

# City of Norcross

*65 Lawrenceville Street  
Norcross, GA 30071*



## Meeting Agenda

**Wednesday, September 11, 2019  
6:00 PM**

**2nd Floor Conference Room**  
**Sustainable Norcross Commission**

*Bruce Gaynor, Chairman*

*Bea Grossman*

*Carl Redman*

*Laura Hernandez*

*Linda DeMaris*

*Michael Brose*

*Markus Burri*

- A. Call to Order**  
PLEASE TURN OFF ALL CELL PHONES AND ELECTRONIC DEVICES
- B. Approval of Previous Meetings Minutes**
  - a. **Sustainable Norcross Commission - Regular Meeting - Aug 14, 2019 6:00 PM**
- C. Sustainability Consultant/Coordinator Updates**
  - 1. **Intern Introduction**  
Allison Diamond will be interning with the City to help us with the 2020 ARC Green Communities Recertification along with assisting with any projects, as needed.
- D. Old Business**
  - 1. **19-5462 ARC Green Communities Update**  
Attached is an Excel sheet with the updated measures, what the status is of those measures, who is in charge to accomplish the measure, the requirements for certifying and a section for notes.
- E. General Updates**
  - 1. **Bee City**
  - 2. **Multifamily Recycling**  
Planning to meet with the Spring Lake property managers in late September. We are hoping to start the program in early October, beginning with educating the residents and creating materials.
- F. New Business**
  - 1. **Youth Education Program**  
City is working on creating a Youth Sustainability Program that will get students the opportunity to help with sustainability projects like Multifamily Recycling, Bee City and StrawLess.
- G. ADDITIONAL INPUT AND/OR DISCUSSION NOT OTHERWISE ADDRESSED BY THIS AGENDA**
- H. Adjourn**
- I. Public Speakers**
- J. Agenda Items**

# City of Norcross

65 Lawrenceville Street  
Norcross, GA 30071



## Meeting Minutes

Wednesday, August 14, 2019  
6:00 PM

2nd Floor Conference Room  
**Sustainable Norcross Commission**

*Bruce Gaynor, Chairman*  
*Bea Grossman*  
*Carl Redman*  
*Laura Hernandez*  
*Linda DeMaris*  
*Michael Brose*  
*Markus Burri*

Minutes Acceptance: Minutes of Aug 14, 2019 6:00 PM (Approval of Previous Meetings Minutes)

**A. Call to Order**

Attendee Name	Title	Status	Arrived
Bruce Gaynor	Chairman	Late	
Bea Grossman	Board Member	Present	
Carl Redman	Board Member	Present	
Laura Hernandez	Board Member	Present	
Linda DeMaris	Board Member	Present	
Michael Brose	Board Member	Late	
Markus Burri	Board Member	Present	

**Regular Meeting was called to order at 6:00 PM by Board Member Bea Grossman**

**B. Approval of Previous Meetings Minutes**

**a. Sustainable Norcross Commission - Regular Meeting - Jul 10, 2019 6:00 PM**

1. Delete comments from the City staff meeting that occurred the day after the SNC meeting as it was not discussed during the meeting.
2. Fix grammatical errors under the "Sustainability Consultant" sidewalk connectivity line item.

<b>RESULT:</b>	<b>ACCEPTED AS AMENDED [UNANIMOUS]</b>
<b>MOVER:</b>	Bruce Gaynor, Chairman
<b>SECONDER:</b>	Carl Redman, Board Member
<b>AYES:</b>	Gaynor, Grossman, Redman, Hernandez, DeMaris, Brose, Burri

**C. Old Business**

**2. 19-5462: ARC Green Communities Update**

1. SNC will create a sub-committee for the ARC Green Communities Certification, that will review the measures and ensure that city staff and board members are on schedule for a smooth re-certification by the May 21st application deadline. Board Members on the sub-committee would be Bruce and Markus. Bea will be taking subing for Markus when he is out of town in September. Staff Members on the subcommittee are still to be determined.
2. The board members on the sub-committee would like to meet one day of the week of 8/19 to review measures and prepare any questions for the upcoming meeting with ARC and Staff on 8/26. The subcommittee will notify the other board members of the date, time and location of the meeting in case they would like to attend.
3. Members of the subcommittee will provide a summary of the current status and which measures are priority at the next SNC meeting on 9/11.

<b>RESULT:</b>	<b>TABLED TO [UNANIMOUS]</b>
	<b>Next: 9/11/2019 6:00 PM</b>
<b>TO:</b>	Sustainable Norcross Commission
<b>MOVER:</b>	Bruce Gaynor, Chairman
<b>SECONDER:</b>	Bea Grossman, Board Member
<b>AYES:</b>	Gaynor, Grossman, Redman, Hernandez, DeMaris, Brose, Burri

**3. 19-5463: Project Planning for 2019-2020 FY**

Minutes Acceptance: Minutes of Aug 14, 2019 6:00 PM (Approval of Previous Meetings Minutes)

With the help of the JACOBS Sustainability Consultant, SNC will write up a program for each of the education/awareness measures that they have been actively promoting throughout the year.

**RESULT: DISCUSSED**

4. **19-5464: Monday.Com Q & A**

Another tutorial meeting will be held separately for those who were not able to attend the first session or need more time practicing with the new project management platform.

**RESULT: DISCUSSED**

5. **19-5450: Community Market**

1. Laura has agreed to co-host a table at the Indie Green Vegan Festival on August 24th along with Gwinnett Recycles.
2. SNC will also be tabling at the ArtSplash event on October 5th & 6th. Linda has volunteered to table on Saturday. Bruce and Carl have volunteered to table on Sunday.

