobstructed and open to view.

(b) The bar must derive at least 25 percent of its total gross sales from the sale of prepared meals or food, or if a new business, fully intends and expects to derive at least 50 percent of its total gross sales from the sale of prepared meals or food during the remainder of the current calendar quarter and year, as follows:

(1) The bar must make prepared meals or food for consumption by the public on the premises with a full-service kitchen, or, in the alternative,

(2) The bar must make prepared meals or food for consumption by the public from one or more licensed mobile food trucks as described in Sec. 8-321.

i. The bar must take orders for food from customers and customers must pay the bar for prepared meals or food provided by one or more

ii. licensed food trucks in order for the sale of such prepared meals or food to count toward the bar's percentage of gross sales;

iii. The food truck(s) utilized by the bar shall not be separately licensed as a retail consumption dealer, as defined herein; and

iv. The food truck(s) utilized by the bar shall be located in the downtown dining district and not further than 75 feet from the bar.

(c) Prior to opening, a bar shall obtain a certificate of occupancy from the building official certifying compliance with all applicable building and construction codes and regulations.

(d) It shall be the duty of the licensee to strict enforce occupancy limits at all times.

(e) No bar licensee shall allow or require an individual under the age of 21 to serve as a bouncer.

(f) The onsite sale or use of smoking related products, including hookah, VAPE, cigarettes, and cigars is prohibited.

(g) Each application for a license under this article shall be accompanied by a certified check for the full amount of the license fee, together with a separate

check or cash in an amount as may be required by the ordinances, rules, and regulations of the city to defray investigative and administrative costs. If the application is denied and the license refused, or if the applicant withdraws the application prior to its being issued, the license fee shall be refunded, but the investigative and administrative fees shall be retained.

(h) Licenses for the sale of alcoholic beverages for on-premises consumption at a bar shall only be issued for premises located within the Downtown Dining District.

(i) The director of the General Government Administration Department, or his/her designee, is authorized to establish procedures for administering all provisions of this article to include, but not limited to, reporting forms and requirements, or establishing procedures and schedules for conducting financial audits or inspections of the books or records of any establishment licensed under this section.

Every bar located within the city shall file a monthly report with the Licensing and Tax Manager, no later than the 20th day of each month, on such forms as the Licensing and Tax Manager may prescribe, setting forth the sales of alcoholic beverages sold and the sales of food during such preceding calendar month.. Such report shall also indicate the total sales of alcoholic beverages during the report period and the proper tax remittance for such sales. Failure to properly complete or submit the required reports shall subject the licensee to a late filing penalty not to exceed \$25.00 for each deficient reporting period

I. By Adding a new Section 4-58 Entitled “Reporting of Disciplinary Actions,” as follows:

“Section 4-58 – Reporting of Disciplinary Actions.

- (a) Pursuant to O.C.G.A. §3-3-2.1, the Administrative Services Director of the City of Norcross shall be required to provide notification to the Georgia Department of Revenue within 45 days of any officer, department, agency, or instrumentality of the municipality taking disciplinary action against any person issued a license to operate any premises at which 75 percent or more total gross annual revenue is derived from the sales of alcoholic beverages for consumption on the premises.
- (b) The notification required under paragraph (a) of this code section shall be in the format for the reporting of disciplinary actions set by the Georgia Department of Revenue.
- (c) For purposes of this code section “disciplinary action” shall have the same meaning as provided for in O.C.G.A. §3-3-2.1(a)(1), which includes any citation or arrest arising out of the violation of any law, rule, regulation, resolution, or ordinance of

a governmental entity relating to the manufacture, distribution, sale, or possession of alcoholic beverages against a licensee, any employee of a licensee, or any person holding a financial interest in the license of a licensee on the premises or place of business of any licensee.”

II. REPEALER.

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

III. EFFECTIVE DATE.

This Ordinance shall become effective immediately and shall remain in effect until revised or repealed by further action the Mayor and Council of the City of Norcross.

IN WITNESS WHEREOF, I have hereunto set my hand and cause this seal to be affixed this ____ day of _____, 2021.

Craig Newton, Mayor

ATTEST:

Monique Lang, City Clerk

RESOLUTION

A RESOLUTION OF THE MAYOR AND COUNCIL FOR THE CITY OF NORCROSS; TO REDEFINE THE DOWNTOWN DEVELOPMENT AREA AS CONTEMPLATED BY O.C.G.A. § 36-42-1 ET SEQ., THE DOWNTOWN DEVELOPMENT AUTHORITIES LAW, AS THAT GEOGRAPHICAL AREA SHOWN ON THE “OFFICIAL DOWNTOWN DEVELOPMENT AREA OF THE CITY OF NORCROSS” MAP.

WHEREAS, the Mayor and Council for the City of Norcross, Georgia (the "City") is the duly elected governing authority for the City; and

WHEREAS, the Mayor and Council by proper resolution activated the Downtown Development Authority of the City of Norcross (“DDACN” on February 3, 2003 pursuant to the authority granted them by the Downtown Development Authorities Law, O.C.G.A. § 36-42-1 *et seq.*; and

WHEREAS, O.C.G.A. § 36-42-6 (1) authorizes the Mayor and Council of the City of Norcross to, by proper resolution adopted subsequent to its resolution activating the DDACN to “[c]hange its designation of the downtown development area to a geographical area within the municipal corporation which, in the judgment of the [Mayor and Council], at the time constitutes the central business district;” and

WHEREAS, the Mayor and Council of the City of Norcross have determined that, in their judgment, the central business district of the City of Norcross as that geographical area designated on the “Official Downtown Development Area of the City of Norcross” map attached hereto as Exhibit “A”; and

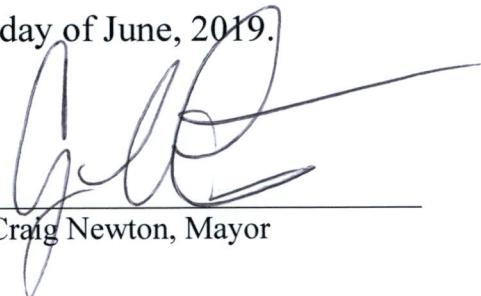
NOW THEREFORE, BE IT RESOLVED by the Mayor and Council of the City of Norcross, Georgia that the central business district of the City of Norcross is now and hereafter defined as that geographical area designated on the “Official Downtown Development Area of the City of Norcross” map attached hereto as Exhibit “A” which is incorporated herein by reference as if fully set forth herein;

BE IT FURTHER RESOLVED by the Mayor and Council of the City of Norcross that any and all prior ordinances, resolutions, motions or other prior designations that purport to define the Downtown Development Area pursuant to O.C.G.A. § 36-42-6 (1), including but not limited those that purported to define a Downtown Development District, that are in conflict with this Resolution are repealed and are of no further legal effect;

BE IT FURTHER RESOLVED that the Mayor and Council of the City of Norcross direct the City Clerk take all steps necessary to maintain the original of the Official Downtown Development Area of the City of Norcross map and to make such map available for inspection in the office of the City Clerk ;

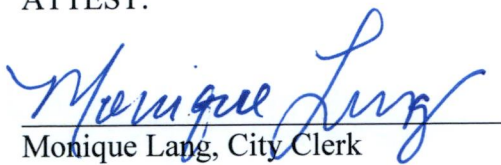
BE IT FURTHER RESOLVED by the Mayor and Council of the City of Norcross that the adoption of the Official Downtown Development Area of the City of Norcross map shall be effective prospectively from the adoption of this resolution providing therefor and shall not affect any project of, or any action taken by, the DDACN within or with respect to the Downtown Develop Area (previously designated as the "Downtown Development District") as defined prior to the effective date of this Resolution.

APPROVED AND ADOPTED THE 3 day of June, 2019.



Craig Newton, Mayor

ATTEST:



Monique Lang, City Clerk

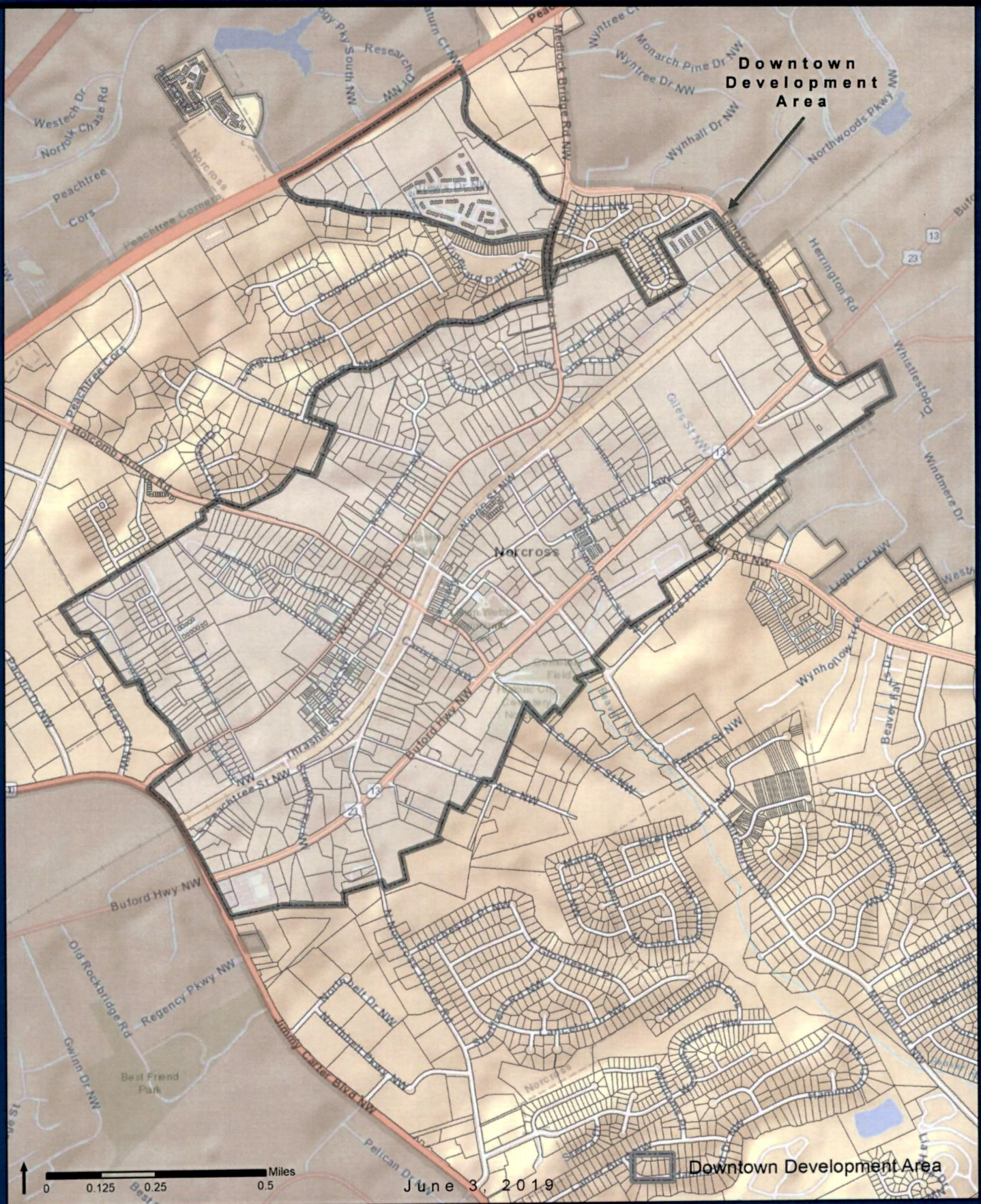
Attachment: Resolution DDA Official Area (with map) (21-6195 : Change to Downtown Dining District Ordinance)

