AGENDA

Gainesville Mayor/Council Meeting
Tuesday, June 5, 2018, 5:30 PM
Public Safety Complex (Gainesville Justice Center)
Municipal Court Room, 701 Queen City Parkway
Mayor or Mayor Pro Tem Presides

INVOCATION:

PLEDGE OF ALLEGIANCE:

COUNCIL ANNOUNCEMENTS:

PUBLIC COMMENTS: (20 minutes maximum)

CONSENT AGENDA:

Appointments

A. Friends of the Parks
- Position held by Kari Martin
- Position held by Gary Gaines

B. SPLOST VII Citizens' Review Committee
- Position held by Mark Bell (reappointment)
- Position held by Michelle Mintz (reappointment)
- Position held by Frank Norton, Jr. (reappointment)

Minutes

A. May 10, 2018 Work Session

B. May 15, 2018 Mayor/Council Meeting

Resolutions

A. AR-2018-11 Third Quarter Budget Adjustment for Fiscal Year 2018

B. BR-2018-27 Accepting Streets within the Creekside of Mundy Mill Subdivision as City Streets

C. BR-2018-28 Accepting Streets within Phase I of the Magnolia Park at Mundy Mill Subdivision as City Streets

D. BR-2018-29 Accepting Streets within the Willow Park at Mundy Mill Subdivision as City Streets

E. BR-2018-30 Adoption of Revised Gainesville/Hall Area Transit Drug & Alcohol Policy

F. BR-2018-31 Declaration of Surplus Property

G. BR-2018-32 Intergovernmental Agreement with City of Oakwood Regarding Maintenance of Part of Millside Parkway

H. BR-2018-33 Retirement Plan A Actuarial Services Contract

I. BR-2018-34 Quit-Claim Deed Regarding Interest in Right-of-Way Formerly Known As Wills Street

J. PR-2018-14 Bureau of Justice Assistance Bulletproof Vest Partnership Grant Program FY19-20

BUDGET HEARING(S):

A. Fiscal Year 2019 Recommended Budget

B. Public Comments Regarding Proposed Fiscal Year 2019 Budget

PUBLIC HEARING(S):

Annexation/Zoning Items

A. **Tabled to the June 12, 2018 Planning and Appeals Board Meeting**
Request from **Limestone Greenway, LLC** to annex a 75.12± acres tract located on the southwest side of the intersection of Jesse Jewell Parkway and Limestone Parkway, also having road frontage on Lakeview Drive, Highland Street, Spring Street and Victory Street (a/k/a **0 and 2065 Limestone Parkway**) and to establish zoning as Planned Unit Development (P-U-D). **Ward Number: Two**. Tax Parcel Number(s): 00-082-003-001 Request: Mixed-use development.

B. **Withdrawn at Planning and Appeals Board Meeting**
Request from the **Limestone Village, LLC** to amend a 11.74± acres tract zoned Residential-II (R-II) located on the west side of Lakeview Drive, north of its intersection with Quarry Street (a/k/a **515 Lakeview Drive NE**). **Ward Number: Three.** Tax Parcel Number(s): 00-082-004-001. Request: Zoning condition to limit use to 70 residential townhomes or condominiums.

CITY MANAGER ISSUES:

CITY ATTORNEY ISSUES:

CITY CLERK ISSUES:

EXECUTIVE SESSION:

ADJOURNMENT:

Final: Friday, June 1, 2018, 10:10 AM

CITY OF GAINESVILLE

COUNCIL AGENDA REQUEST

Date Submitted: 5/31/2018

Presenter:

Item of Business: Consent Agenda Items

Meeting Date: 6/5/2018

Purpose of Request:

The following appointments, minutes and/or resolutions are being considered under the Consent Agenda Section. These items were previously distributed for review and/or discussed. Unless otherwise directed by Mayor and Council, they will not be discussed during this meeting.

If you have questions regarding these documents, please feel free to contact the City Clerk's Office during normal business hours (Monday through Friday from 8:00 AM to 5:00 PM) at 770-535-6865 or via email to cityclerk@gainesville.org.

History/Background:

Facts & Issues for Consideration:

Department Recommendation:

Department Director:

If funding is involved, are funds approved within the current budget?

Amount Requested: **Source of Funds**:

Finance Comments:

Administrative Comments:

CITY OF GAINESVILLE

COUNCIL AGENDA REQUEST

Date Submitted: 5/29/2018

Presenter: Danny Dunagan

Item of Business: Friends of the Parks
- Position held by Kari Martin
- Position held by Gary Gaines

Meeting Date: 6/5/2018

Purpose of Request:

The purpose of this request is to address vacant positions.

History/Background:

Facts & Issues for Consideration:

The Friends of the Parks Board follows the guidelines of the City Charter and the Code of Ordinances. Appointees serve three-year terms.

Department Recommendation:

The Mayor submitted the following nominations during the May 31, 2018 Work Session:

1. Lynn Kearns to fill the unexpired term of Kari Martin
2. Becky Nix to replace Gary Gaines

Department Director:

Danny Dunagan

If funding is involved, are funds approved within the current budget?

N/A

Amount Requested:

Source of Funds:

Finance Comments:

Administrative Comments:

ATTACHMENTS:

Description	Type
FOP Members	Backup Material

FRIENDS OF THE PARKS

CITY APPOINTMENTS

POST	LAST NAME	FIRST NAME	APPOINTED	REAPPOINTED	EXPIRES
	Martin ***RESIGNED 1/31/18***	Kari	11/1/2016		12/31/2019
	Cooper	Melvin			Standing Term
	Morgan	Chris	2/7/2017		12/31/2019
Treasurer	Cochran	Casey	12/3/2013	2/7/2017	12/31/2019
	Taylor	Harriette	8/18/15 UE	6/7/2016	12/31/2018
Vice-President	Miller	Gina	11/20/2012	6/7/2016	12/31/2018
	Gaines	Gary	10/4/2011 *(term begins 1/2012)*	12/16/2014	12/31/2017
	Morrison	Jeff	9/6/2016		12/31/2018
Ex-Officio	Brooks	Barbara	1/10/2017	1/9/2018	1/8/2019

TERM: Three year terms - Appointees limited to two consecutive terms excluding initial term.

CONTACT: Melvin Cooper, Director of Parks & Recreation

UPDATED: 1/10/18 ag

CITY OF GAINESVILLE

COUNCIL AGENDA REQUEST

Date Submitted: 5/29/2018

Presenter: Danny Dunagan

Item of Business: SPLOST VII Citizens' Review Committee
- Position held by Mark Bell (reappointment)
- Position held by Michelle Mintz (reappointment)
- Position held by Frank Norton, Jr. (reappointment)

Meeting Date: 6/5/2018

Purpose of Request:

The purpose of this request is to address terms that will expire soon.

History/Background:

Committee members serve a one-year term. They follow the guidelines set forth in the City Charter, the Code of Ordinances and the Intergovernmental Agreement effective May 14, 2015.

Facts & Issues for Consideration:

Three positions are to be addressed.

Department Recommendation:

The Mayor nominated Mark Bell, Michelle Mintz and Frank Norton, Jr. for reappointment during the May 31, 2018 Work Session.

Department Director:

Danny Dunagan

If funding is involved, are funds approved within the current budget?

N/A

Amount Requested:

Source of Funds:

Finance Comments:

Administrative Comments:

ATTACHMENTS:

	Description	Type
🗋	SPLOST VII Members	Backup Material

SPLOST VII CITIZENS' REVIEW COMMITTEE

GOVERNING BODY	LAST NAME	FIRST NAME	APPOINTED	REAPPOINTED	EXPIRES
City	Bell	Mark	5/19/2015	6/21/2016 11/21/2017	6/21/2018
City	Mintz	Michelle	5/19/2015	6/21/2016	6/21/2018
City	Norton, Jr.	Frank	5/19/2015	6/21/2016	6/21/2018
County District 1	Pettitt	Mark	5/14/2015	6/23/2016 *(term begin 7/1/16)* 7/1/2017	6/30/2018
County District 2	Hoffman	Brent	5/14/2015	6/23/2016 *(term begin 7/1/16)* 7/1/2017	6/30/2018
County District 3	Aiken	Douglas	5/14/2015	6/23/2016 *(term begin 7/1/16)* 7/1/2017	6/30/2018
County District 4	Werner	Carol	5/14/2015	6/23/2016 *(term begin 7/1/16)* 7/1/2017	6/30/2018
County	Horne	Robert	5/14/2015	6/23/2016 *(term begin 7/1/16)* 7/1/2017	6/30/2018
County	Gracey	Brian	5/14/2015	6/23/2016 *(term begin 7/1/16)* 7/1/2017	6/30/2018

TERM: One-Year

CONTACT: Lisa Ritchie, Hall County Commission Clerk

NOTES: Meets no less than quarterly.
This committee was established
per Resolution CR-2015-02 based
on Intergovernmental Agreement

Established: Tuesday, November 28, 2017

CITY OF GAINESVILLE

COUNCIL AGENDA REQUEST

Date Submitted: 5/31/2018

Presenter: Denise Jordan

Item of Business: May 10, 2018 Work Session

Meeting Date: 6/5/2018

Purpose of Request:

The purpose of this request is to allow the governing body to approve minutes from the referenced meeting.

History/Background:

Facts & Issues for Consideration:

Draft minutes were distributed to the governing body, City Manager, City Attorney and Department Directors for comments/corrections.

Department Recommendation:

Approve the minutes accepting edits as presented.

Department Director:

Bryan Lackey

If funding is involved, are funds approved within the current budget?

N/A

Amount Requested:

Source of Funds:

Finance Comments:

Administrative Comments:

ATTACHMENTS:

Description	Type

CITY OF GAINESVILLE

COUNCIL AGENDA REQUEST

Date Submitted: 5/31/2018

Presenter: Denise Jordan

Item of Business: May 15, 2018 Mayor/Council Meeting

Meeting Date: 6/5/2018

Purpose of Request:

The purpose of this request is to allow the governing body to approve minutes from the referenced meeting.

History/Background:

Facts & Issues for Consideration:

Draft minutes were distributed to the governing body, City Manager, City Attorney and Department Directors for comments/corrections.

Department Recommendation:

Approve the minutes accepting edits as presented.

Department Director:

Bryan Lackey

If funding is involved, are funds approved within the current budget?

N/A

Amount Requested:

Source of Funds:

Finance Comments:

Administrative Comments:

ATTACHMENTS:

Description	Type

CITY OF GAINESVILLE

COUNCIL AGENDA REQUEST

Date Submitted: 5/7/2018

Presenter: Bryan Lackey

Item of Business: AR-2018-11 Third Quarter Budget Adjustment for Fiscal Year 2018

Meeting Date: 6/5/2018

Purpose of Request:

This request is to approve the budget adjustments associated with the third quarter of fiscal year 2018.

History/Background:

The City of Gainesville Code states in part:
Sec. 2-3-87 - Budget amendments
(a) General amendment. The council may amend the budget as deemed necessary or advantageous during the fiscal year, provided additional revenues or funding sources are identified for any net increase in expenditure. Following the end of each fiscal year quarter, any approved adjustments, including budgets for any projects authorized during the quarter shall be enacted through a budget adjustment resolution upon favorable vote of the city council. The supplemental budget resolutions shall be balanced for each and every fund that is amended.

Facts & Issues for Consideration:

Department Recommendation:

Financial Services recommends the approval of the third quarter budget adjustment for fiscal year 2018.

Department Director:

Jeremy Perry

If funding is involved, are funds approved within the current budget?

Amount Requested:

Source of Funds:

Finance Comments:

Administrative Comments:

ATTACHMENTS:

Description	Type
AR-2018-11 Third Quarter Budget Adjustment for Fiscal Year 2018	Resolution
Attachment A	Attachments/Exhibits
Attachment B	Attachments/Exhibits

RESOLUTION AR-2018-11

REGARDING THIRD QUARTER BUDGET ADJUSTMENT FOR FISCAL YEAR 2018

WHEREAS, the City Council approved a budget for fiscal year 2018 for the City of Gainesville on June 20, 2017; and

WHEREAS, the budget is a dynamic rather than static revenue and spending plan which requires adjustment from time to time as circumstances change; and

WHEREAS, these adjustments maintain a balanced budget for all funds.

NOW, THEREFORE, BE IT RESOLVED THAT the governing body for the City of Gainesville hereby adopts the adjustments to the budget listed on “Attachment A” and “Attachment B”, attached hereto and made a part of the Resolution.

Adopted this _____ day of __________________, 2018.

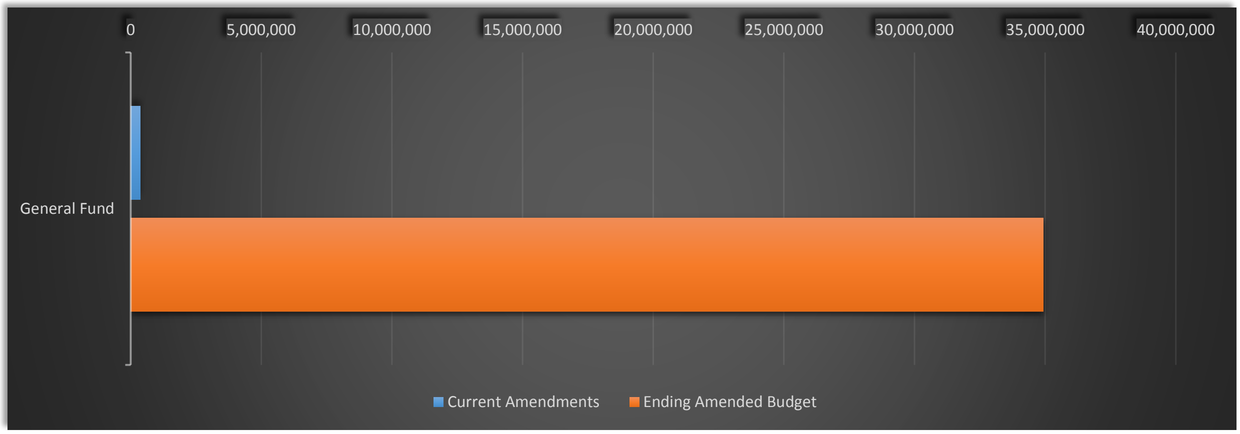
____
C. Danny Dunagan, Jr., Mayor

This is to certify that I am City Clerk of the City of Gainesville. As such, I keep its official records, including its minutes. In that capacity, my signature below certifies this resolution was adopted as stated and will be recorded in the official minutes.

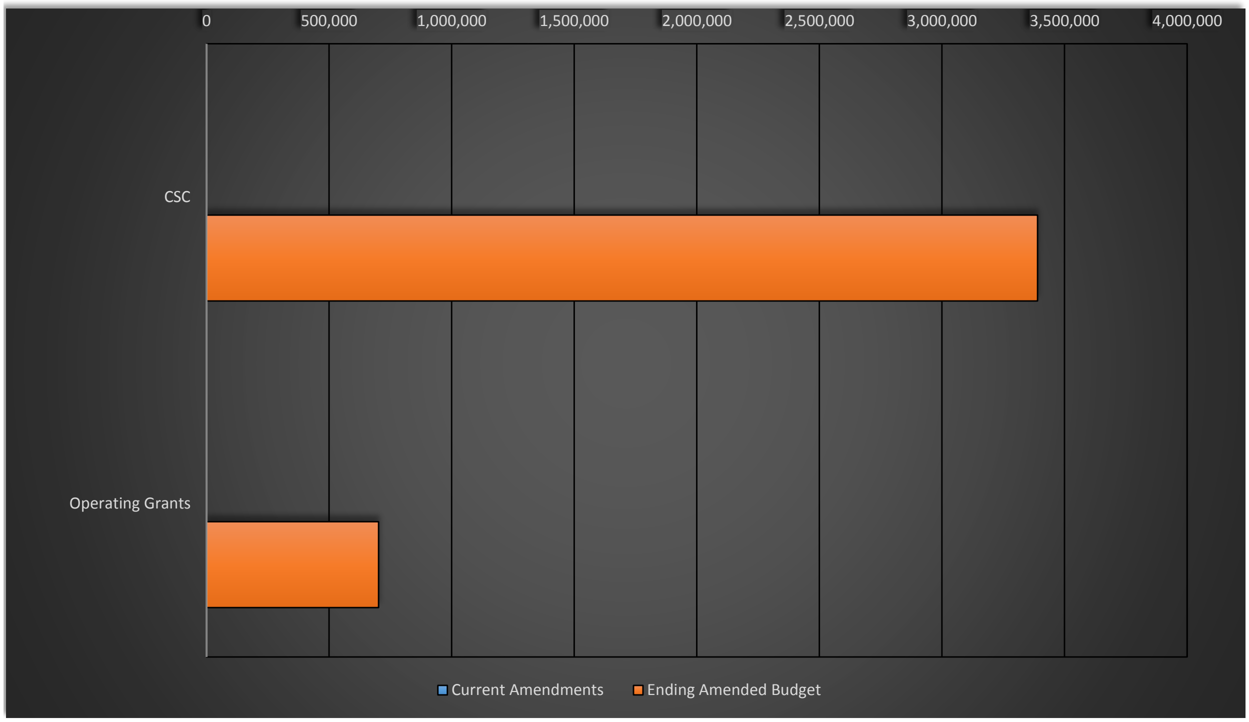
ATTEST:

____
Denise O. Jordan, City Clerk

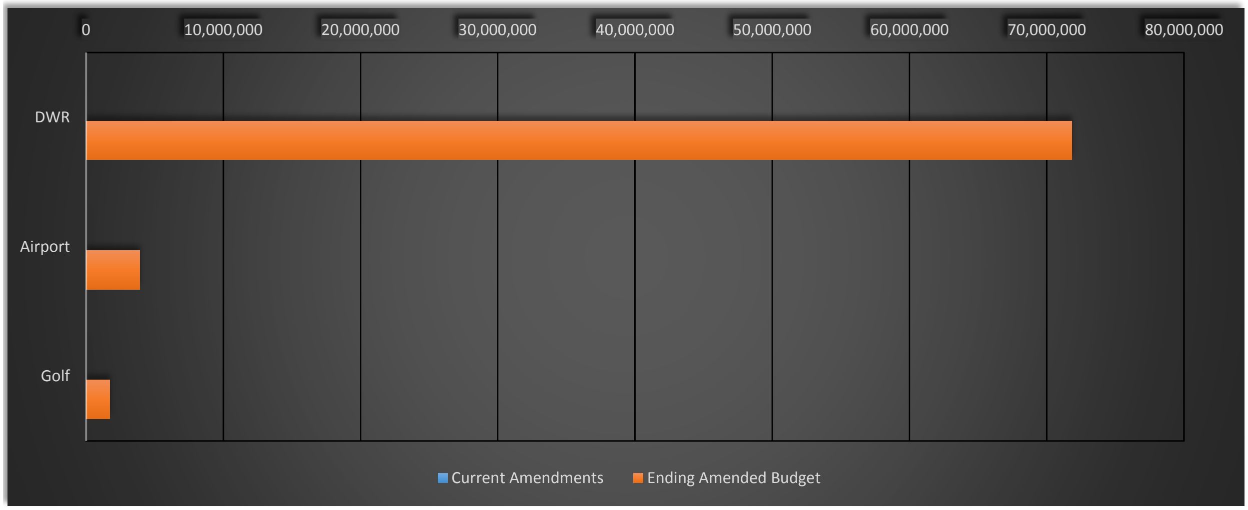
General Fund			
Fund	**Beginning Amended Budget**	**Current Amendments**	**Ending Amended Budget**
General Fund	34,559,645	359,893	34,919,538
Grand Total	**34,559,645**	**359,893**	**34,919,538**

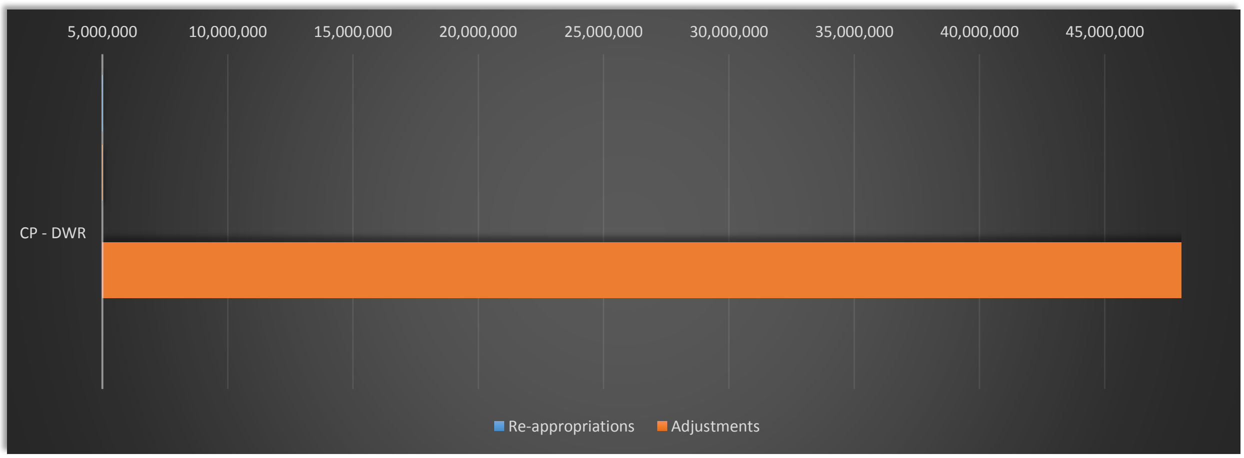


Special Revenue Funds			
Fund	**Beginning Amended Budget**	**Current Amendments**	**Ending Amended Budget**
CSC	3,389,807	0	3,389,807
Cemetery Trust	50,000	0	50,000
Confiscated Assets	194,830	0	194,830
Operating Grants	701,545	0	701,545
HUD Grants	888,407	0	888,407
HUD Rev. Loan	0	0	0
Econ. Dev.	112,048	0	112,048
TV-18	251,556	0	251,556
TAD	430,882	0	430,882
H/M Tax Fund	853,800	21,750	875,550
Impact Fee	700,000	0	700,000
Info. Tech. Fund	196,750	0	196,750
Grand Total	**7,769,625**	**21,750**	**7,791,375**

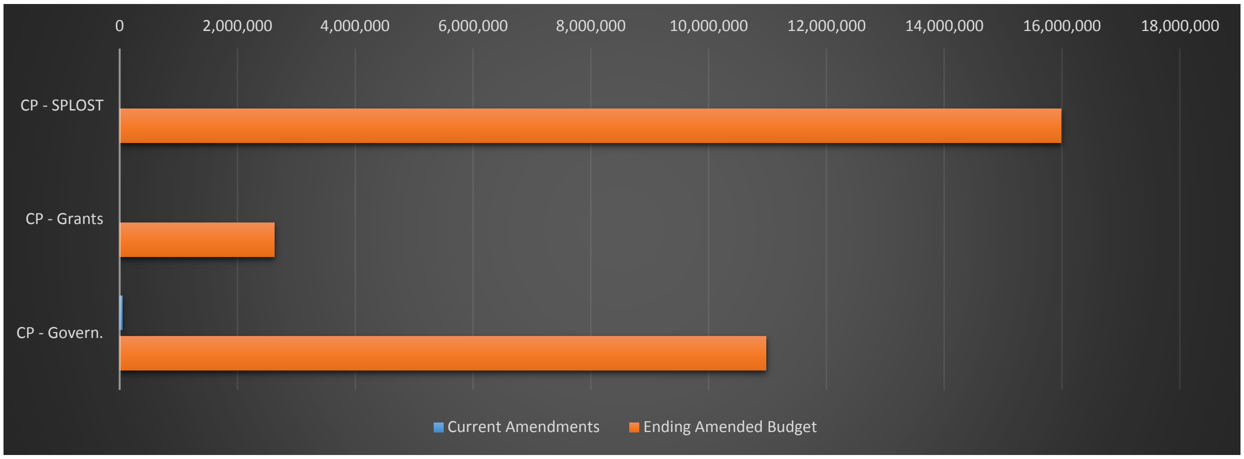


Enterprise Funds			
Fund	**Beginning Amended Budget**	**Current Amendments**	**Ending Amended Budget**
DWR	71,815,186	0	71,815,186
CP - DWR	70,610,437	347,420	70,957,857
Solid Waste	2,658,000	0	2,658,000
Airport	3,900,054	0	3,900,054
Golf	1,711,297	0	1,711,297
Grand Total	**150,694,974**	**347,420**	**151,042,394**

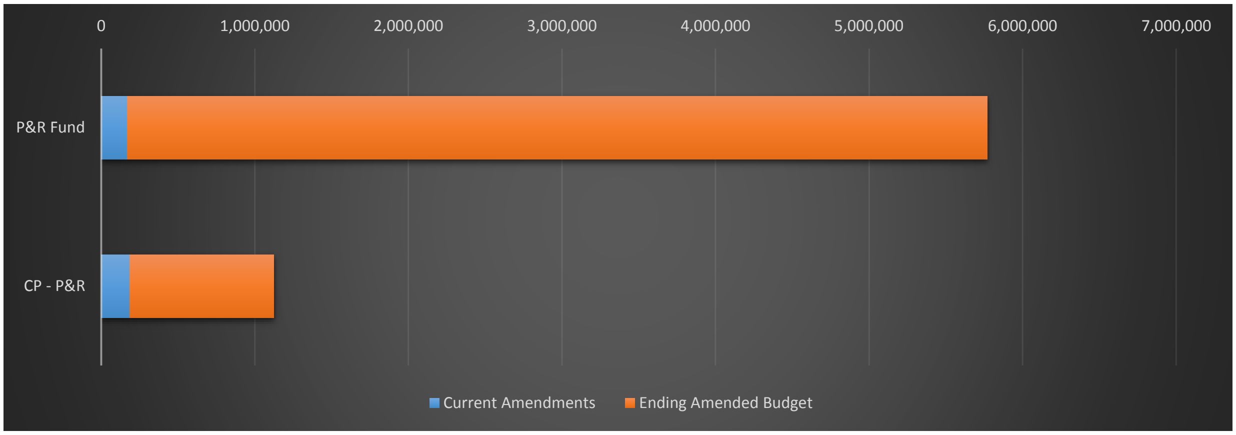




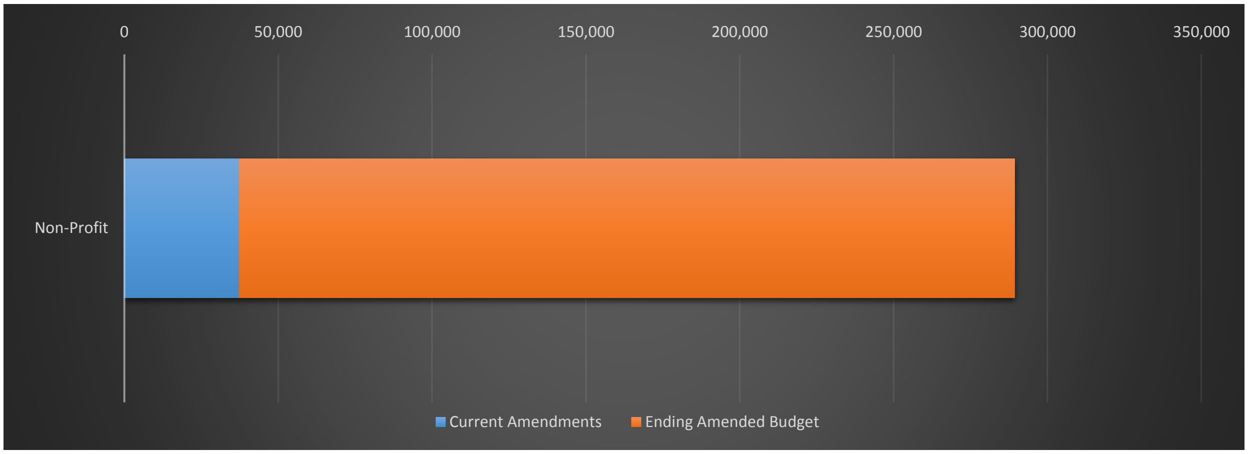
Capital and Debt Funds			
Fund	**Beginning Amended Budget**	**Current Amendments**	**Ending Amended Budget**
CP - SPLOST	15,987,173	0	15,987,173
CP - Grants	2,623,795	0	2,623,795
CP - Govern.	10,930,702	46,185	10,976,887
Debt. Serv.	2,701,683	0	2,701,683
Grand Total	**32,243,353**	**46,185**	**32,289,538**



Component Unit			
Fund	**Beginning Amended Budget**	**Current Amendments**	**Ending Amended Budget**
CVB	593,138	25,000	618,138
P&R Fund	5,433,994	167,600	5,601,594
CP - P&R	755,000	184,177	939,177
Grand Total	**6,027,132**	**192,600**	**6,219,732**



Non-Profit			
Fund	**Beginning Amended Budget**	**Current Amendments**	**Ending Amended Budget**
Non-Profit	214,567.00	37,393	251,960
Grand Total	**214,567**	**37,393**	**251,960**



Internal Service Fund			
Fund	**Beginning Amended Budget**	**Current Amendments**	**Ending Amended Budget**
Gen. Insurance	1,815,169	0	1,815,169
Employee Ben.	9,977,189	0	9,977,189
Veh. Serv.	2,427,086	0	2,427,086
Grand Total	**14,219,444**	**0**	**14,219,444**

GENERAL FUND

GENERAL FUND

The General fund recognized a total increase of $359,893 during the third quarter of fiscal year 2018. The adjustments associated with this increase are as follows:

- Recognized donation in the amount of $6,565 from the North Georgia Community Foundation for the Fire Department drone purchase.
- Recognized donation in the amount of $2,032 from the Georgia Firefighter's Burn Foundation for the Fire Department drone purchase.
- PR2018-01 Wal-Mart Foundation Local Facility Giving Program for the Police Department's law enforcement programs and educational materials in the amount of $2,500.
- Recognized donation from Cargill to the Fire Department in the amount of $10,000.
- Recognized donation from Syfan Logistics for the Police Department's law enforcement programs and educational materials in the amount of $1,500.
- Recognize the purchase of the Arts Council Property in the amount of $300,000
- Soft close of PO that did not correct re-appropriate funds from FY17 to FY18 in the amount of $37,296.

SPECIAL REVENUE FUNDS

HOTEL/MOTEL TAX FUND

The Hotel/Motel Tax fund recognized a total increase of $21,750 during the third quarter of fiscal year 2018. The adjustments associated with this increase are as follows:

- A transfer to Governmental Capital Projects Fund for the Highlands to Islands signage project in the amount of $10,500.
- Gainesville/Hall 96' Capital Campaign Operations Feasibility Study in the amount of $11,250.00.

NON-PROFIT

The Non-Profit Housing fund recognized a total increase of $37,393 during the third quarter of fiscal year 2018. The adjustments associated with this increase are the establishment of project budgets.

CAPITAL AND DEBT FUNDS

DWR CAPITAL PROJECTS FUND

The Department of Water Resources Capital Project fund recognized a total increase of $347,420 during the third quarter of FY2018. The adjustment associated with this increase is as follows:

- PR18-04 Spout Springs Road Utilities Relocation in the amount of $347,420

GENERAL GOVERNMENT CAPITAL PROJECTS FUND

The General Government Capital Projects fund recognized a total increase of $46,185 during the third quarter of FY2018. The adjustments associated with this increase are as follows:

- Recognize a transfer from the Hotel/Motel Tax Fund in the amount of $10,500.
- Recognize a transfer from DWR in the amount of $5,635.
- FY2017 Capital Project Closures in the amount of $10,950.
- Funds to cover project 91033 Records Management overage in the amount of $19,100.

COMPONENT UNIT

PARKS AND RECREATION FUND

The Parks and Recreation fund recognized a total increase of $167,600 during the third quarter of FY2018. The adjustments associated with this increase are as follows:

- Rent revenue from the Senior Center use of FSNC in the amount of $45,000.
- AR-18-01- Additional Parks and Recreation funding in the amount of $132,600.

PARKS AND RECREATION CAPITAL PROJECTS FUND

The Parks and Recreation fund recognized a total increase of $184,177 during the third quarter of FY2018. The adjustments associated with this increase are as follows:

- Recognize a transfer from Parks and Recreation in the amount of $132,600.
- FY2017 Capital Project Closures in the amount of $51,577.

COMMUNICATIONS AND TOURISM FUND

The Communications and Tourism fund recognized a total increase of $25,000 during the third quarter of FY2018. The adjustment associated with this increase is to cover unexpected event expenses in the amount of $25,000.

CITY OF GAINESVILLE

COUNCIL AGENDA REQUEST

Date Submitted:	5/17/2018
Presenter:	Bryan Lackey
Item of Business:	BR-2018-27 Accepting Streets within the Creekside of Mundy Mill Subdivision as City Streets
Meeting Date:	6/5/2018

Purpose of Request:

Recommend acceptance of the referenced streets located with the Creekside of Mundy Mill Subdivision as City streets.

History/Background:

The developer of Creekside of Mundy Mill Subdivision has petitioned the City to accept the streets and storm water facilities located within the right-of-way.

Facts & Issues for Consideration:

It has been determined that the facilities located within Creekside of Mundy Mill Subdivision have been developed and constructed in accordance with the approved plans.

Department Recommendation:

Accept the streets as City of Gainesville public streets.

Department Director:

Chris Rotalsky

If funding is involved, are funds approved within the current budget?

Amount Requested:	**Source of Funds**:
N/A	N/A

Finance Comments:

Administrative Comments:

ATTACHMENTS:

Description	Type
BR-2018-27 Accepting Streets within the Creekside of Mundy Mill Subdivision as City Streets	Resolution

RESOLUTION BR-2018-27

ACCEPTING STREETS WITHIN THE CREEKSIDE OF MUNDY MILL SUBDIVISION AS CITY STREETS

WHEREAS, the Gainesville Public Works Department has determined the Creekside of Mundy Mill Subdivision was developed and constructed in accordance with the approved plans; and

WHEREAS, the developer of Creekside of Mundy Mill has completed the development and has requested that the City of Gainesville accept maintenance of the streets and the storm water systems within the right-of-way as shown on the Final Subdivision Plat and Warranty Deed; and

WHEREAS, the streets located in the subdivision are Coopers Creek Lane (1,216 feet), Cottonwood Trail (808 feet), Hidden Creek Drive (1,480 feet), Hidden Valley Court (921 feet), Lost Creek Drive (2,034 feet), Sweetwater Drive (1,374 feet), Turtle Cove (160 feet) and Whisper Creek Court (830 feet); and

NOW, THEREFORE, BE IT RESOLVED THAT the governing body for the City of Gainesville hereby accepts the aforementioned streets as City of Gainesville public streets and accepts the associated lighting and standard maintenance costs thereof.

BE IT FURTHER RESOLVED THAT the governing body for the City of Gainesville authorizes the Mayor and/or City Manager to sign, and staff to record, the Warranty Deed accepting the associated right-of-way.

Adopted this _____ day of __________________, 2018.

____

C. Danny Dunagan, Jr., Mayor

This is to certify that I am City Clerk of the City of Gainesville. As such, I keep its official records, including its minutes. In that capacity, my signature below certifies this resolution was adopted as stated and will be recorded in the official minutes.

ATTEST:

____

Denise O. Jordan, City Clerk

CITY OF GAINESVILLE

COUNCIL AGENDA REQUEST

Date Submitted: 5/17/2018

Presenter: Bryan Lackey

Item of Business: BR-2018-28 Accepting Streets within Phase I of the Magnolia Park at Mundy Mill Subdivision as City Streets

Meeting Date: 6/5/2018

Purpose of Request:

Recommend acceptance of the referenced streets located within Phase I of the Magnolia Park at Mundy Mill Subdivision as City streets.

History/Background:

The developer of Phase I of the Magnolia Park at Mundy Mill Subdivision has petitioned the City to accept the streets and storm water facilities located within the right-of-way.

Facts & Issues for Consideration:

It has been determined that the facilities located within Phase I of the Magnolia Park at Mundy Mill Subdivision have been developed and constructed in accordance with the approved plans.

Department Recommendation:

Accept the streets as City of Gainesville public streets.

Department Director:

Chris Rotalsky

If funding is involved, are funds approved within the current budget?

Amount Requested:

N/A

Source of Funds:

N/A

Finance Comments:

Administrative Comments:

ATTACHMENTS:

Description	Type
BR-2018-28 Accepting Streets within Phase I of the Magnolia Park at Mundy Mill Subdivision as City Streets	Resolution

RESOLUTION BR-2018-28

ACCEPTING STREETS WITHIN PHASE I OF THE MAGNOLIA PARK AT MUNDY MILL SUBDIVISION AS CITY STREETS

WHEREAS, the Gainesville Public Works Department has determined Phase I of the Magnolia Park at Mundy Mill Subdivision was developed and constructed in accordance with the approved plans; and

WHEREAS, the developer of Phase I of the Magnolia Park at Mundy Mill has completed the development and has requested that the City of Gainesville accept maintenance of the streets and the storm water systems within the right-of-way as shown on the Final Subdivision Plat and Warranty Deed; and

WHEREAS, the streets located in the subdivision are Clubside Drive (1,377 feet), Hidden Creek Drive (75 feet), Sweetwater Drive (103 feet), Bagwell Drive (1,145 feet), Country Manor Walk (806 feet), Abby Lane (483 feet), Wilshire Court (340 feet) and Brayden Drive (573 feet); and

NOW, THEREFORE, BE IT RESOLVED THAT the governing body for the City of Gainesville hereby accepts the aforementioned streets as City of Gainesville public streets and accepts the associated lighting and standard maintenance costs thereof.

BE IT FURTHER RESOLVED THAT the governing body for the City of Gainesville authorizes the Mayor and/or City Manager to sign, and staff to record, the Warranty Deed accepting the associated right-of-way.

Adopted this _____ day of __________________, 2018.

____

C. Danny Dunagan, Jr., Mayor

This is to certify that I am City Clerk of the City of Gainesville. As such, I keep its official records, including its minutes. In that capacity, my signature below certifies this resolution was adopted as stated and will be recorded in the official minutes.

ATTEST:

____

Denise O. Jordan, City Clerk

CITY OF GAINESVILLE

COUNCIL AGENDA REQUEST

Date Submitted: 5/17/2018

Presenter: Bryan Lackey

Item of Business: BR-2018-29 Accepting Streets within the Willow Park at Mundy Mill Subdivision as City Streets

Meeting Date: 6/5/2018

Purpose of Request:

Recommend acceptance of the referenced streets located with the Willow Park at Mundy Mill Subdivision as City streets.

History/Background:

The developer of the Willow Park at Mundy Mill Subdivision has petitioned the City to accept the streets and storm water facilities located within the right-of-way.

Facts & Issues for Consideration:

It has been determined that the facilities located within the Willow Park at Mundy Mill Subdivision have been developed and constructed in accordance with the approved plans.

Department Recommendation:

Accept the streets as City of Gainesville public streets.

Department Director:

Chris Rotalsky

If funding is involved, are funds approved within the current budget?

Amount Requested:

N/A

Source of Funds:

N/A

Finance Comments:

Administrative Comments:

ATTACHMENTS:

	Description	Type
🗋	BR-2018-29 Accepting Streets within the Willow Park at Mundy Mill Subdivision as City Streets	Resolution

RESOLUTION BR-2018-29

ACCEPTING STREETS WITHIN THE WILLOW PARK AT MUNDY MILL SUBDIVISION AS CITY STREETS

WHEREAS, the Gainesville Public Works Department has determined the Willow Park at Mundy Mill Subdivision was developed and constructed in accordance with the approved plans; and

WHEREAS, the developer of Willow Park at Mundy Mill has completed the development and has requested that the City of Gainesville accept maintenance of the streets and the storm water systems within the right-of-way as shown on the Final Subdivision Plat and Warranty Deed; and

WHEREAS, the streets located in the subdivision are Hidden Creek Drive (989 feet), Sweetwater Drive (1,484 feet), Summer View Drive (1,153 feet) and Havenwood Place (573 feet); and

NOW, THEREFORE, BE IT RESOLVED THAT the governing body for the City of Gainesville hereby accepts the aforementioned streets as City of Gainesville public streets and accepts the associated lighting and standard maintenance costs thereof.

BE IT FURTHER RESOLVED THAT the governing body for the City of Gainesville authorizes the Mayor and/or City Manager to sign, and staff to record, the Warranty Deed accepting the associated right-of-way.

Adopted this _____ day of __________________, 2018.

____

C. Danny Dunagan, Jr., Mayor

This is to certify that I am City Clerk of the City of Gainesville. As such, I keep its official records, including its minutes. In that capacity, my signature below certifies this resolution was adopted as stated and will be recorded in the official minutes.

ATTEST:

____

Denise O. Jordan, City Clerk

CITY OF GAINESVILLE

COUNCIL AGENDA REQUEST

Date Submitted: 5/25/2018

Presenter: Bryan Lackey

Item of Business: BR-2018-30 Adoption of Revised Gainesville/Hall Area Transit Drug & Alcohol Policy

Meeting Date: 6/5/2018

Purpose of Request:

Approving resolution to adopt new Gainesville/Hall Area Transit Drug & Alcohol Policy.

History/Background:

Funding for the Gainesville/Hall Area Transit is provided by the Federal Transit Administration and the Georgia Department of Transportation.

The amended policy contains mandated changes from the USDOT-FTA included in 49 CFR Part 40.

Facts & Issues for Consideration:

The FTA mandates a drug and alcohol policy for covered employees. The existing policy has been updated to: change the word opiate was to opioid and includes tweaks to the definitions.

We now seek City Council adoption prior to implementation of the new policy.

Department Recommendation:

Approval.

Department Director:

Janeann Allison

If funding is involved, are funds approved within the current budget?