**RESULT: APPROVED [UNANIMOUS]**  
**MOVER:** Bruce Gaynor, Chairman  
**SECONDER:** Bea Grossman, Board Member  
**AYES:** Gaynor, Grossman, Redman, Hernandez, DeMaris, Brose, Burri

**D. General Updates**

1. **19-5465: Bee City Update**

The Bee City Subcommittee will work diligently to organize a pesticide education and awareness campaign to educate members of the community about the harmful effects of the chemical in most mosquito sprays - permethrin. While also providing more natural alternatives that can be used to repel mosquito's.

**RESULT: DISCUSSED**

2. **19-5466: Multifamily Recycling Program**

Laura, Bea and Hannah will be meeting separately to discuss final preparation stages of the program and then determine a plan of action for the implementation stages.

**RESULT: DISCUSSED**

**E. Sustainability Consultant/Coordinator Updates**

**F. New Business**

1. **19-5467: Pedal Norcross**

SNC is looking forward to the event and is excited to see how it will turn out!

**RESULT: DISCUSSED**

2. **19-5468: Bike Racks**

Minutes Acceptance: Minutes of Aug 14, 2019 6:00 PM (Approval of Previous Meetings Minutes)

A motion to approve the purchase of the Leaf Bike Racks have been approved by the board. They would like to see kids get involved by having students come and paint the racks before they are installed at a location that is still to be determined.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Bruce Gaynor, Chairman
<b>SECONDER:</b>	Bea Grossman, Board Member
<b>AYES:</b>	Gaynor, Grossman, Redman, Hernandez, DeMaris, Brose, Burri

**G. ADDITIONAL INPUT AND/OR DISCUSSION NOT OTHERWISE ADDRESSED BY THIS AGENDA**

1. November 20th from 8 am to 5 pm is the Norcross Board Training day. Please make plans to be at City Hall all day to learn how to run effective and efficient meetings.
2. SNC and the Community Market Board will be working on a proposal for Mayor and Council to consider a public/private partnership for the 2020 Community Market. Funding was not received for the Market as of right now.
3. SNC Liaison has advised the commission to make personal connections with other board members that relate to sustainability, such as the Tree Board, NPAC, Planning and Zoning, and the Discovery Garden Park board. This will be much more helpful to ensure that the other boards are conducting their business with more sustainable intent. Other boards such as the Board of Appeals do not need to be monitored by the commission as they do not pertain to any sustainable initiatives.

**H. Adjourn**

The meeting was closed at 8:25 PM

**I. Agenda Items**

Minutes Acceptance: Minutes of Aug 14, 2019 6:00 PM (Approval of Previous Meetings Minutes)

**ARC Green Communities  
Re-certification for the ARC Green  
Communities Program due on May  
21st 2020.**

Powered by  **monday.com**  
Click here to start your free trial

**ARC Green Communities  
Recertification**

Name	Person	Status	Points	Points Applied	Requirements
New Manual and Checklist	Hannah Knab	Done			
Planning and Prioritizing	Hannah Knab, Erica Madsen, Meghan McMullen, Melissa Zeigler, Tracy Rye	Done			
Internship	Hannah Knab, Tracy Rye	Working on it			
Community Development - Documentation	Hannah Knab, Tracy Rye	Working on it			
Energy Management - Documentation	Erica Madsen	Working on it			
Infrastructure - Documentation	Melissa Zeigler	Working on it			
Application Preparation	Hannah Knab, Tracy Rye	Pending		220	
Application Submission	Hannah Knab	Pending			
Checkpoint 1		Pending			
Checkpoint 2		Pending			
Checkpoint 3		Pending			
Checkpoint 4		Pending			
			<b>0</b>	<b>220</b>	

**Green Building**

Name	Person	Status	Points	Points Applied	Requirements	Notes
1. LEED Policy - New large buildings constructed by city to be LEED certified	Hannah Knab	Done	10	10	Provide a copy of the most recent version of the ordinance or policy and a description of any changes that have occurred since the local government's most recent Green Communities certification. Provide a description of how the policy is being implemented including the number of buildings constructed by the local government since the most recent Green Communities certification, the number that achieved LEED certification, and if any did not achieve LEED certification, please explain how they were exempt from the policy, and any other relevant information that can be provided to explain that this is an actively implemented policy	Policy was adopted in 2010
2. LEED Building		Next Round	10	0		
3. Energy Star/EarthCraft Policy	Hannah Knab	Done	5	5	Provide a copy of the most recent version of the ordinance or policy and a description of any changes that have occurred since the local government's most recent Green Communities certification. Provide a description of how the policy is being implemented including the number of buildings constructed by the local government since the most recent Green Communities certification, the number that achieved ENERGY STAR or EarthCraft certification, and if any did not achieve ENERGY STAR or EarthCraft certification please explain how they were exempt from the policy	Policy was adopted in 2010
4. Energy Star/LEED Renovation Policy	Hannah Knab	Done	5	5	Provide a copy of the most recent version of the ordinance or policy and a description of any changes that have occurred since the local government's most recent Green Communities certification. Provide a description of how the policy is being implemented including the number of buildings renovated by the local government since its most recent Green Communities certification, the number that achieved ENERGY STAR or LEED certification, if any did not achieve ENERGY STAR or LEED certification please explain how they were exempt from the policy, and any other relevant information that can be provided to explain that this is an actively implemented policy	Policy was adopted in 2010
5. Green Building Incentives - Offer incentives for green building certifications	Hannah Knab	Done	5	5	Provide a copy of the most recent version of the ordinance or policy and a description of any changes that have occurred since the local government's most recent Green Communities certification. Provide a description of how the policy is being implemented, including the number of projects constructed in the jurisdiction since the local governments most recent Green Communities certification and how many of these projects utilized the incentives offered through the policy to achieve a green building certification	
6. Green Affordable Housing Incentives - Offer incentives for affordable housing entities	Hannah Knab	Working on it	5	5	Provide a copy of the most recent version of the ordinance or policy and a description of any changes that have occurred since the local government's most recent Green Communities certification. Provide a description of how the policy is being implemented, including the number of affordable housing developments constructed in the jurisdiction since the local governments most recent Green Communities certification and how many of these developments utilized the incentives offered through the policy to achieve a green building certification	
			<b>40</b>	<b>30</b>		