EXHIBIT “A”

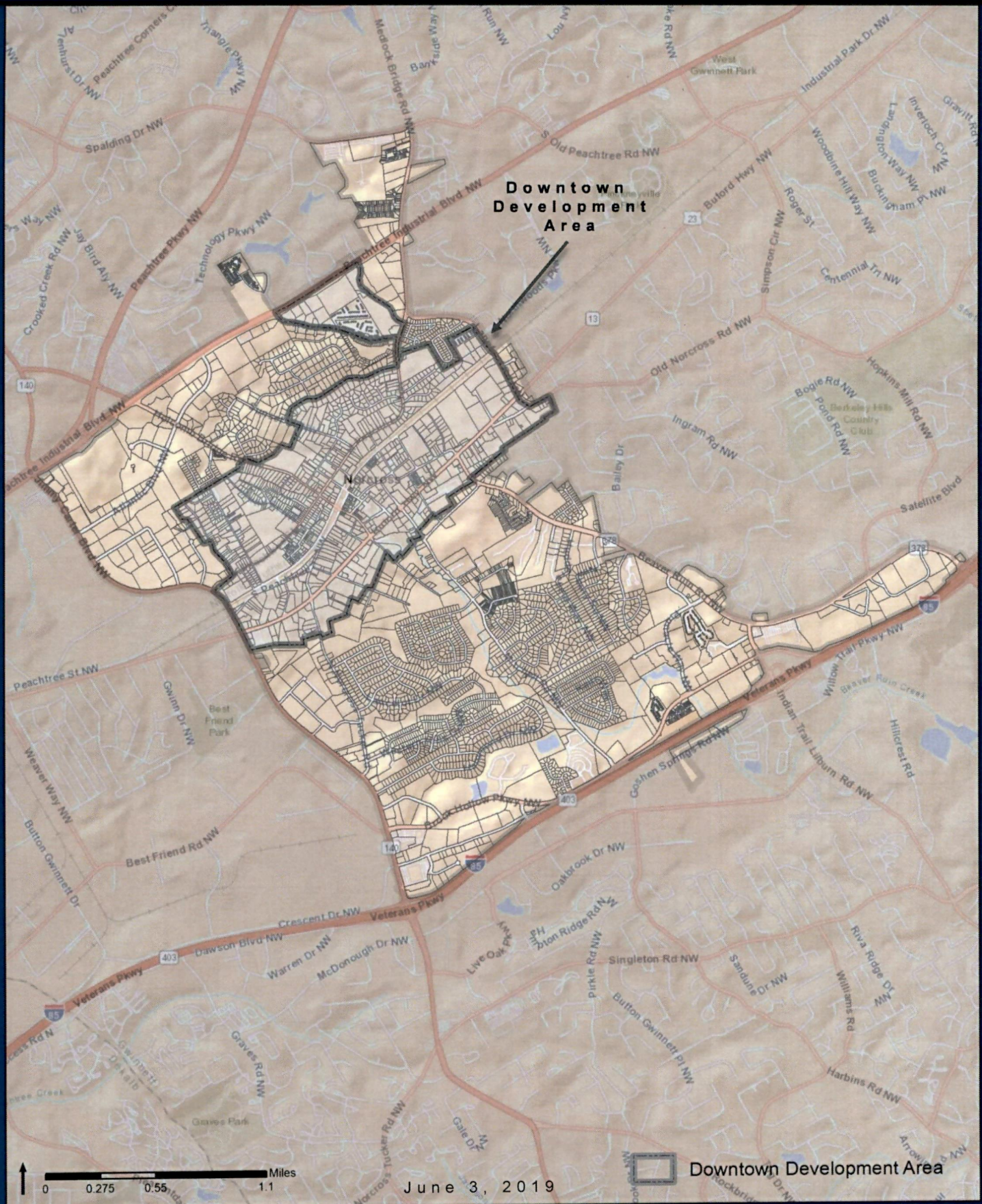
The Official Downtown Development Area of the City of Norcross

Attachment: Resolution DDA Official Area (with map) (21-6195 : Change to Downtown Dining District Ordinance)

Official Downtown Development Area of the City of Norcross



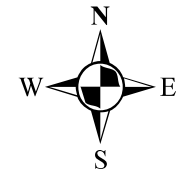
Official Downtown Development Area of the City of Norcross



Attachment: Resolution DDA Official Area (with map) (21-6195 : Change to Downtown Dining District Ordinance)



Downtown Dining District (DDD)



Legend

- ★ Restaurants
- DDD





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

City of Norcross

Legislation Details (With Details)

File #:	21-6193	Version:	
Type #:	Agenda Item	Status:	Agenda Ready
On Agenda:	7/6/2021 6:30 PM	In Control:	Policy Work Session
Title:	American Rescue Plan Act – Small Business Assistance		

Sponsors:

Code Sections:

Attachments:

1. [MC Agenda Report ARPA Funds Small Business Assistance 2021](#)
2. [ARPA Presentation Small Business Assistance PWS 6.21.21](#)

Title

American Rescue Plan Act – Small Business Assistance

Drafter

William Corbin & Christabel

Motion

A motion to Approve/Deny the creation of the American Rescue Plan Advisory Committee and to appoint the following nominees as presented:

Norwood Davis
Sophie Gibson
Kathleen Allen
Dick Kohlhausen
Troy Newland
Alvera Crittendon
Carolee Smith
Tim Moresco
Sam Rauschenberg
Rocky Gibson
Elaine Puckett
Pat Eidt



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

Agenda Report

To: Mayor and Council
From: William Corbin, Economic Development Director
Agenda: June 21, 2021 – Policy Work Session
Agenda #: 21-6193
Item: American Rescue Plan Act – Small Business Assistance
CC: Eric Johnson, City Manager

Recommendation

Utilization of American Rescue Plan Act funds for small business assistance.

Background

The City of Norcross should be receiving funds within the next several weeks. There are a variety of approved uses for these funds. One of the stated uses includes assistance to households, small businesses, and nonprofits, or aid to impacted industries such as tourism, travel, and hospitality.

The Interim Rule states under its first eligible use category – responding to public health needs and negative economic impacts from the pandemic – that funds must respond to “the disease itself or the harmful consequences of the economic disruptions resulting from or exacerbated by the COVID-19 public health emergency.”

Norcross Economic Development staff have been researching and performing due diligence on the dissemination of funds to small businesses in the local community.

Financial Impact

None – Funding comes from Federal Government

Consistent with Comprehensive Plan?

N/A

Next Steps

Eventual decision by Mayor & Council on usage of funds.

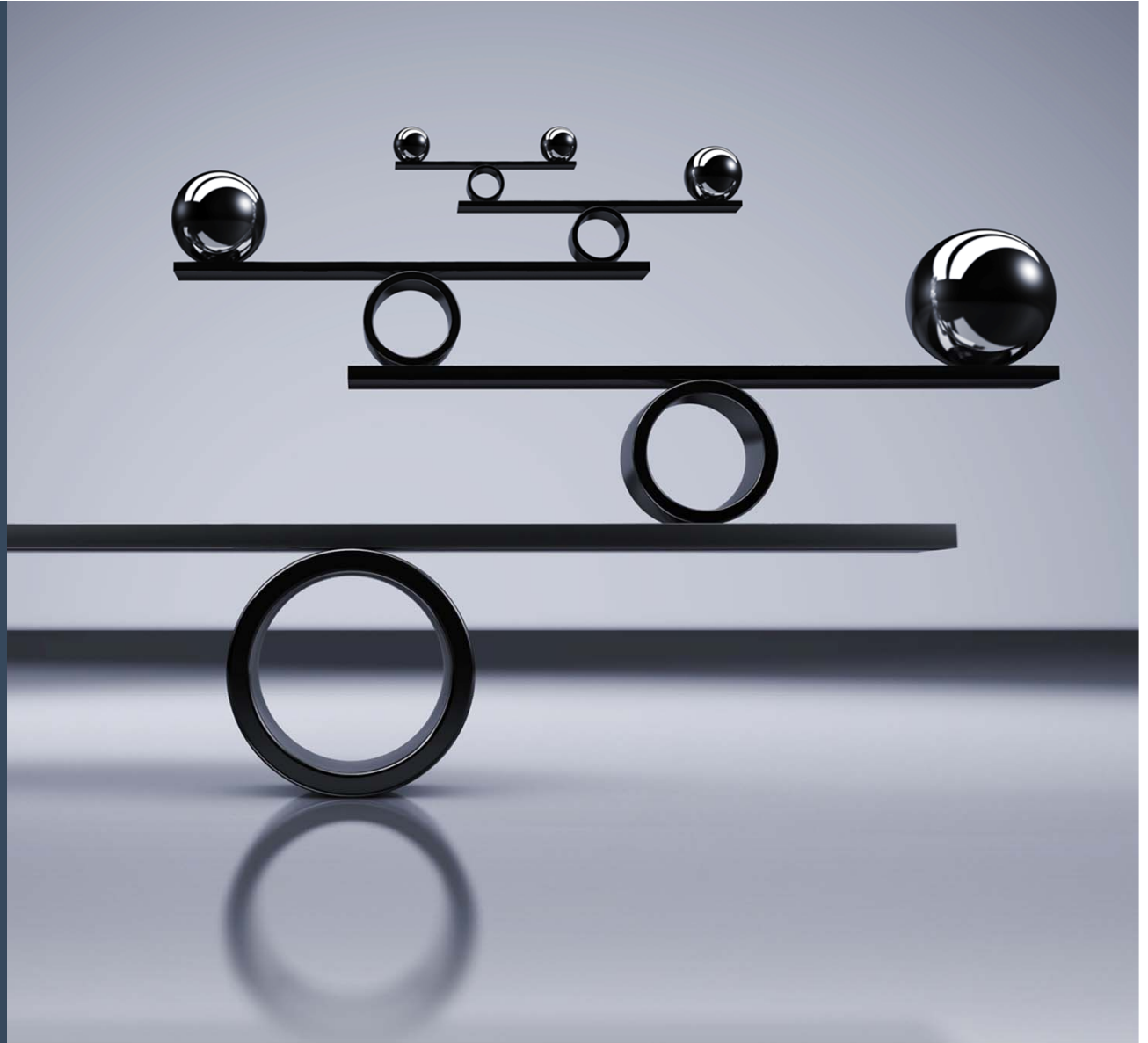
Attachments

Presentation slides

Update

None

Investing ARPA Funds



Investing ARPA Funds

Outline

ARPA Background

- Approved uses

Small Business Grant

- Eligibility
- Required documentation
- Application/Disbursement processes
- Oversight

