



MAYOR AND CITY COUNCIL MEMBERS

Mayor John J. Lampl II
Mayor Pro Tem Van T. Tran
Councilwoman Dorothy Dean
Councilwoman Renee S. Knight
Councilman Khoa Vuong

January 26, 2021 Work Session Agenda

Discussion Items

1. Review of Meeting Agenda
 1. Agenda/Consent Agenda
 2. Fire Marshall Swearing In
 3. Board Appointments
 - URA – Appointments
 - Nancy Hargis – three year term -2021-2023
 - Lana Labay – three year term 2020-2022
 - Alaina Reeves– three year term 2019-2021
 - Planning and Zoning Appointments
 - Claire Vann – five year term – 2021-2025
 - Tamara Patridge – five year term – 2020-2024
 - Diane McDonald – five year term – 2019-2023
 - Wayne Collins – five year term - 2018-2022
 - Aaron Mauldin - five year term - 2017-2021
 4. DMO Agreement (Morrow Convention and Tourism Association)
 5. Red House Renovations - Mia Quality Inc.
 6. Community Garden Cost Proposal
 7. Morrow Center HVAC repair and maintenance agreement
 8. COVID-19 Testing Site Memorandum of Agreement
2. Morrow Center Financial Update - Warren Thomas
 - A. Marketing and Utilization Update
 - Tre
 - El Nuevo
 - Digital Ads
3. Agreement between the City of Morrow and the Tax Commissioner
4. Morrow Welcome Signs @ Interchange Exits– Revised visual and price



5. COVID Vaccine Update – Morrow Fire Department
6. Concept design for 5936 Jonesboro Road - for retail and multi-functional outdoor space.
7. Discussion – SPLOST Project Foreman
8. Annual City Council Planning Meeting – Department Presentations- Date?
9. 2021-2022 Budget Calendar
10. URA Meeting with City Council – Date?
11. P&Z Meeting with City Council- Date?
12. FY (Fiscal Year) 2019-20 Year End Update
 - a. Auditor – Schedule of completion
 - b. Finance Director update
13. Economic Development
 - A. DMO – Update
 - B. URA Update
 - i. Property familiarization and history
 - C. P&Z – Update
 - i. Tours planned?
 - ii. Popeye's
 1. Permit?
 - D. Property utilization and Marketing update
 - i. OTM
 1. Repairs and Maintenance?
 - ii. College Property
 1. Layout
 2. Plan
 - iii. Reynolds Road Property
 1. Layout
 2. Plan
 - iv. Dark Space
 1. Layout
 2. Plan
 - E. Tracking
 - i. What businesses do we want?
 1. Residential
 2. Commercial



- ii. Who is looking
 - 1. Residential
 - 2. Commercial
- F. City Marketing/Communication
 - i. City Billboard @ Southlake – Update
 - 1. Geotechnical
 - 2. Zoning
 - 3. City Contract/Permit
 - 4. Construction timeline
 - ii. City Digital Board marketing plan
 - 1. Local Businesses
 - 2. National
 - iii. City APP- Update
 - iv. Business News Letter
 - v. Blue business interstate signs update
 - vi. FB/Instagram – The District Events

14. Public Works Discussion

- a. Jester's Creek Phase II
 - 1. Revitalization – landscape plan
- b. Jester's Creek Phase III
 - 1. Construction update
- c. Path system plan for East Side?
 - 1. Meadowbrook Park area
- d. Street Lighting Update
- e. Morrow Road Bridge Island
- f. City Parks Evaluation Results-
 - 1. Requests?
 - 2. Budget
 - 3. Timeline to complete
- g. Lake Harbin Sidewalk project – Update
- h. Pedestrian Path Connection-Under Power lines
 - 1. Timeline
- i. Vegetation Management
 - 1. Timeline
- j. Replace City Street/traffic signs update
- k. Existing Building Review
 - 1. Energy Management
 - 2. System performance
 - 3. Capital age and projections
- l. Christmas 2021 Decorations- Streets and city property
 - 1. Plan



2. Budget

15. URA –

- a. Debt
- b. Gross Revenue from each property (per year - last 10 years)
- c. Land sales – specific properties
 - i. City Authorization?
 - ii. Date of sale
 - iii. Revenue from sales allocated where?

16. Future Events- Update

- a. Spring City News Letter
- b. Lunar New Year- Feb. 6, 2021
- c. Vietnam Veterans Statue Dedication – February 27th 2021
- d. Food Truck Zone
 - i. Morrow Station
 - ii. Layout-plan
 - iii. Operations (Porta potty/garbage/cleaning)
- e. The District Events
 - i. St. Patrick's Day
 - ii. Cinco De Mayo
 - iii. Car Show
 - iv. Other
- f. Juneteenth 2021- Freedom Field
- g. Freedom Fest
- h. Safe Halloween
- i. Christmas 2021 – The District?
- j. Neighborhood Cookouts
- k. Other?