**Energy Efficiency / Green Power**

Attachment: ARC\_Green\_Communities\_Checklist (19-5462 : ARC Green Communities Update)

Name	Person	Status	Points	Points Applied	Requirements	Notes
7. Energy Audits - Conduct energy audits of local government OR engage in performance contracting	Erica Madsen	Done	10	10	Provide documentation demonstrating that all the facilities owned and operated by the local government receive an energy audit every 4-5 years or are under a performance contract for energy efficiency every 4-5 years. Also provide an updated version of the list of facilities (including street address and zip code) that have received energy audits or are under a performance contract. Please provide a description of what recommendations from the audits or measures of the performance contract have been implemented. If a facility has not been audited or is not under a performance contract please explain why. If possible, please provide any information the local government has on the energy savings, reduction in greenhouse gas emissions, or other measurable benefits achieved as a result of these audits and energy efficiency improvements. Additionally, the local government should have some of the facilities entered into EnergyStar Portfolio Manager with a plan in place to have all facilities entered within two years of recertification.	Energy Audit was conducted in 2017 by Southface on all government facilities
8. Energy Star Partner - Become a local government Energy Star Partner	Erica Madsen	Working on it	5	5	Provide a description of how the local government is actively promoting the ENERGY STAR partnership including, progress on the energy strategy for the future, materials used to educate employees on the partnership, and other relevant information on partnership related activities. Provide a copy of the most recent version of the policy and a description of any changes that have occurred since the policy's original adoption. Provide documentation demonstrating that the local government purchases ENERGY STAR rated equipment and appliances. Examples of documentation can include invoices for purchases, a list of equipment or appliances purchased in the past year, etc. If possible, provide energy savings from purchasing ENERGY STAR rated equipment and appliances.	
9. Energy Star Purchase Policy - Adopt a policy to purchase at least Energy Star rated equipment	Erica Madsen, Steven	Done	5	5	Provide documentation demonstrating that the local government has retrofitted all existing street lights in the jurisdiction with LED lighting. If possible, please provide any information the local government has on the energy savings, reduction in greenhouse gas emissions, or other measurable benefits achieved as a result of these retrofits.	Erica is working on getting the data for which street lights have been retrofitted and if there have been any energy savings
10. LED Street Lights	Erica Madsen	Working on it	5	5	Provide a description of how the local government is actively implementing the lights out/power down policy, including materials used to educate employees on the policy and any energy savings as a result of implementing the policy.	Policy was adopted in 2010
11. "Lights-out / Power down" policy	Erica Madsen	Done	5	5	Provide an update on the number of local government owned buildings that have cool roofs. For each building, provide the address (including street and zip code) and any additional information available regarding the roof, including size, material used, etc. Additionally, provide a copy of the education materials available on site and the location of education materials on site for at least one of the cool roofs. If possible, please provide any information the local government has on the energy savings or other measurable benefits achieved as a result of installing each cool roof.	City Hall installed a brand new silicone waterproof, UV protective, solar reflective cool roof in 2019.
12. Cool Roof Demonstration	Erica Madsen, Melissa Zeigler	Done	5	5	Provide an update on the local governments LED program, including any program changes since the local government's most recent Green Communities certification, the current program budget, energy savings from the program, the education and outreach materials used if additional LED initiatives have been implemented and any other beneficial information on the implementation of LED initiatives.	Florescent light bulbs in City Hall are being retrofitted to LED
13. LED Light Bulb Program	Erica Madsen	Working on it	10	10	Provide a copy of the policy stating that the local government will enforce the most recent version of the International Energy Conservation Code as adopted and amended by DCA. Provide a copy of the most recent documents used by inspectors to ensure the commercial and residential energy codes are followed including a checklist of what is inspected.	
14. Energy Codes	Erica Madsen	Working on it	5	5	Provide a copy of the most recent version of the policy or ordinance and a description of any changes that have occurred since the local governments most recent Green Communities certification. Provide a description of how the policy has been implemented including an example property where the requirements were followed or incentives were used.	Nigt Sky Ordinance was adopted in new UDO (Unified Development Ordinance) June 2019
15. Outdoor Lighting Efficiency	Erica Madsen	Done	5	5	Provide an update on the renewable energy project and a description of other renewable energy projects that have been implemented since the most recent Green Communities certification. For each project, provide information on the type of project, location address (including zip code), amount of renewable energy generated, a copy of the educational materials, and any other beneficial information the local government has tracked.	
16. Renewable Energy Project Demonstration		Next Round	10	0		