Programming & Partnerships

- Programs in partnership with local organizations
- Technical assistance
- Innovation

Questions & Feedback

Investing ARPA Funds

ARPA – Approved Uses

Fiscal Recovery Funds must be used in one of the four eligible use categories specified in the American Rescue Plan Act and implemented in the Interim Final Rule:

- o **Public Health Emergency**
 - ✓ To respond to the public health emergency or its negative economic impacts, including assistance to households, small businesses, and nonprofits, or aid to impacted industries such as tourism, travel, and hospitality;
- o **Essential Workers**
 - ✓ To respond to workers performing essential work during the COVID-19 public health emergency by providing premium pay to eligible workers;
- o **Public Sector Revenue**
 - ✓ For the provision of government services to the extent of the reduction in revenue due to the COVID-19 public health emergency relative to revenues collected in the most recent full fiscal year prior to the emergency; and
- o **Infrastructure**
 - ✓ To make necessary investments in water, sewer, or broadband infrastructure
 - ✓ General infrastructure projects like road construction or bridge repair are not permitted uses of funds
 - ✓ Stormwater – qualifies through connectivity to existing federal programs related to clean water

Investing ARPA Funds

Small Business Grant

A small business, although varies by industry, is one that has fewer than 1,500 employees and a maximum of \$38.5 million in average annual receipts, according to the SBA

- o Eligibility
 - ✓ Norcross-based small business with physical address within city limits
 - ✓ Open and in operation as of March 1, 2020
 - ✓ Good standing with active city license and all fees paid
 - ✓ At least one FTE (to include consultants and entrepreneurs)
- o Required documentation
 - ✓ City-issued business license
 - ✓ Federal EIN
 - ✓ Tax documentation – state withholding tax number & state sales tax number
 - ✓ Certificate of organization
 - ✓ Payroll record
 - ✓ Statement of hardship
- o Application process
 - ✓ Online platform – Cognito forms? Survey monkey? Paper application?
 - ✓ One month time period?
- o Oversight & reporting
 - ✓ Annual auditing of businesses?
 - ✓ Businesses provide documentation?

Investing ARPA Funds

Grant Disbursement Process

Process of transferring grants to awardees from least efficient to most efficient

- o Need-based
 - ✓ Assess needs based on industry and number of FTEs
 - ✓ Award grant based on need
- o “First come, first serve”
 - ✓ Early applicants receive grants until funds run out
 - ✓ Award grants based on completed applications received early during the application process
- o Lottery system
 - ✓ Random drawing of completed applications
 - ✓ Award grants based on random drawing of completed applications

Investing ARPA Funds

Programs & Partnerships

Alternative ways to help small businesses respond to the negative economic effects of COVID-19

- o Partnerships
 - ✓ Partnerships with local chamber and organizations to create programming in direct response to the negative effects of COVID
 - ✓ SWGC? PG? – clinics/workshops
 - ✓ NDA? DDA?
 - ✓ Entrepreneurship training/workforce development
 - ✓ Targets for capital/lending
- o Technical assistance, counseling, and other services
 - ✓ Help businesses get their documents in order to be more competitive
 - ✓ Business restructuring: physical plant changes to enable social distances, enhanced cleaning, contact tracing, etc.
- o Innovation
 - ✓ E-commerce: technological updates to help businesses pivot and increase online presence
 - ✓ Address regional/industry trends: loss of income due to COVID
 - ✓ Restaurant industry: Outdoor dining

Investing ARPA Funds





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

City of Norcross

Legislation Details (With Details)

File #:	21-6163	Version:	
Type #:	Agenda Item	Status:	Agenda Ready
On Agenda:	7/6/2021 6:30 PM	In Control:	Policy Work Session
Title:	Norcross Logo Installation		

Sponsors:

Code Sections:

Attachments:

1. [Agenda Report _ Norcross Logo Installation](#)
2. [NORCROSS Artwork](#)

Title

Norcross Logo Installation

Drafter

Councilmember Bruce Gaynor

Motion

A motion to Accept/Deny the offer of a sign donated by the Brunswick as presented and to direct the Norcross Public Arts Commission to finalize an artistic design based on community values .



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

Agenda Report

To: Mayor and Council
From: Councilmember Andrew Hixson
Meeting Date: May 17, 2021 – Policy Work Session
Item No.: 21-6158
Title: Norcross Logo Installation
CC: Eric Johnson

Recommendation

Norcross Council to consider block letter logos between new library and Brunswick Hotel

Background

The developer of Brunswick Hotel has offered to help pay for large percentage of this project.

Financial Impact

Brunswick owners would pay for the majority of the letter with some small cost associated with upkeep from City going forward

Consistent with Comprehensive Plan?

Yes, Goal 1 is to define Norcross' sense of place

Next Steps

Attachments

[LongLiveRock Image](#)

[Toronto Image](#)

Update

Artpiece

To Celebrate the 150th year
Of the founding of Norcross

Ideas from other communities



Attachment: NORCROSS Artwork (21-6163 : Norcross Logo Installation)



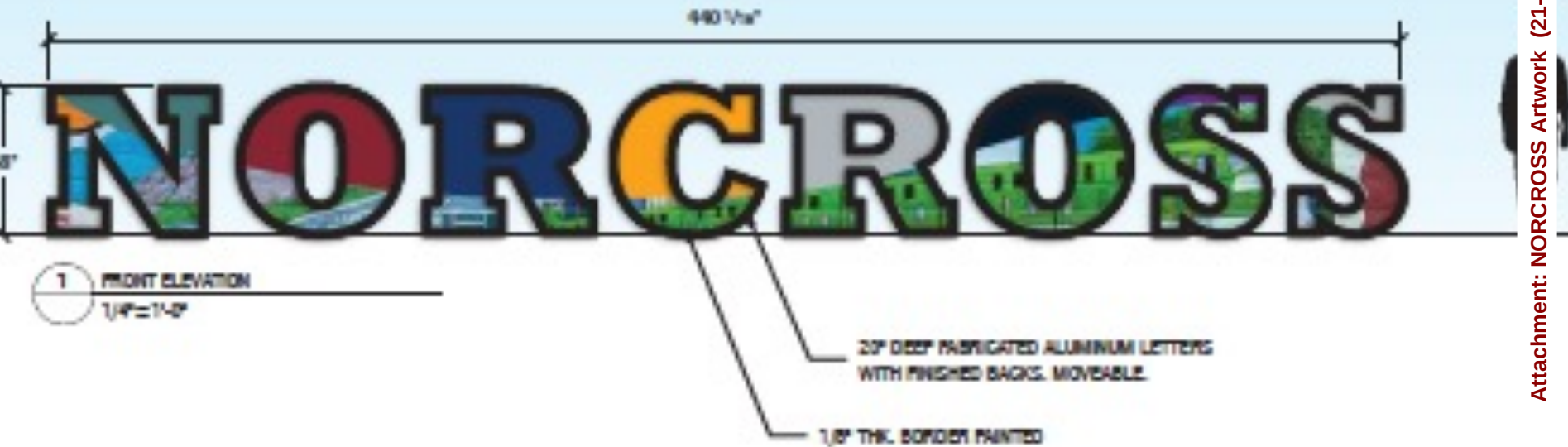
Attachment: NORCROSS Artwork (21-6163 : Norcross Logo Installation)



Attachment: NORCROSS Artwork (21-6163 : Norcross Logo Installation)



To be erected on Pad 1 until
Library and Plaza are completed



On back side of sign will be a panel that reads:

M.3.b

Norcross est. 1870

*This installation is presented to the city in
honor of the 150th year of incorporation!*

By The Brunswick
October 1, 2021

Note: this is not the font or color

Attachment: NORCROSS

Packet Pg. 150

Robert West print



General graphic idea for sign



Details

- * The artwork is three dimensional and could be any color or graphic (like the train) and would give people an opportunity to take pictures and share on social media.
- * A cost estimate from Dave Jones at IMG in Norcross is about \$28,000 (not including installation). The Brunswick has pledged the money to fund the fabrication. The base or end of the artwork could include the designation of the 150th Celebration.
- * Installation would be facing the Norcross Library entrance and the Plaza steps so that Lillian Webb Park would be the background for pictures. It could be mounted on two railroad tracks and secured to the ground.



MAYOR **CRAIG NEWTON** • MAYOR PRO TEM **JOSH BARE** • COUNCILMEMBER **ANDREW HIXSON** • COUNCILMEMBER **MATT MYERS**
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City of Norcross

Legislation Details (With Details)

File #:	21-6153	Version:	
Type #:	Agenda Item	Status:	Agenda Ready
On Agenda:	7/6/2021 6:30 PM	In Control:	Policy Work Session
Title:	IT Department Sale of Surplus Items		

Sponsors:

Code Sections:

Attachments:

1. [Agenda Report IT Surplus - UPDATED](#)
2. [Available Equipment 1 \(PDF\)](#)

Title

IT Department Sale of Surplus Items

Drafter

Dr. James Trent

Motion

A motion to Approve/Deny a recommendation to donate the IT Surplus Equipment to the non-profit entity Next Generation Focus.



