

City of Norcross

*65 Lawrenceville Street
Norcross, GA 30071*



Meeting Agenda

Monday, February 21, 2022

6:30 PM

2nd Floor Community Room

Policy Work Session

Mayor Craig Newton

Mayor Pro Tem Matt Myers

Councilmember Andrew Hixson

Councilmember Josh Bare

Councilmember Bruce Gaynor

Councilmember Arlene Beckles

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

Parks, Green Spaces & Trails Update- Tixie Fowler

D. General Updates

E-Waste Presentation - Weare Gratwick
Library Landscaping Update- Mary Beth Bender
Norcross Trolley- Cate Kitchen

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

Mayor and Council will consider appointments/reappointments to the following board, authority or commission:

Downtown Development Authority

Planning & Zoning Board

G. City Manager's Report**H. Items for Discussion****1. [22-6402](#) Kaboom Playground**

A recommendation to approve funding for the installation of additional lighting and camera(s) at Kaboom Playground.

[Agenda Report- Add lighting and camera - Kaboom Playground](#)

[Norcross PD Summerour Park camera addition](#)

[Lighting Proposal for the Norcross Playground](#)

2. [22-6403](#) Surplus Vehicles Request

The Norcross Police Department has seven (7) police patrol vehicles that are no longer in service. Due to the high cost of repairs and higher mileage, these vehicle are too costly to maintain. NPD has three (3) court-awarded vehicles that were either abandoned or seized under the civil forfeiture act.

[Agenda Report- Surplus Vehicles - February 2022](#)

[Surplus Vehicles Request Memo - Jan 2022](#)

[\(1\) 2007 Lexus GS350 Court Order](#)

[\(2\) 2007 Chevrolet Suburban Court Order](#)

[\(3\) 2012 Hyundai Sonata Court Order](#)

3. [22-6404](#) **Replacement of Weather Alert Siren System**

A recommendation to move forward with the replacement of our aging Weather Alert Siren System.

[Agenda Item - Weather Alert Siren System Replacement - RFP results and purchase request](#)

[Copy of RFP #PD21-001](#)

[Addendum to RFP #PD21-001 adding Option 2](#)

[Bid Tabulation](#)

[Cover Letter from Patrick Rossetti, ATI Systems National Sales Manager](#)

[Final cost confirmation \(as per their RFP response \\$196,295.00\)](#)

[Purchase Order Terms and Conditions](#)

[One Year Warranty](#)

[Maintenance Options](#)
4. [22-6405](#) **Budget Amendment To Cover The Replacement of A Police Department Vehicle**

Approve to have the Police Department FY2021-2022 Budget increased in the amount of \$35,500 with a recommendation that the funds be pulled from Reimbursement for Damaged Property 100-383000.

[Agenda Report- Budget Amendment](#)

[Detail vs Budget Report-PD](#)

[Budget Amendment-PD Vehicle Replacement](#)
5. [22-6406](#) **Community Work Program Report of Accomplishments/Modified Community**

A recommendation to adopt the mid planning cycle report of accomplishments for items found in the City's current Community Work Program and also adopt the resulting modified Community Work Program.

[Agenda Report - CWP.ROA](#)

[2022 DRAFT Report of Accomplishments](#)

[DRAFT UPDATE Table 4.1 Community Work Program](#)

[Table 4.1 Community Work Program](#)
6. [22-6408](#) **Alcoholic Beverages Ordinance**

Amendment to the City Code of Ordinances, Article 1 of Chapter 4 entitled "Alcoholic Beverages," to repeal conflicting ordinances.

[Agenda Report - Alcoholic Beverage Ordinance](#)

[Amendment to Chapter 4 - Alcohol Beverage](#)

7. [22-6409](#) **Electric Infrastructure Cost Recovery**
Recommendation to authorize recovery of electric infrastructure costs associated with new development.
[Agenda Report - Electric Infrastructure Cost Recovery](#)
8. [22-6410](#) **Norcross Power Rates**
Recommendation to eliminate the previously planned 2022 electric rate increases that were suspended pending a rate study by Electric Cities of Georgia (ECG) and direct that future rate increases be considered as part of the City's annual budget process.
[Agenda Report- Norcross Power Rates](#)
9. [22-6407](#) **Thrasher Park Playground**
Approval to move forward with a Request for Proposal for a new playground at Thrasher Park.
[Agenda Report - Thrasher Park Playground](#)
10. [22-6411](#) **Reclassification of Existing Position**
A recommendation to approve the reclassification of a budgeted direct report to the City Manager to Assistant to the City Manager.
[Agenda Report - Reclassification](#)
[Job Description - Assistant to the City Manager](#)
11. [22-6412](#) **City Managers Goals and Objectives**
Adopt goals and objectives for the city manager that will be incorporated into the annual evaluation process.
[Agenda Report - City Manager Goals](#)
[Eric Johnson Objectives for 2022](#)
12. [22-6413](#) **Policy Regarding Communication Between Elected Officials and Staff**
Discuss elements of a potential policy regarding communication between elected officials and staff to ensure clarity on how such communication should take place.
[Agenda Report-City Council Policy](#)
13. [22-6401](#) **City Manager Evaluation Draft**
A recommendation to approve the evaluation packet and adopt a new performance evaluation process for the City Manager.
[Agenda Report- City Manager Evaluation Draft](#)
[City Manager Evaluation Draft](#)

14. [22-6414](#) **Suspension of City Contribution to Post Retiree Healthcare for New Hires as Discussed at the February 17 Mayor and Council Retreat**

Discussion to determine whether the city will subsidize healthcare for future hires.

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

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

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



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

City of Norcross

Legislation Details (With Details)

File #:	22-6402	Version:	
Type #:	Agenda Item	Status:	Agenda Ready
On Agenda:	2/21/2022 6:30 PM	In Control:	Policy Work Session
Title:	Kaboom Playground		

Sponsors:

Code Sections:

Attachments:

1. [Agenda Report- Add lighting and camera - Kaboom Playground](#)
2. [Norcross PD Summerour Park camera addition](#)
3. [Lighting Proposal for the Norcross Playground](#)

Title
Kaboom Playground

Drafter
Bill Grogan



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

Agenda Report

To: Mayor and Council
From: Bill Grogan, Chief of Police
Agenda: February 21, 2022 – Policy Work Session
Agenda #: 22- 6402
Item: **Additional lighting and camera(s) at Kaboom Playground.**
CC: Eric Johnson

Recommendation

Approve funding for additional lighting and camera(s) at Kaboom Playground.

Background

Damaged equipment and fencing at Kaboom Playground (at Summerour Park) caused by park visitors necessitates the need for additional deterrent and apprehension measures. Studies have shown that pro-active communications with those who frequent the park, increased lighting, and greater surveillance helps prevent criminal behavior in areas where this type behavior occurs. Conversations with staff at Summerour Middle School, as well as the soccer league director, are ongoing in order to promote a collaborative effort of information sharing to include educating students, athletes, and their families on the importance of taking care of the facilities. Summerour Park has multiple surveillance cameras, however none are close enough to the playground to adequately capture the criminal behavior that has occurred, and ultimately the offenders. Lighting in the area is adequate, but as with cameras, the playground area needs more direct coverage to allow for greater nighttime surveillance and closer views. Therefore, additional lighting and cameras are needed nearer the playground. Firefly and Convergent are the City's contracted vendors of lighting/poles and surveillance cameras. Their recommendations are to add 2 light poles, 1 camera pole and a 4-lens camera at the playground and the specifics are detailed in the various attachments to this agenda item.



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

Financial Impact

\$24,607.59 from Automated School Zone Speed Detection Program funds.

Cost breakdown:

\$8,882.00 (attachment 1)	4-lens Full HD camera/housing, comms radio, licensing, installation	Vendor: Convergent – state contract agreement already in existence for camera maintenance, upgrades, adds
\$15,725.59 (attachment 2)	3 black metal utility poles, electrical trenching, lights, installation	Vendor: Firefly

Consistent with Comprehensive Plan?

Yes, goals 2 and 6 specific to providing a safe environment and a high level of quality services for the city.

Next Steps

Council approval / vote.

Attachments

- 1) Norcross PD Summerour Park camera addition.pdf
- 2) Lighting Proposal for the Norcross Playground.doc

Update

N/A



1955 Evergreen Blvd. Ste 50, Duluth, Georgia 30096
 Phone (678) 205-2121 Mobile (678) 925-1046
 steve.smithconvergint.com

January 7, 2022

City of Norcross Police Department
 Summerour Park
 321 Price Place Norcross, Georgia 30071
 Attention: Bill Grogan

Quotation: SS00419767P
 RFP#:
 License/Cert CVI Certified
 PSP
 GA State
 Contract
 #99999-
 SPD0000172-
 006

Reference: Summerour Park camera add pole FBO
 Security Proposal

On behalf of Convergint's global network of colleagues, I would like to personally thank you for providing Convergint with the opportunity to present this proposal addressing your electronic security needs. We are confident that this proven solution is both comprehensive and customized to meet your needs today, and in the future.

Convergint's reputation for service excellence is backed by a foundational commitment to our core value of service, and we have been recognized as the #1 Systems Integrator by SDM Magazine. This recognition reflects the strong relationships Convergint has developed with the industry's top technology manufacturers, and our history of success with providing exceptional service to our customers.

Our guiding principle has always been to be our customers' best service provider. Our dedicated and certified team of professionals strives to uphold our customer-focused, service-based mission to make a daily difference for our customers. After achieving a successful on-time and on-budget project installation, Convergint will provide you with the industry's best ongoing service, including our 24/7 customer portal iCare, designed to track service work orders, project progress, and provide you with detailed metric reporting for continuous improvement.

The following security proposal is specifically designed to meet your needs. As your single point of contact, please feel free to contact me with any additional questions you may have. Thank you again for trusting Convergint as your partner.

Attachment: Norcross PD Summerour Park camera addition (22-6402 : Kaboom Playground Lighting / Camera)



Scope of Work

Convergint Technologies proposes to provide, install, and program an expansion of the existing Genetec video surveillance system at the Summerour Park location for the City of Norcross.

It is expected for Norcross Power to provide and install the new pole, concrete base, mount the pole, provide and install lights, and provide the light power and 120VAC power for use by us for the camera and wireless transmitter.

Convergint will provide and install 1 multi-sensor camera and wireless transmitter on the pole after it has been installed. A wireless receiver will be installed on the nearby Concessions building. Norcross IT will need to provide an IP address for this new camera. It will connect using the existing wireless system to the base Norcross camera network. The camera will be recorded on the City's existing recording system.

Pricing includes:

- (1) new Genetec camera license
- Project Management
- Programming
- Startup and Testing
- 1yr warranty on equipment and labor

Notes:

- 120VAC power to be provided by others.
- Use existing Avigilon camera license.
- Pole is not included at this time.

See detail of equipment list below.



Materials

Line	Qty	Part	Description	Manufacturer
1		Camera Licenses		
2	1.00	GSC-Om-E-1C	1 camera connection	Genetec
3	1.00	GSC-Om-E-1FC	1 failover camera connection (camera connection NOT included). Mandatory Genetec™ Advantage.	Genetec
4	1.00	ADV-CAM-E-1Y	Genetec™ Advantage for 1 Omnicast™ Enterprise Camera 1 year	Genetec
5		Pole (provided and installed by others)		
6		Camera		
7	1.00	01473-001	Outdoor-ready, powder-coated aluminum pole mount with 1.5 NPS thread for fixed dome pendant kits. Includes insect-proof cable gasket and 1 pair of stainless steel straps (with TX30 screw) for pole diameter between 65-165mm (2.5-6.5). White in color.	AXIS COMM
8	1.00	01513-001	AXIS T94N01D Pendant Kit comprises a weathershield and a mounting adapter for AXIS P3717-PLE Network Camera. The mounting adapter is compatible with 1.5-inch NPS thread. The kit enables AXIS P3717-PLE to be mounted on walls, poles, parapets and outer cor	AXIS COMM
9	1.00	AXC-02218001	Multi-sensor dome camera	Axis Communications
10		Wireless Radio		
11	1.00	CCN-NWK1	HARDENED P2P WIRELESS ETHERNETKIT	Comnet
12	2.00	CCN-NWBKT	Articulating Wall or Pole Mounting Kit	Comnet
Total Project Price				\$ 8,882.00

Clarifications and Exclusion

1. All work proposed herein, shall be performed during normal business hours Monday through Friday 8:00 am - 5:00 pm.
2. Permits or associated fees are not included.
3. Low voltage wiring shall be installed in open plenum. Plenum rated cable will be used.
4. Conduit, conduit sleeves, junction boxes and cored drilled holes are excluded from this scope of work unless specifically noted in the attached scope of work.
5. 120 VAC power outlets and hardwire connections (which may be required at multiple locations) are excluded from this scope of work unless otherwise noted.
6. Convergent will provide the initial configuration and programming of the video surveillance system to include: (camera titles, camera capture frame rates, camera recording resolutions, administrative accounts, camera motion detection zones, alarm inputs and network configuration to operate on the owner local area network. Additional programming (if any) will be completed by the owner.
7. If the video surveillance server and client viewing stations are to be attached to the owner local area network (LAN), the owner will need to furnish the proper TCP/IP address information as well as provide an Ethernet connection within 10 feet of each computer. Convergent will work with the owners IT staff to establish network connectivity and login to the owner's network.
8. Uninterruptible power supplies are highly recommended but not currently provided unless identified in the scope of work or included in the equipment list.
9. Virus protection software for the video recording server and client workstations are highly recommended but not currently provided unless identified in the scope of work or included in the equipment list.
10. Appropriate furniture, racks, cabinets or shelves to support the video recording equipment is excluded from this proposal unless indicated in the scope of work or in the equipment list; otherwise, the owner is responsible for supplying this equipment.
11. Video monitoring client workstations and licenses are excluded from this scope of work unless otherwise note in the scope of work or in the equipment list.
12. Current and future lighting requirements are the responsibility of the owner.
13. Pricing assumes that electronic Auto CAD files are available from customer for our use in creating submittal drawings.
14. Fifty percent (50%) of the proposed sell price shall be payable to Convergent Technologies for project mobilization. Mobilization shall be invoiced and due upon customer acceptance of this proposal.
15. Proposal includes applicable state and local taxes.
16. Anything in the Contract Documents notwithstanding, in no event shall either Contractor or Subcontractor be liable for special, indirect, incidental or consequential damages, including commercial loss, loss of use, or lost profits, even if either party has been advised of the possibility of such damages.
17. Convergent Technologies reserves the right to negotiate mutually acceptable contract terms and conditions with customer by making mutually agreeable changes to the formal contract included in the Bid Documents.
18. Terms and Conditions contained in the statewide contract #99999-SPD0000172-006 apply to this proposal.



Performance Items

Items Included	
Applicable Taxes	Cable
Freight (prepaid)	Installation of CCTV Cameras
Installation of Control Equipment Enclosures	Installation of Network Cabling to IP Cameras
Material (listed in the BOM)	Mounting/Termination of Proposed Devices
One-Year Warranty on Labor	One-Year Warranty on Parts
Owner to Provide Static IP Addresses	Record Documentation (As-Built)
Riser drawing with home run wiring	System is Design-Build
System Programming	Termination of Control Equipment Enclosures
Testing of all Proposed Devices	
Items Excluded	
120 VAC Power and Fused Disconnect Switch	120 VAC Power Receptacles
Additional Lighting Requirements for Cameras	Attend General Contractor Project Meetings
Attend Owner Project Meetings	Authority having Jurisdiction permit drawing (requires customer CAD)
Ceiling Tiles and Ceiling Grid Repairs	Connection to Building Fire Alarm Panel
Correction of Wiring Faults Caused by Others	Door wiring typical connections
Electrical Installation Permit	Electrified Door Locking Hardware
Engineering and Drawings	Equipment rack layout drawing
FA Permit and Plan Review Fees	Fire Stopping (Excludes Existing Penetrations)
Fire Watch	Floor Coverings for Lifts
Floor plan with device placement and numbering (requires customer CAD)	Horizontal Core Drilling
Installation of Bridle Rings	Installation of Conduit, Boxes and Fittings
Installation of Control Panels	Installation of Intercom Systems
Installation of Intrusion Panels	Installation of Low Voltage Wire
Installation of Network Cabling to Card Readers	Installation of Network Cabling to IP Intercoms
Installation of Specialty Backboxes	Installation of Terminal Cabinets
Installation of Video Recorders (DVR/NVR)	Installation of Wire and Cable
Installation of Wire Hangars	Lifts
Loading Software on Customer Provided Computer	Low Voltage Permits
On-Site Lockable Storage Facility	Operations & Maintenance Manuals
Owner to Provide DHCP Lease Reservations for Network Connected Devices	Owner Training
Panel Wall Elevation drawing (may require customer CAD)	Panel wiring with point to point connections
Patch and Paint	Payment & Performance Bonds
Project Management	Servers by Convergent
Servers by Others	Specialty Backboxes
Submittal Drawings	System Engineering
System Meets Plans/Drawings	Terminal Cabinets
Vertical Core Drilling	Wire
Workstations by Convergent	Workstations by Others

Attachment: Norcross PD Summerour Park camera addition (22-6402 : Kaboom Playground Lighting / Camera)



Total Project Investment:

\$ 8,882.00

Thank you for considering Convergent for your Security needs. If you have any questions or would like additional information, please don't hesitate to contact me immediately. If you would like to proceed with the scope of work as outlined in this proposal, please sign below and return to my attention.

Sincerely,

Steve Smith
Convergent
Steve Smith

By signing below, I accept this proposal and agree to the Terms and Conditions contained in the Statewide contact #99999-SPD0000172-006.

Bill Grogan

Customer Name (Printed)

Date

Authorized Signature

Title

Attachment: Norcross PD Summerour Park camera addition (22-6402 : Kaboom Playground Lighting / Camera)

Throughout this Installation Proposal, the term, "Convergent" refers to the Convergent Technologies affiliate operating in the state/province in which the work is being performed.

SECTION 1. THE WORK

This Installation Proposal takes precedence over and supersedes any and all prior proposals, correspondence, and oral agreements or representations relating to the work set forth in the attached scope of work ("Work"). This Installation Proposal commences on the Start Date as specified in the attached scope of work and represents the entire agreement between Convergent and Customer (the "Agreement"). In the event any provision of this Agreement is held to be invalid or unenforceable, the remaining provisions of this Agreement shall remain in full force.

Convergent agrees in accordance with the mutually agreed project schedule:

- a. To submit shop drawings, product data, samples and similar submittals if required in performing the Work;
- b. To pay for all labor, materials, equipment, tools, supervision, programming, testing, startup and documentation required to perform the Work in accordance with the Agreement;
- c. Secure and pay for permits and governmental fees, licenses and inspections necessary for proper execution and completion of the Work, unless local regulations provide otherwise; and
- d. Hire subcontractors and order material to perform part of the Work, if necessary, while remaining responsible for the completion of the Work.

Customer agrees in accordance with the mutually agreed project schedule, and at no cost to Convergent:

- a. To promptly approve submittals provided by Convergent;
- b. To provide access to all areas of the facility which are necessary to complete the Work;
- c. To supply suitable electrical service as required by Convergent; and
- d. That in the event of any emergency or systems failure, reasonable safety precautions will be taken by Customer to protect life and property during the period of time from when Convergent is first notified of the emergency or failure and until such time that Convergent notifies the Customer that the systems are operational or that the emergency has cleared.

No monitoring services are included in the Work. Any such services shall be governed by a separate agreement.

Title to the Work, including any materials comprising the Work, shall pass to Customer as the Work is completed and the materials are incorporated into the Work at Customer's site. If materials are earlier stored on Customer's site pursuant to agreement between Customer and Convergent, title with respect to such materials shall pass to Customer upon delivery to Customer site.

SECTION 2. PRICING

Pricing and amounts proposed shall remain valid for 30 days unless otherwise specified. Price includes only the material listed based on Convergent's interpretation of plans and specifications unless noted otherwise. Additional equipment, unless negotiated prior to order placement, will be billed accordingly. Sales taxes, (and in Canada GST/PST) and any other taxes assessed on Customer shall be added to the price upon invoice to Customer.

SECTION 3. INVOICE REMITTANCE AND PAYMENT

If the Work is performed over more than a month, Convergent will invoice Customer each month for the Work performed during the previous month. Customer agrees to pay the amount due to Convergent as invoiced, within thirty (30) days of the date of such invoice. If the Work is completed in less than one month, Customer agrees to pay Convergent in full after the Work has been performed within thirty (30) days of the date of being invoiced. Invoices shall not include or be subject to a project retention percentage. If Customer is overdue in any payment to Convergent, Convergent shall be entitled to suspend the Work until paid, and charge Customer an interest rate 1 and 1/2% percent per month, (or the maximum rate permitted by law, whichever is less), and may avail itself of any other legal or equitable remedy. Customer shall reimburse Convergent costs incurred in collecting any amounts that become overdue, including attorney fees, court costs and any other reasonable expenditure.

SECTION 4. WARRANTY

Convergent provides the following SOLE AND EXCLUSIVE warranty to the Customer: For the period of one (1) year, commencing at the earlier of substantial completion of the Work, or first beneficial use, ("Warranty Period"):

- a. That Work performed under this Agreement will be of good quality;
- b. That all equipment will be new unless otherwise required or permitted by this Agreement;
- c. That the Work will be free from defects not inherent in the quality required or permitted; and
- d. That the Work will conform to the requirements of this Agreement.

The Customer's sole remedy for any breach of this warranty is that Convergent shall remove, replace and/or repair at its own expense any defective or improper Work, discovered within the Warranty Period, provided Convergent is notified in writing of any defect within the Warranty Period.

Any equipment or products installed by Convergent in the course of performing the Work hereunder shall only carry such warranty as is provided by the manufacturer thereof, which Convergent hereby assigns to Customer without recourse to Convergent. Upon request of Customer, Convergent will use commercially reasonable efforts to assist Customer in enforcing any such third-party warranties. This warranty excludes remedy for damage or defect caused by abuse, modifications not executed by Convergent, improper or insufficient maintenance, improper operation, or normal wear and tear under normal usage. NO FURTHER WARRANTIES OR GUARANTIES, EXPRESS OR IMPLIED, ARE MADE WITH RESPECT TO ANY GOODS OR SERVICES PROVIDED UNDER THIS AGREEMENT, AND ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE ARE EXPRESSLY DISCLAIMED.

SECTION 5. CHANGES

Without invalidating this Agreement or any bond given hereunder, Customer or Convergent may request changes in the Work. Any changes to the Agreement shall be in writing signed by both Customer and Convergent. If Customer orders any additional work or causes any material interference with Convergent's performance of the Work, Convergent shall be entitled to an equitable adjustment in the time for performance and in the Agreement Price, including a reasonable allowance for overhead and profit.

SECTION 6. FORCE MAJEURE

Neither Customer nor Convergent shall be responsible or liable for, shall incur expense for, or be deemed to be in breach of this Agreement because of any delay in the performance of their respective obligations pursuant to this Agreement due solely to circumstances beyond their reasonable control ("Force Majeure") and without the fault or negligence of the party experiencing such delay. A Force Majeure event shall include, but not be limited to: accident, fire, storm, water, flooding, negligence, vandalism, power failure, installation of incompatible equipment, improper operating procedures, source current fluctuations or lighting. If performance by either party is delayed due to Force Majeure, the time for that performance shall be extended for a period of time reasonably necessary to overcome the effect of the delay. Any Services required by Convergent due to reasons set forth in this Force Majeure Section shall be charged to Customer in addition to any amounts due under this Agreement.

SECTION 7. INSURANCE

Convergent shall have the following insurance coverage during the term of this Agreement, and shall provide certificates of insurance to the Customer prior to beginning work hereunder:

Worker's Compensation	Statutory Limits
Employer's Liability	\$1,000,000 per occurrence /aggregate Commercial General
Liability	\$1,000,000 per occurrence/aggregate
\$2,000,000 general aggregate	
Automobile Liability	\$1,000,000 per occurrence/aggregate Excess/Umbrella
Liability	\$10,000,000 per occurrence/aggregate

All insurance policies carried by Convergent shall be primary to and noncontributory with the insurance afforded to Customer and shall name the Customer as "additional insured", with respect to liability arising out of work performed by Convergent, as applicable, but only to the extent of liabilities falling within the indemnity obligation of Convergent, pursuant to the terms of this Agreement. Convergent shall provide to the Customer no less than thirty (30) days' notice prior to the termination or cancellation of any such insurance policy.

SECTION 8. INDEMNIFICATION

Convergent shall indemnify and hold Customer harmless from and against claims, damages, losses and expenses attributable to bodily injury, sickness, disease or death, or to destruction of tangible property, but only to the extent caused by: a) the negligent or willful acts or omissions of Convergent or Convergent's employees or subcontractor while on Customer's site, or b) the malfunction of the equipment supplied by Convergent, or c) Convergent's breach of this Agreement.