Attachment: ARC\_Green\_Communities\_Checklist (19-5462 : ARC Green Communities Update)

17. Become U.S. EPA Green Power Partner		Next Round	10	0
18. Solar Ready - Support Community Solar Power efforts - BMP's to promote rooftop solar installation	Hannah Knab, Erica Madsen	Done	5	5
			<b>80</b>	<b>60</b>

The local government is a US EPA Green Power Partner for the purchase or generation of green power that meets the guidelines of the partnership program. The US EPA Green Power Partnership is a voluntary program to support the purchase of green power. Partners commit to purchase a minimum amount of green power within one year of becoming a partner, based on the annual electricity usage of the organization or one facility (see the table below). Additionally, partners agree to submit annual reports on the organization's green power purchases and partnership status. It is important to note that a local government can become a Green Power Partner for purchasing renewable energy for the entire jurisdiction or for a single building within that jurisdiction. Program information can be found on the Green Power Partnership website

**DOCUMENTATION REQUIRED FOR CREDIT**

- A copy of the EPA Green Power Partnership agreement
- A copy of a previously submitted Partner Yearly Report

**DOCUMENTATION REQUIRED FOR CREDIT**

- A copy of the zoning ordinance amendment or update, description of the permitting process, an inspection checklist, and any solar guidelines given to permittees on BMPs

OR

- An adopted resolution pledging participation in a Solarize Campaign or photovoltaic(PV) bulk purchase program, a signed contract with a third-party provider, and the contact information for the local jurisdiction's program coordinator

Solar Ready ordinance was adopted in UDO June 2019

**Water Efficiency**

Name	Person	Status	Points	Points Applied	Requirements	Notes
19. Water Audits - Conduct water audits of existing local governments	Melissa Zeigler	Working on it	10	10	Provide documentation demonstrating that all the facilities owned and operated by the local government have received a water audit or are under a performance contract for water efficiency. Also provide an updated version of the list of facilities (including street address and zip code) that have received water audits or are under a performance contract and what recommendations from the audits or measures of the performance contract have been implemented. If a facility has not been audited or is not under a performance contract please explain why. If possible, please provide any information the local government has on the water savings achieved as a result of these audits and water efficiency improvements. The local government should have some of the facilities entered into EnergyStar Portfolio Manager with a plan in place to have all facilities entered within two years of recertification	Water Audits were conducted in 2016. Melissa is gathering audit information and water savings data
20. Ultra High Efficiency Plumbing Retrofit	Melissa Zeigler	Working on it	10	10	Provide documentation demonstrating that all facilities owned and operated by the local government have undergone ultra-high-efficiency plumbing retrofits. Provide a copy of the most recent version of the policy and a description of any changes that have occurred since the local government's most recent Green Communities certification. Provide a description of how the policy is being implemented including the number of ultra-high-efficiency plumbing fixtures installed since the local government's most recent Green Communities certification. If possible, provide an estimate on the amount of water saved by installing the ultra-high-efficiency fixtures	
21. Rainwater - Use captured rainwater or reuse water to irrigate landscapes	Melissa Zeigler	Working on it	5	5	Provide an update on the number of rainwater and reuse water projects on property owned and operated by the local government. For each building, provide the address (including street and zip code) and any additional information available regarding the project, including type (rainwater or reuse) purpose, and potable water savings	Melissa is retaking pictures of the rain barrels at the community garden and gathering any updated information
22. Become Georgia DCA WaterFirst Community		Next Round	5	0	A copy of the current WaterFirst Community designation for the jurisdiction	
23. Green Infrastructure Project demonstration		Next Round	5	0	Submission of completed project photos, the education materials available for the community on site, and the location of the education materials on site	
24. Water Resource Management - Comply with Metro Water District Water Resource Management Plan	Erica Madsen, Mary Beth Bender	Done	5	5	Letter from EPD stating the jurisdiction is in compliance with or making a good faith effort towards compliance with the plan	
25. Water Education - Develop and implement a local water education and public awareness program	Erica Madsen, Melissa Zeigler, Mary Beth Bender	Working on it	5	5	<ul style="list-style-type: none"> <li><input type="checkbox"/> General description of the community water education program</li> <li><input type="checkbox"/> A copy of the education and outreach materials used to educate the community</li> <li><input type="checkbox"/> Documentation showing that at least two "Education and Outreach Program Activities" and two Public Participation and Involvement Activities" have occurred within the last year"</li> <li><input type="checkbox"/> A copy of the adopted ordinance amending the most recent version of the International Plumbing Code</li> </ul>	Working with SNC to create water education program
26. Ultra High Efficiency Plumbing Codes		Next Round	5	0		
			<b>50</b>	<b>35</b>		

**Trees and Greenspace**

Name	Person	Status	Points	Points Applied	Requirements	Notes
------	--------	--------	--------	----------------	--------------	-------

Attachment: ARC\_Green\_Communities\_Checklist (19-5462 : ARC Green Communities Update)

