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**CITY OF MORROW, GEORGIA**  
**Mayor and Council Regular Meeting**

**December 10, 2013**

**Agenda**

**7:30 pm**

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**CALL TO ORDER:** Mayor Burke  
**PLEDGE OF ALLEGIANCE:** All  
**INVOCATION:** Mayor Burke

1. **ROLL CALL**

2. **APPROVAL OF MEETING AGENDA:**

3. **CONSENT AGENDA:**

1. Approval of the November 12, 2013 Regular Meeting Minutes.
2. Approval of the Sumner/Meeker, LLC (Laurel Henderson) invoice dated October 31, 2013 in the amount of \$345.10 for period October, 2013.
3. Approval of the Hecht Walker PC invoice #6032 dated November 5, 2013 in the amount of \$4,224.50 for the period October, 2013.
4. Approval of the Fincher Denmark William invoices 1510 and 1524 for the City of Morrow's portion of Legal Fees in connection with the Clayton County SDS/LOST Project in the amount of 331.17 for the period August and September, 2013.

4. **REPORTS AND PRESENTATIONS:**

1. Presentation of a 10 year pin to Sgt. Richard Thrasher – presented by Police Chief Leighty.
2. Presentation to Patsy Hart as Clayton County Teacher of the Year – Presented by Mayor Burke.
3. Update on Clayton State University Homecoming Parade – Leila Tatum, Director, Office of Alumni Relations – CSU
4. Update on Morrow SPLOST – Sylvia Redic, Grants Administrator
5. Financial Update – Dan Defnall

5. **FIRST PRESENTATION:** None

6. **PUBLIC HEARINGS:**

1. A Public Hearing for a Conditional Use Request by Daniel Blanks of Clifftondale Group, LLC for an amusement center – indoor laser tag recreation business. The property is located at 1395 Southlake Parkway, Morrow, Georgia and is zoned General Business (BG). *(Presented by Brecca Johnson, Sr. Planner)*
2. A Public Hearing for a Conditional Use Request by Sung Na of Battle City, Inc. for an amusement center – indoor air soft recreation business. The property is located at 1340 Southlake Parkway, Morrow, Georgia and is zoned General Business (BG). *(Presented by Brecca Johnson, Sr. Planner)*
3. A Public Hearing for a Conditional Use Request by Shewan Warren of Morrow Early Learning Center, LLC to use the property located at 1187 Morrow Road, Morrow, Georgia as a Day Care center business. The property is zoned Mixed-Use (MU). *(Presented by Brecca Johnson, Sr. Planner)*

7. **COMMENTS ON AGENDA ITEMS:**

8. **OLD BUSINESS:**

1. **Postponed by motion and vote from the November 12, 2013 Council Meeting:**

Approval of an RFP for Olde Town Morrow with the firm Newmark Grubb Knight Frank, Municipal Advisory Group.

*(Presented by Interim City Manager Chris Leighty and City Attorney Greg Hecht)*

9. **NEW BUSINESS:**

1. Approval or Denial to extend the time period for Police Chief Chris Leighty to serve as Interim City Manager until a permanent City Manager is hired. *(Presented by City Attorney, Greg Hecht)*
2. Approval of Version 1 or Version 2 of the City of Morrow's Job Description for City Manager, which is an Executive Department Head level position. *(Presented by HR Manager Rebecca Zebe and Interim City Manager Chris Leighty)*
3. Approval for HR Manager Rebecca Zebe to immediately post the position of City Manager to the GMA Website, City Website, and various other locations where appropriate. This posting will include the position's Job Description version as voted on in item No. 5 above. *(Presented by Interim City Manager, Chris Leighty)*
4. Approval or Denial for a one-time Christmas bonus to the City employees of Morrow as requested by Councilwoman Bridges, Councilman Huie, and Councilman Slaton. *(Presented by Councilman Huie)*

5. Approval or Denial of a Conditional Use Request by Daniel Blanks of Cliftdale Group, LLC for an amusement center – indoor laser tag recreation business. The property is located at 1395 Southlake Parkway, Morrow, Georgia and is zoned General Business (BG). *(Presented by Brecca Johnson, Sr. Planner)*
6. Approval or Denial of a Conditional Use Request by Sung Na of Battle City, Inc. for an amusement center – indoor air soft recreation business. The property is located at 1340 Southlake Parkway, Morrow, Georgia and is zoned General Business (BG). *(Presented by Brecca Johnson, Sr. Planner)*
7. Approval or Denial of a Conditional Use Request by Shewan Warren of Morrow Early Learning Center, LLC to use the property located at 1187 Morrow Road, Morrow, Georgia as a Day Care center business. The property is zoned Mixed-Use (MU). *(Presented by Brecca Johnson, Sr. Planner)*

10. **GENERAL COMMENTS:**

11. **ADJOURNMENT:**



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MORROW GEORGIA

## Planning + Economic Development Department

1500 Morrow Rd. Morrow, GA 30260 678.902.0870 (T) 770.960.3002 (F)

### Conditional Use Request- Staff Evaluation

**Applicant:** Cliftondale Group, LLC.  
c/o Daniel Blanks  
1395 Southlake Parkway  
Morrow, GA 30260  
(678) 758-8472

**Property Owner:** Sid Kressess & Larry Wilensky  
1801 Peachtree Street, N.E.  
Atlanta, GA 30309  
(404) 351-8803

**Property Address:** 1395 Southlake Parkway (Shopping Plaza)

**Zoning Classification:** BG (General Business) District

**Existing Use:** Shopping Center Plaza

**Proposed Use:** Amusement Center: Indoor Laser Tag Recreation Business

**P+Z Board Meeting:** **November 19, 2013**

**City Council Meeting:** **December 10, 2013**

**Zoning History:** The subject property is zoned General Business (BG), according to the City of Morrow Official Zoning Map. Table 1.0 identifies the current zoning and existing land use of adjacent properties.

**Table 1.0 Current Zoning and Existing Land Use**

Current Zoning	Existing Land Use
North- General Business (BG )	Harley Davidson Motorcycle Dealership Undeveloped Property
South - General Business (BG )	Vacant - Former Bally Fitness Gym
East - General Business (BG)	FIAT Car Dealership
West- General Business (BG )	Pars Cars Dealership Southlake Dental Associates Southern Smiles Dentistry

**Executive Summary of this Request:**

The applicant is requesting a conditional use to utilize a 6,875 square foot vacant tenant space, within an existing shopping center building as an indoor recreation laser tag business. Renovations plans will be submitted if this request is approved. The property must meet all zoning, building, fire/life safety



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## Planning + Economic Development Department

1500 Morrow Rd. Morrow, GA 30260 678.902.0870 (T) 770.960.3002 (F)

and accessibility codes. The subject property is located at the southwestern corner of Southlake Parkway and Park Place. Under the BG designation, the Zoning Ordinance requires that all amusement centers must obtain Conditional Use approval from the Planning+Zoning Board and City Council. Although the ordinance requires a conditional use approval, it does specify that any particular conditions be met to allow for this type of use.

### **Ordinances, Codes affected by this Request:**

- *Article IX: Section 910 BG General business district*
- *Article XV: Section 1501 Conditional Uses*
- *Article IV: Section 402 Definitions*

### **Criteria Point 1: All specific provisions of this ordinance relative to the conditional use have been met.**

There are no specific provisions of this ordinance relative to the conditional use as it pertains to indoor amusement centers. The Zoning Ordinance, *Section 910 BG General Business district*, requires conditional use approval for all amusement centers, and other establishments using amusement devices, other amusement enterprise, including the provision of stage entertainment, bowling alleys, and skating rinks. The proposed space will be adjacent to Monkey Joe's recreation business.

### **Criteria Point 2: Whether any specific limitations are necessary to protect the public interest and ensure the continued beneficial uses and enjoyment of nearby properties.**

There are no known specific limitations which need to be put in place to protect the public interest and ensure the continued enjoyment of nearby properties. The proposed business is located in an existing shopping center and the subject property is surrounded by commercially-zoned properties to the north, east, south, and west.

### **Criteria Point 3: The Conditional Use with or without specific limitations and design features as might have been required will further the aims of the land use plan and will not be unduly detrimental to nearby properties.**

Planning Staff did not find that there were any specific limitations or design features previously required for this conditional use request. The land use plan will not be affected by the outcome of this conditional use request.

### **Recommendations:**

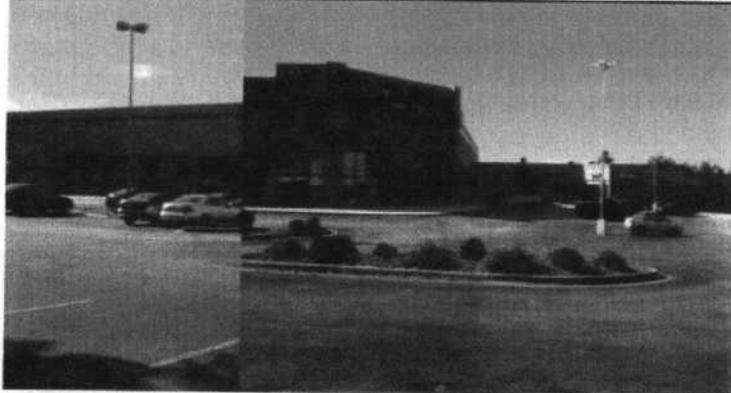
Planning Staff and the P+Z Board recommends **APPROVAL** of the applicant's request.