IN NO EVENT SHALL EITHER CONVERGENT OR CUSTOMER BE LIABLE TO THE OTHER PARTY HERETO FOR SPECIAL, INDIRECT, INCIDENTAL OR CONSEQUENTIAL DAMAGES, INCLUDING COMMERCIAL LOSS, LOSS OF USE OR LOST PROFITS, EVEN IF THAT PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. IN NO EVENT WILL CONVERGENT BE LIABLE TO CUSTOMER FOR ANY AMOUNTS IN EXCESS OF THE AMOUNTS PAID BY CUSTOMER TO CONVERGENT.

It is understood and agreed by the parties hereto that Convergent is or may be providing intrusion product which are designed to provide notification of certain events but are not intended to be guarantees or insurer against any acts for which they are supposed to monitor or inform. Convergent's indemnification obligation pursuant to Section 8 herein, does not apply to the extent the loss indemnified against is caused by any intrusion product or software provided by but not manufactured by Convergent. Convergent shall have no liability to Customer for any losses to the extent such losses are caused by the intrusion product or software. Customer shall indemnify, defend, and hold harmless Convergent, from and against all claims, lawsuits, damages, losses and expenses by persons not a party to this Agreement, but only to the extent caused by such intrusion product or software provided by but not manufactured by Convergent.

SECTION 9. COMPLIANCE WITH LAW, SAFETY, & HAZARDOUS MATERIALS

This Agreement shall be governed and construed in accordance with the laws of the state/province in which the Work is being performed. Convergent agrees to comply with all laws and regulations relating to or governing its provision of the Work. Convergent shall comply with all safety related laws and regulations and with the safety program of the Customer, provided such program is supplied to Convergent prior to beginning work.

In the event that Convergent discovers or suspects the presence of hazardous materials, or unsafe working conditions at Customer's facility where the Work is to be performed, Convergent is entitled to stop the Work at that facility if such hazardous materials, or unsafe working conditions were not provided by or caused by Convergent. Convergent in its sole discretion shall determine when it is "safe" to return to perform the Work at Customer's facility. Convergent shall have no responsibility for the discovery, presence, handling, removing or disposal of or exposure of persons to hazardous materials in any form at the Customer's facility. Customer shall indemnify and hold harmless Convergent from and against claims, damages, losses and expenses, including but not limited to, reasonable attorney's fees, arising out of or resulting from undisclosed hazardous materials, or unsafe working conditions at Customer's facility.

Customer acknowledges that applicable law or regulation may limit Customer's rights and impose obligations with respect to information or data obtained using software capable of obtaining what may in certain circumstances be characterized as biometric information (individually and collectively, the "Software") and agrees that Customer is solely responsible to ensure its own compliance with such laws or regulations. Customer shall completely indemnify, defend (including pay attorneys' fees and disbursements), and hold harmless Convergent, its affiliates, and any employees, agents, contractors or representatives of any of the foregoing from and against any and all losses, liability, damages, penalties expenses, claims, demands, actions, or causes of action, judgments (finally awarded) or settlement (individually and collectively, "Liabilities") arising from or related to any intentional or negligent acts or omissions of Customer or any of its agents, affiliates, employees, or representatives arising from or related to the Software, any hardware, software, or other services associated with the Software, or the use of any of the foregoing by or on behalf of Customer, including but not limited to those arising from or related to Customer's failure to comply with applicable laws or regulations related to its use of the Software or any hardware, software, or other services associated with the Software, including but not limited to the Customer's failure to obtain any necessary consents from affected individuals or provide any necessary disclosures or protections with respect to the information of such individuals under any applicable privacy or data security law, but excluding matters for which Convergent has agreed to indemnify Customer from and against third party claims for copyright and trade secret infringement under the terms of the End Use License Agreement for the Software between Convergent and Customer. Notwithstanding the foregoing Customer and Convergent agree that Liabilities suffered by a third party (other than an affiliate of Convergent) which are an element of loss subject to indemnification under this paragraph shall be deemed direct damages.

SECTION 10. DISPUTES

In the event of any dispute between Convergent and Customer, Convergent and Customer shall first attempt to resolve the dispute in the field, but if that is not successful, then in a meeting between authorized officers of each company. If settlement attempts are not successful, then the dispute shall be decided exclusively by arbitration. Such arbitration shall be conducted in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association currently in effect and shall be a final binding resolution of the issues presented between the parties. The prevailing party shall be entitled to recover its reasonable attorneys' fees and costs.

SECTION 11. MISCELLANEOUS

Neither party to this Agreement shall assign this Agreement without the prior written consent of the other party hereto. Convergent may assign this Agreement to any of its parents, subsidiaries or affiliated companies or any entity majority owned by Convergent.

Notices shall be in writing and addressed to the other party, in accordance with the names and addresses of the parties as shown above. All notices shall be effective upon receipt by the party to whom the notice was sent.

A waiver of the terms hereunder by one party to the other party shall not be effective unless in writing and signed by a person with authority to commit the Customer or Convergent and delivered to the non-waiving party according to the notice provision herein. No waiver by Customer or Convergent shall operate as a continuous waiver, unless the written waiver specifically states that it is a continuous waiver of the terms stated in that waiver.

The Sections regarding invoicing, warranty, and indemnity, and disputes shall survive the termination of this Agreement.

Attachment: Norcross PD Summerour Park camera addition (22-6402 : Kaboom Playground Lighting / Camera)



325 South Atlanta St. Bldg. 3 Roswell, GA 30075 P: 404-275-4368

Lighting Proposal for Norcross Playground:

- Install a 120/240v panel on the wood utility pole.
- Install 1-120v circuit in conduit to a newly installed direct bury pole within the playground for the cameras.
- Install (2) 25ft steel poles mounted to concrete bases, these will be located outside of the playground fence as shown on the photometric layout.
- Install (2) 45 Lumen (339 Watt) LED area light fixtures on each pole.
- Install 1-240v circuit in conduit to the two poles, the conduit will be installed outside of the playground rather than through it.
- Price includes the poles, fixtures, concrete bases, electrical supplies to be purchased on NP account at CED.

Cost: \$15725.59

Firefly Lighting LLC requires that a 50% deposit be made prior to installation with the remainder due upon completion.



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

City of Norcross

Legislation Details (With Details)

File #:	22-6403	Version:	
Type #:	Agenda Item	Status:	Agenda Ready
On Agenda:	2/21/2022 6:30 PM	In Control:	Policy Work Session
Title:	Surplus Vehicles Request		

Sponsors:

Code Sections:

Attachments:

1. [Agenda Report- Surplus Vehicles - February 2022](#)
2. [Surplus Vehicles Request Memo - Jan 2022](#)
3. [\(1\) 2007 Lexus GS350 Court Order](#)
4. [\(2\) 2007 Chevrolet Suburban Court Order](#)
5. [\(3\) 2012 Hyundai Sonata Court Order](#)

Title
Surplus Vehicles Request

Drafter
Bill Grogan



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

Agenda Report

To: Mayor and Council
From: Bill Grogan, Chief of Police
Agenda: February 21, 2022 – Policy Work Session
Agenda #: 22-6403
Item: **Surplus Vehicles Request**
CC: Eric Johnson

Recommendation

Approve the surplus of ten (10) vehicles.

Background

The Norcross Police Department has seven (7) police patrol vehicles that are no longer in service. Due to the high cost of repairs and higher mileage, these vehicle are too costly to maintain. NPD has three (3) court-awarded vehicles that were either abandoned or seized under the civil forfeiture act.

Financial Impact

None

Consistent with Comprehensive Plan?

Yes, goals 2 and 6 specific to providing a safe environment and a high level of quality services for the city.

Next Steps

Council approval / vote.



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

Attachments

- 1) Surplus vehicles memo from NPD fleet manager
- 2) Court orders (3) for court-awarded vehicles

Update

N/A

Attachment: Agenda Report- Surplus Vehicles - February 2022 (22-6403 : Surplus Vehicles Request)



NORCROSS POLICE DEPARTMENT

BILL GROGAN, CHIEF OF POLICE

TO: Chief Bill Grogan

FROM: Allie R. Ousley, Fleet Coordinator

DATE: January 31, 2022

SUBJECT: Request to Surplus Vehicles

The following 10 vehicles are the property of the City of Norcross Police Department and no longer in service due to high cost of repairs, high mileage, and/or vehicle condition. Request they be surplus.

1. **2015 Dodge Charger.** Unit 932, VIN: 2C3CDXAG5FH805832 Mileage: 138,269
Maintenance: engine cylinder needs replacing along with one fuel injector and head gasket.
General Fund Purchase: 03/04/2015
2. **2016 Dodge Charger.** Unit 936, VIN: 2C3DXAG7GH132480 Mileage: 99,035
Maintenance: multiple check engine lights on, engine requires a major overhaul, left engine bank total loss of power, catalytic converter and all oxygen sensors need to be replaced.
General Fund Purchase: 09/25/2015
3. **2012 Dodge Charger.** Unit 949, VIN: 2C3DXBGXCH28388 Mileage: 86,758
Maintenance: vehicle overheating, blown head gasket, replace engine assembly, all gaskets, seals, and fluids.
General Fund Purchase: 04/18/2012
4. **2015 Dodge Charger.** Unit 981, VIN: 2C3DXAG2FH824709 Mileage: 99,367
Maintenance: multiple check-engine lights, engine overheats, thermostat, ticking valves, engine starter, oil cooler and all fluids. Vehicle involved in three minor car body accidents.
General Fund Purchase: 02/03/2015
5. **2015 Dodge Charger.** Unit 983, VIN: 2C3CDXAG3FH805831 Mileage: 109,346
Maintenance: blown head gasket, needs engine rebuild, front struts, worn and leaking rear shocks, and front sway bar damaged. Vehicle left side brakes scrubbing, needs total brake job.
General Fund Purchase: 02/03/2015

6. **2015 Dodge Ram 1500.** Unit 950, VIN: 1C6RR7FG9FS54958 Mileage: 111,993
Maintenance: vehicle has recurring major electrical problem, only Dodge can make these expensive repairs. Frequent check engine lights for oxygen sensors and engine pressure system. FEDERAL SEIZED FUND Purchase: 10/30/2014
7. **2015 Dodge Ram 1500.** Unit 960, VIN: 1C6RR7FT0FS554960 Mileage: 140,414
Maintenance: vehicle is in fair condition but frequently requires brakes, rotors, third alternator replaced on this vehicle and the under carriage and seals are worn; unsafe for police duty. FEDERAL SEIZED FUND Purchase: 10/30/2014
8. **2007 Lexus, GS 350.** VIN: JTHBE96S670011195
Seized vehicle awarded by the Superior Court of Gwinnett County, dated 04-28-16. Vehicle was used by NPD for many years, however now requires extensive maintenance that is not financially practical. (Court Order attached).
9. **2007 Chevrolet Suburban.** VIN: 3GNFK16387G296104.
Abandoned vehicle awarded by the Superior Court of Gwinnett County, By Order – dated 11-07-2019. (Court Order attached).
10. **2012 Hyundai Sonata.** VIN: 5NPEC4AC5CH471758
Abandoned vehicle awarded by the Superior Court of Gwinnett County, By Order – dated 12-11-2020. (Court Order attached).

FILED IN OFFICE
CLERK SUPERIOR COURT
GWINNETT COUNTY, GA

16 APR 28 PM 2: 27

RICHARD ALEXANDER, CLERK

**IN THE SUPERIOR COURT OF GWINNETT COUNTY
STATE OF GEORGIA**

STATE OF GEORGIA,
PLAINTIFF
VS.

: CIVIL ACTION 16 A04009-2

2007 Lexus GS350 VIN:
JTHBE96S670011195, One
Thousand One Hundred Seventy
Dollars (\$1170.00) US Currency
DEFENDANT IN REM

: FORFEITURE UNDER THE GEORGIA
UNIFORM CIVIL FORFEITURE
PROCEDURE ACT
O.C.G.A. § 9-16-1

**ORDER OF JUDGMENT
AND PROPERTY DISTRIBUTION**

It appearing to the Court that the above referenced Notice of Forfeiture having been served and posted in accordance with O.C.G.A. § 9-16-11 and no claim having been filed within the time prescribed by law, it is hereby,

ORDERED that the said 2007 Lexus GS350 VIN: JTHBE96S670011195, One Thousand One Hundred Seventy Dollars (\$1170.00) US Currency, [hereinafter referred to as property] is declared forfeited pursuant to law. Title and ownership of the said property shall vest in the Norcross Police Department who shall take possession, free of all liens and encumbrances, within 180 days of this Order. The Norcross Chief of Police or his designee shall be responsible for effectuating the transfer of such property. Further, upon completion of said use, said vehicle shall be disposed of in accordance with the political subdivision's policy and procedure. IT IS FURTHER ORDERED that pursuant to a legal agreement between Gwinnett County and the law enforcement agencies within, 10% of the value of the property shall be awarded to the Gwinnett County Police Special Operations Account. The monetary value of this property is \$1,170.00. Therefore, \$117.00 is awarded to the Gwinnett County Police Special Operations Account for their pro rata share of this

Attachment: (1) 2007 Lexus GS350 Court Order (22-6403 : Surplus Vehicles Request)

action. Further, upon completion of said use, said vehicle shall be disposed of in accordance with the Norcross Police Department's policy and procedure and if it is sold, 10% of the net proceeds of said sale shall be forwarded to the Gwinnett County Police Special Operations Account instant form the point of sale for their pro rata share of this action.

SO ORDERED, this 28 day of April, 2016.



Debra K. Turner
Judge, Gwinnett Superior Court

IN THE SUPERIOR COURT OF GWINNETT COUNTY
STATE OF GEORGIA

FILED IN OFFICE
CLERK SUPERIOR COURT
GWINNETT COUNTY, GA
2019 NOV -7 PM 3:00

STATE OF GEORGIA, : CIVIL ACTION RICHARD ALEXANDER, CLERK
PLAINTIFF : 19-A-09508-10
VS. :
2007 Chevrolet Suburban VIN: : FORFEITURE UNDER THE GEORGIA
3GNFK16387G296104, Nine Hundred UNIFORM CIVIL FORFEITURE
Fifty Six Dollars Ninety Six Cents PROCEDURE ACT
(\$956.96) US Currency, O.C.G.A. § 9-16-1
DEFENDANT IN REM

Georgia, Gwinnett County
This is to certify this is a true and correct copy of order as the same appears of record in Gwinnett County Superior/State Court.
Given under my official signature and seal of the Court this 14 day of November 2019

Marileth Bernard
Deputy Clerk Superior/State Court, Gwinnett County, Georgia

**ORDER OF JUDGMENT
AND PROPERTY DISTRIBUTION**

It appearing to the Court that the above referenced Notice of Forfeiture having been served and posted in accordance with O.C.G.A. § 9-16-11 and no claim having been filed within the time prescribed by law, it is hereby,

ORDERED that the said 2007 Chevrolet Suburban VIN: 3GNFK16387G296104, Nine Hundred Fifty Six Dollars Ninety Six Cents (\$956.96) US Currency (hereinafter referred to as property) is declared forfeited pursuant to law. Title and ownership of the said property shall vest in the Norcross Police Department who shall take possession, free of all liens and encumbrances, within 180 days of this Order. The Norcross Chief of Police or his designee shall be responsible for effectuating the transfer of such property. Further, upon completion of said use, said vehicle shall be disposed of in accordance with the political subdivision's policy and procedure.

IS FURTHER ORDERED that pursuant to a legal agreement between Gwinnett County and the law enforcement agencies within, 10% of the value of the property shall be awarded to the Gwinnett County Police Special Operations Account.

Attachment: (2) 2007 Chevrolet Suburban Court Order (22-6403 : Surplus Vehicles Request)

The value of the currency is \$956.96 therefore; \$95.69 is awarded to the Gwinnett County Police Special Operations Account for their pro rata share of this action. In addition, if the vehicle is sold, 10% of the net proceeds shall be forwarded to the Gwinnett County Police Special Operations Account.

SO ORDERED, this 7th day of Nov September, 2019.



Warren Davis
Judge, Gwinnett Superior Court

Attachment: (2) 2007 Chevrolet Suburban Court Order (22-6403 : Surplus Vehicles Request)

IN THE SUPERIOR COURT OF GWINNETT COUNTY
STATE OF GEORGIA

Robert J. Allen
CLERK OF SUPERIOR COURT

STATE OF GEORGIA,
PLAINTIFF

: CIVIL ACTION 20-A-03184-8

VS.

:

2012 Hyundai Sonata VIN:
5NPEC4AC5CH471758,
DEFENDANT IN REM

: FORFEITURE UNDER THE GEORGIA
UNIFORM CIVIL FORFEITURE
PROCEDURE ACT
O.C.G.A. § 9-16-1

ORDER OF JUDGMENT
AND PROPERTY DISTRIBUTION

Georgia, Gwinnett County
This is to certify this is a true and correct
of Order as the same appears of re
in Gwinnett County Superior/State Court.
Given under my official signature and seal
the Court this 11th day of December
Robert J. Allen
Deputy Clerk Superior/State Court, Gwinnett County, Ga

It appearing to the Court that the above referenced Notice of Forfeiture having been filed and served in accordance with O.C.G.A. § 9-16-12 and no Answer having been filed within the time prescribed by law, it is hereby,

ORDERED that the said 2012 Hyundai Sonata VIN: 5NPEC4AC5CH471758 (hereinafter referred to as property) is declared forfeited pursuant to law. Title and ownership of the said property shall vest in the Gwinnett Metro Task Force who shall take possession, free of all liens and encumbrances, within 180 days of this Order. The Gwinnett Metro Task Force or their designee shall be responsible for effectuating the transfer of said property. IT IS FURTHER ORDERED that the said 2012 Hyundai Sonata VIN: 5NPEC4AC5CH471758, shall be awarded free of all liens and encumbrances to the Norcross Police Department which is a participating agency and has personnel assigned to the Gwinnett Metro Task Force. IT IS FURTHER ORDERED that pursuant to a legal agreement between Gwinnett County and the law enforcement agencies within, 10% of the value of the property shall be awarded to the Gwinnett County Police Special Operations Account. Further, upon completion of said use, said vehicle shall be disposed

Attachment: (3) 2012 Hyundai Sonata Court Order (22-6403 : Surplus Vehicles Request)

of in accordance with the Norcross Police Department's policy and procedure and if it is sold, 10% of the net proceeds of said sale shall be forwarded to the Gwinnett County Police Special Operations Account instanter from the point of sale for their pro rata share of this action.

SO ORDERED, this 9 day of December 2020.



R. Timothy Hamil
Judge, Gwinnett Superior Court

Attachment: (3) 2012 Hyundai Sonata Court Order (22-6403 : Surplus Vehicles Request)



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

City of Norcross

Legislation Details (With Details)

File #:	22-6404	Version:	
Type #:	Agenda Item	Status:	Agenda Ready
On Agenda:	2/21/2022 6:30 PM	In Control:	Policy Work Session
Title:	Replacement of Weather Alert Siren System		

Sponsors:

Code Sections:

Attachments:

1. [Agenda Item - Weather Alert Siren System Replacement - RFP results and purchase request](#)
2. [Copy of RFP #PD21-001](#)
3. [Addendum to RFP #PD21-001 adding Option 2](#)
4. [Bid Tabulation](#)
5. [Cover Letter from Patrick Rossetti, ATI Systems National Sales Manager](#)
6. [Final cost confirmation \(as per their RFP response \\$196,295.00\)](#)
7. [Purchase Order Terms and Conditions](#)
8. [One Year Warranty](#)
9. [Maintenance Options](#)

Title
Replacement of Weather Alert Siren System

Drafter
Bill Grogan



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

Agenda Report

To: Mayor and Council
From: Bill Grogan, Chief of Police
Agenda: February 21, 2022 – Policy Work Session
Agenda #: 22- 6404
Item: **City-Wide Weather/Alert Siren System Replacement**
CC: Eric Johnson

Recommendation

Approve \$196,295.00 from Automated School Zone Speed Detection Program funds to replace the city's old Weather/Alert Siren System.

Background

Currently, there are ten (10) weather alert sirens across the city controlled by an old piece of manually-operated hardware attached to a dot matrix printer in our Police Dispatch. Most of the system's equipment is over 20 years old and unfortunately, system/equipment failures are becoming more and more frequent. In April 2021, a quote was obtained for budget purposes from our current vendor, Mobile Communications America, in the amount of \$76,375 to replace only the oldest parts/equipment. We budgeted \$100,000 this budget year to cover it. The quote did not include a full replacement of the system, only the portion known to be at or past end of life.

Unfortunately, we are incurring even more system problems and we are not confident a partial replacement will solve our ongoing failures. We created RFP# PD21-001 to obtain bids on a full system replacement of all ten (10) sirens and associated equipment that is controlled by modern software/hardware connected to the National Weather System and capable of automatic activation for certain major events and system tests.

Submitting vendors were given two options on which to bid: Option 1 (voice and tone sirens – 120VAC) or Option 2 (tone only – DC power). Five (5) bids were received. After a question and answer session with potential bidders we determined a voice and tone siren system, similar to our current system, is needed. Five vendors submitted bids ranging from \$196,295.00 to

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>



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

\$332,068.53. The lowest responsive and responsible bidder was Acoustic Technology, Inc. (ATI Systems) with their bid amount of \$196,295.00.

Financial Impact

\$196,295.00 from Automated School Zone Speed Detection Program Funds.

Consistent with Comprehensive Plan?

Yes, goals 2 and 6 specific to providing a safe environment and a high level of quality services for the city. Replacement of the existing warning siren system will give us a modern, reliable, and expandable system that covers the entire boundaries of the City of Norcross with fully automated voice and tone-based alerting.

Next Steps

Council approval / vote.

Attachments

1. Copy of RFP #PD21-001
2. Addendum to RFP #PD21-001 adding Option 2
3. Bid Tabulation
4. Cover Letter from Patrick Rossetti, ATI Systems National Sales Manager
5. Final cost confirmation (as per their RFP response \$196,295.00)
6. Purchase Order Terms and Conditions
7. One Year Warranty
8. Maintenance Options

Update

N/A

REQUEST FOR PROPOSAL

**City-Wide Weather/Emergency Alert System
Request for Proposal (RFP# PD21-001)**

**NORCROSS POLICE DEPARTMENT
NORCROSS, GEORGIA**

Closing Date/Time:

September 30, 2021 @ 11:00am

**NORCROSS POLICE DEPARTMENT
65 LAWRENCEVILLE STREET
NORCROSS, GEORGIA 30071**

PHONE: 770-448-2111

Attachment: Copy of RFP #PD21-001 (22-6404 : City-Wide Weather/Alert Siren System Replacement)

City of Norcross Police Department

REQUEST FOR PROPOSAL (RFP# PD21-001)

City-Wide Weather/Emergency Alert System

PROJECT DESCRIPTION

The City of Norcross is replacing its aging City-Wide Weather/Alert Siren System. There are a total of ten (10) Weather/Alert Sirens across the City to replace, along with the control software/hardware equipment in our Police Department's Communications/Dispatch center. The existing system is operational, but failing due to age.

This RFP consists of the replacement of the existing warning siren system to provide us a modern and reliable system that covers the entire boundaries of the City of Norcross with tone-based alerting.

INSTRUCTIONS

Bids should be typed or submitted in ink and returned in a sealed container marked on the outside with the RFP number and Company name. Bids will be received until **11:00 am** local time on **September 30, 2021** to the address below.

Please submit two hard (paper) copies and one soft (PDF or other electronic document on USB flash drive) of your bid package to:

Norcross Police Department
Attn: Leisa Grace
65 Lawrenceville Street
Norcross, GA 30071
RFP# PD21-001

Any bid delivered after this date and time will not be accepted. Apparent bid results will be available on the City's website www.norcrossga.net.

There will be a **MANDATORY** Pre-Bid Zoom meeting on **September 17, 2021 at 9:00 am**. The Zoom meeting will include a review of the bid documents and a question-and-answer period.

Please contact Leisa Grace at lgrace@norcrosspd.com by **September 13, 2021 at 5:00 pm** from a verifiable email address containing all business contact information, to obtain the Zoom link.

Please request bidding documents/specifications and submit questions *via e-mail only*. Submit questions/requests to Leisa Grace via e-mail at lgrace@norcrosspd.com

All questions/requests must be submitted via e-mail prior to *September 15, 2021 @ 5:00 pm*.

The written bid documents supersede any verbal or written prior communications between the parties. Award will be made to the supplier submitting the lowest responsive and responsible bid.

The City of Norcross reserves the right to reject any or all bids to waive technicalities and to make an award deemed in its best interest. Bids may be split or awarded in entirety. The City of Norcross reserves the option to negotiate terms, conditions, and pricing with the lowest responsive, responsible bidder(s) at its discretion.

We look forward to your bid and appreciate your interest in the City of Norcross!

SPECIFICATIONS

PURPOSE: This RFP is for the purchase, replacement, and installation of ten (10) operational Outdoor Storm Warning Sirens. The attached specifications are being provided to potential proposers as guidelines which describe the minimum type and quality of the equipment that the City of Norcross Police Department, Georgia is seeking to purchase. The Proposer must submit documentation with the RFP listing any exceptions to the specifications. It will be assumed that the Proposer will fully comply with the minimum specifications if no exceptions are submitted. Failure to comply with this provision shall be cause for rejection of the proposal.