17. Tourist Center – Public/Private partnership - Pending

18. OTM Property

- a. Easements and property- Update
- b. Repair Estimates- Update
- c. Rebranding

19. Reynolds Road Property- Discussion

- a. Plan? Design? Budget

20. Property Planning-



- a. Conference Center Dark Space
 - i. Plan
 - ii. Budget Estimate
 - iii. Timeline

- 21. Bond Refinancing — Pending

- 22. Meadowbrook Corner property
 - a. Long Term Redevelopment Plan

- 23. Morrow Station Property – Pending

- 24. Board Appointments — Update
 - A. Downtown Development Authority (DDA)
 - B. Morrow Housing Authority (MHA)

MORROW CENTER
Profit and Loss
December 2020

	Total
Income	
Catering -Sales	
Bartender & Bar Set-Ups	45.00
Beverage	100.00
Materials & Supplies	350.00
Security Personnel	300.00
Total Catering -Sales	\$ 795.00
CC- Convenience Fee	29.43
Rental Income	
Equipments Rental	525.00
Kitchen Rental	250.00
Parking Lot Rental	3,500.00
Room Rental	7,501.50
Tourist Center Rental	500.00
Total Rental Income	\$ 12,276.50
Total Income	\$ 13,100.93
Gross Profit	\$ 13,100.93
Expenses	
Bank Service Charges	
Bank Service Charges	64.39
Credit Card Service Fee	87.16
Total Bank Service Charges	\$ 151.55
Building Repairs & Maintenance	
Building Maintenance	110.00
Cleaning Services	1,905.00
Cleaning Supplies	3.24
Total Building Repairs & Maintenance	\$ 2,018.24
Catering	
Food	58.07
Linens Cleaning	95.50
Total Catering	\$ 153.57
Contract Labor	5,403.00
Equipments Repairs & Maintenance	
HVAC Repair/Maintenance	5,985.85
Total Equipments Repairs & Maintenance	\$ 5,985.85
Holidays- Decoration	8.60
Merit Pay	500.00
Office Supplies	36.41
Utilities	
Electric	5,108.94
Gas	77.15
Telephone/Internet	557.43

Water		790.45
Total Utilities	\$	6,533.97
Total Expenses	\$	20,791.19
Net Operating Income	-\$	7,690.26
Other Expenses		
Depreciation		911.28
Total Other Expenses	\$	911.28
Net Other Income	-\$	911.28
Net Income	-\$	8,601.54

Saturday, Jan 09, 2021 10:09:02 AM GMT-8 - Accrual Basis

MORROW CENTER
Profit and Loss
July 1, 2020 - January 8, 2021

	Total
Income	
Catering -Sales	
Bartender & Bar Set-Ups	282.00
Beverage	462.50
Food	392.00
Linen Rental Fee	187.00
Materials & Supplies	623.00
Security Personnel	600.00
Total Catering -Sales	\$ 2,546.50
CC- Convenience Fee	539.76
Hosting Events Revenue	4,819.08
Miscellaneous Income	65.58
Rental Income	
Dance Floor Rental	150.00
Equipments Rental	945.00
Kitchen Rental	1,125.00
Parking Lot Rental	3,500.00
Room Rental	25,158.37
Tourist Center Rental	500.00
Total Rental Income	\$ 31,378.37
Total Income	\$ 39,349.29
Gross Profit	\$ 39,349.29
Expenses	
Bank Service Charges	
Bank Service Charges	385.96
Credit Card Service Fee	625.99
Total Bank Service Charges	\$ 1,011.95
Building Repairs & Maintenance	
Building Maintenance	1,205.00
Building Repairs	2,150.00
Cleaning Services	4,720.00
Cleaning Supplies	3.24
Security-Alarm Services	480.00
Total Building Repairs & Maintenance	\$ 8,558.24
Catering	
Bartender	126.50
Food	58.07
Linens Cleaning	594.57
Security-Police	440.00
Total Catering	\$ 1,219.14
Contract Labor	30,561.50
Dues & Subscriptions	499.00