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

Agenda Report

To: Mayor and Council

From: Dr. Arlene Beckles, Councilmember
Matt Myers, Councilmember
Dr. James Trent, IT Director

Meeting Date: June 21, 2021 – Policy Work Session

Item No.: 21- 6153

Title: IT Surplus Equipment Donations

CC: Eric Johnson

Recommendation

It is recommended that the IT Surplus Equipment be donated to the non-profit entity Next Generation Focus. Next Generation Focus

Background

After an agenda item on selling IT Surplus equipment was brought to M&C, Councilmember Myers inquired about donating the items to a local charity instead. Dr. Beckles took the initiative and partnered with Terri Hoyer of Unite Norcross/Peachtree Corners to identify a suitable non-profit. Next Generation Focus has been recognized as the recipient of this surplus equipment.

Next Generation Focus is the only *afterschool care program* provider in Gwinnett County funded by the State of GA Division of Family and Children Services Afterschool Care Program. Since the pandemic and the implementation of county-wide digital learning, they have transitioned to a virtual afterschool care provider and served over 350 students of Gwinnett County.

Financial Impact

There is no financial impact on the City.

Consistent with Comprehensive Plan?

N/A

Next Steps

M&C to approve donations

Attachments

Original Agenda Report
List of surplus items

Make	Model	IMEI	Memory	Color	Carrier	Cost
Apple	Iphone 5c	35882005558568	8GB	White	Verizon	5
Apple	iPhone 6	355783070149515	16GB	Silver	Verizon	55
Apple	Iphone 6	355783070430360	16GB	Silver	Verizon	55
Apple	Iphone 6S	356676086701908	32GB	Silver	Verizon	85
Apple	Iphone 6S	356648082303724	32GB	Silver	Verizon	85
Apple	Iphone 6S Plus	358608073087445	32GB	Rose Gold	Verizon	114
Apple	Iphone 7	359466089383871	32GB	Black	Verizon	105
Apple	Iphone 7	354917091634219	32GB	Black	Verizon	105
Apple	Iphone 7	359467088399769	32GB	Black	Verizon	105
Apple	Iphone 7	359464089911452	32GB	Black	Verizon	105
Apple	Iphone 7	359460089083409	32GB	Black	Verizon	105
Apple	Iphone 7	359459089346543	32GB	Black	Verizon	105
Apple	Iphone 7	355829085897166	128GB	Black	Verizon	125
Apple	Iphone 7	354911090130857	128GB	Black	Verizon	125
Apple	Iphone 7	354909090036173	32GB	Black	Verizon	105
Apple	Iphone 7	359465088583051	32GB	Black	Verizon	105
Apple	Iphone 8	354890097758219	256GB	Black	Verizon	145
Apple	Iphone SE	356603080180442	32GB	Silver	Verizon	75
Apple	Iphone SE	355435076840411	16GB	Silver	Verizon	45
Apple	Ipad 2	A100001CBAA47A	16GB	Silver	Verizon	50

Monitors

Model	Model	Size	Quantity	Cost
Dell	E1910c	19"	1	30
Dell	E1911c	19"	9	20
Dell	E198FPf	19"	1	35
Dell	E1910f	19"	1	40
Dell	1708FPt	17"	1	17
Dell	E1913c	19"	2	30
Dell	E1916HV	19"	2	40

(no stand)

Laptops

M.4.b

Make	Model	Service Tag/SN	Cost	
Dell	Latitude E6530 ATG	C7H5K12	75	
Dell	Latitude E6530 ATG	2250F42	75	
Dell	Latitude E6530 ATG	57R2F12	75	
Dell	Latitude E6530 ATG	8685K12	45	NO BATTERY
Dell	Latitude E6530 ATG	D2H5K12	75	
Dell	Latitude E6530 ATG	F4H5K12	75	
Dell	Latitude E6530 ATG	1XG5K12	75	
Dell	Latitude E6530	6TG4MX0	100	
Dell	Latitude E6410	2881MM1	65	

Attachment: Available Equipment_ 1 (PDF) (21-6153 : IT Department Sale of Surplus Items)



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

City of Norcross

Legislation Details (With Details)

File #:	21-6190	Version:	
Type #:	Agenda Item	Status:	Agenda Ready
On Agenda:	7/6/2021 6:30 PM	In Control:	Policy Work Session
Title:	Purchase of Six (6) Ford Police Interceptor SUVs		

Sponsors:

Code Sections:

Attachments:

1. [Agenda Report - Police Interceptor SUV Patrol Vehicles](#)
2. [Budget Amendment -PD Vehicles Motor Vehicle Fund](#)

Title

Purchase of Six (6) Ford Police Interceptor SUVs

Drafter

Chief Bill Grogan

Motion

A motion to Approve/Deny a request from the Norcross Police Department to purchase six (6) 2021 Ford Police Interceptor SUV (Explorers) and required equipment.



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

Agenda Report

To: Mayor and Council
From: Bill Grogan, Chief of Police
Agenda: June 21, 2021 – Policy Work Session
Agenda #: 21-6190
Item: **Purchase Six (6) Ford Police Interceptor SUVs (equipment/labor)**
CC: Eric Johnson

Recommendation

Approve purchase of six (6) 2021 Ford Police Interceptor SUV (Explorers) and required equipment (build labor).

Background

In order to continue our initiative of having a long term sustainable vehicle fleet, the Norcross Police Department needs to purchase six (6) new patrol vehicles. We have found 2021 model year vehicles with our required engine package, color, safety and base equipment at Brannen Motors in Unadilla, GA for \$33,800 each. We have identified this as the only source available to us with six available with the specifications we require (3 on the lot now and 3 on route). The vehicles and accompanying equipment (cameras, mounts, lights, sirens, cage, etc) and labor needed to transform them from empty base shells to patrol ready vehicles will be \$344,865.90.

We believe these to be the last of the 2021 models with our required specifications available for purchase. We do not know when 2022 models will reach dealerships and feel it is best to purchase the available 2021's now because we are more confident we can get the add on equipment for these year models and are much less confident that 2022 model equipment will be available. Equipment is taking 2-3 months to arrive so the longer we wait, the longer it will take to make these vehicles operational.

Cost Breakdown:

Cost per vehicle: $\$33,800 \times 6 = \$202,800$

Camera system bundle cost: $\$6,030 \times 6 = \$36,180$

IT-related equipment: $\$2,083.45 \times 6 = \$12,500.70$

Police equipment (radio, cage, lights, sirens, control boxes, install labor: $\$15,564.20 \times 6 = \$93,385.20$

Total cost: \$344,865.90

Financial Impact

\$344,865.90 for vehicles and all equipment/labor.

Funding source: Rental Motor Vehicle Excise Tax Fund

Consistent with Comprehensive Plan?

NA

Next Steps

Council approval / vote.

Attachments

None

Update

N/A

Date Submitted: 6/21/2021

FY21 Budget Amendments								
Department Transfer From	Fund	Line Item #	Line item Description	Amount Transferred	Amount Transferred	To Division	Line Item #	Line item Description
Motor Vehicle Fund	280	13.4200	Residual Fund Balance	\$ (344,866.00)	\$ 344,866.00	280	5.7540.542200	Vehicles
								Purchase of 6 vehicles w/equipment
Total				\$ (344,866.00)	\$ 344,866.00			

Date Approved: _____



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

City of Norcross

Legislation Details (With Details)

File #:	21-6191	Version:	
Type #:	Agenda Item	Status:	Agenda Ready
On Agenda:	7/6/2021 6:30 PM	In Control:	Policy Work Session
Title:	Text Amendment to ARTICLE IX, Sec. 8-321 - Food Trucks		

Sponsors:

Code Sections:

Attachments:

1. [FINAL July 2021 Mobile Food Vendor Agenda Packet](#)

Title

Text Amendment to ARTICLE IX, Sec. 8-321 - Food Trucks

Drafter

Tracy Rye

Motion

A motion to Approve/Deny a text amendment to the Norcross Code of Ordinances, Article IX, Temporary Outdoor Activity and Retail Sales Display, Sec 8-320 and Sec 8-321, 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 be renumbered to accomplish that intention.



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

Agenda Report

To: Mayor and Council

From: Tracy Rye, AICP

Agenda: July 6, 2021

Agenda #: 21-6191

Item: Proposed Changes to the Norcross Code of Ordinances with Respect to Mobile Vendors

CC: Eric Johnson

Recommendation

Based on the increasing popularity of food trucks and other mobile food vendors and the positive community support of events that host these vendors, the Community Development Department recommends approval of a more streamlined mobile push cart and mobile food vendors section of the Norcross City Ordinances as outlined in the attached.

Background

Mobile food vendors have increased in popularity in recent years and are positive attractors to local events where event sponsors otherwise do not have the means or the capability to provide food service.

The current Norcross ordinance related to mobile push carts and food trucks is a somewhat outdated, cumbersome and largely restrictive ordinance that makes it difficult for establishments that hold special events or cannot served food on their own to engage the services of food trucks and other mobile food vendors.

As part of the research, it had been asked if a non-truck definition could be added for items like pull behind grills and such. In following up with Gwinnett Environmental

Health, the State level food service licensing agency for raw food preparers, those types of food service providers are not licensed by Environmental Health and not encouraged.

The Community Development Department recommends adoption of the more streamlined ordinance as attached and making it possible for local businesses to provide food service through mobile push carts and food trucks to enhance events and entice visitors to Norcross.

Financial Impact

Increase revenues generated by allowing for individual one-time food truck permits and also allowing local merchants to pursue annual food truck event permits.

Consistent with Comprehensive Plan?

This project is considered to be consistent with the City's adopted 2040 Comprehensive Plan Goal 4 *"Maintaining a vibrant economy."*

Next Steps

Consider adopting the proposed ordinance as attached.

Attachments

Ordinance

Update

Please see attached proposed ordinance. Updates include:

1. Changing language to reference "Mobile Food Vendors" and to include mobile pushcarts in that definition;
2. To tie hours of operation to the event hours or established business hours
3. To provide for the Community Development Director approving mobile food vendor set up location and to prevent set up from occurring within 10' of a residential driveway;
4. To limit vehicle markings to ice cream trucks only;
5. To allow for sanctions and suspensions of permits as follows:
 - a. Warning for first violation;
 - b. Suspension of privileges for six months for a second violation;
 - c. Permanent revocation of privileges for three or more violations;
 - d. To allow the City Manager to hear appeals of sanctions and suspensions

Ordinance _____-2021

An Amendment to the City Code or Ordinances

Chapter and Purpose: Norcross Code of Ordinances, Article IX, Temporary Outdoor Activity and Retail Sales Display, Sec 8-320 and Sec 8-321.

Enacting Clause; The Mayor and City Council of the City of Norcross, Georgia hereby ordains that the adopted Code of Ordinance 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 all following provisions shall become and be made part of the Code of the City of Norcross.