GENERAL: The objective of this RFP is to provide for the procurement of a complete siren warning system capable of providing the FEMA recommended alert level for outdoor warning throughout the City. All prospective Proposers will conduct an on-site survey of the City to determine the size and locations of the storm warning sirens necessary to provide the FEMA recommended alert level for the outdoor warning of the city. The sirens, once installed, will be capable of being remotely activated by radio from a standalone PC-based weather monitoring and activation system which requires no subscriptions, dues, annual or monthly contracts. Any omission in the specifications of any item essential to the delivery of a fully operational system does not alleviate the successful Proposer from furnishing such.

The successful Proposer will meet with a representative of the City of Norcross to discuss exact siren locations, underground lines, and electrical service to the siren poles, only.

The Storm Siren System will be controlled from the PC Based Weather Monitoring and Activation System to be included within this proposal. This system must be capable of receiving data streams from the National Weather Service via EMWIN satellite and backed up by High Speed Internet. System must be capable of broadcasting activation signals to the warning sirens automatically, without human intervention. The system should also have the ability to text message, e-mail, fax these warnings to appropriate personnel automatically, without human intervention and be adaptable for use with 3rd party components (i.e. Group to Call, Phone Tree etc.). All proposals will be 100% compatible with the current radio system or will include the necessary equipment and or labor to make the system 100% compatible, at the Proposer's expense.

Warranty for the proposed storm warning sirens (including all electronic parts), radios, batteries, and workmanship, will be clearly stated.

The time necessary to complete the project is of major importance to the City of Norcross. From date of order, each Proposer will specify the amount of time that it will take to complete 100% of the project.

Each Proposer will submit a minimum of three (3) references for similar systems installed in the last three years. Customer satisfaction reports will also be required.

DATE TO COMPLETION: The timely completion of this project is of utmost importance to the City of Norcross and will be a factor in the City’s decision. Completion time from date of order will be clearly stated in each bid.

To maintain continuity and a fully-operational siren system, the equipment must be interchangeable and critical spare parts must be kept on hand at all times by the maintenance contractor. Price to include all electrical and component hookups, and run a fully-operational test for acceptance. All components must be attached to the siren pole.

SCOPE OF WORK

The City of Norcross Police Department, Norcross, Georgia seeks to purchase Ten (10) outdoor warning sirens and have those Ten (10) outdoor warnings sirens installed/replaced within the City of Norcross.

The selected vendor will install the sirens. The Sirens will be tested, and the public will be notified on the availability of the siren alerts within the communities.

There will be additional training on the system/features, policy review and drills to test the system and there will be a point of contact assigned to supervise the installation testing and subsequent drills for the warning sirens.

Current locations of City of Norcross siren sites (10):

SIREN #	LOCATIONS
1001	Thrasher Park/Buchanan St. @ North Peachtree St. (left corner park)
1002	North Norcross Tucker Rd. @ Buford Hwy. (Norcross Plaza Shopping Center)
1003	Pinnacle Way @ Pinnacle Point (across from bus station)
1004	Beaver Ruin Rd. @ Price Place (West Bound)
1005	North Peachtree St. @ Cochran Dr. (North bound church lot)
1006	Hunter St. @ George Town Park Dr. (tennis court)
1007	Mitchell Road @ Governors Ridge (sewer pond)
1008	5300 Spalding Dr. (Norcross High-student parking/last driveway)
1009	Center Way @ Goshen Springs Rd (behind QT)
1010	Western Hills Dr. @ North Norcross Tucker Rd. (hotel driveway)

The scope of work specifically to include by not to be limited to:

1. Contractor shall have all required permits and licenses except those issued by the City. Said permits shall be issued without cost or delay.
2. Contractor shall coordinate all work with the City and/or property owners to minimize activities, scheduled events, and general inconvenience.
3. Contractor to be responsible for calling in locations for underground utility, telephone, etc. identification.

All electrical installation (conduit, wire, fittings, etc.) will be completed in accordance with manufacturers' recommendations. Electrical power cables must run through a lockable breaker/disconnect box. A 120 VAC, 60 Hz power receptacle for maintenance tools to be supplied at each site.

All electrical wiring must be in 1 inch water tight flex or larger conduit depending on wire size, all conduits must be run along the pole and securely attached. All work must meet or exceed all applicable electrical codes for each applicator. All equipment must be grounded in accordance with applicable electrical codes, or meet and exceed the required manufacturer's recommendations.

Some or all sites will require service meters. It is the contractor's responsibility to determine which sites require meters and allow for the meter bases in the installation.

The successful Proposer will remove all dirt and other debris resulting from the installation of the storm siren system. All areas will be smoothed out, leveled and appropriate grass seed replanted.

Commissioning of the system by the contractor will be required prior to acceptance and payment.

REQUIREMENT

The City of Norcross requires a modern, reliable, and effective outdoor siren system to provide warnings and notification of severe weather and other community level emergencies.

The new system would not require a dedicated printer and instead, would perform the daily silent test on its own and email the report to whomever designated to receive it. The system will also have the capability to do an automated alert based on the weather patterns. It will automatically set off the alarms once a tornado is within our area which will eliminate the "human error factor" we have experienced in the past with the sirens setting off either too late or not at all.

I. GENERAL CONDITIONS

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

A. Qualifications

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

B. Guarantee to Accompany Bid

1. If the proposer's bid is greater than \$100,000.00, Bids must be accompanied by a certified check or cashier's check or acceptable bid bond in an amount not less than five percent (5%) of the amount bid per section, and failure to submit a bid bond will be cause for rejection.

C. Authority to Sign

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

D. Rights Reserved

1. City of Norcross reserves the right to reject any and all Bids, to waive informalities or to re-advertise. It is understood that all Bids are made subject to this agreement, that City of Norcross reserves the right to decide which Bid it deems lowest and best. In arriving at this decision, full consideration will be given to the reputation of the Bidder, their financial responsibility, and work of this type successfully completed and past performance with the City of Norcross.
2. Bidders are advised to examine Plans and Specifications carefully and to make examinations of the site of the proposed work as are necessary to familiarize themselves with location conditions, which may affect the proposed work. Bidders are also advised to inform themselves fully in regard to conditions under which the work will be performed. The City of Norcross will not be responsible for the Bidders errors or

- misjudgment, nor for any information on location conditions or general laws and regulations.
3. Any unauthorized additions, conditions, limitations, or provisions attached to the Bid shall render it informal, and may be cause for rejection.

E. Award of Contract

1. The contract will be awarded to the lowest responsive and responsible bidder whose bid will be most advantageous to the City, price and other factors considered. The City is to make the determination.
2. The bid evaluation will be made on the following criteria:
 - i. Bid price
 - ii. Compliance with specification
 - iii. Qualifications of personnel
 - iv. Commitment to complete work on a timely basis
 - v. References
3. Prior to award of the Contract, the successful bidder will be required to submit an installation schedule to the City, demonstrating the bidder's ability to commence and proceed in a timely manner. A bidder's failure to demonstrate the ability to proceed as required may result in the award to the next lowest, responsive and responsible bidder, as deemed in the City's best interest.
4. Failure to demonstrate the ability for contract execution and progression will result in, at the City's discretion, the award of any and/or all of the Bidder's contracts to the next lowest responsible bidder or the re-advertisement and re-bidding of any and/or all of these contracts.
5. Prior to execution of a Contract, if the contract amount is greater than \$30,000.00, a Contract Performance Bond and a Payment Bond, each equal to 100% of the Contract amount per section, must be provided by the successful bidder by a surety company qualified to do business in the State of Georgia with an AM Best rating of B+ or higher and satisfactory to the City of Norcross. Bonds given shall meet the requirements as listed in this Bid package.
6. Prior to execution of a Contract, a Utility Coordination Meeting is required between Contractor(s), utility agencies and City of Norcross Police Department to ensure clarity and commitments concerning inter-related installation work schedules.

F. Production Requirements

1. Time is of the utmost importance of this project. The successful bidder will be required to commence work within ten (10) calendar days from the receipt of the Notice to Proceed, and must carry on with utmost diligence in order to complete the work within 90 Days. Completion time from date of order will be clearly stated in each bid.

G. Progress Payments and Retainage

1. After work has commenced, progress payments shall be made least monthly, based on the value of work completed as provided in the contract documents plus the value of materials and equipment suitably stored, insured, and protected at the installation site, less retainage.
2. The City shall retain a maximum of 10 percent of each progress payment; provided, however, when 50 percent of the contract value including change orders and other additions to the contract value provided for by the contract documents is due and the manner of completion of the contract work and its progress are reasonably satisfactory to the City, the City shall withhold no more retainage. At the discretion of the City and with the approval of the Contractor, the retainage of each subcontractor may be released separately as the subcontractor completes his or her work.

H. Location and Site

1. The sites of the proposed work is:

SIREN #	LOCATIONS
1001	Thrasher Park/Buchanan St. @ North Peachtree St. (left corner park)
1002	North Norcross Tucker Rd. @ Buford Hwy. (Norcross Plaza Shopping Center)
1003	Pinnacle Way @ Pinnacle Point (across from bus station)
1004	Beaver Ruin Rd. @ Price Place (West Bound)
1005	North Peachtree St. @ Cochran Dr. (North bound church lot)
1006	Hunter St. @ George Town Park Dr. (tennis court)
1007	Mitchell Road @ Governors Ridge (sewer pond)
1008	5300 Spalding Dr. (Norcross High-student parking/last driveway)
1009	Center Way @ Goshen Springs Rd (behind QT)
1010	Western Hills Dr. @ North Norcross Tucker Rd. (hotel driveway)

2. The Contractor shall accept the site in its present condition and carry out all work in accordance with the requirements of the specifications as indicated on the drawings or as directed by the Norcross Police Department.
3. The Contractor, before submitting a bid is required to visit the site, and acquaint himself with the actual conditions and the location of any and/or all obstructions that may exist on the site. The site visit must be confirmed by the Norcross Police Department.
4. The Contractor is responsible for the location of above and below ground utilities and structures, which may be affected by the work.
5. The Contractor shall coordinate with the utility provider directly.

I. Compliance with OSHA Standards and Regulations

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

J. Non Collusion

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

K. Materials

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

L. Inspection

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

M. Contract Requirements

1. Successful vendor is required to do the following within ten (10) days of Notice:
 - a) Return to Norcross Police Department contract documents executed by the authorized representative attested by the corporate secretary treasurer.
 - b) Provide Insurance Certificates as specified in the bid documents.
 - c) Provide bonding as required by the bid documents.
2. Failure to execute the Contract, Contract Performance Bond and Payment Bond, or furnish satisfactory proof of carriage of the insurance required within ten days after

the date of Notice of Award of the Contract may be just cause for the annulment of the award and for the forfeiture of the bid guaranty of City of Norcross, not as a penalty, but as liquidation of damages sustained. At the discretion of the City, the award may then be made to the next lowest, responsible bidder, or the work may be re-advertised or constructed by City forces. The Contract and Contract Bonds shall be executed in duplicate.

N. Miscellaneous Provisions

1. Permits: City permits, including Land Disturbance Permits, can be obtained through the City's Community Development Department at 770-448-2122. It is the responsibility of the contractor to obtain permits needed. There is no fee for permits for City projects. For design/build projects, it is the responsibility of the contractor to obtain necessary permitting from the fire marshal.
2. Schedule: The Contractor shall provide to Captain Beverly Parnell, a schedule of installation activities. The schedule must be presented at least seven (7) days prior to work commencing in order to notify residents and/or businesses.
3. Work Hours: No work shall take place on Sunday unless approved by the City of Norcross. The contractor shall submit to the City of Norcross a written request at least seven (7) days prior to the weekend work. See City Ordinance Sec. 26-22.
4. Detour/Closures: All road closures and detours shall be approved by the Norcross Department.
5. Residential Refuse: The Contractor is required to contact Norcross Public Works department at 678-421-2069, to obtain sanitation schedules in an attempt to reduce inconveniences to the citizens of Norcross.
6. Disposal of Refuse: The Contractor shall be solely responsible for disposing of materials and shall take into account, before bidding the compliance with the above stated ordinances and regulations. Disposal of debris must be done in a lawful manner, in accordance with all applicable federal, state and/or local laws, statutes, rules, ordinances, and/or regulations. All trash and debris shall be collected and removed from the site(s) on a daily basis. The Contractor will not be permitted to burn any of the materials on site or within the boundary limits of Norcross, Georgia.

BID PACKET CHECKLIST

PROJECT: _____

BID DATE: _____

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

_____ Two Hard Copies & One Electronic Copy of Bid (Flash Drive)

_____ Bid Form

_____ W-9

_____ Bid Bond or Certified Check, if bid is over \$100,000

_____ Certificate of Liability Insurance

_____ E-Verify Contractor & SAVE Affidavits

_____ Reference Page

_____ Qualifications & Experience

_____ Ship Proposal to:

Norcross Police Department
Attn: Leisa Grace
65 Lawrenceville Street
Norcross, GA 30071
(RFP# PD21-001)

Attachment: Copy of RFP #PD21-001 (22-6404 : City-Wide Weather/Alert Siren System Replacement)

References for _____

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

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

1. Company Name: _____

Description of Project: _____

Completion Date: _____

Contact Person: _____

Telephone: _____ Fax: _____

Email address: _____

2. Company Name: _____

Description of Project: _____

Completion Date: _____

Contact Person: _____

Telephone: _____ Fax: _____

Email address: _____

3. Company Name: _____

Description of Project: _____

Completion Date: _____

Contact Person: _____

Telephone: _____ Fax: _____

Email address: _____

Attachment: Copy of RFP #PD21-001 (22-6404 : City-Wide Weather/Alert Siren System Replacement)

City of Norcross
Norcross Police Department

Bid Form

This form is mandatory, and must be included in your bid, addressed to:

Norcross Police Department
Attn: Leisa Grace
65 Lawrenceville Street
Norcross, GA 30071

- 1. Software / Hardware / Equipment \$ _____
 - 2. Installation / Labor \$ _____
 - 3. Setup costs \$ _____
 - 4. Cost of initial training \$ _____
 - 5. Other \$ _____
- _____
- _____
- TOTAL (sum of items 1 thru 5)** \$ _____

Company: _____

Authorized Signature/Date: _____

Printed Name: _____

Attachment: Copy of RFP #PD21-001 (22-6404 : City-Wide Weather/Alert Siren System Replacement)



NORCROSS POLICE DEPARTMENT

BILL GROGAN, CHIEF OF POLICE

RFP# PD21-001

City-Wide Weather/Emergency Alert System Addendum #5

Addendum # 5 – The following changes to the Request for Proposal and clarifications are provided based on questions received and must be added/considered when completing your submittal:

- Bid Form has been updated to include **Option 2**. New Bid Form must accompany bid.

Option 2: Electromechanical DC Only Siren (same power requirements as the current system):

Optional proposal will be accepted for electromechanical sirens that are tone only (no voice).

The current system is comprised of electronic sirens that have voice capability.

Minimum Requirements: The Siren must produce a Minimum 126 dB(C) \pm 1 dB(C) at 100 feet and provide a minimum coverage area of 6,100' at sound level output of 70dB. Documentation of third party ANSI S12.14 testing must be provided.

- Minimum of three (3) signals. Tone Only.
- Sirens must be able to operate on DC power; 110/120 VAC power source utilized to trickle-charge batteries.
- The Siren must include two motors, one for producing the Sound Output Levels and the other for controlling rotation.
- Must comply with all applicable government regulatory specifications, particularly FEMA and OSHA.

City of Norcross
Norcross Police Department

Bid Form

This form is mandatory, and must be included in your bid, addressed to:
Norcross Police Department
Attn: Leisa Grace
65 Lawrenceville Street
Norcross, GA 30071

	Option 1 <i>Electronic Sirens</i>	Option 2 <i>Electromechanical DC Only Siren</i>
	<u>(Current)</u>	<u>(Addendum 5)</u>
1. Software / Hardware / Equipment	\$ _____	\$ _____
2. Installation / Labor	\$ _____	\$ _____
3. Setup costs	\$ _____	\$ _____
4. Cost of initial training	\$ _____	\$ _____
5. Other	\$ _____	\$ _____

TOTAL (sum of items 1 thru 5) \$ _____ \$ _____

Company: _____

Authorized Signature/Date: _____

Printed Name: _____

Attachment: Addendum to RFP #PD21-001 adding Option 2 (22-6404 : City-Wide Weather/Alert Siren System Replacement)



NORCROSS POLICE DEPARTMENT

BILL GROGAN, CHIEF OF POLICE

Bid Tabulation

City-Wide Weather/Emergency Alert System – RFP# PD21-001

Thursday, September 30, 2021

Location: Norcross Police Department, 65 Lawrenceville Street, Norcross, GA 30071

Bidder Name	Option 1 – Bid Amount Electronic Sirens	Option 2 – Bid Amount Electromechanical DC Only Siren	All Requested Documents Submitt
Acoustic Tech, Inc.	\$ 196,295.00		
Federal Signal Corporation	\$ 252,615.60	\$ 199,122.44	
Mobile Communications America	\$ 221,928.00	\$ 163,678.00	
HPE Systems, Inc.	\$ 332,068.53		
American Signal Corporation	\$ 222,924.78	\$ 196,008.06	

Attachment: Bid Tabulation (22-6404 : City-Wide Weather/Alert Siren System Replacement)



Acoustic Technology, Inc.
30 Jeffries Street
East Boston, MA 02128

January 22, 2022

City of Norcross
Ms. Leisa Grace
65 Lawrence Street
Norcross, GA 30071

RE: RFP PD21-001 – City Wide Weather/Emergency Alert System

Dear Ms. Grace,

Thank you for considering ATI as your mass notification equipment supplier for the city of Norcross. ATI manufactures the most reliable and highest quality emergency warning systems in our industry that require little maintenance. As a follow-up to our phone call, I wanted to cover some of the questions that arise during the installation process and over the lifetime of your mass notification system.

ATI will be performing a turnkey installation. We handle everything from start to finish, including complete training for your city officials once the system is installed and implemented.

Our warranty is standard for one year. I have attached our warranty statement.

ATI also offers a yearly preventative maintenance package. Please see attached for your review.

Our systems are very simple to troubleshoot and diagnose. Typically, the city's public works department or city electrician would lend a hand to replace any parts if needed. If we need to send our local technicians, they are available at \$140 an hour, which includes two men and a bucket truck.

Additionally, I am local and can visit to assist with any minor issues and provide additional training.

We are excited to partner with you in your exciting upcoming project, and please let us know if you need anything at all.

Sincerely,

Patrick Rossetti
National Sales Manager
patrick@atisystem.com
954-329-8811

Attachment: Cover Letter from Patrick Rossetti, ATI Systems National Sales Manager (22-6404 : City-Wide Weather/Alert Siren System

City-Wide Weather/Emergency Alert System
RFP - (RFP# PD21-001)
NORCROSS POLICE DEPARTMENT, NORCROSS, GEORGIA
September 30, 2021 @ 11:00am

ATI Systems, Inc
30 Jeffries Street
East Boston, MA 02128
954-329-8811
email: patrick@atisystem.com

H.3.f

www.atisystem.com

Pricing Valid for 90 Days From Above Date

MODEL #	DESCRIPTION	QTY	UNIT PRICE	EXTENDED PRICE
I				
Communication Control				
REACT 5000 CCU	REACT5000 Communication Control Unit - Includes enclosure which can be used for desktop mounting or rackmounting (3U) for ATI Mass Notification System, at least 1 required per system. 7" touch screen for user interface, 8 watt amplifier with 1W internal speaker, connection for external speaker, (2) Supervised Push Button Inputs, (1) 12VDC Strobe Output 1A max, (2) Signaling Relay Outputs, microphone input, RJ45 Ethernet Port, Line level Audio Input and output with 8 hours of standby operation. Internal 12V UPS with 8 hours of standby operation and microphone included. Requires 12V 7AH battery-not included, Radio Not Included.	1	\$2,600.00	\$2,600.00
ICG	Intelligent Control Gateway Board - controller with powerful 32 bit ARM processor and multiple interfaces (Ethernet, USB, CANbus, RS232, RS485, radio and telephone). Improved Ethernet/IP interface allows IP communication between ATI units while supporting enhanced features like IPv6 and advanced security. Additional I/O, including relays and 8 watt audio amplifier, provides flexible local interconnection. Also provides digital storage for pre-recorded voice messages in field units.	1	\$675.00	\$675.00
SOFT	Mass Alert Software Package for Windows 10 - Two way communication alarm software platform with graphics screen for control and monitoring. Allows additional CCUs on a system and monitors field sensors. Uses enhanced graphics and incorporates customized map such as Google Earth, GeoBase, or AutoCad similar format showing the basic facility and transportation layers. Identifies and communicates with all outside devices to include HPSS, RTU, ISU, OSU, etc... Provides over 130 configurable events.	LOT		\$2,000.00
IPAWS-Diss	IPAWS Disseminator - add-on module that allow MassAlert to pull alerts from the IPAWS platform and activate the Mass Notification System accordingly. Requires CAP Server. Optional item available but not included in total.	LOT		\$5,000.00
NWS-Diss	NWS Disseminator - add-on module that allow MassAlert to pull alerts from the NWS web APIs and activate the Mass Notification System accordingly. Enable geotargeting based on the polygons given in the CAP alert. Requires CAP Server. Optional item available but not included in total.	LOT		\$5,000.00
Email - SMS	Email Module - add-on module to MassAlert software that provides configurable support for automatically sending emails to multiple addresses based on the triggering of specific activations, and/or based on reported fault status such as Intrusion, AC Fail, Low Battery. Requires that the control station PC be provided with a reliable, battery-backed high-speed internet connection that has high priority on the LAN for access and bandwidth. Sending limits depends on the organization's mail server. Can use SMTP server or other Mail Servers (through Microsoft outlook 365). For SMS, existing client email server must be capable of SMS via email notification.	LOT		\$5,000.00
CS-COMP*	Computer Station - Includes standard Computer, standard 19" monitor, keyboard, mouse, up to date Operating System, Ink Jet Printer, Serial Port and RS232 Cables, and multi-strip power outlet.	1	\$950.00	\$950.00
BAT12V7*	Battery * - Includes one sealed Battery 12V, 7AH.	1	\$40.00	\$40.00
II				
Outdoor High Powered Speaker Stations				
HPSS16(4)	Includes the above equipment using (4) 400Watt Speakers. Provides 1600 watts of audio power. Includes a NEMA4X stainless steel siren enclosure with an attached ventilated battery compartment, enclosure mounting bracket and mounting hardware. Enclosure contains a Class D amplifier integrated with a controller, an intrusion switch, a temperature compensated battery charger and a power ON/OFF circuit breaker. Stationary Speaker Head, includes 400W speaker horns with drivers, 50 feet of speaker cable, and a speaker pole top mounting bracket. Radio, Batteries and Antenna equipment sold separately. Note: HPSS16 requires 2 batteries per unit for AC and 4 batteries per unit for solar.	10	\$8,000.00	\$80,000.00
BAT12V100LA*	Battery - Includes one Lead Acid 12V, 100AH battery.	20	\$195.00	\$3,900.00
If better acoustic coverage is required by the city ATI will provide our HPSS 3200W for a one to one replacement of the existing Whelen Siren System				

Attachment: Final cost confirmation (as per their RFP response \$196,295.00) (22-6404 : City-Wide Weather/Alert Siren System Replacement)

HPSS32	High Powered Speaker Station provides 3200 watts of audio power. Includes a NEMA4X stainless steel siren control enclosure with an attached ventilated battery compartment, enclosure mounting bracket and mounting hardware. Enclosure contains a Class D amplifier integrated with a controller, an auxiliary Class D amplifier with an interconnecting cable, an intrusion switch, a temperature compensated battery charger and a power ON/OFF circuit breaker. Stationary Speaker Head includes, (8) 400W speaker horns with drivers, 50 ft of speaker cable, hardware and a speaker pole mounting bracket. Radio, Batteries and Antenna equipment sold separately. Note: HPSS32 requires 4 batteries per unit.			H.3.f
		10	\$9,906.54	
BAT12V100LA*	Battery - Includes one Lead Acid 12V, 100AH battery.	40	\$195.00	
III	Prerecorded Messages			
DMRT	Digital Message Recording Time - Lot charge for 15 minutes recording time	Lot		\$2,500.00
ICG	Intelligent Control Gateway Board - controller with powerful 32 bit ARM processor and multiple interfaces (Ethernet, USB, CANbus, RS232, RS485, radio and telephone). Improved Ethernet/IP interface allows IP communication between ATI units while supporting enhanced features like IPv6 and advanced security. Additional I/O, including relays and 8 watt audio amplifier, provides flexible local interconnection. Also provides digital storage for pre-recorded voice messages in field units.	6	\$675.00	\$4,050.00
IV	Communication Equipment			
CM200D*	Conventional Radio - VHF/UHF Analog, up to 25W	11	\$550.00	\$6,050.00
Ant*	OMNI Fiber Glass Antenna VHF or UHF, and antenna bracket.	11	\$183.00	\$2,013.00
ASP*	Antenna Surge Protector	11	\$80.00	\$880.00
Antcable100*	Antenna Cable length – 100 ft	1	\$197.00	\$197.00
Antcable30*	Antenna Cable length – 30 ft	10	\$84.00	\$840.00
V	Engineering Services and Documentation			
ENG/ACOUSTIC	Acoustic Design and Analysis - Acoustic design to meet the requirements and function of client's environment. Includes the locating of equipment based on in house sound propagation study by ATI acoustic experts.	Lot		Included
ENG/SOFT DEV	Software Development - Software development for new ATI system. Programming, implementation, and verification of the new system software that is to be utilized on ATI units.	Lot		\$1,500.00
ENG / FIRM DEV	Firmware Development - Firmware development for new ATI system. Configuration of the programming on ATI internal components and system hardware that is to be used in the field.	Lot		\$1,000.00
ENG /SYST	System Engineering - In house quality assurance of hardware and final optimization of the total solution that is to be deployed on customer site.	Lot		\$1,000.00
FDOC	User and Hardware and On-Site Test Documentation - Includes operator manuals for all ATI software and equipment and specific test documentation.	Lot		\$1,000.00
ATI INSTL	ATI Installation - By Certified ATI Installer	Lot		\$60,000.00
Start-Up	System startup includes - ATI field specialists per day to perform system start up, inspection, testing, onsite operator and maintenance training.	3	\$1,000.00	\$3,000.00
Start-Up Travel	Travel for system startup includes airfare, hotel, car and per diem.	Lot		\$2,300.00
SHIP	Shipping and Handling	Lot		\$4,800.00
TOTAL COST			Total	\$196,295.00

TERMS AND CLIENT RESPONSIBILITIES:

1	TERMS: Net 30 days from receipt of invoice. Invoices are submitted upon receipt of materials/equipment, and every 30-days for services performed.
2	Pricing Valid for 90 Days
3	Partial or Full delivery must be allowed and invoiced accordingly, otherwise storage fees may be applied for equipment that is ready to ship.
4	* Third Party Product not subject to volume discount. Cannot be purchased individually without ATI product
5	A Radio Frequency is required for system communication. It is the responsibility of the client to provide a dedicated radio frequency.
6	The Radio Frequency, Tones and messages need to be provided by the client at the time of the purchase order. Please Note: If there is a delay in providing this information to ATI, schedules and deadlines will be affected.
7	For IP communications, Client to have a dedicated network drop within 10 feet of ATI panel.
8	Client to provide VLAN for all equipment. VLAN must support static IPs and broadcast IP address.
9	FCP Note: ATI requires contact closure and line level audio. ATI will interface to an Aux Input with line Audio 300 or 600 Ohm audio. Upgrades or modifications required to pass audio is not included in this cost. Client is responsible to contact the manufacturer of the Fire Alarm Panel(s) if
10	Client to provide AC drops within 10 feet of ATI field units. Suitable desktop location for ccu and control station equipment with local 120 vac outlets is required
11	Professional Engineering by state certifications (ie wind loading, roof or pole structures or siren structures) are not included but available for additional costs.