Equipments Repairs & Maintenance	
Equipment Service Contracts	290.65
HVAC Repair/Maintenance	11,961.32
Total Equipments Repairs & Maintenance	\$ 12,251.97
Holidays- Decoration	8.60
Host Event Expense	6,748.00
Merit Pay	500.00
Office Supplies	273.38
Utilities	
Electric	34,211.83
Gas	614.01
Sanitation	658.80
Telephone/Internet	3,836.95
Water	4,672.50
Total Utilities	\$ 43,994.09
Total Expenses	\$ 105,625.87
Net Operating Income	-\$ 66,276.58
Other Expenses	
Depreciation	5,467.68
Penalties & Settlements	26.29
Total Other Expenses	\$ 5,493.97
Net Other Income	-\$ 5,493.97
Net Income	-\$ 71,770.55

Saturday, Jan 09, 2021 10:10:25 AM GMT-8 - Accrual Basis

INTERGOVERNMENTAL AGREEMENT
FOR AD VALOREM TAX BILLING AND COLLECTION

This document shall hereinafter be known as the INTERGOVERNMENTAL AGREEMENT for the delivery of ad valorem tax billing and collection services by the CLAYTON COUNTY TAX COMMISSIONER (the “Agreement”), made by and between the CITY OF MORROW (hereinafter the “City”), a municipal corporation chartered by the State of Georgia and CLAYTON COUNTY, GEORGIA, a political subdivision of the State of Georgia (hereinafter “County”) on behalf of the CLAYTON COUNTY TAX COMMISSIONER (hereinafter “Tax Commissioner”) (hereinafter, collectively, the “parties”), each of whom has been duly authorized to enter into the Agreement.

WITNESSETH

WHEREAS, the Georgia Constitution of 1983, Article IX, Section 2, Para. 3(b)(1) prohibits, except as otherwise provided by law, cities or counties from exercising governmental authority within each other’s boundaries except by contract; and

WHEREAS, pursuant to Article IX, Section 3, Para. 1 of the Constitution of Georgia of 1983, the City and County are authorized to contract with one another for joint services, for the provision of services, or for the joint and separate use of facilities and equipment, for periods not exceeding fifty (50) years and as authorized by law; and

WHEREAS, the City is authorized to collect taxes and has the authority to contract with the County for the collection of taxes within the City’s jurisdictional boundaries; and

WHEREAS, the duly elected Tax Commissioner of Clayton County, Georgia is empowered by the Constitution and Laws of the State of Georgia to collect state, county, and municipal ad valorem property taxes, sanitation assessments, and applicable fees, including but not limited to stormwater, water, sewer, and utility charges.

WHEREAS, by virtue of the office, the Tax Commissioner has all the requisite statutory powers to bill and collect ad valorem property taxes, issue executions, and to act as Ex-Officio Sheriff in the levy and sale of delinquent properties; and

WHEREAS, all parties hereto are interested in serving the needs of the citizens of the City and County by providing for the consolidation of ad valorem tax billings and collection procedures; and

WHEREAS, pursuant to O.C.G.A. § 48-5-359.1, the Tax Commissioner of Clayton County is authorized to contract for and to accept, receive, and retain compensation from the City and County for the billing and collection of municipal taxes and applicable fees in addition to that compensation provided by law to be paid to the Tax Commissioner by the County; and WHEREAS, the City, County, and Tax Commissioner desire to replace in their entirety all prior

agreements related to the billing and collection of ad valorem taxes by the Tax Commissioner, and hereby set forth the terms and conditions upon which the duly elected Tax Commissioner of Clayton County, Georgia will provide ad valorem tax billing and collection services from the date of this Agreement forward; and

WHEREAS, the City, County, and Tax Commissioner have duly authorized the execution of this Agreement; and

WHEREAS, this Agreement only becomes effective on the date that the City will begin paying for the services as set forth in this Agreement; and

NOW THEREFORE, in consideration of the mutual obligations recited below and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, and in consideration of the mutual promises contained herein, the County and City do agree and consent to the following:

I. PURPOSE AND INTENT

The purpose of this Agreement is to provide tax billing and collection services within the City by the Tax Commissioner in the same manner as County taxes.

II. DEFINITIONS

All definitions shall be defined as reflected in the Clayton County, Georgia Code of Ordinances.

III. TERM OF AGREEMENT

This Agreement shall commence on the date of execution set forth herein for a term of 12 months. If not terminated pursuant to the termination provisions provided herein, this Agreement shall automatically renew without further action by the City or County on an annual basis for one (1) year, for a total lifetime Agreement of fifty (50) years, unless previously terminated in accordance with the termination provisions of this Agreement. This Agreement shall replace, in their entirety, all prior agreements entered into by the City, County and/or Tax Commissioner regarding the billing or collection of ad valorem taxes. At the conclusion of this term, the City will be solely responsible for providing all tax billing and collection services within its boundaries, unless extended by mutual Agreement of both governing bodies.