Name	Person	Status	Points	Points Applied	Requirements	Notes
27. Greenspace Benchmark - Meet at least one of the following benchmarks for greenspaces	Hannah Knab, Meghan McMullen	Working on it	10	10	For Option #1 <input type="checkbox"/> ARC staff calculation of acres of greenspace per 1,000 residents using the most current ARC population estimates for the jurisdiction and the acreage of greenspace in the ARC Regional Inventory of Parks and Greenspace For Option #2 <input type="checkbox"/> ARC staff calculation using the Regional Inventory of Parks and Greenspace confirms that the jurisdiction has 8 percent or more of its land protected for greenspace For Option #3 <input type="checkbox"/> A map confirming that each resident is within a 1/2 mile radius of a publicly accessible park or greenspace	Hannah is going to create a map using GIS to calculate 1 of these three option to display greenspace inventory
28. No Net Loss Tree Policy - Adopt a government no net loss of trees policy for government property	Erica Madsen	Done	10	10	Provide a copy of the most recent version of the ordinance or policy and a description of any changes that have occurred since the local government's most recent Green Communities certification. Provide a description of how the policy is being implemented including one or two examples of properties where the policy has been implemented since the local government's most recent Green Communities certification <input type="checkbox"/> A copy of the adopted greenspace plan with date of adoption <input type="checkbox"/> Provide description of how greenspace plan is actively being implemented <input type="checkbox"/> Description of project <input type="checkbox"/> Submission of completed project photos, the education materials available for the community on site, and the location of the education materials on site	Norcross has a very strict tree policy
29. Greenspace Plan	Erica Madsen	Done	5	5		
30. Green Roof Project demonstration		Next Round	5	0		
31. Landscape Practices - Adopt organic and drought tolerant landscape practices at gov't facilities	Melissa Zeigler, Hannah Knab	Done	5	5	Provide a copy of the most recent version of the adopted comprehensive landscape management plan. Also provide a description of how the plan is actively being implemented and one or two example properties where the plan has been implemented. If the local government uses a contractor for landscape services, a copy of the contract that includes specifications for organic and drought tolerant landscaping practices should be submitted.	
32. Become a Tree City USA	Sonya Isaac	Done	5	5	Provide a copy of the Tree City USA designation letter for the current year.	
33. Parking Lot Canopy - Develop and enforce parking lot canopy standards that result in 50% canopy	Hannah Knab, Erica Madsen	Working on it	5	5	Provide a copy of the most recent version of the landscape and development standards that require shade coverage in parking lots and a description of any changes that have occurred since the local government's most recent Green Communities certification. Also provide one or two examples of properties where the requirements were followed since the local government's most recent Green Communities certification. <input type="checkbox"/> A copy of the forest plan <input type="checkbox"/> A copy of the policy or ordinance officially adopting the plan, with date of adoption	in new UDO
34. Adopt a community forest master plan		Next Round	5	0	Provide an update on the number of community gardens or orchards in the jurisdiction to which the local government provides assistance. For each garden or orchard, provide the address (including street and zip code), how the local government supports its operation, who operates the garden/orchard, days and times of operation and any additional information to describe the garden. For orchards, provide a description of the process for ensuring that any fruit not picked by the community is gathered and distributed for beneficial use, including the name of the partner organization and contact information for the coordinator.	Community Garden established
35. Community Gardens - Support and design space for Community Gardens	Melissa Zeigler, Hannah Knab	Done	5	5	Provide an update on the number of farmers markets in the jurisdiction to which the local government provides assistance. For each farmers market, provide the address (including street and zip code), how the local government supports its operation, who operates the market, days and times of operation and any additional information to describe the market.	Volunteer ran Community Market in June-August 2019
36. Farmer's Market - Support and designate space for Farmer's Market	Melissa Zeigler, Hannah Knab	Done	5	5	Provide a copy of the most recent version of the adopted plan with local food system policies. Also provide a description of how the plan is actively being implemented, including whether the plan has been updated since the local government's most recent Green Communities certification. Provide an example of an implemented project since the most recent Green Communities certification. Also provide information on the measurable benefits of plan implementation, such as quantity of food harvested/sold/donated, number of jobs created, etc. on an annual basis.	
37. Local Food Systems Plan - Develop, adopt and implement a local food systems plan		Next Round	5	0	Provide a copy of the Bee City USA designation letter for the current year and a copy of the last 3 annual reports sent to Xerces.	Became a Bee City Affiliate in Feb. 2019
38. Become a Bee City USA	Hannah Knab	Done	5	5	Provide a link to the NWF website showing that the community is still active in the program and provide a description of how the local government remains active in the program, such as number of habitats certified, descriptions of recently created habitats, photos of educational events, etc.	
			70	55		

Transportation and Air Quality

Name	Person	Status	Points	Points Applied	Requirements	Notes
------	--------	--------	--------	----------------	--------------	-------

Attachment: ARC\_Green\_Communities\_Checklist (19-5462 : ARC Green Communities Update)