Attachment: Final cost confirmation (as per their RFP response \$196,295.00) (22-6404 : City-Wide Weather/Alert Siren System Replacement)

13	Client responsible to spot all underground obstructions prior to digging. Proposal assumes no rock, water level table or cave-in during auguring of holes to a depth of 6-8 feet	H.3.1
14	ATI is not responsible for any damage to underground wiring identified by local hotline service or to structures not installed properly or to code	
15	ATI is not responsible for right of way conditions that would prevent construction or require permitting or for any resulting costs.	

Accepted by: _____

Date: _____

Printed Name: _____

Attachment: Final cost confirmation (as per their RFP response \$196,295.00) (22-6404 : City-Wide Weather/Alert Siren System Replacement)

**City of Norcross GA City-Wide Weather/Emergency Alert System
RFP # PD21-001 Purchase Order Terms and Conditions**

1. Partial shipping must be accepted
2. No changes will be made to this Purchase Order except by written modification by the Client Procurement Office and approval of ATI.
3. Vendor shall transfer and deliver to the Client Department named, all of the goods and/or services described herein for the consideration set forth herein.
4. Delivery shall be made to the address listed on the Purchase Order and within the time specified.
5. Risk of loss of the goods shall pass to Client upon acceptance.
6. Vendor warrants that the goods are merchantable and as described herein.
7. Client shall have the right to inspect the goods at the time and place of delivery.
8. If unable to fill this order exactly in accordance with the description and price thereon communicate at once with the Procurement Department for instructions.
9. No claim or right arising out of a breach of this Agreement can be discharged, in whole or in part, by a waiver or renunciation of the claim or right unless the waiver or renunciation is supported by consideration and is in writing signed by the aggrieved party.
10. No right or interest in the contract shall be assigned by Vendor without the written permission of the Client, and no delegation of any obligation owed or of the performance of any obligation by Vendor shall be made without the written permission of the Client. Any attempted assignment or delegation shall be wholly void and totally ineffective for all purposes unless made in conformity with this paragraph.
11. This Purchase Order shall be governed in all respects by the laws of the State of Georgia.
12. All goods and/or services supplied pursuant to this Purchase Order shall, unless otherwise stated, conform exactly to all of the descriptions, specifications, and attachments contained in the Request for Quote, Invitation to Bid or Request for Proposal on which this Purchase Order is based; and the terms, conditions, and specifications of those documents are incorporated herein by reference and made a part hereof.
13. Upon receipt and acceptance of all items, amount due shall be paid within thirty (30) days of receipt of invoice (Net 30), unless a shorter time is stated in the Bid and accepted by the Client. Be sure the Purchase Order number is on your invoice(s). Payments are not made against statements. Itemize all invoices in full.

Attachment: Purchase Order Terms and Conditions (22-6404 : City-Wide Weather/Alert Siren System Replacement)



Emergency Warning
and Notification Systems

January 2022

1 YEAR WARRANTY

ATI Systems (Acoustic Technology, Inc.) warrants the products of its manufacturer to be free from defective material and workmanship for one year from the date of delivery of the user. All original equipment manufacturer (OEM) items will be covered by their respective warranties. This includes items such as Radios, computer peripherals, etc.

This warranty does not include service to repair damage to the system resulting from accident, disaster, lack of maintenance or any act of God, such as storm, flood, hurricane, etc. ATI will repair or replace at its option, without charge to user other than transportation, removal and reinstallation cost of any of its products or parts thereof which ATI shall determine, in its sole discretion, to be defective in material or workmanship provided the following conditions are met and steps are taken.

I. Conditions to be met:

- a. Products are returned to ATI, East Boston, Massachusetts within (1) year of delivery to user. One year warranty on all electronic component parts.
- b. Products have been properly installed and maintained in accordance with the design specifications.
- c. Products have not been subject to mishandling, physical damage or customer alteration.
- d. Products or any part thereof have not been repaired by other than ATI employees.

30 Jeffries St
Boston, MA 02128
1 (800) 653-1494
www.atisystem.com



Emergency Warning
and Notification Systems

II. Steps to be taken by customer:

- a. Call is made to ATI for Return Part Authorization.
- b. Products must be shipped prepaid to ATI, 30 Jeffries Street, East Boston, MA 02128.

III. ATI Service call and email:

Contact Us

Acoustic Technology, Inc.
30 Jeffries Street
Boston, MA 02128

Toll Free: (800) 653-1494
Local: (617) 567-4969
Fax: (617) 569-2964

General: info@atisystem.com
Service: service@atisystem.com

Thanks.

Sincerely,

Antonio P. Cracchiolo

30 Jeffries St
Boston, MA 02128
1 (800) 653-1494
www.atisystem.com

Maintenance Options

Annual On-Site Preventative Maintenance and Emergency Support

In order to insure a high level of operation and readiness for the NORCROSS, GA Giant Voice Emergency Warning System, ATI can offer a comprehensive Preventative Maintenance Program. ATI has a trained staff of field service personnel who perform regular preventative maintenance for a large number of our systems.

Annual On-Site Preventative Maintenance

For this service, ATI would send a field service representative to perform the annually preventative maintenance that includes the following tests and inspections:

1. Train new operators and maintenance personnel, if needed.
2. Archive all data files in the ATI software.
3. Verify communication and adjust the Giant Voice Towers and the Control Station's receive and transmit RF radio levels.
4. Verify the power supply (solar or ac power) and battery charger voltages.
5. Load test all batteries.
6. Test each Giant Voice Tower locally.
7. Verify speaker head and amplifiers.
8. Check integrity of wiring connections.
9. Verify all statuses to confirm proper operation.
10. Confirm wattage output of the radio and check integrity of antennas and cables.
11. Inspect enclosures for signs of rust and inspect door gaskets.
12. Perform a silent test and activations (live broadcast, pre-recorded messages and tones) to verify operation of the system.
13. Report any issues or problems to the NORCROSS, GA representative.

Our annual preventative maintenance will not be limited to the above-named items. It may be tailored to accommodate NORCROSS, GA specific needs. This consists of site visits for a system specialist plus related travel and living expenses. Any high bucket truck maintenance to replace drivers on the speaker banks will be charged based on actual cost. The cost of spare parts to replace the failed equipment will be based on ATI's established spare parts list if it's not under warranty.

The cost of this service is \$6,050.00 plus Travel and Living Expenses \$2,300.00

On-Site Emergency Support

ATI will provide technical telephone support at no charge to NORCROSS, GA. If the problem cannot be solved over the phone ATI will provide a field service representative. **The daily charge is \$800.00/day** and travel and living expenses will be billed based on actual charges. The same will be applied on the rental fees for a bucket truck, if needed.

This maintenance contract can be renewed yearly, at least 30 days before expiration.



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

City of Norcross

Legislation Details (With Details)

File #:	22-6405	Version:	
Type #:	Agenda Item	Status:	Agenda Ready
On Agenda:	2/21/2022 6:30 PM	In Control:	Policy Work Session
Title:	Budget Amendment		

Sponsors:

Code Sections:

Attachments:

1. [Agenda Report- Budget Amendment](#)
2. [Detail vs Budget Report-PD](#)
3. [Budget Amendment-PD Vehicle Replacement](#)

Title

Budget Amendment To Cover The Replacement of A Police Department Vehicle

Drafter

Sonja Hampton



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

Agenda Report

To: Mayor and Council

From: **Sonja R. Hampton, Interim Administrative Services Director**

Agenda: February 21, 2022 – Policy Work Session

Item #: 22-6405

Item: Budget Amendment To Cover The Replacement of A Police Department Vehicle

CC: Eric Johnson

Recommendation

Approve to have the Police Department FY2021-2022 Budget increased in the amount of \$35,500 with a recommendation that the funds be pulled from Reimbursement for Damaged Property 100-383000.

Background

During preparation of the FY2021-2022 Budget, no budget was created for replacement vehicles. As a result of this unforeseen occurrence, Vehicles is showing an unfavorable status.

Financial Impact

Gallagher Bassett has already reimbursed the City for damages, in the amount of \$39,111.00. The purpose of the Budget Amendment is a formality for reporting. Without the budget amendment, the Police Department will appear to be over and out of line with accounting standards to have a balanced budget.

Consistent with Comprehensive Plan?

No specific tie-in or inconsistency was identified within the Community Work Program projects.

Next Steps

Not applicable

Attachments

Detail vs Budget Report – Police Department 3200 and Revenue 100-383000

Update

Not applicable



Norcross, GA

Detail vs Budget Report

Account Detail

Date Range: 09/01/2021 - 02/14/2022

Attachment: Detail vs Budget Report-PD (22-6405 : Budget Amendment to Cover the Replacement of a

Account	Name	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remain
100 - GENERAL FUND								
Revenue								
100-383000	REIMB FOR DAMAGED PROPERT	0.00	-18,000.00	0.00	-45,848.49	-45,848.49	27,848.49	154.1
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account		Amount
10/14/2021	CLPKT00180	R00839684		GALLAGHER BASSETT SER REIMB FOR DAM...				-2,442.32
11/08/2021	CLPKT00242	R00843232		GEORGIA INTERLOCAL RISK MANAGMENT R...				-39,111.00
12/06/2021	CLPKT00307	R00847324		gallagher bassett ser REIMB FOR DAMAGED ...				-1,539.40
01/13/2022	CLPKT00401	R00853269		Gallagher Bassett Ser. Inc. for GA Interlocal ...				-2,755.77
Revenue Totals:		0.00	-18,000.00	0.00	-45,848.49	-45,848.49	27,848.49	154.1
Expense								
100-5.3200.542200	VEHICLES	0.00	0.00	0.00	35,500.00	35,500.00	-35,500.00	0.0
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account		Amount
12/21/2021	POPKT01879	F2264	353515	Invoice# F2264	0114180 - BRANNEN MOTOR COMPANY			35,500.00
Expense Totals:		0.00	0.00	0.00	35,500.00	35,500.00	-35,500.00	0.0
100 - GENERAL FUND Totals:		0.00	-18,000.00	0.00	-10,348.49	-10,348.49	-7,651.51	-42.1
Report Total:		0.00	-18,000.00	0.00	-10,348.49	-10,348.49	-7,651.51	-42.1

Detail vs Budget Report

Date Range: 09/01/2021 - 02/14/2022

Fund Summa

Fund	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remai
100 - GENERAL FUND	0.00	-18,000.00	0.00	-10,348.49	-10,348.49	-7,651.51	
Report Total:	0.00	-18,000.00	0.00	-10,348.49	-10,348.49	-7,651.51	

Attachment: Detail vs Budget Report-PD (22-6405 : Budget Amendment to Cover the Replacement of a



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

City of Norcross

Legislation Details (With Details)

File #:	22-6406	Version:	
Type #:	Agenda Item	Status:	Agenda Ready
On Agenda:	2/21/2022 6:30 PM	In Control:	Policy Work Session
Title:	Community Work Program Report of Accomplishments/Modified Community		

Sponsors:

Code Sections:

Attachments:

1. [Agenda Report - CWP.ROA](#)
2. [2022 DRAFT Report of Accomplishments](#)
3. [DRAFT UPDATE Table 4.1 Community Work Program](#)
4. [Table 4.1 Community Work Program](#)

Title

Community Work Program Report of Accomplishments/Modified Community

Drafter

Tracy Rye



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

Agenda Report

To: Mayor and Council

From: Tracy Rye, AICP
 Community Development & Planning Director

Meeting Date: February 21, 2022 – Policy Work Session

Item No.: 22-6406

Title: Community Work Program Report of Accomplishments/Modified Community Work Program

CC: Eric Johnson

Recommendation

Staff recommends that Mayor & Council adopt this mid planning cycle report of accomplishments for items found in the City's current Community Work Program and also adopt the resulting modified Community Work Program.

Background

During the last several months, Department Heads have been reviewing the 102 items in the 2019 Community Work Program. Department Heads then reviewed the vast majority of those items, up to and through Item SQ. 31, with Mayor and Council at the Visioning Session conducted on Thursday, January 27, 2022. Staff are presenting the rest of their item recommendations at this time from Item SQ. 32 through Item SQ. 57.

Items determined to be Complete, No Longer Valid, or more or less “on-going” policy items are to be removed from the Community Work Program. Items determined to be Incomplete or partially complete and “on-going” will remain in the modified Community Work Program. Some items have been renamed or re-phrased based on the status of the project and other items have been combined into umbrella items that are part of a larger project or objective (such as housing related items).

Financial Impact

There is no direct financial impact to completing this assessment, though some listed projects have had their costs updated based on newer project information related to known project costs.

An updated Community Work Program can also be a valuable tool to pursue State and Federal dollars for program implementation.

Consistent with Comprehensive Plan?

Keeping up with these items in the Comprehensive Plan is a basic tenant of showing that Norcross keeps the goals and policies of the plan in the forefront, especially when making financial and other policy decisions. This exercise specifically related to Goal 6: *Further the City's tradition of strong leadership and high level of quality service*, and Policy 6-16: *"Regularly evaluate the Comprehensive Plan on an annual basis and use it as a tool in prioritizing the budget and annual work program."*

Next Steps

Per conversations with both the Atlanta Regional Commission and Georgia Department of Community Affairs, the City is free to adopt the attached documents and make a cursory notification to both entities for record keeping purposes and to formally transmit both documents when transmitting the next Norcross Comprehensive Plan in February 2024.

Attachments

2022 DRAFT Community Work Program Report of Accomplishments
2022 DRAFT UPDATE Table 4.1 Community Work Program
2019 Table 4.1 Community Work Program

Update

Project Number	Project Description	Status	Notes
Land Use			
LU.1	Prepare a new Unified Development Ordinance (UDO)	Completed	
LU.2	Create zoning incentives for redevelopment	Completed	
LU.3	Update Town Center LCI Study	Ongoing	Parts of this project were evaluated in the Buford Highway Master Plan and the City is applying for LCI funds in FY22
LU.4	Update Norcross Activity Center LCI Study	Ongoing, update will extend into 2024+	Parts of this project were evaluated in the Buford Highway Master Plan and the City is applying for LCI funds in FY23
LU.5	Seek Plan First designation from DCA	Ongoing	
Transportation			
Roadway Projects			
TR.1	Peachtree Street Traffic Calming from Cochran Drive to Holcomb Bridge Rd	Partially complete-speed limit/calming device study near completion, radar speed feedback signs installed.	Speed limit study underway, and radar speed signs installed; staff suggest renaming the item "Peachtree Street Traffic Calming"
TR.2	Holcomb Bridge Road Traffic Calming from Peachtree Street to Queen Court	Partially complete-speed limit/calming device study near completion, radar speed feedback signs installed.	Speed limit study underway, and radar speed signs installed; staff suggest renaming the item "Holcomb Bridge Road Traffic Calming:
TR.3	Work with Gwinnett County regarding congestion on major corridors	Ongoing 2024+ item	This is more of a day-to-day and annual policy item and should be removed
TR.4	Repave Britt Avenue	Ongoing 2024+ item	Not due until 2027 and project currently unfunded. Will be replaced in the new CWP with one item described as "Create a repaving strategy and implementation schedule"
TR.5	Repave W Peachtree St	Ongoing 2024+ item	Not due until 2028 and project currently

			unfunded. Will be replaced in the new CWP with one item described as “Create a repaving strategy and implementation schedule”
TR.6	Address draining issues and repave Kelly St and Thrasher St	Ongoing 2024+ item	Not due until 2027 and 2028 for repaving; No drainage issue exists on Kelly; paving project is unfunded. Will be replaced in the new CWP with one item described as “Create a repaving strategy and implementation schedule”
Intersection Projects			
TR.7	US 23/SR 13/Buford Hwy at SR 140/Jimmy Carter Blvd Intersection	Ongoing Gwinnett County Project	Funding sources should be “other”
TR.8	Vertical Profile Adjustment at Thrasher Street and RR Crossing	Completed	
TR.9	Support Gateway85 CID Transportation Improvement efforts, i.e. improvements to JCB at I-85, JCB at Buford Hwy and along Beaver Ruin Rd.	Ongoing project of others	Projects funded by sources other than Norcross
Bicycle/pedestrian Projects			
TR.10	Develop a city-wide bicycle and pedestrian master plan and evaluate establishing a sidewalk fund.	Ongoing; result could be 2024+	Trip hazard mitigation underway; list of projects pending.
TR.11	Medlock Bridge Rd sidewalks Wyntree Dr to PIB	Complete	Gwinnett County DOT completed this project.
TR.12	Indian Trail-Lilburn Road Multi-Use Path	Ongoing	Gwinnett County DOT has a project in partnership with GDOT to install a trail along Indian Trail-Lilburn Rd from Willow Trail Pkwy to Burns Rd. This project is in the right-of-way acquisition phase with construction

			anticipated to begin in 2023.
TR.13	South Peachtree St Sidewalk from Veterans Park to HBR	Completed	
Other Projects			
TR.14	Center Way at I-85 Pedestrian Fencing	Ongoing	Gwinnett County DOT has a project that consists of the installation of pedestrian fencing on the bridge on Center Way over I-85. This project is in the concept phase.
TR.15	PIB Smart Corridor	Underway and ongoing	GDOT in partnership with Gwinnett County is installing smart corridor equipment on over 380 traffic signals located on the western part of the County including the area of Norcross. This project is in progress.
TR.16	Study the application of smart corridor technology throughout Norcross	Incomplete	Need further instruction; PIB is covered by TR15
Housing			
H.1	Explore feasibility of adopting National Healthy Housing standard or Equivalent	No longer valid (see note)	Following up on an FY22 housing study to help develop housing policy surrounding this and other housing related items; will be replaced in updated CWP with a Housing Policy item
H.2	Explore adoption of partnership structure to reduce crime in extended stay hotels and multi-family housing	Complete	We have the hotel/motel unit up and running and have already seen reductions in crime. CE works with them and also does sweeps on their own during normal patrol to enforce the Hotel ordinance. They have a very good partnership with (most) hotel owners/operators

			that makes this work much better for everyone.
H.3	Develop a pilot program to provide grant-funded incentives for residents to improve energy efficiency and indoor air quality in their homes	Incomplete	Look to partnerships with other organizations to complete. Combine this item with H.4
H.4	Host property management classes to teach owners how to care for investments, improve safety, and improve property values	Incomplete	Look to partnerships with other organizations to complete. Combine this item with H.3
H.5	Develop mixed income zoning incentives to address Affordable Housing – concurrent with new, high-standard design development	No longer valid (see note)	Following up on an FY22 housing study to help develop housing policy surrounding this and other housing related items; will be replaced in updated CWP with a Housing Policy item
H.6	Formalize a multi-family housing policy to ensure that new developments are in keeping with the desired vision for the City	No longer valid (see note)	Following up on an FY22 housing study to help develop housing policy surrounding this and other housing related items; will be replaced in updated CWP with a Housing Policy item
H.7	Review code enforcement regulations and procedures to maintain and improve quality of life	Complete and ongoing	This is more of a policy standard operating procedure and should be removed from CWP
H.8	Continue and expand progressive code enforcement program in residential neighborhoods	Complete and ongoing	This is more of a policy standard operating procedure and should be removed from CWP
H.9	Participate in and implement recommendations of the GICH/ LiveNorcross Initiative	Ongoing	
Economic Development			
ED.1	Provide ongoing support for business recruitment, retention, and expansion initiatives	Complete	Addressed with the hiring of a Business Development Manager/cost is now

			embedded in the budget
ED.2	Develop market analysis tool to help identify and facilitate redevelopment opportunities	No longer valid	Addressed through other means (e.g. commercial real estate consultants, master plans, studies, etc)
ED.3	Identify property owners of large tracts Buford Hwy. and SE for roundtable and incentives discussion	No longer valid	Staff is identifying incentive strategy needs through professional consulting services and other means. Actual property owners are not needed to identify incentive strategies.
ED.4	Support the small business mentoring program assistance as described in the 2011 Community Choices report	Ongoing	Augmenting through ACE and ARPA
ED.5	Support Gateway85 CID efforts in Jimmy Carter Boulevard "International Street" Branding and Improvements	Ongoing	
ED.6	Regularly survey town center parking needs	Ongoing	
ED.7	Develop branding and PR strategy	Complete	New Norcross website launch pending 1/22
Target Industry Study & Strategic Marketing Plan			
ED.8	Develop target industry brochures	No longer valid	Incorporated as part of ED 7
ED.9	Develop three target industry tours	No longer valid	More efficient and better use of limited time to continue working with our local, regional and statewide economic development partner organizations
ED.10	Develop an online community pride campaign themed around the "A Place to Imagine" branding	Complete	Tied in with other branding projects
ED.11	Translate marketing materials and other important information into multiple languages	Complete pending rollout of new website 1/22	New website will have a translate function. Individual items such as brochures/marketing materials have not

			been translated but when placed on the new website as text, translate function will be active
ED.12	Expand Economic Development marketing efforts	Ongoing	Expanded contract position into full time position, reevaluated marketing efforts and placed items online. Business visits have increased
ED.13	Clarify the process of informing Norcross about leads with regional partners	Complete	Partnership Gwinnett and GA Department of Economic Development
ED,14	Update Norcross bi-fold or create a relocation brochure for new residents	Partially complete and ongoing	Info goes to Norcross Power users and SNC working on new resident packet information
ED.15	Develop a system of one-on-one company visits outside of sector partnership meetings to talk with local businesses about Norcross	Complete	Handled by Business Development Manager position
ED.16	Find opportunities to connect firms (especially those in target industries) to Norcross high schools	Ongoing	Economic Development Director is on the Connect Committee of the SW Gwinnett Chamber and this is a committee goal
Sustainability Plan			
ED.17	Create an internship portal that links Norcross students with local businesses	Ongoing	Exploring opportunities to tie in with Norcross-Works program platform
ED.18	Develop and promote a mentorship program for underrepresented community members to increase access to small business certifications	No longer valid as a city led item	Facilitate project with partners through WorkSource Atlanta, Metro Atlanta Chamber, Minority Supply Development Council and Gwinnett Tech
ED.19	Launch a voluntary business conservation challenge and recognize participants in an annual event	Unsure	
ED.20	Partner with local schools and community organizations to support	Ongoing	Through SW Gwinnett Chamber

	students and their parents so they can fully engage in the Norcross economy		
Sustainability & Quality of Life			
SQ.1	Develop school needs – community resources matching tool	Complete	Budget process established; remove GCPS as responsible party
SQ.2	Construct gateways (stone columns and signage); Possible use of digital readers for City events and news	Underway and ongoing	Project at PIB/HBR is complete; LED is estimated to cost \$25,000 each; stone columns and foundations \$40,000 each
SQ.3	LCI Greenway Segment 1: Downtown Norcross to Beaver Ruin Road/Pinnacle Way (Priority 1 segment)	Underway and ongoing	Estimated cost now \$11,000,000
SQ.4	LCI Greenway Segment 2: Price Place from Mitchell Road to Beaver Ruin Road (Priority 1 Segment)	Underway and ongoing Extends 2024+ item	Estimated cost now \$11,000,000
SQ.5	LCI Greenway Priority 1 Segment BMPS	Incomplete	This will be part of the Buford Hwy Master Plan
SQ.6	Beaver Ruin Creek Stream Restoration	Future 2024+ Project	Unknown timeline and funding source
SQ.7	Southeast Utility Trail Corridor	Future 2024+ project	See Buford Hwy Master Plan; project currently unfunded
SQ.8	Expand the Citizen's Police Academy programming and support it by neighborhood	Not valid at this time	We need to hire a full time Community Outreach Officer before doing the basic academy. An expansion would require coordinated community outreach and additional resources in addition to one full time officer. Hope to fill position in FY22 and request additional funds in FY23
SQ.9	Conduct annual energy, water and waste audits for City buildings and implement retrofits	Ongoing	Requirement of the Green Communities program and is standard procedure.