IV. SERVICES

4.1 The Tax Commissioner prepares the annual County tax Digest, will perform the annual municipal computation, annual billing, collection, depositing, accounting, reporting, and distribution (paying over) of municipal property taxes for the City, as the Tax Commissioner is permitted by law, including the assessment of penalties and interest in the same manner as County taxes, as well as any and all remedies permitted for the collection of municipal and

County taxes, including issuing executions, levying upon properties, conducting tax sales, and pursuing collections through bankruptcy proceedings. Nothing in this Agreement shall preclude the County's and Tax Commissioner's right to continue to collect and increase or decrease such additional taxes and fees belonging to the County, County Departments, or Tax Commissioner.

4.2 The Tax Commissioner will determine the methods, details, and means of performing the services herein above described with the general understanding that the City desires that the municipal taxes be managed and itemized separately upon the annual County tax statement. (Reference Sec. 4.8)

4.3 Effective for the 2021 tax year, the Clayton County Tax Commissioner shall bill all ad valorem taxes, fees, and charges relating to real property, personal property, public utilities, mobile homes, and heavy equipment within the City for and on behalf of the City.

4.4 Billings issued by the Tax Commissioner on behalf of the City shall consist of line items identified as City taxes, City sanitation fees, City stormwater fees, street light district fees, and related taxes, fees, and such other legally taxable or assessable charges as applicable as provided and requested by the City.

4.5 The City agrees to provide the Tax Commissioner all values, assessments, and exemptions, if applicable, by June 1 of each year. The City is required to provide millage rates necessary for computation of such taxes by the later of the date the County sets its millage rate and June 1 of each year. County agrees to furnish City with any change in date.

4.6 The Tax Commissioner shall have the right to determine the method, details and means of providing the services herein, including, but not limited to, whether City taxes are included as part of or separate from the County tax bills and statements.

4.7 The Tax Commissioner shall be responsible for collection of the City's taxes, fees and other charges in such manner as the Tax Commissioner is permitted by law to collect. The Tax Commissioner will have available any and all remedies permitted by law for the collection of municipal taxes, including but not limited to, issuing executions, levying upon properties, conducting tax sales, and pursuing collection through the bankruptcy proceedings. For the purposes of this Agreement, the Tax Commissioner shall be authorized as the agent of the City for the limited purpose of the services outlined herein, including the billing and collecting of ad valorem taxes, including tax sale and levy proceedings.

4.8 Within sixty (60) days of receipt of collected funds, the Tax Commissioner shall pay to the City any amounts collected on behalf of the City. The obligation to transfer funds belonging to the City shall be the sole responsibility of the Tax Commissioner of Clayton County and shall survive the termination of this Agreement.

4.9 The Tax Commissioner shall maintain an electronic record and accounting of all amounts, including taxes, fees and penalties, that are billed, collected and distributed on behalf of

the City, and will provide the City and County with a copy of such accounting within thirty (30) days of any written request for the same.

4.10 The City shall be solely responsible for the collection of all past-due or delinquent fees and charges that cannot be collected in the same manner as taxes under Georgia law (e.g. stormwater fees).

V. RELEASE AND INDEMNIFICATION

It is the intent of the parties to be covered under the auspices of any applicable immunity granted by law. To the extent permitted by law, the City hereby agrees to defend, indemnify, and hold harmless the County and its officers, employees, or agents from any and all claims, liability, losses or damages, including attorneys' fees and costs of defense which the County or its officers, employees, or agents may incur as a result of any claim, demand, suit, or cause of action or proceeding of any kind or nature arising out of, relating to, or resulting from the County or Tax Commissioner's actions or inactions in performing under this Agreement. The County and City shall promptly notify each other of all such claims, shall cooperate with the defense and resolution of each claim, and shall not settle or otherwise dispose of the claim without first consulting with all parties hereto. The indemnification under this Agreement shall survive termination of this Agreement for any claims that may be filed after the termination date of this Agreement, provided that such claims are based upon actions or alleged actions that occurred during the term of this Agreement.