39. Commute Options - Adopt a Commute Option program for employees	Hannah Knab	Working on it	10	10	Provide an update on the implementation of the Commute Options program that demonstrates employees are actively taking advantage of the incentives offered through the program Provide data on employee participation for the primary option and each of the three supporting options If possible, provide any information on the estimated fuel savings, reduction in pollution, or other measurable environmental benefits
40. Green Fleet Policy - Adopt a green fleet policy that includes purchasing the most fuel vehicles	Melissa Zeigler	Working on it	10	10	Provide a copy of the most recent version of the ordinance or policy and a description of any changes that have occurred since the local government's most recent Green Communities certification. Provide a description of how the policy is being implemented, including the number of alternative fuel vehicles and/or hybrids the local government has purchased for its fleet since its most recent Green Communities certification
41. No-idling Policy - Adopt a no-idling policy for local gov't vehicles	Melissa Zeigler	Done	5	5	Provide a copy of the most recent version of the ordinance or policy and a description of any changes that have occurred since the local government's most recent Green Communities certification. Provide a description of how the policy is being implemented including how employees are educated on the policy. If possible, please provide any information the local government has on the estimated fuel savings, reduction in greenhouse gas emissions, or other measurable benefits achieved as a result of this policy HR makes new hires aware of this opportunity. A few staff utilize this policy as they live near or with other staff members (husband/wife or brother/sister)
42. Alt. Fuel Vehicle Retrofit - Retrofit gasoline-powered gov't fleet to alt. fuels		Next Round	5	0	<input type="checkbox"/> Documentation on the total number of gasoline-powered government fleet vehicles retrofitted to date <input type="checkbox"/> Description of the environmental and economic benefits resulting from the retrofits
43. Alt. Fuels - Produce or purchase alternative fuels for gov't fleet vehicles		Next Round	5	0	<input type="checkbox"/> A description of the local government's alternative fueling station(s), including the location, fuel supplied, vehicles that use the alternative fuel, etc <input type="checkbox"/> A description of how the fuel is produced by the local government, or a copy of the alternative fuel purchases for the fleet vehicles for the most current year
44. Complete Streets - Adopt Complete Streets Policy/Ordinance	Hannah Knab, Erica Madsen	Working on it	10	10	Provide a copy of the most recent version of the ordinance or policy that requires complete streetsAdopted in 2010. Working on gathering example data. and a description of any changes that have occurred since the local governments most recent Green Communities certification. Provide a description of how the policy is being implemented and one or two examples of corridors where the complete streets policy was followed since the most recent Green Communities certification
45. Traffic Signal Synchronicity - Work to improve traffic signal synchronization to ease congestion		Next Round	5	0	<input type="checkbox"/> A copy of the plan being implemented <input type="checkbox"/> Information on the estimated fuel savings and pollution reduction from the program
46. "Safe Routes to School" - Implement a Safe Routes to School program	Erica Madsen	Done	5	5	Provide an update on the progress and implementation of the local governments SRTS program including how the 5 Es are being addressed, how the program is promoted to schools, and a list of currently participating schools (including street address and zip code)
47. Bicycle Facilities - Require end-of-trip bicycle facilities at all community facilities	Melissa Zeigler	Done	5	5	Provide a copy of the most recent version of the ordinance or policy that requires end-of-trip bicycle facilities at all community facilities and a description of any changes that have occurred since the local government's most recent Green Communities certification. Also provide an updated version of the list of community facilities (including street address and zip code) that have end-of-trip bicycle facilities installed. If an end-of-trip bicycle facility has not been installed at a community facility, please explain why since all community facilities are to have bicycle facilities installed within 2 years of the local government's Green Communities certification Bike racks located throughout the city with plans to install more in the near future.
48. Bicycle & Pedestrian Plan - Adopt bicycle and pedestrian friendly policies	Hannah Knab, Tracy Rye	Working on it	5	5	<input type="checkbox"/> A copy of the plan, with date of adoption <input type="checkbox"/> An example of how the plan is being used by the local government (i.e. updated in the last 10 years (example of an implemented project, etc
49. Become a Bicycle Friendly Community		Next Round	5	0	<input type="checkbox"/> A copy of the Bicycle Friendly Community award certificate dated within the past4 years
50. Become a Walk Friendly Community		Next Round	5	0	<input type="checkbox"/> A copy of the Walk Friendly Community award certificate dated within the past5 years
51. Shared/Reduce Parking - Amend development regulations to encourage shared, joint, reduce parking	Hannah Knab, Meghan McMullen	Done	5	5	Provide a copy of the most recent version of the development regulations that encourage shared reserved carpool parking spots at City Hall parking joint parking and/or reduced parking requirements for commercial and retail facilities within its jurisdiction Also provide one or two examples of properties where shared, joint, or reduced parking has been implemented since the most recent Green Communities certification
52. Plug-in EV Readiness - Take steps to become Electric Vehicle ready	Melissa Zeigler	Done	5	5	Provide an update on the community's electric vehicle readiness since the local government's most recent Green Communities certification. Include a copy of the most recent ordinance or policy with date of adoption or permitting forms, if applicable. Provide a description of how the EV readiness initiative is being implemented including the number of electric vehicle charging stations installed in the jurisdiction since the most recent Green Communities certification EV charging stations at City Hall
			85	60	

Attachment: ARC\_Green\_Communities\_Checklist (19-5462 : ARC Green Communities Update)