			Consider removing this item
SQ.10	Complete the Green Infrastructure Assessment	Ongoing	Storm water Superintendent completes an annual green infrastructure assessment as part of the annual MS4 report
SQ.11	Study needs and opportunities to increase recycling, such as recycling events and additional drop-off options in multifamily developments and for hard-to-recycle materials	Ongoing	Hosted a small household hazardous waste recycle event in 2020, HHW event is truly beyond the scope of what staff can handle, full-fledged HHW event may be cost prohibitive. Also worked with SNC on Feet on the Street program in 2021 to increase residential single stream recycling outcomes,
SQ.12	Develop an advisory board staffed by representatives of immigrant communities	Incomplete	Would be managed by Community Outreach position when the position is filled
SQ.13	Expand and support the faith community and city partnership to organize volunteer assistance days for low-income residents facing code violations	Complete and ongoing	Routine effort of CE and considered to be an administrative policy item.
SQ.14	Create a Volunteer Norcross web platform	Complete	iVolunteer paid platform has been replaced by Eventeny platform
SQ.15	Develop Lead Norcross program	No longer valid	Was determined to be no longer valid in last Report of Accomplishments due to lack of resources
SQ.16	Update Technology Plan	Ongoing Extends 2024+ item	
SQ.17	Implement local Next Generation Focus Program	No longer valid	Other programs such as Junior Achievement address the items in this program; will rephrase into a new item
SQ.18	Update Parks Master Plan to include one or more linear parks to downtown	Complete and ongoing 2024+ item	Fickling Park has been included. Linear Parks could be considered as part of the Buford Highway Master Plan

SQ.19	Pursue Bike Friendly Community certification from the League of American Bicyclists	No longer valid	Deficiencies too numerous to overcome at this time
SQ.20	Create a Roles & Duties Guide for Norcross Boards and Commissions	Complete	
SQ.21	Consider developing a full time event coordinator/ manager position	Complete	
SQ.22	As part of the new UDO, require developers to donate funds for tree replacement if the replacement cannot be done on site.	Complete	
SQ.23	Pursue Walk Friendly Certification	No longer valid	Application deficiencies too numerous to overcome at this time
SQ.24	Implement recommendations from the Local Foods Accountability Model Report	Ongoing	
SQ.25	Coordinate City-wide GIS system and annually obtain GIS data from the County regarding parcel boundaries and transportation improvements	Complete and Ongoing	This is part of an annual process and considered to be administrative policy at this time
SQ.26	Promote and partner on Town Center LCI projects	Ongoing	And in process as part of the Buford Highway Master Plan
SQ.27	Manage website	Complete	
SQ.28	Update Five Year Technology Plan annually	Complete	See SQ 16, Five Year Technology Plan is complete and updates will be handled per SQ 16
SQ.29	Maintain City's LEED and Green Communities Designation	Ongoing	
SQ.30	Evaluate potential update and maintenance of the City's entry gateways	Complete	See entryway signage item. Audit is now complete, PIB/HBR gateway is complete
SQ.31	Relocate utilities underground	No longer valid (see notes)	In 4-5 months will start a study to see which systems can be converted; relocation is

			currently unfunded; this item will be renamed in the new CWP as "Create and Implement Utilities Resiliency Plan"
SQ.32	Plan and construct a Cultural Arts Center	2024+ item	Unfunded
BRE (Business Retention, Recruitment, Expansion)			
SQ.33	Provide ongoing support for BRE	Ongoing	
SQ.34	Re-establish a City/DDA Revolving Loan Fund for local small business and entrepreneurs	Ongoing	Item to be discussed by NDA
SQ.35	Establish Entrepreneur Innovation Hub Development in location(s) to be determined	No longer valid	This item is addressed by the Chamber and the County, may be a repetitive item for us, consider removing from CWP
SQ.36	Develop and administer annual business owner survey to gauge the needs and opinions of the business community	Complete and ongoing	Conducted COVID-19 survey as well as follow-up. Also accomplished via regular business visits by Business Development Manager
SQ.37	Develop and implement Hispanic outreach to learn business needs	ongoing	BRE through BDM and ACE, suggest removing from CWP
SQ.38	Aggressive Film/TV and creative Business Recruitment along AT-PIB and I-85 Act Ctr Character Areas to help fill vacant office space	No longer valid	Explore Gwinnett handles this, suggest removing from CWP
Marketing			
SQ.39	Implement 2018 Strategic Marketing Plan and Targeted Industry Study	Complete	
SQ.40	Hold Annual Media Roundtable Luncheon to increase relationships with metro Atlanta media professionals to garner more positive and earned media coverage for Norcross	No longer valid	The City reaches out to media via other modes. Roundtable luncheon no longer considered effective mode

SQ.41	Federal Opportunity Zone Strategic Plan and Investor Outreach to direct investors to project opportunities	No longer valid	FOZ are not what we thought they would be, item no longer necessary
SQ.42	Complete Annual Scorecard Report	No longer valid	Annual Scorecard Report is completed at the federal level
SQ.43	Host City Signature Event: Annual Food & Music/Block Party Festival that will draw in large crowds from around metro Atlanta	Ongoing	Through the Event Manager's office
SQ.44	Implement Phase I: Buford Highway (Portions of Character Areas 6, 7, and 8) Redevelopment Concept Plan	Complete	Buford Highway Master Plan completed and adopted
SQ.45	Implement Phase I: Buford Highway (Portions of Character Areas 6, 7, and 8) Redevelopment	Ongoing	
SQ.46	Implement I-85 Activity Center (Character Area 13) Transit-Oriented Development and Gateway Improvement	Ongoing	Transit-oriented development continues to be dependent upon a successful referendum.
SQ.47	Reserve Fund for Purchasing Property; Consider creating a Land Bank Authority	Ongoing	Mayor and Council discussions continue
SQ.48	Continue ongoing redevelopment of Historic Downtown	Ongoing	
SQ.49	Conduct a Comprehensive Smart City Study	Ongoing	Need clarification from M&C about priority level
SQ.50	Create an Innovation Council to advise the City Council on how to address and apply new technologies	Incomplete	Need additional direction from M&C
SQ.51	Conduct Comprehensive Smart City Study Phase Implementation	Incomplete	Will tie in with new Smart Cities item
SQ.52	Institute broadband Access Program for Low-income Areas to close the "digital-divide" in Norcross	Incomplete	How do we handle going forward?
SQ.53	Implement LiveNorcross: Hire Housing Manager	Complete	Funds made available in the M&C budget for

	to develop and implement ongoing housing and neighborhood stabilization programs		FY22 to supplement a GICH-related position with transitional funding anticipated for FY23
SQ.54	Explore college/university satellite office to assist more residents in obtaining certificates and higher education degrees	No longer valid	Do we have capacity to work on this? Post Covid is this possible?
SQ.55	Administer Norcross Schoolhouse Rock PR Campaign to highlight and promote area schools to overcome negative perceptions	No longer valid	Staff recommend to remove
SQ.56	Partner with Dept. of Labor for segment workforce training sessions	Incomplete	Exploring incorporation into Norcross Works program
SQ.57	Establish and promote workforce program(s) to connect local residents with local employers in conjunction with state and local organizations including GA Dept. of Labor, GA Center for Opportunity, Corners Outreach, Great Promise Partnership, and others.	Incomplete	Exploring incorporation into Norcross Works program

Table 4.1 Community Work Program 2022-2024+

Project	Description	Timeframe			Cost Estimates	Responsible Party	Funding Source
		2022	2023	2024+			
LAND USE							
LU.3 Update Town Center LCI Study		●	●		\$40,000	Comm Dev	General Fund
LU.4 Update Norcross Activity Center LCI Study			●	●	\$40,000	Comm Dev	General Fund
LU.5 Seek Plan First designation from DCA	Rewards for good planning with economic incentives and assistance		●		Staff Time	Comm Dev	General Fund
TRANSPORTATION							
<i>Roadway Projects/Intersection Projects/Bike and Ped/Other</i>							
TR.1 Peachtree Street Traffic Calming		●	●		TBD	City Engineer, Public Works, Norcross Police Dept	General Fund and RedSpeed Funds
TR.2 Holcomb Bridge Road Traffic Calming		●	●		TBD	City Engineer, Public Works, Norcross Police Dept	General Fund and RedSpeed Funds
TR.4, 5, 6 Create a repaving strategy and implementation schedule	Continue to refine the City's paving strategy and implementation schedule	●	●	●	TBD	City Engineer, Public Works	General Fund; SPLOST; LMIG

Attachment: DRAFT UPDATE Table 4.1 Community Work Program (22-6406 : Community Work Program

TR.7 US 23/SR 13/Buford Hwy at SR 140/Jimmy Carter Blvd Intersection	Gcint_057		•		\$15,000,000	Gwinnett County	Other
TR.9 Support Gateway85 CID Transportation Improvement efforts, i.e. improvements to JCB at I-85, JCB at Buford Hwy and along Beaver Ruin Rd.		•	•	•	Staff Time	Comm Dev/Gateway85 CID/Gwinnett DOT	Sources other than Norcross
TR.10 Develop a city-wide bicycle and pedestrian master plan and evaluate establishing a sidewalk fund.		•	•		TBD	City Engineer, Public Works	TBD
TR.12 Indian Trail-Lilburn Road Multi-Use Path	Norcross to Lilburn Trail	•	•	•	\$6,756,214	County	ARC, SPLOST
TR. 14 Center Way at I-85 Pedestrian Fencing	Gcbri_201		•	•	\$1,500,000	GDOT, Gwinnett DOT	SPLOST
TR.15 PIB Smart Corridor	HBR to Hall County Line	•	•	•	\$2,600,000	GDOT, Gwinnett DOT	80% GDOT

TR.16 Study the application of smart corridor technology throughout Norcross		•	•		\$50,000	City Engineer, Public Works	TBD
HOUSING							
H.1. 5, 6 Perform a Housing Study and subsequently develop and implement a City Wide Housing Policy		•	•		\$50,000	Comm Dev/Economic Dev	General Fund
H.3, 4 Develop a program to assist residents with improving energy efficiency and air quality in their homes; also develop a program to assist new homeowners with proper property maintenance		•	•	•	TBD	Comm Dev, Econ Dev, Code Enforcement	Partner with other organizations to develop a possible platform for fee based courses

H.9 Participate in and implement recommendations of the GICH/ LiveNorcross Initiative		•	•	•	Staff Time	Comm Dev/Economic Dev	General Fund
ECONOMIC DEVELOPMENT							
<i>Other Projects</i>							
ED.4 Support the small business mentoring program assistance as described in the 2011 Community Choices report		•	•	•	Staff Time	Econ Development augmented by ACE; ARPA and SCORE	In-kind contr. (office space in Community Center)
ED.5 Support Gateway85 CID efforts in Jimmy Carter Boulevard "International Street" Branding and Improvements		•	•	•	Staff Time	Econ Development	N/A
ED.6 Regularly survey town center parking needs		•	•	•	Staff Time	Com Dev/ Public Works/ City Manager's Office	General Fund

ED.12 Expand Economic Development marketing efforts		•	•	•	Staff Time	City Ec. Dev	N/A
ED. 14 Update Norcross bi-fold or create a relocation brochure for new residents		•	•		Staff Time	City Ec. Dev	N/A
ED.16 Find opportunities to connect firms (especially those in target industries) to Norcross high schools		•	•	•	Staff Time	City Ec. Dev	N/A
ED.17 Create an internship portal that links Norcross High School students with area businesses		•	•	•	Staff Time	City Ec. Dev	N/A
ED.19 Launch a voluntary business conservation challenge and recognize participants in an annual event			•	•	Staff Time	City Ec. Dev	N/A

<p>ED.20 Partner with local schools and community organizations to support students and their parents so they can fully engage in the Norcross economy</p>		●	●	●	<p>Staff Time</p>	<p>City Ec. Dev</p>	<p>N/A</p>
<p>SUSTAINABILITY & QUALITY OF LIFE</p>							
<p>SQ.2 Construct gateways (stone columns and signage); Possible use of digital readers for City events and news</p>	<p>Key locations and entry corridors throughout the City</p>	●	●	●	<p>\$65,000 per gateway</p>	<p>PR and Public Works</p>	<p>General Fund</p>
<p>SQ.3 LCI Greenway Segment 1: Downtown Norcross to Beaver Ruin Road/Pinnacle Way (Priority 1 segment)</p>	<p>Central Spine of the greenway</p>	●	●	●	<p>\$11,000,000 total cost</p>	<p>Public Works/City Engineer</p>	<p>SPLOST, ARC, General Fund</p>
<p>SQ.4 LCI Greenway Segment 2: Price Place from Mitchell Road to Beaver Ruin Road (Priority 1 Segment)</p>	<p>Side path project</p>	●	●	●	<p>\$11,000,000 total cost</p>	<p>Public Works/City Engineer</p>	<p>SPLOST, ARC, General Fund</p>

SQ.5 LCI Greenway Priority 1 Segment BMPS	BMPs WP-1, DP-1, WL-1		•	•	TBD	Public Works/City Engineer	SPLOST, ARC, General Fund
SQ.6 Beaver Ruin Creek Stream Restoration	Part of Greenway Project			•	\$8,785,000	Public Works/City Engineer	TBD
SQ.7 Southeast Utility Trail Corridor	Is part of the Buford Highway Master Plan			•	\$1,300,000	County/Comm Dev/Public Works	General Fund
SQ.11 Study needs and opportunities to increase recycling, such as recycling events and additional drop-off options in multifamily developments and for hard-to-recycle materials		•	•	•	Staff Time	Public Works	N/A
SQ.8 Develop an advisory board staffed by representatives of immigrant communities			•		Staff Time	Police	N/A

<p>SQ.13 Expand and support the faith community and city partnership to organize volunteer assistance days for low-income residents facing code violations</p>					Staff Time	Police	N/A
<p>SQ.16 Update Technology Plan</p>					Staff Time	IT	N/A
<p>SQ.17 Participate in programs that address the issues kids deal with and teach soft skills</p>					Staff Time	All Staff	Partner with Programs such as Junior Achievement
<p>SQ.18 Update Parks Master Plan to include one or more linear parks to downtown</p>					TBD	Parks/Comm Dev	General Fund
<p>SQ.24 Implement recommendations from the Local Foods Accountability Model Report</p>					Staff Time	Ec. Dev/Comm Dev	N/A

SQ.26 Promote and partner on Town Center LCI projects		•	•	•	TBD	City & Comm Dev	City, DDA, Developers, TAD, CID, GAFARLF, Equity Fund, Redev Fund, CDBG
SQ.29 Maintain City's LEED and Green Communities Designation		•	•	•	Staff Time	City	General Fund
SQ.31 Develop a Utilities Resiliency and Implementation Plan		•	•	•	TBD	Public Works	CDBG
SQ.32 Plan and construct a Cultural Arts Center				•	TBD	TBD	CDBG
<i>BRE (Business Retention, Recruitment, Expansion)</i>							
SQ.33 Provide ongoing support for BRE		•	•	•	\$75,000 annually	Ec. Dev	General Fund
SQ.34 Re-establish a City/DDA/NDA Revolving Loan Fund for local small business and entrepreneurs		•	•		\$300,000	Ec. Dev	Property Tax; Set-aside (3%) Private Lender - Matching or EDA Grant

<p>SQ.36 Develop and administer annual business owner survey to gauge the needs and opinions of the business community</p>		•	•	•	\$5,000	Ec. Dev	General Fund
<p>SQ.37 Develop and implement Hispanic outreach to learn business needs</p>		•	•	•	Staff Time	Ec. Dev	General Fund
<p>SQ.43 Host City Signature Event: Annual Food & Music/Block Party Festival that will draw in large crowds from around metro Atlanta</p>		•	•	•	\$300,000	Event Manager, PR	Sponsor- ships; Hotel/ Motel Funds; Grants
<p>SQ.45 Implement Phase I: Buford Highway (Portions of Character Areas 6, 7, and 8) Redevelopment</p>		•	•	•	\$500 Million	Comm Dev; Ec. Dev; DDA	Creative Financing; TAD Designation- nation; Bond; SPLOST; EPA grants; EDA grants; State Redev Fund; General Fund

SQ.46 Implement I-85 Activity Center (Character Area 13) Transit-Oriented Development and Gateway Improvement			•	•	TBD	Comm Dev; Ec. Dev; DDA	SPLOST; State Redev Fund; General Fund
SQ.47 Reserve Fund for Purchasing Property; Consider Creating a Land Bank Authority		•	•	•	\$5 Million annually	Ec. Dev; DDA	General Fund; Revitalization-Grants; EDA Grants
SQ.48 Continue ongoing redevelopment of Historic Downtown		•	•	•	TBD	Ec. Dev; DDA; HPC	EPA and DNR Grants
SQ.49 Conduct a Comprehensive Smart City Study and phase in implementation recommendation			•	•	TBD	Ec. Dev/IT	General Fund
SQ.50 Create an Innovation Council to advise the City Council on how to address and apply new technologies			•	•	Staff Time	Comm Dev; Ec. Dev	General Fund

SQ.352 Institute broadband Access Program for Low-income Areas to close the "digital- divide" in Norcross			• •	TBD	Ec. Dev; IT	Special Purpose Vehicle National Telecom. & Information Admin. (NTIA) Grant; General Fund (Match Grant Contr.)
<i>Education and Workforce Development</i>						
SQ.56 Partner with Dept. of Labor for segment workforce training sessions		•	• •	Staff Time	Ec. Dev	General Fund
SQ.57 Establish and promote workforce program(s) to connect local residents with local employers in conjunction with state and local organizations including GA Dept. of Labor, GA Center for Opportunity, Corners Outreach, Great Promise Partnership, and others.		•	• •	TBD	Ec. Dev	General Fund

Table 4.1. Community Work Program

Project	Description	Timeframe						Cost Estimate	Responsible Party	Funding Source
		2019	2020	2021	2022	2023	2024+			
LAND USE										
LU.1 Prepare a new Unified Development Ordinance (UDO)	Revision of currennt Zoning Ordinance and Development Regulations	■						\$260,000	Com Dev	General Fund
LU.2 Create zoning incentives for redevelopment	Part of UDO project	■						NA	Com Dev	General Fund
LU.3 Update Town Center LCI Study					■			\$40,000	Com Dev	General Fund
LU.4 Update Norcross Activity Center LCI Study				■				\$40,000	Com Dev	General Fund
LU.5 Seek PlanFirst designation from DCA	Rewards for good planning with economic incentives and assistance					■		Staff Time	Com Dev	General Fund

Attachment: Table 4.1 Community Work Program (22-6406 : Community Work Program Report of Accomplishments/Modified Community)

Project	Description	Timeframe						Cost Estimate	Responsible Party	Funding Source
		2019	2020	2021	2022	2023	2024+			
TRANSPORTATION										
<i>Roadway Projects</i>										
TR.1 Peachtree Street Traffic Calming from Cochran Drive to Holcomb Bridge Rd	Planning Study					■		TBD	Comm Dev	General Fund
TR.2 Holcomb Bridge Road Traffic Calming from Peachtree Street to Queen Court	Planning Study Implement Traffic Circle Atlantic & HBR					■		TBD	Comm Dev	General Fund
TR.3 Work with Gwinnett County regarding congestion on major corridors		■	■	■	■	■	■	Staff Time	City Engineer, Public Works, City Manager	SPLOST & General Fund
TR.4 Repave Britt Avenue							■	TBD	City Engineer; Public Works	General Fund
TR.5 Repave W Peachtree St							■	TBD	City Engineer; Public Works	General Fund
TR.6 Address draining issued and repave Kelly St and Thrasher St							■	TBD	City Engineer; Public Works	General Fund
<i>Intersection Projects</i>										
TR.7 US 23/SR 13/Buford Hwy at SR 140/Jimmy Carter Blvd Intersection	Gcint_057					■		\$15,000,000	County	SPLOST
TR.8 Vertical Profile Adjustment at Thrasher Street and RR Crossing	NOR_158	■						\$1,200,000	Gwin DOT	SPLOST
TR.9 Support Gateway85 CID Transportation Improvement efforts, i.e. improvements to JCB at I-85, JCB at Buford Hwy and along Beaver Run Rd.		■	■	■	■	■	■	Staff Time	Comm Dev/ Gateway85 CID/ Gwin DOT	General Fund

Attachment: Table 4.1 Community Work Program (22-6406 : Community Work Program Report of Accomplishments/Modified Community)

Project	Description	Timeframe						Cost Estimate	Responsible Party	Funding Source
		2019	2020	2021	2022	2023	2024+			
TRANSPORTATION (CONT'D)										
<i>Bicycle/Pedestrian Projects</i>										
TR.10 Develop a city-wide bicycle and pedestrian master plan and evaluate establishing a sidewalk fund.		■	■					\$75,000	Comm Dev	TBD
TR.11 Medlock Bridge Rd sidewalks Wyntree Dr to PIB	GCsps_34					■		\$160,463	Gwin DOT	TBD
TR.12 Indian Trail-Lilburn Road Multi-Use Path	Norcross to Lilburn Trail				■			\$6,756,214	County	ARC, SPLOST
TR.13 South Peachtree St Sidewalk from Veterans Park to HBR		■						\$50,000	Comm Dev	CDBG
<i>Other Projects</i>										
TR.14 Center Way at I-85 Pedestrian Fencing	Gcbri_201					■		\$1,500,000	GDOT, Gwin DOT	SPLOST
TR.15 PIB Smart Corridor	HBR to Hall Cty Line	■	■					\$2,600,000	GDOT, Gwin DOT	80% GDOT
TR.16 Study the application of smart corridor technology throughout Norcross	Planning Study			■				\$35,000	Comm Dev	TBD

Attachment: Table 4.1 Community Work Program (22-6406 : Community Work Program Report of Accomplishments/Modified Community)

Project	Timeframe						Cost Estimate	Responsible Party	Funding Source
	2019	2020	2021	2022	2023	2024+			
HOUSING									
H.1 Explore feasibility of adopting National Healthy Housing standard or Equivalent		■					Staff Time	Comm Dev	N/A
H.2 Explore adoption of partnership structure to reduce crime in extended stay hotels and multi-family housing	■						Staff Time	Comm Dev, Police/Code Enforcement	N/A
H.3 Develop a pilot program to provide grant-funded incentives for residents to improve energy efficiency and indoor air quality in their homes			■				TBD	Comm Dev	TBD
H.4 Host property management classes to teach owners how to care for investments, improve safety, and improve property values		■	■	■	■	■	Staff Time	Sustainable Norcross	TBD
H.5 Develop mixed Income zoning incentives to address affordable housing - concurrent with new, high- standard design development	■	■	■				Staff Time	Comm Dev	N/A
H.6 Formalize a multi-family housing policy to ensure that new developments are in keeping with the desired vision for the City	■						Staff Time	Comm Dev	N/A
H.7 Review code enforcement regulations and procedures to maintain and improve quality of life	■	■	■	■	■	■	Staff Time	Comm Dev, Police/Code Enforcement	General Fund
H.8 Continue and expand progressive code enforcement program in residential neighborhoods	■	■	■	■	■	■	TBD	City, Police/ Code Enforcement	General Fund
H.9 Participate in and implement recommendations of the GICH/ LiveNorcross Initiative	■	■	■				\$15,000/year Staff Time	Comm Dev Econ Dev	General Fund

Attachment: Table 4.1 Community Work Program (22-6406 : Community Work Program Report of Accomplishments/Modified Community)