VI. COMPENSATION AND CONSIDERATION

In exchange for good and valuable consideration, the recital of which all parties acknowledge receipt thereof, and in consideration for the terms and services outlined in this Agreement, the City will pay to the County the actual costs associated with the collection of taxes by the Tax Commissioner on behalf of the City subject and pursuant to the following payment terms:

6.1 For the initial 2021 tax year, the City shall pay the County, by check or electronic fund transfer, the later of June 1st of the tax year, or within 30 days of the mailing of an invoice by the County, a fee of five dollars per parcel, with the total fee not to exceed \$25,000.00, in addition to a \$20,000.00 one-time fee, of which \$20,000.00, shall be retained by the County for reimbursement of the cost to the County for providing service to the City. The remaining amount shall be distributed annually as an annual salary supplement to the Tax Commissioner by the County pursuant to O.C.G.A. §48-5-359.1 for such services, duties and responsibilities necessary to collect City taxes.

6.2 For all subsequent tax years, the City shall pay the County, by check or electronic fund transfer, no later than June 1st of the tax year, or within 30 days of the mailing of an invoice by the County, a fee of five dollars per parcel, with a total fee not to exceed \$25,000.00, in addition to a fee of \$1,000.00, of which \$1,000.00 shall be retained by the County for reimbursement of the cost to the County for providing service to the City. The remaining amount

shall be distributed annually as an annual salary supplement to the Tax Commissioner by the County pursuant to O.C.G.A. §48-5-359.1 for such services, duties and responsibilities necessary to collect City taxes.

6.3 The City shall notify the Tax Commissioner when payment has been rendered to the County within 2 business days of such payment.

6.4 The County shall distribute said salary supplement to Tax Commissioner on the first payroll check following the receipt of payment from the City.

6.5 The amounts for subsequent years may be modified based on changes to City boundaries, the annexation of additional parcels, or by adjustment of the number of parcels from year to year within the City.

VII. TERMINATION

7.1 The City may terminate this Agreement with or without cause by giving one hundred and eighty (180) days prior written notice to the County. If the City intends to terminate this Agreement for cause, the City must notify the County in writing, specifying the cause, extent and effective date of the termination. The County shall have thirty-three (33) days after the date of the written notice from the City to cure the stated cause for termination.

7.2 The County may terminate this Agreement with or without cause by giving one hundred and eighty (180) days prior written notice to the City. If the County intends to terminate this Agreement for cause, the County must notify the City in writing, specifying the cause, extent and effective date of termination. The City shall have thirty-three (33) days after the date of the written notice from the County to cure the stated cause for termination.

7.3 The Tax Commissioner may terminate this Agreement with or without cause by giving one hundred and eighty (180) days prior written notice to the City. If the Tax Commissioner intends to terminate this Agreement for cause, the Tax Commissioner must notify the City in writing, specifying the cause, extent and effective date of termination. The City shall have thirty-three (33) days after the date of the written notice from the Tax Commissioner to cure the stated cause for termination.

7.3a If notice of termination is given by any party during an active billing cycle in which the municipal taxes have already been applied to the county tax statements, then such termination will not occur until January 1st of the following year.

7.4 The parties reserve all available remedies afforded by law to enforce any term or condition of this Agreement.

7.5 In the event that the City fails to pay the County or Tax Commissioner in accordance with the terms as set forth herein, the County and Tax Commissioner shall not be obligated in any manner whatsoever to bill and collect ad valorem taxes for City, or to provide any of the billing or collection-related services outlined herein.

7.6 Subject to the terms herein, this Agreement may be extended at any time during the term by mutual written consent of all parties so long as such consent is approved by official action of the City Council and approved by official action of the County governing authority.

VIII. NOTICES

All required notices shall be given by first class mail and addressed as follows, except that any notice of termination shall be mailed certified via U.S. Mail, return receipt requested.

If to the County:	Jeffrey E. Turner Clayton County Board of Commissioners 112 Smith Street Jonesboro, Georgia 30236
With a copy to:	Chief Staff Attorney 112 Smith Street Jonesboro, Georgia 30236
If to the Tax Commissioner:	Tax Commissioner 121 S. McDonough St., Annex 3 Jonesboro, Georgia 30236
With a copy to:	Mayor John Lampl 1500 Morrow Road Morrow, Georgia 30260
If to the City:	Sylvia Redic, City Manager 1500 Morrow Road Morrow, Georgia 30260
With a copy to:	