### **Attachments:**

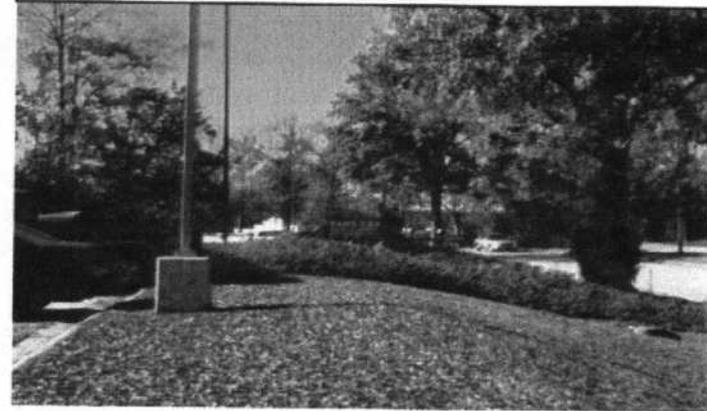
- **Site Photos**
- **Zoning Map**
- **Site Plan**
- **Proposed Interior Floor Plan of the Space**
- **Letter of Intent**

# Cliftondale Group, LLC, Conditional Use, City Council Mtg., 12-10-2013

**Subject Property**



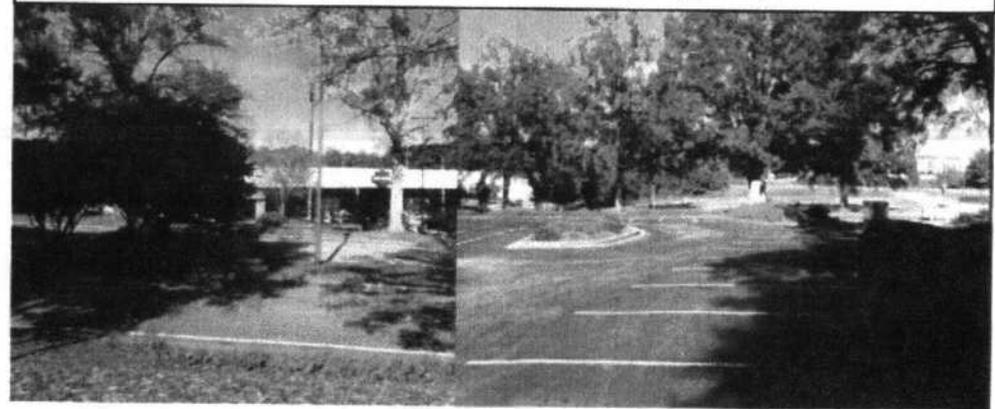
**View to the West, Pars Cars**



**View to the East, FIAT Dealership**

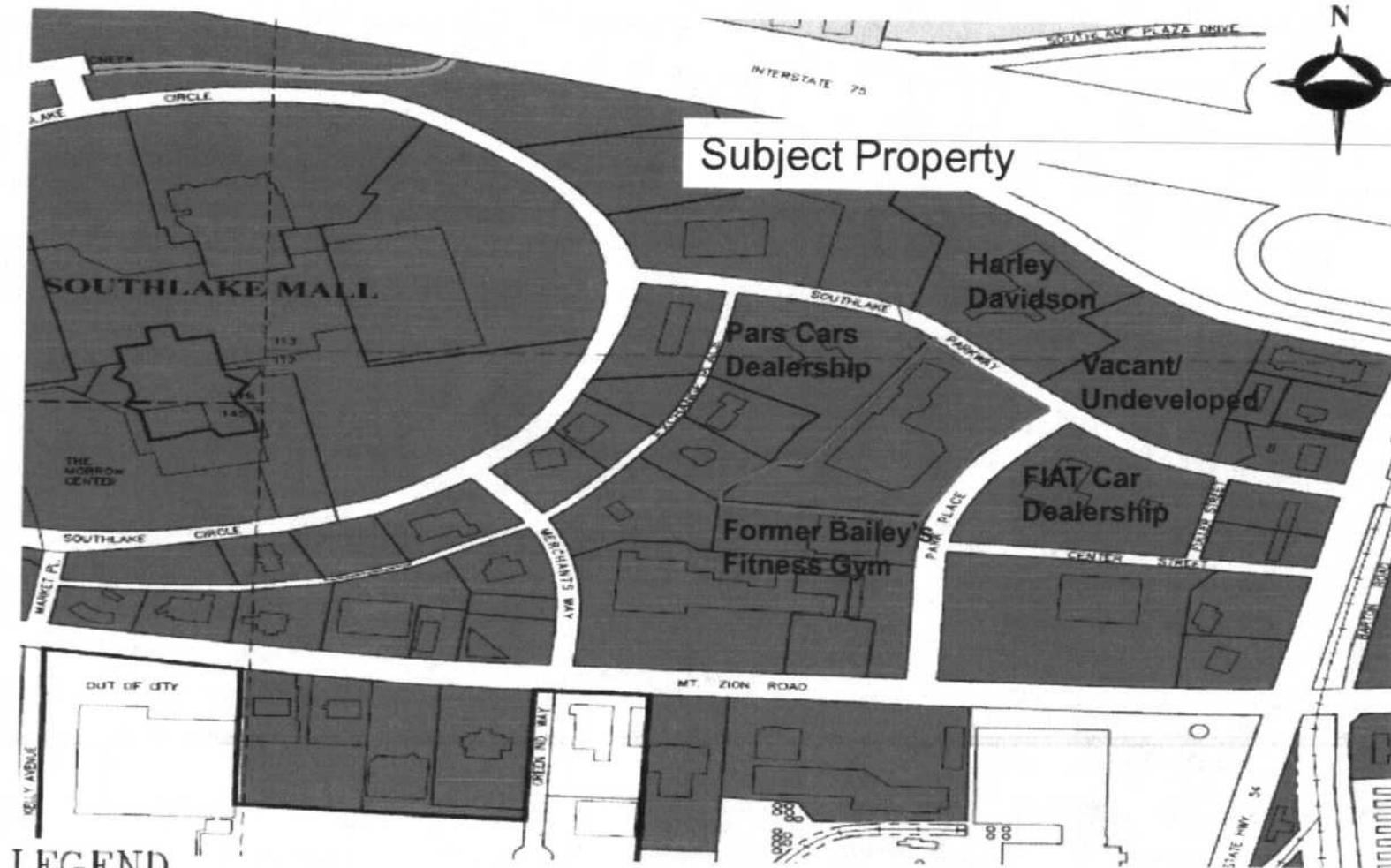


**View to the North,  
Harley Davidson & Undeveloped Tract**



# Morrow Zoning Map, 1395 Southlake Parkway

City Council Mtg. 12-10-2013



## LEGEND

- |   |                              |  |                                       |
|---|------------------------------|--|---------------------------------------|
|  | BG-GENERAL BUSINESS DISTRICT |  | MIXED USE DEVELOPMENT DISTRICT        |
|  | LIGHT MANUFACTURING DISTRICT |  | PARK/RECREATION/CONSERVATION DISTRICT |



DATE: 11/14/07

MORROW, GEORGIA  
NEW IMAGE DENTAL  
LABORATORY, INC.