Project	Description	Timeframe						Cost Estimate	Responsible Party	Funding Source
		2019	2020	2021	2022	2023	2024+			
ECONOMIC DEVELOPMENT										
ED.1 Provide ongoing support for business recruitment, retention, and expansion initiatives		■	■	■	■	■	■	\$55,000 annually (Economic Development Contract work)	City Ec. Dev	General Fund; Federal Opportunity Zone Fund; New Markets Tax Credits; other sources
ED.2 Develop market analysis tool to help identify and facilitate redevelopment opportunities		■						\$10,000	City Ec. Dev	General Fund
ED.3 Identify property owners of large tracts Buford Hwy. and SE for roundtable and incentives discussion		■	■					Staff Time	City Ec. Dev	N/A
ED.4 Support the small business mentoring program assistance as described in the 2011 Community Choices report	The City will continue to support (through in-kind space allocation in the Community Center) and help to promote the current business mentoring programs offered by ACE and SCORE.	■	■	■	■	■	■	Staff Time	City Ec. Dev Including: ACE Score SBDC	In-kind contr. (office space in Community Center)

Attachment: Table 4.1 Community Work Program (22-6406 : Community Work Program Report of Accomplishments/Modified Community)

Project	Description	Timeframe						Cost Estimate	Responsible Party	Funding Source
		2019	2020	2021	2022	2023	2024+			
ED.5 Support Gateway85 CID efforts in Jimmy Carter Boulevard "International Street" Branding and Improvements		■	■	■	■	■	■	Staff Time	City Ec. Dev	N/A
ED.6 Regularly survey town center parking needs		■	■					Staff Time	Com Dev/ Public Works/ City Manager's Office	General Fund
ED.7 Develop branding and PR strategy			■					Staff Time	Ec. Dev	General Fund
Target Industry Study & Strategic Marketing Plan										
ED.8 Develop target industry brochures		■						TBD	City Ec. Dev	TBD
ED.9 Develop three target industry tours		■						Staff Time	City Ec. Dev	N/A
ED.10 Develop an online community pride campaign themed around the "A Place to Imagine" branding			■	■	■	■	■	Staff Time	City Ec. Dev	N/A
ED.11 Translate marketing materials and other important information into multiple languages		■	■					TBD	City Ec. Dev	TBD
ED.12 Expand Economic Development marketing efforts		■	■					Staff Time	City Ec. Dev	N/A
ED.13 Clarify the process of informing Norcross about leads with regional partners		■						Staff Time	City Ec. Dev	N/A

Attachment: Table 4.1 Community Work Program (22-6406 : Community Work Program Report of Accomplishments/Modified Community)

Project	Description	Timeframe						Cost Estimate	Responsible Party	Funding Source
		2019	2020	2021	2022	2023	2024+			
ECONOMIC DEVELOPMENT (CONT'D)										
ED.14 Update Norcross bi-fold or create a relocation brochure for new residents			■					TBD	City Ec. Dev	TBD
ED.15 Develop a system of one-on-one company visits outside of sector partnership meetings to talk with local businesses about Norcross		■	■	■	■	■	■	Staff Time	City Ec. Dev	N/A
ED.16 Find opportunities to connect firms (especially those in target industries) to Norcross high schools		■	■	■	■	■	■	Staff Time	City Ec. Dev	N/A
Sustainability Plan										
ED.17 Create an internship portal that links Norcross High School students with area businesses		■	■	■				Staff Time	City Ec. Dev	N/A
ED.18 Develop and promote a mentorship program for underrepresented community members to increase access to small business certifications		■	■	■	■	■	■	Staff Time	City Ec. Dev; Sustainable Norcross; Atlanta Electrical Contractors Association	N/A
ED.19 Launch a voluntary business conservation challenge and recognize participants in an annual event				■				Staff Time	City Ec. Dev	N/A

Attachment: Table 4.1 Community Work Program (22-6406 : Community Work Program Report of Accomplishments/Modified Community)

Project	Description	Timeframe						Cost Estimate	Responsible Party	Funding Source
		2019	2020	2021	2022	2023	2024+			
ED.20 Partner with local schools and community organizations to support students and their parents so they can fully engage in the Norcross economy		■	■	■	■	■	■	Staff Time	City Ec. Dev	N/A
SUSTAINABILITY & QUALITY OF LIFE										
SQ.1 Develop school needs – community resources matching tool		■						TBD	City (Ec Dev, IT); Southwest Gwinnett Chamber of Commerce	GCPS; SWGC; IBM
SQ.2 Construct gateways (stone columns and signage); Possible use of digital readers for City events and news.	Locations: HBR @ Town Center LCI boundary w of Queens Ct; JCB @ W Peachtree St; JCB @ S Peachtree St; Mitchell Road @ Buford Hwy; N. Peachtree @ Langford Rd	■	■	■				\$45,000; Undetermined cost for digital readers	Comm Dev/ Public Works	TBD
SQ.3 LCI Greenway Segment 1: Downtown Norcross to Beaver Ruin Road/Pinnacle Way (Priority 1 segment)	The central spine of the greenway; 3.39 miles of greenway from Downtown Norcross to Beaver Ruin Road/ Pinnacle Way	■	■	■	■	■	■	\$5,450,500 (combined with Segment 2)	Public Works / City Engineer	SPLOST, ARC, TBD

Attachment: Table 4.1 Community Work Program (22-6406 : Community Work Program Report of Accomplishments/Modified Community)

Project	Description	Timeframe						Cost Estimate	Responsible Party	Funding Source
		2019	2020	2021	2022	2023	2024+			
SUSTAINABILITY & QUALITY OF LIFE (CONT'D)										
SQ.4 LCI Greenway Segment 2: Price Place from Mithcell Road to Beaver Ruin Road (Priority 1 Segment)	0.38 mi of sidepath the connects Summerour MS from Mitchell Road and from the Beaver Ruin Road Multi-Use trail.					■	■	\$5,450,500 (combined with Segment 1)	Public Works / City Engineer	SPLOST, ARC, TBD
SQ.5 LCI Greenway Priority 1 Segment BMPS	From Concept Plan, BMPs WP-1, DP-1, WL-1					■	■	\$72,000	Public Works / City Engineer	TBD
SQ.6 Beaver Ruin Creek Stream Restoration	Part of Greenway Project					■	■	\$8,785,000	Public Works	TBD
SQ.7 Southeast Utility Trail Corridor	Greenway trail along utility corridor east of Buford Highway, connecting N Norcross Tucker Rd to Beaver Ruin Rd	■	■	■	■	■		\$1,300,000	County/Comm Dev/Public Works	General Fund
SQ.8 Expand the Citizens Police Academy programming and support it by neighborhood				■	■	■	■	Staff Time	Police	N/A
SQ.9 Conduct annual energy, water and waste audits for City buildings and implement retrofits				■	■	■	■	Staff Time	Sustainable Norcross	N/A

Attachment: Table 4.1 Community Work Program (22-6406 : Community Work Program Report of Accomplishments/Modified Community)

Project	Description	Timeframe						Cost Estimate	Responsible Party	Funding Source
		2019	2020	2021	2022	2023	2024+			
SQ.10 Complete the Green Infrastructure Assessment		■						TBD	Public Works	TBD
SQ.11 Study needs and opportunities to increase recycling, such as recycling events and additional drop-off options in multifamily developments and for hard-to-recycle materials and		■						Staff Time	Public Works	N/A
SQ.12 Develop an advisory board staffed by representatives of immigrant communities		■						Staff Time	Comm Dev/Police	N/A
SQ.13 Expand and support the faith community and city partnership to organize volunteer assistance days for low-income residents facing code violations			■					Staff Time	Police	N/A
SQ.14 Create a Volunteer Norcross web platform		■						TBD	Ec. Dev/Police	TBD
SQ.15 Develop Lead Norcross program				■				Staff Time	Ec. Dev.	N/A
SQ.16 Update Technology Plan	Three-year plan		■				■	Staff Time	IT	N/A

Attachment: Table 4.1 Community Work Program (22-6406 : Community Work Program Report of Accomplishments/Modified Community)

Project	Description	Timeframe						Cost Estimate	Responsible Party	Funding Source
		2019	2020	2021	2022	2023	2024+			
SUSTAINABILITY & QUALITY OF LIFE (CONT'D)										
SQ.17 Implement local Next Generation Focus Program	A new program that addresses the issues kids deal with today and teaches soft skills (bank accounts, manage finances, change tires, etc.)	■	■	■	■	■	■	Staff Time	Ec Dev	Grants
SQ.18 Update Parks Master Plan to include one or more linear parks to downtown	Include Fickling Parcel as a part of the update					■	■	\$40,000	Parks/Comm Dev	General Fund
SQ.19 Pursue Bike Friendly Community certification from the League of American Bicyclists							■	Staff Time	Comm Dev	General Fund
SQ.20 Create a Roles & Duties Guide for Norcross Boards and Commissions		■						TBD	Comm Dev	ARC, General Fund
SQ.21 Consider developing a full time event coordinator/ manager position					■			\$60,000	City Manager's Office	General Fund
SQ.22 As part of the new UDO, require developers to donate funds for tree replacement if the replacement can not be done on site		■						Staff time	Comm Dev	General Fund
SQ.23 Pursue Walk Friendly Certification						■	■	Staff Time	Comm Dev	General Fund

Attachment: Table 4.1 Community Work Program (22-6406 : Community Work Program Report of Accomplishments/Modified Community)

Project	Description	Timeframe						Cost Estimate	Responsible Party	Funding Source
		2019	2020	2021	2022	2023	2024+			
SQ.24 Implement recommendations from the Local Foods Accountability Model Report		■	■	■	■	■	■	Staff Time	Ec. Dev/Comm Dev	N/A
SQ.25 Coordinate City-wide GIS system and annually obtain GIS data from the County regarding parcel boundaries and transportation improvements.		■	■	■	■	■	■	\$145,000.00	Information Technology	General Fund
SQ.26 Promote and partner on Town Center LCI projects		■	■	■	■	■	■	TBD	City & Comm Dev	City, Developers, TAD, CID, GAFARLF, Equity Fund, Redev. Fund, CBDG
SQ.27 Manage website		■	■	■	■	■	■	\$10,000	IT/City Clerk	General Fund
SQ.28 Update Five Year Technology Plan annually		■	■	■	■	■	■	Staff Time	IT	General Fund
SQ.29 Maintain City's LEED and Green Communities Designation	Up for renewal every 3 yrs	■			■		■	Staff Time	City	General Fund
SQ.30 Evaluate potential update and maintenance of the City's entry gateways				■				Staff Time	City	General Fund
SQ.31 Relocate utilities underground							■	TBD	Public Works	CDBG
SQ.32 Plan and construct a Cultural Arts Center							■	TBD	TBD	CDBG

Attachment: Table 4.1 Community Work Program (22-6406 : Community Work Program Report of Accomplishments/Modified Community)

Project	Description	Timeframe						Cost Estimate	Responsible Party	Funding Source
		2019	2020	2021	2022	2023	2024+			
SUSTAINABILITY & QUALITY OF LIFE (CONT'D)										
<i>BRE (Business Retention, Recruitment, Expansion)</i>										
SQ.33 Provide ongoing support for BRE		■	■	■	■	■	■	\$75,000 annually	Ec. Dev	General Fund
SQ.34 Re-establish a City/DDA Revolving Loan Fund for local small business and entrepreneurs				■				\$300,000	Ec. Dev	Property Tax; Set-aside (3%) Private Lender - Matching or EDA Grant
SQ.35 Establish Entrepreneur Innovation Hub Development in location(s) to be determined						■		TBD	Ec. Dev	See row below
Notes on Funding Sources for SQ.35: Creative PPP Financing; General Fund; EDA Grant-Regional Innovation Strategies (RIS) Program; EDA; EDA Grant - University Center Economic Dev. Program; Business Imprv District or Special Tax District										
SQ.36 Develop and administer annual business owner survey to gauge the needs and opinions of the business community		■	■	■	■	■	■	\$5,000	Ec. Dev	General Fund
SQ.37 Develop and implement Hispanic outreach to learn business needs		■	■	■	■	■	■	TBD	Ec. Dev	General Fund
SQ.38 Aggressive Film/TV and creative Business Recruitment Along At-PIB and I-85 Act. Ctr. Character Areas to help fill vacant office spaces		■	■	■	■	■	■	\$10,000 annually	Ec. Dev	General Fund

Attachment: Table 4.1 Community Work Program (22-6406 : Community Work Program Report of Accomplishments/Modified Community)

Project	Description	Timeframe						Cost Estimate	Responsible Party	Funding Source
		2019	2020	2021	2022	2023	2024+			
Marketing										
SQ.39 Implement 2018 Strategic Marketing Plan and Targeted Industry Study		■	■	■	■	■	■	\$75,000 annually	Ec. Dev	General Fund; Hotel/ Motel Funds
SQ.40 Hold Annual Media Roundtable Luncheon to increase relationships with metro Atlanta media professionals to garner more positive and earned media coverage for Norcross		■	■	■	■	■	■	\$2,000 annually	Ec. Dev; PR	General Fund
SQ.41 Federal Opportunity Zone Strategic Plan and Investor Outreach to direct investors to project opportunities		■	■	■	■	■	■	\$25,000 yr 1; TBD years following	Ec. Dev	General Fund
SQ.42 Complete Annual Scorecard Report		■	■	■	■	■	■	\$1,500	Ec. Dev	General Fund
SQ.43 Host City Signature Event: Annual Food & Music/Block Party Festival that will draw in large crowds from around metro Atlanta			■					\$300,000	Projects Specialist; PR; Ec. Dev	Sponsorships; Hotel/ Motel Funds; Grants

Attachment: Table 4.1 Community Work Program (22-6406 : Community Work Program Report of Accomplishments/Modified Community)

Project	Description	Timeframe						Cost Estimate	Responsible Party	Funding Source
		2019	2020	2021	2022	2023	2024+			
SUSTAINABILITY & QUALITY OF LIFE (CONT'D)										
<i>Redevelopment</i>										
SQ.44 Implement Phase I: Buford Highway (Portions of Character Areas 6, 7, and 8) Redevelopment Concept Plan			■					\$75,000	Comm Dev; Ec. Dev; DDA	General Funds
SQ.45 Implement Phase I: Buford Highway (Portions of Character Areas 6, 7, and 8) Redevelopment							■	\$500 Million	Comm Dev; Ec. Dev; DDA	Creative Financing; TAD Designation; Bond; SPLOST; EPA Grants; EDA Grants; State Redev. Fund; General Fund
SQ.46 Implement I-85 Activity Center (Character Area 13) Transit-Oriented Development and Gateway Improvement							■	TBD	Comm Dev; Ec. Dev; DDA	SPLOST; State Redev. Fund; General Fund
SQ.47 Reserve Fund for Purchasing Property; Consider creating a Land Bank Authority		■	■	■	■	■	■	\$5 Million annually	Ec. Dev; DDA	General Fund; Revitalization Grants; EDA Grants
SQ.48 Continue ongoing redevelopment of Historic Downtown		■	■	■	■	■	■	TBD	Ec. Dev; DDA; HPC	EPA and DNR Grants

Attachment: Table 4.1 Community Work Program (22-6406 : Community Work Program Report of Accomplishments/Modified Community)

Project	Description	Timeframe						Cost Estimate	Responsible Party	Funding Source
		2019	2020	2021	2022	2023	2024+			
Innovation Initiatives										
SQ.49 Conduct a Comprehensive Smart City Study			■					\$25,000	Ec. Dev/IT	General Fund
SQ.50 Create an Innovation Council to advise the City Council on how to address and apply new technologies	Council will report annually at the Council Retreat	■	■	■	■	■	■	Staff Time	Comm Deve; Ec. Dev	General Fund
SQ.51 Conduct Comprehensive Smart City Study Phase Implementation							■	TBD	Ec. Dev/IT	Creative Financing; Special Purpose Vehicle National Telecom. & Information Admin. (NTIA) Grant; General Fund (Match Grant Contr.)
SQ.52 Institute broadband Access Program for Low-income Areas to close the “digital-divide” in Norcross							■	TBD	Ec. Dev; IT	Special Purpose Vehicle National Telecom. & Information Admin. (NTIA) Grant; General Fund (Match Grant Contr.)

Attachment: Table 4.1 Community Work Program (22-6406 : Community Work Program Report of Accomplishments/Modified Community)

Project	Description	Timeframe						Cost Estimate	Responsible Party	Funding Source
		2019	2020	2021	2022	2023	2024+			
SUSTAINABILITY & QUALITY OF LIFE (CONT'D)										
<i>Housing/Neighborhood Revitalization</i>										
SQ.53 Implement LiveNorcross: Hire Housing Manager to develop and implement ongoing housing and neighborhood stabilization programs				■				\$150,000	Comm Dev; Ec. Dev	General Fund; Revitalization Grants
<i>Education & Workforce Development</i>										
SQ.54 Explore college/university satellite office to assist more residents in obtaining certificates and higher education degrees			■					Staff time	Ec. Dev	N/A
SQ.55 Administer Norcross Schoolhouse Rock PR Campaign to highlight and promote area schools to overcome negative perceptions			■					TBD	Ec. Dev; PR	Sponsorships; Gwinnett County Public Schools
SQ.56 Partner with Dept. of Labor for segment workforce training sessions		■	■	■	■	■	■	Staff Time	Ec. Dev	General Fund
SQ.57 Establish and promote workforce program(s) to connect local residents with local employers in conjunction with state and local organizations including GA Dept. of Labor, GA Center for Opportunity, Corners Outreach, Great Promise Partnership, and others.			■					TBD	Ec. Dev	General Fund

Attachment: Table 4.1 Community Work Program (22-6406 : Community Work Program Report of Accomplishments/Modified Community)



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

City of Norcross

Legislation Details (With Details)

File #:	22-6408	Version:	
Type #:	Agenda Item	Status:	Agenda Ready
On Agenda:	2/21/2022 6:30 PM	In Control:	Policy Work Session
Title:	Alcoholic Beverages Ordinance		

Sponsors:

Code Sections:

Attachments:

1. [Agenda Report - Alcoholic Beverage Ordinance](#)
2. [Amendment to Chapter 4 - Alcohol Beverage](#)

Title

Alcoholic Beverages Ordinance

Drafter

Mary Beth Bender



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

Agenda Report

To: Mayor and Council
From: Madison Chucci
Agenda: February 21, 2022 – Policy Work Session
Agenda #: 22-6408
Item: Alcoholic Beverages Ordinance
CC: Eric Johnson

Recommendation: Proceed with the attached amendment to the City Code of Ordinances, Article 1 of Chapter 4 entitled “Alcoholic Beverages,” to repeal conflicting ordinances.

Background: Special events within the city allow for the option of a temporary alcohol license to be issued to an approved vendor, following approval from Mayor and Council by way of resolution to the Norcross Code of Ordinances, Chapter 4, Sections 4-5 and 4-7. The amendment to the City Code of Ordinances approves the issuing of an alcohol permit for the sake of distilled spirits, beer, malt beverages, and/or wine on city property during special events. This will eliminate the multiple resolutions that are created each year.

Financial Impact: N/A

Consistent with Comprehensive Plan? Yes, this falls under Sustainability & Quality of Life. The City of Norcross takes pride in providing a high quality of life for its residents. Special events add to the social health, well-being and overall quality of life for our residents.

Next Steps: Issue Alcohol Permit

Attachments: Amendment to the city code of ordinances, article 1 of chapter 4 entitled “alcoholic beverages,” to repeal conflicting ordinances; to provide for an effective date, and for other purposes as stated herein.

ORDINANCE NO. ___ -2022

**AN AMENDMENT TO THE CITY CODE OF ORDINANCES, ARTICLE I OF
CHAPTER 4 ENTITLED “ALCOHOLIC BEVERAGES,”
TO REPEAL CONFLICTING ORDINANCES; TO PROVIDE FOR AN EFFECTIVE
DATE, AND FOR OTHER PURPOSES AS STATED HEREIN:**

WHEREAS, the City Council finds that the adoption of a new and revised Alcoholic Beverages Ordinance is in the best interest of the City of Norcross to protect the health, safety, and welfare of its residents, visitors, and workers.

ENACTING CLAUSE. The Mayor and City Council of the City of Norcross, Georgia, hereby ordain 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.

Article I, entitled “In General” of Chapter 4 of the Code of Ordinances of the City of Norcross entitled “Alcoholic Beverages” is hereby amended as follows:

- A. By deleting Article I, sections 4-1 through 4-8 of Chapter 4, Article I, and section 4-45 of Chapter 4, Article II in their entirety, renumbering sections 4-46 through 4-56 as sections 4-45 through 4-55 in Chapter 4, Article II, and substituting new Sections 4-1 through 4-10 in Chapter 4, Article I, which sections read as follows:

“Chapter 4 ALCOHOLIC BEVERAGES

ARTICLE I. IN GENERAL

Sec. 4-1. Consumption in public places.

No person shall consume any alcoholic beverage while in or upon public streets, alleys, sidewalks, parking lots, or other public ways within the city except as specifically permitted in this Article.

Sec. 4-2. Open containers—Vehicles.

No person shall have in his/her possession an open container containing alcohol within or on a motor vehicle, including motorcycles, while parked or standing on a public street or public parking lot in the city, or while such vehicle is in motion.

Sec. 4-3. No Open Containers in Public or Outside Consumption of Alcoholic Beverages Except as Specifically Permitted in this Article.

- (a) No person shall be in possession of any glass, can or open container containing alcohol on any thoroughfare, street, sidewalk, alley, parking lots or any other public way within the city, except as specifically permitted in this Article.
- (b) It is prohibited for customers to leave the premises of any retail consumption dealer, wholesale dealer, or retail dealer or any other establishment engaged in the business of selling alcoholic beverages with any open alcoholic beverages, and it is the licensee's responsibility to ensure that no open beverages are sold and carried out, except as specifically permitted in this Article.
- (c) It is prohibited for customers to gather outside any retail consumption dealer, wholesale dealer, or retail dealer or any other establishment engaged in the business of selling alcoholic beverages and consume alcoholic beverages except as specifically permitted in this Article.
- (d) It is prohibited for the manager or any employee of any retail consumption dealer, wholesale dealer, or retail dealer or any other establishment engaged in the business of selling alcoholic beverages to allow persons to gather outside said establishment and consume alcoholic beverages except as specifically permitted in this Article.

Sec. 4-4. Consumption, possession of alcoholic beverages on city property.

No person shall consume or have in his/her possession any alcoholic beverage on property owned by the city which shall include, but is not limited to, city streets, city sidewalks, municipal buildings, recreational areas, and municipal parks; provided however,

- (a) This section shall not apply to the inside consumption of alcoholic beverages within city-owned buildings including the community center, the welcome center, the city arts center/rectory, the kudzu, and the train depot buildings as permitted by the City Manager or his/her designee;
- (b) This section shall not apply to the outside consumption of alcoholic beverages in Discovery Garden Park as permitted in section 4-5.
- (c) This section shall not apply to the outside consumption of alcoholic beverages within the Downtown Dining District as permitted in section 4-6.
- (d) This section shall not apply to the outside consumption of alcoholic beverages during Special Events authorized by a Special Event License under section 4-7.

Sec. 4-5 Exceptions --- Discovery Garden Park.

- (a) The provisions of sections 4-1, 4-3, and 4-4 shall not apply to the outside consumption of alcoholic beverages by the public in Discovery Garden Park on weekdays between the

hours of 5:00 p.m. to 10:00 p.m., Saturdays from 1:00 p.m. to 10:00 p.m. and Sundays from 2:00 p.m. to 8:00 p.m., and the following provisions shall control:

- (1) All alcoholic beverages must be consumed from a paper or plastic cup, or other container other than a can, bottle, or glass. No person shall consume more than one such alcoholic beverage at a time.
 - (2) Size limited to 16 fluid ounces. No person shall hold in his/her possession any open alcoholic beverage container which exceeds 16 fluid ounces in size.
 - (3) Drinking from can, bottle, or glass prohibited. It shall be unlawful for any person to drink or attempt to drink any alcoholic beverage from a can, bottle, or glass or to possess in an open can, bottle, or glass any alcoholic beverage at any time.
 - (4) No retail sales of alcoholic beverages shall be permitted within Discovery Garden Park unless specifically authorized by a Special Event License under section 4-7.
- (b) These hours may be further restricted for specific events where the public consumption of alcoholic beverages is not deemed appropriate by the City Manager or his/her designee. Notices shall be posted at Discovery Garden Park during the events for which the consumption of alcoholic beverages is not permitted.

Sec. 4-6. Exceptions—Downtown Dining District—Outside Consumption of Alcoholic Beverages Permitted.