Amount Requested:

Source of Funds:

Finance Comments:

Administrative Comments:

ATTACHMENTS:

Description	Type
BR-2018-30 Amended Gainesville/Hall Area Transit Drug & Alcohol Policy	Resolution
Gainesville/Hall Area Transit Drug & Alcohol Policy	Policy

RESOLUTION BR-2018-30

Adoption of Revised Gainesville/Hall Area Transit Drug & Alcohol Policy

WHEREAS, the Hall Area Transit is a public transportation service for the City of Gainesville and Hall County; and

WHEREAS, funding is provided by the Federal Transit Administration and the Georgia Department of Transportation in addition to Hall County, the City of Gainesville and passenger fares; and

WHEREAS, the Federal Transportation Administration mandates that recipients of federal and state funding issue a drug and alcohol policy which defines areas such as covered employees, prohibited substances, reason for testing, testing methods, test refusal, consequences, and designees; and

WHEREAS, Gainesville is the recipient of Section 5307 funds and Hall County is the recipient of Section 5311 Funds, however, the City of Gainesville administers both programs as well as hires all employees; and

WHEREAS, from time to time revisions are mandated by the Federal Transit Administration and the Georgia Department of Transportation; and

WHEREAS, the City of Gainesville has recently been notified that our policy needs to incorporate the most current revisions.

NOW, THEREFORE BE IT RESOLVED THAT the Gainesville/Hall Area Transit Drug and Alcohol Revised Policy be adopted and affirmed for covered City of Gainesville employees.

Adopted this _____ day of __________________, 2018.

____

C. Danny Dunagan, Jr., Mayor

This is to certify that I am City Clerk of the City of Gainesville. As such, I keep its official records, including its minutes. In that capacity, my signature below certifies this resolution was adopted as stated and will be recorded in the official minutes.

ATTEST:

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Denise O. Jordan, City Clerk

Gainesville/Hall Area Transit
City of Gainesville Drug & Alcohol Policy
Zero Tolerance

Purpose

Gainesville/Hall Area Transit is dedicated to providing safe, dependable, and economical transportation services to its patrons. Gainesville/Hall Area Transit employees are a valuable resource and it is also our goal to provide a safe, healthy and satisfying working environment for our employees. In meeting these goals, it is our policy to:

- Assure that employees are not impaired in their ability to perform assigned duties in a safe, productive, and healthy manner;
- Create a workplace environment free from the adverse effects of drug abuse and/or alcohol misuse;
- Prohibit the unlawful manufacture, distribution, dispensing, possession, or use of controlled substances;
- Encourage employees to seek professional assistance when substance abuse adversely affects their ability to perform their assigned duties.

This Substance Abuse Policy implements a drug and alcohol testing program for all safety-sensitive employees. Each employee shall be provided a signed copy of the adopted policy. Policy items implemented under the authority of Gainesville/Hall Area Transit are underlined throughout this policy. All other policy items are implemented under the authority of the US DOT and/or the Federal Transit Administration.

<u>**Per Gainesville/Hall Area Transit authority, violation of this substance abuse policy will result in termination of employment and/or exclusion from hire.**</u>

This policy is approved by the governing body for the City of Gainesville.

Signature: ___________________________ Date: __________________

C. Danny Dunagan, Jr.
Mayor
City of Gainesville, Georgia

Table of Contents

1. Background

Pursuant to the Omnibus Transportation Employee Testing Act of 1991, the Federal Transit Administration (FTA) published regulations prohibiting drug use and alcohol misuse by transit employees and required transit agencies to test for prohibited drug use and alcohol misuse.
49 Code of Federal Regulations Part 655, "Prevention of Alcohol Misuse and Prohibited Drug Use in Transit Operations" mandates urine drug testing and breath alcohol testing for all employees in safety-sensitive positions. These regulations prohibit the performance of safety-sensitive functions when there is a positive drug or positive alcohol test result or an employee refuses to submit to DOT required drug or alcohol testing.

In addition, the U.S. Department of Transportation (DOT) has issued 49 CFR Part 40, "Procedures for Transportation Workplace Drug and Alcohol Testing Programs" to provide uniform procedures and standards for conducting drug and alcohol testing programs. The drug and alcohol testing program of Gainesville/Hall Area Transit will be conducted in accordance with 49 CFR Parts 40 and 655, as amended. Employees may request copies of the applicable regulations by contacting Gainesville/Hall Area Transit designated employer representative listed in Section 32 of this policy.

2. Purpose

This policy is established to comply with FTA drug and alcohol testing requirements to ensure employee fitness for duty, and to protect our employees, passengers, and the general public from the risks posed by the use of alcohol and prohibited drugs. This policy is also intended to comply with and incorporate 49 CFR Part 29, The Drug-Free Workplace Act of 1988, which requires the establishment of drug-free workplace policies and the reporting of certain drug-related offenses to the FTA, including the reporting of employees convicted of criminal drug offenses that occur in the workplace.

3. Covered Employees

This policy applies to all safety-sensitive public transit system employees as identified and described herein. Paid part-time employees and contractors, when performing safety-sensitive duties, are also covered by this policy when performing any Gainesville/Hall Area Transit related business. <u>This policy applies to off-site lunch periods or breaks when an employee is scheduled to return to work</u>. Additionally, this policy applies to volunteers who perform safety-sensitive duties who are required to hold a Commercial Driver's License, or who receive remuneration in excess of his or her actual expenses incurred while engaging in the volunteer activity. This written policy shall be distributed to all employees and applicable volunteers in safety-sensitive positions. Adherence to this policy and its provisions are a condition of employment in a safety sensitive position; per 49 CFR Part 655.

Safety-Sensitive Employees and Applicants for Safety-Sensitive Positions covered by this Policy include those who:

1. Operate a revenue service vehicle, including when not in revenue service.
2. Operate a non-revenue service vehicle when such is required to be operated by a holder of a commercial driver's license.
3. Control the movement/dispatch of a revenue service vehicle.
4. Perform maintenance on a revenue service vehicle or equipment used in revenue service.
5. Carry a firearm for security purposes.
6. May perform any of the above safety-sensitive functions in a supervisory or training role.

Any provisions set forth in this policy that are included under the sole authority of the Gainesville/Hall Area Transit and <u>are not</u> provided under the authority of the above named Federal regulations are underlined.

A list of safety-sensitive positions which perform one or more of the above mentioned duties is provided in Attachment A. Gainesville/Hall Area Transit employees who do not perform safety-sensitive functions may also be covered under this policy under the sole authority of the Gainesville/Hall Area Transit. Tests conducted under the sole authority of Gainesville/Hall Area Transit will be performed on non-federal forms and will be separated from USDOT testing in all respects.

4. Prohibited Substances

Prohibited substances addressed by this policy include the following.

Illegally Used Controlled Substance or Drugs Under the Drug-Free Workplace Act of 1988 any drug or any substance identified in Schedule I through V of Section 202 of the Controlled Substance Act (21 U.S.C. 812), and as further defined by 21 CFR 1300.11 through 1300.15 is prohibited at all times in the workplace unless a legal prescription has been written for the substance. This includes, but is not limited to: marijuana, amphetamines (including methamphetamine and ecstasy), opioids (including codeine, morphine, heroin, hydrocodone, hydromorphone, oxycodone, oxymorphone), phencyclidine (PCP), and cocaine, as well as any drug not approved for medical use by the U.S. Drug Enforcement Administration or the U.S. Food and Drug Administration. Illegal use includes use of any illegal drug, misuse of legally prescribed drugs, and use of illegally obtained prescription drugs. Also, the medical use of marijuana, or the use of hemp related products, which cause drug or drug metabolites to be present in the body above the minimum thresholds is a violation of this policy.

Federal Transit Administration drug testing regulations (49 CFR Part 655) require that all covered employees be tested for marijuana, cocaine, amphetamines (including methamphetamine and ecstasy), opioids (including codeine, morphine, heroin, hydrocodone, hydromorphone, oxycodone, oxymorphone), and phencyclidine. Illegal use of these drugs is prohibited at all times and thus, covered employees may be tested for these drugs anytime that they are on duty. Employees covered under Gainesville/Hall Area Transit authority will also be tested for these substances.

Alcohol: The use of beverages containing alcohol (including any mouthwash, medication, food, candy) or any other substances such that alcohol is present in the body while performing safety-sensitive job functions is prohibited. A random or reasonable suspicion alcohol test can only be performed on a covered employee under 49 CFR Part 655 just before, during, or just after the performance of safety-sensitive job functions.

5. Prescription and Over the Counter Medications

A legally prescribed drug means that an individual has a prescription or other written approval from a physician for the use of a drug in the course of medical treatment.

The appropriate use of legally prescribed drugs and non-prescription medication is not prohibited. Any drug or substance, whether prescribed or not, that contains any amount of alcohol may not be consumed while performing City work unless approved prior to beginning work by the department director or designee. It is, however, the employee's responsibility to inform his/her physician of the assigned job duties and determine from the physician, or other health care professional, whether or not a prescribed drug may impair the employee's job performance or mental or motor function. It is the responsibility of the employee to remove himself/herself from service if he/she is unfit for duty.

Employees are required to report the use of medically authorized drugs or other substances that may create a direct threat by impairing job performance of safety-sensitive functions to his/her supervisor and provide proper written medical authorization to work from a physician. Failure to report the use of such drugs or failure to provide proper evidence of medical authorization may result in disciplinary action.

6. Prohibited Conduct

1) All covered employees are prohibited from reporting for duty or remaining on duty any time there is a quantifiable presence of a prohibited drug in the body above the minimum thresholds defined in 49 CFR Part 40, as amended.

2) Each covered employee is prohibited from consuming alcohol while performing safety-sensitive job functions or while on-call to perform safety-sensitive job functions. If an on-call employee has consumed alcohol, they must acknowledge the use of alcohol at the time that they are called to report for duty. The covered employee will subsequently be relieved of his/her on-call responsibilities and subject to discipline for not fulfilling his/her on-call responsibilities.

3) The Gainesville/Hall Area Transit shall not permit any covered employee to perform or continue to perform safety-sensitive functions if it has actual knowledge that the employee is using alcohol.

4) Each covered employee is prohibited from reporting to work or remaining on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.02 or greater regardless of when the alcohol was consumed.

5) No covered employee shall consume alcohol for eight (8) hours following involvement in an accident or until he/she submits to the post-accident drug/alcohol test, whichever occurs first.

6) No covered employee shall consume alcohol within four (4) hours prior to the performance of safety-sensitive job functions.

7) Gainesville/Hall Area Transit, under its own authority, also prohibits the consumption of alcohol at all times the employee is on duty, or anytime the employee is in uniform.

8) Consistent with the Drug-free Workplace Act of 1988, all Gainesville/Hall Area Transit employees are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession, or use of prohibited substances in the work place including transit system premises and transit vehicles.

7. Employee Protections

The procedures that will be used to test for the presence of prohibited substances or misuse of alcohol shall be such that they protect the employee's privacy, the validity of the testing process and the confidentiality of the test results.

All urine drug testing and breath alcohol testing will be conducted in accordance with 49 CFR Part 40, as amended. All urine specimen collections, analysis and reporting of results shall to be in accordance with 49 CFR Part 40, as amended.

Drug and alcohol testing shall be conducted in a manner that will ensure the highest degree of accuracy and reliability using techniques, equipment, and laboratory facilities which have been approved by the U.S. Department of Health and Human Services (HHS). A drug test can be performed any time a covered employee is on duty. A random or reasonable suspicion alcohol test may only be performed just before, during, or just after the performance of a safety-sensitive job function.

All covered employees will be subject to urine drug testing and breath alcohol testing as a condition of ongoing employment with Gainesville/Hall Area Transit. Any safety-sensitive employee who refuses to comply with a request for testing shall be removed from duty and terminated.

Alcohol initial screening tests will be conducted using a National Highway Traffic Safety Administration (NHTSA)-approved Evidential Breath Testing Device (EBT) or non-evidential alcohol screening device that has been approved by NHTSA. If the initial test indicates an alcohol concentration of 0.02 or greater, a second test will be performed to confirm the results of the initial test. Confirmatory tests for alcohol concentration will be conducted utilizing a NHTSA approved EBT. The confirmatory test will be conducted at least fifteen minutes after the completion of the initial test. The confirmatory test will be performed using a NHTSA-approved EBT operated by a trained Breath Alcohol Technician (BAT). The EBT will identify each test by a unique sequential identification number. This number, time, and unit identifier will be provided on each EBT printout. The EBT printout, along with an approved alcohol testing form, will be used to document the test, the subsequent results, and to attribute the test to the correct employee. The test will be performed in a private, confidential manner as required by 49 CFR Part 40, as amended. The procedure will be followed as prescribed to protect the employee and to maintain the integrity of the alcohol testing procedures and validity of the test result.

After the identity of the donor is checked using picture identification, a urine specimen will be collected using the split specimen collection method described in 49 CFR Part 40, as amended. Each specimen will be accompanied by a DOT Chain of Custody and Control Form and identified using a unique identification number that attributes the specimen to the correct individual. The specimen analysis will be conducted at a HHS certified laboratory. An initial drug screen and validity test will be conducted on the primary urine specimen. For those specimens that are not negative, a confirmatory Gas Chromatography/Mass Spectrometry (GC/MS) test will be performed. The test will be considered positive if the amounts of the drug(s) and/or its metabolites identified by the GC/MS test are above the minimum thresholds established in 49 CFR Part 40, as amended.

The test results from the HHS certified laboratory will be reported to a Medical Review Officer. A Medical Review Officer (MRO) is a licensed physician with detailed knowledge of substance abuse disorders and drug testing. The MRO will review the test results to ensure the scientific validity of the test and to determine whether there is a legitimate medical explanation for a confirmed positive, substitute, or adulterated test result. The MRO will attempt to contact the employee to notify the employee of the non-negative laboratory result, and provide the employee with an opportunity to explain the confirmed laboratory test result. The MRO will subsequently review the employee's medical history/medical records as appropriate to determine whether there is a legitimate medical explanation for a non-negative laboratory result. If no legitimate medical explanation is found, the test will be verified positive or refusal to test and reported to the Gainesville/Hall Area Transit Drug and Alcohol Program Manager (DAPM). If a legitimate explanation is found, the MRO will report the test result as negative to the DAPM.

If the test is invalid without a medical explanation, a retest will be conducted under direct observation.

Except as required by law or expressly authorized in this section, Gainesville/Hall Area Transit shall not release employee information that is contained in records maintained per 49 CFR Section 655.73, as amended.

8. Employee Responsibility to Notify for Drug and/or Alcohol Related Arrest

<u>Any employee who is arrested for a drug and/or alcohol related offense must notify his/her</u>

department director of the arrest before the end of his/her next shift. The City will make a determination at that time whether the arrest causes temporary or permanent disqualification from remaining in the current position or constitutes grounds for disciplinary action.

9. Employee Training

Every covered employee will receive a copy of this policy and will have ready access to the corresponding federal regulations including 49 CFR Parts 655 and 40, as amended. In addition, all covered employees will undergo a minimum of 60 minutes of training on the signs and symptoms of drug use including the effects and consequences of drug use on personal health, safety, and the work environment. The training also includes manifestations and behavioral cues that may indicate prohibited drug use.

All supervisory personnel or company officials who are in a position to determine employee fitness for duty will receive 60 minutes of reasonable suspicion training on the physical, behavioral, and performance indicators of probable drug use and 60 minutes of additional reasonable suspicion training on the physical, behavioral, speech, and performance indicators of probable alcohol misuse.

10. Pre-employment Drug and Alcohol Background Checks

In compliance with 49 CFR Part 40.25, Gainesville/Hall Area Transit must make a good faith effort to obtain drug and alcohol testing records from prior DOT covered employer(s) for the previous two years for all applicants seeking safety-sensitive positions and all current employees transferring into a safety-sensitive position. Gainesville/Hall Area Transit will require each applicant/transferee to a safety-sensitive position to complete a written consent that allows the release of drug and alcohol testing information from previous DOT covered employers to Gainesville/Hall Area Transit in the previous two years. An applicant/transferee who refuses to provide written consent will not be permitted to perform safety-sensitive functions for Gainesville/Hall Area Transit.

All safety-sensitive applicants who have previously failed a DOT pre-employment test must provide proof that they have completed a Substance Abuse Professional's evaluation, treatment and return to duty process in addition to a pre-employment drug test with negative results, prior to their employment into a safety-sensitive job function. The credentials, training and education of the Substance Abuse Professional must meet the requirements of 49 CFR Part 40 Subpart O.

11. Pre-Employment Testing

All safety-sensitive position applicants shall undergo a urine drug test prior to placement in a safety-sensitive position. All offers of employment for covered positions shall be extended conditional upon the applicant passing a drug test. Gainesville/Hall Area Transit must be in receipt of a verified negative urine drug test result prior to the applicant's performance of any safety-sensitive function. Any employee transferring from a non-safety-sensitive position shall also be required to undergo pre-employment drug testing and Gainesville/Hall Area Transit must be in receipt of a verified negative urine drug test result prior to the transferee's performance of any safety-sensitive function. A cancelled test result will require an applicant to undergo a subsequent pre-employment urine drug test, until a negative test result can be obtained.

If an applicant's pre-employment urine drug test result is verified as **positive**, the conditional offer of employment will be rescinded. The applicant may reapply after one year.

An employee who had not performed a safety-sensitive function for a period of 90 consecutive days or more, and whose name was removed from the random testing selection pool during that time, will be subject to a pre-employment urine drug test. Gainesville/Hall Area Transit must be in receipt of a negative drug test result prior to the employee being reinstated to safety-sensitive duty.

All applicants/transferees are required to provide a written release allowing Gainesville/Hall Area Transit to request from prior USDOT-regulated employers information regarding the applicant's drug and alcohol testing results over the previous two years. Failure to do so will result in the employment offer being rescinded. If the applicant has tested positive or refused to test on a pre-employment test for a DOT covered employer, the applicant must provide Gainesville/Hall Area Transit proof of having successfully completed a referral evaluation and treatment plan as described in Section 655.62 of subpart G.

12. Random Testing

Employees in safety-sensitive positions shall be subject to random, unannounced testing. The minimum annual percentage rate for random alcohol testing shall meet the requirements as defined in 49 CFR Part 655, as amended.

The administering of random testing shall be spread reasonably throughout the calendar year and throughout all times of day when safety-sensitive functions are performed. Each covered employee who is notified of selection for random alcohol or drug testing shall immediately proceed to the testing site.

Random alcohol testing may only be conducted while an employee is performing a safety-sensitive function or just before the employee is to perform a safety-sensitive function or just after the employee has performed a safety-sensitive function.

Random urine drug testing may be conducted anytime while an employee is on duty or on call to perform safety-sensitive functions.

The selection of employees for random alcohol and drug testing shall be made by a scientifically valid method. The selection process shall provide each covered employee an equal chance of being tested each time selections are made. A computer based random number generator that is fair and equitable for the covered employees shall derive the list.

13. Reasonable Suspicion Testing

All Gainesville/Hall Area Transit covered employees will be subject to a reasonable suspicion drug and/or alcohol test when the employer has reasonable suspicion to believe that the covered employee has used a prohibited drug and/or engaged in alcohol misuse. Reasonable suspicion shall mean that there is objective evidence, based upon specific, contemporaneous, articulable observations of the employee's appearance, behavior, speech or body odor that are consistent with possible drug use and/or alcohol misuse. Reasonable suspicion referrals must be made by one or more supervisors who are trained to detect the signs and symptoms of drug and alcohol use, and who reasonably concludes that an employee may be adversely affected or impaired in his/her work performance due to possible prohibited substance abuse or alcohol misuse. A reasonable suspicion alcohol test may only be conducted just before, during, or just after the performance of a safety-sensitive job function. A reasonable suspicion drug test can be performed any time the covered employee is on duty. <u>Non-DOT reasonable suspicion testing can be performed at any time the employee is on duty.</u>

<u>Gainesville/Hall Area Transit shall be responsible for transporting the employee to the testing site. Supervisors should avoid placing themselves and/or others into a situation which might endanger the physical safety of those present. The employee shall be placed on administrative leave pending disciplinary action. An employee who refuses an instruction to submit to a drug/alcohol test shall not be permitted to finish his or her shift and shall be terminated.</u>

A written record of the observations which led to a drug/alcohol test based on reasonable suspicion shall be prepared and signed by the supervisor making the observation. This written record shall be submitted to the Drug and Alcohol Program Manager of Gainesville/Hall Area Transit.

14. Post-Accident Testing

Fatal Accident: A safety-sensitive employee shall be required to undergo urine drug and breath alcohol testing if involved in an accident that results in a fatality (regardless of whether the vehicle is in revenue service). As soon as practical following an accident involving the loss of human life, surviving covered employees shall undergo drug and breath alcohol testing. Any other employee(s), i.e., maintenance personnel, dispatchers, controllers, whose performance could have contributed to the accident, shall also be tested.

Non-Fatal Accident: A post-accident test of the operator shall be conducted if an accident results in injuries requiring immediate medical treatment away from the scene, *OR* if one or more vehicles incurs disabling damage that requires towing from a site; unless Gainesville/Hall Area Transit determines, using the best information available at the time of the decision, that the employee's performance can be completely discounted as a contributing factor to the accident. Any other safety-sensitive employee whose performance could have contributed to the accident shall be tested. The decision regarding whether the employee's performance could have contributed to the accident will be made in the sole discretion of Gainesville/Hall Area Transit using the best information available at the time of the decision.

Following an accident, the employee must be "readily available" for testing. Post accident tests will be done as soon as possible, all reasonable efforts shall be made to test the safety-sensitive employee(s) within (2) two hours of the accident. If a post-accident alcohol test has not been performed within two hours of the accident, Gainesville/Hall Area Transit must prepare and maintain on file, a record stating the reason for the delay. A post-accident test may not be performed after eight (8) hours for alcohol testing and thirty two (32) hours for drug testing. If a drug or alcohol test required by this section is not administered within the required time period following the accident, Gainesville/Hall Area Transit shall prepare and maintain on file, a record stating the reasons the testing was not promptly administered and efforts to conduct testing shall cease.

Any safety-sensitive employee involved in an accident must refrain from alcohol use for eight (8) hours following the accident or until the employee undergoes a post-accident alcohol test. Any safety-sensitive employee, who leaves the scene of the accident without a justifiable reason or explanation prior to submitting to drug and alcohol testing, shall be considered to have refused the test.

The post-accident testing requirements shall not delay necessary medical attention for injured persons, nor will they prohibit an employee who was performing a safety-sensitive function from leaving the scene of an accident to obtain assistance in responding to the accident or to obtain necessary emergency medical care.

In the rare event that an employee is unable to submit to a post-accident test within the required time period (i.e., 8 hours for alcohol and 32 hours for drugs) due to circumstances beyond the control of Gainesville/Hall Area Transit, the results of a blood, urine or breath alcohol test conducted by a federal, state or local official having independent authority for the test, will be considered to meet the requirements for a post-accident test. The test must conform to the applicable federal, state, or local testing requirements and the results must be obtained by Gainesville/Hall Area Transit. (Per 49 CFR Part 655.44)

15. Return-to-Duty Testing

Gainesville/Hall Area Transit will terminate the employment of any employee that tests positive or refuses a test. However, in the rare event an employee is reinstated with court order or other action beyond the control of the transit system, the employee must complete the return-to-duty process prior to the performance of safety-sensitive functions. All covered employees who previously tested positive on a drug or alcohol test or refused a test, must test negative for drugs, alcohol (below 0.02 for alcohol), or both and be evaluated and released by the Substance Abuse Professional before returning to work. For an initial positive drug test a Return-to-Duty drug test is required and an alcohol test is allowed. For an initial positive alcohol test a Return-to-Duty alcohol test is required and a drug test is allowed. Following the initial assessment, the SAP will recommend a course of rehabilitation unique to the individual. The SAP will recommend the return-to-duty test only when the employee has successfully completed the treatment requirement and is known to be drug and alcohol-free and there are no undue concerns for public safety.

16. Follow-up Testing

Covered employees that have returned to duty following a positive or refused test will be required to undergo frequent, unannounced drug and/or alcohol testing following their return-to-duty test. The follow-up testing will be performed for a period of one to five years with a minimum of six tests to be performed the first year. The frequency and duration of the follow-up tests (beyond the minimums) will be determined by the SAP reflecting the SAP's assessment of the employee's unique situation and recovery progress. Follow-up testing should be frequent enough to deter and/or detect a relapse. Follow-up testing is separate and in addition to the random, post-accident, reasonable suspicion and return-to-duty testing.

17. Refusal to Submit to Urine Drug Testing

All safety-sensitive employees will be subject to urine drug testing and breath alcohol testing as described in sections 10-16. An employee who fails to cooperate with the testing process or attempts to thwart the testing process will be considered to have "refused testing". Refusal to submit to DOT required testing is a violation of this substance abuse policy.

Per Gainesville/Hall Area Transit authority, violation of this substance abuse policy will result in termination of employment and/or exclusion from hire.

The following actions constitute a "refusal to test" in accordance with 49 CFR Part 40, as amended:

(1) Fail to appear for any test within a reasonable time (except a pre-employment test), as determined by the employer, consistent with applicable DOT agency regulations, after being directed to do so by the employer.
(2) Fail to remain at the testing site until the testing process is completed. Anyone who leaves the testing site before the test commences for a Pre-Employment test has not refused the test.
(3) Fail to provide a urine specimen for any drug test required by this part or DOT agency regulations.
(4) In the case of a directly observed or monitored collection in a drug test, fail to permit the observation or monitoring of your provision of a specimen.
(5) Fail to provide a sufficient amount of urine when directed, and it has been determined, through a required medical evaluation, that there was no adequate medical explanation for the failure.
(6) Fail or decline to take an additional test the employer or collector has directed you to take.
(7) Fail to undergo a medical examination or evaluation, as directed by the MRO as part of the verification process, or as directed by Gainesville/Hall Area Transit.
(8) Fail to cooperate with any part of the testing process (e.g., refuse to empty pockets when directed by the collector, behave in a confrontational way that disrupts the collection process, fail to wash hands after being directed to do so by the collector).
(9) For an observed collection, fail to follow the observer's instructions to raise your clothing above

the waist, lower clothing and underpants, and to turn around to permit the observer to determine if you have any type of prosthetic or other device that could be used to interfere with the collection process.
(10) Possess or wear a prosthetic or other device that could be used to interfere with the collection process.
(11) Admit to the collector or MRO that you adulterated or substituted the specimen.
(12) If the MRO reports that there is a verified adulterated or substituted test result.
(13) A covered employee who leaves the scene of an accident without a legitimate explanation prior to submission to drug/alcohol tests.

Refusals to test will result in employee's immediate removal from safety-sensitive duties and a referral to a Substance Abuse Professional that has knowledge of and clinical experience in the diagnosis and treatment of alcohol and controlled substances-related disorders, and who meets the qualifications outlined in 49 CFR Part 40.281 Subpart O.

18. Observed Urine Drug Collections

Observed collections are required in the following circumstances:

- Anytime the employee is directed to provide another specimen because the temperature on the original specimen was out of the accepted temperature range of 90°F - 100°F;
- Anytime the employee is directed to provide another specimen because the original specimen appeared to have been tampered with;
- Anytime a collector observes materials brought to the collection site or the employee's conduct clearly indicates an attempt to tamper with a specimen;
- Anytime the employee is directed to provide another specimen because the laboratory reported to the MRO that the original specimen was invalid and the MRO determined that there was not an adequate medical explanation for the result;
- Anytime the employee is directed to provide another specimen because the MRO determined that the original specimen was positive, adulterated or substituted, but had to be cancelled because the test of the split specimen could not be performed.
- The laboratory reported to the MRO that the specimen was negative-dilute with a creatinine concentration greater than or equal to 2 mg/dL but less than or equal to 5 mg/dL, and the MRO reported the specimen as negative-dilute and that a second collection must take place under direct observation.
- All follow-up tests;
- All return-to-duty tests.

During an observed collection, the employee who is being observed will be required to raise his or her shirt, blouse, or dress/skirt, as appropriate, above the waist; and lower clothing and underpants to show the collector, by turning around, that they do not have a prosthetic device. The collector/observer, a person of the same gender, must witness the employee's urine leave the body and enter the collection cup.

19. Specimen Validity Testing

Specimen validity testing will be conducted on all urine specimens provided for testing under DOT authority. Specimen validity testing is the evaluation of the specimen to determine if it is consistent with normal human urine. The purpose of validity testing is to determine whether certain adulterants or foreign substances were added to the urine, if the urine was diluted, or if the specimen was substituted.

20. Dilute Test Results

Upon receipt of **negative-dilute** pre-employment and random drug test results, Gainesville/Hall Area Transit will exercise the right to require that applicants/employees submit to a secondary urine collection as provided in 49 CFR Part 40.197. The result of the second urine drug test will be accepted as the final result. <u>Gainesville/Hall Area Transit will exercise this right uniformly for all pre-employment and random tests that produce a negative-dilute test result.</u>

Upon receipt of a **positive-dilute** urine drug test result, Gainesville/Hall Area Transit will immediately remove the employee from safety-sensitive duty and provide the employee with a referral to a DOT qualified Substance Abuse Professional. A positive dilute result is always deemed as a final positive result.

<u>Per Gainesville/Hall Area Transit authority, violation of this substance abuse policy will result in termination of employment.</u>

21. Medical Review Officer's Role and Responsibilities

The designated Medical Review Officer (MRO) shall be a licensed physician (doctor of medicine or osteopathy) with knowledge of drug disorders and USDOT Substance Abuse Testing Regulations, 49 CFR Part 40. Gainesville/Hall Area Transit shall use the following MRO:

David L. Hocker, M.D., M.R.O.
1240 Jesse Jewell Parkway, Suite 370
Gainesville, Georgia 30501
Phone: 770.536.1004 Fax: 770.536.0905

Additionally, the MRO cannot accept an assertion of consumption of a hemp food product as a basis for verifying a confirmed marijuana (THC) test result as a negative. Consumption of a hemp food product is not to be considered a legitimate medical explanation for a prohibited substance or metabolite in an individual's specimen.

An employee shall be notified by the MRO of a laboratory confirmed positive test and a verification interview will be conducted with the employee, by the MRO in accordance with 49 CFR Parts 40.131, through 40.141

22. Verified Positive Results

MRO-verified positive urine drug tests or test refusal will result in immediate removal from safety-sensitive duties and a referral to a Substance Abuse Professional that has knowledge of and clinical experience in the diagnosis and treatment of alcohol and controlled substances-related disorders, and who meets the qualifications outlined in 49 CFR Part 40.281 Subpart O, will be provided to employee.

<u>Per Gainesville/Hall Area Transit authority, violation of this substance abuse policy will result in termination of employment and/or exclusion from hire.</u>

23. Cancelled/Invalid Test Results

A drug test that has been declared cancelled by the Medical Review Officer, because the specimen was invalid or for other reasons, shall be considered neither positive nor negative. Additionally, a specimen that has been rejected for testing by the laboratory is reported by the MRO as a cancelled test.

When a negative urine drug test result is required (as is the case with pre-employment, return to duty and follow up test types) the employer must conduct another drug test on the individual. For some categories of cancelled drug tests, the MRO will indicate that a re-collection of a specimen using direct observation specimen collection procedures is required, regardless of test type. Direct observation collection procedures will be in accordance with 49 CFR Part 40.67 as amended. The MRO may also direct an employee to undergo a medical evaluation to determine whether or not clinical evidence of drug use exists when there are documented medical explanations for an individual producing invalid specimens and a negative result is needed for a pre-employment, return to duty or follow-up test.

For alcohol testing, a test that is deemed to be invalid per 49 CFR Part 40.267, shall be cancelled and therefore considered neither positive nor negative.

24. Split Specimen Testing

Split specimen collection procedures will be followed in obtaining specimens. An employee is entitled to request, within 72 hours of learning of a verified positive test result, that the split specimen be tested at a different HHS certified laboratory than that which conducted the test of the primary specimen. If the test result of the split specimen fails to reconfirm the presence of the drug or drug metabolite, the test result shall be ruled "Cancelled". The procedures for cancelled tests, as outlined in 49 CFR Part 40.187, will be followed. If the test result of the split specimen is positive, the test results shall be deemed positive. If the laboratory's test of the primary specimen is positive, adulterated or substituted and the split specimen is unavailable for testing, a recollection under direct observation is required. Direct observation collection procedures will be in accordance with 49 CFR Part 40 as amended.

Split Specimen Testing is not authorized for test results reported by the MRO as "Invalid".

Payment of Split Specimen Testing:

When an employee has made a request to the MRO for a test of the split specimen, Gainesville/Hall Area Transit is required to ensure that the cost for the split specimen testing is covered, in order for a timely analysis of the sample*.* <u>Gainesville/Hall Area Transit will seek reimbursement from the employee for the cost of the completed test, if the results reconfirm the original positive finding.</u>

25. Alcohol

Alcohol is a socially acceptable substance that is consumed throughout the world. It is considered a recreational beverage when consumed in moderation for enjoyment and relaxation during social gatherings. However, when consumed primarily for its physical and mood-altering effects, it is a substance of abuse. As a depressant it slows down physical functions and progressively impairs mental functions.

For the purposes of this policy, alcohol is defined as the intoxicating agent in beverage alcohol, ethyl alcohol or other low molecular weight alcohols including methyl or isopropyl alcohol. Alcohol use means the consumption of any beverage, mixture, or preparation, including any medication containing alcohol. 49 CFR Part 655 authorizes alcohol testing and requires Gainesville/Hall Area Transit to take action on the findings, regardless of whether it was ingested as a beverage alcohol or in a medicinal or other preparation.

26. Alcohol Use and Breath Alcohol Testing

No safety-sensitive employee shall report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.02 or greater. If there is actual knowledge that an employee may be impaired by alcohol while performing safety-sensitive functions, the employee shall not be permitted to perform or continue to perform safety-sensitive functions, pending a reasonable suspicion interview, conducted per Section 13 of this policy. No safety-sensitive employee shall use alcohol while performing safety-sensitive functions, within (4) four hours prior to performing a safety-sensitive function, or during the hours that they are on call or standby for duty. No safety-sensitive employee shall use alcohol within eight (8) hours following an accident or until the employee undergoes a post-accident test, whichever occurs first.

Tests for breath alcohol concentration will be conducted utilizing a National Highway Traffic Safety Administration (NHTSA)-approved Evidential Breath Testing device (EBT) operated by a trained Breath Alcohol Technician (BAT). Alcohol screening tests may be performed using a non-evidential testing device which is also approved by NHSTA. If the initial test indicates an alcohol concentration of 0.02 or greater, a second test will be performed to confirm the results of the initial test. The confirmatory test must occur on an EBT. The confirmatory test will be conducted at least fifteen minutes after the completion of the initial test. The confirmatory test will be performed using a NHTSA-approved EBT operated by a trained BAT. The EBT will identify each test by a unique sequential identification number. This number, time, and unit identifier will be provided on each EBT printout. The EBT printout, along with an approved alcohol testing form, will be used to document the test, the subsequent results, and to attribute the test to the correct employee. The test will be performed in a private, confidential manner as required by 49 CFR Part 40, as amended.

In accordance with the provisions of 49 CFR Part 40, as amended, the results of both the screening and confirmation of breath alcohol tests, as applicable, shall be displayed to the individual being tested immediately following the test(s).

The results of breath alcohol testing will be transmitted by the breath alcohol technician to Gainesville/Hall Area Transit in a confidential manner, in writing, in person, by telephone or electronic means in accordance with 49 CFR Part 40, as amended. All testing will be conducted consistent with the procedures put forth in 49 CFR Part 40, as amended.

Gainesville/Hall Area Transit affirms the need to protect individual dignity, privacy, and confidentiality throughout the testing process. The procedure will be followed as prescribed to protect the employee and to maintain the integrity of the alcohol testing procedures and validity of the test result.

Handling of tests and confidentially shall be in conformance with 49 CFR Part 40 as amended, and as described below:

If the initial test indicates an alcohol concentration of 0.02 or greater, a second test will be performed to confirm the results of the initial test (no sooner than 15 minutes). A safety-sensitive employee who has a confirmed alcohol concentration of equal to or greater than 0.02 but less than 0.04 will result in removal from his/her position for (8) eight hours unless a retest results in a concentration measure of less an 0.02. <u>Any employee with a confirmed alcohol level of at least .02 but less than .04 will be removed from duty and subject to disciplinary action, up to and including termination.</u>

An alcohol concentration of 0.04 or greater will be considered a positive alcohol test and in violation of this policy. An employee testing positive for alcohol will be immediately removed from safety-sensitive duty and will be provided with a referral to a DOT qualified Substance Abuse Professional, in accordance with 49 CFR Part 40, as amended.

<u>Per Gainesville/Hall Area Transit authority, violation of this substance abuse policy will result in termination of employment.</u>

27. Refusal to Submit to Alcohol Testing

The following actions constitute a refusal to submit to Alcohol Testing:

(1) Fail to appear for any test (except a pre-employment test) within a reasonable time, as

determined by the employer, consistent with applicable DOT agency regulations, after being directed to do so by the employer;
(2) Fail to remain at the testing site until the testing process is complete;
(3) Fail to provide an adequate amount of saliva or breath for any alcohol test required by this part or DOT agency regulations;
(4) Fail to provide a sufficient breath specimen, and the physician has determined, through a required medical evaluation, that there was no adequate medical explanation for the failure;
(5) Fail to sign the certification at Step 2 of the Alcohol Testing Form (ATF); or
(6) Fail to cooperate with any part of the testing process;
(7) Leaving the scene of an accident without a legitimate explanation prior to submission to an alcohol test.

An employee who provides an insufficient breath sample, must be evaluated by a physician acceptable to the employer. The evaluation must take place within 5 days of the initial attempt.

Following a positive or refused alcohol test, a referral to a Substance Abuse Professional that has knowledge of and clinical experience in the diagnosis and treatment of alcohol and controlled substances-related disorders, and who meets the qualifications outlined in 49 CFR Part 40.281 Subpart O will be provided.

28. Policy Violations

Per Gainesville/Hall Area Transit authority, violation of this substance abuse policy will result in termination of employment and/or exclusion from hire.

29. Grievance and Appeal

The consequences specified by 49 CFR Part 40.149 (c) for a positive test or test refusal is not subject to arbitration.

30. Proper Application of the Policy

Gainesville/Hall Area Transit is dedicated to assuring fair and equitable application of this substance abuse policy. Therefore, supervisors/managers are required to use and apply all aspects of this policy in an unbiased and impartial manner. Any supervisor/manager who knowingly disregards the requirements of this policy, or who is found to deliberately misuse the policy in regard to subordinates, shall be subject to disciplinary action, up to and including termination.

31. Information Disclosure

1) Drug/alcohol testing records shall be maintained by the Gainesville/Hall Area Transit Drug and Alcohol Program Manager and, except as provided below or by law, the results of any drug/alcohol test shall not be disclosed without express written consent of the tested employee.

2) The employee, upon written request, is entitled to obtain copies of any records pertaining to their use of prohibited drugs or misuse of alcohol including any drug or alcohol testing records. Covered employees have the right to gain access to any pertinent records such as equipment calibration records, and records of laboratory certifications. Employees may not have access to SAP follow-up testing plans.

3) Records of a verified positive drug/alcohol test result shall be released to the Drug and Alcohol Program Manager and Department Director on a need to know basis.

4) Records will be released to a subsequent employer only upon receipt of a written request from the employee.

5) Records of an employee's drug/alcohol tests shall be released to the adjudicator in a grievance, lawsuit, or other proceeding initiated by or on behalf of the tested individual arising from the results of the drug/alcohol test. The records will be released to the decision maker in the proceeding. The employer will release the information to the decision maker in the proceeding with a binding stipulation that it will only be released to parties of the proceeding.

6) Records will be released to the National Transportation Safety Board during an accident investigation.

7) Information will be released in a criminal or civil action resulting from an employee's performance of safety-sensitive duties, in which a court of competent jurisdiction determines that the drug or alcohol test information is relevant to the case and issues an order to the employer to release the information. The employer will release the information to the decision maker in the proceeding with a binding stipulation that it will only be released to parties of the proceeding.

8) Records will be released to the DOT or any DOT agency with regulatory authority over the employer or any of its employees.

9) Records will be released if requested by a Federal, state or local safety agency with regulatory authority over Gainesville/Hall Area Transit or the employee.

10) If a party seeks a court order to release a specimen or part of a specimen contrary to any provision of Part 40 as amended necessary legal steps to contest the issuance of the order will be taken

11) In cases of a contractor or sub-recipient of a state department of transportation, records will be released when requested by such agencies that must certify compliance with the regulation to the FTA.

32. System Contacts

Drug and Alcohol Program Manager or Designated Employer Representative
Janeann Allison, Director of Human Resources
300 Henry Ward Way, Gainesville, GA 30501
770.535.6887
jallison@gainesville.org

Alternate
April Trammell, Human Resources Administrative Specialist
300 Henry Ward Way, Gainesville, GA 30501
770.535.6887
april.trammell@gainesville.org

Substance Abuse Professional
Cheran Bodry-Stone, LCSW, CE, TP, SAP
1435 Oglethorpe Ave., Athens, GA 30606
706-549-7755

National Hot-Line Numbers and Help Lines:
1-800-COCAINE

The American Council on Alcoholism Help Line	1-800-527-5344
The National Institute on Drug Abuse Hot Line	1-800-662 HELP
Alcoholics Anonymous	1-212-686-1100

Attachment A

Job Title	Job Duties	Testing Authority
Mechanic	Service/Repair Revenue Vehicles	DOT/FTA
Shop Foreman/Lead Mechanic	Supervises mechanics, performs difficult skilled work in repair of vehicles	DOT/FTA
Transit Administrative Coordinator	Supervises dispatchers May fill in for other safety-sensitive employees	DOT/FTA
Transit Operations Coordinator	Oversees the operations of the transit Service. May fill in for other safety-sensitive employees	DOT/FTA
Transportation Dispatcher/Scheduler	Receives calls/schedules pick-up	DOT/FTA
Vehicle Operator	Drive CDL Revenue Service Vehicles	DOT/FTA
Vehicle Operator Trainer	Coordinates employee Training	DOT/FTA

Attachment B

DEFINITIONS

Accident: An occurrence associated with the operation of a vehicle even when not in revenue service, if as a result:

a. An individual dies;
b. An individual suffers a bodily injury and immediately receives medical treatment away from the scene of the accident; or,
c. One or more vehicles incur disabling damage as the result of the occurrence and is transported away from the scene by a tow truck or other vehicle. For purposes of this definition, disabling damage means damage which precludes departure of any vehicle from the scene of the occurrence in its usual manner in daylight after simple repairs. Disabling damage includes damage to vehicles that could have been operated but would have been further damaged if so operated, but does not include damage which can be remedied temporarily at the scene of the occurrence without special tools or parts, tire disablement without other damage even if no spare tire is available, or damage to headlights, taillights, turn signals, horn or windshield wipers that makes them inoperative.