Recycling and Waste Reduction

Name	Person	Status	Points	Points Applied	Requirements	Notes
53. Environmentally Preferable Purchasing - Implement environmentally purchasing program	Hannah Knab	Done	10	10	Provide a copy of the most recent version of the policy and a description of any changes that have occurred since the local government's most recent Green Communities certification. Provide documentation demonstrating that the local government purchases environmentally friendly goods. Examples of documentation may include invoices for purchases, a list of environmentally friendly products and services purchased in the past year, etc. If possible, provide information on measurable environmental benefits from these purchases such as reduction in virgin materials used, reduction in toxic cleaning chemicals purchased, etc	Adopted in 2010
54. Traditional Recycling - Implement a traditional recycling program for gov't facility	Melissa Zeigler	Done	5	5	Provide an update on the local government's recycling program and a description of any changes that have occurred since the most recent Green Communities certification. Please also provide information on the measurable environmental benefits of the program, such as quantity of materials recycled on an annual basis	Services provided for by Advanced Disposal at all government facilities
55. Nontraditional Recycling - Implement a non-traditional recycling program for gov't facility	Hannah Knab, Steven	Working on it	5	5	Provide an update on the local government's recycling program including if there have been any changes since the local government's most recent Green Communities certification. Please also provide information on the measurable environmental benefits of the program, such as quantity of materials recycled on an annual basis	IT recycles ink cartridges, batteries and Police recycles prescriptions.
56. Recycled Paper Purchasing - Purchase recycled copy, computer and fax paper - 30% recycled content		Done	5	5	Provide a copy of the most recent version of the policy and a description of any changes that have occurred since the local government's most recent Green Communities certification. Provide documentation (such as purchasing invoices) demonstrating that the local government purchases at least 30 percent post-consumer recycled content paper. If possible, provide information on the measurable environmental benefits from these purchases such as percent of total paper purchases that are at least 30 percent post-consumer recycled paper estimate of a reduction in virgin materials used, etc	GGA purchases 30% recycled paper
57. Residential Curbside Recycling - Offer curbside recycling to all residents through local operations	Melissa Zeigler	Done	5	5	Provide a copy of the most recent version of the policy/ordinance/contract specifications that stipulate curbside recycling is provided by the local government or all solid waste contractors and recycling contractors. If any changes have occurred to the policy/ordinance/contract specifications since the local government's most recent Green Communities certification, please provide a short description of these changes. Please also provide information on the measurable environmental benefits of the program, such as quantity of materials recycled on an annual basis	Services provided for by Advanced Disposal
58. Residential Glass Recycling - Offer glass recycling to all residents through local operations	Melissa Zeigler	Done	5	5	Provide a copy of the most recent version of the policy/ordinance/contract specifications that stipulate curbside recycling is provided by the local government or all solid waste contractors and recycling contractors. Or provide an update on permanent glass drop off locations (location, what is accepted, etc.) If any changes have occurred to the policy/ordinance/contract specifications since the local government's most recent Green Communities certification, please provide a short description of these changes. Please also provide information on the measurable environmental benefits of the program, such as quantity of glass recycled on an annual basis	Glass Recycling drop off location at Public Works for residents only
59. Offer Commercial recycling services	Melissa Zeigler	Working on it	5	5	Provide a copy of the most recent version of the policy/ordinance/contract specifications that stipulate commercial recycling is provided by the local government or all solid waste contractors and recycling contractors. If any changes have occurred to the policy/ordinance/contract specifications since the local government's most recent Green Communities certification, please provide a short description of these changes. Please also provide information on the measurable environmental benefits of the program, such as quantity of materials recycled on an annual basis	Commercial Recycling provided by Advanced Disposal for cardboard
60. Nontraditional Recycling - Have recycling drop off location/event(s) for electronics	Sonya Isaac	Done	5	5	Provide an update on the local government's recycling program for citizens to recycle electronics and rechargeable batteries and cell phones and a description of any changes that have occurred since the local government's most recent Green Communities certification. Please also provide information on the measurable environmental benefits of the program, such as quantity of materials recycled on an annual basis since the local government's most recent Green Communities certification	recycling event twice a year for electronics, bulk items, and shredded paper
61. Household Hazardous Waste Disposal	Hannah Knab, Melissa Zeigler, Sonya Isaac	Working on it	10	10	<ul style="list-style-type: none"> <li><input type="checkbox"/> A copy of the agreement between the local government and third-party HHW contractor</li> <li><input type="checkbox"/> A list of those materials permitted to be recycled during HHW recycling events</li> <li><input type="checkbox"/> Copy of materials used to educate community members on the HHW recycling program</li> </ul> Provide a copy of the most recent version of the policy/ordinance/contract specifications that stipulate curbside collection of yard debris by the local government or contractors if any changes have occurred to the	Working on hosting a paint recycling drop off location at the 2019 Fall Recycling Event
62. Yard Debris - Implement organics and yard debris collection for composting	Melissa Zeigler	Done	5	5	Provide an update on the local government's recycling program for citizens to recycle electronics and rechargeable batteries and cell phones and a description of any changes that have occurred since the local government's most recent Green Communities certification. Please also provide information on the measurable environmental benefits of the program, such as quantity of yard debris collected and composted on an annual basis	Service provided by advanced disposal

Attachment: ARC\_Green\_Communities\_Checklist (19-5462 : ARC Green Communities Update)

63. Munciple Measurement Program - Become a Municipal Measurement Program participant	Hannah Knab, Melissa Zeigler	Working on it	5	5	<input type="checkbox"/> A copy of the acceptance letter from MMP <input type="checkbox"/> Completion of both MMP assessment surveys (1- About Your Municipality Survey and 2 Residential Curbside Assessment Survey OR Residential Drop-off Assessment Survey <input type="checkbox"/> Verification from the MMP that the data submitted has been reviewed and approved by The Recycling Partnership <input type="checkbox"/> Educational materials used to educate staff and the public about participation in the program <input type="checkbox"/> General description of the recycling education and outreach program <input type="checkbox"/> A copy of the education and outreach materials used to educate the community <input type="checkbox"/> Documentation showing that at least two "Education and Outreach Program Activities" and two Public Participation and Involvement Activities" have occurred within the last year"	
64. Recycling Education - Develop and implement a local recycling and public awareness program	Hannah Knab	Working on it	5	5		Working with SNC
			<b>70</b>	<b>70</b>		