IX. GENERAL PROVISIONS

- A. Counterparts. This Agreement may be executed in several counterparts, each of which shall be an original, and all of which shall constitute but one and the same instrument.
- B. Applicable law. This Agreement shall be governed by and construed and enforced in accordance with the laws of the State of Georgia.
- C. Venue. This Agreement shall be deemed to have been made and performed in Clayton County, Georgia. For the purposes of venue, all suits or causes of actions arising out of this Agreement shall be brought in the courts of Clayton County, Georgia.
- D. Third parties. This Agreement is for the benefit of the parties hereto, only, and is not intended to benefit any third party or to give rise to any duties to or causes of action for any third party.
- E. Entire Agreement. This Agreement constitutes the entire Agreement between the parties hereto as to all matters contained herein. All subsequent changes in the Agreement must be in writing and signed by all parties. This Agreement is for the benefit of the parties hereto only and is not intended to benefit any third party or to give rise to any duties to or causes of action for any third party.
- F. Successors and Assigns. Neither party will assign, sublet or transfer its interest in this Agreement without the written consent of the other. Nothing herein will be construed as creating any personal liability on the part of any officers, agents or officials of either party.
- G. Merger. The parties acknowledge that the terms of this Agreement constitute the entire understanding and agreement between the City, County and Tax Commissioner of Clayton County for ad valorem tax billing and collection services and as to all other provisions, rights and remedies under this Agreement.
- H. Severability. In the event any section of this Agreement is declared and adjudged to be invalidated or unconstitutional, such declaration or adjudication will not affect the remaining portions of this Agreement.

[SIGNATURE PAGE TO FOLLOW]

IN WITNESS WHEREOF, the parties hereto acting through their duly authorized agents have caused this Agreement to be signed, sealed and delivered for final execution on the date indicated herein:

This _____ day of _____, 2021.

CLAYTON COUNTY, GEORGIA

ATTEST:

JEFFREY E. TURNER
Chairman, Board of Commissioners
Clayton County, Georgia

Brenda James, Clerk
Board of Commissioners
Clayton County, Georgia

APPROVED AS TO SUBSTANCE:

APPROVED AS TO FORM:

TERRY L. BASKIN
Tax Commissioner
Clayton County, Georgia

Charles Reed
Chief Staff Attorney
Clayton County, Georgia

CITY OF MORROW, GEORGIA

ATTEST:

_____(SEAL)
John J Lampl II, Mayor
City of Morrow

Stephanie Tigner, City Clerk
City of Morrow

APPROVED AS TO SUBSTANCE:

Sylvia Redic, City Manager

APPROVED AS TO FORM:

Lajuana Ransaw, City Attorney

From: Nghi Duong <nghi@studiond.com>
Date: January 21, 2021 at 6:25:05 PM EST
To: Sylvia Redic <sylviaredic@cityofmorrow.com>
Cc: Billy Warren <bwarren@cityofmorrow.com>
Subject: North Lake Dr/Jonesboro Rd Commercial - studio nd fees

Hi Sylvia,

For the retail development at junction of North Lake Dr & Jonesboro Rd, the Project is understood as a design concept for light commercial retail development on 2 parcels, addressed 5936 Jonesboro Rd, totalling 1.09 acres. Development is to maximize retail footprint & support functions while providing multi-functional outdoor space. The total fee for this work is \$5,000.

The deliverables will include:

- Commercial development concept
- Program for retail & occupiable outdoor area
- Site plan
- Floor plans & 2 elevations

Concept package will be submitted on Feb 17th.

Thank you,
Nghi Duong, LEED AP
Project Manager

p: 912.228.1052
e: nghi@studiond.com
studio nd

2021 Lunar New Year

All games and activities will kick off at 1 pm.

Doors are open for guests at 12 noon

Maria will send over the official “Run of Show” next week.

Welcome Station

- Set up at the front door to welcome, give direction and have people fill out raffle tickets – from the city
 - Lana will be stationed here

Entertainment

- Hoa Dang Band
 - This is a local band
 - They will arrive at the Morrow center before 8 am
 - This band will play the entire day
- MC's
 - Vince Bailey & Khai Nguyen
 - They will both arrive at the Morrow Center at 9 am that Saturday
 - There will be a meeting with Ms. Kim Hanh this weekend to run the MC's logistics.
 - I will ask Maria for the time so that I can be present.
- Out of town Celebrities
 - Luong Tung Quang & Nhu Y
 - Arriving at the airport Feb 5. Maria did not give the time
 - Flight is Delta
 - We need someone to go to the airport and pick them up
 - Will be staying at the Drury Inn –
- Local singers
 - No rehearsal needed, according to Maria
 - Thy Tien (Ivy) will arrive at 6 pm the day of the event
 - Hoang Duy – no time of arrival specified. I Will reach out to Maria to find the time
 - Hanh will be in the green rooms making sure the singers have everything they need.
 - Maria will provide one more person to be there with her.
- Group performers
 - We have one (1) professional dance group confirmed. We are waiting on two (2) more
- Dragon Dancers
 - Will arrive before 1 pm. – opening ceremony will begin at 1 pm
- Maria will supply red envelopes with one dollar in each
- The Mayor will welcome everyone and feed the lion/dragon – photo opportunity