- I. Amendment to edit the language as noted below, to delete both Sec 8-320 and Sec 8-321 in their entirety and replace with a new Sec 8-320 as shown below in underline and to reserve Sec 8-321

Sec 8-320 Mobile Food Vendors

Definitions.

As used in this article, the following terms shall have the respective meanings ascribed to them:

Commissary shall mean an approved catering establishment, restaurant, or other approved place in which food, containers or supplies are kept, handled, prepared, packaged or stored.

Ice cream truck shall mean a motor vehicle in which ice cream, popsicles, ice sherbets, snow cones or other frozen desserts of any kind are carried for the purpose of retail sale on the streets of the city.

Menu change shall mean a modification of a food establishment's menu that requires a change in the food establishment's food preparation equipment or storage requirements previously approved by the Gwinnett County Health Department. The term "menu change" shall include, but is not limited to, the addition of potentially hazardous food to a menu, installation of new food preparation or storage equipment, or increasing storage capacity.

Mobile food truck vendors see mobile food vendor.

Mobile food vendor shall mean a retail food establishment that reports to and operates from a commissary and is readily movable. A mobile food vendor may be a motorized wheeled vehicle or a towed wheeled vehicle designed and equipped to serve food or may be a mobile pushcart designed to be moved by hand.

Mobile food vendor permit ("vendor permit") shall mean a document indicating the owner of an established mobile food vendor operation has met the requirements of this ordinance and is licensed to operate within the City of Norcross.

Mobile food vendor site ("vendor site") shall mean a location where one or more mobile food vendors are located at any one time specifically for the purpose of selling merchandise in accordance with the provisions set forth within this section.

Mobile pushcart vendors see mobile food vendor.

Solicit or soliciting shall mean taking orders, selling, or seeking orders or clients for the purchase of goods, wares, merchandise, foodstuffs, products, subscriptions, or services of any kind, character, or description whatsoever. The terms "solicit" or "soliciting" shall not include transient merchants.

1. Regulation of mobile food vendors operating pushcarts

Each temporary mobile pushcart vendor shall comply with all state, federal and local health and safety regulations and requirements and shall obtain and maintain any and all license and permits required by any other health organization or governmental organization having jurisdiction over this subject matter.

- (a) No operator, employee, or representative of the operator of a temporary mobile pushcart vendor activity shall solicit directly from the motoring public.

2. Regulation and licensing of all mobile food vendors.

- (a) It shall be unlawful for any person to sell, or offer for sale, food of any type from a mobile food vendor without a permit first having been granted under this section and associated with a temporary event sponsored by a local business or property owner.

- (b) An application for a permit hereunder shall be submitted to the Community Development Department setting forth all information required hereunder and in compliance with this ordinance. The Community Development Department shall develop a form application for the purpose of compliance with this article. The application shall be accompanied by an executed indemnity agreement indemnifying and releasing the city, its agents, employees and elected officials from any and all liability against any and all claims, actions and suits of any type whatsoever arising in connection with the activities of the mobile food vendor pursuant to the permit issued hereunder.

Mobile food vendors may participate in more than one temporary event with multiple local businesses or property owners.

- (c) The following information shall be provided with each application for a single event mobile food vendor permit, along with an application fee of \$50.00 for a three consecutive day permit, and an executed release and indemnification agreement provided by the city:
- (1) Name of the mobile food vendor;
 - (2) Make, model and license plate number of vending unit when applicable;
 - (3) Owner's contact information;
 - (4) Operator's contact information;
 - (5) Copy of approved permit from the county health department and fire safety certificate of inspection or in the case of a mobile push cart an approved permit from the Georgia Department of Agriculture;
 - (6) List of operating location and times including map detailing the position of the vehicle, and current zoning in said locations;
 - (7) Notarized signatures from property owners on the approved City Form for such authorizations indicating consent for the use of their property; and
 - (8) Signature of applicant indicating agreement to the listed requirements.
- (d) A waiver of the application fee may be requested at the time of application by the applicant if:
- (1) The event is a 501(c) non-profit event and proof is submitted thereof; or
 - (2) The event is a city-sponsored event as determined by the city manager. However, all mobile food vendors must fill out an application form, execute an indemnification agreement, and provided the city with all necessary documentation required by the city.
- (e) Except for ice cream trucks, no mobile food vendor shall conduct business or operate in the public right-of-way except as part of a city-sponsored or sanctioned special event.
- (f) A mobile food vendor shall operate on any private property in conjunction with an approved temporary event sponsored by a local business or property owner and only with the prior notarized written consent of the owner. A mobile food vendor shall not be allowed to park overnight on any private property.
- (1) A local business or property owners may apply for an annual mobile food vendor site license to host any number of events during each calendar year for a fee of \$500 instead of individual mobile vendor permits being pursued. All requirements for mobile vendors shall be met and provided to the City at least one week prior to each mobile vendor being on site.
- (g) A mobile food vendor may operate on city-owned property, if:
- (1) The mobile food vendor has received permission to do so from the city manager or his/her designee as part of a City sponsored event; and
 - (2) Has indicated the appropriate city-owned location, date, and times of use on the application. At no time shall a mobile food vendor be allowed to park temporarily or overnight on any city-owned property.

- (h) A mobile food vendor shall maintain a \$1,000,000.00 liability insurance policy. Proof of current liability insurance, issued by an insurance company licensed to do business in the state, protecting the mobile food vendor, the public and the city from all claims for damage to property and bodily injury, including death, which may arise from operation under or in connection with the permit, shall be provided to the city as part of its permit application. If the mobile food vendor does not have insurance, the mobile food vendor may be under the umbrella of an existing business with the business' permission to do so. Such arrangement documentation shall be included with the application to the city.
- (i) A mobile food vendor shall not make sounds or announcements to call attention to the mobile food vehicle either while traveling on the public rights-of-way or when stationary unless the vendor is an ice cream truck as defined in this ordinance. At all times said mobile food vendor shall be in compliance with the city's noise ordinance.
- (j) The permit under which a mobile food vendor is operating must be firmly attached and visible on the mobile food vendor at all times.
- (k) Any driver of a mobile food vendor motorized vehicle must possess a valid Georgia driver's license.
- (l) Mobile food vendors shall provide a diagram of the set up for all events showing locations of driveways, streets and sidewalks. No set ups are allowed within 10 feet of a residential driveway. Set up locations shall be subject to the approval of the Community Development Department.
- (m) A mobile food vendor shall not sell or offer to sell any goods, foods, products, or services except between the hours of operation for the local business sponsoring the event or the established and published hours for the special event in which the mobile vendor is participating, unless otherwise approved and extended by the city manager.
- (n) Vending structures shall not be left unattended or stored at any time on the open vending site when vending is not taking place or during restricted hours of operation.
- (o) No sale or offer for sale of ice cream, frozen milk, frozen dairy or ice confection products shall be made from a mobile food vendor known as an ice cream truck unless each side of the vehicle is marked, in letters and numbers at least three inches in height, with the name and address of the mobile food vendor licensee.
- (p) Mobile food vendors shall comply with all state, federal and local health and safety regulations and requirements and shall obtain and maintain any and all license and permits required by any other health organization or governmental organization having jurisdiction over this subject matter.
- (q) The following safety regulations shall apply to any and all motor vehicles operating under this article or used for mobile retail food establishments:
- (1) Every motor vehicle shall be equipped with a reverse gear signal alarm with a sound distinguishable from the surrounding noise level.
 - (2) Every motor vehicle shall be equipped with two rear-vision mirrors, one at each side, firmly attached to the outside of the motor vehicle, and so located as to reflect to the driver a view of the highway to the rear, along both sides of the vehicle.

(r) A mobile food vendor may only sell food and non-alcoholic beverage items.

3. Revocation of Permits

a. Failure to follow the above rules and regulations with respect to mobile food vendors may be cause for sanction or revocation by the City of Norcross.

b. The first instance of failure to follow the above rules and regulations will result in a warning notice being issued to both the mobile food vendor and business associated with the temporary event.

c. The second instance of failure to follow the above rules and regulations will result in a revocation of mobile food vendor privileges for both the mobile food vendor and business associated with the temporary event for six months in the City of Norcross.

d. More than two instances of failure to follow the above rules and regulations will result in a permanent revocation of mobile food vendor privileges for both the mobile food vendor and business associated with the temporary event in the City of Norcross.

e. Appeals of the sanction or revocation action may be made to the City Manager for adjudication.

- II. Severability: If the provisions of any section, subsection, paragraph, subdivision or clause of his ordinance shall be judged invalid by a court of competent jurisdiction, such order of judgement shall not affect or invalidate the remainder of any ordinance, section, subsection, paragraph, subdivision or clause of this ordinance.
- III. Repealer: All ordinances or parts thereof which are in conflict with any provision or any section, subsection, paragraph, subdivision or clause of this ordinance are hereby repealed to the extent of the conflict.

IN WITNESS WHEREOF, I have hereunto set my hand and cause this seal to be affixed this ____ day of _____, 2021

Craig Newton, Mayor

ATTEST:

Monique Lang, City Clerk



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

City of Norcross

Legislation Details (With Details)

File #:	21-6192	Version:	
Type #:	Agenda Item	Status:	Agenda Ready
On Agenda:	7/6/2021 6:30 PM	In Control:	Policy Work Session
Title:	Proposed Fee Increases for Community Development		

Sponsors:

Code Sections:

Attachments:

1. [2021 Fee Update Adoption Packet July 2021](#)

Title
Proposed Fee Increases for Community Development

Drafter
Tracy Rye

Motion
A motion to Approve/Deny the proposed fee increases from the attached fee schedule for Community Development effective 9/1/2021.



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

Agenda Report

To: Mayor and Council
From: Tracy Rye, AICP
Agenda: July 6, 2021
Agenda #: 21-6192
Item: Proposed Fee Increases for Community Development Effective 9/1/2021
CC: Eric Johnson

Recommendation

Based on the ideal that jurisdictions should have a routine review of fee schedules and that the plan review and permitting functions of Community Development related activities should approach self sufficiency in terms of expenses related to fees generated, the Community Development Department recommends approval of increases to certain fees highlighted in yellow on the attached fee schedule and to use the ICC BVD table for 2019 for construction valuation measures.