Land Use

Name	Person	Status	Points	Points Applied	Requirements	Notes
65. Locate a gov't facility at brownfield site	Hannah Knab	Done	10	10	Provide an updated list of the buildings owned and operated by the local government that are located on a brownfield site that has been remediated by the local government For each building provide the street address (including zip code) and a description of the site before and after redevelopment	Lillian Webb Park
66. Locate a gov't facility at a greyfield site	Hannah Knab, Melissa Zeigler	Done	5	5	Provide an updated list of the buildings owned and operated by the local government that are located at greyfield sites that have been revitalized by the local government For each building provide the street address (including zip code) and a description of the site before and after redevelopment	Welcome Center / New Library
67. Locate a gov't facility at an infill site	Hannah Knab, Tracy Rye, Melissa Zeigler	Working on it	5	5	<input type="checkbox"/> A description of the site before redevelopment and a description of its current use <input type="checkbox"/> Pictures of the completed project or a site visit by a Green Communities staff member <input type="checkbox"/> A copy of the ordinance with date of adoption	Adopted in 2017
68. HPC - Adopt a local historic preservation ordinance	Hannah Knab	Done	5	5		
69. Smart Growth Incentives - Offer incentives that support smart growth (redevelopment in existing downtown areas)	Hannah Knab	Done	5	5	<input type="checkbox"/> A copy of the policy(s) or ordinance(s) that establish the smart growth incentives <input type="checkbox"/> A description of the three smart growth policy options implemented through the incentives <input type="checkbox"/> Documentation on how the incentive(s) will be implemented <input type="checkbox"/> A copy of the published analysis of potential buildings for reuse, greyfields for restoration, and brownfields for redevelopment <input type="checkbox"/> Documentation on the incentives and/or revitalization strategies and how each will be implemented	In new UDO under the Buford Hwy District
70. Revitalization Incentives - Analyze potential areas and develop incentives and/or other revitalization strategies	Hannah Knab, Tracy Rye	Working on it	5	5		
			<b>35</b>	<b>35</b>		

Education

Name	Person	Status	Points	Points Applied	Requirements	Notes
71. Employee Education - Educate staff on the green community measures being implemented in jurisdiction	Hannah Knab	Working on it	5	5	<input type="checkbox"/> General description of education program for staff on sustainability <input type="checkbox"/> A copy of the education and outreach materials used to educate the government employees on each of the government measures (full list below) implemented by the local government <input type="checkbox"/> List in the table below those materials being used as documentation of government employee education <input type="checkbox"/> A full inventory that lists all local government buildings that includes building name and address/location <input type="checkbox"/> Indication on the inventory of which buildings are using an ET&M system. Include the following additional information for those buildings Building Description (square footage, year built, property type, and occupancy/usage schedule) • List of utility accounts (electric, natural gas, and water) associated with each building • <input type="checkbox"/> Documents showing that twelve months of energy (electricity and natural gas) and water have been entered into an ET&M system for at least 20% of the local government's buildings <input type="checkbox"/> Description of the process for routinely entering energy usage data (typically from utility bills) into the ET&M system monthly, and for reporting those results routinely (at least quarterly) to key decisionmakers <input type="checkbox"/> Description of the plan for adding all of the jurisdiction's buildings to the ET&M system within 4 years ARC Green Community Certification Manual 100 <input type="checkbox"/> Documentation showing that the jurisdiction has quantified an energyefficiency benchmark for each building in the portfolio using an ET&M tool that allows for benchmarking (OPTIONAL for an additional 5 points)	Hannah is sending staff Sustainability Email Blasts. Looking in doing Lunch and Learns
72. Utility Tracking - Establish a historical baseline of energy and water usage in gov't buildings and put an ongoing tracking system in place	Erica Madsen, Melissa Zeigler	Working on it	10	10		Working with GGA to input data in tracking system and create sustainable practice in the future
73. Member Education - Educate the public, schools, professional associates, businesses, etc about green communities program	Hannah Knab	Working on it	5	5	<input type="checkbox"/> General description of public awareness and outreach program on sustainability <input type="checkbox"/> A copy of the education and outreach materials used to educate the community on each of the community measures (full list below) implemented by the local government <input type="checkbox"/> List in the table below those materials being used as documentation of community member education	Working with SNC
74. Sustainability Plan - Develop, adopt, and implement a sustainability plan	Hannah Knab	Done	10	10	<input type="checkbox"/> A copy of the adopted sustainability plan with date of adoption <input type="checkbox"/> Provide a description of how the sustainability plan is actively being implemented	Adopted in 2017

Attachment: ARC\_Green\_Communities\_Checklist (19-5462 : ARC Green Communities Update)

75. Youth Sustainability Engagement - Develop and implement a program to engage the community's youth around environment and sustainability

Hannah Knab

Working on it

5

5

- General description of the youth sustainability engagement program
- Documentation showing that the local government engages with youth at least once per quarter
- Name and contact information for the local government staff who works on the program

Working with SNC

76. Sustainable Business Outreach - Develop and implement an outreach program to engage the business community around benefits of adopting a sustainability ethic

Hannah Knab

Working on it

5

5

- General description of the sustainable business outreach and collaboration program
- Documentation showing that the local government engages with the business community at least once per quarter
- Name and contact information for the local government staff who works on the program

Strawless Norcross

40

40

**Innovation**

Name	Person	Status	Points	Points Applied	Requirements	Notes
77. Project to reduce environmental impact	Hannah Knab	Working on it	5	5		
78. Project to reduce environmental impact	Hannah Knab	Working on it	5	5		Multifamily Recycling Program
79. Project to reduce environmental impact			5			
80. Project to reduce environmental impact			5			
			20	10		