CONSTRUCTION DOCUMENT  
NO. 1

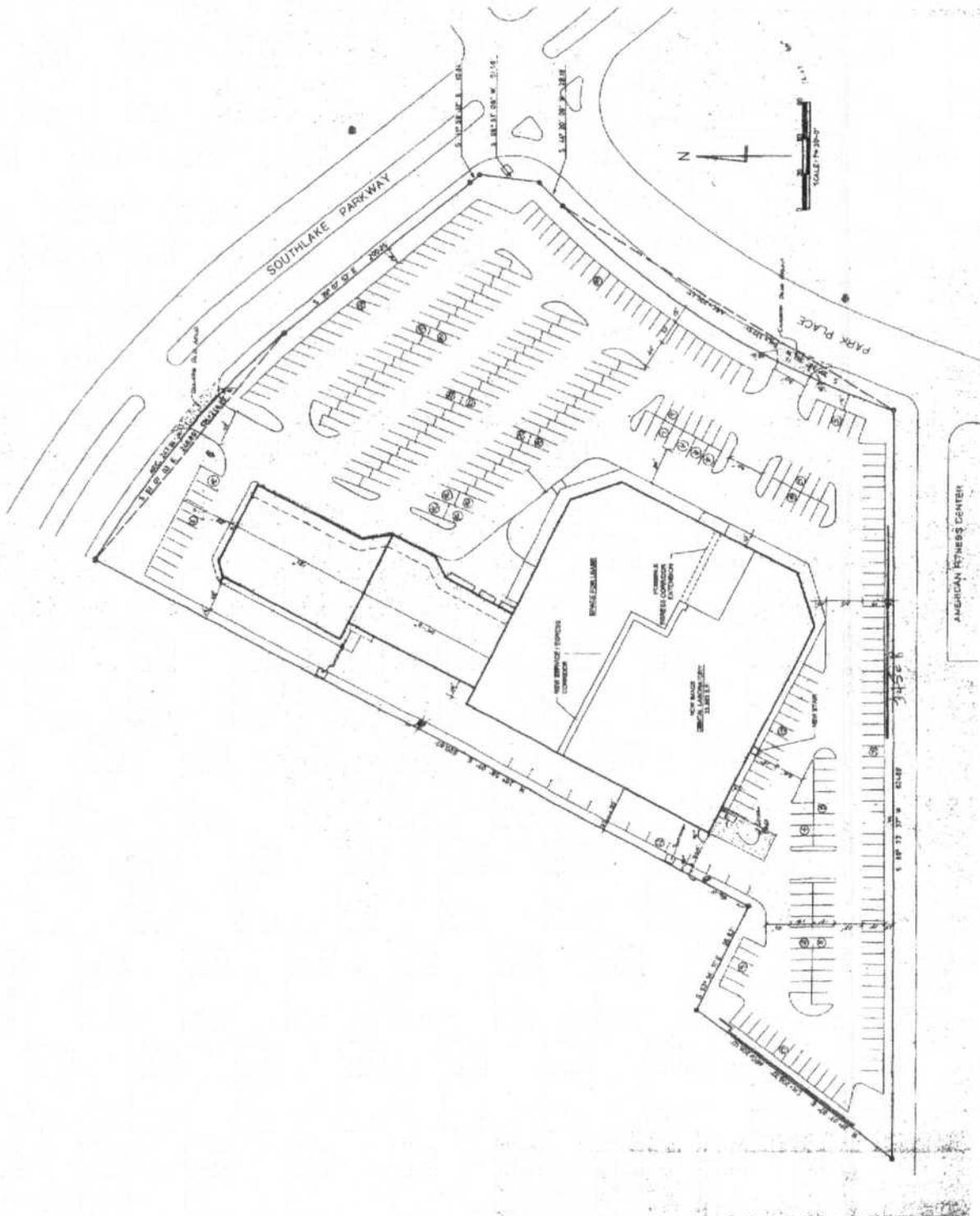
SITE  
PLAN

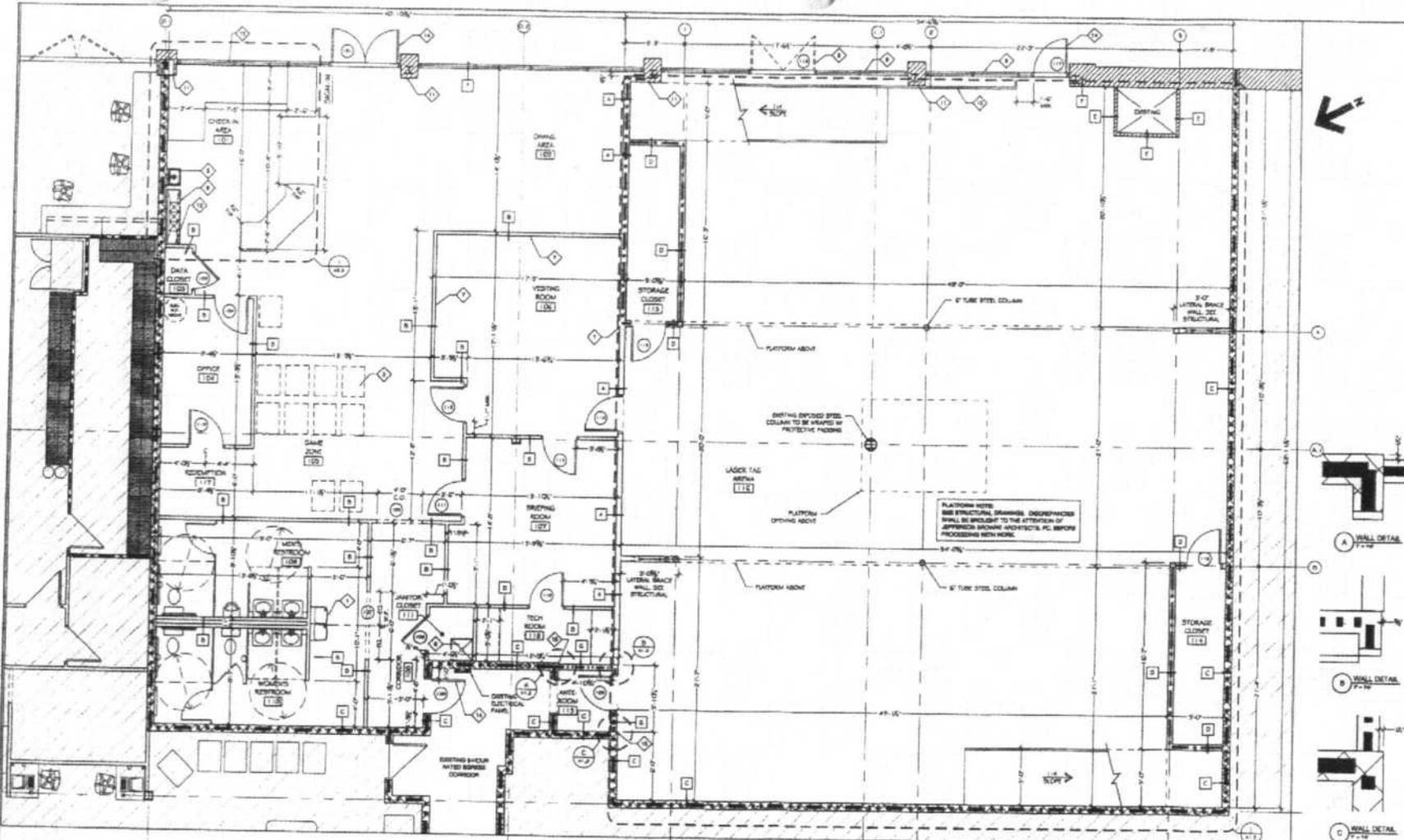
ISSUED FOR PERMIT  
AC100

NOTE: THIS PLAN PROVIDED FOR INFORMATION PURPOSES ONLY.



1 SITE PLAN  
SCALE: 1/8"=1'-0"





**J**

JEFFERSON BROWN, INC.  
100 N. W. 10th Ave. Suite 1000  
Miami, Florida 33136  
www.jbrown.com

REVISIONS

RECEIVED  
OCT 17 2011

LASERTREX  
1395 SOUTH LAKE PARKWAY, SUITE J  
MARIETTA, GEORGIA 30060  
131-1723



SEPTEMBER 17, 2011

CONSTRUCTION SET  
REVISIONS

DIMENSIONED  
FLOOR PLAN

DATE: 09/17/11  
SCALE: 1/8\"/>

WALL TYPE SCHEDULE			
MARK	RATING	U.L.	CONSTRUCTION
A	1-HOUR	UND	2\"/>
B	NONE	NONE	1\"/>
C	1-HOUR	EXISTING	1\"/>
D	1-HOUR	UND	2\"/>
E	NONE	NONE	1\"/>
F	NONE	NONE	1\"/>
G	1-HOUR	UND	2\"/>

- KEY NOTES**
- NEW DRINKING FOUNTAIN TO ROOF
  - EXISTING DOOR TO BE LOCKED AND SECURED
  - ARCHIVE EQUIPMENT PROVIDED BY TENANT
  - 2-COMPARTMENT BINNIE W/ DRINKING CONTAINER SHALL VERIFY SIZE & RECOMBIBUTE AND NOTIFY SUPERVISOR AS NECESSARY
  - FRONTDOOR W/ SWISH BLINDS
  - NEW SIGN
  - LABOR TAG EQUIPMENT CONTRACTOR SHALL COORDINATE MOUNTING H. W/ LABOR TAG SUPPLIER. PREVIEW BLOCK IS REQUIRED
  - 2-COMPARTMENT BINNIE
  - APPLY GRANITE FLOOR ON INTERIOR SIDE OF EXISTING STAIRWELL
  - 6\"/>

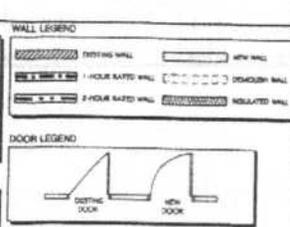
**GENERAL NOTES**

DOORS TO ACCESSIBLE BATHROOMS SHALL COMPLY WITH RULE 110-3-20.24. DOOR SHALL NOT SWING INTO THE FLOOR SPACE RESERVED FOR AIR PURGERS.

IF TOILET ROOMS ARE PROVIDED, THEN EACH PUBLIC USE COMMON USE TOILET ROOM SHALL COMPLY WITH RULE 110-3-20.33. OTHER TOILET ROOMS PROVIDED FOR THE USE OF OCCUPANTS OF SPECIFIC SPACES (E.G., PRIVATE TOILET ROOM FOR THE OCCUPANT OF A PRIVATE OFFICE) SHALL BE EXEMPT. IF BATHING ROOMS ARE PROVIDED, THEN EACH PUBLIC AND COMMON USE BATHROOM SHALL COMPLY WITH RULE 110-3-20.34. ACCESSIBLE TOILET ROOMS AND BATHING FACILITIES SHALL BE ON AN ACCESSIBLE ROUTE.

**CABINETRY NOTE**

CABINETRY A BUILT-UP SET SCHEMATIC. CONTRACTOR SHALL COORDINATE W/ TENANT AND CONSTRUCTION PLAN NOTES (EXISTING CONDITIONS). REMOVE SHOP DRAWINGS FOR REVIEW AND APPROVAL BY TENANT AND ARCHITECT PRIOR TO CONSTRUCTION.





## Cliftondale Group, LLC

City Of Morrow  
Planning and Zoning Board  
1500 Morrow Rd. Morrow, GA 30260

October 25, 2013

RE: LaserTrex Conditional Use Letter of Intent

Dear Planning and Zoning:

We are requesting a conditional use variance for an indoor family entertainment center. The nature of the business will be laser tag. The business will be located adjacent to Monkey Joe's, at 1395 Southlake Parkway Suite L.

What is laser tag?

Laser tag is an indoor recreational activity where players navigate around obstacles trying to score points by tagging their opponents with beams of light. There are no moving parts! No projectiles! No physical contact!



The laser tag equipment consists of a phaser attached to a rechargeable vest that is worn by the players. The vest has sensors that the opponent tries to "TAG" with beams of light coming from the phaser. The sensors also communicate with a central computer that keeps track of player's score. The equipment does not leave the laser tag arena.



Respectfully,  
Daniel Blanks  
Managing Member



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MORROW, GEORGIA

## Planning + Economic Development Department

1500 Morrow Rd. Morrow, GA 30260 678.902.0870 (T) 770.960.3002 (F)

### Conditional Use Request- Staff Evaluation

- Applicant:** Battle City, Inc.  
c/o Sung Na  
1340 Southlake Parkway  
Morrow, GA 30260  
(404) 917-5183
- Property Address:** 1340 Southlake Parkway (Former Sears Home Life Building)  
Morrow, GA 30260
- Zoning Classification:** BG (General Business) District
- Existing Use:** Vacant
- Proposed Use:** Amusement Center: Indoor Airsoft Recreation Business
- P+Z Board Meetings:** **October 15, 2013**  
**November 25, 2013 (Special Called Meeting)**
- City Council Meeting:** **December 10, 2013**
- Zoning History:** The subject property is zoned General Business (BG), according to the City of Morrow Official Zoning Map. Table 1.0 identifies the current zoning and existing land use of adjacent properties.

**Table 1.0 Current Zoning and Existing Land Use**

Current Zoning	Existing Land Use
North- General Business (BG )	Vacant /Undeveloped, Parking Lot
South - General Business (BG )	Vacant - Former Macy's Auto Center, Par Cars Auto Dealership
East - General Business (BG)	Vacant/Undeveloped
West- General Business (BG )	Southlake Mall (Main entrance)

#### Executive Summary of this Request:

The applicant is requesting a conditional use to utilize an existing 29,440 square foot building as an indoor recreation airsoft business. Renovations plans will be submitted, should this request be approved. The property must meet all zoning, building, fire/life safety codes. The subject property is located at the northeastern corner of Southlake Parkway and Southlake Circle. Currently, the building is vacant, which it has been for several years. Under the BG designation, the Zoning Ordinance requires that all amusement centers must obtain Conditional Use approval from the Planning+Zoning Board and City Council. Although the ordinance requires a conditional use approval, it does specify that any particular conditions be met to allow this type of use.



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## Planning + Economic Development Department

1500 Morrow Rd. Morrow, GA 30260 678.902.0870 (T) 770.960.3002 (F)

### **Ordinances, Codes affected by this Request:**

- Article IX: Section 910 BG General business district
- Article XV: Section 1501 Conditional Uses
- Article IV: Section 402 Definitions

### **Criteria Point 1: All specific provisions of this ordinance relative to the conditional use have been met.**

All specific provisions of this ordinance relative to the conditional use can be met. The Zoning Ordinance, Section 910 BG General Business district, requires conditional use approval for amusement centers, and other establishments using amusement devices, other amusement enterprise, including the provision of stage entertainment, bowling alleys, and skating rinks.

### **Criteria Point 2: Whether any specific limitations are necessary to protect the public interest and ensure the continued beneficial uses and enjoyment of nearby properties.**

There are no known specific limitations which need to be put in place to protect the public interest and ensure the continued enjoyment of nearby properties. The subject property is surrounded by commercially-zoned properties to the north, east, south, and west, consisting of a vacant lot, a vacant building and car dealership, and Southlake Mall, respectively. According to the applicant, all airsoft activities will be conducted within the building. The subject property, which has been vacant for several years, has had numerous concerns of vandalism and loitering; however allowing the proposed use, has the potential to discourage this type of activity and provide an added draw to the Southlake Mall area.