Adulterated specimen: A specimen that has been altered, as evidence by test results showing either a substance that is not a normal constituent for that type of specimen or showing an abnormal concentration of an endogenous substance.

Alcohol: The intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols contained in any beverage, mixture, mouthwash, candy, food, preparation or medication.

Alcohol Concentration: Expressed in terms of grams of alcohol per 210 liters of breath indicated by a breath test under 49 CFR Part 40.

Aliquot: A fractional part of a specimen used for testing. It is taken as a sample representing the whole specimen.

Cancelled Test: A drug or alcohol test that has a problem identified that cannot be or has not been corrected, or which is cancelled. A cancelled test is neither positive nor negative.

Confirmatory Drug Test: A second analytical procedure performed on a different aliquot of the original specimen to identify and quantify the presence of a specific drug or metabolite.

Confirmatory Validity Test: A second test performed on a different aliquot of the original urine specimen to further support a validity test result.

<u>Covered Employee under Company Authority: An employee, applicant or transferee who will not perform a safety-sensitive function, as defined by FTA regulations, but is included in this policy under company authority.</u>

Covered Employee under FTA Authority: An employee who performs a safety-sensitive function, including an applicant or transferee who is being considered for hire into a safety-sensitive function. (See Attachment A for a list of Covered Employees.)

Designated Employer Representative (DER): An employee authorized by the employer to take immediate action to remove employees from safety-sensitive duties and to make required decisions in testing. The DER also receives test results and other communications for the employer, consistent with the requirements of 49 CFR Parts 40 and 655 as amended.

Department of Transportation (DOT): For the purposes of Drug and Alcohol regulatory oversight, DOT is the department of the federal government which includes the, Federal Transit Administration, Federal Railroad Administration, Federal Aviation Administration, Federal Motor Carriers' Safety Administration, Pipeline & Hazardous Materials Safety Administration, National Highway Traffic Safety Administration, United States Coast Guard, Office of the Secretary of Transportation, and any designee of a DOT Agency.

Dilute Specimen: A urine specimen with creatinine and specific gravity values that are lower than expected for human urine.

Disabling Damage: Damage which precludes departure of any vehicle from the scene of the occurrence in its usual manner in daylight after simple repairs. Disabling damage includes damage to vehicles that could have been operated but would have been further damaged if so operated, but does not include damage which can be remedied temporarily at the scene of the occurrence without special tools or parts, tire disablement without other damage even if no spare tire is available, or damage to headlights, taillights, turn signals, horn, or windshield wipers that makes them inoperative.

Evidentiary Breath Testing Device (EBT): A Device for the evidential testing of breath at the 0.02 and the 0.04 alcohol concentrations. Approved devices are listed on the Office of Drug and Alcohol Policy and Compliance website.

Initial Drug Test: (Screening Drug Test) The test used to differentiate a negative specimen from one that requires further testing for drugs or drug metabolites.

Initial Specimen Validity Test: The first test used to determine if a urine specimen is adulterated, diluted, substituted, or invalid

Invalid Result: The result reported by an HHS-certified laboratory in accordance with the criteria established by the HHS Mandatory Guidelines when a positive, negative, adulterated, or substituted result cannot be established for a specific drug or specimen validity test.

Laboratory: Any U.S. laboratory certified by HHS under the National Laboratory Certification program as meeting standards of Subpart C of the HHS Mandatory Guidelines for Federal Workplace Drug Testing Programs; or, in the case of foreign laboratories, a laboratory approved for participation by DOT under this part.

Limit of Detection (LOD): The lowest concentration at which a measurand can be identified, but (for quantitative assays) the concentration cannot be accurately calculated.

Limit of Quantitation: For quantitative assays, the lowest concentration at which the identity and concentration of the measurand can be accurately established.

Medical Review Officer (MRO): A licensed physician (medical doctor or doctor of osteopathy) responsible for receiving laboratory results generated by the drug testing program who has knowledge of substance abuse disorders, and has appropriate medical training to interpret and evaluate an individual's confirmed positive test result, together with his/her medical history, and any other relevant bio-medical information.

Negative Dilute: A drug test result which is negative for the five drug/drug metabolites but has a specific gravity value lower than expected for human urine.

Negative Result: The result reported by an HHS-certified laboratory to an MRO when a specimen contains no drug or the concentration of the drug is less than the cutoff concentration for the drug or drug class and the specimen is a valid specimen.

Non-negative Test Result: A urine specimen that is reported as adulterated, substituted, invalid, or positive for drug/drug metabolites.

Oxidizing Adulterant: A substance that acts alone or in combination with other substances to oxidize drugs or drug metabolites to prevent the detection of the drug or metabolites, or affects the reagents in either the initial or confirmatory drug test.

Performing (a safety-sensitive function): A covered employee is considered to be performing a safety-sensitive function and includes any period in which he or she is actually performing, ready to perform, or immediately available to perform such functions.

Positive Result: The result reported by an HHS-Certified laboratory when a specimen contains a drug or drug metabolite equal or greater to the cutoff concentrations.

Prohibited Drug: Identified as marijuana, cocaine, opioids, amphetamines (including ecstasy), or phencyclidine at levels above the minimum thresholds specified in 49 CFR Part 40, as amended.

Reconfirmed: The result reported for a split specimen when the second laboratory is able to corroborate the original result reported for the primary specimen.

Rejected for Testing: The result reported by an HHS- Certified laboratory when no tests are performed for specimen because of a fatal flaw or a correctable flaw that has not been corrected.

Revenue Service Vehicles: All transit vehicles that are used for passenger transportation service or that require a CDL to operate. Includes all ancillary vehicles used in support of the transit system.

Safety-sensitive functions: Employee duties identified as:
(1) The operation of a transit revenue service vehicle even when the vehicle is not in revenue service.
(2) The operation of a non-revenue service vehicle by an employee when the operation of such a vehicle requires the driver to hold a Commercial Drivers License (CDL).
(3) Maintaining a revenue service vehicle or equipment used in revenue service.
(4) Controlling the movement of a revenue service vehicle and
(5) Carrying a firearm for security purposes.

Split Specimen Collection: A collection in which the urine collected is divided into two separate bottles, the primary specimen (Bottle A) and the split specimen (Bottle B).

Substance Abuse Professional (SAP): A licensed physician (medical doctor or doctor of osteopathy) or licensed or certified psychologist, social worker, employee assistance professional, state-licensed or certified marriage and family therapist, or drug and alcohol counselor certified by an organization listed at https://www.transportation.gov/odapc/sap) with knowledge of and clinical experience in the diagnosis and treatment of drug and alcohol related disorders.

Substituted Specimen: A urine specimen with creatinine and specific gravity values that are so diminished or so divergent that they are not consistent with normal human urine.

Test Refusal: The following are considered a refusal to test if the employee:
(1) Fails to appear for any test (except a pre-employment test) within a reasonable time, as determined by the employer, after being directed to do so by the employer;
(2) Fails to remain at the testing site until the testing process is complete;

(3) Fails to provide a urine or breath specimen for any drug or alcohol test required by Part 40 or DOT agency regulations;
(4) In the case of a directly observed or monitored collection in a drug test, fails to permit the observation or monitoring of your provision of a specimen;
(5) Fails to provide a sufficient amount of urine or breath when directed, and it has been determined, through a required medical evaluation, that there was no adequate medical explanation for the failure;
(6) Fails or declines to take a second test the employer or collector has directed you to take;
(7) Fails to undergo a medical examination or evaluation, as directed by the MRO as part of the verification process, or as directed by the DER as part of the "shy bladder" or "shy lung" procedures;
(8) Fails to cooperate with any part of the testing process (e.g., refuse to empty pockets when so directed by the collector, behave in a confrontational way that disrupts the collection process);
(9) If the MRO reports that there is verified adulterated or substituted test result;
(10) Failure or refusal to sign Step 2 of the alcohol testing form;
(11) Failure to follow the observer's instructions during an observed collection including instructions to raise your clothing above the waist, lower clothing and underpants, and to turn around to permit the observer to determine if you have any type of prosthetic or other device that could be used to interfere with the collection process;
(12) Possess or wear a prosthetic or other device that could be used to interfere with the collection Process; or
(13) Admit to the collector or MRO that you adulterated or substituted the specimen.

Vehicle: A bus, electric bus, van, automobile, rail car, trolley car, trolley bus, or vessel. A public transit vehicle is a vehicle used for public transportation or for ancillary services.

Verified Negative Test: A drug test result reviewed by a medical review officer and determined to have no evidence of prohibited drug use above the minimum cutoff levels established by the Department of Health and Human Services (HHS).

Verified Positive Test: A drug test result reviewed by a medical review officer and determined to have evidence of prohibited drug use above the minimum cutoff levels specified in 49 CFR Part 40 as amended.

Validity Testing: The evaluation of the specimen to determine if it is consistent with normal human urine. Specimen validity testing will be conducted on all urine specimens provided for testing under DOT authority. The purpose of validity testing is to determine whether certain adulterants or foreign substances were added to the urine, if the urine was diluted, or if the specimen was substituted.

Employee Acknowledgement of Receipt
Of Gainesville/Hall Area Transit Drug and Alcohol Policy
Zero Tolerance

I have received a legible copy of Gainesville/Hall Area Transit Drug and Alcohol Policy. I understand that my employment is conditioned upon full adherence to this policy.

Employee Name: ______________________________________

Employee Signature: ______________________________________

Date: ______________________________________

Supervisor Name: ______________________________________

Supervisor Signature: ______________________________________

Date: ______________________________________

CITY OF GAINESVILLE

COUNCIL AGENDA REQUEST

Date Submitted: 5/14/2018

Presenter: Bryan Lackey

Item of Business: BR-2018-31 Declaration of Surplus Property

Meeting Date: 6/5/2018

Purpose of Request:

Requesting Council declare the property on the attached listing as surplus for public sale or disposal.

History/Background:

The City's Capital Asset policy dictates the procedure for transferring assets that have outlived their useful life to surplus. This policy has been followed with the assets listed on Attachments A and B. Financial Services periodically requests that property be declared surplus in order to sell or dispose of property in a timely and orderly manner.

Facts & Issues for Consideration:

Surplus property that was purchased by the City is offered to other city departments before a sale takes place. Property seized or confiscated by the Police Department is not offered to city departments.

Department Recommendation:

Property listed on Attachments A and B be declared as surplus.

Department Director:

Jeremy Perry

If funding is involved, are funds approved within the current budget?

Amount Requested:

Source of Funds:

Finance Comments:

Administrative Comments:

ATTACHMENTS:

	Description	Type
🗋	BR-2018-31 Declaration of Surplus Property	Resolution
🗋	Attachment A	Attachments/Exhibits
🗋	Attachment B	Attachments/Exhibits

RESOLUTION BR-2018-31

Declaration of Surplus Property

WHEREAS, the City Financial Services staff recommends that the attached lists (Attachments A and B) of property be declared surplus and made available for sale or donation in accordance with Resolution BR-90-81 adopting the City's Purchasing Policies and Procedures; and

WHEREAS, said policies and procedures require the governing body to declare property to be surplus in order for it to be sold either by sealed bids or by auction to the highest bidder, or disposed of in another manner as approved by the City Manager's office.

WHEREAS, it has been determined that the attached list of property has served beyond its useful life and the City Financial Services staff believes that the method of disposal shall be by sale at auction to the highest bidder in accordance with the policies and procedures, or dispensation in a manner approved by the City Manager; and

WHEREAS, the City Financial Services staff shall set a date, place and time for the appropriate sale; and

WHEREAS, the method of disposal of surplus property shall be an auction, utilizing GovDeals, an online auction company recommended by the Georgia Municipal Association, with concurrence of the City Attorney, City Clerk, and City Manager in accordance with the policies and procedure, or dispensation in a manner approved by the City Manager; and

WHEREAS, funds derived from the sale of surplus property shall be deposited to the appropriate fund and account as determined by the Chief Financial Officer.

NOW, THEREFORE, BE IT RESOLVED THAT the governing body for the City of Gainesville hereby declare this property surplus and available for public sale or disposal as approved by the City Manager, and that any item not sold at the sale shall be disposed of in an appropriate manner with concurrence of the City Manager.

Adopted this _____ day of __________________, 2018.

____

C. Danny Dunagan, Jr., Mayor

This is to certify that I am City Clerk of the City of Gainesville. As such, I keep its official records, including its minutes. In that capacity, my signature below certifies this resolution was adopted as stated and will be recorded in the official minutes.

ATTEST:

____

Denise O. Jordan, City Clerk

Tagged Assets

Attachment A

Asset #	Asset Description	Dept #	Purchase Date	Purchase Cost
	Municipal Court			
12556	CPU DELL 745	2650	01/29/07	1,413.38
13520	CPU-DELL 745	2650	04/22/11	1,042.99
13505	CPU DELL 780	2650	02/04/11	1,042.99
	Community Service Center			
12894	DISHWASHER - SLC	5420	6/30/2018	4,288.00
14149	COPIER	5420	9/28/2012	2,178.65
	Police			
13030	PANASONIC TOUGHBOOK	3200	5/13/2009	3,478.17
12981	PANASONIC TOUGHBOOK 19	3200	3/31/2009	3,334.20
13155	PANSONIC TOUGHBOOK	3200	11/16/2009	3,228.00
13134	PANSONIC TOUGHBOOK	3200	11/16/2009	3,228.00
12020	OPTIPLEX GX 620 W/MONITOR	3200	8/4/2005	1,817.10
12454	POWERHEART AED	3200	9/6/2006	1,595.00
12027	OPTIPLEX GX620 W/MONITOR	3200	8/4/2005	1,521.48
12023	OPTIPLEX GX620 W/MONITOR	3200	8/4/2005	1,521.48
12018	OPTIPLEX GX620 W/MONITOR	3200	8/4/2005	1,521.48
12552	DELL OPTIPLEX 745	3200	1/29/2007	1,413.38
13102	DELL LATITUDE E6500	3200	8/6/2009	1,359.05
13100	DELL LATITUDE E6500	3200	8/6/2009	1,359.05
12415	DELL OPTIPLEX GX620	3200	8/25/2006	1,282.94
12836	DELL OPTIPLEX 755	3200	1/28/2008	1,166.30
12834	DELL OPTIPLEX 755	3200	2/28/2008	1,166.30
13486	DELL OPTIPLEX 780 PC	3200	2/4/2011	1,042.99
13494	DELL OPTIPLEX 780 PC	3200	2/4/2011	1,042.99
13430	DELL OPTIPLEX 780 PC	3200	1/31/2011	1,042.99
13501	DELL OPTIPLEX 780 PC	3200	2/4/2011	1,042.99
13429	DELL OPTIPLEX 780 PC	3200	1/31/2011	1,042.99
13522	DELL OPTIPLEX 780 PC	3200	4/22/2011	1,042.99
13439	DELL OPTIPLEX 780 PC	3200	1/31/2011	1,042.99
13431	DELL OPTIPLEX 780 PC	3200	1/31/2011	1,042.99
13499	DELL OPTIPLEX 780 PC	3200	2/4/2011	1,042.99
13082	DELL OPTIPLEX 760	3200	7/16/2009	920.35
12417	COMPUTER	3200		
20115	COMPUTER	3200		
14815	COMPUTER	3200		
Fire Department				
13,466.00	DELL OPTIPLEX 780 PC	3500	40,574.00	1,042.99
13470	DELL OPTIPLEX 780 PC	3500	01/31/11	1,042.99
13465	DELL OPTIPLEX 780 PC	3500	01/31/11	1,042.99
13526	DELL OPTIPLEX 780 PC	3500	06/02/11	1,042.99
13611	DELL OPTIPLEX 780 PC	3500	07/08/11	1,042.99
	PW- Streets			
11447	ASPHALT MILLING	4200	10/01/03	44,206.86
12181	BRUSH CHIPPER	4200	12/22/05	29,829.00
19581	2001 GMC 2500 4WD	4200	06/08/01	25,908.00
15540	DYNOPAC ROLLER	4200	08/04/98	25,573.00
19409	2000 FORD F-150	4200	08/02/00	18,072.00
11175	WARREN SPREADER	4200	03/17/03	8,540.00
15898	SPREADER	4200	01/11/00	7,885.00
	PW- Solid Waste			
15839	2000 INTERNATIONAL PACKER TRUCK	4500	**5/23/2000**	110,422.99
	P & R			
14548	CHEVY MICRO BIRD MINI BUS	6200	02/10/14	49,723.00
119616	MOWER -JOHN DEER REEL	6200	04/05/01	18,357.00
11900	GATOR-JOHN DEERE	6200	03/28/05	4,925.00
12206	SAVIN COLOR LASER PRINTER	6200	03/31/06	2,990.00
13069	MOWER-WALK BEHIND 36"	6200	06/19/09	1,799.00
11815	DELL OPTIPLEX GX270	6200	09/17/04	1,598.98
12484	DELL OPTIPLEX 745 W/DVD BURNER	6200	11/13/06	1,194.89
12719	DELL OPTIPLEX 755	6200	02/19/08	1,166.30
12832	DELL OPTIPLEX 755	6200	01/28/08	1,166.30
12720	DELL OPTIPLEX 755	6200	02/19/08	1,166.30
12463	DELL OPTIPLEX 755	6200	10/16/06	1,164.95

12886	DELL OPTIPLEX 755	6200	05/09/08	1,161.00
12868	DELL OPTIPLEX 745	6200	05/09/08	1,161.00
12921	DELL OPTIPLEX 755	6200	08/13/08	1,114.00

Department of Water Resources

11892	ATMOC SPECTROPHOTOMETER	4980	05/12/05	68,867.80
19424	2001 CHEVY FLATBED DUMP	4330	12/08/00	40,319.00
19994	2002 CHEVY CAB/CHASSIS	4250	12/14/01	38,637.00
19002	2002 FORD E250 LWB CARGO VAN	4900	08/31/01	16,975.00
20017	DODGE INTREPID CAR	4430	10/23/01	16,709.25
19741	TOC SAMPLER	4980	01/25/01	7,354.00
13110	LAPTOP - PANASONIC TOUGHBOOK	4440	08/14/09	3,504.00
15414	2 CHANNEL 360 PSI MAX GSM	4440	04/06/16	2,267.80
14423	LAPTOP - DELL PRECISION	4440	09/18/13	1,739.89
12009	DELL OPTIPLEX	4985	07/28/05	1,474.08
9927	GRIT TUB SHELTER - CANOPY	4335	1/28/1997	1,300.00
16108	VM-810 KIT	4330	07/20/17	1,042.99

Non Tagged Assets

Attachment B

Asset #	Asset Description	Dept #	Comments
	Financial Services		
NO TAG	BACK UP UPS	1510	Below Threshold
NO TAG	5 DRAWER LATERAL FILE	1510	Below Threshold
NO TAG	4- 5 DRAWER FILE CABINET	1510	Below Threshold
NO TAG	1-2 DRAWER FILE CABINET	1510	Below Threshold
NO TAG	4-DRWER FILE CABINET	1510	Below Threshold
	Community Service Department		
NO TAG	DISHWASHER - MOW	5420	Below Threshold
	Police		
NO TAG	3-CARDIAC SCIENCE DEFIBRILLATORS	3200	Below Threshold
NO TAG	2-SAVIN FAX 119L	3200	Below Threshold
NO TAG	HP PHOTOSMART 7960	3200	Below Threshold
NO TAG	2-HP LASERJETS	3200	Below Threshold
NO TAG	HP PRINTER/SCANNER/COPIER	3200	Below Threshold
NO TAG	HP PHOTOSMART 7960	3200	Below Threshold
NO TAG	HPSCANJET	3200	Below Threshold
NO TAG	HP DESKJET	3200	Below Threshold
NO TAG	2-HP 100 MOBILE PRINTERS	3200	Below Threshold
NO TAG	SCHWINN MOD-FAIRHAVEN 26", WHITE	3200	ABANDONED
NO TAG	SPECIALIZED MOD-HARD ROCK SPORT	3200	ABANDONED
NO TAG	SCHWINN MOD-STING RAY 24",RED&CHR	3200	ABANDONED
NO TAG	THRUSTER MOD-FREESTYLE 20", WHITE	3200	ABANDONED
NO TAG	BCA MOD BCA72052 20" GREY & HT PNK	3200	ABANDONED
NO TAG	MAGNA, GREAT DIVIDE 26"RED & SILVER	3200	ABANDONED
NO TAG	MOTO BIKE GOLD SERIES 20"BL&SILVER	3200	ABANDONED
NO TAG	GLOCK 40 CAL W/2 MAG & HOLSTER	3200	ABANDONED
NO TAG	RUGER MODEL P-89,9MM NO MAGAZINE	3200	ABANDONED
NO TAG	N AMER ARMS REVOLVER 22 CAL	3200	ABANDONED
NO TAG	HI STANDARD REVOLVER, 22 CAL	3200	ABANDONED
NO TAG	AMADEO ROSSI SA/INTERARMS 38 SPC	3200	ABANDONED
NO TAG	HI POINT,MODEL C,9MM W/1 MAG	3200	ABANDONED
NO TAG	BERETTA,MOD 21A,25 CAL,1 MAG	3200	ABANDONED
NO TAG	MOSSBERG,MODEL 500A,12GA	3200	ABANDONED
NO TAG	18 PACKS OF MISC JEWELRY	3200	ABANDONED
NO TAG	RYOBI MITER SAW STAND	3200	ABANDONED
NO TAG	BERETTA MOD-96,40 CAL,2 MAGS	3200	ABANDONED
NO TAG	BUSHMASTER,MOUNTED,CASE,6MAGS	3200	ABANDONED
NO TAG	MARLIN RIFLE W/SCOPE & BR GUNCASE	3200	ABANDONED
NO TAG	SURVIVAL KNIFE W/ SHEATH	3200	ABANDONED
NO TAG	S&W REVOLVER,32 LONG CTG	3200	ABANDONED
NO TAG	RG REVOLVER,DOD RG23,22 CAL	3200	ABANDONED
NO TAG	HW 357 REVOLVER	3200	ABANDONED
NO TAG	1998 CHEVY LUMINA W/KEY PEWTER	3200	ABANDONED
NO TAG	BOSS AMPLIFER 300 W	3200	ABANDONED
NO TAG	BOSTWICK AMPLIFIER 1200 W	3200	ABANDONED
NO TAG	SONY CD PLAYER MODEL CDX-M600	3200	ABANDONED
NO TAG	SONY CD PLAYER MODEL CDX-M600	3200	ABANDONED
NO TAG	KENWOOD SPEAKER BOX KSC-7702	3200	ABANDONED
NO TAG	ZR-10 SPEAKER BOX	3200	ABANDONED
NO TAG	BOSONIC 6x9 SPEAKERS QK 100MP35PK	3200	ABANDONED
NO TAG	JENSEN SUBWOOFER BOX	3200	ABANDONED
NO TAG	TASCO BINOCULARS	3200	ABANDONED
NO TAG	GLOCK, MODEL-30, 45 CAL,NO MAG	3200	SEIZED
NO TAG	BERETTA PXSTORM,40 CAL, 2 MAGS	3200	SEIZED
	PW- Solid Waste		
NO TAG	TRUCK BED FOR 2013 F-150	4500	Below Threshold
NO TAG	DROP HITCH RECEIVER (2013 F-150)	4500	Below Threshold
NO TAG	USW GALVANIZED TOOL BX(2013 F-150)	4500	Below Threshold
	Department of Water Resources		
NO TAG	6-CAMERAS	4335	Below Threshold
NO TAG	HP SCANJET 7800	4975	Below Threshold
NO TAG	APC CYBERPOWER 550VA	4970	Below Threshold
NO TAG	HI PRO INTERNAL POWER SUPPLY	4900	Below Threshold
NO TAG	PRINTER	4430	Below Threshold
NO TAG	MONITOR	4440	Below Threshold
	Park & Rec		
NO TAG		6200	Below Threshold
NO TAG	1200A DRAG MACHINE	6200	Below Threshold
NO TAG	LITT BEAVER AUGER	6200	Below Threshold

CITY OF GAINESVILLE

COUNCIL AGENDA REQUEST

Date Submitted:	5/30/2018
Presenter:	Bryan Lackey
Item of Business:	BR-2018-32 Intergovernmental Agreement with City of Oakwood Regarding Maintenance of Part of Millside Parkway
Meeting Date:	6/5/2018

Purpose of Request:

The purpose of this request is to authorize execution of an intergovernmental agreement with the City of Oakwood in regards to maintenance of right-of-way of Millside Parkway.

History/Background:

Facts & Issues for Consideration:

Property known and developed as Mundy Mill Subdivision has been annexed into the City of Gainesville. The roadway known as Millside Parkway serves the subdivision is to be dedicated and accepted by the City of Gainesville as a public street. A very small portion of Millside Parkway is in the City of Oakwood. This IGA will enable the City of Gainesville to maintain that portion in the City of Oakwood.

Department Recommendation:

Adopt the resolution.

Department Director:

Bryan Lackey

If funding is involved, are funds approved within the current budget?

Amount Requested:

Source of Funds:

Finance Comments:

Administrative Comments:

ATTACHMENTS:

Description	Type
BR-2018-32 IGA for Maintenance of Millside Parkway	Resolution
Attachment A - Millside Parkway IGA	Contract/Agreement/MOU
Millside Parkway Map	Backup Material

RESOLUTION BR-2018-32

INTERGOVERNMENTAL AGREEMENT WITH THE CITY OF OAKWOOD, GEORGIA REGARDING MAINTENANCE OF PART OF MILLSIDE PARKWAY

WHEREAS, Gainesville is a Georgia municipality located within Hall County, Georgia and has annexed the property known and developed as Mundy Mill Subdivision; and

WHEREAS, the roadway known as Millside Parkway serving Mundy Mill Subdivision is to be dedicated and accepted by the City of Gainesville as a public street; and

WHEREAS, a portion of the right-of-way so platted and to be dedicated lies outside the city limits of Gainesville and inside the city limits of Oakwood; and

WHEREAS, the cities wish to provide for the maintenance of that portion of the future right-of-way of Millside Parkway lying inside the city limits of Oakwood by Gainesville.

NOW, THEREFORE, BE IT RESOLVED THAT the governing body for the City of Gainesville hereby authorizes the Mayor, City Manager and/or City Attorney to execute the Intergovernmental Agreement by and between the City of Gainesville, Georgia and the City of Oakwood, Georgia Regarding Maintenance of Part of Millside Parkway, which Agreement is attached hereto as Attachment “A,” and any other documents necessary to effectuate the provisions of the Intergovernmental Agreement.

Adopted this _____ day of ___________________, 2018.

____
C. Danny Dunagan, Jr., Mayor

This is to certify that I am City Clerk of the City of Gainesville. As such, I keep its official records, including its minutes. In that capacity, my signature below certifies this resolution was adopted as stated and will be recorded in the official minutes.

ATTEST:

____
Denise O. Jordan, City Clerk

INTERGOVERNMENTAL AGREEMENT

This Intergovernmental Agreement is entered into as of the ____ day of ___________, 2018 by and between the City of Gainesville, Georgia, a Georgia municipality and public corporation (hereinafter referred to as "Gainesville") and the City of Oakwood, Georgia, a Georgia municipality and public corporation (hereinafter referred to as "Oakwood"):

WITNESSETH:

WHEREAS, Gainesville is a Georgia municipality located within Hall County, Georgia and has annexed the property known and developed as Mundy Mill Subdivision;

WHEREAS, the roadway known as Millside Parkway serving Mundy Mill Subdivision is to be dedicated and accepted by the City of Gainesville as a public street;

WHEREAS, a portion of the right of way so platted and to be dedicated lies outside the city limits of Gainesville and inside the city limits of Oakwood and is described as Exhibit A attached hereto and made a part hereof (the "Subject ROW");

WHEREAS, the cities wish to provide for the maintenance of that portion of the future right of way of Millside Parkway lying inside the city limits of Oakwood by Gainesville.

RECITALS:

1. Recitals. The foregoing Recitals shall be included within this Intergovernmental Agreement and shall be a part of this Intergovernmental Agreement as a statement of the intent of the parties.

2. Term. The term of this Agreement shall commence on the ______ day of ____________, 2018 and expire on the ____ day of ________________, 2068 and shall be a fifty (50) year term.

3. Services. Gainesville does hereby agree to maintain the Subject ROW and any public landscaping lying within the right of way of Millside Parkway that lies outside the City limits of Gainesville and inside the City limits of Oakwood. Gainesville may, in its sole discretion, design, widen modify or change the location of the roadbed within the Subject ROW of Millside Parkway. Gainesville shall further have the right to modify, eliminate or change landscaping within the public area of the Subject ROW.

4. Expenses. Gainesville shall bear the expense of road maintenance and maintenance of landscaping within the Subject ROW during the term of this Intergovernmental Agreement.

5. Renewal. This Intergovernmental Agreement may be renewed for a second fifty (50) year term on or after the ____ day of ________________, 2068 upon reaching mutually acceptable terms and consent of both parties.
6. Assignment. This Intergovernmental Agreement shall not be assigned by either party without the consent in writing of the other party to the Agreement.

7. Modification. The terms of this Intergovernmental Agreement shall not be altered, amended or modified except in writing, signed by duly authorized representatives of both parties.

8. Construction Under Georgia Law. This Intergovernmental Agreement shall be governed and construed under the laws of the state of Georgia.

9. Early Termination. Either party may terminate this Intergovernmental Agreement on one hundred eighty (180) days' written notice to the other party.

10. Notices. Any notices or communications hereunder shall be in writing and shall be deemed to have been delivered when deposited in the U.S. Mail, registered or certified, addressed as follows:

If to Gainesville: City of Gainesville
Attn: Bryan Lackey, City Manager
PO Box 2496
Gainesville, GA 30503

If to Oakwood: City of Oakwood
Attn: City Manager
PO Box 99
Oakwood, GA 30566

Or to such other address as either party may designate for itself by written notice to the other parties given from time to time in the manner herein provided.

IN WITNESS WHEREOF, the parties hereto have executed this Intergovernmental Agreement the date and year written above.

[SIGNATURES ON FOLLOWING PAGE]

APPROVED AS TO FORM:

By: ___________________________________

Abbott S. Hayes, Jr.
Hulsey, Oliver & Mahar, LLP
City Attorney

CITY OF GAINESVILLE

By: ___________________________________
C. Danny Dunagan, Jr., Mayor

Attest: _______________________________
Denise O. Jordan, City Clerk

(CITY SEAL)

CITY OF OAKWOOD

By: ___________________________________
Lamar Scroggs, Mayor

Attest: _______________________________
Tangee Puckett, City Clerk

(CITY SEAL)

JAR/mmk/1800/W202562

Exhibit A

TRACT B
MUNDY MILL CENTER, LLC

All that tract or parcel of land lying and being in Land Lots 30 & 43, 8th Land District, City of Gainesville, Hall County, Georgia as shown on a plat prepared by Patton Land Surveying, LLC, for Millside Development, LLC, dated October 4, 2017 and being more particularly described as follows:

Commencing at a PK Nail set at the centerline intersection of State Route No. 53 (Mundy Mill Road)(varying width r/w) & Millside Parkway, located at Georgia State Plane Coordinate Northing 1543754.25, Easting 2382787.18, Georgia West Zone, North American Datum of 1983/2007 adjustment, THENCE North 06 degrees 21 minutes 19 seconds West for a distance of 136.59 feet to a point on the Northeasterly right-of-way line of said State Route No. 53;

Thence following said State Route No. 53 the following course:

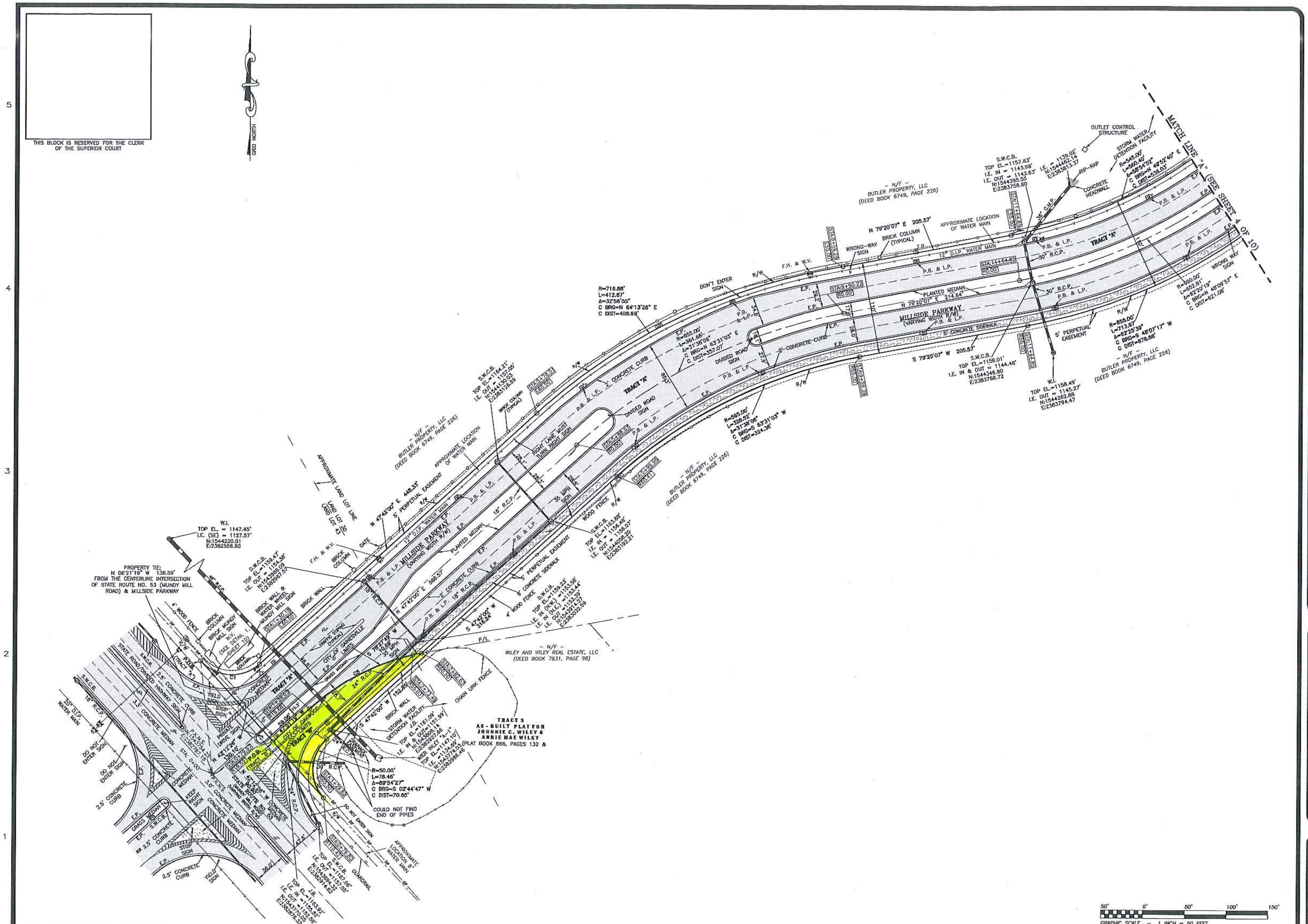
Thence South 42 degrees 12 minutes 26 seconds East for a distance of 130.10 feet to a point, and said point being the TRUE POINT OF BEGINNING.

Thence North 47 degrees 51 minutes 19 seconds East for a distance of 59.06 feet to a point; Thence along a curve to the right having a radius of 275.00 feet and an arc length of 140.55 feet, being subtended by a chord of North 62 degrees 25 minutes 50 seconds East for a distance of 139.03 feet to a point; Thence North 78 degrees 27 minutes 49 seconds East for a distance of 10.69 feet to a point; Thence South 47 degrees 42 minutes 00 seconds West for a distance of 152.85 feet to a point; Thence along a curve to the left having a radius of 50.00 feet and an arc length of 78.46 feet, being subtended by a chord of South 02 degrees 44 minutes 47 seconds West for a distance of 70.65 feet to a point on the Northeasterly right-of-way line of said State Route No. 53;

Thence following said State Route No. 53 the following course:

Thence North 42 degrees 12 minutes 26 seconds West for a distance of 90.90 feet to a point and said point being the POINT OF BEGINNING.

Said property contains 0.16 acres more or less.



REGISTERED PROFESSIONAL LAND SURVEYORS

PATTON LAND SURVEYING, LLC

P.O. BOX 256
GAINESVILLE, GA. 30503
PHONE: (770) 532-6492
FAX: (770) 532-1995
www.pattonsurveying.com

GEORGIA REGISTERED PROFESSIONAL No. 2647 LAND SURVEYOR CHRIS M. PATTON

HALL COUNTY SURVEYOR

FINAL PLAT OF MILLSIDE PARKWAY FOR:

MILLSIDE DEVELOPMENT LLC.

(MAP SHEET)

- LOCATED IN -

LAND LOTS 25, 30 & 43
8TH LAND DISTRICT
CITY OF GAINESVILLE
HALL COUNTY, GEORGIA

REVISIONS

No.	DATE	DESCRIPTION
1	01-22-17	ADDED STORM STRUCTURE ASBUILT DATA,
		ADDED SANITARY SEWER STRUCTURE
		ASBUILT DATA, ADDED WATER VALVE DETAILS,
		REVISED TRACT "A" TO REMOVE DEEDED
		R/W FOR OLD OAKWOOD ROAD AND ADDED
		ROADWAY SIGNAGE
2	02-12-18	ADDED SHEET 2 WITH ZONING CONDITIONS,
		ADDED SURVEYOR'S NOTE #8

SHEET NUMBER:

3 of 10

SCALE: 1" = 50'

SURVEY DATE: 10/09/2017

PLAT DATE: 10/12/2017

13-059-MILLSIDE PKWY.dwg

JN. 13-059

CITY OF GAINESVILLE

COUNCIL AGENDA REQUEST

Date Submitted: 5/25/2018

Presenter: Bryan Lackey

Item of Business: BR-2018-33 Retirement Plan A Actuarial Services Contract

Meeting Date: 6/5/2018

Purpose of Request:

The purpose of this request is to enter into a contract with The Segal Company for actuarial services.

History/Background:

The existing contract expires June 30, 2018. It is a one-year extension of the contract that expired on June 30, 2017.

Facts & Issues for Consideration:

The Retirement Board reviewed quotes for actuarial services and decided to continue its relationship with Segal. The proposed contract is for a five-year period with a July 1, 2018 effective date.

Department Recommendation:

Approve the resolution authorizing execution of the contract.

Department Director:

David Frazier

If funding is involved, are funds approved within the current budget?

Amount Requested:

Source of Funds:

Retirement Plan A Fund

Finance Comments:

Administrative Comments:

ATTACHMENTS:

Description	Type
BR-2018-33 2018 Segal Actuarial Services Contract	Resolution
2018 Segal Contract - RPA	Contract/Agreement/MOU
2018 Segal Contract Appendix A	Attachments/Exhibits
2018 Segal Contract Exhibit A	Attachments/Exhibits

RESOLUTION BR-2018-33

RETIREMENT PLAN A ACTUARIAL SERVICES CONTRACT

WHEREAS, the Gainesville City Government maintains Retirement Pan A for traditional Civil Service employees in lieu of Federal Social Security; and

WHEREAS, in 2012, the governing body authorized the Retirement Board to enter into a five-year contract with The Segal Company to provide actuarial services for Retirement Plan A; and

WHEREAS, the contract with The Segal Company expired on June 30, 2017; and

WHEREAS, the contract provided an option to extend the agreement for two additional one-year periods upon mutual agreement by both parties; and

WHEREAS, The Segal Company and Retirement Plan A agreed to a one-year extension which expires June 30, 2018; and

WHEREAS, the Retirement Board has reviewed quotes for actuarial services and decided to continue its relationship with The Segal Company; and

WHEREAS, the Retirement Board recommends approval of the attached five-year contract with The Segal Company; and

WHEREAS, the cost of providing actuarial services for Retirement Plan A will be paid from the Retirement Plan A Fund.

NOW, THEREFORE, BE IT RESOLVED THAT the governing body for the City of Gainesville hereby authorizes Retirement Plan A to enter into a contractual agreement with The Segal Company to provide actuarial services for Retirement Plan A effective July 1, 2018.

BE IT FURTHER RESOLVED THAT the City Manager and City Attorney are authorized to execute the contract.

Adopted this _____ day of __________________, 2018.

____

C. Danny Dunagan, Jr., Mayor

This is to certify that I am City Clerk of the City of Gainesville. As such, I keep its official records, including its minutes. In that capacity, my signature below certifies this resolution was adopted as stated and will be recorded in the official minutes.

ATTEST:

____

Denise O. Jordan, City Clerk

SEGAL COMPANY PUBLIC SECTOR CONSULTING AGREEMENT

This Agreement between The Segal Company (Eastern States Inc) ("Segal"), a New York corporation and The City of Gainesville, Georgia (the "City") is entered into as of July 1, 2018.

Accordingly, and in consideration of the mutual premises and provisions hereof, the parties hereby agree as follows:

1. DESCRIPTION OF SERVICES

Segal shall provide to the City the services described in the "Request for Qualification For Actuarial Services for the City of Gainesville" dated December 22, 2017 for City of Gainesville Retirement Plan A and Other Post-Employment Benefits plan (OPEB). The Proposal is annexed hereto as Appendix "A" and shall be incorporated by reference as if fully set forth herein.

2. CHANGES IN SCOPE OF SERVICES

Any work requested by the City that is not included in Appendix A, or any revisions of work requested by the City, shall be subject to a written agreement. Prior to performing any services not contemplated in the Proposal, the parties must reach agreement on the terms of the change(s) and signify their agreement in writing. Any such accepted change shall be attached hereto as an Exhibit to this Agreement.

From time to time, the City may request or Segal may propose in writing future services. If such proposal is accepted by the parties, then such additional services will be governed by the terms and conditions of this Agreement and any such proposal shall be attached hereto as an Exhibit to this Agreement.

3. RESPONSIBILITY OF CITY

A. Data Request. The annual actuarial valuation report, any required government filings and any required present value calculations and other reports or analyses of benefit and compensation programs require extensive data from the City. Segal will prepare a detailed data request outlining what is necessary to perform these services. Segal will also request the financial data required and any other data or information needed to complete its analysis, including a copy of the up-to-date plan provisions and any plan amendments. Data will be requested in a computer format compatible with Segal's computer system.