Background

In the Spring of 2021 at the Mayor and Council retreat, fee schedules were discussed, pointing out that significant fee increases have not been considered since at least 2011 with respect to plan review and actual permit related fees. The City still bases construction valuation on the 2011 ICC Building Valuate Data (BVD) table (the average building valuation for construction costs as compiled yearly by the International Code Council—ICC for new construction). The BVD table provides the “average” construction costs per square foot, which can be used in determining permit fees for a jurisdiction. ICC has developed this data to aid jurisdictions in determining permit fees. This data is only intended to assist jurisdictions in determining their permit fees. This degree of precision is sufficient for the intended purpose, which is to help establish permit fees so as to fund code compliance activities. This BVD table provides jurisdictions with a simplified way to determine the estimated value of a building that does not rely on the permit applicant to determine the cost of construction.

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

Attachment: 2021 Fee Update Adoption Packet July 2021 (21-6192 : Proposed Fee Increases for Community Development)

Based on the comparison of the BVD table from 2011 to 2019 (2019 was chosen to hedge against Covid-19 data skews based on abnormal increases in construction costs in 2020 and 2021), building construction valuation has increased roughly 15%, while Norcross has held permit fees constant at \$8.00/\$1000 of construction value as outlined in the ICC BVD for 2011.

Additional suggested permit fee changes include:

Sign Fees from \$200 to \$250 for monument signs and from \$75 to \$100 for wall and window signs

Tree Removal Permits from free to \$125 for both commercial and residential to offset costs associated with the hiring of a contract Arborist on staff

Plan Review Fees from a flat \$100 or \$500 based on type to \$50/department review up to 2 reviews and then \$50/department review over 2 reviews. The number of qualified staff reviewing complex plans has now increased to a maximum of 6 and the numbers of reviews continues to increase (so far in 2021 staff have made 1386 reviews of 455 plan types). Not every department reviews every plan type so this scale would be a true user fee based on the departments required for review over the number of actual reviews. Plans requiring fewer reviews would pay less in plan review while more complicated plans and plans that fail a number of reviews would pay a higher fee accordingly. Adding a fee per department review would help offset the costs associated with contract staff in Building and Arborist and additional fees after the 2nd review would go a long way in encouraging plan designers to address comments correctly the first time which would free up staff for other projects and tasks.

Financial Impact

Up to 15% increase in actual permit fees

Up to \$56,000 increase in plan review fees to offset salaries and contract staff fees

Consistent with Comprehensive Plan?

This project is considered to be consistent with the City's adopted 2040 Comprehensive Plan as it aids in maintaining GOAL 6 *"Further the City's Tradition of Strong Leadership and High Level of Quality Services"*.

Next Steps

Adopt fee schedule to be effective on September 1, 2021

*Mayor and Council meeting, Tuesday, July 6, 2021, 6:30 PM

Updates

The resolution attached provides that the first change in fees will occur on September 1, 2021 and that subsequent incremental changes in the ICC BVD table, as published in February of each calendar year, will automatically cause the adoption of that first quarter ICC BVD table for

the remainder of the calendar year until the following February, unless economic conditions, as determined by the City Manager, call for the previous ICC BVD data table to remain in effect.

Attachments

Resolution of Adoption, September 2021 Proposed Fee Schedule, 2019 ICC BVD table

RESOLUTION No.**To Adopt a 2021 Community Development and Planning Department Fee Schedules**

WHEREAS, the City Council of Norcross, Gwinnett County, Georgia has determined that it is prudent that the fees be reviewed from time to time for cost effectiveness; and

WHEREAS, it has been determined that the City currently has not amended sign review; plan review and building permit fees in at least 10 years; and has never instituted a tree removal permit fee;

WHEREAS, the Community Development Department has analyzed the increased costs of staff to conduct permitting and plan review functions;

WHEREAS, the Community Development Department has also researched similar fees for other jurisdictions in Georgia who also provide similar service;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Norcross, that unless otherwise stated in the attached fee schedule, effective on September 1, 2021, new construction values will be based on the Building Valuation Data (BVD) for all heated areas based on the February 2019 International Code Council (ICC) Data Sheet;

NOW, THEREFORE, BE IT FURTHER RESOLVED by the City Council of the City of Norcross, that unless otherwise stated in the attached fee schedule, effective in March 2022 and of each subsequent calendar year, new construction values will be based on the Building Valuation Data (BVD) for all heated areas based on the International Code Council (ICC) Data Sheet published in the first quarter of that calendar year, unless there are mitigating economic circumstances that cause the City Manager or the City Council to determine that the previous year BVD values remain in effect.

IN WITNESS WHEREOF, I have hereunto set my hand and caused this seal to be affixed.
This July 1, 2019

Craig Newton, Mayor

Attest: Monique Lang, City Clerk

Community Development Department Fee Schedule

PERMIT TYPE	DESCRIPTION	FEES/VALUTION
BUILDING (BLD)		
Residential	New Construction	\$8.00/\$1000 of construction value based on current ICC BVD, plus \$50.00 for CC or CO.
Multifamily/Commercial/ Mixed Use/Industrial	New Construction	\$8.00/\$1000 of construction value based on current ICC BVD, plus \$50.00 for CC or CO.
Residential Remodel	Residential Remodel	\$8.00/\$1000 of construction value based on value, plus \$50.00 for CC or CO
Multifamily/Commercial/ Mixed Use/Industrial Remodel	Remodel	\$8.00/\$1000 of construction value based on value, plus \$50.00 for CC or CO
Effective 9/1/2021 Feb 2019 ICC BVD Table to be used Effective March 2022 and subsequent years update to February ICC BVD for that Calendar year		

PERMIT TYPE	DESCRIPTION	FEES/VALUATION
DEMOLITION (DEMO)		
645-DEMO	Residential Demolition outside of the historic district	\$50.00 plus \$50.00 for CC. \$1000.00 refundable cash bond required.
645-DEMO-HD	Residential Demolition inside the historic district	\$50.00 plus \$50.00 for CC. \$1000.00 refundable cash bond required.
645-DEMO-MINOR	Residential interior or limited demolition	\$50.00 plus \$50.00 for CC
646-DEMO-MINOR	Commercial interior or limited exterior demolition	\$100.00 plus \$50.00 for CC
646-DEMO-EXT	Commercial demolition, removal of entire building or section	\$100.00 plus \$50.00 for CC. \$1000.00 refundable cash bond required.
BOND	Demolition Bond	\$1,000.00
TRADE COMMERCIAL		
C-ELECTRICAL	Commercial electrical repairs and upgrades	\$125.00
C-GAS	Commercial gas line repairs and upgrades	\$125.00
C-HVAC	Commercial HVAC repairs and upgrades	\$125.00
C-LOW	Commercial low voltage repairs and upgrades	\$125.00
C-PLUMBING	Commercial plumbing repairs and upgrades	\$125.00
C-ROOF	Commercial re-roof	\$125.00
C-Status	Commercial check of disconnected utilities	\$65.00
CHANGE OF OCCUPANCY	Change of Occupancy	\$75.00
IRRIGATION METER COMMERCIAL	Commercial irrigation meter	\$125.00 plus irrigation meter if on city water
TRADE RESIDENTIAL		
R-ELECTRIC	Residential electrical repairs and upgrades	\$30.00
R-GAS	Residential gas line repairs and upgrades	\$30.00
R-HVAC	Residential HVAC repairs and upgrades	\$30.00

PERMIT TYPE	DESCRIPTION	FEES/VALUATION
R-LOW	Residential low voltage repairs and upgrades	\$30.00
R-PLUMBING	Residential plumbing repairs and upgrades	\$30.00
R-ROOF	Residential re-roof	\$30.00
R-STATUS	Residential check of disconnected utilities	\$65.00
RESIDENTIAL IRRIGATION METER	Residential irrigation meter	\$10.00 plus irrigation meter if on city water
ANNEXATION (ANEX)		
Annexation-01	Annexation initiated by the property owner	\$100.00
Annexation-02	Annexation initiated by the City of Norcross	N/A
SIGNAGE (SIGN)		
SIGN-COMMERCIAL REAL ESTATE	Commercial real estate sign	No sign permit required.
SIGN-MONUMENT	New monument sign	\$250.00 plus building permit if the monument sign is over 4ft in height or if a new electrical supply will be installed.
SIGN-WALL/PANEL EXCHANGE	Existing panel exchange, new wall, awning with advertisement, projecting, etc.	\$100.00
SIGN-TEMPORARY	Temporary signage	10/\$150 beyond 90 days
TREE REMOVAL (TREE)		
C-TREE	Commercial Tree Removal Permit	\$125.00
R-TREE	Residential Tree Removal Permit	\$125.00
DISPLAY (DISP)		
OUTDOOR DISPLAY TEMPORARY	Outdoor display of merchandise not associated with an established business on the subject property for 7 days	\$50.00
TEMPORARY MOBILE PUSH CART	Mobile pushcart activity only associated with a temporary outdoor activity permit	\$100.00
TEMPORARY OUTDOOR ACTIVITIES	Temporary outdoor activities limited to seasonal federal holidays and carnivals	\$50.00

PERMIT TYPE	DESCRIPTION	FEES/VALUATION
UTILITY		
UTILITY PERMITS	Permit for work within the city ROW	\$5,000.00 per mile
REPLACEMENT PLACARD		
REPLACEMENT PLACARD	Replacing lost placard	\$25.00
FINE		
FINE	Construction begun without building permit	Permit fee doubled, minimum fee is \$50.00 (excluding CO or CC fees)
RE-INSPECTION FEE	Re-inspection fee for failed first inspection	\$75.00
SPECIAL INSPECTION	Special inspection or re-inspection (necessary for same day as requested)	\$65.00
SIGN FINE	Installation of a sign without a permit	Permit fee doubled
Certificate of Appropriateness (ARB and HPC)		
COA-COMM-MAJOR	COA for major reviews and all Historic Demolition Applications	\$500.00
COA-COMM-MINOR	COA for minor commercial façade improvements	\$150.00
COA-COMM-MINOR-COLOR	Administrative COA for change in commercial façade colors within existing shade	\$25.00
COA-COMM-MAJOR-COLOR	COA for change in commercial façade colors outside of existing shade	\$25.00
COA-RES-MAJOR	COA for new residential construction anywhere in the city or significant improvements to existing structure within the historic district	\$150.00
COA-RES-MINOR	COA for minor improvements or alterations to existing structure within the historic district	\$25.00