### **Criteria Point 3: The Conditional Use with or without specific limitations and design features as might have been required will further the aims of the land use plan and will not be unduly detrimental to nearby properties.**

Planning Staff did not find that there were any specific limitations or design features previously required for this conditional use request. However, it is ideal that all recreation remain indoors, with no outdoor activities allowed, which could have an adverse effect on adjacent property owners. The land use plan will not be affected by the outcome of this conditional use request.

### **Recommendations:**

Planning Staff recommends **APPROVAL** of the applicant's request. At the October 15<sup>th</sup> meeting, the P+Z Board approved the item. Due to the discrepancy in the address for the property, a second P+Z board meeting was held on November 25, 2013 to hear this request again.

At the **November 25, 2013 P+Z Board meeting**, the P+Z Board recommended to Approve the request with the following condition:

1. The age of participants shall be limited to children 16 years of age and older.



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MORROW, GEORGIA

**Planning + Economic Development Department**

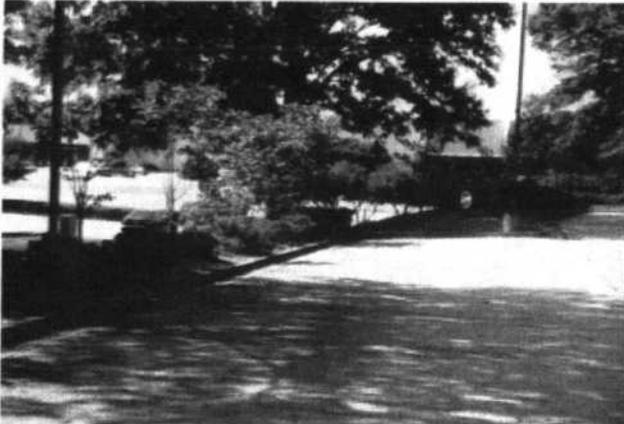
1500 Morrow Rd. Morrow, GA 30260 678.902.0870 (T) 770.960.3002 (F)

**Attachments:**

- Site Photos
- Zoning Map
- Site Plan
- Current Interior Floor Plan of the Building
- Letter of Intent
- Letter Ownership

# Battle City, Inc., Conditional Use, 1340 Southlake Parkway, City Council Mtg., 12-10-13

Southlake Mall, View to the West



Parking Lot – View to the North



Former Macy's Auto Center, View to the South



Par Cars, View to the South



Subject Property

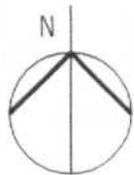
# Morrow Zoning Map, 1340 Southlake Parkway (Former Sears Home Life Building)



## LEGEND

- 
- BG—GENERAL BUSINESS DISTRICT
  MIXED USE DEVELOPMENT DISTRICT
- LIGHT MANUFACTURING DISTRICT
  PARK/RECREATION/CONSERVATION DISTRICT

INTERSTATE HIGHWAY No. 75



LOT 2

LOT 1  
BUILDING  
AREA

SOUTHLAKE CIRCLE

SOUTHLAKE PARKWAY

# SITE PLAN

1340 SOUTHLAKE PARKWAY, CLAYTON, GA 30260



**LETTER OF INTENT  
Conditional Use Application**

**9/30/2013**

Ms. Brecca Johnson  
Planning and Economic Development  
RE: Letter of Intent

Dear Ms. Johnson:

I submit this Letter of Intent to apply for the conditional use permit.  
I intend to open an indoor airsoft arena at 1340 Southlake Pkwy.

I look forward to opening a business in the city of Morrow.

Sincerely,  
**Sung Na**



11111 Santa Monica Blvd., Suite 800, Los Angeles, CA 90025

www.bhproperties.com  
Tel. (310) 820-8888 Fax (310) 820-8070

THE PREMIERE VALUE ADDED INVESTMENT COMPANY  
Managed by B.H. Management Inc.

September 23, 2013

Sung Na  
2640 Gadsen Walk  
Duluth, Georgia 30097

Re: Letter of Ownership

Dear Mr. Sung Na:

Please allow this letter to serve as notice that I, Arsalan Gozini, member of B.H. Properties, LLC, a California limited liability company, and which owns the property located at 1340 Southlake Parkway, Suite 1, Morrow, Georgia, is aware of the variance request which Mr. Sung Na is applying with the City of Morrow and we are in full support of his application.

*Conditional use*

If you have any questions, please do not hesitate to call me.

Sincerely,

Arsalan Gozini  
President

RECEIVED  
SEP 24 2013



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MORROW, GEORGIA

## Planning + Economic Development Department

1500 Morrow Rd. Morrow, GA 30260 678.902.0870 (T) 770.960.3002 (F)

### Conditional Use Request- Staff Evaluation

**Applicant:** Morrow Early Learning Center, LLC.  
c/o Shewan Warren  
1187 Morrow Road  
Morrow, GA 30260  
(404) 849-2297

**Property Address:** 1187 Morrow Road, Morrow, GA 30260

**Zoning Classification:** Mixed Use (MU) District

**Existing Use:** Vacant Building

**Proposed Use:** Day Care Center

**P+Z Board Meeting:** November 19, 2013

**City Council Meeting:** December 10, 2013

**Zoning History:** The subject property is zoned Mixed Use (MU), according to the City of Morrow Official Zoning Map. This .191+/- acre tract was subdivided from a larger .93+/- acre tract of land, formally known as Foxcroft Plaza. Previously, on December 6, 2003, the City Council approved a variance request for a reduction in buffers and setbacks for both tracts of land, totaling 1.12+/- acres. Table 1.0 identifies the current zoning and existing land use of adjacent properties.

**Table 1.0 Current Zoning and Adjacent Land Uses**

	Current Zoning	Adjacent Land Use
North	Mixed Use (MU)	Neighborhood Grocery Store
South & East	Mixed Use (MU)	Vacant/Undeveloped
West	Public/Institutional (PI)	B.C. Haynie Elementary School

#### **Executive Summary of this Request:**

The applicant is requesting a conditional use to utilize an existing, freestanding 1,380 square foot building as a daycare center business. Renovations to the building will be submitted to accommodate the proposed use, if this request is approved. The subject property is located on Morrow Road, west of Skylark Drive. Under the MU designation, the Zoning Ordinance requires that all day nurseries, pre-schools and kindergartens must obtain Conditional Use approval from the Planning+Zoning Board and City Council. Although the ordinance requires a conditional use approval, it does specify that any particular conditions be met to allow for this type of use under the MU zoning designation. The property must meet all zoning, building, fire/life safety codes in addition to all State requirements.



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**Planning + Economic Development Department**

1500 Morrow Rd. Morrow, GA 30260 678.902.0870 (T) 770.960.3002 (F)

**Ordinances, Codes affected by this Request:**

- Article IX: Section 915 MU Mixed Use district
- Article XV: Section 1501 Conditional Uses
- Article IV: Section 402 Definitions

**Criteria Point 1: All specific provisions of this ordinance relative to the conditional use have been met.**

There are no specific provisions of this ordinance relative to the conditional use as it pertains to day care nurseries/centers, pre-schools or kindergartens. However, the applicant is fully aware that all state requirements for indoor and outdoor play areas, among others requirements, must be met prior to the issuance of a business license. The International Fire Code will determine the maximum occupancy for the space.

**Criteria Point 2: Whether any specific limitations are necessary to protect the public interest and ensure the continued beneficial uses and enjoyment of nearby properties.**

There are no known specific limitations which need to be put in place to protect the public interest and ensure the continued enjoyment of nearby properties. The proposed building sits adjacent to a vacant, larger parcel to the south and east, with a grocery store to the north, and B.C. Haynie Elementary School to the west.

**Criteria Point 3: The Conditional Use with or without specific limitations and design features as might have been required will further the aims of the land use plan and will not be unduly detrimental to nearby properties.**

Planning Staff did not find that there were any specific limitations or design features previously required for this conditional use request. The land use plan will not be affected by the outcome of this conditional use request.

**Recommendations:**

Planning Staff & the P+Z Board recommends **APPROVAL** of the applicant's request.

**Attachments:**

- Site Photos
- Zoning Map
- Site Plan
- Existing Floor Plan
- Letter of Ownership
- Letter of Intent

# Morrow Early Learning Center, Conditional Use, 1187 Morrow Road, City Council 12-10-2013

**Subject Property, 1187 Morrow Rd.**



**Vacant Property  
View to the South/East**



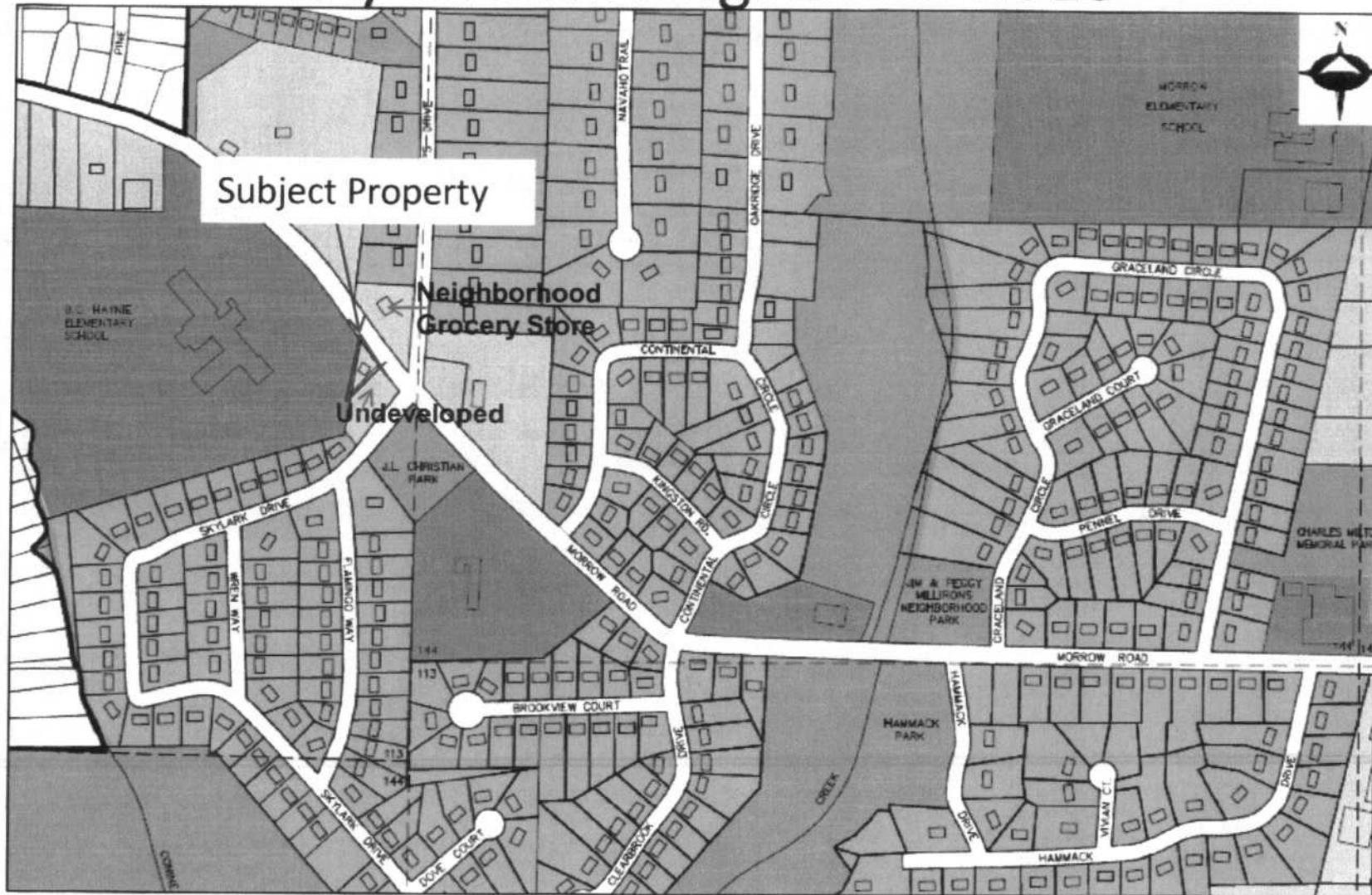
**B.C. Haynie Elementary School,  
View to the West**