- (a) The Mayor and Council may, by resolution, designate a downtown dining district as a specifically authorized and pedestrian oriented area of the city that applies to all establishments holding a valid license for retail consumption of alcoholic beverages on the premises within such area to dispense and/or serve an alcoholic beverage for carry out purposes, provided all other laws, rules and ordinances are followed.
- (b) Within the downtown dining district, the provisions of sections 4-1, 4-3, and 4-4 shall not apply and the following provisions shall control:
 - (1) One drink on-street limit. Any establishment licensed to dispense alcoholic beverages by the drink for consumption on the premises is authorized to dispense an alcoholic beverage in a paper or plastic cup, or other container other than a can, bottle, or glass, for removal from the premises; provided, however, that no establishment shall dispense to any person more than one such alcoholic beverage at a time for removal from the premises, and no person shall remove at one time more than one such alcoholic beverage from the licensed premises.
 - (2) Size limited to 16 fluid ounces. No container in which an alcoholic beverage is dispensed and removed from the licensed premises shall exceed 16 fluid ounces in size. No person shall hold in his/her possession on the streets and sidewalks, in parks and squares, or in other public places within the defined area any open alcoholic beverage container which exceeds 16 fluid ounces in size.

- (3) Drinking from can, bottle, or glass prohibited. It shall be unlawful for any person to drink or attempt to drink any alcoholic beverage from a can, bottle, or glass or to possess in an open can, bottle, or glass any alcoholic beverage on the streets, sidewalks, rights-of-way, and parking lots, whether public or private.
- (c) No alcoholic beverage purchased pursuant to this provision may be consumed outside of the downtown dining district, or upon any private property, without the express consent of the private property owners.
- (d) No alcoholic beverage purchased within the downtown dining district pursuant to this provision shall be consumed within the downtown dining district on the streets, sidewalks, rights-of-way, and/or parking lots, whether public or private, prior to 12:00 p.m. or later than 12:00 a.m. or during such other times and at such other locations as specifically authorized by a Special Event License under section 4-7.
- (e) The City Manager or his/her designee and/or the Chief of Police may immediately suspend the outside consumption of alcoholic beverages for if either or both of them has determined that continued outside consumption of alcoholic beverages may endanger the health, welfare, or safety of the public. Such outdoor consumption of alcoholic beverages shall not resume until the City Manager or his/her designee and the Chief of Police has determined that the danger to the public has passed.

Sec. 4-7. Exceptions — Licensed Special Events.

- (a) The City Council has determined that the provisions of sections 4-1, 4-3, and 4-4 shall not apply during special events held on city property (city streets, city sidewalks, municipal buildings, city leaseholds, recreational areas, and municipal parks and/or on city streets closed to motor vehicle traffic for the duration of the special event) at such locations and at such times as specifically designated and as approved by the City Manager or his/her designee (a “Special Event”).
- (b) A special event license for a Special Event (hereinafter a “Special Event License”) may be issued by the City Manager or his/her designee for a Special Event for the sale and outside consumption of alcoholic beverages for the duration of the event at such places and during such times that are specifically designated and approved by the City Manager or his/her designee.
- (c) ***Special Events within the Downtown Dining District.*** The outside consumption of alcoholic beverages shall be permitted for Special Events held within the Downtown Dining District subject to the limitations on the outside consumption of alcoholic beverages set forth in section 4-6 for the duration of the Special Event. In addition, the City Manager or his/her designee may also permit the sale and consumption of alcoholic beverages during the Special Event for:
 - (1) Sidewalk Sales as set forth in section 4-8; and/or
 - (2) Mobile Alcohol Concessions sales as set forth in section 4-9.

- (d) ***Special Events outside the Downtown Dining District.*** The outside consumption of alcoholic beverages may be permitted for Special Events held on City Property (city parks, sidewalks, buildings or on City Streets closed to motor vehicle traffic) held outside of the Downtown Dining District, provided that:
- (1) All alcoholic beverages must be consumed from a paper or plastic cup, or other container other than a can, bottle, or glass. No person shall consume more than one such alcoholic beverage at a time.
 - (2) Size limited to 16 fluid ounces. No person shall hold in his/her possession any open alcoholic beverage container which exceeds 16 fluid ounces in size.
 - (3) Drinking from can, bottle, or glass prohibited. It shall be unlawful for any person to drink or attempt to drink any alcoholic beverage from a can, bottle, or glass or to possess in an open can, bottle, or glass any alcoholic beverage at any time.
 - (4) In addition, the City Manager or his/her designee may also permit the sale and consumption of alcoholic beverages during the Special Event for Mobile Alcohol Concessions sales as set forth in section 4-9.
 - (5) Sidewalk Sales as set forth in section 4-8 are not permitted outside the Downtown Dining District,
- (e) The person applying for the Special Event License shall pay the fees as adopted by city council in the schedule of fees and kept on file in the City Clerk's office.
- (f) The Special Event Licensee shall be required to comply with all general ordinances and the licensing and regulations for a consumption on the premises establishment with the exception of the full-service kitchen requirement.
- (g) As a condition on the issuance of the Special Event License, the Special Event Licensee shall indemnify and hold the city, its employees, and elected officials harmless from claims, demand or cause of action which may arise from activities associated with the special event.
- (h) As a condition of the issuance of the Special Event License, the Special Event Licensee may be required to obtain comprehensive general liability insurance coverage and such other insurance coverage with such limits as the City Manager or his/her designee deems reasonable and appropriate for the duration of the Special Event. All such insurance shall name the city, its employees, and elected officials as additional insureds. If insurance is required, the Special Event Licensee shall produce a certificate of insurance from an insurance carrier acceptable to the city prior to the issuance of the Special Event License.
- (i) The Special Event shall meet the following criteria prior to the issuance of a license to sell alcoholic beverages:
- (1) The Special Event must have the prior approval of the Chief of Police on crowd control, traffic control measures and security measures.

- (2) The location at which the Special Event is to take place shall be located within the Downtown Dining District or on City Property (city parks, sidewalks, buildings or on City Streets closed to motor vehicle traffic), and shall be approved by the City Manager or his/her designee and the location must be properly zoned and approved by the Community Development Director.
- (3) If the Special Event takes place within the Downtown Dining District, the rules for the outside consumption of alcoholic beverages within the Downtown Dining District set forth in Section 4-6 (b) shall apply for the duration of the Special Event. If the Special Event takes place outside of the Downtown Dining District, the rules for the outside consumption of alcoholic beverages set forth in Section 4-7 (d) shall apply for the duration of the Special Event.
- (j) The City Manager or his/her designee may immediately revoke any Special Event License, outdoor sales permit and/or mobile alcohol concessions license if he or the Chief of Police has determined that continued alcohol sales may endanger the health, welfare, or safety of the public.
- (k) Nothing contained herein shall be construed to create a vested right for any person to be issued a Special Event License.

Sec. 4-8. Exceptions for permits issued for sidewalk sales of alcoholic beverages during a designated Special Event in the Downtown Dining District.

- (a) During a Special Event held within the Downtown Dining District where one or more city streets are closed for the duration of the event, and the City Manager or his/her designee has issued a Special Event License pursuant to section 4-7, said License may also provide that any establishment licensed to dispense alcoholic beverages by the drink for consumption on the premises may apply to the city for a permit (hereinafter a "temporary outdoor sales permit") to set up a temporary booth, stand, kiosk or tent for the sale of alcoholic beverages (a "temporary bar") on city sidewalks, city leaseholds or other city property immediately adjacent to said establishment for the duration of the Special Event, subject to the limitations on the outside consumption of alcoholic beverages set forth in section 4-6 and further subject to the following conditions:
 - (1) Said temporary bar shall be located on the sidewalk immediately adjacent to or in front of said establishment; or
 - (2) Said temporary bar shall be located on a public or private parking lot immediately adjacent to said establishment; provided however;
 - (3) No temporary bar may be permitted on any public street or in any designated parking area on any public street unless the streets are closed for the duration of the Special Event;

- (4) The location, size, and configuration of said temporary bar shall be approved by the City Manager or his/her designee and must be properly zoned and approved by the Community Development Director.
- (b) The establishment applying for the temporary outdoor sales permit shall pay the fees as adopted by city council in the schedule of fees and kept on file in the City Clerk's office.
- (c) The temporary outdoor sales permittee shall be required to comply with all general ordinances and the licensing and regulations for a consumption on the premises establishment.
- (d) All employees of the temporary outdoor sales permittee working the establishment's temporary bar dispensing, selling, serving, taking orders, or mixing alcoholic beverages shall be required to have a pouring permit.
- (e) As a condition on the issuance of the temporary outdoor sales permit, the permittee shall indemnify and hold the city, its employees, and elected officials harmless from claims, demand or cause of action which may arise from activities associated with the Special Event and/or the operation of the temporary bar.
- (f) As a condition of the issuance of the temporary outdoor sales permit, the establishment holding the temporary outdoor sales permit shall be required to obtain comprehensive general liability insurance coverage and such other insurance coverage with such limits as the City Manager or his/her designee deems reasonable and appropriate for duration of the Special Event. All such insurance shall name the city, its employees, and elected officials as additional insureds. The establishment holding the temporary outdoor sales permit shall produce a certificate of insurance from an insurance carrier acceptable to the city prior to the issuance of the Special Event License.
- (g) The temporary outdoor sales permittee shall obtain written approval from Chief of Police for crowd control, pedestrian traffic control and security measures.
- (h) The City Manager or his/her designee may immediately revoke any or all temporary outdoor sales permits issued for an event if he or the Chief of Police has determined that continued alcohol sales may endanger the health, welfare, or safety of the public.
- (i) All of the licensee's temporary booth, stand, kiosk, tables, tents and other property and equipment shall be removed from the sidewalk by 8 a.m. of the day after the expiration of the temporary outdoor sales permit.
- (j) Nothing contained herein shall be construed to create a vested right for any establishment to be issued a temporary outdoor sales permit.
- (k) Temporary bars are not permitted on city sidewalks, city leaseholds or other city property outside of the Downtown Dining District at any time.

Sec. 4-9. Exceptions—Mobile Alcohol Concessions Sales during a designated Special Event.

- (a) During a Special Event, whether held inside or outside of the Downtown Dining District, the City Manager or his/her designee may issue one or more a temporary mobile alcohol concessions licenses for mobile alcohol concessions for mobile concession trucks and trailers for the sale of distilled spirits, beer, malt beverages and/or wine on city property or on city streets closed for the duration of the Special Event (Hereinafter a "Temporary Mobile Alcohol Concessions License") to one or more persons, subject to the limitations on the outside consumption of alcoholic beverages set forth in section 4-7 (d) for the duration of the Special Event, and further subject to the following conditions:
- (1) The location and duration of the mobile alcohol concessions must have the prior approval of the Chief of Police on crowd control, traffic control measures and security measures; and
 - (2) The location and duration of the mobile alcohol concessions must be approved by the City Manager or his/her designee and the location must be properly zoned and approved by the Community Development Director.
- (b) Mobile alcohol concessions are not permitted to sell food or other products and shall not be issued a food truck permit. Food trucks are not permitted to sell any alcoholic beverages.
- (c) The person applying for the Temporary Mobile Alcohol Concessions License shall pay the fees as adopted by city council in the schedule of fees and kept on file in the City Clerk's office.
- (d) The Temporary Mobile Alcohol Concessions Licensee shall be required to comply with all general ordinances and the licensing and regulations for a consumption on the premises establishment with the exception of the full-service kitchen requirement.
- (e) All employees or volunteers of the Temporary Mobile Alcohol Concessions Licensee, working in any position dispensing, selling, serving, taking orders, or mixing alcoholic beverages, shall be required to obtain a pouring permit for the Special Event; provided however, that the City Manager or his/her designee may, in his/her discretion, specify in said Temporary Mobile Alcohol Concessions License that up to ten (10) employees or volunteers of the Temporary Mobile Concessions licensee shall be permitted to dispense, sell, serve, taking orders, or mix alcoholic beverages on the condition that they are continuously under the supervision of one or more persons that have obtained a pouring permit for the duration of the Special Event.

- (f) The City Manager or his/her designee may immediately revoke any Temporary Mobile Alcohol Concessions License if he or the Chief of Police has determined that continued alcohol sales may endanger the health, welfare, or safety of the public.
- (g) As a condition on the issuance of the Temporary Mobile Alcohol Concessions License, the licensee shall indemnify and hold the city, its employees, and elected officials harmless from claims, demand or cause of action which may arise from activities associated with the Special Event and/or the operation of the mobile alcohol concession.
- (h) As a condition of the issuance of the Temporary Mobile Alcohol Concessions License, the Licensee shall be required to obtain comprehensive general liability insurance coverage and such other insurance coverage with such limits as the City Manager or his/her designee deems reasonable and appropriate for duration of the Special Event. All such insurance shall name the city, its employees, and elected officials as additional insureds. The Licensee shall produce a certificate of insurance from an insurance carrier acceptable to the city prior to the issuance of the Special Event License,
- (i) Nothing contained herein shall be construed to create a vested right for any establishment to be issued a Temporary Mobile Alcohol Concessions License.
- (j) The Temporary Mobile Alcohol Concessions Licensee shall obtain written approval from Chief of Police for crowd control, pedestrian traffic control and security measures.
- (k) The City Manager or his/her designee may immediately revoke any or all Temporary Mobile Alcohol Concessions Licenses issued for an event if it is determined that continued alcohol sales may endanger the health, welfare, or safety of the public.
- (l) All of the Licensee's mobile trucks, trailers and other property and equipment shall be removed by 8 a.m. of the day after the expiration of the Temporary Mobile Alcohol Concessions License.
- (m) Nothing contained herein shall be construed to create a vested right for any person to be issued a Temporary Mobile Alcohol Concessions License.

Sec. 4-10. Revocation of Special event Licenses and Permits by City Council.

The mayor and City Council of the City of Norcross retain the right to revoke any license or permit issued by the City Manager or his/her designee pursuant to this Article at any time up to thirty (30) days prior to the start of such scheduled Special Event for any reason. Licenses and permits issued pursuant to this Article grant only a privilege to the licensee/permittee and shall not create any vested right or a property interest in the licensee/permittee.”

II. SEVERABILITY.

In the event that any section, subsection, sentence, clause, or phrase of this Ordinance shall be declared or adjudged invalid or unconstitutional, such adjunction shall in manner affect the other sections, sentences, clauses, or phrases of this Ordinance, which shall remain in full force and effect, as if the section, subsection, sentence, clause, or phrase so declared or adjudged invalid or unconstitutional were not originally part thereof.

III. REPEALER.

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

IV. 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 _____, 2022.

Craig Newton, Mayor

ATTEST:

Monique Lang, City Clerk

Attachment: Amendment to Chapter 4 - Alcohol Beverage (22-6408 : Alcoholic Beverages Ordinance)



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

City of Norcross

Legislation Details (With Details)

File #:	22-6409	Version:	
Type #:	Agenda Item	Status:	Agenda Ready
On Agenda:	2/21/2022 6:30 PM	In Control:	Policy Work Session
Title:	Electric Infrastructure Cost Recovery		

Sponsors:

Code Sections:

Attachments:

1. [Agenda Report - Electric Infrastructure Cost Recovery](#)

Title
Electric Infrastructure Cost Recovery

Drafter
Mary Beth Bender



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

Agenda Report

To: Mayor and Council
From: Mary Beth Bender, Assistant City Manager, Director of PWUP
Agenda: February 21, 2022 – Policy Work Session
Agenda #: 22-6409
Item: **Electric Infrastructure Cost Recovery**
CC: Eric Johnson

Recommendation

Authorize recovery of electric infrastructure costs associated with new development.

Background

Norcross Power installs infrastructure to include transformers, conduit, pedestals, primary & secondary cable along with installation free of charge in new developments. The cost of that infrastructure is recovered through electric rates. After consulting nearby municipal electric utilities (Lawrenceville, Buford and Monroe), staff learned they are currently using a form of infrastructure cost recovery.

How would it work?

The developer will submit a plan to Norcross Power. An associated cost will be calculated and provided to the developer for review. Costs must be paid before infrastructure is to be installed.

Financial Impact

Recovering the cost of electric infrastructure from new developments allows those funds to be used for additional contracted maintenance of the City's electric infrastructure (e.g., tree trimming, wood pole testing, transformer inspection, detailed mapping) and/or to reduce the cost for electric service to existing customers.

On a selective basis, the cost of electric infrastructure could be waived on economic development projects where there is an anticipated payback to the Electric Fund from increased electricity sales within a reasonably short period – providing a tool for the City's economic development "tool kit."

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>

Consistent with Comprehensive Plan?

This action is consistent with the City's Comprehensive plan. This is in agreement with Goal 2 of the Comprehensive Plan; Continue to strengthen Norcross as a livable, inclusive, and Safe Environment. By recovering infrastructure costs, Norcross Power will be able to invest more in maintenance needs and/or rely on lower rates, both of which are beneficial to our community.

Next Steps

Following Council authorization, the Community Development & Planning Department will alert Norcross Power when prospective developers have submitted applications for new construction. Developers must then submit lot details for electric infrastructure pricing.



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

City of Norcross

Legislation Details (With Details)

File #:	22-6410	Version:	
Type #:	Agenda Item	Status:	Agenda Ready
On Agenda:	2/21/2022 6:30 PM	In Control:	Policy Work Session
Title:	Norcross Power Rates		

Sponsors:

Code Sections:

Attachments:

1. [Agenda Report- Norcross Power Rates](#)

Title
Norcross Power Rates

Drafter
Mary Beth Bender



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

Agenda Report

To: Mayor and Council
From: Mary Beth Bender
Agenda: February 21, 2022 – Policy Work Session
Agenda #: 22-6410
Item: Norcross Power Rates
CC: Eric Johnson

Recommendation: Eliminate the previously planned 2022 electric rate increases that had been suspended pending a rate study by Electric Cities of Georgia (ECG) and direct that future rate increases be considered as part of the City’s annual budget process.

Background: In November 2019, the City Council authorized a series of annual 1.9% electric rate increases based on an analysis by ECG. In September 2021, the City Council delayed the previously approved January 1, 2022 rate increase, which had not been budgeted, in order to allow ECG to complete a rate study. That study has been completed and it shows that a rate increase in 2022 can be eliminated, despite the impact on future years’ revenues.

During discussion in an ECG “Lunch ‘n Learn” held for the Mayor and City Councilmembers, it was suggested that electric rates be considered during the City’s annual budget process (where other revenue issues are discussed as well as upcoming funding needs).

Financial Impact: The impact of a proposed rate increase for 2022 was not formally adopted in the current FY22 budget so no amendment of the budget is required.

Consistent with Comprehensive Plan? Yes, it agrees with Goal 2 of the Comprehensive Plan; Continue to strengthen Norcross as a livable, inclusive, and Safe Environment. Quality of Life initiatives are impacted by utility rates. A rate study will ensure we are holding true to the sustainable and livable character of the City by justifying an increase or decrease in electric rates.

Next Steps: Rates for FY 23 will be discussed as part of the FY 23 budget process. Based on the recent ECG analysis, future rate increases are still anticipated as part of transitioning the City's rate structure to the impact of Vogtle Nuclear Units 3 and 4 coming online. The delay in those projects and their associated costs has facilitated current actions.



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

City of Norcross

Legislation Details (With Details)

File #:	22-6407	Version:	
Type #:	Agenda Item	Status:	Agenda Ready
On Agenda:	2/21/2022 6:30 PM	In Control:	Policy Work Session
Title:	Thrasher Park Playground		

Sponsors:

Code Sections:

Attachments:

1. [Agenda Report - Thrasher Park Playground](#)

Title

Thrasher Park Playground

Drafter

Councilmember Josh Bare



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

Agenda Report

To: Mayor and Council
From: Councilmember Josh Bare
Agenda: February 21, 2022 – Policy Work Session
Agenda #: 22-6407
Item: Thrasher Park Playground
CC: Eric Johnson

Recommendation: Proceed with a Request for Proposal for a new playground at Thrasher Park.

Background: The Thrasher Park playground was updated in 2009. As one of our more popular playgrounds, it has handled a large volume of visitors for over 13 years. Several of the playground components have been replaced and will continue to need replacement. Also, as we replace playground pieces or create new designs, we should always consider incorporating ADA components.

Financial Impact: SPLOST 2023

Consistent with Comprehensive Plan? Yes, this falls under Sustainability & Quality of Life. The City of Norcross takes pride in providing a high quality of life for its residents. Parks and playgrounds add to the social health, well-being, and overall quality of life for our residents. Our parks and playgrounds attract visitors, families, and business alike and are considered a destination spot that provides a tremendous positive economic benefit for the Norcross community.

Next Steps: Issue Request for Proposal



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

City of Norcross

Legislation Details (With Details)

File #:	22-6411	Version:	
Type #:	Agenda Item	Status:	Agenda Ready
On Agenda:	2/21/2022 6:30 PM	In Control:	Policy Work Session
Title:	Reclassification of Existing Position		

Sponsors:

Code Sections:

Attachments:

1. [Agenda Report - Reclassification](#)
2. [Job Description - Assistant to the City Manager](#)

Title

Reclassification of Existing Position

Drafter

Eric Johnson



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

Agenda Report

To: Mayor and Council
From: Eric Johnson, City Manager
Agenda: February 21, 2022 – Policy Work Session
Item #: 22-6411
Item: Reclassification of Existing Position

Recommendation

Approve reclassification of a budgeted direct report to the City Manager to Assistant to the City Manager.

Background

As discussed during the budget process, a vacant position formerly titled Special Projects Manager will be reclassified to Assistant to the City Manager. The Assistant to the City Manager classification was included in the Compensation Salary Study and Survey conducted by Evergreen Solutions, resulting in a paygrade of 106, which is comparable to an Executive Assistant.

The new classification is comparable to one found in other cities and creates a potential for succession to senior management positions.

While reclassification of existing, budget positions is typically under the purview of an appointed city or county manager, there has been disagreement over the interpretation of the City Charter in relation to reclassifications. In order to move forward without delay, this request is being made with the expectation that the authority of the city manager to authorize future reclassifications will be resolved. Of note, this same position was reclassified by the former city manager.

Financial Impact

None. This position was budgeted.

Consistent with Comprehensive Plan?

There is no specific tie-in to the Comprehensive Plan.

Next Steps

Not applicable

Attachments

Eric Johnson Objectives for 2022

Update

Not applicable

Position Title: Assistant to the City Manager

The City of Norcross is looking for a full-time Assistant to the City Manager. This position requires the ability to work independently and take initiative. Supports the City Manager and Assistant City Manager with administrative and operational functions. This position works on special projects and handles difficult, diverse, and confidential administrative duties. This position performs assigned tasks in a highly sensitive and rapidly changing environment. Performs tasks that require specialized, technical, and functional expertise to offer data-based recommendations for the development, implementation, and administration of policies, procedures, and programs. Special projects will be city-wide and require that the employee have a thorough knowledge of personnel and operations of all departments.

Essential Duties and Responsibilities:

- Serves as a liaison for the Office of the City Manager by responding to public inquiries, concerns, and/or complaints and making calendar appointments. Reviews determine the priority and routes communication to the applicable department in a professional, effective, and timely manner.
- Provides administrative and analytical support to the City Manager such as preparing memoranda, correspondence, and other documents and reports, often of a highly sensitive and confidential nature. Ensures materials and reports for signature are accurate and complete.
- Implements and manages projects as assigned by handling competing priorities on multiple projects with tight deadlines. Provides reports on the progress and feasibility of assigned projects throughout the projects.
- Assists in developing and compiling the annual budget. Actively seeks out opportunities for revenue generation and budget savings, including grants. Collaborates with department personnel in providing cost-effective services to the public in support of performance measurement and performance management techniques to meet department and individuals' measurable goals.
- Assists with employee development in the areas of leadership, career, training, or personal growth to better the organization.
- Contributes to the needs of the community and City by implementing and causing others to implement the organization's values and strategies by keeping the mission, vision, and values of the city at the forefront of decision making and action while being mindful of day-to-day operations and leading by example, competency, and accountability.
- Selects adapts and applies appropriate research and statistical techniques. Gathers and analyzes data and information from various sources on a variety of specialized topics in areas of fiscal policy, personnel, municipal operations and makes recommendations regarding staffing, equipment, and facility needs.
- Supports the implementation, evaluation, and interpretation of department policies, projects, and procedures to accomplish strategic and organizational goals by exercising independent judgment within defined policy guidelines.
- Prepares reports, memos, verbal updates, or emails on matters of significance to Mayor and City Council at the direction of the City Manager with a focus on communications from the City Manager's Office to staff and the community.

- Attends and participates in City Council meetings and public hearings to discuss and develop recommendations and assists in the preparation of ordinances and other supporting program documents.
- Establishes and maintains effective working relationships with city, county, state, and federal representatives.
- Serves as the management liaison to various boards, committees, and citizen advisory groups, as assigned.
- May supervise, train, evaluate and select assigned staff as directed by the City Manager.
- Represents the City Manager and/or the Assistant City Manager at meetings as directed.
- Performs other duties as requested, directed, or assigned.

Education and/or Work Experience Requirements:

Bachelor's degree in public administration, business administration, economics, finance, or closely related field. A Master's degree in public administration or business administration is preferred. Two years of administrative or management experience in government. Any combination of experience and education that meets the requirements of the job.

Special Requirements:

Possession of a valid State of Georgia driver's license and a satisfactory Motor Vehicle Record (MVR).