Upon receipt of the data, Segal will examine it for missing information and internal consistency. There may be additional fees based on hourly time charge rates to convert data not presented in the format requested and for the additional processing time required to reconcile data that contains errors, duplicate records or missing information.

B. Timely Provision of Information. City will ensure that its other professionals and vendors cooperate with Segal and provide the information requested or needed by Segal on a timely basis.

4. PAYMENT TERMS

A. Basic Annual Services. Segal's annual fee for providing the basic services described in Appendix A will be as shown below, unless agreed to otherwise. Travel is included for up to two (2) meetings or trips annually. Additional meetings or trips will be billed at cost to the City. For each subsequent year of the contract, the fee will increase by 3.00% rounded down to the next $50.

Item	2018	2019	2020	2021	2022
Annual City Valuation	$26,000	$26,000	$26,000	$26,000	$26,000
GASB 67 & 68 Disclosures	$8,000	$8,000	$8,000	$8,000	$8,000
Employee Benefit Statements	$5,600	$5,600	$5,600	$5,600	$5,600
Five-year Experience Review	$27,500				
Biannual OPEB Valuation	$20,000	N/A	$20,000	N/A	$20,000
GASBS 74 & 75 Disclosures	$5,000	$5,000	$5,000	$5,000	$5,000

Routine expenses such as photocopying, telephone calls, facsimiles, mailing costs, and secretarial and word processing services are included in our fees. Unusual or unexpected expenses for the basic services will be discussed with the City and may be billed separately.

In the event we are required to spend significantly more time than anticipated because of circumstances beyond our control, we will inform you and bill separately for those services.

If this Agreement is terminated or authorized services or projects are suspended, Segal will be reimbursed for all time charges incurred to the date of termination or suspension, up to a maximum of the fee and travel expenses, incurred up to that date.

B. Supplemental and Specialized Consulting Services. Fees for Specialized Consulting Services and Supplemental Services generally will be charged on a time charge basis or, in some instances, may be charged on a project basis, upon written approval by the City. Segal will provide an estimate of such charges before the work is commenced. The time charges shall be based on Segal's time charge rates unless otherwise agreed to. Supplemental and Specialized Consulting Service charges will be billed monthly unless agreed to otherwise. Below are the current hourly rates for supplemental services. These are adjusted annually.

Position	2018	2019	2020	2021	2022
Consulting/signing Actuary	$385	$385	$385	$385	$385
Assistant Actuary	$335	$335	$335	$335	$335
Senior Actuarial Analyst	$275	$275	$275	$275	$275
Administrative Assistant	No charge				

5. NON-APPROPRIATION

Funding for this Agreement between the City and Segal is dependent at all times upon the appropriation of funds by the organization authorized to appropriate such funds. In the event that funding to support this Agreement is not appropriated, whether in whole or in part, then the Agreement may be terminated effective the last day for which appropriated funding is available.

6. TERM OF AGREEMENT

This Agreement shall be effective for a period of five years with an effective date of July 1, 2018. The Agreement may be renewed for subsequent one-year periods on the Fifth Anniversary of the Effective Date upon mutual agreement of the parties.

7. TERMINATION OF AGREEMENT

Either party may terminate this Agreement on thirty (30) days written notice to the other party. Segal will continue to provide services hereunder to the effective date of any such termination and will cooperate with the City to provide for an orderly transition of the Services to the City at the time of any such termination. Notwithstanding the foregoing, in the event that the City is not current in the payment of Segal's invoices at the time that such notice is given, then Segal may choose not to provide Services during the aforementioned thirty (30) day period. Segal will render final billing to the City after the date of any such termination, and the City will pay the same in accordance with Section 4.

8. PROFESSIONAL STANDARDS

All Services will be performed by competent personnel with the care, skill, prudence and diligence under the circumstances that a prudent consultant would use in discharging its services and in accordance with applicable professional standards. If any element of the Services does not conform to the foregoing, Segal will re-perform such element in a manner that does conform, except that if such re-performance is impracticable, Segal will refund the fees allocable to such nonconforming element.

9. INSURANCE

During the term of this Agreement, and for so long thereafter as necessary to cover events occurring during such term and the consequences therefrom, Actuary shall maintain insurance protection as required under this agreement to include (1) General Liability, (2) Statutory Workers' Compensation, (3) Excess / Umbrella Liability and (4) Auto Liability in the amounts listed on **Exhibit A**.

Notwithstanding the foregoing, Actuary shall also secure one or more insurance policies from insurer(s) with A.M. Best ratings (5) Professional Liability ("Error & Omission Insurance") with coverage of at least ($3,000,000) per occurrence and in aggregate during any single year, which such E&O Insurance covering all Actuary's officers, directors, owners, members, partners, employees and agents performing Services and rendering deliverables pursuant to this Agreement.

All policies, except for the Workers' Compensation and Professional Liability, shall cover the City of Gainesville and its officers, trustees, employees and retirement plan board members as additional named insured with respect to liabilities arising out Actuary's performance in connection with this Agreement. Actuary shall furnish certificates of insurance to the City of Gainesville, prior to the commencement of performance of Services hereunder, and shall be responsible for furnishing updated certificates as timely and appropriate.

10. CONFIDENTIALITY

Both parties acknowledge that in the negotiation and performance of this Agreement, confidential and proprietary information of each has been and will be made available to the other. The parties agree to use reasonable efforts to maintain the confidentiality of such material, but in no event lesser than was used with like material of the receiving party and not to make any internal use of such material not required or permitted under this Agreement. Neither party will disclose the information to any third party without prior written authorization from the disclosing party. The information received by a receiving party will only be used by those of its employees, agents and consultants whose duties justify the need for access to the information provided and who have agreed to abide by the obligations of secrecy and limited use commensurate in scope with this Agreement. These obligations will apply to verbal information as well as specific portions of the information that are disclosed in writing or other tangible form and marked to indicate its confidential nature. These obligations will not apply to any of the information which:

i) Was known to the receiving party prior to receipt under this Agreement as demonstrated by the receiving party's records; or

ii) Was publicly known or available prior to receipt under this Agreement, or later becomes publicly known or available through no fault of the receiving party; or

iii) Is disclosed to the receiving party without restrictions on disclosure by a third party having the legal right to disclose the same; or

iv) Is disclosed to a third party by the disclosing party without an obligation of confidentiality, unless such information must be retained by that party for that party to fulfill its legal or agreement obligations under this Agreement; or

v) Is independently developed by an employee, consultant, or agent of the receiving party without access to the information as received under this Agreement; or

vi) The receiving party is obligated to produce as required by law, lawfully issued subpoena, or court order, provided that the disclosing party has been given notice thereof and if there is sufficient time, an opportunity to waive its rights to seek a protective order or other appropriate remedy.

vii) This Agreement shall be subject to The Open Records Act of the State of Georgia, O.C.G.A. §50-18-70, et seq.

To the extent that particular information is subject to specific statutory confidentiality requirements, the requirements of such statute, rather than this section, shall be controlling.

11. INDEPENDENT CONTRACTOR

Segal is an independent contractor. No provision of this Agreement or act of the parties hereunder pursuant to this Agreement will be construed to express or imply a joint venture, partnership, or relationship other than vendor and purchaser of the services. No employee or representative of Segal will at any time be deemed to be under the control or authority of the City, or under the joint control of both parties. Segal is liable for all workers' compensation premiums and liability, and federal, state and local withholding taxes or charges with respect to its employees.

12. SUBCONTRACTORS

Any subcontractors to be utilized on this project will be subject to the City's approval.

13. NO ASSIGNMENT

This agreement may not be assigned by either of the parties without the written consent of the other party.

14. FORCE MAJEURE

Segal will not be liable for any delay in performance or inability to perform due to force majeure, including without limitation any acts of God, acts or omissions of the City, major equipment failures, fluctuations or non-availability of electrical power or telecommunications equipment, or other conditions beyond the control of Segal. If Segal's performance is delayed by force majeure, Segal will discuss the situation with the City and agree upon an extended period for performance. If an event of force majeure continues for more than thirty (30) days, either party may, at its option, terminate this Agreement and any Statements of Work thereunder. Segal will render a final billing to the City after the date of any such termination, and City will pay the same in accordance with Section 4.

15. THIRD PARTY BENEFICIARIES

This Agreement is for the benefit of the parties to the Agreement and does not confer any rights or privileges upon any third parties.

16. DISPUTE RESOLUTION

Notice. In the event that either party believes that the other party has not complied with its obligations hereunder, such party shall send written notice of such non-compliance to the other party. In the event that such other party does not cure such non-compliance within thirty (30) days of the date of such notice, then the party sending notice may avail itself of the terms of Section 7 above.

17. DAMAGES

In no event, whether based on contract, indemnity, warranty, tort (including negligence), strict liability, or otherwise, will either party, or any of their respective directors, officers, employees or agents, be liable for special, incidental, exemplary, punitive, consequential, or indirect damages, including without limitation lost sales, profits or revenue, or claims for such damages.

18. CONFLICT OF INTEREST

Segal hereby affirms that there are no relevant facts or circumstances now giving rise or which could, in the future, give rise to a Conflict of Interest. A Conflict of Interest means that because of other activities or relationships with other persons, Segal or its subcontractor is unable or potentially unable to render impartial assistance or advice to the City, or Segal's objectivity in performing the agreement work is or might be otherwise impaired.

If an actual or potential Conflict of Interest arises subsequent to the date of this agreement, Segal shall make a full disclosure in writing to the City of all relevant facts and circumstances. This disclosure shall include a description of actions that Segal has taken and proposes to take to avoid, mitigate, or neutralize the action or potential conflict of interest. Segal will continue performance of work under the agreement until notified by the City of any contrary action to be taken.

19. NON-DISCRIMINATION

Segal agrees: (a) not to discriminate in any manner against an employee or applicant for employment because of race, color, religion, creed, age, sex, marital status, national origin, ancestry or disability of a qualified individual with a disability; (b) to include a provision similar to that contained in subsection (a), above, in any subcontract except a subcontract for standard commercial supplies or raw materials; and (c) to post and to cause subcontractors to post in conspicuous places available to employees and applicants for employment notices setting forth the substance of this clause.

20. AUDIT OF SEGAL'S FEES

Upon reasonable notice and during normal business hours, the City reserves the right to audit or cause to be audited Segal's books and accounts with respect to fees and expenses under this Agreement at any time during the term of this Agreement and for three years thereafter except for confidential or proprietary information or trade secrets of Segal or any third party.

21. NOTICES

All notices, claims, and approvals given under this Agreement must be in writing and delivered in person, by first class or express mail or facsimile addressed as set forth below or such other address that a party gives by notice. Notice given in accordance with this subsection will be deemed given when received.

A. If to the City:

Mr. Bryan Lackey
City Manager
City of Gainesville
P. O. Box 2496
Gainesville, Georgia 30503

Copy to:

Abbott S. Hayes, Jr.
City Attorney
P. O. Box 2496
Gainesville, Georgia 30503

Denise Jordan, City Clerk
City of Gainesville
P. O. Box 2496
Gainesville, Georgia 30503

Karen Rojas, Retirement Plan A
City of Gainesville
P. O. Box 2496
Gainesville, Georgia 30503

B. If to Segal:

Malichi S. Waterman
Consulting Actuary
2018 Powers Ferry Rd. Suite 850
Atlanta, Georgia 30339-7200

Copy to:

Margery Friedman
General Counsel
The Segal Company 333 West 34th Street
New York, NY 10001-2402

22. AMENDMENT OR MODIFICATION

No amendment or modification of this Agreement shall be valid or binding unless set forth in writing and duly executed by the parties hereunder.

23. ENTIRE AGREEMENT

This Agreement constitutes the entire agreement between the parties hereto with respect to the subject matter hereof and it supersedes all prior oral or written agreements, commitments or understandings with respect to such matters.

24. SEVERABILITY

The invalidity, in whole or part, of any provision of this Agreement will not affect the remainder of that provision or this Agreement.

25. WAIVER OF DEFAULT

Waiver by a party of any default by the other will not be deemed a waiver of any other default irrespective of whether such default is similar.

26. CONSTRUCTION OF LAWS AND JURISDICTION OF COURTS

This Agreement will be governed in all respects by the laws of Georgia, without regard to any conflicts of law principle, decisional law, or statutory provision which would require or permit the application of another jurisdiction's substantive law. This Agreement shall be deemed and executed in Gainesville, Georgia and shall be governed by and construed in accordance with the laws of the State of Georgia without regard to conflicts of laws provisions. Segal hereby submits to the jurisdiction of the Superior Court of Hall County, Georgia and will obtain and maintain an agent for service of process in the State of Georgia.

27. DULY AUTHORIZED SIGNATURES

For the City:

The undersigned, Bryan Lackey, is City Manager of the City of Gainesville Retirement Plan A and as such has been duly authorized by the City to sign this Agreement on behalf thereof.

For Segal:

The undersigned David A. Berger is Vice President of Segal and as such is duly authorized to sign this agreement in behalf thereof, thereby binding Segal to the provisions of this Agreement.

IN WITNESS THEREOF, the parties have executed this Agreement as of the date hereinabove set forth.

APPROVED AS TO FORM

____
Abbott S. Hayes, Jr.
Hulsey, Oliver & Mahar, LLP
City Attorney

CITY OF GAINESVILLE

By: ______________________________
Bryan Lackey
City Manager

Attest: ______________________________
Denise O. Jordan
City Clerk

CITY SEAL

THE SEGAL COMPANY (Southeast), INC.

Date: ______________________________

By: ______________________________
David A. Berger
Vice President

____
Witness

Appendix A

REQUEST FOR QUALIFICATION FOR ACTUARIAL SERVICES FOR THE CITY OF GAINESVILLE

Technical & Fee Proposal

December 22, 2017

Segal Consulting
2018 Powers Ferry Road, Suite 850
Atlanta, Georgia 30339
678-306-3100

Segal Consulting

Segal Consulting

2018 Powers Ferry Road SE Suite 850 Atlanta, GA 30339-7200
T 678.306.3100 www.segalco.com

December 22, 2017

Mr. Kevin Hutcheson
City Purchasing Department
300 Henry Ward Way, Room 103
City/County Administration Building
Gainesville, Georgia 30501

Re: Actuarial Services for City of Gainesville, Georgia

Dear Mr. Hutcheson:

The Segal Company is pleased to submit this proposal to provide actuarial services for the City of Gainesville, Georgia ("the City") related to the City of Gainesville Retirement Plan A and Other Post-Employment Benefits plan (OPEB). Our proposal addresses each of the services requested.

Segal is privileged to serve as the actuary to the City of Gainesville. We believe we are the best qualified firm to provide these services because of our extensive national practice with public sector pension plans, our national depth of talented actuaries and consultants from which to draw.

This proposal details Segal's qualifications to perform the actuarial services outlined in the Scope of Services in this request for qualification. Segal has extensive experience performing annual valuations and consulting on complex benefits issues with local governments similar to Gainesville. The actuarial clients currently serviced from our Atlanta office include some of the largest cities and counties across the southeastern United States, such as San Antonio, Dallas, Birmingham, Atlanta, Jacksonville, Orlando, Savannah, Chattanooga, DeKalb County (GA), Fulton County (GA) and the Georgia Municipal Employees Benefits System. We have also consulted on solvency issues to Memphis and New Orleans.

We are sensitive to the fact that benefits comprise a substantial portion of employees' total compensation and that effective and efficient design, management, and procurement of benefits affects not only the City, but your employees as well. We believe that planning for benefits must take into account all forms of compensation as an integrated system.

Segal is dedicated to total client satisfaction and is the architect of responsive and creative solutions to our client's benefit needs. Our consulting approach emphasizes constructive dialogue with the client to arrive at sensible long-term solutions. We want our clients to be comfortable with and understand their decisions. We make a point of being responsive to your needs and of treating every question as an important one.

Our proposal describes in great detail how Segal intends to approach this assignment and why we are ideally suited to provide these services. We want to highlight the following points:

- **Commitment to Service:** Our well-recognized position as a benefits consulting firm ensures the City of highly qualified services and diverse consulting perspectives. We have assembled a highly experienced team to work on this project. In addition to meeting the technical requirements of this contract, we look forward to maintaining an excellent rapport with the City and its staff to achieve their goals.

- **Commitment to Quality:** Actuarial work requires complex calculations and high-level computer programming. Our intensive quality review process not only checks the accuracy of the calculations, but also analyzes the results.

- **Commitment to Dependability:** Many of the services we perform must be completed within a very tight timeframe. We will continue to work with you to establish mutually attainable deadlines/schedules and will dedicate the staff and resources necessary to meet those deadlines. The trust that is developed over time with our long-term clients is something we value and strive to reinforce.

- **Commitment to Innovation:** Technical competence is important, but we also strongly believe our role as actuarial consultant is to add value to Gainesville. We will continue to identify emerging issues and propose innovative solutions to assist the City in meeting its operational challenges.

The City replied to questions to the request for qualification. We have reflected those answers in our proposal.

Should you or other staff have questions about the materials contained in this proposal, please do not hesitate to contact one of us. Malichi can be reached at 678-306-3125 and David at 678-306-3143. We would welcome the opportunity to meet with you or a selection committee to answer any questions or to discuss our experience and qualifications in greater detail.

Sincerely,

Malichi S. Waterman, FCA, MAAA, EA	David A. Berger, FCA, ASA, MAAA, EA
Consulting Actuary	Vice President and Consulting Actuary

Table of Contents

City of Gainesville

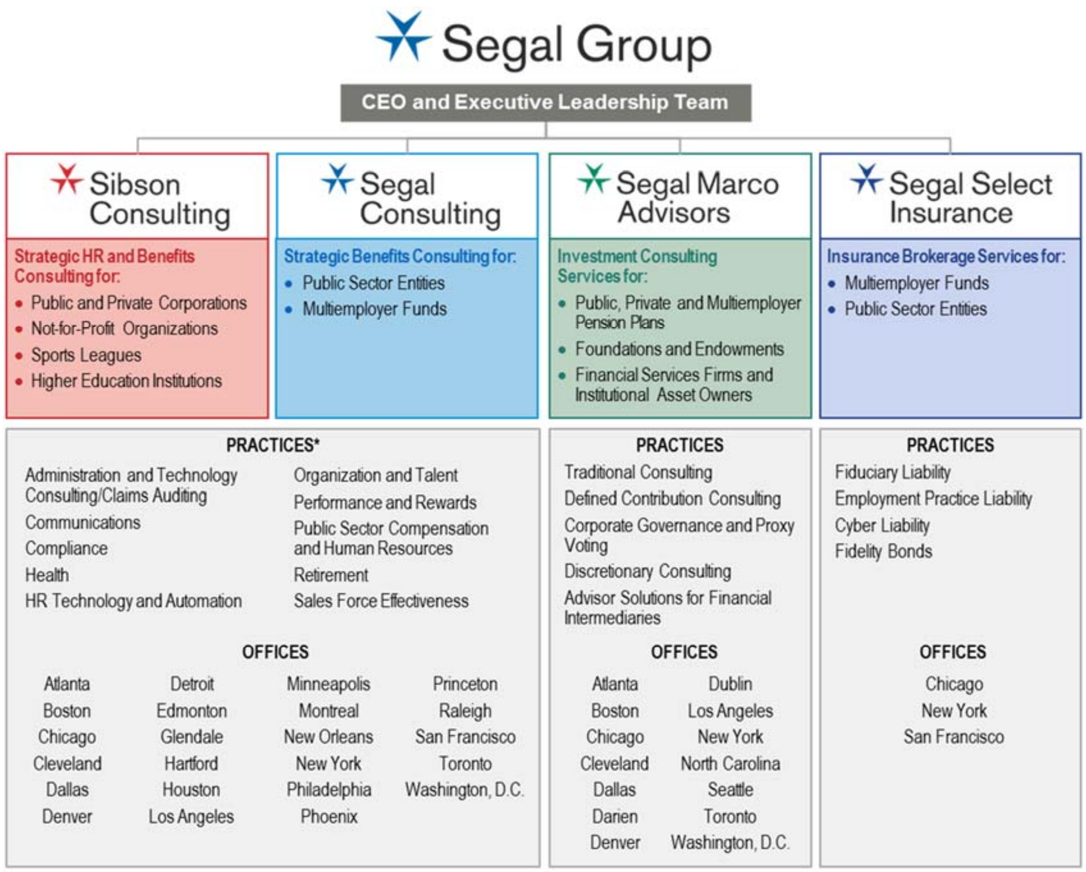
Request for Qualification for Actuarial Services
December 22, 2017

Required Information (General Information)

1. Describe the firm's organization and size (local, regional, national or international) in relation to providing Actuarial Services.

Segal is a private corporation and has been employee-owned by its officers since 1978.

The Segal Group, founded in 1939 in New York by Martin E. Segal as The Segal Company (www.segalco.com) is an independent, privately held consulting firm corporation.



* Our **legislative** expertise and **research** functions are headquartered in the Washington, D.C. office.

This organizational chart demonstrates the specialized service offerings and market-specific expertise of subsidiaries and divisions of The Segal Group. Additional details about the dates of incorporation of our subsidiaries and the relation to parent company The Segal Group can be provided upon request.

Your account will be serviced under Segal Consulting.

Corporate Officers

- Joseph A. LoCicero, Chairman
- David Blumenstein, President and Chief Executive Officer
- John DeMairo, Vice Chairman
- Ricardo M. DiBartolo, SVP, Treasurer and Chief Financial Officer
- Margery Sinder Friedman, Esq., SVP, Secretary and General Counsel

Directors

- David Blumenstein
- John DeMairo
- Howard Fluhr
- John Flynn
- John Gingell
- Diane Gleave
- Howard Goldsmith
- Eugene Keilin
- Stuart Lerner
- Joseph LoCicero
- Rob Lynch

Brief History of our Firm

The Segal Group (www.segalco.com) was founded in 1939 in New York by Martin E. Segal. The company is an independent, privately held consulting firm. It has been employee-owned by its officers since 1978. As a privately-held corporation with approximately 1,100 employees throughout the U.S. and Canada, there are currently 245 employee owners. An 11-member Board of Directors sets policy and governs the organization. Implementation of policies, development of strategies and day-to-day operations are the responsibilities of the Chief Executive Officer. As an employee-owned consulting firm, we provide only unbiased counsel for our clients. We are not affiliated with any insurance company, third-party administrative agency or provider network. Segal is one of only a few consulting and actuarial firms that can truly provide unbiased actuarial opinions, choosing not to consult with managed care organizations or other third parties who could potentially bias our work with clients.

Some benefits consulting and actuarial consulting firms have made it their objective to grow quickly to a large size, either through discounting fees deeply to buy market share, or through purchase of smaller firms that offer similar services. As an independent firm owned by its officers and employees amid a sea of consulting and actuarial firms owned by brokers, insurance companies and financial institutions, Segal faces the challenges of carefully maintaining and protecting our model of incremental and planned growth with clients that support our business plans.

The Segal Group's annual revenue for 2016 was approximately $226.5 million (this figure includes member companies Segal Consulting, Sibson Consulting, Segal Rogerscasey, and Segal Select Insurance Services), and The Segal Group has been profitable throughout its history.

Company Wide

Segal employs 157 credentialed actuaries, including 16 in the Atlanta office. Our overall breakdown of consulting vs. non-consulting professionals is as follows:

725	Consulting professionals, including: benefits consultants, actuaries, health benefits and pension analysts, administrative experts, claims auditors and communication consultants
168	Other professional staff, including: human resources, information technology, public affairs, marketing staff, finance and legal
84	Clerical and support staff
977	Total among all offices

Approximately 25% of Segal's annual revenue is derived from providing services to the governmental market. In the East region, of which Atlanta is a part, the percentage is closer to 40%. All of Atlanta's actuarial staff work with clients in the public sector.

Segal's retirement practice provides our public sector clients with the highest level of expertise to cope with these emerging dramatic developments through the strategic design, funding and monitoring of pension and related deferred compensation plans.

Segal's retirement practice is known for the depth of its knowledge. Many of our consultants are recognized as national experts, testifying before congress, leading professional associations and committees and speaking at national and regional conferences and forums. They are also regular contributors to professional magazines and journals.

Segal was a driver in the early development of employee benefit plans in American industry. Consultants with broad experience and extensive knowledge of the public sector employee benefits field provide comprehensive services.

Our company's sole business is consulting and actuarial work for all phases of employee benefits, compensation, and human resources. Working with hundreds of public sector clients gives us the depth and breadth of experience to help clients make their decisions in the broader context of what other jurisdictions are doing. We focus our energy and creativity on ways to serve clients better by providing value based consulting.

2. State the location of the office from which this engagement will be serviced and the range of activities performed at that office.

Segal is headquartered in New York, New York (address provided below in our response). The Atlanta Office, housing our senior public sector staff, will be the primary office we will use to continue servicing your account.

Segal Consulting
2018 Powers Ferry Road, Suite 850
Atlanta, Georgia 30339-7200
(t) 678-306-3100
(f) 678-669-1887

Our Atlanta office, founded in 1969, is our East Region Pension hub of operations for public sector retirement entities. We consult directly or indirectly to over 300 clients, ranging from towns and cities to counties and state systems. Our Atlanta pension actuarial department is comprised of seventeen staff members, including eleven actuaries who have professional credentials. We have full capability to complete valuations, experience studies, actuarial audits, asset-liability modeling, GASB OPEB analysis, benefit calculations and statements, and other actuarial studies as requested.

3. Provide resumes describing the educational and work experiences for each of the key staff who would be assigned to the City. Identify the staff person who will serve as manager and primary contact for the City. Education, position in the firm and years of experience are key factors to be considered.

We have assigned an experienced team of actuaries and consultants to the primary project team, all of whom are based in our Atlanta Office. In addition, we will make other top Segal public sector actuaries available as resources to the project team wherever their special skill sets may be required.

The following identifies the members of our team, summarizes their qualifications, and describes their respective roles relative to this engagement.

Pension Services

We believe the strength of our team will provide the City with unmatched service. The Client Relationship Manager, primary contact, and lead actuary and consultant for the pension services, **Malichi S. Waterman, FCA, MAAA, EA,** Consulting Actuary, has almost 20 years of actuarial consulting experience. Mr. Waterman will continue to serve as the Lead Consultant for the pension project services, Enrolled Actuary, and final reviewer of all pension work.

Ms. Samantha Allen, Senior Actuarial Analyst will be responsible for the detailed review of the pension actuarial results. Ms. Allen has been with Segal since her graduation from Michigan State University in 2012. Ms. Allen will also continue to work on the actuarial side of our OPEB services.

Ms. Jody Martin, Senior Actuarial Analyst, will continue to serve as the actuarial analyst for the pension work. She will perform the technical work related to producing the actuarial valuation, including requesting and reconciling the relevant data, programming the valuation system, and preparing the basic actuarial cost calculations. Ms. Martin has over 30 years of actuarial consulting experience.

OPEB Services

Mr. David Berger, FCA, ASA, MAAA, EA has 30 years of experience and will continue to be the lead actuary and consultant, as well as the final reviewer, for the OPEB project services. Mr. Berger has experience helping public plans with their retiree health and retirement plans. Currently Mr. Berger leads the Atlanta Office's OPEB team, and is involved in more than 40 OPEB valuations annually. He has been involved in OPEB valuations since 1990.

Peter Wang, FCA, ASA, EA, MAAA will assist David by serving as the health reviewer. Peter is an Associate Actuary in our Atlanta office, and provides actuarial services to many clients.

Olga Ronsini, ASA is a Senior Benefits Analyst in our Atlanta office. She will serve as the analyst for OPEB. She will also provide a variety of actuarial functions, analytics and data management support to the team, and has experience in analyzing plan alternatives, budget projections, rate setting, and discount analysis.

Joshua Hoehn, Actuarial Analyst will continue to serve as the actuarial analyst for the actuarial side of the OPEB services. He has been with Segal for almost 2 years.

Team Resources

Mr. Rocky Joyner, FCA, ASA, MAAA, EA, will continue to serve as a technical and consulting resource to Mr. Waterman. Rocky has almost 40 years of experience in actuarial and pension consulting and is a frequent presenter at pension conferences across the country, including at the International Foundation's CAPPP Program, NCPERS, GFOA, FPPTA, and the Georgia State University's Center for State and Local Finance.

The City will have three additional resources in addition to Mr. Joyner.

Deborah K. Brigham, FCA, ASA, MAAA, EA, Vice President and Actuary, is the manager of the actuarial department in Atlanta, and as such, she will be in charge of managing the actuarial workload associated with this project and will ensure that quality procedures are followed.

Ms. Melanie Walker, JD, will provide ongoing and special project compliance services for the City's employee benefit plans. Her primary area of expertise is with public sector retirement plans and she serves as a national resource for Segal in this area.

Kim Nicholl, FSA, FCA, MAAA, EA, Senior Vice President and Consulting Actuary and National Public Sector Retirement Practice Leader will provide advice and consultation on industry trends and national initiatives.

We have provided team member resumes under **Section: Segal Team Resumes**

We believe the strength and knowledge of the team will continue to provide the City with unmatched service. If you wish to have a diverse team structure with the ability to provide a different perspective, our assigned team members are fully capable of taking our current work approach and providing a fresh new perspective.

Availability of your consultants to the City is critical. We will provide all office numbers, and cell numbers as needed, for the primary team members. Our objective is to provide you with the ability to reach us at any time. We will maintain a staffing hierarchy for receiving, processing and responding to possible issues, questions, and the needs of the City. By assigning more than one senior level actuary and reviewer to be fully familiar with your benefits and our work, and by providing ready access to your actuaries at all times, we are able to reduce any impact from key staff being temporarily away from the office.

4. Indicate if there are any pending legal actions against the firm.

There are not any pending legal actions against the firm.

5. Provide a general description of the firm's experience with particular emphasis on work performed for other local governments.

In addition to serving as the actuarial consultant to Gainesville for the past eleven years, Segal provides benefits consulting services to approximately 400 public sector entities, including over 100 defined benefit plans, representative of 37 states, plus the District of Columbia, the U.S. Virgin Islands, the U.S. Government and Canada. We have been providing actuarial consulting services to public sector retirement plans since 1950. Retirement actuarial consulting services are provided to over 100 public sector funds including state, local, transportation, and both primary and secondary education venues.

Your team is also engaged with numerous local government entities, including Fulton County, DeKalb County, and the nearly 300 municipalities of the Georgia Municipal Employees Benefits System.

We hope that our proposal demonstrates how the City will benefit from a continued relationship with Segal. We are different from competing firms because we have a specialized public sector practice that works with hundreds of state and local governments and municipal authorities.

Segal's unique qualifications include:

- **Historical Perspective:** Segal has been active in the public sector since the 1950s, including serving as the actuary for the City of Gainesville since 2007.
- **Public Sector Leadership:** Our relationships and support of the International Foundation, NASRA, GFOA, NCPERS, P2F2 and other national organizations means that we are aware of the ever-changing environment in which your plan must adapt.
- **Unbiased Advice**: Segal is an independent, employee-owned firm without conflicts of interest.
- **Competitive Pricing:** We offer the customized, hands-on service of a small firm — while backed by national research and benchmarking capabilities. This structure allows us to be efficient and offer our high-value services for a competitive fee.
- **Continuity of Service:** As your current actuary, we will assure that all required services are delivered on schedule.

6. Provide a detailed annual cost projection and proposed work plan. Include a schedule of costs by specified tasks as identified in the "Scope of Services". If proposal includes both pension actuarial services and OPEB actuarial services, please indicate if a higher cost will be charged if only one service is awarded.

Costs not included in the "Scope of Services", but which the firm proposes to charge, must be individually itemized and thoroughly explained. There will be no additional reimbursements for travel, communicating costs or other expenses incidental to the contract. Proposer must indicate hourly rates of compensation for any additional services which may be requested by the City outside the "Scope of Services" of this RFQ. Funding for any additional contract services beyond this "Scope of Services" will require advanced approval from the City.

This section must identify the major tasks to be accomplished within specific time frames as outlined in the "Scope of Services" along with turn-around times for each project.

We have provided the specific tasks for each Scope of Service under their respective sections, following this **General Information** Section.

7. Qualifications must include Schedule A, "Checklist and Certification" and must be executed by an official of the firm in a position to commit the firm to provide the services in accordance with these terms and conditions.

We have provided **Schedule A** under its own separate section.

8. Discuss any special conditions, other fees, other services, or deviations from the bid specifications.

Segal does not take any exception to the bid specifications.

9. Discuss how your firm assures that your actuaries and other staff members are aware and educated on new developments or changes in Federal and State law and Tax or other regulations. Also discuss how your firm communicates upcoming changes to keep clients informed of possible action needed.

Every year Segal's credentialed actuaries across the country and Canada attend an internal Technical Actuarial Meeting (TAM). Attendance at the TAM allows Segal's credentialed actuaries to attend training sessions and earn continuing education credits, as well as share ideas, concepts, and best practices with colleagues. Malichi Waterman and David Berger have also presented topics and taught sessions at the TAM.

In addition to the TAM, Segal's credentialed actuaries attend an outside conference at least every other year, generally conferences held by either the Conference of Consulting Actuaries or the Joint Board for Enrolled Actuaries. Furthermore, Segal actuaries regularly participate in both internal and external webinars for the purposes of continuing education.

General Services

1. Provide general actuarial services to the City of Gainesville on an as-needed basis for special projects or other general consulting.

In addition to the annually recurring services, your team at Segal is always available to assist on an as-needed basis for special projects and general consulting. In many cases of general consulting, Segal will not charge additional fees, unless discussions lead to significant research or special project work.

Our proposed hourly fees for non-recurring work for which there is no set fee are:

Position	Year 1	Year 2	Year 3	Year 4	Year 5
Consulting/signing Actuary	$385	$395	$410	$420	$435
Assistant Actuary	$335	$345	$360	$370	$385
Senior Actuarial Analyst	$275	$285	$300	$310	$325
Administrative Assistant	No charge				

Retirement Plan A Actuarial Services

1. Preparation of an annual actuarial valuation based on information prepared by the City staff. Such valuation shall provide all financial and statistical information as may be now, or hereafter be required, to prepare financial statements under generally accepted accounting principles, and any statutory or regulatory requirements for reporting to State and Federal agencies, as is now or may hereafter be enacted or adopted. Valuation must be completed by November 1st of each contract year and includes:

- ***Employee Record Keeping***
- ***Reconciliation of Data with Prior Valuation***
- ***Recommendation of Actuarial Assumptions***
- ***Asset Reconciliation***
- ***Determination of Contributions***
- ***GASB 67 Disclosure***
- ***GASB 68 Disclosure***
- ***OPEB 43***
- ***OPEB 45***
- ***Valuation Report***
- ***On-site meeting with City Board to present valuation and any recommended changes***
- ***On-site meeting with City Council at a work session to present valuation***

Segal's annual fees for providing the basic services described in Item 1 will be as shown below, unless agreed to otherwise. Travel is included for up to two (2) meetings or trips annually. Additional meetings or trips will be billed at cost to the City.

Item	Year 1	Year 2	Year 3	Year 4	Year 5
Annual City Valuation	$26,000	$26,750	$27,500	$28,250	$29,000
GASB 67 & 68 Disclosures	$8,000	$8,250	$8,500	$8,750	$9,000
Five-year Experience Review	$27,500				

Annual City Valuation work includes Employee Record Keeping, Reconciliation of Data with Prior Valuation, Asset Reconciliation, Determination of Contributions, and Valuation Report. We recommend the City conduct a five-year review of actuarial experience every three to five years, but as part of the annual process we will also make Recommendations of Actuarial Assumptions when appropriate.

GASB 67 and GASB 68 Disclosures will be completed by October 15 of each contract year.

Valuation reports will be completed by November 1 of each contract year. Segal will present the results of the valuation to the Pension Board and at a work session of the City Council, as soon as possible after the delivery of the report.

For OPEB 43 and 45, please refer to **Section: Other-Post Employment Benefits**

2. Recommended changes provided by the firm to the City at each fiscal year end should include topics such as suggested strategies for the improvement of plan benefits, performance and funding costs.

Each year Segal will review the actuarial and investment experience of the Plan. We will report our findings, and discuss recommended changes, when opportunities for improvement in plan benefits, performance, and funding costs exist. Fees for this item are included in the Annual City Valuation above.

3. Preparation of individual benefit statements for all plan participants by November 1st of each contract year.

Item	Year 1	Year 2	Year 3	Year 4	Year 5
Employee Benefit Statements	$5,600	$5,800	$6,000	$6,200	$6,400

Benefit statements will be completed, printed, and delivered by November 1 of each contract year.

4. Provide actuarial consultation and advisory services that may include, but not be limited to; technical, policy, legal or administrative problems arising during the course of operation of the Plan. The consulting actuary should be readily accessible

Fees for this item are included in the Annual City Valuation above. The consultant is local and can be available on very short notice in most circumstances.

5. Provide the services of an approved actuary who is regularly engaged in the provision of actuarial services and has substantial prior experience in providing actuarial services to a public employee retirement system. The City reserves the right to reject the firm's choice of a consulting actuary and may terminate the contract if a consulting actuary, acceptable to the City, cannot be made available by the firm.

The lead consultant and actuary, Mr. Malichi S. Waterman, FCA, MAAA, EA has nearly 20 years of actuarial consulting experience. He has served as a consulting actuary for The City of Gainesville for the past ten years.

6. Keep the City informed of any new developments or changes in Federal, State, Tax or other regulations regarding financing, benefits, vesting, fiduciary responsibility or disclosure. The consulting actuary should assist City in developing strategies for resolving any policy or administrative problems associated with interpreting and/or implementing law/regulation changes governing the Plan.

Segal has placed a long-standing emphasis on the importance of research and development that keeps our clients informed on all aspects of public sector employee benefits programs. We have extensive experience in preparing comprehensive studies and reports on benefits-related topics involving pension legislative and regulatory issues for many of our clients.

Segal will help Gainesville identify and monitor pertinent federal, legal and regulatory developments through daily review of specialized trade publications and research of critical state and local regulatory matters as necessary. We monitor the release of relevant government materials and have prompt access to all official documents, such as proposed and final regulations, Revenue Rulings, and bills introduced or acted on in Congress.

Segal produces a wide array of public sector plan-specific publications to ensure our clients are informed and prepared, including:

- *Public Sector Letter*, periodic publications that discuss creative benefit planning options for employers and plan sponsors. Past Public Sector Letters include:
    - "Operational Risk Is the Achilles' Heel of DC Plans"
    - "Helping Participants Manage 'Longevity Risk' in Light of the Increasing Importance of Defined Contribution Plans: New Rules Make Qualifying Longevity Annuity Contracts a Small First Step"
- *Update*, a newsletter that summarizes important developments affecting plan compliance. Past *Updates* include:
    - "For 2018, Increases in Certain IRS Dollar Limits, Social Security Figures; No Increase in the PBGC Premium for Multiemployer Plans"
    - Trump Administration's Latest Executive Actions on Health Care; Bipartisan Senate Plan to Stabilize the Individual Market
    - DOL Investigating Timely Payment of Pensions to Terminated Vested Participants Nationwide
- *Data,* surveys and studies of interest to sponsors of public sector plans. Past *Data* include:
    - 2018 Segal Health Plan Cost Trend survey
    - 2017 State Employee Health Benefits Survey

Segal's experts frequently discuss our publications and studies in complimentary **webinars**.

There are no additional fees associated with these publications and services.

7. Provide immediate notification to City of any change in personnel assigned to the project.

Segal will provide timely notice of any changes in the primary team members or their roles.

8. A benefit calculator that is available to plan participants is desirable. A cost should be provided in the qualification for this service.

Segal offers a new online modeling web portal which allows employees to log in securely and access their personalized benefit information. Employees can estimate their pension benefits at retirement by selecting different desired retirement ages. The web portal will be fully customized with the City of Gainesville's branding and specifications. The fees for this tool will range from $25,000 to $45,000 depending on the content and functionality desired by the City of Gainesville.

9. *Any other unique features that the qualifier can provide.*

As the Plan's consultant and actuary for the past ten years, Segal has worked closely with the Board on a number of non-recurring or supplemental items, in addition to the annual services. We have listed some of these below.

- **Plan changes effective July 1, 2008**

In an effort to improve funding of the Plan and assure the long-term stability of contributions Segal collaborated with the City to amend the Plan to create a different benefit structure for future hires, while not affecting the benefits for employees hired before the effective date. These changes will gradually decrease the cost of the Plan.

- **Experience Studies**

In the past ten years, Segal completed a four-year experience study for the period July 1, 2006 to June 30, 2010 and a five-year experience review study for the period July 1, 2010 to June 30, 2016. In these studies, we conducted a thorough review of both economic and demographic assumptions. We recommended modifications to mortality, turnover, disability, and retirement rates assumptions. We also recommended changes in the discount rate, inflation rate, and salary scale assumption.

- **Unused Sick Leave and Sick Reserve Balance**

In 2011, Segal performed studies to determine the cost associated with converting unused sick leave and unused sick reserve balances to benefit service for eligible participants. As the result of the studies, 100% of the sick reserve balances were converted to benefit service and participants were given a one-time option to convert their unused sick leave to service, as well.

- **Optional Forms of Benefit Changes**

Also in 2011, Segal reviewed the optional forms provisions of the Plan, and the actuarial equivalence assumptions used to convert the normal form of benefit to an optional form. Through this process, Segal and the Board were able to simplify the Plan's choices of optional forms, while simultaneously updating the conversion assumptions.

- **Implementation of GASB 67 and GASB 68 Accounting**

In 2015, Segal began providing the City information necessary to complete Statements 67 and 68 of the Government Accounting Standards Board. We have provided this information by October 15th each year after the initial implementation, at the City's request. As part of this process, we also helped the Pension Board draft a new Statement of Funding Policy.

Looking ahead

In the months and years ahead, we would like to discuss several ideas with the Board that may be of interest.

- **Revisit the Plan's Actuarial Asset Smoothing Method -** While the current 10-year smoothing method has worked well in the past, it might be worth analyzing the effect of shortening the smoothing period to five years.

- **Revisit the Plan's Funding Policy Statement -** With the recent depletion of the Plan's Credit Balance, this might be a good time to combine or fresh start the bases used to amortize the unfunded actuarial accrued liability. We might also look at the actuarial cost method. The method used for funding is different from the required method under GASB 67 and 68. Perhaps there is value in switching the method, so that these two are the same.