**Neighborhood Grocery Store,  
View to the North**



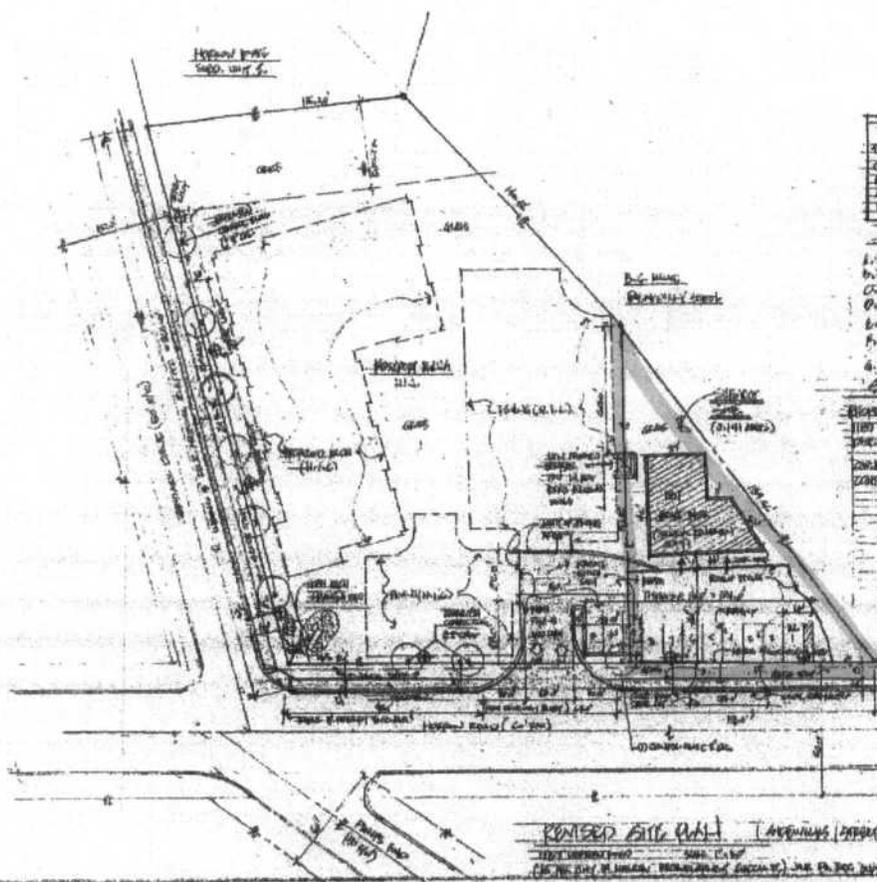
# Morrow Zoning Map, 1187 Morrow Road, City Council Mtg. 12-10-2013



## LEGEND

- |  |                                       |
|--|---------------------------------------|
| RS-80 SINGLE FAMILY RESIDENCE DISTRICT | PARK/RECREATION/CONSERVATION DISTRICT |
| RS-30 FEE SIMPLE TOWNHOUSES DISTRICT   | PUBLIC/INSTITUTIONAL DISTRICT         |
| MIXED USE DEVELOPMENT DISTRICT         |                                       |

# Proposed Site



**SPECIAL NOTES**

1. THE PROPOSED SITE IS LOCATED WITHIN THE CITY OF MARIETTA, GA. AS SUCH, THE CITY OF MARIETTA HAS JURISDICTION OVER THE SITE AND THE PROPOSED DEVELOPMENT. THE CITY OF MARIETTA HAS REVIEWED THE PROPOSED DEVELOPMENT AND HAS DETERMINED THAT THE PROPOSED DEVELOPMENT IS IN ACCORDANCE WITH THE CITY OF MARIETTA ZONING ORDINANCES AND THE CITY OF MARIETTA SUBDIVISION ORDINANCES. THE CITY OF MARIETTA HAS ISSUED A PERMIT TO DEVELOP FOR THE PROPOSED DEVELOPMENT.

2. THE PROPOSED DEVELOPMENT SHALL BE IN ACCORDANCE WITH THE CITY OF MARIETTA ZONING ORDINANCES AND THE CITY OF MARIETTA SUBDIVISION ORDINANCES. THE PROPOSED DEVELOPMENT SHALL BE IN ACCORDANCE WITH THE CITY OF MARIETTA ZONING ORDINANCES AND THE CITY OF MARIETTA SUBDIVISION ORDINANCES.

3. THE PROPOSED DEVELOPMENT SHALL BE IN ACCORDANCE WITH THE CITY OF MARIETTA ZONING ORDINANCES AND THE CITY OF MARIETTA SUBDIVISION ORDINANCES. THE PROPOSED DEVELOPMENT SHALL BE IN ACCORDANCE WITH THE CITY OF MARIETTA ZONING ORDINANCES AND THE CITY OF MARIETTA SUBDIVISION ORDINANCES.

4. THE PROPOSED DEVELOPMENT SHALL BE IN ACCORDANCE WITH THE CITY OF MARIETTA ZONING ORDINANCES AND THE CITY OF MARIETTA SUBDIVISION ORDINANCES. THE PROPOSED DEVELOPMENT SHALL BE IN ACCORDANCE WITH THE CITY OF MARIETTA ZONING ORDINANCES AND THE CITY OF MARIETTA SUBDIVISION ORDINANCES.

**PROPOSED ROAD MARKS**

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**NOTES**

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**PROPOSED SITE PLAN** (AS SHOWN IN THE ATTACHED DRAWINGS)

DATE: 10/10/10

BY: [Signature]

APPROVED FOR THE CITY OF MARIETTA	DATE: 10/10/10
APPROVED FOR THE CITY OF MARIETTA	DATE: 10/10/10
APPROVED FOR THE CITY OF MARIETTA	DATE: 10/10/10
APPROVED FOR THE CITY OF MARIETTA	DATE: 10/10/10

- RELocate LIGHT IN CORNER OF MARSH & SKYLARK
- ADD 3 LIGHTS (HIGHLIGHTED) TO MARSH RD. CONTACT GREEN HANCOCK & CIA PAUCE (770) 603-5240 FOR INFORMATION.
- IMPROVE ENCLOSURE AND BE LOCATED DIRECTLY OPPOSITE AREA (RELocate)



## Letter of Ownership

I, Malika Begum, the owner of property 1187 Morrow Rd, Morrow, GA 30260, hereby state that I am aware of the variance request for conditional use (childcare center) and I authorize business owner Shewan Warren to submit the application.