2021 Lunar New Year

- Firecrackers
 - They are already purchased
 - The firecrackers will kick off the beginning of the event alongside the Dragon Dancers
 - They will be away from the Blue area in front of the Morrow Center entrance.
- I will ask who is going to light them up
- 3 Wisemen
 - The Omega Association kicks off the program inside after the lion dance
- Children Awards
 - We have 2 B.C Haynie and Mt. Zion Elementary that have been sent information via email.
 - These awards will go on for 1 hour
- Vuong will be onsite all day to help coordinate and facilitate the audiovisual

Mrs. Pageant

- Will run for 1hr and 45min
- It will be three parts
- Hannah (who works with Maria) will be in charge of this
- Maria will purchase the Tiaras and Sashes
- Flowers will be from Morrow Florists. I am going to call Maria to figure out how many bouquets we need to make. It should be about 3 (3rd, 2nd, and 1st place)
- Stage Extensions/ dance floor
 - Ninh picked them up yesterday.
 - The dance floor will be split into two so that the catwalk can be in the middle. The stage extensions and catwalk will not be moved through the whole event.

Food/ drinks

- Vendors
 - According to Ninh, we have ten food vendors.
 - Vendors can use small electric appliances such as a small waffle maker inside. Any cooking, grilling, etc., **must** be done outside.
 - We need 20 tables for the food vendors.
 - So far at city hall, we have 13 6ft long tables, 9 64in rounds, & 133 chairs. The number is low because I counted city hall and public works together.
 - The vendors will be allowed to sell water and sodas – no alcohol
- Drink vendors
 - Boba Theory is participating

2021 Lunar New Year

- I have reached out to Maria with confirmation on the other food vendors. I will have names when she provides them to me. – Warren has asked for a deadline with Ninh – Monday, the 1st – specifics for all food vendors
- Alcohol
 - City hall is going to purchase that a few days before the event
- Bartenders
 - Natalie (who works with Maria) is not yet confirmed. I have reached out to Maria for confirmation
 - Warren will be providing one bartender but suggests if the bar opens at one and stays open until midnight, we need a second bartender.
 - Ninh suggested a signature drink – yellow and red

Games/ venue décor

- Casino
 - This part will be held in the lounge area
 - Maria is supplying people for this area
 - We will have a police officer right outside the door supervising
 - We will have a “Money Center” where people exchange money for chips that will be run by Bao and Ms. Sylvia
- Venue Décor & Transformation
 - Ninh will start placing the vignettes on Feb 3.
 - He will store the finished props starting next week at the Morrow Center in the Industry Room.
 - Takedown will be Sunday, Feb 7, 2021
 - Ninh will be given a few days after the event to come and pick up the vignettes from the dark space under the Morrow Center
 - Billy is buying the two - 3 quarter plywood we need to place under the lift. He is purchasing it today.
- Fruit Carving
 - There will be several of those placed strategically around the Morrow Center
- Fortune cookie tree
 - which will have red envelopes that symbolize money.
 - Those will also be placed strategically around the Morrow Center.
- Church will be providing children’s activities throughout the event
- There will be no nursery provided

2021 Lunar New Year

Other

- Volunteers
 - Madelyn
 - Victor
 - Ms. Lana
 - I reached out to Clayton State (waiting on their response)
 - I have reached out to Brandon Mitchell (he was going to volunteer for Christmas in the Park but could not make it. Waiting on his confirmation)
 - Omega Associate will also have volunteers
- Sanitation / cleaning
 - We will buy three big jugs of hand sanitizer plus the four portable hand sanitizers that are property of the Morrow Center
 - 2 Day porters provided by the Morrow Center will be present

Lunar New Year expenses

Name of invoice	Total of invoice	Deposit paid	Date when deposited
Entertainment Package	\$11,700	\$5,000	12/30/2020
Advertising Marketing	\$2,000	\$2,000 (Paid in full)	1/14/2021
Decorations & ceremony supports	\$2,250	\$1,500	1/14/2021
Mrs. Pageant	\$1,400	\$1,000	1/14/2021
Venue Décor & Transformation	\$9,400	\$4,500 (Has not been deposited yet)	0/0/0000
Banner	\$280	\$280	1/18/2021
Postcards	\$809.32	\$809.32	1/5/2021
Flyers	\$700	\$0	0/0/0000
		15,089.32	

Pending expenses

Name	Pending amount
Entertainment package	\$6,700
Advertising marketing	\$0
Decorations & ceremony supports	\$750
Mrs. Pageant	\$400
Venue Décor & Transformation	\$4,900
Flyers	\$700
Alcohol (not yet purchased)	\$1,800
Ninh Chau	\$2,500
Maria Lamb	\$2,500