- **Stochastic Projections and/or Stress-testing –** Each year, we provide deterministic projections of expected results to the Board. However, these do not account for potential swings in the financial markets. Segal has recently developed some new tools that will help provide a more complete look at the future.

- **Revised Benefit Statements –** Across the industry, participant statements are becoming more all-inclusive. We can work with our communications team to develop a statement design to update the look that includes the information that your participants want, such as multiple retirement dates or 457 Plan balances.

- **Plan Design –** As the City of Gainesville continues to grow, the goals of your Retirement Plan can change. Sometimes it is necessary to improve benefits to attract talent. Perhaps it is desirable for employees to work to later ages, or retire sooner. Segal is prepared to work with the Pension Board and the City to review any potential challenges, and help develop solutions.

Our proposed hourly fees for non-recurring work for which there is no set fee are:

Position	Year 1	Year 2	Year 3	Year 4	Year 5
Consulting/signing Actuary	$385	$395	$410	$420	$435
Assistant Actuary	$335	$345	$360	$370	$385
Senior Actuarial Analyst	$275	$285	$300	$310	$325
Administrative Assistant	No charge				

Other Post-Employment Benefits

1. Assist the City with implementation of GASB Statement 75, including identification of benefits covered by the GASB standard.

GASB 75 is the applicable accounting standard for fiscal years ending after June 15, 2018. We work with about 25 Georgia cities in preparation of OPEB valuations. Segal has been performing OPEB valuations for the City since at least 2008.

Segal partners with GMEBS to provide a consistent OPEB valuation report, and simplify the data collection process. This allows us to provide valuations with a guaranteed fee structure.

Segal and GMEBS are in the process of preparing a Webinar that will cover GASB 75 implementation.

2. Determine the implicit rate subsidy and the impact it has on the OPEB liability.

The implicit rate subsidy is the difference between cash required to pay premiums and the projected claims costs for the retirees. The difference stems from the blending of the retiree and active premiums – that is, the premium would be smaller if it were based on just those active employees that are covered, and the premiums would be larger if it were based on just the covered retirees.

Segal will determine the implicit rate subsidy and the impact it has on the OPEB liability.

3. Work with the City to determine the proper actuarial cost method, actuarial asset valuation method, amortization method and key assumptions to the valuation based on relevant accounting and actuarial standards.

GASB 75 specifies the actuarial cost method, the actuarial asset method, and the amortization method for accounting purposes.

Segal can work with the city to study the impact of funding (currently the plan is not pre-funding). GASB 75 does not currently require a funding valuation, but many in the industry think this is coming. Many Cities are using the same funding policy as was used to calculate the Additional Required Contribution (ARC) under GASB 45 when they a funding valuation is requested.

Many of the demographic assumptions mirror those of the pension valuations. To the extent they are reasonable and make sense, we will employ the same set of assumptions for the OPEB valuation as are used in the pension valuation.

The OPEB valuation has its own set of assumptions.

- GASB 75 has a defined way to determine the discount rate, mirroring that of GASB 68. For an unfunded plan like the City's OPEB plan, the discount rate reverts to a bond index of 20-year, general obligation, municipal bonds.

- Claims are generally developed from premiums and actual claims experience over a period of three years. This smooths out the variances from valuation to valuation. The average claims cost for the group is adjusted to reflect morbidity differences across ages (that is, older people generally pay more in medical expenses).

- The national projected medical trend is a component of the plan trend that will be applied to create the assumed claims in the City's OPEB valuation. Segal's national OPEB team creates this national trend assumption. The local team applies the individual plan characteristics and experience to generate the plan-specific trend.

- The Participation assumption is an important component of an OPEB valuation. With the requirement to contribute post-retirement toward the cost of premiums, some retiring active employees will decline coverage.

- There are several other assumptions specific to OPEB, and we will include adequate detail in our disclosures and valuation for the City and its auditors.

Segal will review the assumptions each valuation, and at each disclosure. To the extent possible, we will

4. Prepare an actuarial valuation, following GASB 43 and 45 standards to include the following information:

- ***Actuarial present value of total projected benefits***
- ***Actuarial accrued liability***
- ***Actuarial value of assets***
- ***Unfunded actuarial accrued liability***
- ***Normal cost***
- ***Annual required contribution of the employer – as a level dollar amount and as a level percentage of covered payroll***
- ***Net OPEB obligation***

Segal will perform an actuarial valuation, following GASB 74 and 75 standards to include the necessary information. At a minimum we will include the following information:

- Actuarial present value of total projected benefits
- Total OPEB liability
- Net Fiduciary Position
- Net OPEB liability
- Service cost
- Actuarially Determined Contribution
- Deferred Inflows of Resources
- Deferred Outflows of Resources

- OPEB Expense

5. Prepare the necessary material for the Comprehensive Annual Financial Report to comply with GASB OPEB reporting and disclosure requirements.

Segal will provide the necessary actuarial information and help the City to collect the information required in GASB 75, paragraph 50.

6. The City intends to meet the minimum frequency requirements for the OPEB valuation. Provide guidance and information on how changes would be handled in "off" years.

A new valuation is required every other year. In the interim year it may be required if there have been significant plan changes, there is a large change in the group covered, or some other administration change that might impact retirement or turnover.

In some years with changes, Segal will not need to do an entirely new valuation. For example, a plan change may result in a claims cost adjustment, and not require new demographic data.

The discount rate will likely change every year, so even in an interim year a separate disclosure will be required. GASB 75 does permit a year lag – the Net OPEB Liability that appears on the June 30, 2018 CAFR (a June 30, 2018 Reporting Date) can be based on a Measurement Date of June 30, 2017.

An interim year disclosure will be based on the previous valuation, using the appropriate discount rate. Generally, this disclosure will provide the updated exhibits and requisite information only necessary to produce the CAFR. This is typically no more than four or five exhibits.

7. Prepare an analysis to determine how establishing a trust would affect the interest rate assumption.

Establishing a Trust and a funding policy (developing an Actuarially Determined Contribution) would move to increase the discount rate and reduce the Net OPEB Liability and OPEB Expense.

Our valuation report will include an Actuarially Determined Contribution. Our default calculation would be to mimic the methodology of the Annual Required Contribution from the GASB 45 valuation.

The establishment of a Trust with a funding policy does not generally meet the requirements of GASB 75 for employing a blended discount rate immediately. When there is a pattern of contributing the Actuarially Determined Contribution the blended discount rate can be used. Some employers are phasing in the blended discount rate as they establish a funding policy (e.g. 20% of the blended rate per year).

Segal has developed several analytical tools that highlight the impact of funding the OPEB Plan. We can include the long-term impact on the Net OPEB Liability in our valuation report.

A full-blown study, where we develop the discount rate for multiple scenarios, then the accompanying ten-year projections of Net OPEB Liability and Expense for several different funding policies, is a project that we would consider worthwhile only every five years or so. The scope of this type of ad hoc project can vary quite dramatically. Segal would work with the City to develop a reasonable model and associated fees.

8. Provide recommendations on managing the OPEB liability, including changes in plan design.

As part of the annual report we will provide detail of the liabilities, highlighting where subsidies might not match those of other Georgia cities. Additionally, we will make suggestions.

Three plan designs that we have found interesting are:

- One small, Georgia city offers to continue active coverage to participants retiring on or after age 62, but only until age 65. Spouses are covered as well, but their coverage stops at the earlier of their age 65 or the participant's age 65.

- The second Georgia city recently started funding their OPEB Plan, putting about 1/3 of the Total OPEB Liability at the 2.85% discount rate into a Trust. Additionally, they replaced their post-65 coverage with an HRA payment.

- The third Georgia city did not change their plan, but requires participants to purchase Medicare Part B coverage, something they had not been doing. For participants that retired several years ago, the city is reimbursing the participant for the cost of this coverage.

9. Make recommendations as to the development of a formalized plan(s). Once Plan(s) are documented, review and update on a biannual basis.

Many Georgia cities merely have a policy and a precedent of providing retiree medical coverage. Others have legislation describing the policy. Some have a Plan document that spells out the parameters of eligibility and duration of coverage. Most cities provide some sort of document at retirement describing what is available.

A formal plan document can provide the most flexibility and can be the easiest to amend.

The plan document may not need a formal review biannually. As part of our claims calculation process, we will do an informal review. We will provide a fee estimate for ad hoc reviews.

10. Attend one on-site meeting with City management to present valuation and recommendations and attend one on-site meeting with City Council at a work session to present valuation.

We have included this in our biannual valuation fees.

Proposed OPEB Fixed Fees:

The last OPEB valuation was prepared June 30, 2016, so a 2018 valuation will be required.

The biannual valuation fees will include:

- The OPEB valuation report, compliant with GASBS 74 and 75;
- Two meetings, one with the City Management and one with the City Council;
- A demographic assumption review (though not a full study);
- Updating the retiree medical valuation assumptions, including resetting participation rates and the medical, drug, and contribution trends;
- Claims cost development based on the prior three years of claims history if self-insured, or the prior three years of premiums if fully-insured;
- An informal review of the plan document or substantive plan;
- The impact of the Excise Tax on the Total OPEB Liability;
- Discussion on the impact of establishing a funding policy, including the long-term impact on the Total OPEB Liability; and
- Trends about what other Georgia cities are doing with their plans.

The GASBS 74 & 75 Disclosures fees will include information sufficient to prepare the CAFR, in a layout very similar to the October 13, 2017 GASB 67 & 68 disclosure letter for Retirement Plan A sent to Mr. Jeremy Perry.

Assistance with preparing a plan document is a very broad scope. This can mean drafting the plan from scratch, or collecting information that is available elsewhere into a plan, or providing background information to legal representation to prepare the document. Segal will work with you to define a scope of services that makes sense.

Item	2018	2019	2020	2021	2022
Biannual OPEB Valuation	$20,000	N/A	$21,000	N/A	$22,000
GASBS 74 & 75 Disclosures	$5,000	$5,000	$5,000	$5,000	$5,000
Assistance with preparing a plan document	Between $7,500 and $40,000, depending on scope				

Our proposed hourly fees for non-recurring work for which there is no set fee are:

Position	Year 1	Year 2	Year 3	Year 4	Year 5
Consulting/signing Actuary	$385	$395	$410	$420	$435
Assistant Actuary	$335	$345	$360	$370	$385
Senior Actuarial Analyst	$275	$285	$300	$310	$325
Administrative Assistant	No charge				

Schedule A (Checklist)

Schedule A

Checklist

Request for Qualification Bid Packages being returned to the City of Gainesville should contain the followings documents:

- □ Two (2) copies of the RFQ response as specified in Section III – Instructions to Proposers.
- □ Written Responses to Section V - Required Information, referenced by topic and item number as listed in Section V.
- □ Additional Recommendations, if any, as specified in Section III – Instructions to Proposers, Item G.

Certification

Segal Consulting certifies that it is familiar with and understands the City of Gainesville's "Request for Qualification" and agrees to meet or exceed all specifications included in the qualification package and to comply with the scope, nature, quantity and quality of the work to be performed. Any exceptions have been noted above and it is understood that deficiencies may result in rejection of the proposal.

By: ______________________________

Title: ______________________________

Date: ______________________________

Segal Team Resumes

MALICHI S. WATERMAN, FCA, MAAA, EA
CONSULTING ACTUARY, ATLANTA

Expertise

Mr. Waterman is a Consulting Actuary in Segal's Atlanta office with over 18 years of retirement consulting experience. He works on all phases of actuarial valuations and administrative issues for a variety of public sector, multiemployer, and corporate clients. He has experience working on IRS and PBGC filings, GASB disclosures, and expense and contribution projections, including asset liability and live modeling.

Clients that Mr. Waterman works with include:

- Georgia Municipal Employee Benefits System (GA)
- Fire and Police Pension Fund, San Antonio (TX)
- **City of Gainesville Retirement Plan A (GA)**
- City of Savannah Employees' Retirement Plan (GA)
- City of Vero Beach General Employee Retirement Plan (FL)
- Fulton-DeKalb Hospital Authority Employees' Retirement Plan (GA)
- Fulton County Employees Retirement System (GA)

Professional Background

Before joining the firm, Mr. Waterman worked for seven years for a retirement consulting firm specializing in corporate retirement plans.

Education/Professional Designations

Mr. Waterman holds a Bachelor of Business Administration, specializing in Actuarial Science, from Georgia State University. He is a Fellow of the Conference of Consulting Actuaries, a Member of the American Academy of Actuaries and an Enrolled Actuary.

DAVID A. BERGER, ASA, MAAA, FCA, EA
VICE PRESIDENT AND CONSULTING ACTUARY, ATLANTA

Expertise

Mr. Berger is a Vice President and Consulting Actuary in Segal's Atlanta office, with more than 30 years of experience helping clients with their retiree health and retirement plans. He specializes in OPEB valuations for public and multi-employer plans, and in studies for these plans. Mr. Berger has worked with as a pension plan actuary, and has helped sponsors to develop step-wise, risk-mitigation plans.

Currently Mr. Berger leads the Atlanta Office's OPEB team, and is involved in more than 40 OPEB valuations annually. He manages OPEB valuations for four state plans. He has been involved in OPEB valuations since 1990.

Professional Background

Prior to Segal, Mr. Berger worked for several major consulting firms. Most recently, he served as a Retirement Consultant at Aon Hewitt, where he served as the lead retirement consultant for several large corporate plan sponsors.

Education/Professional Designations

Mr. Berger holds a MA in Economics from the University of South Florida and a BS in Economics and Management and Applied Mathematics from Centre College of Kentucky. He is an Associate of the Society of Actuaries, a Member of the American Academy of Actuaries, a Fellow of the Conference of Consulting Actuaries and an Enrolled Actuary.

SAMANTHA ALLEN
SENIOR ACTUARIAL ANALYST, ATLANTA

Expertise

Ms. Allen is a Senior Actuarial Analyst in Segal's Atlanta office. She works on all phases of actuarial valuations and helps navigate administrative issues for a variety of governmental and multiemployer clients. Ms. Allen has experience with IRS filings, benefit calculations and expense and contribution projections, including deterministic forecasting. Ms. Allen also has extensive experience with plan design work. Clients that Ms. Allen has worked with include:

- City of Dallas Police & Fire (TX)
- Fulton County (GA)
- **City of Gainesville (GA)**
- City of Jacksonville (FL)
- Town of Johnston (RI)
- Town of Hamden (CT)

Education/Professional Designations

Ms. Allen received a BA in Finance with a Minor in Mathematics and a specialization in Actuarial Science from Michigan State University. She is currently taking exams given by the Society of Actuaries (SOA).

JODY MARTIN
SENIOR ACTUARIAL ANALYST, ATLANTA

Expertise

Ms. Martin is a Senior Actuarial Analyst in Segal's Atlanta office. She provides all phases of actuarial valuations and deals with administrative problems for public sector pension plan clients. She has expertise in all of the company's data editing and actuarial valuation programs.

Ms. Martin's current responsibilities include data reconciliation, program testing, and report production for a number of public sector defined benefit pension plans. She is the local expert in generating experience studies for all of our public sector plans, and she analyzes mortality, disability, retirement, turnover, salary, and investment experience over multi-year periods. Clients that Ms. Martin has worked with include:

- City of Atlanta (GA)
- City of Birmingham (AL)
- Chattanooga Fire and Police (TN)
- DeKalb County (GA)
- **City of Gainesville (GA)**
- Town of Hamden (CT)
- Orlando Police (FL)

Education/Professional Designations

Ms. Martin holds a BA in Economics and Business from Wheaton College (Wheaton, Illinois).

PETER WANG, FCA, ASA, MAAA, EA
ASSOCIATE ACTUARY, ATLANTA

Expertise

Mr. Wang is an Associate Actuary in Segal's Atlanta office with over 11 years of actuarial consulting experience. He provides retiree health and related consulting services (including SOP 92-6 valuations and GASB OPEB valuations) to clients.

Professional Background

Prior to joining Segal Consulting, Mr. Wang served as a Consulting Actuary for Cuni, Rust and Strenk, where he was responsible for reviewing and co-signing valuation reports for single employer and multiemployer pension and health and welfare funds (including both funding and accounting reports). In addition, he was responsible for signing government forms. Mr. Wang also served as a Consulting Actuary for United Actuarial Services, Inc. where he was responsible for the firm's post-retirement medical valuation practice and worked with several multiemployer pension funds.

Education/Professional Designations

Mr. Wang received a BS in Mathematics from Fudan University (Shanghai, China). He received a PhD in Statistics from Purdue University. Mr. Wang is an Associate of the Society of Actuaries (ASA), a Member of the American Academy of Actuaries (MAAA) and an Enrolled Actuary (EA).

OLGA RONSINI, ASA
SENIOR BENEFIT ANALYST, ATLANTA

Expertise

Ms. Ronsini joined is an Actuarial Analyst in Segal's Atlanta office. Her responsibilities include performing technical work and review for actuarial valuations, actuarial assumptions studies and related projects, including:

- Retiree Medical (OPEB) Valuations;
- Expense and revenue projections for self-funded health plans;
- Estimating IBNR reserves;
- Conducting Actuarial Attestations in support of Retiree Drug Subsidy applications; and
- Processing and analyzing health claims data.

Olga has worked on procurements for numerous products and size clients - most recently her experience includes the State of Maryland - Department of Budget and Management, North Carolina State Health Plan, State of Wisconsin – Department of Employee Trust Fund, State of Alabama (PEEHIP) and the State of Illinois – Department of Central Management Services.

Education/Professional Designations

Ms. Ronsini graduated with an MA in Applied Mathematics from Yaroslavl State University (Russia). Olga recently became an Associate of the Society of Actuaries.

LEON F. (ROCKY) JOYNER, JR., ASA, MAAA, FCA, EA
VICE PRESIDENT AND CONSULTING ACTUARY, ATLANTA

Expertise

Mr. Joyner is a Vice President and Actuary in Segal's Atlanta office. He has over 35 years of experience in the design, valuation and administration of defined benefit plans, with a focus on the public sector market.

Mr. Joyner is the consulting actuary for many city and county government clients, including the Dallas Police and Fire Pension System, City of Birmingham, Memphis Light, Gas & Water Division, and San Antonio Fire and Police Pension Fund. Since 2006, he has served as the consulting actuary for the Georgia Municipal Employees' Benefit System, which covers employees in nearly 300 municipalities in the state of Georgia.

Education/Professional Designations

Mr. Joyner is a cum laude graduate of Washington and Lee University (Lexington, VA), where he earned a BS in Mathematics and Physics-Engineering. He has also completed graduate work in Actuarial Science at Georgia State University. Mr. Joyner is an Associate of the Society of Actuaries, a Member of the American Academy of Actuaries, a Fellow in the Conference of Consulting Actuaries and an Enrolled Actuary.

Publications/Speeches

Mr. Joyner has been a conference speaker on public sector funding issues for numerous organizations, including the International Foundation for Employee Benefits, the Government Finance Officers Association (GFOA), The National Conference on Public Employee Retirement Systems (NCPERS), the Conference of Consulting Actuaries (CCA), the Advisory Committee for the Certificate in Public Financial Management program, and the Society of Actuaries (SOA). He has testified before legislative committees in Texas, Kentucky, and Georgia, and has published articles on Deferred Retirement Option Program (DROP) issues and plan design.

DEBORAH K. BRIGHAM, ASA, MAAA, FCA, EA
VICE PRESIDENT AND ACTUARY, ATLANTA

Expertise

Ms. Brigham is a Vice President and Actuary in Segal's Atlanta office, where she manages the Actuarial Practice. She is responsible for the final consulting and technical review of a number of public sector and multiemployer pension plans. She has completed cash flow projections, plan redesigns, experience studies, replacement ratio studies, and actuarial audits.

Clients she has worked with include the San Antonio Police and Fire Pension Fund, the Dallas Police and Fire Pension System, DeKalb County (GA), Fulton County (GA), Memphis Light, Gas & Water Division, and the City of Birmingham.

Education/Professional Designations

Ms. Brigham earned a Bachelor's degree in Mathematics from Emory University, and received her Master of Actuarial Science degree from Georgia State University. Ms. Brigham is a Fellow of the Conference of Consulting Actuaries, an Associate of the Society of Actuaries, a Member of the American Academy of Actuaries and an Enrolled Actuary. She was a member of the American Academy of Actuaries Public Plans Task Force from 2005-2007, and is part of the Public Plans Community of the Conference of Consulting Actuaries.

MELANIE WALKER
SENIOR VICE PRESIDENT, NATIONAL DIRECTOR, PUBLIC SECTOR MARKET, WASHINGTON, DC

Expertise

Ms. Walker is a Vice President in Segal's National Compliance Practice based in the firm's Denver office. She provides ongoing and special project compliance services for employee benefit plans to clients in Segal's three market divisions (public sector, private sector and multiemployer). Her primary area of expertise is with public sector retirement plans and she serves as a national resource for Segal in this area.

Professional Background

Prior to joining Segal, Ms. Walker worked in employment law at a firm in Denver.

Education/Professional Designations

Ms. Walker received a BA in Political Science and International Affairs with an area of concentration in the Former Soviet Union at the University of Colorado at Boulder and a JD from the University of Colorado School of Law. She is a licensed attorney in the State of Colorado.

Ms. Walker is an active member of the National Association of Public Pension Attorneys (NAPPA). She is also a member of the National Association of Government Defined Contribution Administrators (NAGDCA) where she serves as part of their 403b Task Force for 2015.

Publications/Speeches

Ms. Walker frequently authors Segal publications for distribution to Segal's public sector retirement plan clients and has written articles for the NAPPA and NAGDCA newsletters. She is also a speaker on public sector retirement and benefits issues, including speaking for the International Foundation of Employee Benefit Plans and for the American Society of Pension Actuaries

KIM NICHOLL., FSA, MAAA, FCA, EA
SENIOR VICE PRESIDENT AND CONSULTING ACTUARY, NATIONAL PUBLIC SECTOR RETIREMENT PRACTICE LEADER, CHICAGO

Expertise

Ms. Nicholl joined The Segal Company as the National Public Sector Retirement Practice Leader in 2010. She has actuarial and consulting experience with a wide variety of clients in the public sector. Ms. Nicholl has consulted on the design and interpretation of plan provisions for defined benefit and defined contribution retirement plans, and on their relationship to ERISA, IRS regulations and new legislation. Her experience includes all aspects of employee benefit programs.

Ms. Nicholl's specialized expertise includes:

- Supervising, reviewing, and certifying actuarial valuations and studies for defined benefit retirement plans and postretirement health care plans.
- Analyzing benefits provided from defined benefit, defined contribution and postretirement health care plans for purposes of restating retirement income policies, with recommendations based on client goals.
- Performing plan design analyses for public pension and postretirement health care plans.
- Performing experience analysis studies resulting in changes to actuarial assumptions used in the actuarial valuations of defined benefit retirement plans.
- Performing asset/liability modeling studies for large retirement plans.

Ms. Nicholl's clients have included: Teachers Retirement System of the State of Illinois, Missouri Public School and Public Education Employee Retirement Systems, State Teachers Retirement System of Ohio, Metropolitan Water Reclamation District of Greater Chicago, Virginia Joint Legislative Audit and Review Commission, Commonwealth of Pennsylvania, Ohio Police and Fire Pension Fund, Teachers Retirement System of the State of Illinois and Texas Employees Retirement System.

Professional Background

Ms. Nicholl has over 25 years of experience supporting the design and financing of retirement and other employee benefit programs for the public sector. Prior to joining Segal, she served as National Leader of Public Sector Retirement Consulting at another consulting firm.

Education/Professional Designations

Ms. Nicholl graduated magna cum laude from Loyola University with a BS degree in Mathematics. She is a Fellow of the Society of Actuaries, a Fellow of the Conference of Consulting Actuaries, a Member of the American Academy of Actuaries and an Enrolled Actuary under ERISA.

Published Work/Speeches

Ms. Nicholl speaks and presents frequently at professional organizations, including the National Council on Teacher Retirement, the National Association of State Retirement Administrators the National Conference on Public Employee Retirement Systems, the International Foundation of Employee Benefits and the Conference of Consulting Actuaries. Additionally, she has provided educational sessions for the Boards and Staff of public pension retirement systems. Ms. Nicholl has testified before state legislative bodies in Illinois, Wisconsin, Maryland, Ohio and Texas. She currently serves on the American Academy of Actuaries Public Pensions Subcommittee.

Recent presentations and publications include:

- "Analytics of Managing Risk in Your Defined Benefit Plan," Kim Nicholl and Matt Strom, Segal webinar, June 2015
- "Public-Sector Pension Plans: Major Challenges & Common-Sense Solutions," Kim Nicholl, Government Finance Review, April 2013
- "GASB Approves New Accounting Standards for Public Sector Pension Plans and Sponsoring Employers," Kim Nicholl and Paul Angelo, Pension Section News, November 2012
- "Hybrids in the Public Sector," IFEBP 58th Annual Employee Benefits Conference, November 2012
- "GASB's Proposed Changes to Pension Accounting Standards for Public Sector Employers," Paul Angelo, Rocky Joyner and Kim Nicholl, Benefit Magazine (IFEPB), June 2012
- "Planning a Successful Pension Funding Policy," Kim M. Nicholl, Paul Angelo, and Cathie G. Eitelberg, Segal Public Sector Letter, November 2011
- "Public Pension Plans," SOA 2011 Annual Meeting & Exhibit, October 2011
- "Actual Cost vs. Market Price: Does Market Valuation of Pension Liabilities Fit the Public Sector?," Paul Angelo, Kim M. Nicholl and Cathie G. Eitelberg, Segal Public Sector Letter, June 2011
- "Pension Plan Design and Costs," Pew Center on the States Public Pension Conference, June 2011

SEGAL COMPANY PUBLIC SECTOR CONSULTING AGREEMENT EXHIBIT A

	VENDOR CLASSIFICATION CHECK APPROPIATE BOX	**Licensed Professional Services (Actuary)**
	Type of Insurance	
A	Commercial General Liability Each Occurrence	**1-See Below**
	General Liability	$ 1,000,000.00
	Personal & Advertising Injury	$ 1,000,000.00
	Medical Expense Any One Person	$ 5,000.00
	Damage to Rented Premises	$ 50,000.00
	General Aggregate	$ 2,000,000.00
	Products - Complete / Operations Aggregate	$ 1,000,000.00
B	Auto Liability - Incl BI and PD	**2 -See Below**
	Combined Single Limit per Accident	
	Any Auto	$ 1,000,000.00
	or	
	All Owned	$ 1,000,000.00
	All Hired	$ 1,000,000.00
	All Non-Hired	$ 1,000,000.00
C	Excess / Umbrella Liability	**3-See Below**
	Each Occurrence	$ 1,000,000.00
	Aggregate	$ 1,000,000.00
D	Workers Compensation and Employers Liability	
	Each Employee	$ 1,000,000.00
	Each Accident	$ 1,000,000.00
E	Disability Benefits	
	Each Employee	Statutory
F	Other - Professional / Fiduciary Liability	$2,000,000.00
	or Errors and Omissions per Claim	
	Aggregate	$3,000,000.00
Opt	Owners and Contractors Protection	
	Each Occurrence	
	Aggregate	
	All Other Insurance As Required by Law	
	Gainesville City to be named as Additional Insured, Primary / Non-contibutory and waiver of subrogation on these coverage's	**All Lines Except WC**

1 **The Per occurrence and Aggregate limits for specified should apply on a per location or per project basis - If you have questions or you are unsure please see Risk Manager**

2 **Automobile Liability Coverage is required IF an automobile is used in the execution of their contract. A vendor using a third party for shipment or transport does not require Automobile Liability Insurance**

3 **Umbrella should follow form**

CITY OF GAINESVILLE

COUNCIL AGENDA REQUEST

Date Submitted:	5/31/2018
Presenter:	Bryan Lackey
Item of Business:	BR-2018-34 Quit-Claim Deed Regarding Interest in Right-of-Way Formerly Known As Wills Street
Meeting Date:	6/5/2018

Purpose of Request:

The purpose of this request is to clarify ownership of property.

History/Background:

The Gainesville Non-Profit Development Foundation is working to provide affordable housing. The Tax Assessor's office shows that the City of Gainesville owns property within the development, but title search records indicate the city does not own the property. The developer has requested that the City execute a quit-claim deed to confirm the City's lack of an interest in the property.

Facts & Issues for Consideration:

The proposed resolution authorizes the execution of a Quit-Claim Deed to convey the referenced property to M&R Rental Properties, LLC.

Department Recommendation:

Adopt the resolution as presented.

Department Director:

Bryan Lackey

If funding is involved, are funds approved within the current budget?

N/A

Amount Requested:

Source of Funds:

Finance Comments:

Administrative Comments:

ATTACHMENTS:

Description	Type
BR-2018-34 Quit-Claim Deed for Wills Street	Resolution
Exhibit A - Quit-Claim Deed for Wills Street	Attachments/Exhibits

RESOLUTION BR-2018-34

QUIT-CLAIM DEED REGARDING INTEREST IN RIGHT-OF-WAY FORMERLY KNOWN AS WILLS STREET

WHEREAS, the Gainesville Nonprofit Development Foundation is currently working with M&R Rental Properties, LLC and Davis Pine, LLC on a development to provide affordable housing for the citizens of the City of Gainesville; and

WHEREAS, in the course of conducting title searches regarding the real property upon which the affordable housing will be constructed, the Gainesville Nonprofit Development Foundation discovered that the Hall County Tax Assessor's office shows a small tract of right of way formerly known as Wills Street as being owned by the City of Gainesville; and

WHEREAS, although the title searches reveal that the City of Gainesville does not own said tract of real property, M&R Rental Properties, LLC has requested that the City of Gainesville execute the Quit-Claim Deed attached hereto as Exhibit "A," conveying the real property described therein (hereinafter referred to as "the Property"), to eliminate any confusion regarding ownership of the Property; and

WHEREAS, it is in the best interest of the citizens of the City of Gainesville that the affordable housing development proceed.

NOW, THEREFORE, BE IT RESOLVED THAT that the governing body for the City of Gainesville hereby authorizes the Mayor, the City Manager and City Attorney to execute the Quit-Claim Deed attached hereto as Exhibit "A," as well as all such documents as may be necessary to assist in the affordable housing development.

Adopted this ___ day of ________, 2018.

____

C. Danny Dunagan, Jr., Mayor

This is to certify that I am City Clerk of the City of Gainesville. As such, I keep its official records, including its minutes. In that capacity, my signature below certifies this resolution was adopted as stated and will be recorded in the official minutes.

ATTEST:

____

Denise O. Jordan, City Clerk

AFTER RECORDING PLEASE RETURN TO:
Hulsey, Oliver & Mahar
200 E. E. Butler Parkway
Gainesville, Georgia 30501
Attn: Paul B. Smart

QUIT-CLAIM DEED

STATE OF GEORGIA,
COUNTY OF HALL.

THIS INDENTURE, made this ____ day of _______, ________, between **City of Gainesville, Georgia**, of the first part, and **M&R Rental Properties, LLC**, of the second part,

WITNESSETH: That the said party of the first part, for and in consideration of the sum of *One Dollar ($1.00)*, in hand paid, the receipt whereof is acknowledged, has bargained, sold, and by these presents does remise, convey and forever *QUIT-CLAIM* to the said party of the second part, his heirs and assigns,

All that tract or parcel of land lying and being in the City of Gainesville, Hall County, Georgia, and being that right of way of the former Wills Street, having been abandoned by the City of Gainesville, by official action of the City of Commission on March 17, 1981, as recorded on page 274 of the 1981 City Commission Minute Book, said tract being more particularly described as follows:

Commencing at that point where the centerline of Industrial Boulevard intersects the centerline of Wills Street, thence running North 28º 54' 16" West 22.63 feet to a nail found on the northern right of way of Industrial Boulevard, said point constituting the TRUE POINT OF BEGINNING. From that TRUE POINT OF BEGINNING, thence running along the old centerline of Wills Street North 28º 54' 16" West 13.17 feet to a point; thence continuing along said centerline North 28º 53' 51" East 90.17 feet to a point; thence continuing along said centerline North 30º 30' 18" West 83.07 feet to an iron pin set. The afore described line being the former centerline of Wills Road, with the right of way extending 20 feet to the west of said centerline and 15 feet to the east of said centerline as shown on that "Retracement and Topographic Survey for City of Gainesville," prepared by Robert S. Cleveland, Georgia Registered Land Survey No. 2894 of Rochester & Associates, Inc., dated January 23, 2018.

The purpose of this Quit-Claim Deed is to convey any interest in the above described property held by the party of the first part.

TO HAVE AND TO HOLD the said described premises to the said party of the second part, so that neither the said party of the first part nor its heirs, nor any other person or persons claiming under it shall at any time, by any means or ways, have, claim or demand any right or title to the aforesaid described premises or appurtenances, or any rights thereof.

IN WITNESS WHEREOF, the said party of the first part has hereunto set its hand and seal, the day and year above written.

Signed, sealed and delivered in the presence of:

____
Unofficial Witness

____
Notary Public
My Commission Expires:
(NOTARY SEAL)

Commission Expires:

CITY OF GAINESVILLE, a Georgia Municipality

By: ______________________________(SEAL)
C. Danny Dunagan, Jr., Mayor

ATTEST

____
Denise O. Jordan, City Clerk

PBS:T7678/W211895

CITY OF GAINESVILLE

COUNCIL AGENDA REQUEST

Date Submitted: 5/16/2018

Presenter: Bryan Lackey

Item of Business: PR-2018-14 Bureau of Justice Assistance Bulletproof Vest Partnership Grant Program FY19-20

Meeting Date: 6/5/2018

Purpose of Request:

Approval to apply and accept grant funding from the Bureau of Justice Assistance (BJA) for the upcoming Bulletproof Vest Partnership Grant Program.

History/Background:

The BJA will award a maximum of a 50% cash match for expired vest replacement or to purchase vests for new employees.

Facts & Issues for Consideration:

We have a need to replace or purchase 22 vests for a grand total of $12,342. Our 50% cash match would be $6,171.

Department Recommendation:

We are requesting approval to proceed with and accept this grant funding if selected.

Department Director:

Carol Martin

If funding is involved, are funds approved within the current budget?

Amount Requested:

$6,171

Source of Funds:

Uniforms Account

Finance Comments:

Administrative Comments:

ATTACHMENTS:

Description	Type
PR-2018-14 BJA BVP Grant Program FY19-20	Resolution

RESOLUTION PR-2018-14

BUREAU OF JUSTICE ASSISTANCE
BULLETPROOF VEST PARTNERSHIP GRANT PROGRAM FY18-19

WHEREAS, the Bureau of Justice Assistance (BJA) has announced the Bulletproof Vest Partnership Grant Program for the FY19-20 (October 2018 to September 2020); and

WHEREAS, the BJA has grant money for police agencies to buy bulletproof vests and the City of Gainesville is eligible to receive these funds; and

WHEREAS, the BJA will award a maximum of 50% of the cost of a bulletproof vest to replace expired vests or purchase new vests for new employees.

NOW, THEREFORE, BE IT RESOLVED THAT the governing body for the City of Gainesville hereby authorizes the City Manager to execute all documents on behalf of the City of Gainesville Police Department as related to this said grant.

Adopted this _____ day of __________________, 2018.

____
C. Danny Dunagan, Jr., Mayor

This is to certify that I am City Clerk of the City of Gainesville. As such, I keep its official records, including its minutes. In that capacity, my signature below certifies this resolution was adopted as stated and will be recorded in the official minutes.

ATTEST:

____
Denise O. Jordan, City Clerk

CITY OF GAINESVILLE

COUNCIL AGENDA REQUEST

Date Submitted: 5/25/2018

Presenter: Bryan Lackey

Item of Business: Fiscal Year 2019 Recommended Budget

Meeting Date: 6/5/2018

Purpose of Request:

Presentation of the FY2019 Budget to be considered for adoption.

History/Background:

Historically, the City Manager presents the proposed budget for all funds to be considered by the governing body.

Facts & Issues for Consideration:

Department Recommendation:

Department Director:

Bryan Lackey

If funding is involved, are funds approved within the current budget?