Sincerely,

Malika Begum

678 516 9391

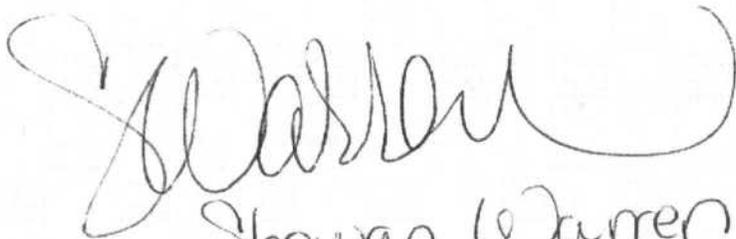
Signature

*Malika Begum*

Date 10/27/13

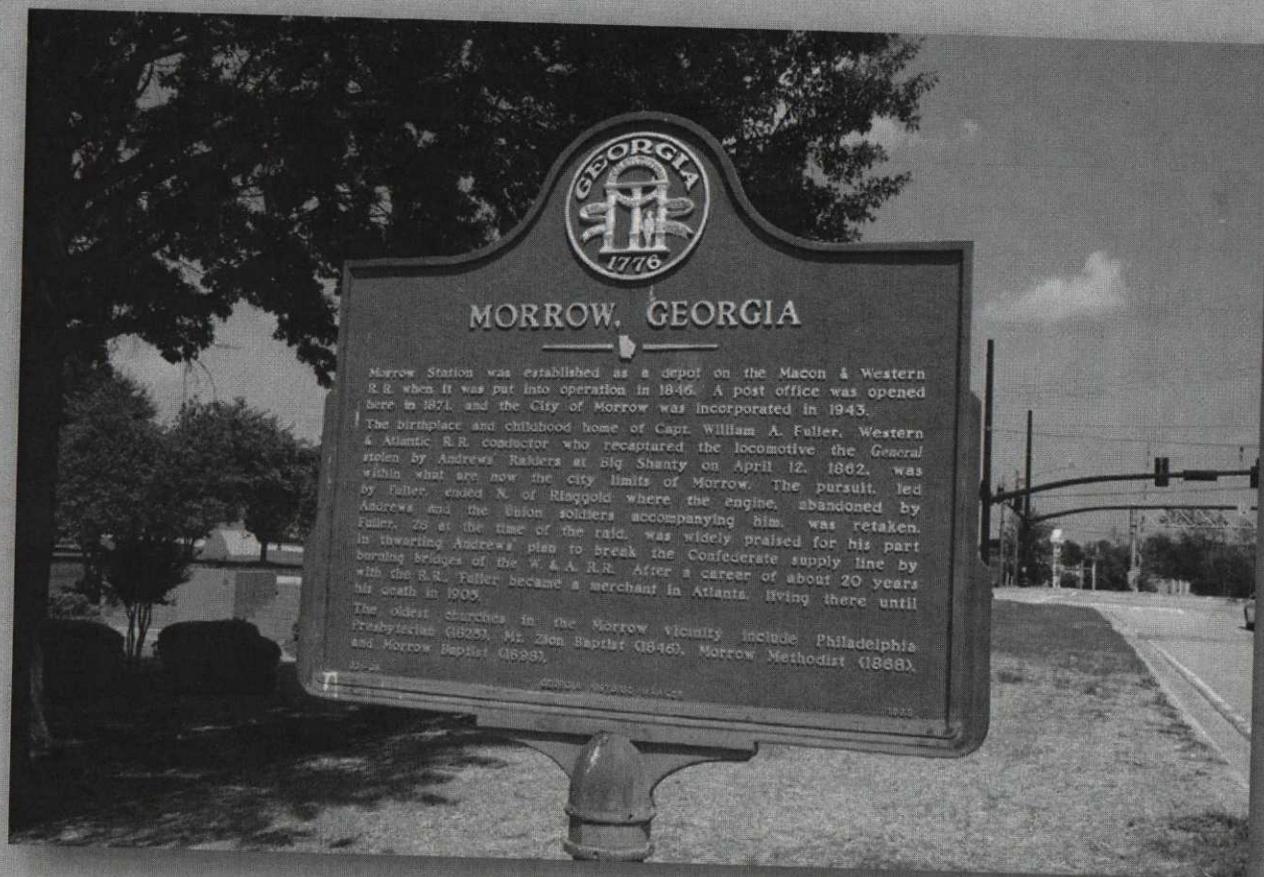
## Letter of Intent

Please accept this letter of intent to state the proposed use and development for property located at 1187 Morrow Road, Morrow, GA 30260. This property will be utilized for child care services. Development plans include; wall additions, installation of a new bathroom as well as three sinks, renovations to the kitchen and bathroom areas, and adding a fenced-in playground area.



Shewan Warren  
10-27-13

# Olde Town Morrow RFP Advisory Services



come to morrow  
MORROW, GEORGIA

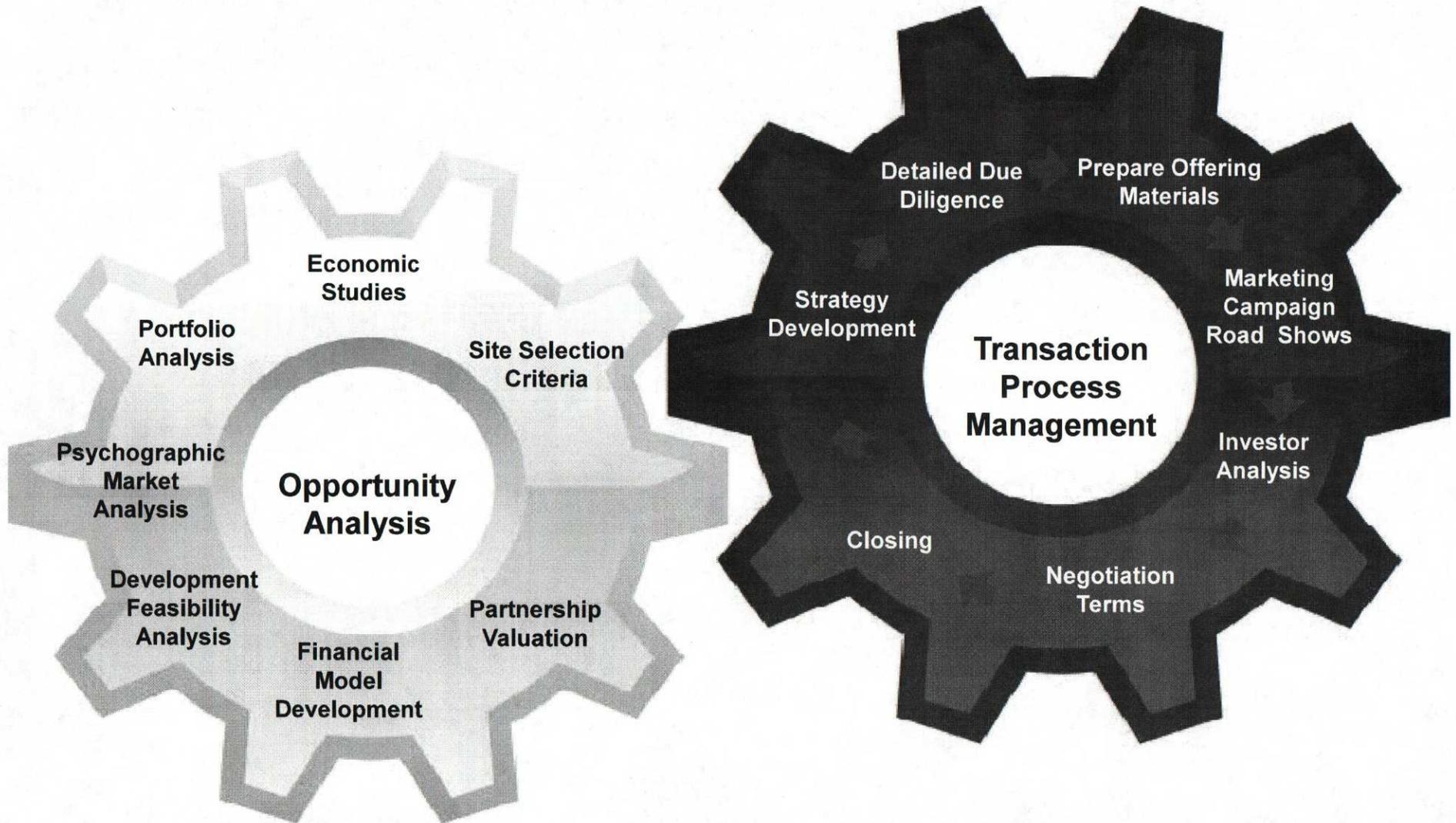
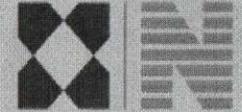
 **Newmark Grubb Knight Frank**  
Global Corporate Services  
Municipal Advisory Group



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Process and Strategy and Statement of Work	4
Timeline	5
Property Overview	6
Fees	8
Team Resumes	9

# Means and Methods of Value Creation



# Process and Strategy/Statement of Work



## 1. Market Analysis

- ◆ Set Bid Date
- ◆ Market analysis update
- ◆ Hotel and motel feasibility study

## 2. E-Teaser

- ◆ Introduce offering to Target Purchasers
- ◆ E-mail letter
- ◆ Link to on-line investment summary and confidentiality agreement
- ◆ Direct Mail
- ◆ Phone Canvassing

## 3. Offering Memorandum (OM) Request for Proposals (RFP)

- ◆ Purchaser who returns confidentiality agreement will receive OM/RFP
- ◆ The OM/RFP is a bound brochure with the full description of the offering

## 4. Due Diligence

- ◆ Electronic and/or printed versions of property information
- ◆ Investment Memorandum/Request for Proposal
- ◆ Property Condition Reports

## 5. Tours

- ◆ A member of the Newmark Grubb Knight Frank team will lead all property inspectors
- ◆ We will attempt to provide as much information as possible to Purchaser prior to bidding to enable a short time between contract and closing.

## 6. Negotiations

- ◆ Set Bid Date
- ◆ Possibly two rounds of bidding
- ◆ Provide transaction agreement
- ◆ Analyze the offers based on price, due diligence, financial stability

## 7. Select Final Purchaser

- ◆ Negotiate final terms
- ◆ Complete documents
- ◆ Closing

**\*Purchaser shall include developers/users/investors**

# Timeline



\*Purchaser shall include developers/users/investors

**October**

**November**

**December**

**January**

**February**

## Market Analysis

- Set Bid Date
- Market analysis update
- Hotel and motel feasibility study

## E-Teaser

- Introduce offering to Target Purchasers
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## Select Final Purchaser

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- Complete documents
- Closing

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# Property Overview



## Olde Town Morrow

Size	16 Acres
Number of Tenants	0
Number of Suites	0
Occupied SF	0
Vacant Space	16 Acres
Current Monthly	0
Operating Expenses	-
Financial Positions	\$14 (Infrastructure/Ops)
Type of Tenants	Restaurants, small retail



## Potential Use and Recommendations

# Property Overview



## Olde Towne Morrow Findings/Facts/Observations

- ◆ Area next to the mall on 16 acres where previous city manager envisioned relocating historical homes to build mixed use area
- ◆ Vision for site was to have professional offices located in historic houses as well as restaurants, retail, possible hotel/senior center
- ◆ Historic houses moved to location were not kept historic on the outside, remodeling took place on the outside and inside more original with minimal remodeling
- ◆ In addition to the houses a retail strip center with same design as the historic house theme
- ◆ Land and buildings are on what was land used to dump trash on when building the mall
  - Soil not in adequate shape
- ◆ All the buildings do not meet commercial fire code, they were built to residential fire code
- ◆ Olde Town Morrow was opened from 2009-2011-13 months then shut down
- ◆ Goal of sale would be to recapture cost of Infrastructure
- ◆ Development is right next to the worst crime neighborhood in Clayton County

# Fees



- Transaction Fee 7% of the value of the first 40 years term of lease or fee simple sales
- Consulting fee of \$45,000.00 to be netted out of the transaction fee at closing.  
\$26,000 due at agreement inception and \$4,750.00 per month for 4 months.
- The Project will be completed in 5 months

# Master Service Agreement



Statement of Work #

To That

MASTER SERVICE AGREEMENT

dated July 25, 2013

By and Between City of Morrow and

Newmark & Company Real Estate, Inc.

d/b/a Newmark Grubb Knight Frank,

through its Global Corporate Services division

This Statement of Work ("SOW") is for Real Estate Transaction Services, which is defined as the acquisition of certain premises on behalf of Client ("Acquisition") and the disposition of certain premises on behalf of Client ("Disposition"). All references to "the Agreement" shall mean the Master Service Agreement between Client and Newmark dated July 25, 2013. All terms and conditions set forth in the Agreement are incorporated herein and made a part hereof.

Client hereby grants Supplier the exclusive right to perform Acquisition and Disposition Services on behalf of Client for all of its properties located in Morrow Downtown Development Authority portfolio of owned real estate. Client agrees to refer all inquiries with respect to any Acquisition or Disposition, regardless of the source, to Supplier.