2021 Lunar New Year

TOTAL AMOUNT PENDING	\$20,250
-----------------------------	-----------------

Table/Chair inventory for the City of Morrow (Including the Morrow Center)

Department	6ft long	8ft long	60'' rounds	48'' rounds	Chairs
City Hall	13	0	9	0	133
Morrow Tourist Center	3	0	0	0	56
Public Works	7	0	0	0	111 (in trailer)
Warehouse	0	0	0	0	0
Morrow Center	13	5	33	1	300

THE CITY OF MORROW PRESENTS THE "luckiest"

ST. PATRICK'S DAY CELEBRATION

WED *March* 17

AT OLDE TOWNE MORROW

5PM - 9PM

FOOD
GAMES
LEPRECHAUNS
TREASURE HUNT
ONE-LEGGED *Gold* RACE
MUCH MORE!

St. Patrick's Day Expenses

<u>Expenses</u>	<u>Cost</u>	
Mobile Petting Zoo *3 ponies added*	\$1,125	
rock climbing wall	\$995	
Photo booth (Antonio)	\$850	*photos are printed and text
HUMAN HAMSTER ZORB BALLS	\$795	
Face Paint	\$600	
green décor	\$450	
27FT GEORGIA SCORCHER DRY SLIDE RENTAL	\$350	
Bouncy House	\$200	
flags	\$23.99	
Tokens	\$15.00	
Drinks	\$100.00	
ESTIMATED TOTAL	\$5,504	this is rides, activities, and décor

“Generations” A Juneteenth Celebration

Updated notes from the last Juneteenth meeting held on 1/20/2021.

The date has been set to **June 12, 2021, from 1 pm – 9 pm.**

The day will be split into two parts – Day & Night.

Day

During the day, it will be a backyard BBQ feel – just like a family reunion.

“Coolers and lounge chairs welcome.”

- Rib contest or grilling contest
 - o #MMMorrow
 - o We are looking forward to Beauty Master sponsoring a \$1,000 prize for 1st place, \$500 for 2nd place, and \$50 for every other contestant
- Cornhall or Cornhole
- Bouncy houses for the kids
- Zipline
- Dj NewMe
 - o Being provided by the Morrow Center. He is booked and ready to go
- Five food options that will include
 - o Betty Jean
 - Rep. Mike Glanton food truck
 - o Chef Smokey
 - o Philly ice water
 - Warren is getting in touch. I Will have an update next week
 - o Philly Cheesesteaks
 - Warren is getting in touch. I Will have an update next week
 - o Soul Food - a food truck
- Dance contest
 - o The Soul Train line
 - o Wobble contest
- Medical Corner
 - o First two hrs of the event
 - o Unity Healthcare
 - o GenCare
 - o Sunrise Medical
 - o COVID tests/ COVID shots
- “Summer Salon” @ Juneteenth
 - o Beauty Corner
 - o Facials
 - o Massages
 - o Omni Day spa will be contacted for this corner
- Alcohol
 - o Beer/Wine ONLY
- Balloon artists
- Face paint
- Airbrush
- Caricature artist

Night

During the night – a concert.

- Fireworks
 - o It will be before the concert or in between shows.
 - o Karina is reaching out to Phantom Fireworks
- Ms. Dayana Williams as the MC
 - o She is confirmed.
- Band
 - o The Soul Cartel
 - o Karina has reached out to The singing Brothers of Stilwell. I have not received a response.
- “The Black Perspective”
 - o Will be speakers are talking about their perspectives.
- Alcohol
 - o Cigars
 - Warren is getting in touch with Ms. Tonya
 - o Hennessey
 - o Moscato
- Hookah bar

Other

- Stage
 - o Maybe rented or bought
 - o Currently looking for prices
- Photographer
 - o Mr. James Alexander
 - I am currently getting in touch with him.
- Wal-Mart sponsoring water
 - o Which we will need big coolers
 - We have 3-4 big long coolers (will double-check)
- Looking for judges to participate in the grilling contest
- “Fresh the Clownsss” from the Universal Circus
 - o They will be in the kid’s corner doing shows
- Cleaning
 - o Day porters will be provided
 - o The bathrooms will be open
- Additional help
 - o Denis Howard
 - Warren has a Zoom meeting with her today (1/22/2021)
 - I Will have updates next week
- Postcards
 - o They are currently being worked on
 - o The inspiration is “Day & Night” or “Sun & Moon.”