Amount Requested:

Source of Funds:

Finance Comments:

Administrative Comments:

ATTACHMENTS:

Description	Type
Budget Presentation	Powerpoint Presentation
Budget Memo	Cover Memo

City Manager's FY19 Budget Presentation

May, 2018

2018 Council Retreat Recap

Economic Development

Leisure Services

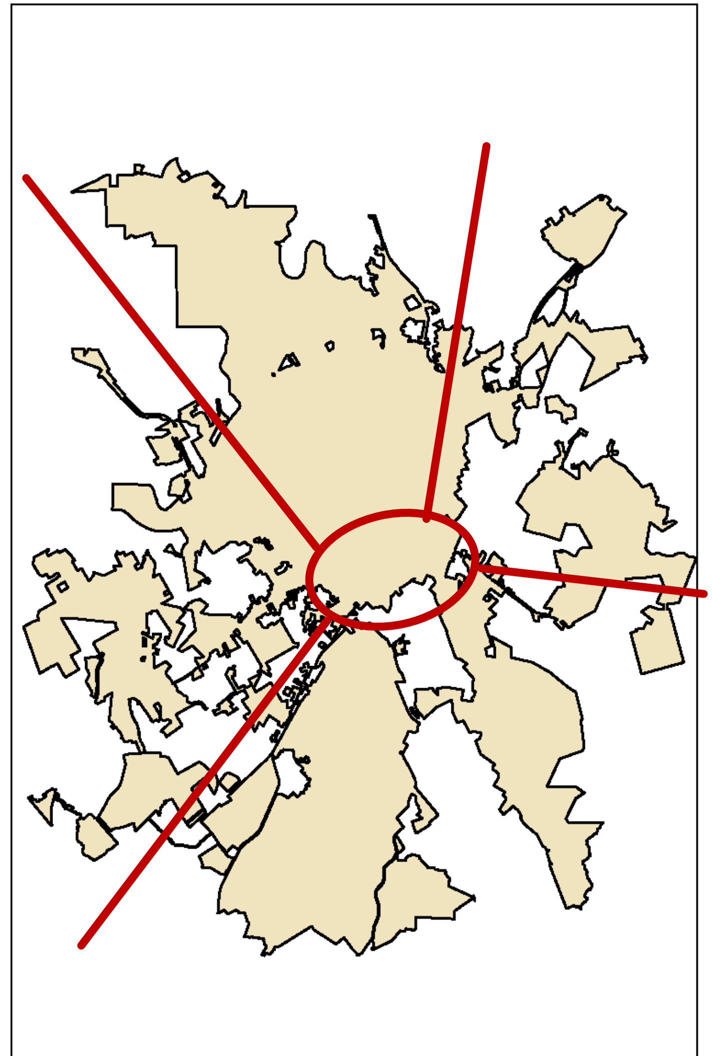
Infrastructure Improvements

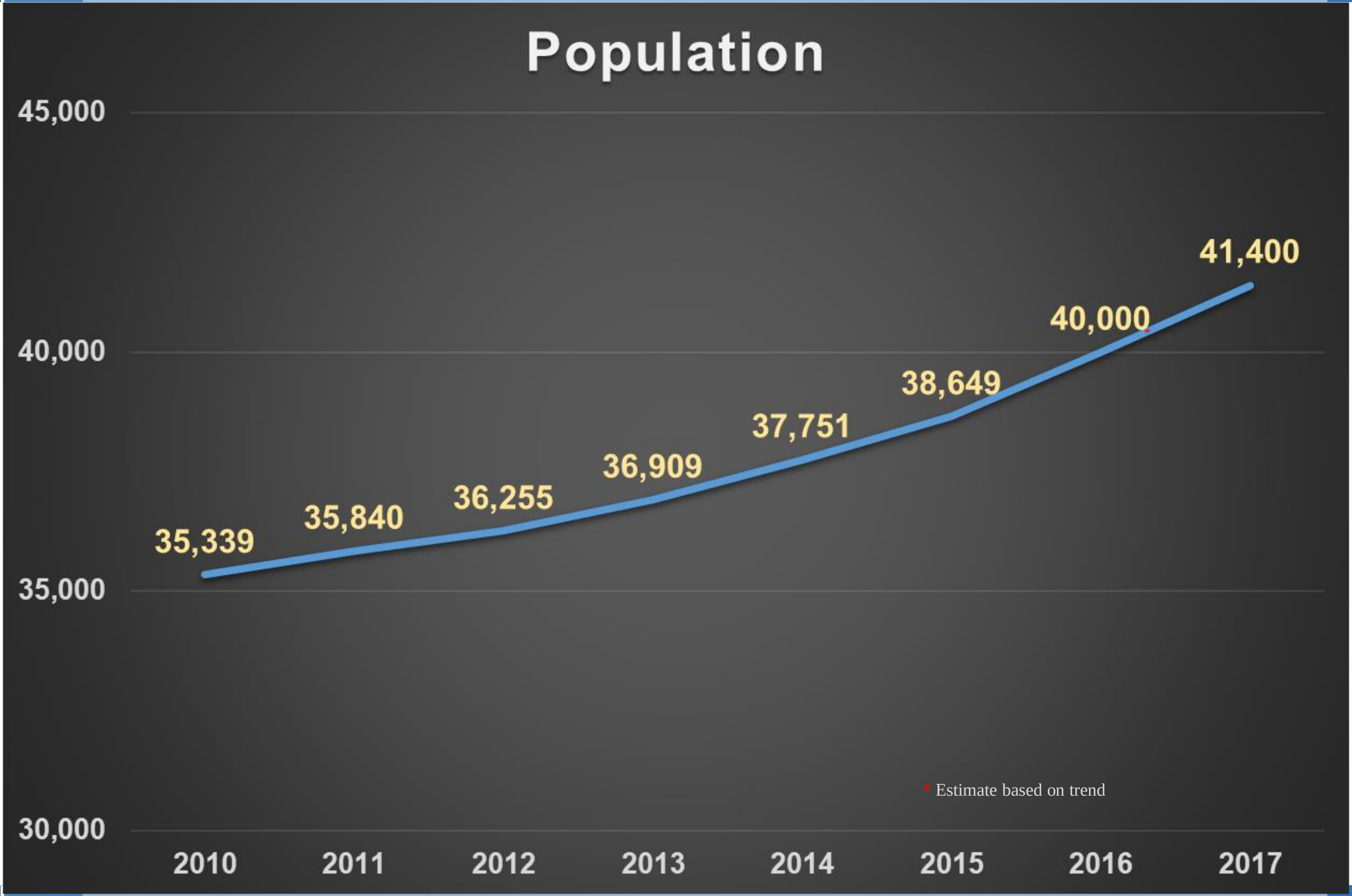
Gainesville's Strategic Priorities

Quality of Life

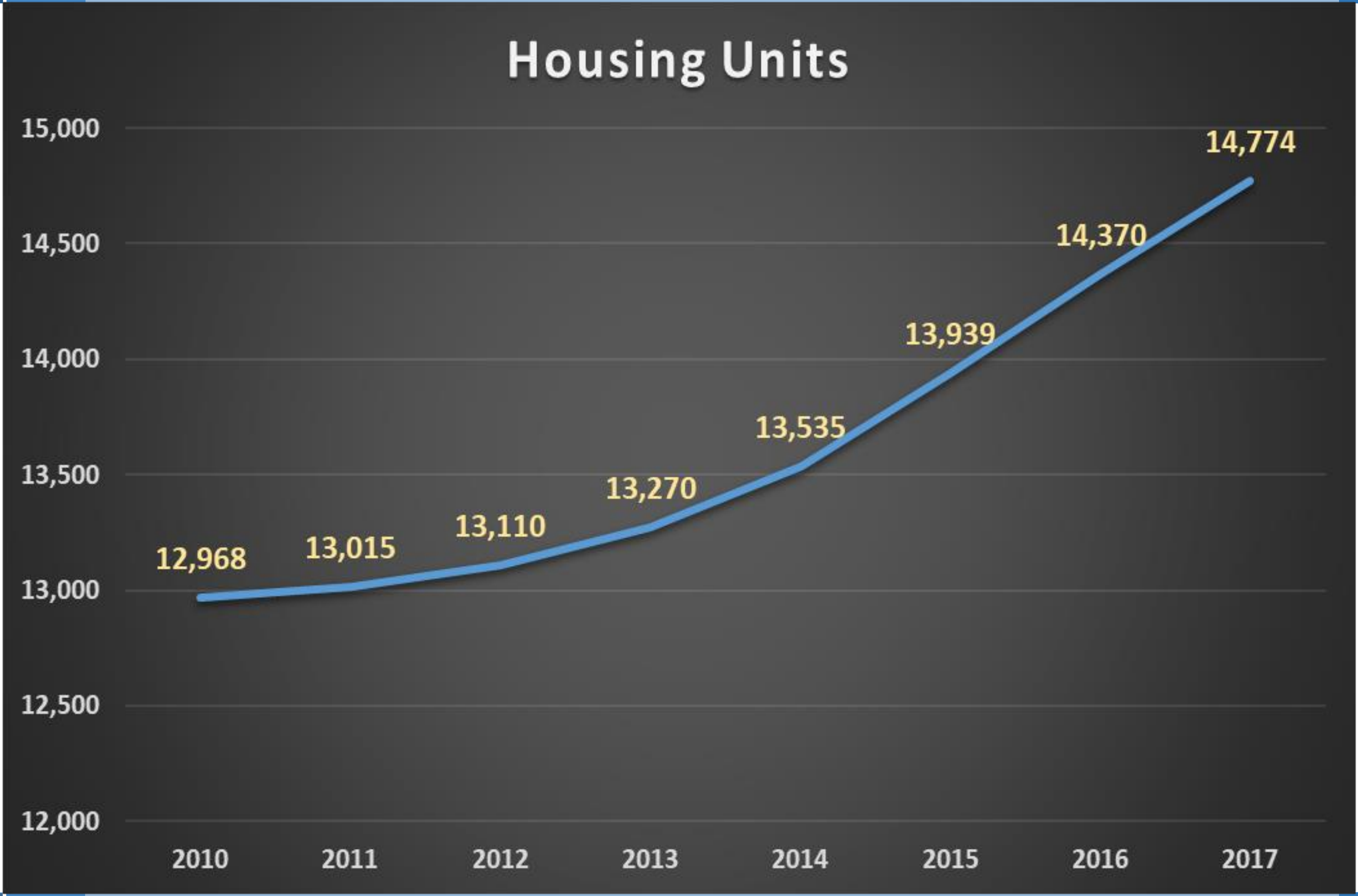
Internal Operations

Gainesville, Georgia
Since 1821





Population
45,000
40,000
35,000
30,000
35,339
35,840
36,255
36,909
37,751
38,649
40,000*
41,400
* Estimate based on trend
2010
2011
2012
2013
2014
2015
2016
2017



Housing Units
15,000
14,500
14,000
13,500
13,000
12,500
12,000
12,968
13,015
13,110
13,270
13,535
13,939
14,370
14,774
2010
2011
2012
2013
2014
2015
2016
2017

2018 Council Retreat Recap

- Traffic Congestion Relief
- Infrastructure –Paving, Water, Sewer & Stormwater
- Housing & Growth New & Renovations, Con't Investment
- Employee Compensation & Benefits
- Transportation Alternatives- Highlands to Islands Trail

General Fund

- Budget is $40.2 million
  - 11.67% Increase Operating Revenue

- Budgeted Fund Balance
  - $3.5 million
  - Capital Purchases
  - Not relied upon for operations

General Fund

- Budget is $40.2 million
  - 11.67% Increase Operating Revenue

- Budgeted Fund Balance
  - $3.5 million
  - Capital Purchases
  - Not relied upon for operations

Revenues

- Other Taxes
  - 0.1% Total Increase
    - Decrease in Franchise Fees
- Other Revenues
  - 1.5 % Increase
    - Loss of Tax Equity Payment
- Property Taxes
  - To Fund $1.4 Million in Capital Projects

Expenditures

- Departmental Expenditures
  - 2.5% Increase
  - At Least 4.0% COLA
  - 3 Additional FT Positions
- Health Insurance
  - Continues to Increase
  - Ideas to Lower Costs and Reduce Risk
- Technology Costs

General Fund

- Budget is $40.2 million
  - 11.67% Increase Operating Revenue

- Budgeted Fund Balance
  - $3.5 million
  - Capital Purchases
  - Not relied upon for operations

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- Property Taxes
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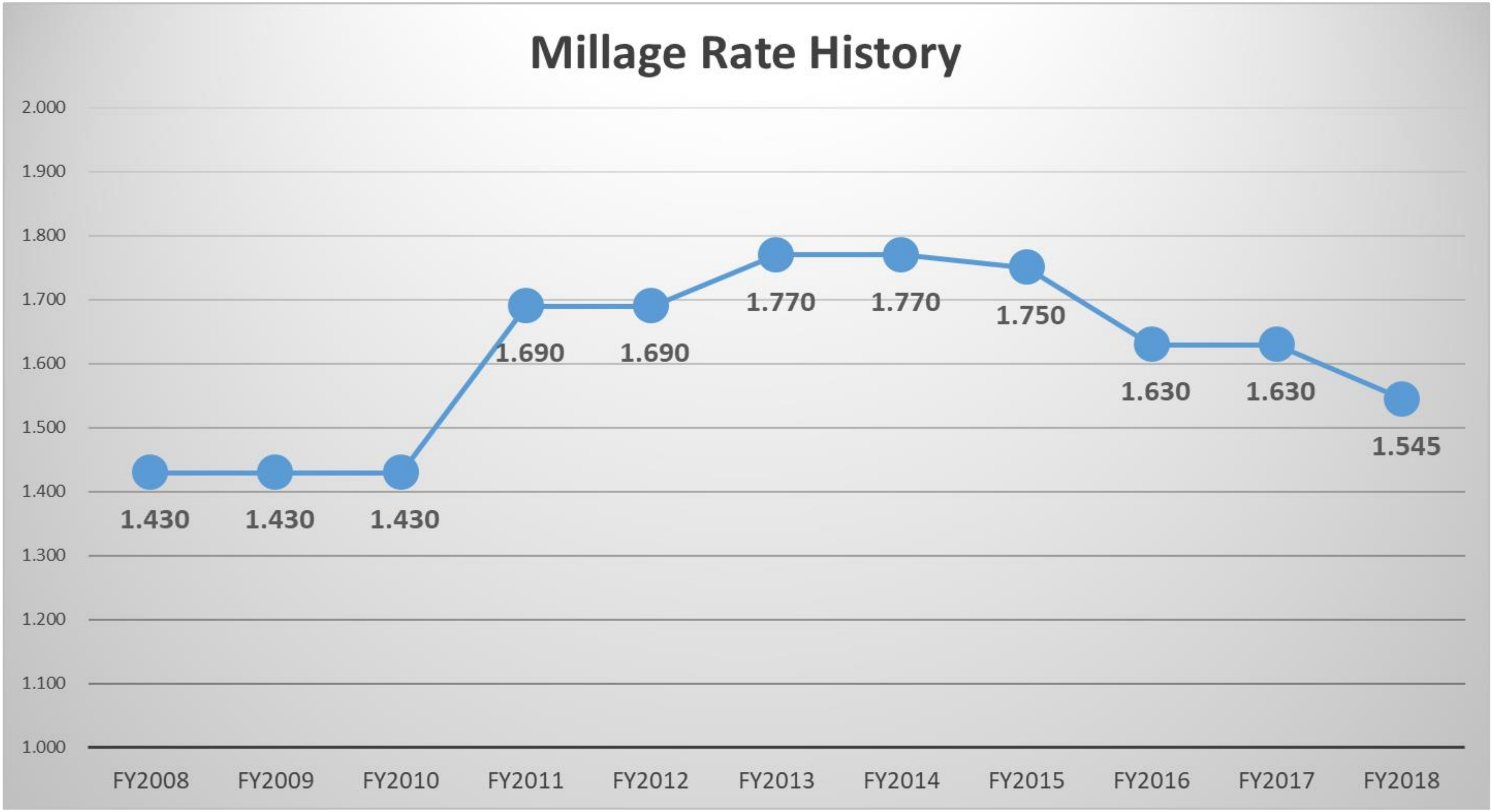
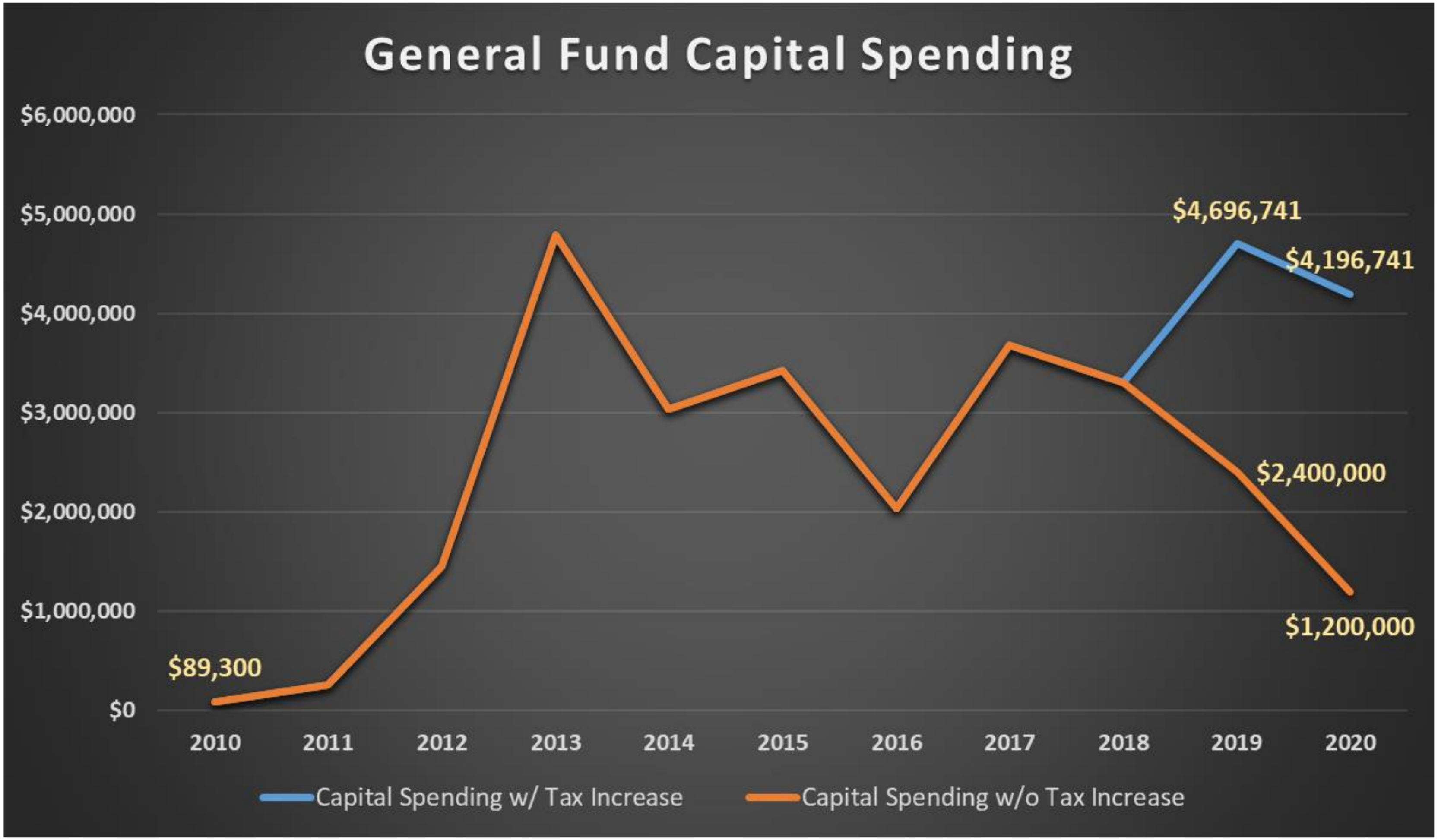
Expenditures

- Departmental Expenditures
  - 2.5% Increase
  - At Least 4.0% COLA
  - 3 Additional FT Positions
- Health Insurance
  - Continues to Increase
  - Ideas to Lower Costs and Reduce Risk
- Technology Costs

0.5 Mill Increase

Invest in Transportation & Public Safety


Millage Rate History
2.000
1.900
1.800
1.700
1.600
1.500
1.400
1.300
1.200
1.100
1.000
1.430
1.430
1.430
1.690
1.690
1.770
1.770
1.750
1.630
1.630
1.545
FY2008
FY2009
FY2010
FY2011
FY2012
FY2013
FY2014
FY2015
FY2016
FY2017
FY2018


General Fund Capital Spending
$6,000,000
$5,000,000
$4,000,000
$3,000,000
$2,000,000
$1,000,000
$0
$89,300
$4,696,741
$4,196,741
$2,400,000
$1,200,000
2010
2011
2012
2013
2014
2015
2016
2017
2018
2019
2020
Capital Spending w/ Tax Increase
Capital Spending w/o Tax Increase

HALL COUNTY Tax Commissioner
SERVICE | EFFICIENCY | ACCOUNTABILITY

	Fair Market Value	Taxable Value	Millage Rate (Before SDS)	Net Tax (Before SDS)	Millage Rate (After SDS)	Net Tax (After SDS)	Millage Rate (After SDS with Millage Increase)	Net Tax (After SDS with Millage Increase)
General	$200,000	$80,000	6.700	$536	5.493	$439	5.493	$439
EMS	$200,000	$80,000	-	-	0.570	$46	0.570	$46
Developmental Services	$200,000	$80,000	-	-	~~0.449~~	$51 $-	-	-
Parks & Rec.	$200,000	$80,000	-	-	~~0.188~~	Savings $-	-	-
Total			6.700	$536	6.063 ~~6.700~~	$485	6.063	$485

Gainesville, Georgia
Since 1821

	Fair Market Value	Taxable Value	Millage Rate (Before SDS)	Net Tax (Before SDS)	Millage Rate (After SDS)	Net Tax (After SDS)	Millage Rate (After SDS with Millage Increase)	Net Tax (After SDS with Millage Increase)
General	$200,000	$200,000	1.545	$309	1.545	$309	0.795	$159
Fire	$200,000	$200,000	-	-	-	-	1.250	$250
Debt Service	$200,000	$200,000	0.569	$114	0.569	$114	0.569	$114
Parks & Rec.	$200,000	$200,000	0.750	$150	0.750	$150	0.750	$150
Total			2.864	$573	2.864	$573	3.364	$673

Gainesville, Georgia
Since 1821

HALL COUNTY Tax Commissioner
SERVICE | EFFICIENCY | ACCOUNTABILITY

	Fair Market Value	Taxable Value	Millage Rate (Before SDS)	Net Tax (Before SDS)	Millage Rate (After SDS)	Net Tax (After SDS)	Millage Rate (After SDS with Millage Increase)	Net Tax (After SDS with Millage Increase)
Total Hall County	$200,000	$80,000	6.700	$536	6.063	$485	6.063	$485

0.637 Millage Rate Decrease

$51 Decrease

Gainesville, Georgia
Since 1821

	Fair Market Value	Taxable Value	Millage Rate (Before SDS)	Net Tax (Before SDS)	Millage Rate (After SDS)	Net Tax (After SDS)	Millage Rate (After SDS with Millage Increase)	Net Tax (After SDS with Millage Increase)
Total Gainesville	$200,000	$200,000	2.864	$573	2.864	$573	3.364	$673

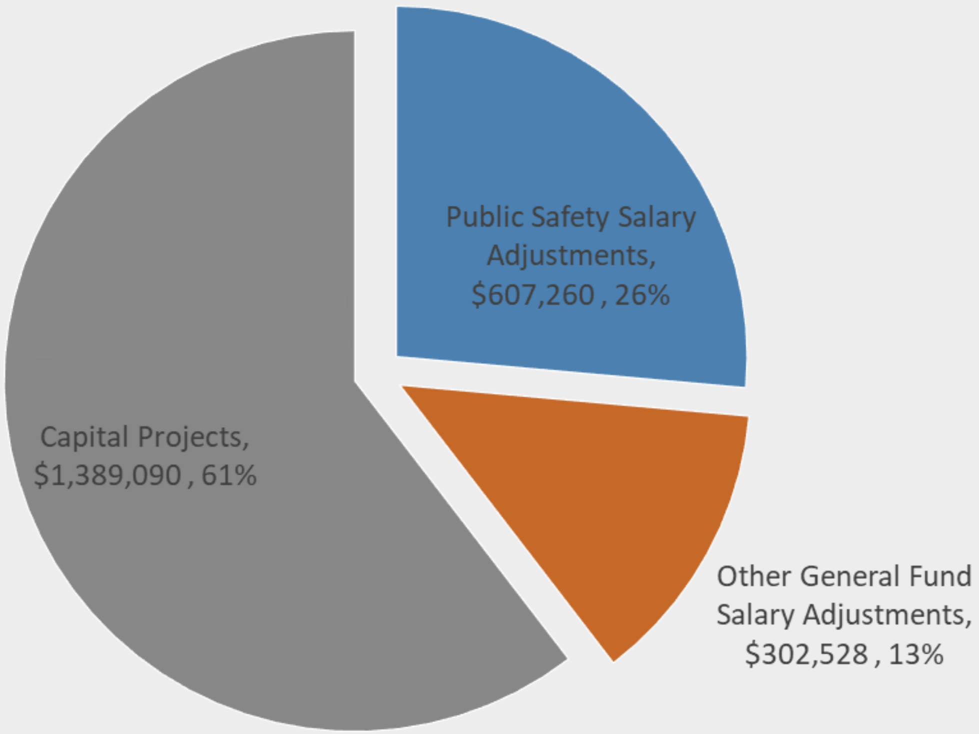
0.500 Millage Rate Increase

$100 Increase

	Fair Market Value	Taxable Value	Millage Rate (Before SDS)	Net Tax (Before SDS)	Millage Rate (After SDS)	Net Tax (After SDS)	Millage Rate (After SDS with Millage Increase)	Net Tax (After SDS with Millage Increase)
Total	$200,000	$80K/$200K	9.564	$1,109	8.927	$1,058	9.427	$1,158

$49 or 4.4% Increase

How will the .5 mill increase be used?



WHAT SHOULD THE $1.4 MILLION IN ADDITIONAL CAPITAL COVER??

Dawsonville Highway Connector

Park Hill Drive Design & Neighborhood Plan

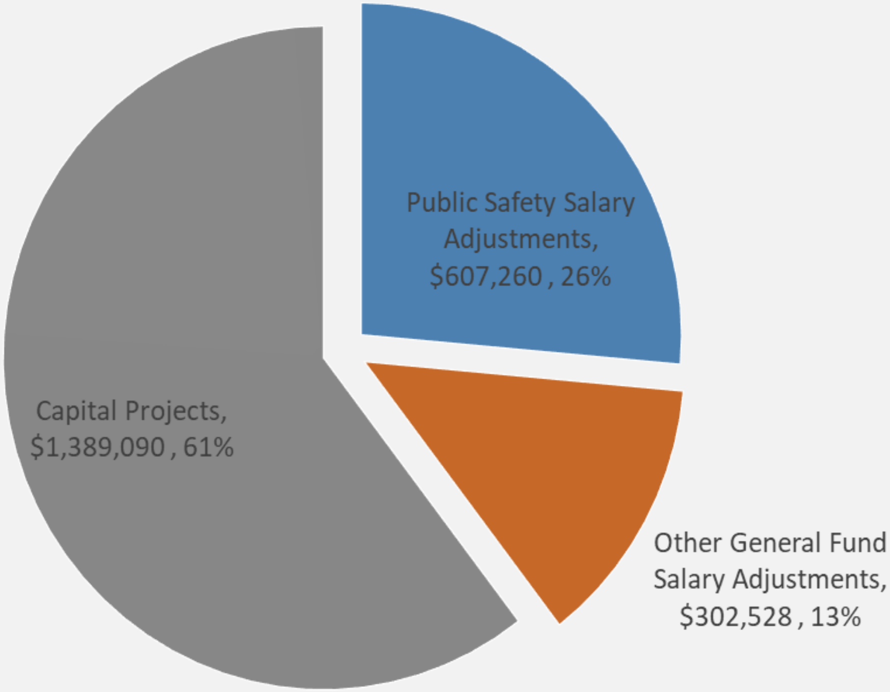
Gateway Corridor Improvements

Fire Station #5 Planning

Highlands to Islands Trail Connection

Green Street Design

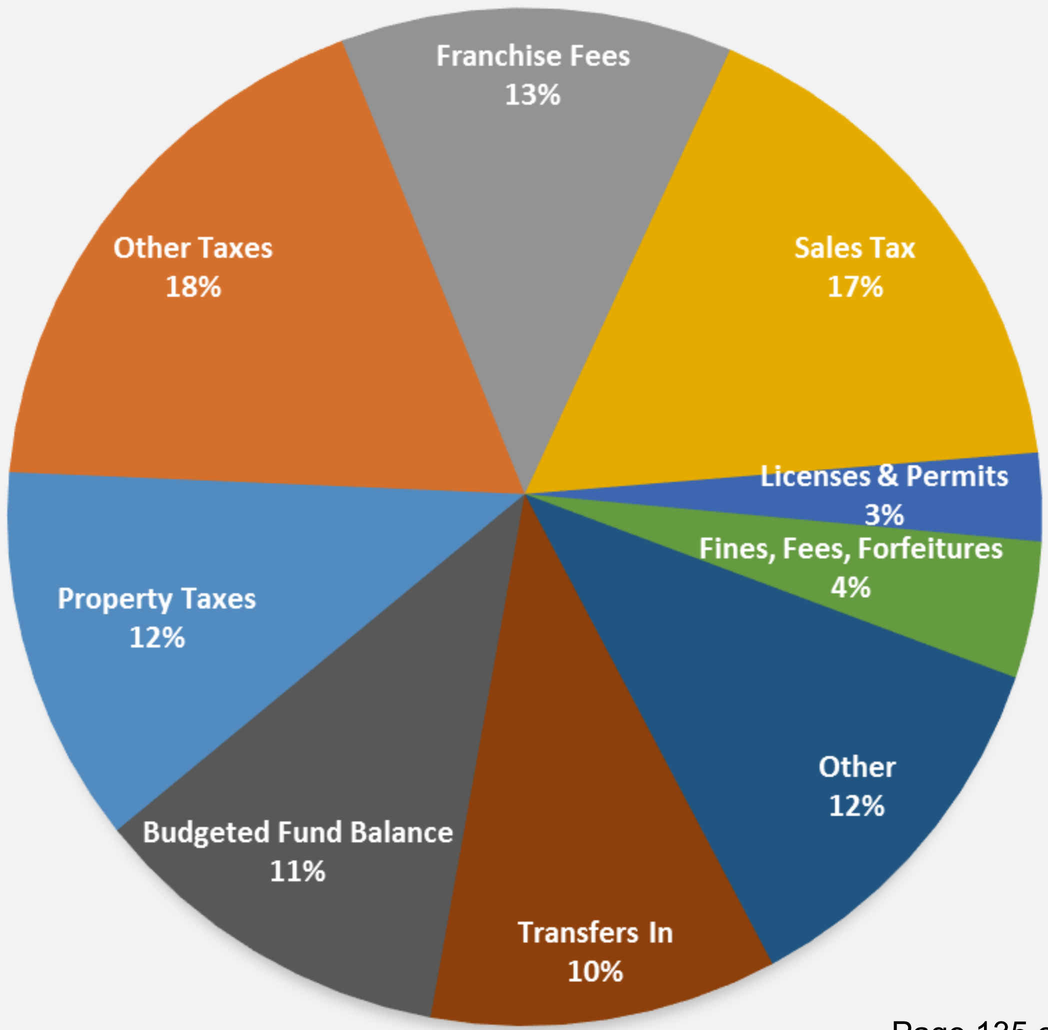
How will the .5 mill increase be used?



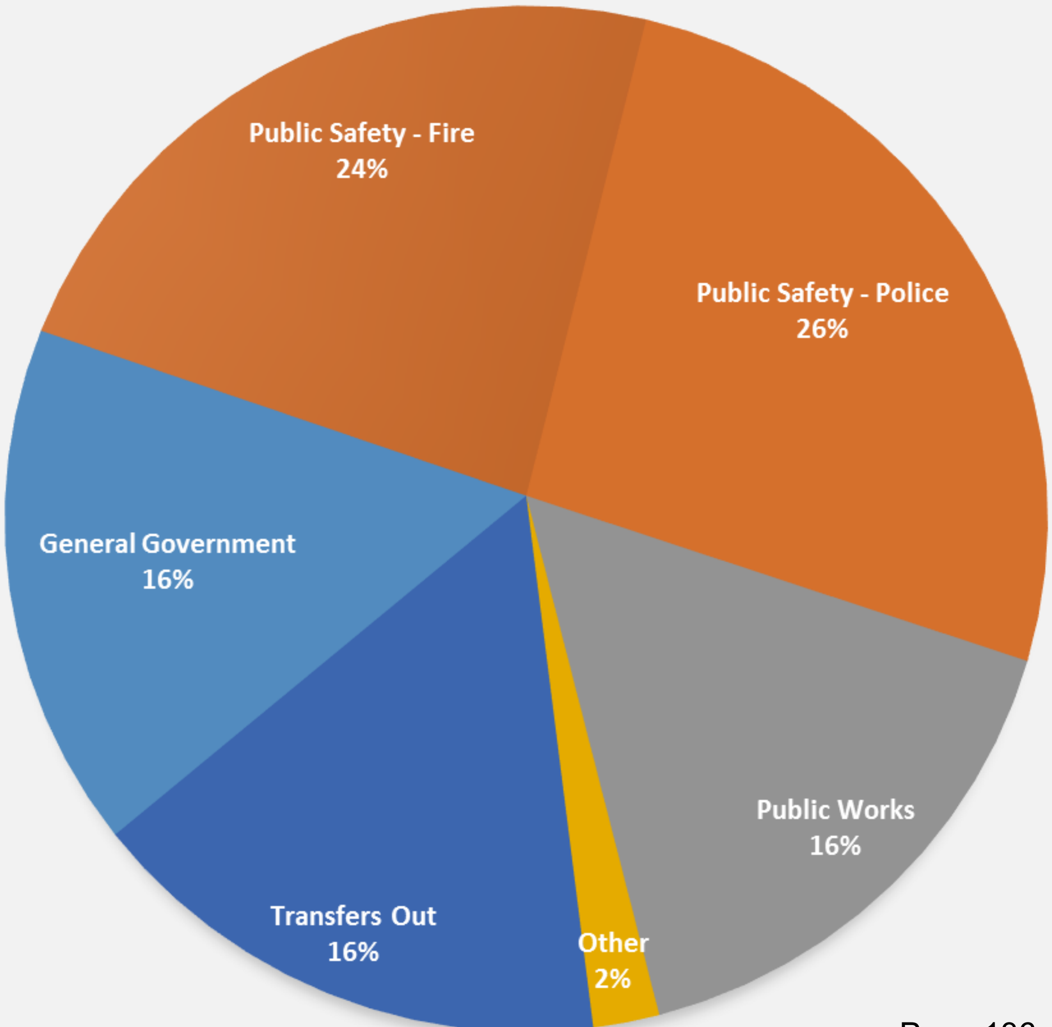
How has the millage rates changed?

Fund	FY2018 Millage Rates	FY2019 Millage Rates	Difference
General	1.545	0.795	-0.750
Fire	0.000	1.250	1.250
Debt Service	0.569	0.569	0.000
Park & Recreation	0.750	0.750	0.000
Total	2.864	3.364	0.500

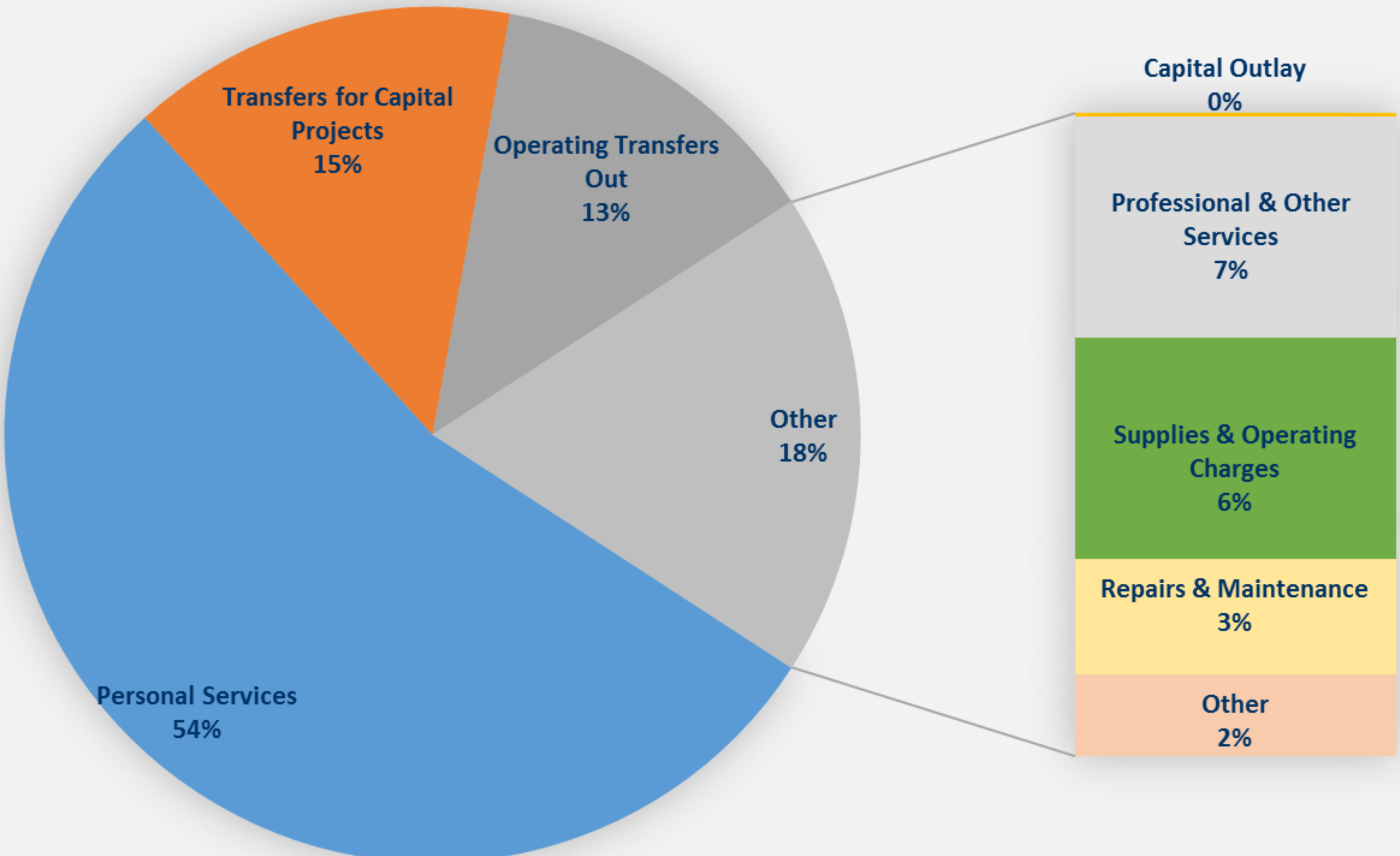
General & Fire Fund Revenues by Category



Expenditures by Service Group



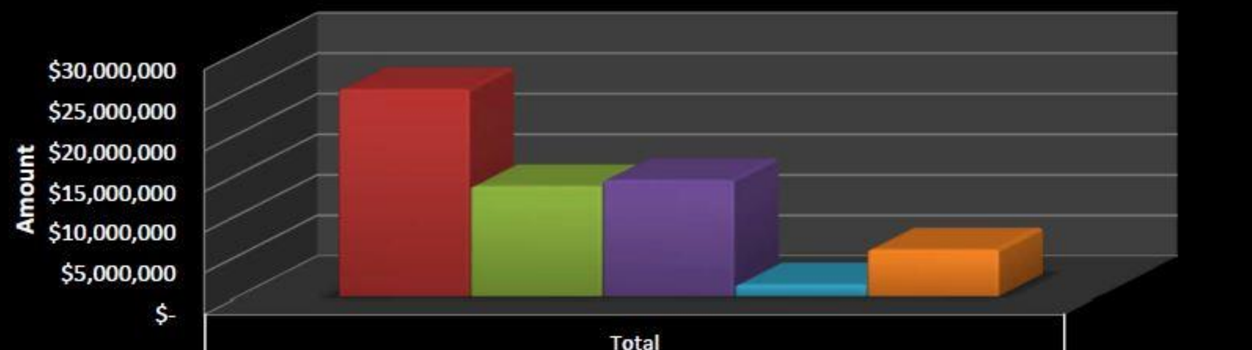
Expenditures by Category



- Transportation Design
  - Dawsonville Hwy Connector
  - Green Street Corridor
  - Park Hill Drive
- Network/Software Improvements
  - Network Security/Upgrade
  - Data Center Power Back Up
  - Expansion of Disk Storage
  - Building / Server Room Renovation
- Intelligent Transportation System Network
- Sidewalks / Trails
  - Highland To Islands Georgia Ave Phase
  - Bradford & Washington Streetscaping
- Asphalt Preservation/Patching
- Equipment Replacement
  - Fire – Aerial Apparatus
  - Police
  - Asphalt Patch Truck
  - Leaf Box Dump Truck
  - Bucket Lift Truck
- Police & Fire Radio Upgrades
- Future Fire Station Planning
- Gateway Median & Roadside Imp.
- SPLOST VII Funding
  - LMIG/Street Paving & Resurfacing
  - Transportation Plan Implementation
  - Stormwater

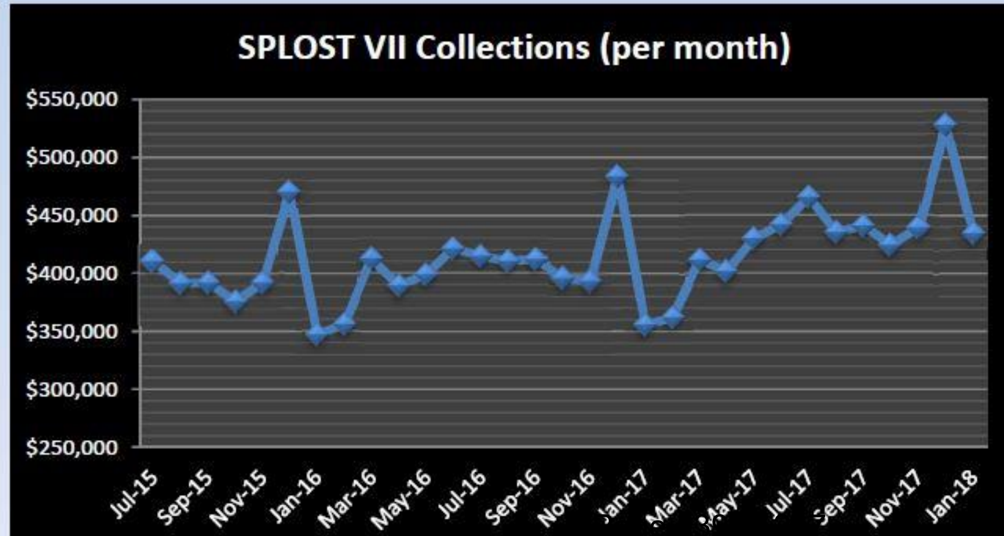
FY19 Capital Improvements Plan

SPLOST VII



	Total
Project Cost from SPLOST VII	$25,520,364
Fiscal Year 2016-2018 Budgeted Portion	$13,561,548
SPLOST VII Collected	$14,337,366
Encumbrances	$1,463,863
Expenses	$5,769,523

Collections are above estimates of 50% for 31 months.

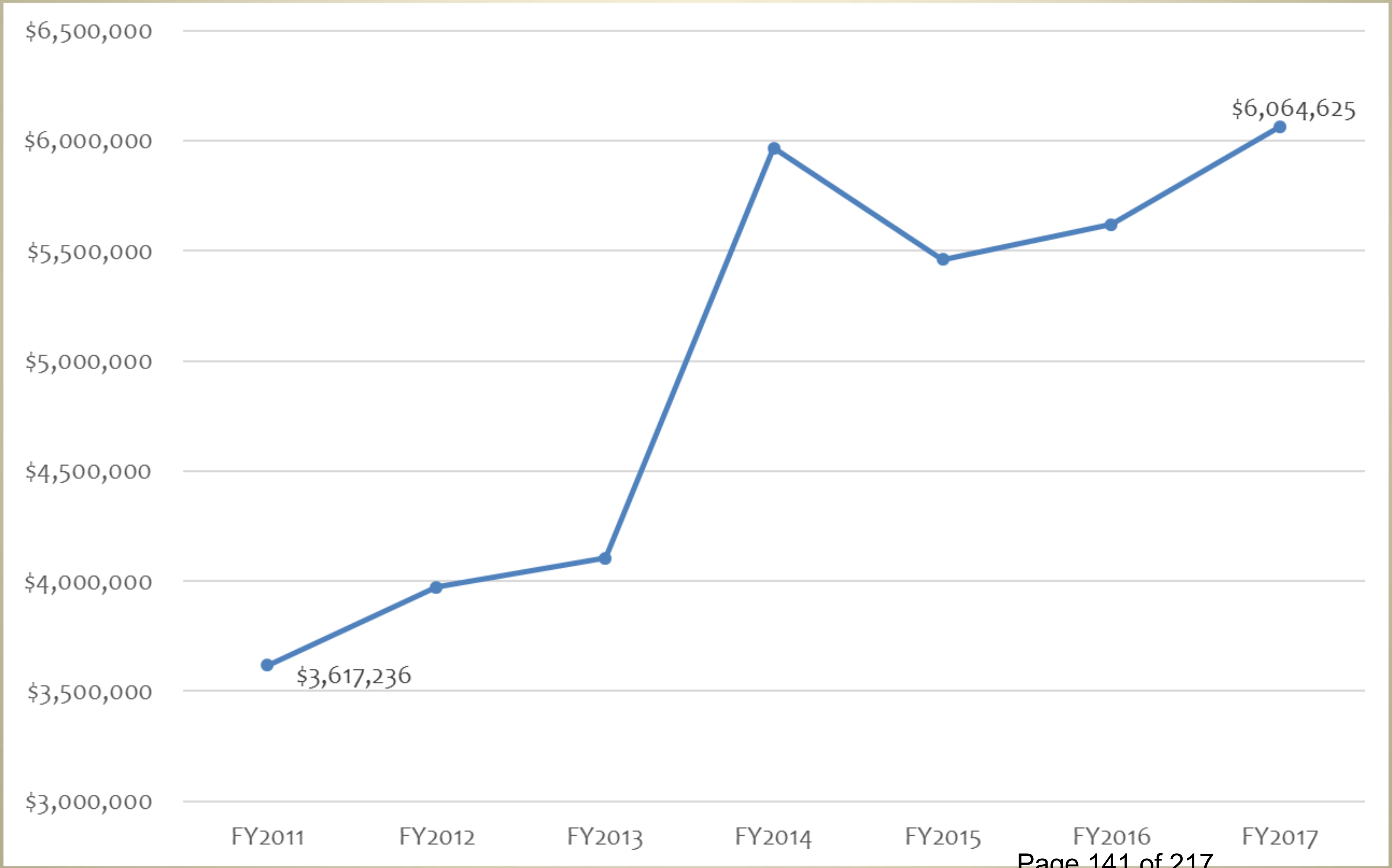


Other Funds

	Total Budget
Water Resources	$71,878,305
Golf Course	$1,429,757
Parks & Recreation	$5,267,473
Community Service Center	$3,968,111

- Water Resources
  - No Rate Increase
- Golf Course
  - General Fund Transfers
    - Debt $252K
    - Capital $102K
- Parks & Recreation
  - To Stay at State Required 0.75 mill
- Community Service Center
  - General Fund Transfers
    - Operational $761K
    - Capital $108K

Five Year Health Care Claims Expense



Healthcare Savings

healthconnect
City of Gainesville

Current Period: 01/01/2017 - 12/31/2017

healthgram

Financial Impact

The table below shows the "shoppable" procedures rendered within the current period. These procedures have a high price variance (range between lowest and highest possible cost). For example, a hip replacement can range in cost from $30,000 to $70,000, depending on the facility. On average, we find that these shoppable procedures account for 11% of total spend for our clients.