The services and compensation are set forth below:

## A. Acquisition Services.

I. Upon request by Client, Supplier shall perform the following services with respect to an Acquisition:

- a. Conduct and provide Client with a comprehensive survey and analysis of real estate/premises opportunities which will assist Client in determining suitability for achieving Client's objectives;
- b. Identify specific alternatives and recommend strategies which could serve to achieve or partially achieve Client's objectives;
- c. Expedite transactions within designated and reasonable time frames set by Client;
- d. As Client's agent and under Client's direction and control, negotiate with agents, and owners to develop and respond to offers or counteroffers so as to achieve Client's objectives;
- e. Conduct detailed analysis and provide Client with detailed financial documentation reflecting such analysis of material financial conditions and components of each offer and counteroffer. Provide final term sheets with a one (1) page NPV analysis in the format designed by Client and delivered to Supplier, showing EBITDA impact and capital outlays for all completed transactions;

## II. Compensation.

For services rendered in connection with Acquisitions in the United States, Supplier shall be entitled to one full market commission in an amount and at such time(s) as are mutually agreed to in writing by the parties at the outset of each transaction; provided, however, that subject to the Client's compliance with the

**Newmark Grubb Knight Frank**

Global Corporate Services  
Municipal Advisory Group



come to morrow

# Master Service Agreement



terms hereof, any and all such commissions shall be the sole obligation of the owner or lessor. Notwithstanding the foregoing, in the event Client desire that Supplier effectuate a purchase on Client's behalf, Client understand that some sellers may not compensate the purchaser's broker and that Client may be liable to pay Supplier a commission. In such an event, Supplier shall endeavor to advise Client of Client's responsibility to compensate Supplier for the Acquisition prior to entering into good faith negotiations with the seller, and Supplier must receive prior written authorization from Client in terms of both the amount of payment and scope of work of Supplier in any and all of the aforesaid transactions or no payment of any kind is due to the Supplier.

b. If Supplier is able to obtain economic incentives for Client pursuant to Client's separate written authorization, Supplier shall be paid a commission in the amount of ten percent (10%) of the value of the economic benefits to be received by Client, payable within thirty (30) days of the date on which such incentives are realized by Client but not later than twenty four (24) months after the date the lease is executed.

## B. Disposition Services:

I. Services. For the purposes of this SOW, Supplier shall be authorized to provide the following services with respect to Client's premises, existing now or during the term of this Agreement ("**Current Premises**"): sublease, assign, lease termination or release, sell, or lease as applicable. In the event that Client desires to effectuate any of the foregoing, Client and Supplier shall agree to the terms as set forth in Appendix "A" – Form of Disposition Authorization ("**Disposition Authorization**") – attached hereto. Upon receipt of the Disposition Authorization, Supplier agrees to the following:

- a. To canvass, solicit and otherwise devote Supplier's services to dispose of the Current Premises. All negotiations shall be conducted by Supplier, subject to Client's instructions.
- b. To perform those duties listed under Section A I as they apply to Dispositions.
- c. Dedicate an adequate team to effectuate the Disposition. This may include employing affiliates or licensees of Supplier or Local Brokers. All affiliates and Local Brokers shall be supervised by Supplier. In particular Roderick Mullice (the "**Marketing Team**") shall responsible for overseeing the assignments related to this Agreement. In addition, Supplier is authorized to utilize the services of, or cooperate with, real estate brokers licensed in the state in which the Disposition shall take place, who represent potential subtenants or assignees ("**Outside Brokers**").

II. Disclosures. Client agrees that if Supplier undertakes a Disposition assignment:

- a. Client both agree that the Current Premises subject to Disposition will be offered in compliance with all applicable anti-discrimination laws.
- b. Unless otherwise prohibited by law, Client acknowledges that Supplier may represent both potential proposed subtenants and assignee Client simultaneously with respect to the same transaction and, provided Client have received prior written notice of the same, and Client gives authorization to Supplier. In all events, Client agrees not to unreasonably object to such dual representation.

III. Compensation. For services rendered, and subject to the other terms and conditions of this Agreement, Client agrees that Supplier will be compensated as follows:

- a. In the event that a Disposition, other than a sale of the Current Premises or a Release, as hereinafter defined, is fully executed by Client and tenant, subtenant or assignee, and if required, approved by landlord, if applicable, then, and in such event, Client hereby agree to pay and Supplier hereby agree to accept as compensation in full, a commission as set forth in the Disposition Authorization. If an Outside Broker is the procuring cause of the Disposition,

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Global Corporate Services  
Municipal Advisory Group



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# Master Service Agreement



Client shall pay Supplier a commission in the amount of 150% of a full commission (as calculated in the Disposition Authorization) and Supplier shall pay the Outside Broker a commission pursuant to a separate agreement between Supplier and the Outside Broker. At Supplier's option, Supplier may direct that Client pay the commission directly to the Local Broker, out of which the Local Broker shall compensate Supplier and the Outside Broker, if any.

- b. The commission shall be paid to Supplier as follows: for the Disposition of the Client's property located at the Southlake Mall, fifty percent (100%) upon execution of a lease for said premises
- c. If at any time during the term of this Agreement a proposed subtenant its successors or assigns extends or renews a sublease or lease, or takes additional space in the Current Premises or other space leased or owned by Client pursuant to an option or right contained in the agreement evidencing the Disposition, Client shall pay Supplier a commission for a renewal or extension of the Disposition and taking of additional space. All commissions due with respect to this paragraph shall be calculated in accordance with the Disposition Authorization, and payable upon the execution of the document evidencing such renewal, extension or expansion.
- d. If there is an early release, surrender, cancellation, buyout or recapture of the lease (collectively or individually, the "Release") by the landlord or its designee or assignee, Client shall pay Supplier a full commission in accordance with the schedule of commission rates set forth hereinabove, calculated upon the remaining rentals for the unexpired term of the Lease and upon any consideration for such Release, surrender, cancellation, buyout, sale or recapture of the Lease or other disposition. Upon the landlord's execution of a document evidencing such Release in the amount specified in the Disposition Authorization, Supplier shall be paid a full commission in accordance with the schedule of commission rates set forth hereinabove, calculated upon the remaining rentals for the unexpired term of the Lease and upon any consideration for such Release, surrender, cancellation, buyout, sale or recapture of the Lease or other disposition. Client shall pay Supplier the commission in full upon the execution of the documents affecting such Release.
- e. Supplier shall be entitled to a commission on the happening of any one of the following events:
  - i. Any sale of Current Premises within the term of this Agreement by Broker or by any other person; and/or
  - ii. Broker or Outside Broker finding a buyer who is ready, willing and able to complete the transaction at the price and terms agreed upon by Client.

In the event of a sale of Current Premises, Client shall pay Supplier a commission computed in accordance with the terms and rates set forth in the Disposition Authorization. The commission shall be paid to Supplier in certified or bank funds from escrow on the date of closing of title, however if closing has not occurred due to Client's default, Broker shall be paid on the date of the schedule closing pursuant to the terms of the proposed contract of sale.

- f. Client agrees that it shall pay the cost of any and all advertising, promotional material, messenger and mailing expenses incurred by Supplier in connection with Supplier's appointment hereunder in an amount not to exceed a pre-approved budget. In the event Client is the owner or net lessee of the Current Premises, Supplier, at Client's cost, shall be permitted to install a stanchion sign in the lobby and signs in the elevators of the Current Premises.
- C. **Post-Termination Rights.** Within ten (10) business days from the Termination Date, Supplier shall deliver to Client (i) a list of all properties that Supplier submitted to Client during the term of and pursuant to this Agreement with respect to an Acquisition and (ii) a list of all prospective tenants, subtenants or prospective buyers who have toured Client's

**Newmark Grubb Knight Frank**

Global Corporate Services  
Municipal Advisory Group



come to morrow

# Master Service Agreement



Page 1 of 1  
Version 1.0  
Date 12/15/11

Client sent written offers with respect to the Disposition and a list of all pending transactions in connection with any Release. The lists referenced in subparagraph (i) and (ii) herein shall be referred to collectively as the "Pending List". In the event a transaction is subsequently consummated with respect to any transaction appearing on the Pending List after the Termination Date, Supplier shall be entitled to a commission in accordance with the Agreement as if such termination had not occurred.

**APPROVED AND ACCEPTED BY:**

**CLIENT**

**SUPPLIER: NEWMARK & COMPANY REAL  
ESTATE, INC. D/B/A NEWMARK GRUBB  
KNIGHT FRANK THROUGH ITS GLOBAL  
CORPORATE SERVICES DIVISION**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

## **City of Morrow**

<h3><b>Job Description</b></h3>
---------------------------------

**JOB TITLE:** *City Manager*

**STATUS/GRADE:** *Exempt / 60*

**DEPARTMENT:** *Executive*

**JOB SUMMARY:** *This is a high-level executive management position that is responsible for directing and supervising the operations of the City of Morrow. Work involves managing and supervising all departments of the City to achieve goals using available resources. Some responsibilities include preparing the annual budget, providing leadership and direction in the development of short and long range plans, advising the Mayor and City Council of financial conditions, current and future needs of the City, and monitoring and ensuring compliance with state/federal regulations.*

**MAJOR/ESSENTIAL DUTIES:**

- *Manages activities of City departments by assigning priorities and objectives to department heads and professional staff; reviews/approves management reports regarding department and administrative activities.*
- *Ensures that all City operations are performed within available resources.*
- *Provides leadership and direction in the development of short and long range plans; gathers, interprets and prepares data for studies, reports and recommendations for decision-making purposes.*
- *Provides professional advice to the Mayor and City Council and direction to department heads.*
- *Communicates official plans, policies, and procedures to staff and the general public.*
- *Prepares and administers annual City budget; monitors revenues and expenditures by assigned areas to ensure that City operations are performed within budget and to ensure sound fiscal control.*
- *Advises the Mayor and City Council of financial conditions and of current and future City needs.*
- *Prepares a variety of studies, reports, and related information for decision-making purposes.*
- *Assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.*

## Version 1: Masters Degree Required

- *Determines work procedures, evaluates workflow and process, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.*
- *Ensures that all operations are performed according to City policies, procedures, and ordinances as well as according to Federal, State, and local laws.*
- *Tracks legislative issues and ensures that the City stays abreast of and in compliance with new Laws.*
- *Attends all City Council meetings, local, regional, and state meetings regarding policies and issues that impact the City.*
- *Serves as liaison to City Boards and communicates directives and addresses issues of City Council.*
- *Performs other related duties as assigned, necessary or required.*