PERMIT TYPE	DESCRIPTION	FEES/VALUATION
COA-RES-MINOR-COLOR	COA for color changes to existing structure within the historic district	\$25.00
ARB- All Other Administrative COA decisions	COA approvals by the Chairman or Director	\$25.00
REZONING (REZ)		
LESS THAN 1 ACRE	Rezone less than one acre	\$500.00
1.0 TO 4.9 ACRES	Rezone 1 to 4.9 acres	\$1,000.00
5.0 TO 9.9 ACRES	Rezone 5 to 9.9 acres	\$1,250.00
10.0 TO 19.9 ACRES	Rezone 10 to 19.9 acres	\$1,500.00
20.0 TO 24.9 ACRES	Rezone 20 to 24.5 acres	\$1,750.00
25 ACRES OR GREATER	Rezone 25 or more acres	\$2,000.00
PRD Rezoning	PRD Rezoning Any Acreage	Single Family Base fee \$1,500 + \$150/unit; Max \$3,000 Multifamily Base fee \$1,500 + \$150/unit; Max \$5,000
SPECIAL USE PERMITS (SUP)		
LESS THAN 1 ACRE	SUP for less than on acre	\$500.00
1 TO 5 ACRES	SUP for 1 to 5 acres	\$750.00
6 TO 10 ACRES	SUP for 6 to 10 acres	\$1,000.00
VARIANCES		
PUBLIC HEARING	Request exception to the city's codes and ordinances before a publicly held board meeting	\$500.00
PUBLIC HEARING, ADDITIONAL VARIANCES	Additional variances on same property submitted in conjunction with a primary variance	\$25.00 for each additional
PUBLIC HEARING; VARIANCES FOR BSL ENCROACHEMNTS FOR SF DWELLINGS WITH EXISTING CO's	Request for a variance to encroach an existing building setback line for single family dwellings with existing certificate of occupancies	\$100.00
PUBLIC HEARING; STREAM BUFFER ENCROACHMENT	Request for a variance approved by the Mayor and City Council to encroach the required 50' stream buffer and / or 75' impervious setback.	\$500.00

PERMIT TYPE	DESCRIPTION	FEES/VALUATION
ADMINISTRATIVE	Administrative Variance application	\$100.00
ADMINISTRATIVE	Additional variances on same property submitted in conjunction with a primary variance	\$25.00 for each additional
CERTIFICATES		
CERTIFICATE OF OCCUPANCY (RESIDENTIAL)	Residential CO	\$50.00
CERTIFICATE OF OCCUPANCY (COMMERCIAL)	Commercial CO	\$75.00
CERTIFICATE OF COMPLETION (RESIDENTIAL)	Residential CC	\$50.00
CERTIFICATE OF COMPLETION (COMMERCIAL)	Residential CC	\$50.00
CERTIFICATE OF OCCUPANCY (MODEL HOME)	CO for Model Home, valid for 1 year	\$50.00
RESIDENTIAL TEMPORARY CERTIFICATE OF OCCUPANCY	Temporary Certificate of Occupancy for residential property	\$50.00
COMMERCIAL 90 DAY TEMPORARY CERTIFICATE OF OCCUPANCY	Temporary Certificate of Occupancy for commercial property	\$1,300.00
RESIDENTIAL TEMPORARY CERTIFICATE OF COMPLETION	Temporary Certificate of Completion for residential property	\$50.00
COMMERCIAL 90 DAY TEMPORARY CERTIFICATE OF COMPLETION	Temporary Certificate of Completion for residential property	\$50.00
BUILDING PLAN REVIEW FEES		
Residential Plan Review Fee	Plan Review Single Family Residential	\$50/department review up to 2 reviews per department; \$50/department review each additional review after 2
TRADE PLAN REVIEW FEE	Plan review for single trade	\$100.00
MINOR PLAN REVIEW FEE	Plan review for minor renovations	\$100.00
AMENDMENTS	Amendments to previously approved plans	\$100.00

PERMIT TYPE	DESCRIPTION	FEES/VALUTION
COMMERCIAL DEMOLITION PLAN REVIEW	Plan review for Demo	\$200.00
BUILDING PLAN REVIEW	Multifamily/Commercial/ Mixed Use/Industrial	\$50/department review up to 2 reviews per department; \$50/department review each additional review after 2
HISTORIC DEMOLITION PLAN REVIEW	Public Hearing before ARB/HPC and Mayor and Council	\$500
DEVELOPMENT PLAN REVIEW (ALL TYPES)		
SKETCH OR CONCEPT PLAN	Proposed plans for new residential development	\$250.00
PRELIMINARY PLAT (INCLUDES ONE ENGINEERING SITE VISIT)		\$500.00
FINAL PLAT (INCLUDES ONE ENGINEERING SITE VISIT)		\$500.00
EXEMPTION PLAT		\$500.00
AMENDMENTS	REVISIONS TO APPROVED PLANS	\$100.00

PERMIT TYPE	DESCRIPTION	FEES/VALUTION
SITE DEVELOPMENT REVIEW		\$950.00
AMENDMENTS		\$100.00
LAND DISTURBANCE PERMIT		
CLEARING, GRADING, GRUBBING PERMIT		
1 ACRE		\$40.00
3 ACRES		\$115.00
5 ACRES		\$190.00
DEVELOPMENT PERMIT (MINIMUM FEE OF \$100.00 APPLIES TO ALL CATEGORIES)		
RESIDENTIAL		\$50.00 per lot or \$100.00 per acres, whichever is greater
MULTI-FAMILY		\$50.00 per unit or \$100.00 per acres, whichever is greater
NON-RESIDENTIAL		\$100.00 per acre
RE-PERMITTING FEES		
AFTER EXPIRATION DATE (6 MONTHS/180 DAYS FROM ISSUANCE)		Re-permit full job
NO ACTIVITY AFTER SIX MONTHS (ABANDONED)		Re-permit full job
ZONING CONFIRMATION LETTER	Statement of allowable uses and zoning for a specific property	\$40.00
WAIVER OF DEVELOPMENT REGULATIONS	Exemption from development regulations	\$300.00
FILMING PERMIT FEE		
FILMING PERMIT FEE	Permit for filming within the City of Norcross	\$320 Per day up to 3 days. After 3 days requires Mayor and Council Approval. \$500.00 for Mayor and City Council Public Hearing.
VACANT OR FORECLOSED PROPERTY REGISTRATION FEE		

PERMIT TYPE	DESCRIPTION	FEES/VALUTION
VACANT OR FORECLOSED PROPERTY REGISTRATION FEE	Registration of foreclosed or vacant property / buildings	\$100.00
NOISE CONTROL SPECIAL USE PERMIT		
NOISE CONTROL SPECIAL USE PERMIT APPLICATION FEE	Application for a public hearing for the consideration of a noise control special use permit.	\$25.00

Square Foot Construction Costs ^{a, b, c}

Group (2018 International Building Code)	IA	IB	IIA	IIB	IIIA	IIIB	IV	VA	VB
A-1 Assembly, theaters, with stage	246.61	238.50	232.82	223.18	209.86	203.80	216.12	191.69	184.50
A-1 Assembly, theaters, without stage	225.65	217.54	211.85	202.22	189.15	183.09	195.16	170.98	163.79
A-2 Assembly, nightclubs	191.96	186.56	182.12	174.70	164.94	160.39	168.64	149.29	144.33
A-2 Assembly, restaurants, bars, banquet halls	190.96	185.56	180.12	173.70	162.94	159.39	167.64	147.29	143.33
A-3 Assembly, churches	226.69	218.58	212.89	203.26	191.60	185.54	196.20	173.43	166.24
A-3 Assembly, general, community halls, libraries, museums	190.63	182.52	175.84	167.20	153.09	148.07	160.14	134.97	128.78
A-4 Assembly, arenas	224.65	216.54	209.85	201.22	187.15	182.09	194.16	168.98	162.79
B Business	197.81	190.62	184.70	175.70	160.65	154.63	168.95	141.15	134.99
E Educational	207.77	200.59	194.83	186.43	173.71	164.91	180.01	151.89	147.25
F-1 Factory and Industrial, moderate hazard	117.60	112.19	105.97	101.84	91.54	87.26	97.61	75.29	70.95
F-2 Factory and Industrial, low hazard	116.60	111.19	105.97	100.84	91.54	86.26	96.61	75.29	69.95
H-1 High Hazard, explosives	109.99	104.58	99.35	94.22	85.14	79.87	89.99	68.89	N.P.
H234 High Hazard	109.99	104.58	99.35	94.22	85.14	79.87	89.99	68.89	63.56
H-5 HPM	197.81	190.62	184.70	175.70	160.65	154.63	168.95	141.15	134.99
I-1 Institutional, supervised environment	197.83	191.05	185.12	177.91	163.28	158.81	178.06	146.98	142.33
I-2 Institutional, hospitals	330.92	323.73	317.81	308.81	292.72	N.P.	302.06	273.22	N.P.
I-2 Institutional, nursing homes	229.68	222.49	216.58	207.57	193.53	N.P.	200.83	174.02	N.P.
I-3 Institutional, restrained	224.86	217.67	211.75	202.75	188.96	181.94	196.00	169.45	161.29
I-4 Institutional, day care facilities	197.83	191.05	185.12	177.91	163.28	158.81	178.06	146.98	142.33
M Mercantile	142.95	137.54	132.11	125.68	115.38	111.83	119.62	99.73	95.77
R-1 Residential, hotels	199.70	192.92	186.99	179.78	164.90	160.43	179.93	148.60	143.96
R-2 Residential, multiple family	167.27	160.49	154.56	147.35	133.71	129.23	147.50	117.40	112.76
R-3 Residential, one- and two-family ^d	154.28	150.09	146.35	142.65	137.55	133.92	140.30	128.74	121.24
R-4 Residential, care/assisted living facilities	197.83	191.05	185.12	177.91	163.28	158.81	178.06	146.98	142.33
S-1 Storage, moderate hazard	108.99	103.58	97.35	93.22	83.14	78.87	88.99	66.89	62.56
S-2 Storage, low hazard	107.99	102.58	97.35	92.22	83.14	77.87	87.99	66.89	61.56
U Utility, miscellaneous	84.66	79.81	74.65	71.30	64.01	59.80	68.04	50.69	48.30

ICC BVD TABLE February 2019



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

City of Norcross

Legislation Details (With Details)

File #:	21-6194	Version:	
Type #:	Agenda Item	Status:	Agenda Ready
On Agenda:	7/6/2021 6:30 PM	In Control:	Policy Work Session
Title:	IGA with Gwinnett County Board of Voter Registration and Elections for Use of Election Equipment		

Sponsors:

Code Sections:

Attachments:

1. [Agenda Report- IGA for lease of election equipment](#)
2. [2021 Municipal Elections IGA](#)

Title

IGA with Gwinnett County Board of Voter Registration and Elections for Use of Election Equipment

Drafter

Monique Lang

Motion

A motion to Approve/Deny an agreement with the Gwinnett County Board of Registrations and Elections, outlining each party's duties and obligations for the use of election equipment.