The chart below compares the maximum potential costs of these services with the actual amount paid. The impact of healthconnect tools and outreach can be seen in the Cost Avoidance column.

Procedure	Total Procedures	Members Engaged	Potential Costs[1]	Actual Costs[2]	Cost Avoidance[3]
Colonoscopy	20	18	$220,960	$48,302	$172,658
Knee Replacement	5	5	$334,535	$183,085	$151,450
MRI	59	44	$192,715	$57,353	$135,362
CT	52	38	$222,802	$100,427	$122,375
Hip Replacement	4	3	$268,360	$156,528	$111,832
Shoulder Arthoscopy	5	5	$172,005	$63,524	$108,481
Upper Gastrointestinal Endoscopy	13	10	$130,975	$34,697	$96,278
Heart Perfusion Imaging	16	12	$112,416	$36,676	$75,740
Rotator Cuff Repair	2	2	$72,892	$27,335	$45,557
Sleep Study	7	5	$28,833	$5,869	$22,964
Cholecystectomy (laparoscopic)	1	1	$29,470	$8,164	$21,306
Cystoscopy	6	5	$18,978	$3,361	$15,617
Hysteroscopy	1	1	$18,349	$2,791	$15,558
Breast Biopsy	3	3	$22,191	$6,919	$15,272
Carpal Tunnel Surgery	3	3	$32,214	$19,061	$13,153
Septum Repair	1	1	$8,425	$5,972	$2,454
Total[*]	198		$1,886,120	$760,063	$1,126,057

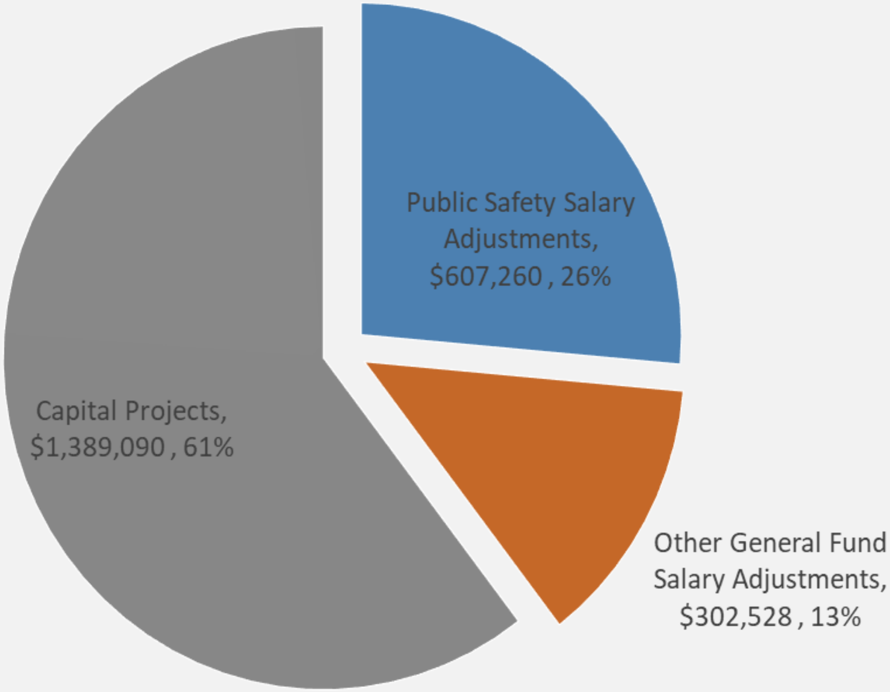
Plan Comparison

	HD Annual Avg Cost per Participant	HD Annual Avg Cost per Participant + HSA Contribution	Trad Annual Avg Cost per Participant
Single	$ 1,786.80	$ 4,786.80	$ 7,261.08
Employee +1 Child	$ 4,670.28	$ 7,670.28	$ 9,894.24
Employee +2 Children	$ 4,348.56	$ 7,348.56	$ 9,593.64
Employee + Spouse	$ 3,411.00	$ 6,411.00	$ 18,131.40
Family	$ 9,999.72	$ 12,999.72	$ 18,318.84

FY 2019 Highlights

- Transportation/Traffic Investments
- Public Safety & Staffing Market Adjustments
- No Water/Sewer Rate Increase
- $4.9m in Capital Projects
  - $3.5 from Budgeted Fund Balance
  - $1.4 in Additional Funds
- SPLOST VII Funding ($2.7m)
- Ensure a Robust Capital Improvement Program

How will the .5 mill increase be used?



How has the millage rates changed?

Fund	FY2018 Millage Rates	FY2019 Millage Rates	Difference
General	1.545	0.795	-0.750
Fire	0.000	1.250	1.250
Debt Service	0.569	0.569	0.000
Park & Recreation	0.750	0.750	0.000
Total	2.864	3.364	0.500

Gainesville, Georgia

Since 1821

CITY OF GAINESVILLE

OFFICE OF
THE CITY MANAGER

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Web Site: www.gainesville.org

memo

TO: Mayor and Council

FROM: Bryan Lackey, City Manager BL

SUBJECT: FY 2019 Recommended Budget

DATE: May 31, 2018

CC: Angela Sheppard; Jeremy Perry; Denise Jordan

The City's budget process was initiated earlier this year with our annual budget retreat in February. City staff received valuable input from you as to your priorities for the coming year in advance of our Department Directors and other key staff reviewing the strategic priorities as they prepared their respective budgets. These include: Economic Development, Infrastructure Improvements, Internal Operations, Leisure Services and Quality of Life. Additionally, you may recall that we broke down the City into five (5) geographic regions to identify the strategic planning needs of each of the various neighborhoods in our community. As each departmental budget was presented and reviewed, these five themes and strategic planning areas were applied to ensure consistency with the priorities and vision of the City of Gainesville. These priorities became the foundation for the formulation of departmental goals and objectives. The following sections will briefly describe how the budget addresses each strategic priority.

- <u>Economic Development</u> – Gainesville continues to serve as the economic hub for north Georgia. Our medical, retail and industrial facilities draw countless visitors every day growing our city to over 100,000 people during daytime hours. Also, our industrial parks and businesses employ thousands each day from the region.

  A part of our success is due to our partnerships with various organizations within Hall County. Due to our partnership with the Economic Development Council (EDC), our community experienced the addition of nearly 900 new jobs through 29 new and expanding businesses and an investment of $170,000,000 (based on calendar year 2017 data from the EDC), the majority of this located in the City of Gainesville. This budget seeks to continue those partnerships by allocating $150,000 to the Economic Development Council.

  Investment in the growth and success of small businesses is critical for any city. This budget proposes to continue our commitment to the Manufacturing Development Center's Business Incubator with Lanier Technical College, by allocating $40,000.

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As Gainesville Hall '96 (GH'96) prepares to host the 2018 Dragon Boat World Championships, it is recommended the City continue its yearly allocation of $150,000 toward this endeavor anticipating increased sales tax dollars and hotel/motel revenue generated by visitors and competitors to this facility.

- Infrastructure Improvements – With our position as the economic hub of the region, the number of workers that commute along with the visitors to our city and the commerce traveling through our city from North Georgia, the City experiences a strain on our traffic network. As we have discussed through the budget planning process, traffic congestion will only increase throughout the City. Therefore, we are proposing additional Capital funding to begin addressing this issue by initiating design work on congested corridors, such as Dawsonville Highway, Park Hill Drive and Green Street. The approval of SPLOST VII will help facilitate paving, and other road improvement projects.

  Our aging stormwater system will continue to receive a much needed infusion of dedicated funding under SPLOST VII, $900,000, for stormwater infrastructure in FY19.

- Internal Operations – As our region's economy continues to accelerate, we have seen many benefits associated with this robust economic growth. However, with this growth comes market place pressures in the form of retaining and recruiting qualified employees. For FY19, we are pleased to recommend that each City employee will receive at least a 4% adjustment to employee compensation with some employees in market sensitive areas, such as public safety, will receive 5% increases. In order for the City to retain and recruit new talent to the City's work force, the City must continue to review our compensation and benefits packages to remain competitive with other jurisdictions and private employers. The FY19 General Fund budget allocates $909,788 for this increase.

  The other major component of our employee compensation is the health care benefits we are able to offer to employees. As the health care industry continues to evolve, insurance is a major cost of any organization. The City continues to experience significant medical claims, as well as continued increases in the cost of employer mandates enacted through the Affordable Healthcare Act. As our insurance costs have risen, the City has attempted to absorb as much of this costs as possible. As stated last year, the City has been encouraged by the services and cost efficiencies our new health care benefits administrator, Healthgram, has brought to the City and our employees. Healthgram has saved the City an estimated $1.0 Million this past year in advising our employees on cost saving alternatives to their needed medical services and procedures. Additionally, the City's new High

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Deductible plan has shown great cost savings and we plan to offer our employees incentives to consider this new health care option for their families.

- Leisure Services – In FY 19, the Parks and Recreation Agency will continue to utilize Impact Fee collections, associated with new development, and SPLOST funds to deliver the proposed new facilities and upgrades to existing facilities planned in this year's budget. With this year's successful completion of the Senior Center renovations, the Community Service Center will now focus on upgrades to the Meals on Wheels program in the form of a kitchen expansion to increase the number of seniors that can be reached and helped by this program.

- Quality of Life – The City continues to move forward in our efforts to remove blight and improve housing conditions in the City. To date, the city has utilized local funds combined with state and federal grants to acquire, rehabilitate, reconstruct and construct new housing to do our part in addressing the housing challenges in our community. For FY19, the City has been allocated $470,338 in CDBG funding and $612,000 in CHIP funding.

  We are pleased that Hall County has agreed to jointly begin a Land Bank in our community that will provide an additional option to address housing needs, especially for those properties where a private market solution does not exist due to large tax delinquencies or abandonment.

  These accomplishments have been a successful team effort lead by our Community Development Department and partners including various city departments, non-profit groups, the State of Georgia and the Gainesville Housing Authority.

Attached for Mayor and Council review is the City Manager's proposed FY 2019 budget. The budget contains a summary of revenues and expenditures for the General Fund and the Capital Improvements Program, as well as nineteen other funds. This balanced budget has been prepared and is being presented to the Governing Body in accordance with the City Charter, and with Chapter 2-3 of the Gainesville City Code. You will note that the proposed millage rate for the General Fund is being reduced due to the creation of a new Fire Services Tax District proposed at 1.250 mills. While the value of the General Fund millage is proposed to be reduced from 1.545 (FY18) to 0.795, the combined FY19 General Fund and Fire Services Fund millage will result in a proposed 0.5 mill increase in the City's property tax millage rate. This increase will result in an additional $2.4 Million in revenue.

This recommended increase is to fund needed transportation improvements ($1.4 Million) and the aforementioned employee retention/recruitment challenges at $900,000 especially in the areas of Public Safety.

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In preparing the FY 2019 budget, many issues played a key role in its development. Most notably are the following:

- Revenues: The city's revenue portfolio continues to show some improvement in several areas. With the proposed 0.5 mill increase, the combined total General Fund and Fire Services Fund operating revenues show an increase of 11.67%.
- Property taxes: Property taxes are projected to increase due to growth in the digest due primarily to new construction. Budgeted property tax revenue is at a 95% collection rate. Property taxes account for 12% of the total revenue with only 37% coming from residential properties. An important note is that property reassessments from last year's tax digest will have an impact on the property tax revenue.
- FY 2018 Fund Balance: A surplus in some revenue and savings in expense line items will permit us to provide funding for some necessary capital items in the amount of $3.5 million, some of which have been delayed due to budget constraints. $3.3 million of the budgeted fund balance amount will be directed to the City's Capital Improvement Program, while the remaining amount will be used directly to support capital needs in the Community Service Center Fund and Golf Course Fund. It is ideal to use surplus funds for these types of purchases since these funds are one-time funds and not meant to supplement the operating budget.

The combined General Fund and Fire Services Fund budget is $40.2 million. Almost all departments submitted budgets that are in line with previous year requests, with exception of the employee salary adjustments. The twenty other funds remain close to or below FY 2018 levels or in line with projected revenues for each fund and can be seen in the attached budget documents. However, a few departments and funds merit discussion below.

- Information Technology: As we all seen in recent months, there are those that wish to cause harm to government related systems. These types of intrusions can cause great harm to not only how a government operates, but also the level of public trust in how a citizen or customer's data is protected. Because of these types of security breaches we have seen in other jurisdiction around the State, almost $600,000 in network upgrades are being proposed with nearly half of that funded through the General Fund. In addition to these network infrastructure upgrades, we must also upgrade the physical facilities that house our software and hardware components. While our I/T staff have made significant strides over the past few years in upgrading our systems, the potential weak points in our system have been identified in the deficiencies in our facilities. An upgrade to the first floor facilities of the Administration Building will provide the I/T section with

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necessary facilities to keep our network systems functioning properly.

- Community Development: With our region's strong economic growth, the Department's work load has continued to increase. This combined with our difficulty in attracting qualified building inspectors, the Department has requested additional funding to procure the services of a third-party inspections firm. This will ensure that the Department has the needed resources to meet the demands of our community's construction industry.

- Public Works: With the new private and public investment being inserted into our downtown area, additional attention is needed in providing a clean and safe environment in this area. To help facilitate this, 2 additional positions are being proposed within Public Works (1 within the General Fund, 1 within Solid Waste) to address issues such as the cleanliness of the parking deck along with the elevators and stair wells. These positions will also assist our Main Street program with events in our downtown area.

- Capital Improvement Program (CIP): The attached budget includes a summary of proposed capital projects for the coming fiscal year. Due to the passage of SPLOST VII, the capital projects will focus on items and projects that were expressed by the Council at our January retreat. SPLOST VII revenues will be allotted to infrastructure needs.

- Water Resources: The utility fund budget is increasing by 0.4% for FY 2019 with no rate increases.

- Chattahoochee Golf Course (CGC): Although an enterprise fund, the golf course is still dependent on the general fund to assist in covering debt obligation for course renovations that occurred in 2007. The transfer this year is $252,000 for debt needs and $102,000 for equipment purchases.

Moving into FY 2019 and beyond, it is important to be aware of concerns that may impact our budget:

- As discussed in the presentation of the FY18 budget, the recent fund balance trend of the Employee Benefits Fund is unsustainable and will have to be addressed as we move towards a plan for FY 2019 and beyond. As mentioned above, the City continues to experience significant medical claims, as well as continued increases in the cost of employer mandates enacted through the Affordable Healthcare Act. The City has been encouraged by the services and cost efficiencies our new health care benefits administrator, Healthgram, has brought to the City and our employees. Healthgram has saved the City, an estimated, $1.0 Million this past year in advising our employees on cost

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saving alternatives to their needed medical services and procedures. Additionally, the City's new High Deductible plan has shown great cost savings and we plan to offer our employees incentives to consider this new health care option for their families.

- Continued monitoring of our Other Post-Employment Benefits (OPEB) liability. Although some city funds have been able to fully meet this obligation; others, including the general fund, have not. This area needs continuous monitoring and an appropriate funding mechanism put in place.

- While we are proposing to make significant strides in this budget, employee compensation will remain a challenge especially as our region's economy continues to be strong. Not only will Public Safety compensation be an issue, but also in other key areas where we face market place challenges, such as Water Professionals, Engineers, Building Inspectors, CDL required positions, and street & field maintenance crews.

Our financial health is directly related to controlled spending, internal controls and the prudent financial policy direction of the Council. These actions have assisted us in continuing to provide top-level municipal services to our residents and businesses. Our efforts have resulted in substantial economic investment within the city limits by a number of regional, national and international companies and more is expected.

This budget was a true team effort and could not have been successfully put together without the efforts of the Department Directors, Assistant City Manager Angela Sheppard, and in particular our Chief Financial Officer Jeremy Perry, Deputy Chief Financial Officer Matt Hamby, and Budget and Purchasing Manager Kevin Hutcheson. As we move forward with the many great initiatives we have on the horizon, I appreciate the confidence and support the Mayor and Council has shown myself and our tremendous staff.

If I can answer any questions, please feel free to contact me.

PROJECTED REVENUES AND OTHER SOURCES

GENERAL FUND SUMMARY

REVENUE SOURCE	FY2017 ACTUAL	FY2018 ADJUSTED BUDGET	FY2019 BUDGET	% CHANGE
Millage Rate	1.630	1.545	0.795	
Current Real & Personal	$ 6,148,203	$ 6,282,254	$ 3,628,157	-42.2%
Motor Vehicle	109,400	95,969	38,617	-59.8%
Total Current Taxes	6,257,603	6,378,223	3,666,774	-42.5%
Prior Year	90,613	62,823	36,282	-42.2%
Penalties & Interest	19,534	26,000	10,140	-61.0%
Total Property Taxes	6,367,750	6,467,046	3,713,196	-42.6%
Railroad Equipment Tax	6,512	6,250	6,250	0.0%
Intangible Tax	142,461	92,000	92,000	0.0%
Real Estate Transfer Tax	48,303	34,000	34,000	0.0%
Insurance Premium Tax	2,203,406	2,000,000	2,100,000	5.0%
Local Option Sales Tax	5,335,546	5,200,000	5,300,000	1.9%
Title Ad Valorem Tax	1,033,523	910,000	910,707	0.1%
Local Option Energy Tax	103,767	77,000	77,000	0.0%
Payment in Lieu of Taxes	86,976	81,000	81,000	0.0%
Occupational Tax	1,373,680	1,352,300	1,352,300	0.0%
Alcoholic Beverage Taxes	1,166,259	1,072,500	1,093,000	1.9%
Franchise Fees	4,501,181	4,217,056	4,007,864	-5.0%
Total Other Taxes	16,001,613	15,042,106	15,054,121	0.1%
Fines, Fees, and Forfeitures	1,642,513	1,441,500	1,360,000	-5.7%
Permits and Zoning Fees	914,733	495,000	495,000	0.0%
Other Fees and Licenses	389,470	384,000	382,000	-0.5%
Interest	80,030	49,309	110,000	123.1%
Intergovernmental	541,925	869,357	573,951	-34.0%
Cemetery Lot Sales	149,060	110,000	110,000	0.0%
Miscellaneous - Rent	101,800	212,600	235,400	10.7%
Miscellaneous	1,667,665	128,732	35,000	-72.8%
Indirect Charges for Services	1,877,387	2,071,499	2,527,335	22.0%
Total Other	7,364,582	5,761,997	5,828,686	1.2%
Total Operating Revenues	**29,733,945**	**27,271,149**	**24,596,003**	**-9.8%**
Other Financing Sources				
Transfers from Other Funds	3,316,671	3,325,526	3,257,067	-2.1%
Sale of General Fixed Assets	742,859	40,000	40,000	0.0%
Budgeted Fund Balance	-	3,922,970	3,496,741	-10.9%
Total Other Financing Sources	**4,059,530**	**7,288,496**	**6,793,808**	**-6.8%**
Total Revenues & Other Sources	**$ 33,793,475**	**$ 34,559,645**	**$ 31,389,811**	**-9.2%**

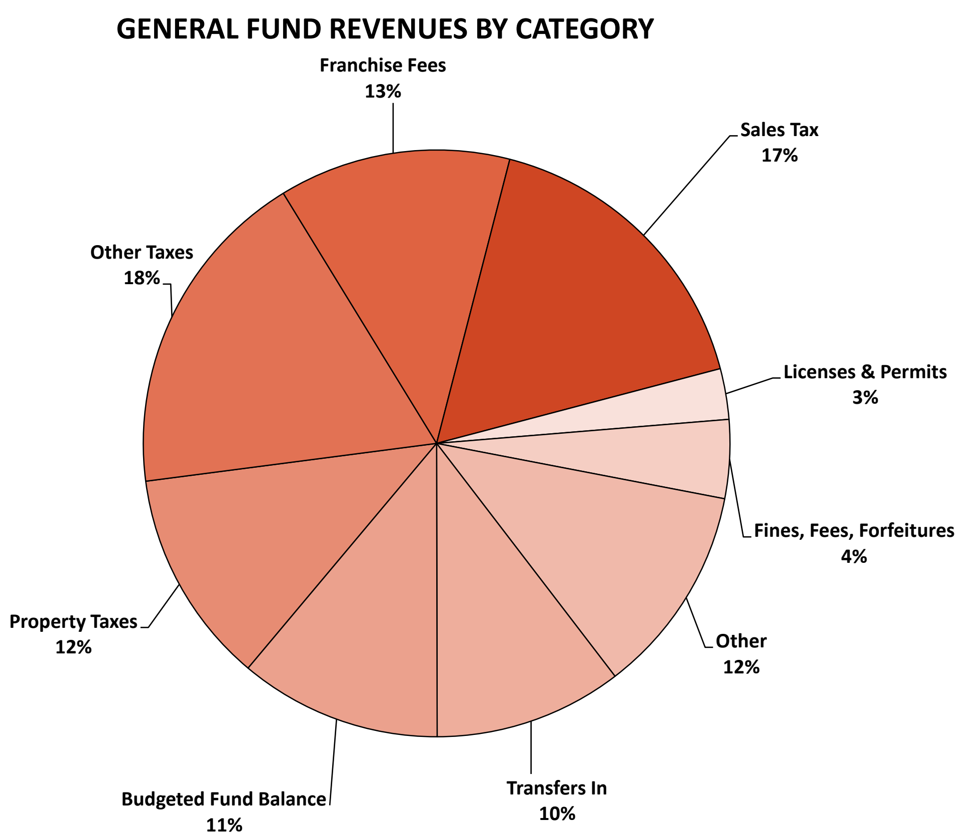
SUMMARY OF EXPENDITURES & OTHER USES

GENERAL FUND SUMMARY

DEPARTMENTAL EXPENDITURES	FY2017 ACTUAL	FY2018 ADJUSTED BUDGET	FY2019 BUDGET	% CHANGE
City Council	$ 340,310	$ 423,709	$ 385,920	-8.9%
City Manager's Office	695,775	830,250	874,008	5.3%
Financial Services	1,747,280	1,228,049	1,301,737	6.0%
Municipal Court	485,909	556,615	572,498	2.9%
Information Technology	124,684	781,305	802,994	2.8%
Human Resources & Risk Management	655,529	800,063	811,732	1.5%
Community Development	1,176,200	1,379,077	1,412,175	2.4%
Police	8,751,064	9,657,769	9,867,761	2.2%
Fire	6,795,102	7,841,985	-	-100.0%
Public Lands & Buildings	2,208,722	650,063	697,494	7.3%
Engineering Services	860,336	986,831	1,035,927	5.0%
Traffic Services	1,121,998	1,268,050	1,384,048	9.1%
Street Maintenance & Construction	1,556,302	1,832,022	1,832,964	0.1%
Storm Water	310,980	405,394	415,255	2.4%
Cemetery	529,170	601,278	609,247	1.3%
Agency Allocations - Other	282,559	88,310	45,500	-48.5%
Contingency	-	690,574	691,576	0.1%
Departmental Expenditures	**27,641,920**	**30,021,344**	**22,740,837**	**-24.3%**
Other Uses:				
TRANSFERS TO:				
Cable TV Channel Fund	162,368	125,778	128,686	2.3%
Community Service Center Fund	616,596	665,631	869,405	30.6%
Fire District Fund	-	-	2,699,225	N/A
Golf Course Fund	343,654	289,311	354,016	22.4%
Vehicle Services Fund	-	-	-	N/A
Total Other Transfers	**1,122,618**	**1,080,720**	**4,051,332**	**274.9%**
CAPITAL TRANSFERS TO:				
Capital Project Funds	4,385,225	3,301,581	4,472,242	35.5%
Debt Service Fund	-	156,000	125,400	-19.6%
Total Other Uses	**5,507,843**	**4,538,301**	**8,648,974**	**90.6%**
Total Expenditures & Other Uses	**33,149,763**	**34,559,645**	**31,389,811**	**-9.2%**
Revenues Over / (Under) Expenditures	**$ 643,712**	**$ -**	**$ -**	**N/A**

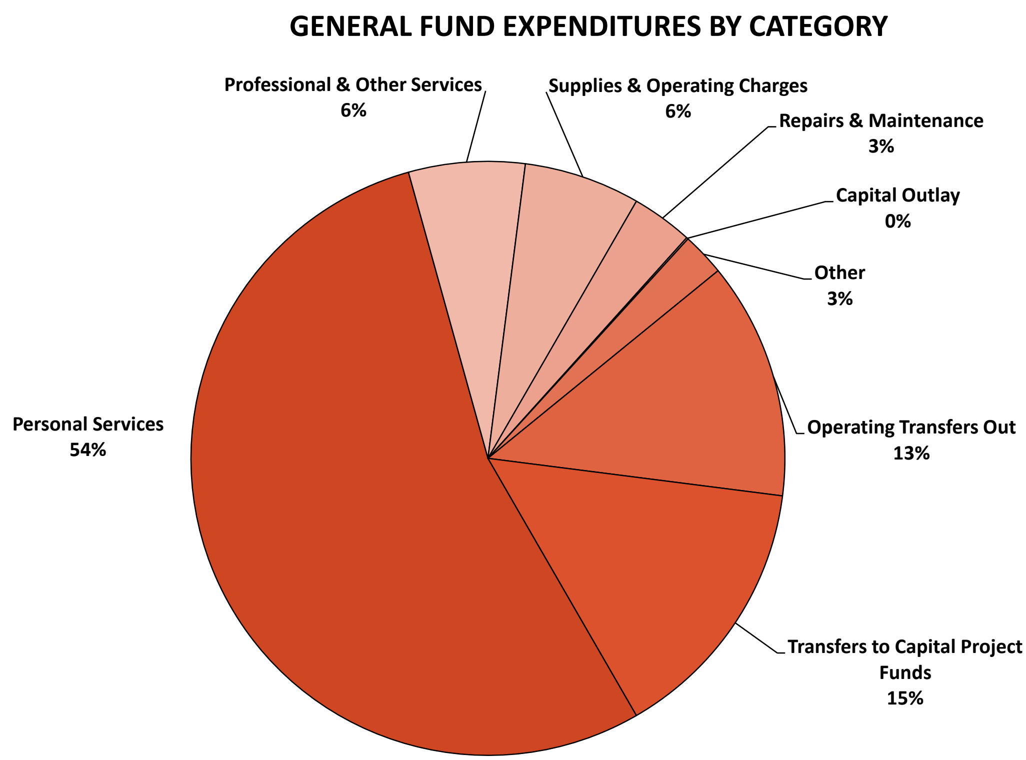
GENERAL FUND REVENUES BY CATEGORY

	FY2017 ACTUAL	FY2018 ADJUSTED BUDGET	FY2019 BUDGET	% OF TOTAL
Property Taxes	$ 6,367,750	$ 6,467,046	$ 3,713,196	11.8%
Other Taxes	6,164,886	5,625,050	5,746,257	18.3%
Franchise Fees	4,501,181	4,217,056	4,007,864	12.8%
Sales Tax	5,335,546	5,200,000	5,300,000	16.9%
Licenses & Permits	1,304,203	879,000	877,000	2.8%
Fines, Fees, Forfeitures	1,642,513	1,441,500	1,360,000	4.3%
Other	5,160,725	3,481,497	3,631,686	11.6%
Transfers In	3,316,671	3,325,526	3,257,067	10.4%
Budgeted Fund Balance	-	3,922,970	3,496,741	11.1%
Total General Fund	**$ 33,793,475**	**$ 34,559,645**	**$ 31,389,811**	**100.0%**



GENERAL FUND EXPENDITURES BY CATEGORY

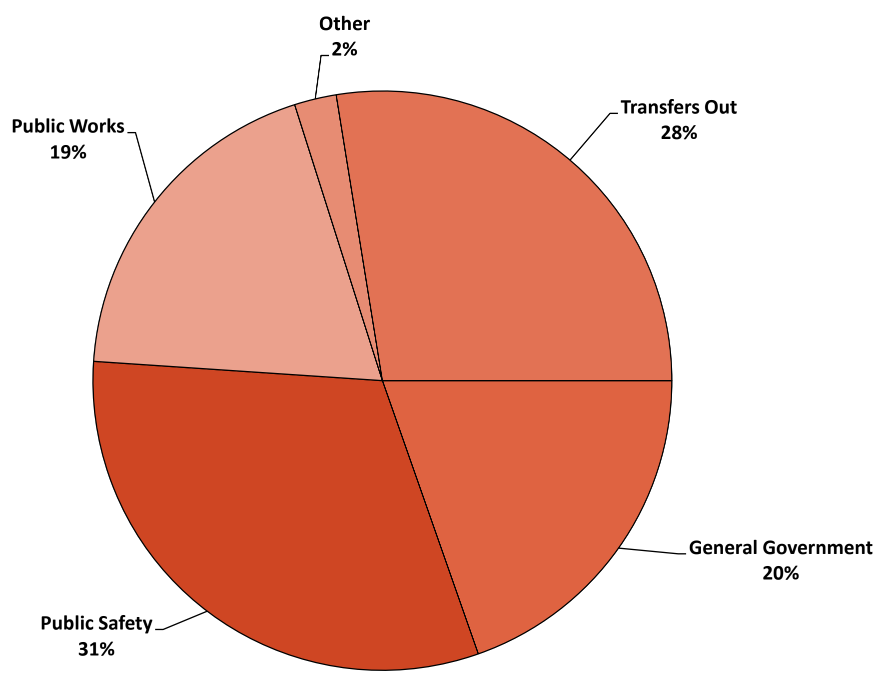
	FY2017 ACTUAL	FY2018 ADJUSTED BUDGET	FY2019 BUDGET	% OF TOTAL
Personal Services	$ 20,637,374	$ 23,649,663	$ 16,956,152	54.0%
Professional & Other Services	1,880,937	2,255,533	1,987,043	6.3%
Supplies & Operating Charges	2,079,741	2,169,437	1,984,183	6.3%
Repairs & Maintenance	1,041,524	1,095,627	1,046,382	3.3%
Capital Outlay	1,719,787	72,200	30,000	0.1%
Other	282,559	778,884	737,076	2.3%
Operating Transfers Out	1,122,618	1,080,720	4,051,332	12.9%
Transfers to Capital Project Funds	4,385,225	3,457,581	4,597,642	14.6%
Total General Fund	**$ 33,149,765**	**$ 34,559,645**	**$ 31,389,811**	**100.0%**



GENERAL FUND EXPENDITURES BY SERVICE GROUP

	FY2017 ACTUAL	FY2018 ADJUSTED BUDGET	FY2019 BUDGET	% OF TOTAL
General Government	$ 5,225,687	$ 5,999,068	$ 6,161,064	19.6%
Public Safety	15,546,166	17,499,754	9,867,761	31.4%
Public Works	6,587,508	5,743,638	5,974,935	19.0%
Other	282,559	778,884	737,076	2.3%
Transfers Out	5,507,843	4,538,301	8,648,974	27.6%
Total General Fund	**$ 33,149,763**	**$ 34,559,645**	**$ 31,389,811**	**100.0%**

GENERAL FUND EXPENDITURES BY SERVICE GROUP



MAYOR AND COUNCIL

DEPARTMENT DESCRIPTION:

The Mayor and five Council Members represent the governing body of the City of Gainesville. One Council Member resides in each ward. Each member of the governing body is elected by the voters of the city at-large. The members of the governing body are elected via nonpartisan elections to serve four year terms which are staggered.

EXPENDITURE SUMMARY

Funding Source: General Fund	**FY2017 ACTUAL**	**FY2018 ADJUSTED BUDGET**	**FY2019 BUDGET**
Personal Services	233,643	244,570	245,970
Professional & Other Services	96,416	148,484	121,100
Supplies & Operating Charges	9,376	25,655	13,850
Repairs & Maintenance	874	5,000	5,000
Capital Outlay	-	-	-
	$ 340,310	$ 423,709	$ 385,920

MISSION STATEMENT:

To establish policy direction and execute legislative decision making for the Gainesville City Government.

GOALS & OBJECTIVES:

1. ***Economic Development***
2. ***Infrastructure Improvements***
3. ***Internal Operations / Revenue Generation***
4. ***Leisure Services***
5. ***Quality of Life***

CITY MANAGER'S OFFICE

DEPARTMENT DESCRIPTION:

The City Manager is the Chief Executive and Administrative Officer of Gainesville appointed by the Mayor and Council. The City Manager's Office is responsible for the execution of policies, directives, and legislative action of the Governing Body. The City Manager's Office includes the City Clerk. The City Clerk prepares meeting items and agendas, records actions of the Governing Body, coordinates assignments to boards and committees of the City, maintains records of the governing body, oversees the adoption and publication of the Code of Ordinances and manages municipal elections.

EXPENDITURE SUMMARY

Funding Source: General Fund	FY2017 ACTUAL	FY2018 ADJUSTED BUDGET	FY2019 BUDGET
Personal Services	593,724	607,605	655,970
Professional & Other Services	64,199	184,520	171,888
Supplies & Operating Charges	35,634	33,925	42,400
Repairs & Maintenance	2,219	4,200	3,750
Capital Outlay	-	-	-
	$ 695,775	$ 830,250	$ 874,008

MISSION STATEMENT:

To ensure the strategic priorities of the Governing Body are achieved through properly managing and utilizing city resources, effectively communicating with and engaging others, and by providing strategic direction and support to all city departments.

GOALS & OBJECTIVES:

1. ***Facilitate essential strategic planning initiatives and infrastructure improvements throughout the City.***
 * Rebuild Fire Station #2 to better accommodate the needs of the Fire Department and general public.
 * Coordinate with Public Works to implement improvements identified in the transportation master plan.
 * Facilitate the redevelopment of City-owned properties within Downtown and Midtown in accordance with the Downtown Master Plan.

2. ***Engage in economic development activities to support and encourage business growth in the City.***
 * Partner with the Gainesville Housing Authority to redevelop the Atlanta Street Housing project.
 * Continue efforts and engage the Gainesville business community in conversations on how the City can better and further facilitate the growth of existing businesses and foster a culture for new business development.
 * Work with rental property owners to redevelop with City's housing stock.

3. ***Beautify public areas of the City.***
 * Support Vision 2030 Public Art Committee's efforts to incorporate more public art into areas of the City.
 * Coordinate the installation of landscaping on public right-of-ways throughout the City.
 * Design and/or implement streetscaping projects in the downtown and midtown areas.

Performance Measures

MEASURES	City Wide Strategic Priority	ACTUAL			Thru 12/31	BUDGET	
		FY2015	FY2016	FY2017	FY2018	FY2018	FY2019
Funds allocated for Infrastructure Improvements	II	1.450 M	1.195 M	2.425 M	N/A	3.749 M	5.653 M
Number of Registered Businesses in the City	ED	2,350	2,329	2,400	N/A	2400	2,434
Funding for Beautification Improvement Projects	QL	N/A	N/A	N/A	N/A	3.3 M	1.5 M

FINANCIAL SERVICES DEPARTMENT

DEPARTMENT DESCRIPTION:

The Financial Services Department is accountable for financial activity, including reporting, investments, purchasing, budget, revenue collections, and capital asset tracking.

EXPENDITURE SUMMARY

Funding Source: General Fund	**FY 2017 ACTUAL**	**FY2018 ADJUSTED BUDGET**	**FY2019 BUDGET**
Personal Services	1,414,185	987,485	1,033,186
Professional & Other Services	237,413	177,217	192,836
Supplies & Operating Charges	85,792	57,993	68,965
Repairs & Maintenance	9,890	5,354	6,750
Capital Outlay	-	-	-
	$ 1,747,280	$ 1,228,049	$ 1,301,737

MISSION STATEMENT:

To protect and improve the financial health of the City and teach, encourage, and assure good stewardship of City resources. To promote best management practices throughout the City's departments and provide high quality and reliable information and assistance for all administrative functions in a manner that is timely and error-free.

GOALS & OBJECTIVES:

1. ***Assure and support continued compliance with applicable laws and regulations, determining and recommending changes as appropriate.***
   * Work with Rushton and Company, City's actuarial, and Administrative Services to implement GASB Statement No. 75. The statement establishes standards for recognizing and measuring liabilities, deferred outflows of resources, deferred inflows of resources, and expenditures pertaining to Other Postemployment Benefits.
2. ***Utilize technology to improve efficiencies and decrease costs.***
   * Implement the budget process through New World systems.
   * Improve on the development of electronic forms and the use of Government Window's services.
3. ***Protect and improve the financial resources of the City.***
   * Research and implement more efficient, alternative ways of processing vendor payments.
   * Further diversify the City's investment portfolio within the guidelines of the City's Cash and Investment policy and in compliance with GA State Law.

PERFORMANCE MEASURES:

MEASURES	**City Wide Strategic**	**ACTUAL**			**YTD thru 12/31**	**BUDGET**	
		FY2015	**FY2016**	**FY2017**	**FY2018**	**FY2018**	**FY2019**
Govt. Finance Officers Assoc Awards	IO	44	47	50	51	53	56
Credit Agency Bond Rating	IO	Aa2	Aa2	Aa2	Aa2	Aa2	Aa2
Accounts Payable checks issued	IO	13,495	13,822	13,716	6,741	13,800	13,800
Average Yield Earned (Interest)	IO	0.13%	0.14%	0.59%	0.82%	0.20%	1.00%
Percent Variance of all operating fund actual revenues versus adopted budget	IO	3%	4%	2%	N/A	3%	3%
Fixed Assets maintained	IO	2,921	3,028	3,133	3,274	3,200	3,290

INFORMATION TECHNOLOGY

DEPARTMENT DESCRIPTION:

Information Technology is responsible for providing strategic technology direction, the central IT support organization and IT operational policies and standards, and coordinating major City-wide initiatives including: IT project management, the City's IT budget, City-wide technologies and applications, and the City's public and internal websites.

EXPENDITURE SUMMARY

Funding Source: General Fund	FY2017 ACTUAL	FY2018 ADJUSTED BUDGET	FY2019 BUDGET
Personal Services	9,426	510,920	536,122
Professional & Other Services	89,018	220,144	218,062
Supplies & Operating Charges	23,598	46,533	46,388
Repairs & Maintenance	2,643	3,708	2,422
Capital Outlay	-	-	-
	$ 124,684	$ 781,305	$ 802,994

MISSION STATEMENT:

To deliver the best proven technology and services available for computer, data, telecommunications, mapping, and critical business systems to employees and the public through excellent customer service, continuous improvement, innovative problem-solving, adherence to standardized information best practices, and collaborative solutions.

GOALS & OBJECTIVES:

1. *Effectively manage the delivery of City-wide technology services*
 * Centralize City-wide IT functions to deliver core infrastructure services
 * Deploy and ensure support of a common infrastructure that meets the organization’s business needs

2. *Provide high quality customer service*
 * Establish and meet customer expectations in delivering core City-wide technology services and assist them in identifying opportunities to productively introduce new technology

3. *Ensure a skilled, responsive, and innovative workforce that keeps current with evolving business critical*
 * Promote training and development
 * Hire and retain highly qualified, responsive, and innovative employees

4. *Reduction of security vulnerabilities in citywide network topology*
 * Establish and monitor a proactive philosphy in dealing with security.

PERFORMANCE MEASURES:

MEASURES	City Wide Strategic Priority	ACTUAL			Thru 12/31	BUDGET	
		FY2015	FY2016	FY2017	FY2018	FY2018	FY2019
Resolve Issues sent to the IT Help Desk quickly and successfully (% of tickets resovled within established times)	IO	N/A	N/A	N/A	93.62%	N/A	92%
Maintain user workstations and servers with current patches and updates (% of total devices propertly maintained)	IO	N/A	N/A	N/A	98.00%	N/A	95%
Ensure backups are functional and completed	IO	N/A	N/A	N/A	99.20%	N/A	98%
Network/Application Availability	IO	N/A	N/A	N/A	99.40%	N/A	96%

***Information Technology department was moved out of Administrative Services to its own department during FY17.**

HUMAN RESOURCES

DEPARTMENT DESCRIPTION:
The Human Resources Department works closely with all City Departments and the Public. We facilitate recruitment; job classification; employee relations and benefits; workforce development and risk management for the City. Human Resources strives to attract and retain a qualified workforce and to keep a positive employee morale through benefits, services, and training opportunities. Risk Management works diligently to provide a safe work environment for all employees as well as to protect public assets from loss.

EXPENDITURE SUMMARY

Funding Source: General Fund	**FY2017 ACTUAL**	**FY2018 ADJUSTED BUDGET**	**FY2019 BUDGET**
Personal Services	596,803	713,237	655,681
Professional & Other Services	38,666	58,116	99,273
Supplies & Operating Charges	19,163	25,710	55,618
Repairs & Maintenance	896	3,000	1,160
Capital Outlay	-	-	-
	$ 655,529	$ 800,063	$ 811,732

MISSION STATEMENT:

The City of Gainesville's Human Resources Department is committed to delivering great customer service with a sense of warmth, friendliness, and individual pride to employees and citizens. We promote a work environment that is characterized by fair treatment of staff, open communications, personal accountability, trust and mutual respect while maintaining company compliance with employment and labor laws. Our goal is to ensure that our workforce is in a safe and discrimination/harassment free environment, reflects the diversity of the community, has opportunity for learning and personal growth, and is appropriately classified and equitably compensated. We also protect the valued assets (people, reputation and property) of the City of Gainesville, and its Citizens, through effective loss prevention, claims administration and risk financing.

GOALS & OBJECTIVES:

1. ***Ensure the City remains compliant with State and Federal Laws governing Personnel.***
* Keep abreast of changes in Employment/Personnel Law through research and information sent out by Associations, HR Literature, and the media.
* Revise policies, forms and practices regarding Personnel as State and/or Federal Law dictates.

2. ***Retain and attract high quality and productive employees.***
* Review all job specifications to ensure accurate portrayal of job duties and physical requirements.
* Review job posting procedure and search for better opportunities for attracting new talent.
* Review compensation and benefits programs to remain competitive.
* Research and invest in professional development programs designed to improve job skills, leadership capabilities and employee productivity. Create an in-house Supervisor Training Program.

3. ***Efficiently and accurately maintain personnel processes and records.***
* Continue having all HR staff learn to use the new software applications to their fullest potential.

4\. ***Efficiently and accurately maintain personnel processes and records.***
* Provide on-site and online training in a variety of safety topics to City Departments.
* Analyze previous accidents and injuries, on the departmental level, in order to determine how to allocate accident prevention funds most
* Establish routine inspections within City Departments in order to identify and mitigate workplace hazards.