### **KNOWLEDGE/SKILLS REQUIRED BY THE POSITION:**

- *Modern policies and practices of municipal government.*
- *The principles and practices of public human resources management.*
- *Personnel management practices.*
- *The techniques used in the grant application process.*
- *Governmental accounting principles and audit procedures.*
- *City codes, ordinances, resolutions, policies, and guidelines regarding City organization and operations.*
- *Budget preparation and finance.*
- *The function, organization, activities of the city and operations of all city departments.*
- *The city's demographic and economic profile, including its industrial base.*
- *The principles and practices of effective public relations.*
- *State and Federal laws in all areas applicable to city government, including unemployment, wages and hour, EEOC, taxes, workers' compensation, pensions, and others.*
- *Ability to develop short and long range plans.*
- *Ability to establish priorities and organize work.*
- *Skill and ability in management and supervision.*
- *Skill and ability in oral and written communication.*
- *Skill and ability in preparing and administering municipal budgets.*
- *Skilled in planning, organizing, staffing, and directing the efficient and effective deliver of City services, programs and functions through subordinate staff.*
- *Skilled in providing responsive advice and staff support to the Mayor and Council.*
- *Skilled in preparing and analyzing comprehensive reports.*
- *Skilled in establishing priorities and directing the allocation of City resources.*
- *Skilled in communicating clearly and concisely, effectively, verbally and in writing.*
- *Skilled in establishing and maintaining effective working relationships with employees, City officials and the public.*
- *Skilled in efficiently and effectively administering a municipal government.*

## Version 1: Masters Degree Required

**SUPERVISORY CONTROLS:** *This position is under the general supervision of the Mayor and City Council.*

**GUIDELINES:** *This position uses City Ordinances, City Charter, Personnel Rules & Regulations, Comprehensive Safety and Loss Prevention Control Program, State and Federal Laws, and recognized accounting, human resources, construction, and public safety guidelines as references in completion of duties.*

**COMPLEXITY:** *This employee is required to learn and understand information from routine to very complex, involving the need for extensive research, decisions considering many different sources, and detailed report writing to complete assignments. Employees in this position must be able to make independent responsible judgments quickly and accurately.*

**SCOPE AND EFFECT:** *Requires the ability to compare and/or judge the readily observable functional, structural, financial or compositional characteristics, (whether similar to or divergent from obvious standards), of data, people, and/or things.*

**PERSONAL CONTACTS:** *Contacts are typically co-workers, employees, local, federal and state officials, attorneys, vendor's, business owners, and the general public.*

**PURPOSE OF CONTACTS:** *Requires the ability to deal with people beyond giving and receiving instructions. This position must be able to listen, instruct, direct, and persuade contacts. They must be adaptable to performing in stressful situations when confronted with contingency and/or non-routine situations.*

**PHYSICAL DEMANDS:** *This position must be able to work sitting, walking, standing, bending, stooping, pushing, or pulling, for both short and long periods of time. This position must be able to work at a computer, reading and interpreting reports and procedures and be able to talk/listen on the phone or equivalent devices.*

**WORK ENVIRONMENT:** *The person serving in this position will typically work in an office environment. However, he/she is expected to work routinely at job sites which will include hazardous (hard-hat) environments, and outdoors including inclement weather situations.*

**SUPERVISORY RESPONSIBILITIES:** *This employee is the chief Personnel Officer for the City. They have direct supervisory responsibilities for department heads/managers approved by the Mayor and Council in the organizational structure. They additionally have indirect responsibility for the actions of all City employees through appropriate department heads/managers.*

**MINIMUM QUALIFICATIONS:**

- *Must be able to perform all essential duties.*
- *Must have a valid Georgia driver's license.*
- *Must have an acceptable Motor Vehicle Report (3 years).*

## Version 1: Masters Degree Required

- *A Masters Degree in Public Administration, Business Administration (or related) required from an accredited College or University, with three (3) to five (5) years of experience in local government; or any equivalent combination of education, training, and experience which provides the necessary knowledge, skills, and abilities for the position.*
- *Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three (3) to five (5) years of related experience.*
- *The City Manager shall be appointed by and serve at the pleasure of the City Council. Such person shall be selected solely on the basis of executive and administrative qualifications with special reference to knowledge of and actual experience with municipal management. The City Manager need not be a resident of the City or the State at the time of appointment.*

### **PREFERRED QUALIFICATIONS:**

**Version 2: Bachelor's Degree  
Required and Master's Degree Preferred  
City of Morrow**

<b>Job Description</b>
------------------------

**JOB TITLE:** *City Manager*

**STATUS/GRADE:** *Exempt / 60*

**DEPARTMENT:** *Executive*

*Revised: December 10, 2013*

**JOB SUMMARY:** *This is a high-level executive management position that is responsible for directing and supervising the operations of the City of Morrow. Work involves managing and supervising all departments of the City to achieve goals using available resources. Some responsibilities include preparing the annual budget, providing leadership and direction in the development of short and long range plans, advising the Mayor and City Council of financial conditions, current and future needs of the City, and monitoring and ensuring compliance with state/federal regulations.*

**MAJOR/ESSENTIAL DUTIES:**

- *Manages activities of City departments by assigning priorities and objectives to department heads and professional staff; reviews/approves management reports regarding department and administrative activities.*
- *Ensures that all City operations are performed within available resources.*
- *Provides leadership and direction in the development of short and long range plans; gathers, interprets and prepares data for studies, reports and recommendations for decision-making purposes.*
- *Provides professional advice to the Mayor and City Council and direction to department heads.*
- *Communicates official plans, policies, and procedures to staff and the general public.*
- *Prepares and administers annual City budget; monitors revenues and expenditures by assigned areas to ensure that City operations are performed within budget and to ensure sound fiscal control.*
- *Advises the Mayor and City Council of financial conditions and of current and future City needs.*
- *Prepares a variety of studies, reports, and related information for decision-making purposes.*
- *Assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.*

## **Version 2: Bachelor's Degree Required and Master's Degree Preferred**

- *Determines work procedures, evaluates workflow and process, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.*
- *Ensures that all operations are performed according to City policies, procedures, and ordinances as well as according to Federal, State, and local laws.*
- *Tracks legislative issues and ensures that the City stays abreast of and in compliance with new Laws.*
- *Attends all City Council meetings, local, regional, and state meetings regarding policies and issues that impact the City.*
- *Serves as liaison to City Boards and communicates directives and addresses issues of City Council.*
- *Performs other related duties as assigned, necessary or required.*

### **KNOWLEDGE/SKILLS REQUIRED BY THE POSITION:**

- *Modern policies and practices of municipal government.*
- *The principles and practices of public human resources management.*
- *Personnel management practices.*
- *The techniques used in the grant application process.*
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- *City codes, ordinances, resolutions, policies, and guidelines regarding City organization and operations.*
- *Budget preparation and finance.*
- *The function, organization, activities of the city and operations of all city departments.*
- *The city's demographic and economic profile, including its industrial base.*
- *The principles and practices of effective public relations.*
- *State and Federal laws in all areas applicable to city government, including unemployment, wages and hour, EEOC, taxes, workers' compensation, pensions, and others.*
- *Ability to develop short and long range plans.*
- *Ability to establish priorities and organize work.*
- *Skill and ability in management and supervision.*
- *Skill and ability in oral and written communication.*
- *Skill and ability in preparing and administering municipal budgets.*
- *Skilled in planning, organizing, staffing, and directing the efficient and effective deliver of City services, programs and functions through subordinate staff.*
- *Skilled in providing responsive advice and staff support to the Mayor and Council.*
- *Skilled in preparing and analyzing comprehensive reports.*
- *Skilled in establishing priorities and directing the allocation of City resources.*
- *Skilled in communicating clearly and concisely, effectively, verbally and in writing.*
- *Skilled in establishing and maintaining effective working relationships with employees, City officials and the public.*
- *Skilled in efficiently and effectively administering a municipal government.*

## **Version 2: Bachelor's Degree Required and Master's Degree Preferred**

**SUPERVISORY CONTROLS:** *This position is under the general supervision of the Mayor and City Council.*

**GUIDELINES:** *This position uses City Ordinances, City Charter, Personnel Rules & Regulations, Comprehensive Safety and Loss Prevention Control Program, State and Federal Laws, and recognized accounting, human resources, construction, and public safety guidelines as references in completion of duties.*

**COMPLEXITY:** *This employee is required to learn and understand information from routine to very complex, involving the need for extensive research, decisions considering many different sources, and detailed report writing to complete assignments. Employees in this position must be able to make independent responsible judgments quickly and accurately.*

**SCOPE AND EFFECT:** *Requires the ability to compare and/or judge the readily observable functional, structural, financial or compositional characteristics, (whether similar to or divergent from obvious standards), of data, people, and/or things.*

**PERSONAL CONTACTS:** *Contacts are typically co-workers, employees, local, federal and state officials, attorneys, vendor's, business owners, and the general public.*

**PURPOSE OF CONTACTS:** *Requires the ability to deal with people beyond giving and receiving instructions. This position must be able to listen, instruct, direct, and persuade contacts. They must be adaptable to performing in stressful situations when confronted with contingency and/or non-routine situations.*

**PHYSICAL DEMANDS:** *This position must be able to work sitting, walking, standing, bending, stooping, pushing, or pulling, for both short and long periods of time. This position must be able to work at a computer, reading and interpreting reports and procedures and be able to talk/listen on the phone or equivalent devices.*

**WORK ENVIRONMENT:** *The person serving in this position will typically work in an office environment. However, he/she is expected to work routinely at job sites which will include hazardous (hard-hat) environments, and outdoors including inclement weather situations.*

**SUPERVISORY RESPONSIBILITIES:** *This employee is the chief Personnel Officer for the City. They have direct supervisory responsibilities for department heads/managers approved by the Mayor and Council in the organizational structure. They additionally have indirect responsibility for the actions of all City employees through appropriate department heads/managers.*

**MINIMUM QUALIFICATIONS:**

- *Must be able to perform all essential duties.*
- *Must have a valid Georgia driver's license.*
- *Must have an acceptable Motor Vehicle Report (3 years).*

## **Version 2: Bachelor's Degree Required and Master's Degree Preferred**

- A *Bachelor's Degree in Public Administration, Business Administration (or related) required from an accredited College or University, with three (3) to five (5) years of experience in local government; or any equivalent combination of education, training, and experience which provides the necessary knowledge, skills, and abilities for the position.*
- *Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three (3) to five (5) years of related experience.*
- *The City Manager shall be appointed by and serve at the pleasure of the City Council. Such person shall be selected solely on the basis of executive and administrative qualifications with special reference to knowledge of and actual experience with municipal management. The City Manager need not be a resident of the City or the State at the time of appointment.*

### **PREFERRED QUALIFICATIONS:**

- **Master's Degree in Public Administration or related field from an accredited College or University.**