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

Agenda Report

To: Mayor and Council

From: Monique Lang, City Clerk

Meeting Date: June 21, 2021 – Policy Work Session

Item No.: 21- 6190

Title: IGA with Gwinnett County Board of Voter Registration and Elections for the use of Election Equipment

CC: Eric Johnson

Recommendation

Approve an IGA with Gwinnett County Board of Registrations and Elections to outline the duties and obligations of each party and for the use of election equipment (optical scanners).

Background

Following the recommended guidelines of the Georgia Secretary of State office, the city and county enter into an IGA annually to delineate the responsibilities and obligations of the election superintendent of the city and the election superintendent of the county to conduct the municipal elections. Included in the agreement is a request to lease Optical Scanners for the tabulation of voted ballots.

Financial Impact:

All costs to conduct the municipal elections are budgeted and borne by the city. Therefore, there are no costs associated with this agreement.

Consistent with Comprehensive Plan?

There is no conflict between this item and the City's Comprehensive Plan.

Next Steps

- (1) Approve IGA - Mayor and Council
- (2) Approve IGA - Gwinnett County Board of Registrations and Elections

Attachments

[2021 Municipal Elections IGA](#)

STATE OF GEORGIA

COUNTY OF GWINNETT

INTERGOVERNMENTAL AGREEMENT BETWEEN THE CITY OF _____ AND THE
GWINNETT COUNTY BOARD OF VOTER REGISTRATIONS AND ELECTIONS FOR USE OF
ELECTION EQUIPMENT

THIS AGREEMENT entered into between the City of _____, Georgia, a
Municipal Corporation, lying within the County of Gwinnett, Georgia, hereinafter referred
to as "City" and the Gwinnett County Board of Registrations and Elections, hereinafter
referred to as "Board."

WITNESSETH

WHEREAS, the Georgia General Assembly created the Gwinnett County Board of
Registrations and Elections having jurisdiction over the conduct of primaries and
elections (1988 Ga. Laws, p. 4296, as amended), and provided that the Board was
empowered with all the powers and duties relating to the conduct of elections and
registration of voters as election superintendent and board of registrars pursuant to the
provisions of Title 21 of the Official Code of Georgia; and

WHEREAS, pursuant to 1988 Ga. Laws, p. 4296, as amended, the Board has the
authority to contract with any municipal corporation located within Gwinnett County for
the holding by the Board of any primary or election to be conducted within the municipal
corporation; and

WHEREAS, recommended guidelines of the Secretary of State concerning
municipal use of election equipment recommend that cities and counties enter into
intergovernmental agreements outlining the responsibilities and obligations of the
election superintendent of the city and the election superintendent of the county; and

WHEREAS, the City and the Board, in the performance of their electoral functions,
desire to enter into this contract outlining the duties and obligations of each party to this
Agreement in the conduct of any 2021 Municipal Elections for the citizens of the City
(hereinafter referred to as the "City Election") as hereinafter described; and

NOW, THEREFORE, in consideration of the premises contained herein, the
sufficiency of which is hereby acknowledged, it is hereby agreed by the City and the
County as follows:

(1) Conduct of City Election

This Agreement shall govern the use of the Board's Election Equipment by the City
for the Election in the City of _____. It is the intent of the parties that the use of

the Election Equipment in conduct of the City Election shall be in compliance with all applicable federal, state and local legal requirements.

(2) Term of Agreement

The duties and obligations to be performed pursuant to this Agreement shall commence on _____, 2021 and end on December 31, 2021.

(3) Duties and Responsibilities

As used in this subsection the term "City" shall be construed to include the City's designee, agent, or authorized representative. The term "Board" shall be construed to include the Board's designee, agent, or authorized representative.

(a) City

1. The City will be responsible for ordering any and all ballots from its vendor.
2. The City will be responsible for contracting with State approved vendors for programming election equipment and creating Absentee by mail ballots, Provisional voting ballots, Challenge voting ballots and Election Day voting and Advance in person voting.
3. The City will be responsible for obtaining all material forms for the conduct of the election from the Secretary of State's Election Division.
4. The City will be responsible for complying with any and all bilingual election requirements in accordance § 203 of the Voting Rights Act including but not limited to translation and dissemination of election-related materials, Spanish language assistance, and appropriate election/poll official training.
5. The City shall provide the Board with a written request indicating specifically the number of Ballot Marking Devices (hereinafter referred to as BMDs), if any, that the City needs to borrow, as soon as possible, but no less than 60 days prior to election date.
6. The City shall provide the Board with a written request indicating specifically the number of Optical Scanners (hereinafter referred to as "OS Units") for use in scanning and tabulation of absentee, challenge, advance in person and provisionally voted ballots.
7. The City shall mark voters on the paper Electors List that is provided by the Board.
8. The City may use a Ballot Marking Device for ballot marking purposes.
9. The City may use printers to print ballots created by the Ballot Marking Device.
10. The City may use optical scanners to scan the printed ballot generated from the printer and created by the Ballot Marking Device
11. The City will be responsible for purchasing specialized security ballot paper from state approved vendor, if BMDs are used for ballot marking purposes.
12. The City will be responsible for and will conduct its own Logic and Accuracy Testing on all equipment.
13. The City will be responsible for hiring and training its own poll officials.

14. The City will be responsible for any training of its staff through _____ and/or the Secretary of State's Office.

15. The City will be responsible for conducting all aspects of the City Election.

16. The City will be responsible for certifying its own election results using the tapes printed from the scanners.

(b) Board and/or Elections Supervisor

1. The Board shall provide the City with a paper Electors List to be used for marking voters.

2. The Board shall provide the City with the specified number of BMD's and/or OS units and peripheral items as requested.

(c) The Board and the City agree to mutually discuss and schedule dates and times for the City to pick-up the requested equipment. The Board and the City further agree to mutually set a date and time the City will return the requested equipment to the Board.

(4) Costs

Any and all costs associated with the conduct of the City Election shall be the responsibility of the City.

(5) Legal Responsibilities

To the extent permitted under Georgia Law, the City shall be solely responsible for any liability resulting from any claims or litigation arising from or pertaining to the City Election. In the event that any of the equipment and/or components become damaged, corrupted, or no longer usable due to the City's use of such equipment and/or components, the City agrees that it will reimburse the County's replacement costs.

(6) Miscellaneous

(a) The terms of this Agreement shall not be altered, amended, or modified except in writing signed by duly authorized officers or representatives of the parties.

(b) This Agreement shall be construed under the laws of the State of Georgia.

(c) If any paragraph, subparagraph, sentence, clause, phrase, or any portion of this Agreement shall be declared invalid or unconstitutional by any court of competent jurisdiction, such invalidity shall not be construed to affect the portions of this Agreement not held to be invalid.

(d) Any notice of communications hereunder shall be in writing, addressed as follows:

City: _____

Board: Kelvin Williams, Assistant Elections Supervisor
 455 Grayson Highway Suite 200
 Lawrenceville, GA 30046
 kelvin.williams@gwinnettcountry.com

- (e) This Agreement shall be exclusively for the benefit of the City and the Board and shall not provide any third parties with any remedy, claim, liability, reimbursement, cause of action, or other right.
- (f) The performance of either party hereunder shall be excused if such party is reasonably precluded from performance by the occurrence of an Uncontrollable Circumstance, which shall be defined as follows: Any act, event, or condition, or any combination thereof, that is beyond the reasonable control of the party relying on the same and that materially interferes with the performance of the party's obligations, to include, but not be limited to, (a) acts of God; (b) fire, flood, hurricane, tornado, and earthquakes; (c) the failure of any utility provider to provide and maintain utility services through no fault of the party; and (d) the preemption, confiscation, diversion, destruction, or other interference in possession or performance or supply of materials or services, by or on behalf of, or with the authority of, a governmental body in connection with a declared or asserted public emergency by an entity other than one of the parties.
- (g) Each of the individuals who execute this Agreement agrees and represents that he or she is authorized to execute this Agreement on behalf of the respective party.

IN WITNESS WHEREOF, the parties have hereunto set their hands and affixed their seals this ____ day of _____, 2021.

City of _____:

By: _____, Mayor

Attest:

City Clerk, Seal

Gwinnett County Board of Registrations and Elections:

By: Alice O' Lenick, Chair

Attest:

Kristi L. Royston, Elections Supervisor



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

City of Norcross

Legislation Details (With Details)

File #:	21-6207	Version:	
Type #:	Agenda Item	Status:	Agenda Ready
On Agenda:	7/6/2021 6:30 PM	In Control:	Mayor and Council
Title:	Proclamation Celebrating the Life of Terri Welch		

Sponsors:

Code Sections:

Attachments:

1. [Proclamation for Terri Welch](#)

Title
Proclamation Celebrating the Life of Terri Welch

Drafter
Mayor & Council

Proclamation

The City of Norcross, Georgia

In Loving Memory of

Ms. Terri Welch

WHEREAS, on behalf of the City of Norcross, we wish to extend our sincere condolences over the passing of life long resident, employee, and friend, Terri Welch, and we honor her memory by reflecting fondly on her life and dedication to the city; and

WHEREAS, Terri was born January 19, 1958, in Atlanta, GA, to her late father Frank "Lamar" Welch and mother, Marie "Faye" Windham; and

WHEREAS, Terri graduated from Norcross High School Class in 1976 and went on to work for the City of Norcross, serving for over thirty-three years in administration; and

WHEREAS, In her free time, Terri enjoyed spending time with her nieces and nephews, reading the bible, completing crossword puzzles, and working on arts and crafts projects; and

WHEREAS, Terri was baptized at Norcross First Baptist Church and was an active and faithful member of One Heart Church in Norcross, Georgia; and

WHEREAS, Terri's kindness, generosity, and graciousness enriched the lives of those fortunate enough to know and work alongside her;

WHEREAS, Terri will be incredibly missed both professionally and as a friend as she leaves behind a legacy that has earned her the admiration and friendship of many.

NOW, THEREFORE, We, the Mayor and Council of Norcross, Georgia, honor the memory of Ms. Terri Welch and hereby express our sincere appreciation for her dedication and contribution to the City of Norcross and extend to her family, friends, and coworkers our most profound sympathy upon her passing.

Craig Newton, Mayor

Attest: Monique Lang, City Clerk

Attachment: Proclamation for Terri Welch (21-6207 : Proclamation Celebrating the Life of Terri Welch)