Scope and Impact:

Personal computer, Microsoft Office Suite, a motor vehicle; calculator; phone; copy and fax machine.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to operate, finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Competencies:

- Knowledge of the principles and practices of public administration, governmental organizations, operations, policies, and procedures.
- Knowledge of project management techniques in the public sector.
- Knowledge of the principles of organizational development, human resources management, personnel management, project management, and policy formation and implementation.
- Knowledge of budget preparation, statistical analysis, data visualization, government accounting principles and audit procedures, financial reporting and forecasting, capital

improvement plans, bond issuance, purchasing, and federal and state reporting processes for budgets and grant funds.

- Ability to communicate clearly and concisely, verbally and in writing.
- Ability to think strategically and critically.
- Ability to problem solve and make decisions.
- Ability to manage competing priorities by planning and organizing.
- Ability to build strategic and collaborative relationships and interact with others in a way that builds confidence and trust.
- Ability to be highly motivated, a self-starter, and take initiative.
- Ability to maintain confidential and sensitive information.
- Ability to research and conduct statistical analysis using techniques of public administration.

Working Conditions:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Performance of essential functions may require exposure to adverse environmental conditions, such as angry/hostile employees.

The noise level in the work environment is usually moderately quiet.

Job Type: Full-time

Salary: starting \$43,759.61 (minimum) up to 56,887.50 (midpoint)



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

City of Norcross

Legislation Details (With Details)

File #:	22-6412	Version:	
Type #:	Agenda Item	Status:	Agenda Ready
On Agenda:	2/21/2022 6:30 PM	In Control:	Policy Work Session
Title:	City Managers Goals and Objectives		

Sponsors:

Code Sections:

Attachments:

1. [Agenda Report - City Manager Goals](#)
2. [Eric Johnson Objectives for 2022](#)

Title
City Managers Goals and Objectives

Drafter
Eric Johnson



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

Agenda Report

To: Mayor and Council
From: Eric Johnson, City Manager
Agenda: February 21, 2022 – Policy Work Session
Agenda #: 22-6412
Item: Adoption of 2022 City Manager Goals and Objectives

Recommendation: Adopt goals and objectives for the city manager that will be incorporated into the annual evaluation process.

Background: As discussed at the Visioning meeting held January 27th, the City Council (Mayor and City Councilmembers) provided a draft set of goals and objectives for the city manager to review and make suggestions. The purpose of the goals and objectives is to provide guidance to the city manager, as reflected in his employment agreement, for consideration in his annual evaluation. Moreover, the goals and objectives provide guidance on City Council priorities for the remainder of the evaluation period that the city manager can focus appropriate resources to complete. As reflected in the attached list, some objectives require resources beyond those currently available, and the first step will be consideration of those resource requirements during the upcoming budget process.

Each objective has a tentative due date. The due dates are spread out over the remaining months to allow the city manager, along with staff who may be responsible for elements of an objective, to balance those deadlines against other planned and ongoing activities and responsibilities. Some dates are more critical in that they tie into other processes.

Should critical new objectives be identified, there may be subsequent changes – e.g., substitutions -- to ensure that city council priorities are met.

Financial Impact: None.

Consistent with Comprehensive Plan? Yes. Some, such as the update to the Community Work Program, are directly related to achieving elements of the Comprehensive Plan, while other are less directly related.

Next Steps: Not Applicable

Attachments:
Eric Johnson Objectives for 2022

Update: Not Applicable

Eric Johnson Objectives for 2022

1. Update the Community Work Program

- 1.1. Provide proposed changes updating the Community Work Program at, or before, the February Policy Work Session.
- 1.2. Obtain final approval to submit changes at, or before, the April City Council meeting.
- 1.3. Submit changes to the Atlanta Regional Commission, coordinating with the Georgia Department of Community Affairs (DCA) as appropriate, by June 1.

2. Develop Strategies for Ensuring the Financial Viability of Employee Post-retirement Benefits

- 2.1. Conduct a retreat to consider strategies for addressing legacy post-retirement health care funding issues prior to the March City Council meeting.
- 2.2. Schedule follow-up agenda items, as formally requested by the Council, at or before the June City Council meeting:
 - 2.2.1. To consider changes to retirement and/or health benefits for new hires,
 - 2.2.2. To consider a resolution implementing an Other Post-Employment Benefits (“OPEB”) trust account, and/or
 - 2.2.3. To consider alternative benefits for new hires.
- 2.3. Implement changes in funding as part of the FY 23 budget, as appropriate.

3. Develop Employee Engagement Strategies

- 3.1. Present metrics on turnover, by month, beginning in April, and provide information on national turnover trends for comparison purposes.
- 3.2. Develop employee engagement survey in coordination with the employee Customer Service Committee by May 1.
- 3.3. Conduct the survey and assess results with the Customer Service Committee.
- 3.4. Present the survey results and any Committee recommendations at the June Policy Work Session and consider potential FY 23 budget changes.
- 3.5. Develop and implement a plan to address legacy staff (director level) relationship issues, with quarterly reports to Council beginning in April.

4. Build Norcross Power’s Resiliency in Terms of Assets and Finances

- 4.1. Initiate the electric system inventory agreement with Electric Cities of Georgia (ECG), after completing the necessary notification period to other utilities, by the April Policy Work Session.
- 4.2. Assess, with ECG, opportunities for strengthening the distribution system by the September Policy Work Session, using funds identified in the FY 23 budget for such purpose.
- 4.3. Assess the potential sales of energy to Amazon from electric vehicle charging and develop alternative projections based on timing and rates on or before the October Policy Work Session.
- 4.4. Recommend structure changes for operating Norcross Power more like a utility at the May budget retreat, in anticipation of implementation through the FY 23 budget.
- 4.5. Adopt electric rates for 2023 as part of the FY 23 budget process, with adoption by the August City Council meeting.

5. Facilitate Economic Development Strategies

- 5.1. Present fiscal impact statements for two previously identified potential annexation areas at, or prior to, the May Policy Work Session.
- 5.2. Present a proposal for contracting out development of a Buford Highway Implementation Plan, including potential incentives, for consideration in the FY 23 budget process.
- 5.3. Provide at least one “Smart City” proposal for consideration in the FY 23 budget process.

6. Strengthen the City’s Financial Management

- 6.1. Present a balanced budget for FY 23, and a 5-year Capital Improvement Plan
- 6.2. Assist the Mayor and Council develop a plan for allocating the proposed 2023 SPLOST, meeting the County’s deadlines.
- 6.3. Provide, in conjunction with the City’s financial advisor, an assessment of the City’s potential bond rating, with recommendations for improving that rating over time, by the August Policy Work Session.
- 6.4. Provide a proposal for creating a financial dashboard as part of the FY 23 budget process.
- 6.5. Provide, at a minimum, quarterly financial reports to Mayor and Council.



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

City of Norcross

Legislation Details (With Details)

File #:	22-6413	Version:	
Type #:	Agenda Item	Status:	Agenda Ready
On Agenda:	2/21/2022 6:30 PM	In Control:	Policy Work Session
Title:	Policy Regarding Communication Between Elected Officials and Staff		

Sponsors:

Code Sections:

Attachments:

1. [Agenda Report-City Council Policy](#)

Title

Policy Regarding Communication Between Elected Officials and Staff

Drafter

Councilmember Andrew Hixson



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

Agenda Report

To: Mayor and Council

From: Councilmember Andrew Hixson

Agenda: February 21 2022 – Policy Work Session

Agenda #: 22-6413

Item: Discussion of potential policy regarding communication between elected officials and staff

CC: Eric Johnson

Recommendation: Discuss elements of a potential policy regarding communication between elected officials and staff to ensure clarity on how such communication should take place.

Background: As provided for in Section 2.30 of the Charter, the city manager shall be the chief executive and administrative officer of the city. The city manager shall be responsible to the city council for the administration of all city affairs placed in his or her charge by or under this Charter. Section 2.33 provides for Council's noninterference with administration.

Recognizing the interest of elected officials – the Mayor and City Councilmembers – to make inquiries, while balancing the need for the city manager to oversee all city staff, there is value in defining how communication will occur between elected officials and staff.

Communication can occur in different forms – e.g., in person, by phone, by email, by text, or through social media. Some information requests may be of such value that all elected officials would benefit from the response. In some cases, a complete response may require information from more than one area of staff. Ultimately, the city manager benefits from being able to coordinate requests that may come from six different elected officials.

Directives to staff, whether formal or implied, can fall under the provisions of Section 2.33. Finally, all records are subject to open records requests (ORAs).

Financial Impact: None.

Consistent with Comprehensive Plan? Yes.

Next Steps: As appropriate, memorialize the discussion through a written policy or resolution.



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

City of Norcross

Legislation Details (With Details)

File #:	22-6401	Version:	
Type #:	Agenda Item	Status:	Agenda Ready
On Agenda:	2/21/2022 6:30 PM	In Control:	Policy Work Session
Title:	City Manager Evaluation Draft		

Sponsors:

Code Sections:

Attachments:

1. [Agenda Report- City Manager Evaluation Draft](#)
2. [City Manager Evaluation Draft](#)

Title
City Manager Evaluation Draft

Drafter
Camille Washington



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

Agenda Report

To: Mayor and Council
From: Camille Washington, HR Manager
Meeting Date: February 21, 2022 – Policy Work Session
Item No.: 22-6401
Title: City Manager Evaluation Process
CC: Eric Johnson

Recommendation: To approve the evaluation packet and adopt a new performance evaluation process for the City Manager.

Background: The Mayor and City Council have recognized the need to strengthen the evaluation process going forward. Previously, the role of Human Resources was not clearly defined in this process. Establishing this new evaluation practice will enhance the cohesiveness between Human Resources, City Manager, and Mayor and City Council.

Financial Impact: N/A

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

Next Steps: Implement the evaluation packet and adopt a new performance evaluation process for the City Manager.

Attachments: City Manager Evaluation Draft

Update: Not Applicable

PERFORMANCE EVALUATION OF THE CITY MANAGER

PURPOSE

In order to establish and maintain effective City Council and City Manager relations, it is essential that the Council establish an ongoing evaluation process that offers an opportunity for each party to review the performance of the Manager. This evaluation should focus on how effectively the Manager is accomplishing the goals established by the Council and how *they carry out their* responsibilities in key performance areas.

Specifically, the evaluation should serve the following needs:

- (1) Allow the City Manager and the City Council to test, identify, and refine their respective roles, relationships, and expectations of responsibilities to each other.
- (2) Allow discussion of the City Manager's strengths and weaknesses as demonstrated by past performance with the objective of increasing the Manager's effectiveness; that is, give the Council the opportunity to provide positive feedback in areas that have been handled well and to clarify areas where the Manager could become more effective through improved performance.

PROCESS

- (1) *Four* weeks before the evaluation is scheduled, the *Human Resources Manager* will provide *the Mayor* each Councilmember with a copy of the evaluation form.
- (2) Each Councilmember and the Mayor *meet with the City Manager to* complete the evaluation form, sign it and return one copy to the *Human Resources Manager to be distributed to the Mayor and Council, within one week.*
- (3) The *Human Resources Manager* tabulates the results of the evaluation forms.
- (4) The tabulated evaluation is distributed by the *Human Resources Manager* to the *Mayor and City Council* prior to the executive session evaluation meeting *if needed.*
- (5) The Mayor and City Council meet in executive session to review the evaluation and make agreed-upon changes.
- (6) A copy of the tabulated evaluation is provided by the *Human Resources Manager* to the *Mayor and City Council* prior to the executive session evaluation meeting.
- (7) The Mayor and Council meet with the City Manager in executive session to jointly review the evaluation.
- (8) The evaluation process shall *begin following the* approval of the *September budget. Before the October meeting, all individual reviews must be drafted, and meetings with the City Manager completed. Mayor and Council will review and finalize the evaluation at the October policy work session in the executive session. Mayor and Council may require an additional evaluation at any time during the year.*

(9) Mayor and City Council will begin drafting Goals and Objectives in November at the Regular Council meeting for review during Policy Work Session.

(10) Mayor and Council will vote on goals and objectives at the December Regular Council meeting.

DRAFT

PERFORMANCE EVALUATION OF THE CITY MANAGER

Evaluation Instructions & Checklist

This form should be used by each member of the city council to evaluate the city manager’s performance in fulfilling each of the roles which he plays in city government. The city manager is graded 1-4, with the following scale: **1 = Poor; 2 = Fair; 3 = Good; 4 = Excellent**

A space has been provided for each performance area to include your comments. Each council member preparing the form is encouraged to select specific examples of why a particular rating has been chosen. The comments included should give the city manager enough information to correct problem areas and allow him to place specific items on his work plan for the following year.

Each member of the council should sign the form and forward it to the *Human Resources* who will be responsible for compiling the comments. The forms and accompanying summary should then be presented to the city manager for his permanent file.

DRAFT

Attachment: City Manager Evaluation Draft (22-6401 : City Manager Evaluation Draft)

**City Manager Performance Evaluation
for _____
2021-2022 Performance Period**

I. LEADERSHIP

A. Leadership with Council:

WEAK STRONG

- | | | | | |
|---|---|---|---|---|
| 1) Maintains consistent availability to Council..... | 1 | 2 | 3 | 4 |
| 2) Works with Council Members to facilitate their thoughts and ideas into cohesive policy development..... | 1 | 2 | 3 | 4 |
| 3) Possesses the ability to recognize Council direction, despite possible differences from his own advice or views, and successfully executes their policy or directive..... | 1 | 2 | 3 | 4 |
| 4) Effectively facilitates key projects, such as the annual budget and goal setting processes..... | 1 | 2 | 3 | 4 |
| 5) Ensures Council Members are thoroughly informed in a timely manner of key plans and activities of the City and staff through City Manager reports, memoranda, and personal briefings | 1 | 2 | 3 | 4 |
| 6) Follows up promptly on Council requests for information or action without having to be reminded..... | 1 | 2 | 3 | 4 |
| 7) Ensures that all Council Members receive information on an equal basis | 1 | 2 | 3 | 4 |
| 8) Agenda items and supporting documents are appropriate and brought to Council in sufficient time for deliberations | 1 | 2 | 3 | 4 |
| 9) Council meeting packets are relatively free of errors and omissions..... | 1 | 2 | 3 | 4 |

Column Totals						
SECTION I.A. AVERAGE	Total of All Columns			Divided by 9 =		

I.A. Comments: _____

B. Leadership with Employees:

WEAK STRONG

Attachment: City Manager Evaluation Draft (22-6401 : City Manager Evaluation Draft)

- 1) Effectively motivates and gains employees' confidence and respect through demonstrated performance and making..... 1 2 3 4
- 2) Mentors' department heads to assist in further developing or maintaining their performance standards..... 1 2 3 4
- 3) Guides staff so they work together as a team toward common objectives..... 1 2 3 4
- 4) Delegates responsibilities, and directs work activities of staff so they effectively accomplish city goals..... 1 2 3 4
- 5) Effectively cross-communicates between the department heads and Council 1 2 3 4

Column Totals					
SECTION I. B. AVERAGE	Total of All Columns		Divided by 5 =		

I.B. Comments: _____

C. Leadership in the Community:

WEAK STRONG

- 1) Is respected within the City and makes a positive overall impression by conveying professionalism through respect, courtesy, and sensitivity to the public..... 1 2 3 4
- 2) Thinks and behaves in a manner that reflects an attitude that client (Council, staff, or citizen) perceptions and satisfaction are key..... 1 2 3 4
- 3) Represents the Council's positions and policies accurately and effectively to the public, ensuring Council is given sufficient and appropriate credit..... 1 2 3 4
- 4) Provides an effective level of responsive and vital customer service, including timely follow-through on citizen requests, disputes, and complaints..... 1 2 3 4
- 5) Has generated overall community satisfaction with the City's administrative and service obligations..... 1 2 3 4
- 6) Maintains visibility and identity in the community through an appropriate level of involvement and communication with community organizations and businesses.... 1 2 3 4

Column Totals							
SECTION I. C. AVERAGE	Total of All Columns		Divided by 6 =				

I.C. Comments: _____

D. Leadership with Other Governmental Entities and News Media: WEAK STRONG

- 1) Establishes and maintains a liaison with other governmental jurisdictions, especially with regard to those areas of service that improve or enhance the City's programs..... 1 2 3 4
- 2) Maintains effective communications with other governmental jurisdictions with which the City is involved or interfaces..... 1 2 3 4
- 3) Skillfully and favorably represents the City to the press, radio, and television. Often anticipates sensitive topics that may eventually reach the media and initiates communication to minimize potential negative impact to the City..... 1 2 3 4

Column Totals							
SECTION I. D. AVERAGE	Total of All Columns		Divided by 3 =				

I.D. Comments: _____

Attachment: City Manager Evaluation Draft (22-6401 : City Manager Evaluation Draft)

II. ORGANIZATIONAL MANAGEMENT

A. General:

	WEAK		STRONG	
1) Ensures that staff provides timely and objective policy information for Council to consider, and manages the staff to implement Council policy decisions.....	1	2	3	4
2) Effectively plans and organizes work resulting in either from policies adopted by the City Council or direction is given by the City Council and ensures it is carried out in a timely manner.....	1	2	3	4
3) Oversees ongoing programs and services to the City to ensure continued effectiveness, as well as ensuring implementation of new programs adopted by the City Council.....	1	2	3	4
4) Ensures organized responses to public requests and complaints, as well as to concerns brought to the attention of staff by the City Council.....	1	2	3	4

Column Totals						
SECTION II.A. AVERAGE	Total of All Columns			Divided by 4 =		

II. A. Comments: _____

B. Fiscal:

	WEAK		STRONG	
1) Possesses sufficient knowledge of financial matters.....	1	2	3	4
2) Manages the financial resources of the City to ensure the City maintains a sound financial condition and continues to receive clean audits from the State Auditor's Office	1	2	3	4
3) Has a good approach to the budget preparation and review processes	1	2	3	4
4) Effectively aids the Council in developing a realistic budget that meets the Council's goals.....	1	2	3	4
5) Sees to it that the budget is submitted on time	1	2	3	4

Attachment: City Manager Evaluation Draft (22-6401 : City Manager Evaluation Draft)

- 6) Effective in controlling costs through the economic utilization of manpower, materials, and equipment 1 2 3 4
- 7) Provides sufficient information on the current financial status of the City 1 2 3 4
- 8) Communicates concerns in a timely manner to the Council regarding issues that may significantly affect the City fiscally in the foreseeable future 1 2 3 4
- 9) Oversees the various capital projects of the City to ensure that they are accomplished on time and within budget..... 1 2 3 4

Column Totals							
SECTION II.B. AVERAGE	Total of All Columns		Divided by 9 =				

II. B. Comments: _____

C. Personnel:

WEAK STRONG

- 1) Effectively selects and places personnel 1 2 3 4
- 2) Assures that every City employee receives a written annual performance review..... 1 2 3 4
- 3) Evaluate department heads in a consistent and realistic manner..... 1 2 3 4
- 4) Effectively manages personnel to maintain high staff morale and to minimize the risk of adverse personnel actions or rulings..... 1 2 3 4
- 5) Normally maintains appropriate work/life balance; encourages same from staff..... 1 2 3 4
- 6) Appropriately and promptly addresses disciplinary problems; takes action when warranted..... 1 2 3 4

Attachment: City Manager Evaluation Draft (22-6401 : City Manager Evaluation Draft)

Column Totals							
SECTION II.C. AVERAGE	Total of All Columns		Divided by 6 =				

II. C. Comments: _____

D. Community and Economic Development:

WEAK STRONG

- 1) Continues to implement improvements to the development process to expedite new development..... 1 2 3 4
- 2) Provides for an active liaison with the business community to assist in maintaining current businesses and attracting new, targeted businesses to the City of Norcross.... 1 2 3 4

Column Totals							
SECTION II. D. AVERAGE	Total of All Columns		Divided by 2 =				

II.D. Comments: _____

Attachment: City Manager Evaluation Draft (22-6401 : City Manager Evaluation Draft)

III. KNOWLEDGE AND ADVICE

		WEAK	STRONG		
1) Possesses adequate knowledge of municipal affairs.	1	2	3	4	
2) High-quality analysis normally accompanies recommendations.	1	2	3	4	
3) Considers alternatives before making recommendations.....	1	2	3	4	
4) Plans ahead, anticipates needs and recognizes potential problems	1	2	3	4	
5) Has a good sense of timing when bringing issues to the Council for action.....	1	2	3	4	

Column Totals							
SECTION III. AVERAGE	Total of All Columns		Divided by 5 =				

III. Comments: _____

IV. PRODUCTIVITY AND QUALITY

		WEAK	STRONG		
1) Council’s decisions and directions are implemented and accomplished.....	1	2	3	4	
2) Invests sufficient time and effort in performing to your expectations.....	1	2	3	4	
3) Develops and carries out short- and long-term action plans.....	1	2	3	4	
4) Sets appropriate priorities in the work plan and utilization of time	1	2	3	4	
5) Organizes or assigns work so that it is performed efficiently and effectively.....	1	2	3	4	
6) Pays sufficient attention to detail to avoid error or having things “slip through the cracks”	1	2	3	4	
7) Able to analyze problems or issues to identify causes, reasons, and implications.....	1	2	3	4	

Attachment: City Manager Evaluation Draft (22-6401 : City Manager Evaluation Draft)

Column Totals							
SECTION IV. AVERAGE	Total of All Columns		Divided by 7 =				

IV. Comments: _____

V. COMMUNICATION

	WEAK		STRONG	
1) Skilled at verbal and written communications—they are thoughtful, clear, and to the point	1	2	3	4
2) Skilled at listening and isolating key points or issues.....	1	2	3	4
3) Easy to talk to	1	2	3	4
4) Shows sensitivity to the concerns of others.....	1	2	3	4

Column Totals							
SECTION V. AVERAGE	Total of All Columns		Divided by 4 =				

V. Comments: _____

Attachment: City Manager Evaluation Draft (22-6401 : City Manager Evaluation Draft)

VI. INDIVIDUAL QUALITIES

	WEAK	STRONG		
1) Personality is generally well-suited to effectively perform his duties	1	2	3	4
2) Creative, anticipative, and innovative when dealing with issues, problems and unusual situations	1	2	3	4
3) Decision-making process indicates fairness and impartiality and is based on logic and reason	1	2	3	4
4) Remains flexible, objective, and receptive to suggestions and new ideas or changes. able to alter his approach to fit new situations.....	1	2	3	4
5) Effectively mediates and resolves problems, even under strained and unpleasant conditions	1	2	3	4
6) Universally applies common sense, tact, and diplomacy.....	1	2	3	4
7) Self-confident; accepts criticism	1	2	3	4
8) Able to cope with stress; maintains self-control and composure even under pressure	1	2	3	4
9) Displays interest and enthusiasm in performing his duties.....	1	2	3	4
10) Demonstrates integrity, loyalty, and honesty	1	2	3	4
11) Generally, creates or encourages an atmosphere in which employees can enjoy working for the City of Norcross	1	2	3	4

Column Totals					
SECTION VI. AVERAGE	Total of All Columns		Divided by 11 =		

VI. Comments: _____

Attachment: City Manager Evaluation Draft (22-6401 : City Manager Evaluation Draft)

CITY COUNCIL COMMENTS

A. Greatest Strengths:

B. Suggested Improvements:

C. Top five priorities over the next twelve months:

Councilmember Signature _____

Date _____

Attachment: City Manager Evaluation Draft (22-6401 : City Manager Evaluation Draft)

SCORING AND COMMENTS SUMMARY

SCORING SUMMARY	
<i>Fill in a value in each section CALCULATE TOTALS MANUALLY</i>	
SECTION	AVERAGE SCORES
I. LEADERSHIP	
A. With Council	
B. With Employees	
C. With Community	
D. With Other Governmental Entities and News Media	
II. ORGANIZATIONAL MANAGEMENT	
A. General	
B. Fiscal	
C. Personnel	
D. Community and Economic Development	
III. KNOWLEDGE AND ADVICE	
IV. PRODUCTIVITY AND QUALITY	
V. COMMUNICATION	
VI. INDIVIDUAL QUALITIES	
GRAND TOTAL OF AVERAGE SCORES	
OVERALL AVERAGE SCORE (<i>Grand total of average scores divided by 12</i>)	

Overall Summary Comments: _____

- No salary increase approved at this time
- Approved for salary increase:
 - Next step in salary range
 - Other: _____

Effective Date: _____

Mayor's Signature: _____ Date: _____

Attachment: City Manager Evaluation Draft (22-6401 : City Manager Evaluation Draft)



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

City of Norcross

Legislation Details (With Details)

File #:	22-6414	Version:	
Type #:	Agenda Item	Status:	Agenda Ready
On Agenda:	2/21/2022 6:30 PM	In Control:	Policy Work Session
Title:	Suspension of City Contribution to Post Retiree Healthcare for New Hires as Discussed at the February 17 Mayor and Council Retreat		
Sponsors:			
Code Sections:			
Attachments:			
Title	Suspension of City Contribution to Post Retiree Healthcare for New Hires as Discussed at the February 17 Mayor and Council Retreat		
Drafter	Eric Johnson		