PERFORMANCE MEASURES:

MEASURES	City Wide Strategic Priority	ACTUAL			Thru 12/31	BUDGET	
		FY2015	FY2016	FY2017	FY2018	FY2018	FY2019
% of Personnel Policies & Procedures Reviewed	IO	N/A	N/A	100%	25%	25%	25%
Turn over ratio (%)	IO	N/A	N/A	12%	12%	12%	12%
Lost time Hrs (due to injury)	IO	N/A	N/A	1,262 hrs	974 hrs	1,750 hrs	1,750 hrs

PUBLIC WORKS DEPARTMENT

DEPARTMENT DESCRIPTION:

The Public Works Department is comprised of 5 General Fund divisions: Public Lands and Buildings (PL&B), Engineering, Traffic Engineering, Street Maintenance, and the Cemetery. PL&B ensures a safe, functional, comfortable, clean, attractive and pleasant environment in the buildings under its management. The Engineering division is responsible for the planning, design, project management, and construction of public improvements funded by the City. The Cemetery is responsible for the development, operation, and maintenance of two City owned cemeteries consisting of over 75 developed acres. Traffic Engineering is responsible for the effective operation of 87 signalized intersections, signs and markings for pedestrian and vehicular activity. Street Maintenance is responsible for the repair and maintenance of all streets, sidewalks, storm drainage infrastructure, rights-of-way, and other related facilities located within the City of Gainesville

EXPENDITURE SUMMARY

Funding Source: General Fund	FY 2017 ACTUAL	FY2018 ADJUSTED BUDGET	FY2019 BUDGET
Personal Services	2,810,543	3,406,314	3,523,100
Professional & Other Services	330,197	400,972	442,477
Supplies & Operating Charges	1,076,832	1,040,993	1,152,403
Repairs & Maintenance	379,600	432,965	411,700
Capital Outlay	1,679,355	57,000	30,000
	$ 6,276,528	$ 5,338,244	$ 5,559,680

MISSION STATEMENT:

To provide high quality and efficient services in order to protect and improve the infrastructure, streets, traffic, lands, Buildings and the environment of the City of Gainesville. Functional areas are Engineering, Street Maintenance, Traffic Engineering, Public Lands and buildings and the Alta Vista Cemetery.

GOALS & OBJECTIVES:

1. ***Improve and expand the City's transportation infrastructure.***
   * Work to implement projects identified in the Transportation Master Plan.
   * Continue to implement the Sidewalk Improvement Program for the repair and new construction of the sidewalk system.
   * Utilize both private contractors and in-house staff to ensure maximum efficiency of resources for the repair and resurfacing of the City's roadways.
   * Identify and strategically use available funding sources at the Federal, State and local level. Utilize the GADOT LMIG Program for assistance to improve local roadways.
2. ***Enhance the appearance of the City's public areas and Rights of Ways.***
   * Utilize Public Work's staff and inmate crews to control litter, sweep streets, and improve the general appearance of the City's streets, right of ways, and public areas.
   * Explore opportunities and options with GADOT to improve roadway median condition and appearance on State and Federal routes, especially on the gateway corridors entering the City.
   * Enhance and increase the landscaping to improve the appearance of public areas.
3. ***Use technology to improve operational efficiency and level of services.***
   * Expand the City's fiber optic infrastructure to connect additional intersections to the Intelligent Transportation System.
   * Use technology to prioritize and schedule work orders, employees, equipment, and contractors for optimum efficiency.

Performance Measures:

MEASURES	City Wide Strategic Priority	ACTUAL			Thru 12/31	BUDGET	
		FY2015	FY2016	FY2017	FY2018	FY2018	FY2019
Street Miles Evaluated for Resurfacing	IO	140	140	142	71	140	142
Signalized intersections maintained	II	83	83	83	87	83	87
Miles of City streets swept and litter control	II	1,600	4,277	3,627	1,700	3,600	4,000
Annual Facilities work orders completed	IO	1,650	1,700	1,700	985	1,700	1,700
Road miles identified for Resurfacing	IO	30	30	32	30	32	32
Road miles Resurfaced	II	2.71	3.80	2.07	1.98	2.07	3.00
Number of Intersections upgraded	IO	0	10	17	87	87	25
Linear feet of sidewalks repaired or replaced	II	1,000	2,562	1,823	860	1,600	2,500

MUNICIPAL COURT

DEPARTMENT DESCRIPTION:

Municipal Court is a misdemeanor court that has jurisdiction over city ordinance violations and state traffic offenses. Specific type cases handled by the court include routine traffic offenses; driving under the influence of alcohol; possession of marijuana less than ounce; shoplifting less than $ 500.00 and animal control citations. The Court also is responsible for entering case dispositions and forwarding entries to the Department of Drivers Services (DDS). The mission of municipal court clerks in Georgia is to assure the administrative efficiency of the court, to protect the court's ethical integrity, and help maintain public confidence in the court's fairness in dispensing justice impartially.

EXPENDITURE SUMMARY

Funding Source: General Fund	**FY2017 ACTUAL**	**FY2018 ADJUSTED BUDGET**	**FY2019 BUDGET**
Personal Services	403,098	465,799	472,671
Professional & Other Services	44,042	50,354	55,383
Supplies & Operating Charges	37,715	37,112	41,094
Repairs & Maintenance	1,053	3,350	3,350
Capital Outlay	-	-	-
	$ 485,909	$ 556,615	$ 572,498

MISSION STATEMENT:

The mission of the Gainesville Police Department’s Traffic Bureau and Municipal Court is to ensure the smooth and efficient flow of cases through the court system beginning with the issuance of citations through final court disposition and necessary reporting procedures.

GOALS & OBJECTIVES:

1. **To provide the Department of Driver Services with accurate information on all qualifying charges by reducing errors on disposition entry.**
   * Error reports are to be monitored and corrected daily.
2. **To continue working with staff to decrease the number of open arrest dispositions on GCIC- Georgia Crime Information Center system by ensuring dispositions are entered within 10 days of their origination date.**
   * Ensure that Municipal Court continues meeting the guidelines outlined in the GCIC Dispositions Recovery Project passed by the Georgia Legislature.
3. **Provide good customer service and create a more uniform environment ensuring that Municipal Court and the Traffic Bureau is running as efficiently and effectually as possible.**
   * Cross train all staff members.
4. **Create DUI Stat Report to ensure the Court is closing cases at 90% rate within 10 months from the original court date.**
   * Generate a DUI information listing for court staff to analyze and evaluate case information to ensure cases are closed within 10 months from original court date.
5. **Create a Case Transfer Stat Report to monitor case volume, evaluate defendant's history and identify court staff making the transfer to ensure cases transfers are completed timely and cost-effective.**
   * Generate and export transfer ticket data to analyze defendant history and evaluate our process to reduce the number of transfer by 5% within 12 months.

PERFORMANCE MEASURES:

MEASURES	**City Wide Strategic Priority**	**ACTUAL**			**Thru 12/31**	**BUDGET**	
		FY2015	**FY2016**	**FY2017**	**FY2018**	**FY2018**	**FY2019**
# of DDS Disposition Errors (annually)	IO	N/A	N/A	125	55	35	**20**
# of Dispositions (annually)	IO	10,415	11,015	13,723	7,525	20,000	12,000
Percent staff cross-trained	IO	0%	40%	60%	90%	60%	**100%**
# of DUI tickets closed (annually)	IO	329	290	317	278	256	**350**
# of Transfer tickets closed (annually)	IO	1,774	1,761	2,140	970	1,054	**1,800**

POLICE DEPARTMENT

DEPARTMENT DESCRIPTION:

The Gainesville Police Department provides the City of Gainesville with emergency and non-emergency service 24 hours a day to more than 32,000 city residents and an estimated 125,000 visitors everyday. Our jurisdiction covers approximately 37 square miles and includes houses and apartment complexes, businesses and industrial parks, recreational facilities, including parks on and around Lake Lanier, several golf courses, schools, churches, an airport, shopping centers and numerous strip malls.

EXPENDITURE SUMMARY

Funding Source: General Fund	**FY2017 ACTUAL**	**FY2018 ADJUSTED BUDGET**	**FY2019 BUDGET**
Personal Services	7,205,639	8,130,395	8,399,986
Professional & Other Services	493,006	465,174	495,875
Supplies & Operating Charges	444,560	489,100	433,300
Repairs & Maintenance	576,894	573,100	538,600
Capital Outlay	30,965	-	-
	$ 8,751,064	$ 9,657,769	$ 9,867,761

MISSION STATEMENT:

It is the mission of the Gainesville Police Department to work in partnership with the community to improve the quality of life in the City of Gainesville. We will demonstrate compassion for all people and render services with respect, dignity, and courtesy. The men and women of the Gainesville Police Department will strive to protect and to support individual rights, while at all times providing for the security of all persons and all property in our community.

GOALS & OBJECTIVES:

1. *Enhance our community relations with the residents and businesses in the City .*

* Provide crime prevention education to members of the community by offering classes ranging from self-defense, robbery, and burglary prevention, CRASE and identity theft and fraud.
* Hold Community Connect Events at different locations to improve interaction with the community and which may also feature static displays.
* Provide mini Citizens Police Academies targeting specific areas; e.g. clergy, businesses and/or neighborhood watch communities.
* Intensify recruitment activities to attract qualified certified personnel.

2. Strive to improve roadway safety within the City.

* Provide driver awareness workshops to focus on distracted driving and driving while intoxicated.
* Deploy strategic traffic enforcement and concentrated patrols based upon analysis of crash data.
* Utilize the department's social media outlets for educational purposes regarding traffic laws, high traffic corridors and road closures.

3. *Continue to focus efforts to reduce crimes trends within the City.*

* Based on Crime trends and data received, conduct Operational plans to address specific problems; e.g. entering autos, burglaries, narcotic
* Utilize the police department's social media outlets for public safety ads focused on residential, vehicle and personal safety tips.
* Utilize CRU to work with businesses, schools and residents to keep abreast of current trends of vulnerability.

PERFORMANCE MEASURES:

MEASURES	**City Wide Strategic Priority**	**ACTUAL**			**Thru 12/31**	**BUDGET**	
		FY2015	**FY2016**	**FY2017**	**FY2018**	**FY2018**	**FY2019**
# of Sponsored Community Outreach Events	QL	N/A	N/A	75	126	130	150
# Directed Contentrated Patrol Efforts	QL	N/A	N/A	N/A	37	50	60
Calls for Service	QL	59,261	61,309	68,784	35,312	70,624	71,000
State Certification and International Accreditation	IO	Yes	Yes	Yes	Yes	Yes	Yes

STORMWATER

DEPARTMENT DESCRIPTION:
The Stormwater Division of the Department of Water Resources conducts activities concerning the operation and maintenance of the stormwater collection and conveyance system. These activites concern only those facilities within the city limits and within the city right-of-way.

EXPENDITURE SUMMARY

Funding Source: General Fund	**FY2017** Actual	**FY2018** Adjusted Budget	**FY2019** Budget
Personal Services	259,027	308,372	308,625
Professional & Other Services	2,536	9,832	11,776
Supplies & Operating Charges	21,169	47,990	46,954
Repairs & Maintenance	28,247	39,200	47,900
Capital Outlay	-	-	-
	$ 310,980	$ 405,394	$ 415,255

MISSION STATEMENT:

Protect the City's waterways and Lake Lanier by ensuring all state and local stormwater ordinances are adhered to in the most efficient, economical way.

GOALS & OBJECTIVES:

1. Position the utility for the future

* Continue to identify and inventory problem section of stormwater piping to be included on future capital replacement projects.

2. Ensure financial stability

* Use technology to complete stormwater tasks more efficiently.

3. Develop a world class work force

* Begin an outreach program to area High Schools.

PERFORMANCE MEASURES:

MEASURES	ACTUAL			YTD thru 12/31	BUDGET	
	FY2015	FY2016	FY2017	FY2018	FY2018	FY2019
Number of potential stormwater projects identified with a total estimated repair cost exceeding $100,000	N/A	N/A	N/A	3	2	5
Linear feet of stormwater pipes assessed by video inspection	N/A	N/A	N/A	2,400	2,000	3,000
MS4 inspections completed	N/A	N/A	N/A	578	768	455

COMMUNITY DEVELOPMENT DEPARTMENT

DEPARTMENT DESCRIPTION:

The Department is comprised of four divisions including: Planning, Inspections, Code Enforcement and Housing. This Department serves property owners, concerned citizens, contractors, developers and any person needing assistance concerning the development of land, construction requirements, and property maintenance issues. It is our desire to provide all of these services in a timely and professional manner.

EXPENDITURE SUMMARY

Funding Source: General Fund	FY 2017 ACTUAL	FY2018 ADJUSTED BUDGET	FY2019 BUDGET
Personal Services	947,929	1,156,260	1,124,840
Professional & Other Services	160,383	155,847	178,374
Supplies & Operating Charges	41,294	41,220	83,211
Repairs & Maintenance	26,595	25,750	25,750
Capital Outlay	-	-	-
	$ 1,176,200	$ 1,379,077	$ 1,412,175

MISSION STATEMENT:

The mission of the Gainesville Community Development Department is to assist the general public in all aspects of land development, construction permitting and property maintenance.

GOALS & OBJECTIVES:

1. Promote systematic land use growth.
* Complete Park Hill Drive Neighborhood Plan.
* Explore proactive approach for bringing Midtown properties into compliance with our Downtown Master Plan.
* Develop a strategy for potential annexations along U.S. 129 South in an effort to improve gateways into the City.

2. Implement measures to improve housing conditions in the City.
* Build off the City's three existing housing target areas and perform additional housing sweeps.
* Determine how best to develop affordable housing units on the Gainesville Non-Profit's Wood Avenue property.

3. Create additional vibrant public open spaces.
* Secure funding assistance through a Recreational Trails Grant for construction of Phase III of the Midtown Greenway.
* Create a concept plan for a new plaza or alley in the Downtown area.

PERFORMANCE MEASURES:

MEASURES	City Wide Strategic Priorities	ACTUAL			Thru 12/31	BUDGET	
		FY2015	FY2016	FY2017	FY2018	FY2018	FY2019
Zoning Applications	ED	20	28	26	10	25	25
Inspections Conducted Within 2 Business Days	ED	N/A	12,585	14,733	7,510	17,000	16,000
Number of Permits Issued (Building, Etc.)	ED	2,218	2,387	2,486	1,116	2,700	2,500
Code Violations Addressed	QL	4,706	4,031	6,201	2,678	5,700	6,000
Affordable Housing Units Developed	QL	4	3	2	2	5	5

AGENCY ALLOCATIONS
ANNUAL BUDGET

	FY 2017 BUDGET	FY 2018 BUDGET	FY 2019 BUDGET	% CHANGE
General Fund				
Keep Hall Beautiful, Inc.	$ 10,000	$ 7,500	$ 7,500	0.0%
Elachee	-	-	-	N/A
Georgia Mtn. Regional Commission	29,953	31,938	33,000	3.3%
Economic Development Council	-	-	-	N/A
Chicopee Woods		43,872	-	-100%
CASA	5,000	5,000	5,000	0.0%
Gainesville/Hall '96	150,000	-	-	N/A
TOTAL	$ 194,953	$ 88,310	$ 45,500	-48.5%
Public Utilities Fund				
Keep Hall Beautiful, Inc.	$ 10,000	$ 7,500	$ 7,500	0.0%
Elachee	10,000	15,000	17,000	13.3%
Georgia Mtn. Regional Commission	9,984	10,646	11,000	3.3%
Economic Development Council	136,500	150,000	150,000	0.0%
TOTAL	$ 166,484	$ 183,146	$ 185,500	1.3%
Parks and Recreation				
Gainesville/Hall '96	-	150,000	150,000	0.0%
TOTAL	$ -	$ 150,000	$ 150,000	0.0%
Economic Develement Fund				
Lanier Tech Foundation	50,000	40,000	40,000	0.0%
TOTAL	$ 50,000	$ 40,000	$ 40,000	0.0%
Total Funding				
Keep Hall Beautiful, Inc.	$ 20,000	$ 15,000	$ 15,000	0.0%
Elachee	10,000	15,000	17,000	13.3%
Georgia Mtn. Regional Commission	39,937	42,584	44,000	3.3%
Economic Development Council	136,500	150,000	150,000	0.0%
CASA	5,000	5,000	5,000	0.0%
Gainesville/Hall '96	150,000	150,000	150,000	0.0%
Lanier Tech Foundation	50,000	40,000	40,000	0.0%
TOTAL	$ 411,437	$ 417,584	$ 421,000	0.8%

COMMUNITY SERVICE CENTER

DEPARTMENT DESCRIPTION:

The Community Service Center is a jointly funded agency of the City of Gainesville and Hall County. It offers a broad range of affordable human services to residents of Gainesville-Hall County. Programs offered through the department specialize in family support services such as elder care, financial management, public transportation, and other community building projects. The department works closely with other local agencies to create a seamless system of care making it easier for families to navigate and achieve success. Finally, the department successfully uses local dollars to leverage funds from private, state and federal sources which pay for the vast majority of services.

MISSION STATEMENT:

The organization's mission is to identify and address critical social service gaps by creating solutions within its organization or by identifying and supporting other public or nonprofit agencies to such an end.

GOALS & OBJECTIVES:

1 **Improve Senior Life Center Programming**
* Implement Fee for Service Program.
* Institute Baby Boomer Programming.

2. **Strengthen Meals on Wheels**
* Increase Volunteers by 50.
* Maintain "No Waiting List" Stutus.
* Expand MOW Kitchen
* Purchase New MOW Deliviery Vehicle

3. **Expand Gainesville Connection**
* Implement Transit Development Plan: Route 60 - Candler Hwy.
* Implement Route 52 - Oakwood.
* Public Private Partnership: Your Business is Our Business
* Expand Operating Housre from 12 to 16.
* Implement GoGo Part II.
* Create Downtown Shuttel Service.

4 **Update Dial-A-Ride**
* Implement New Dispatch System: HBSoftware Solutions
* Restructure Fares
* Reduce Fleet from 10 to 6
* Transfer 4 Vans to Gainesville Connection

5. **Continue Communtity Outreach**
* Continue outreach efforts with various partnerships.

PERFORMANCE MEASURES:

MEASURES	City Wide Strategic Priorty	ACTUAL			Thru 12/31	BUDGET	
		FY2015	FY2016	FY2017	FY2018	FY2018	FY2019
Hall Area Transit - Urban Trips	QL	149,640	142,314	137,294	72,674	145,000	150,000
Hall Area Transit - Rural Trips	QL	26,981	25,432	24,962	4,237	26,000	10,000
Meals Served (HDM & Congregate)	QL	93,653	109,979	108,271	48,642	120,100	123,800
Number Capital Development Committee meetings	IO	2	1	3	2	3	3

REVENUE SOURCES & ASSUMPTIONS

Intergovernmental – Federal/State/Other is based on anticipated Federal and State Grants.

Intergovernmental – County and Transfer from General Fund are the amounts needed to fund the budget after all other revenues are taken into account. It is allocated between the City and County according to the percentage of service usage for the calendar year just ended.

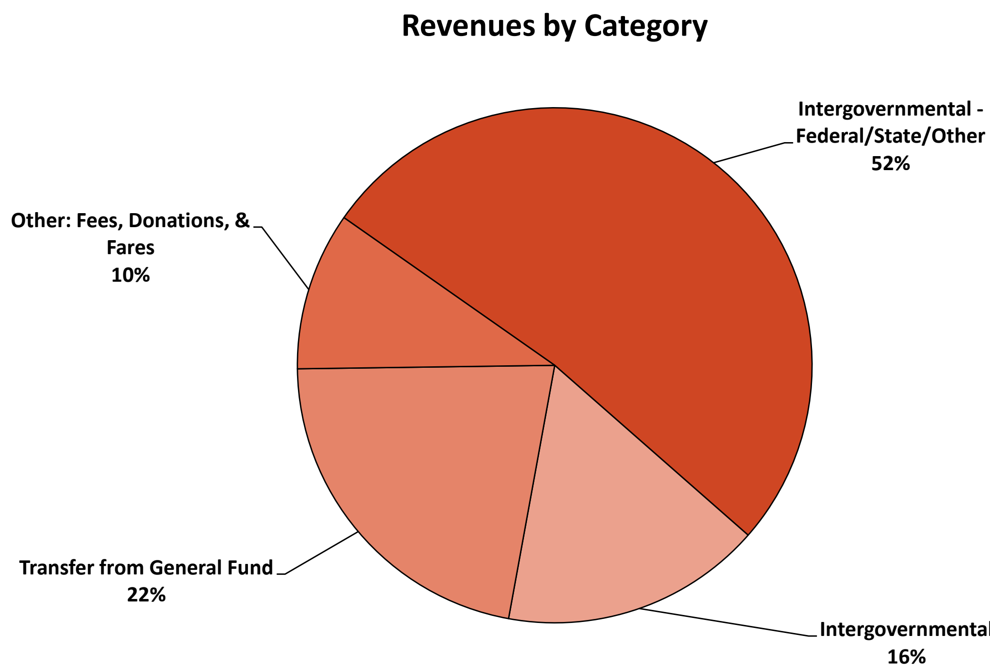
Local Funding Allocation Percentage (Based on percent of usage):
NOTE: Funding percentages shown include only City/County contributions and exclude all other revenue

	FY2017		FY2018		FY2019	
	County	**City**	**County**	**City**	**County**	**City**
Senior Services	60%	40%	63%	37%	64%	36%
Hall Area Transit -Fixed Route *	0%	100%	0%	100%	0%	100%
Hall Area Transit - Dial A Ride	N/A	N/A	100%	0%	100%	0%
Community Outreach	50%	50%	50%	50%	50%	50%

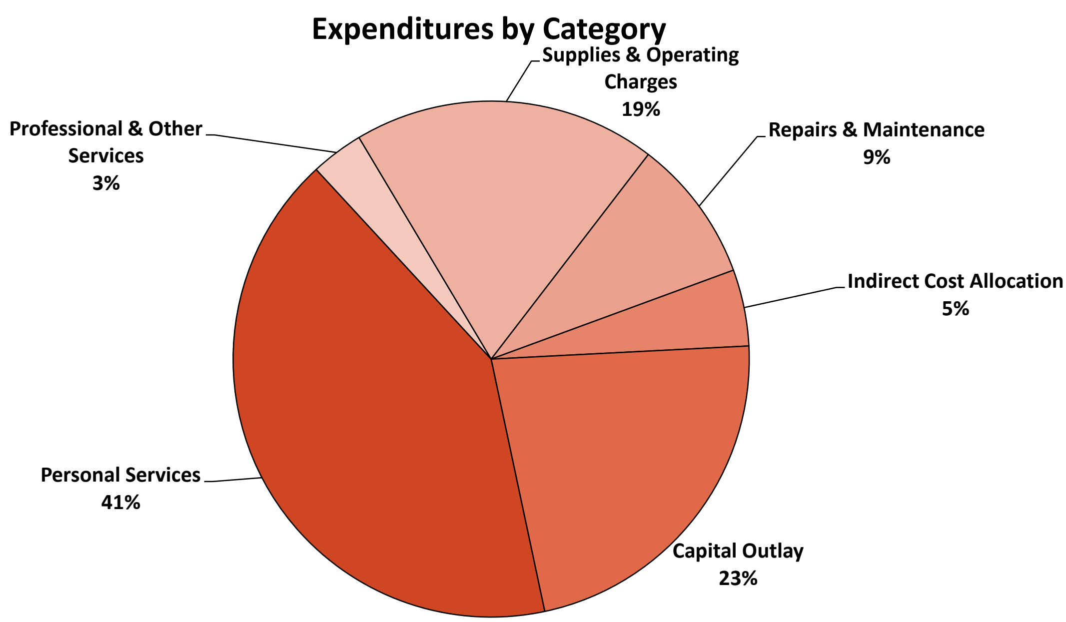
Other revenue sources include charges for services, fees, fares, reimbursements, and donations. These sources are projected based on history, planned rates for services, anticipated usage of fare/fee related programs, and other commitments.

COMMUNITY SERVICE CENTER FUND SUMMARY

REVENUES	**FY2017 ACTUAL**	**FY2018 ADJUSTED BUDGET**	**FY2019 BUDGET**
Intergovernmental - Federal/State/Other	$ 1,464,412	$ 1,111,258	$ 2,053,140
Intergovernmental	462,857	593,897	651,156
Transfer from General Fund	616,596	665,631	869,405
Other: Fees, Donations, & Fares	351,122	1,019,021	394,410
Budgeted Fund Balance- Bldg. Operations	-	-	-
Total Revenues	2,894,988	3,389,807	3,968,111
EXPENDITURES			
Personal Services	1,470,770	1,564,965	1,645,750
Professional & Other Services	187,759	228,981	130,922
Supplies & Operating Charges	733,296	712,129	753,279
Repairs & Maintenance	265,966	317,796	356,160
Indirect Cost Allocation	190,001	190,000	190,000
Capital Outlay	-	375,936	892,000
Total Operating Expenditures	2,847,792	3,389,807	3,968,111
Other Expenditures:			
Transfers out	-	-	-
Total Expenditures	2,847,792	3,389,807	3,968,111
Excess Revenues Over/(Under) Expenditures	$ 47,196	$ -	$ -



Revenues by Category
Intergovernmental - Federal/State/Other 52%
Other: Fees, Donations, & Fares 10%
Transfer from General Fund 22%
Intergovernmental 16%



Expenditures by Category
Supplies & Operating Charges 19%
Professional & Other Services 3%
Repairs & Maintenance 9%
Indirect Cost Allocation 5%
Personal Services 41%
Capital Outlay 23%

CEMETERY TRUST SPECIAL REVENUE FUND

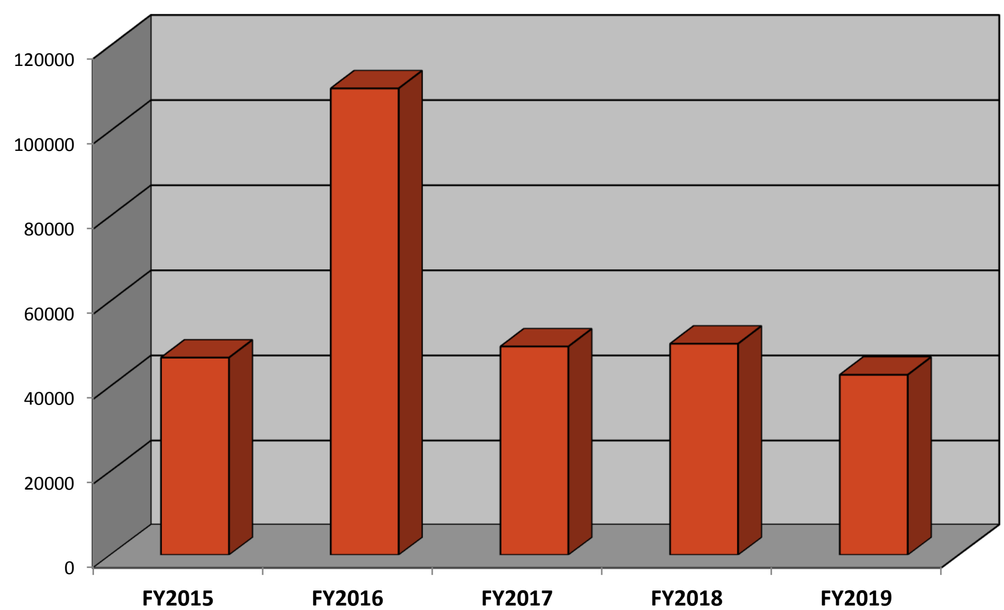
FUND DESCRIPTION:

The Cemetery Trust Fund is a Special Revenue Fund. Funds of this type are used to account for the proceeds of specific revenue sources that are legally or donor restricted to expenditures for specific purposes. The Cemetery Trust Fund is used to account for the revenues and expenditures of this fund; which are restricted to the operation and improvement of Alta Vista Cemetery.

CEMETERY TRUST FUND SUMMARY

REVENUES	FY2017 ACTUAL	FY2018 ADJUSTED BUDGET	FY2019 BUDGET
Interest on Investments	$ 797	$ 250	$ 2,704
Sales & Services	48,550	30,000	40,000
Budgeted Fund Balance	-	19,750	-
Total Revenues	49,347	50,000	42,704
EXPENDITURES			
Transfer to Capital Projects Fund	-	50,000	-
Available for Capital Projects	-	-	42,704
Total Expenditures	-	50,000	42,704
Excess Revenues Over/(Under) Expenditures	$ 49,347	$ -	$ -

Cemetery Trust Fund Five Year Trend



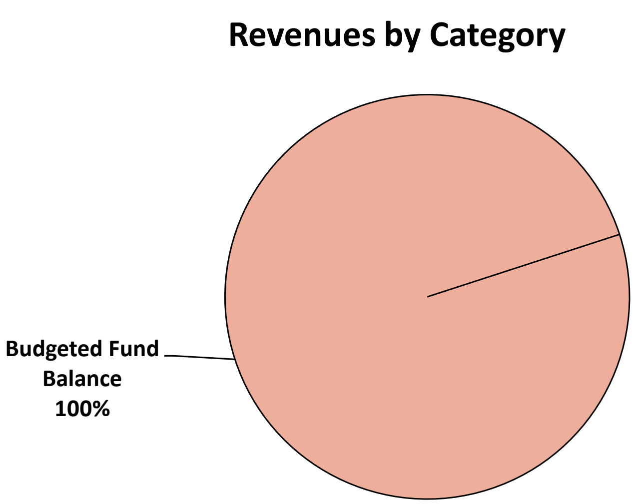
CONFISCATED ASSETS FUND

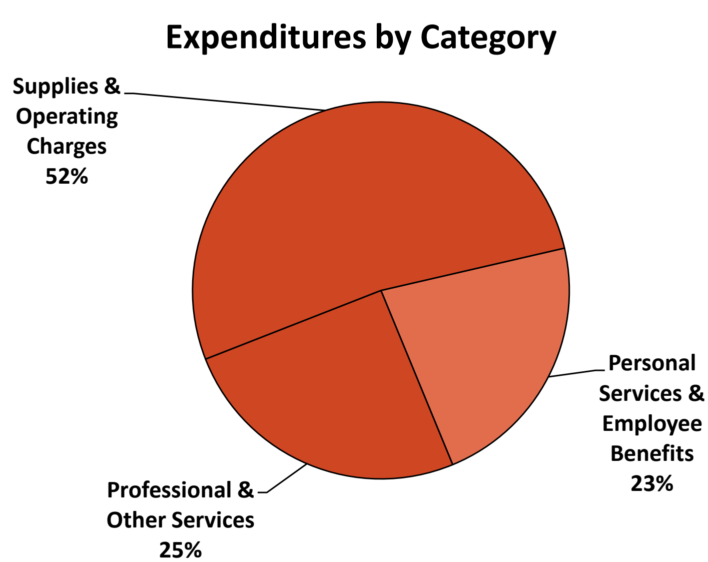
FUND DESCRIPTION:

This fund is a Special Revenue fund. Funds of this type are used to account for the proceeds of specific revenue sources that are legally or donor restricted to expenditures for specific purposes. The Confiscated Assets Fund is used to account for certain asset seizures confiscated by the City Police Department.

CONFISCATED ASSETS FUND SUMMARY

	FY2017 ACTUAL	FY2018 ADJUSTED BUDGET	FY2019 BUDGET
Revenue			
Cash Confiscations - State	$ 18,068	$ 5,000	$ -
Cash Confiscations - Local	38,355	30,000	-
Cash Confiscations - Federal	155,629	65,000	-
Interest on Investments	1,556	-	-
Budgeted Fund Balance	-	94,830	267,950
Total Revenue	213,608	194,830	267,950
Expenditures			
Personal Services & Employee Benefits	$ -	$ -	$ 60,000
Professional & Other Services	20,052	61,900	67,750
Supplies & Operating Charges	117,371	89,086	140,200
Repairs and Maintenance	-	9,094	-
Capital Outlay	34,851	34,750	-
Total Expenditures	172,274	194,830	267,950
Excess Revenues Over/(Under) Expenditures	**$ 41,334**	**$ -**	**$ -**





ECONOMIC DEVELOPMENT FUND

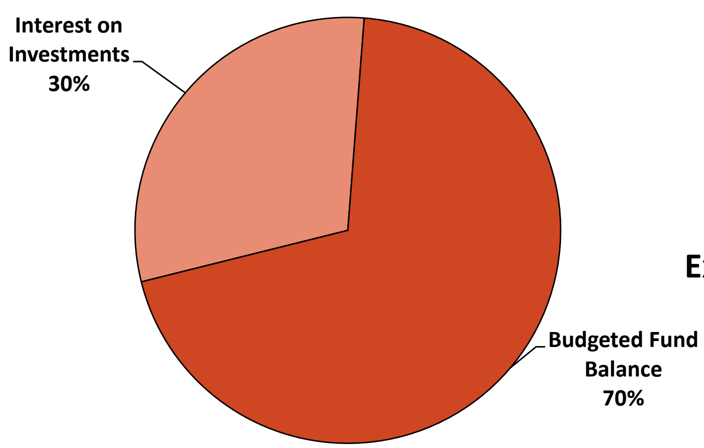
FUND DESCRIPTION:

This fund is a Special Revenue fund. Funds of this type are used to account for the proceeds of specific revenue sources that are legally or donor restricted to expenditures for specific purposes. The Economic Development Fund is used to account for certain economic development activities within the City.

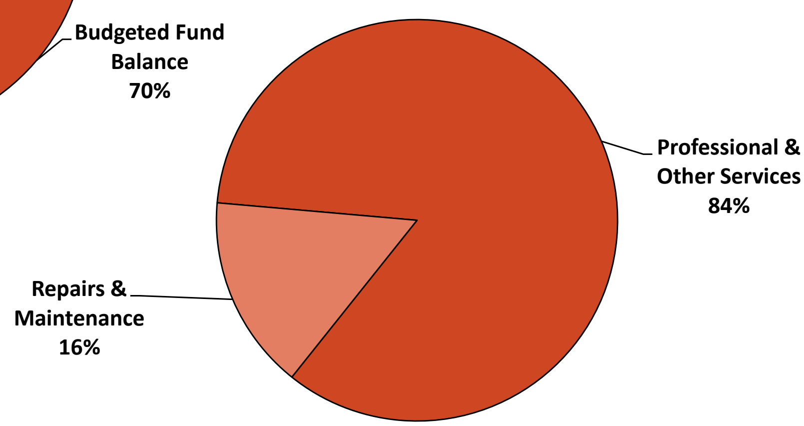
ECONOMIC DEVELOPMENT FUND SUMMARY

	FY2017 ACTUAL	FY2018 ADJUSTED BUDGET	FY2019 BUDGET
Revenue			
Interest on Investments	$ 5,180	$ 1,200	$ 25,000
Payment in Lieu of Taxes	138,243	-	-
Other Revenue	162,184	-	-
Gain/Loss on Investments	1,861,920	-	-
Transfer from General Fund	705,000	-	-
Budgeted Fund Balance	-	110,848	58,000
Total Revenue	2,872,527	112,048	83,000
Expenditures			
Professional & Other Services	22,457	57,000	70,000
Supplies & Operating Charges	-	-	-
Repairs & Maintenance	12,029	13,000	13,000
Capital Outlay	-	-	-
Debt Service - Gainesville Business Park	94,642	12,048	-
Transfers to GG Capital Project Fund	-	30,000	-
Total Expenditures	129,128	112,048	83,000
Excess Revenues Over/(Under) Expenditures	**$ 2,743,399**	**$ -**	**$ -**

Revenues by Category



Expenditures by Category



GOVERNMENT CABLE TELEVISION CHANNEL

DEPARTMENT DESCRIPTION:

TV18 The Government Channel is a joint service operation of the City of Gainesville and Hall County Governments. The station produces, records, and distributes graphic and motion video images across multiple media platforms including cable/video service providers, City and County websites, and social media groups.

MISSION STATEMENT:

The mission of TV18 is to offer timely, accurate information about city/county government news, events and activities to citizens and the local communities.

GOALS & OBJECTIVES:

1. ***Increase viewer awareness of TV18 operations.***
 * Conduct an annual survey to determine the TV18 target audience.
 * Participate in 3 community festivals or events for brand awareness and networking.
 * Produce 1 mini-promo excerpt from each video program to link to social media groups.
2. ***Maintain plan to increase yearly local video program production.***
 * Work with City and County public safety groups about recording and airing ceremonies, presentations, and PSAs.
3. ***Cooperate with local schools and businesses to promote youth and adult involvement in government.***
 * Offer two (2) student internships opportunities to interested high school juniors and seniors.
 * Make 3 presentations about the TV18 experience to selected high school groups and/or organizations.

PERFORMANCE MEASURES:

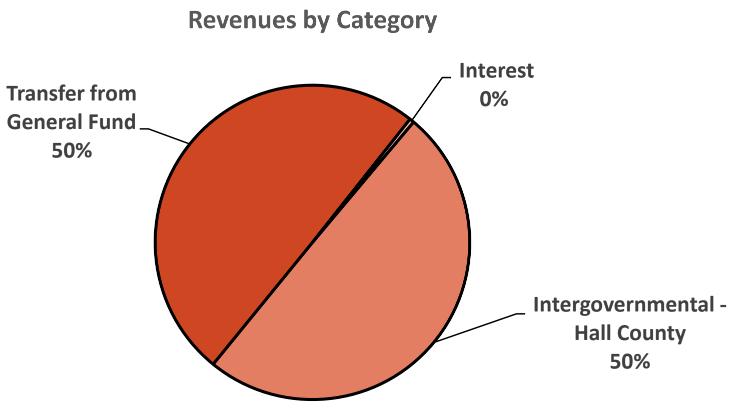
MEASURES	City Wide Strategic Priority	ACTUAL			Thru 12/31	BUDGET	
		FY2015	FY2016	FY2017	FY2018	FY2018	FY2019
Number of Mini TV- Shows (Produced)	IO	9	9	11	3	10	12
Number of Show Views	IO	7,200	7,200	10,184	6,600	15,000	10,000
Number of Intern/Volunteer Hours	IO	430	710	710	30	300	200
Number of video promos linked to social media	IO	N/A	N/A	12	17	20	24

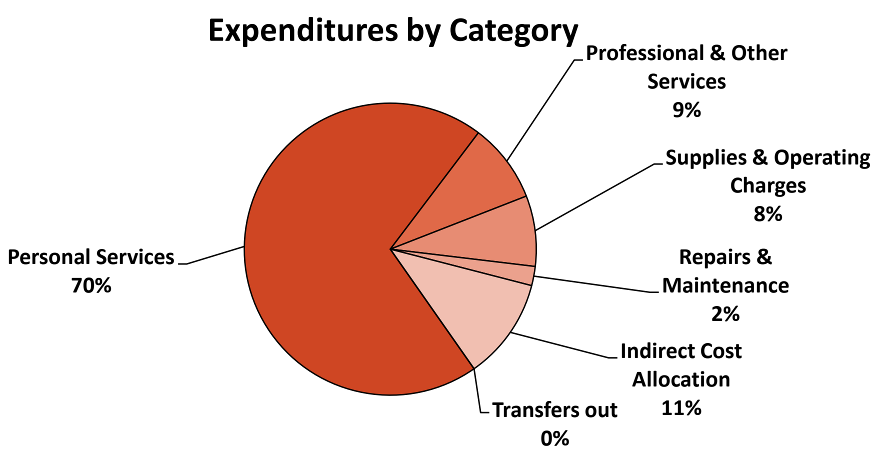
REVENUE SOURCES & ASSUMPTIONS

The Governmental Cable Television Fund assumes funding primarily from intergovernmental revenue sources. Currently this Fund is shared by the City of Gainesville and Hall County Government, both holding an equal share of the Fund. It is funded 50% City of Gainesville and 50% Hall County. These funding sources are held under an Intergovernmental agreement between the two governments.

Other revenue sources consist of interest earned on investments. This funding source makes up less than 1% of the funds allocated to this fund.

GOVERNMENT TELEVISION CHANNEL FUND SUMMARY			
REVENUES	**FY2017 ACTUAL**	**FY2018 ADJUSTED BUDGET**	**FY2019 BUDGET**
Intergovernmental - Hall County	$ 162,368	$ 125,778	$ 128,686
Interest	300	-	1,194
Transfer from General Fund	162,368	125,778	128,686
Total Revenues	325,036	251,556	258,566
EXPENDITURES			
Personal Services	159,934	175,927	181,091
Professional & Other Services	19,219	22,281	22,667
Supplies & Operating Charges	13,148	10,870	20,205
Repairs & Maintenance	3,830	7,712	5,497
Indirect Cost Allocation	29,106	29,106	29,106
Transfers out	99,500	5,660	-
Capital Outlay	-	-	-
Total Expenditures	324,737	251,556	258,566
Excess Revenues Over/(Under) Expenditures	$ 299	$ -	$ -





GAINESVILLE FIRE DISTRICT

DEPARTMENT DESCRIPTION:

Gainesville Fire District operates 4 fire stations equipped with a total of 13 fire trucks (7 engines, 2 aerials, 2 rescues, 2 squads and Georgia Search and Rescue (GSAR Task Force 1) truck). There are currently 92 employees working on three shifts (24 hours on, 48 hours off) and 11 staff members which include Fire Administration, Fire Operations, Fire Prevention and Training Divisions, for a total of 103 personnel. The Gainesville Fire Department is rated as an ISO Class I Fire Department. This rating allows our residents and businesses to receive lower insurance premiums and superior service.

MISSION STATEMENT:

Gainesville Fire District is committed to providing the highest level of fire and public safety services for our community. We protect lives and property through fire suppression, emergency medical response, disaster management, fire prevention and public education.

GOALS & OBJECTIVES:

1. ***Ensure the highest quality fire services are provided to the citizens and businesses of Gainesville.***

* Maintain our ISO Class I Rating.
* Continued dialogue with Hall County Fire Services to ensure effective EMS service is being provided to the citizens of Gainesville.
* Provide professional, safe and efficient emergency response.
* Monitor and exceed acceptable thresholds within ISO's Fire Suppression Rating Schedule.
* Monitor and exceed ISO required training hours per certified firefighter.

2. ***Expand coverage to areas affected by growth.***

* Develop a plan of action for location, personnel and equipment for a possible new Station #5.
* Develop a plan to seek funding through current and future grants.
* Develop a plan of action to provide expanded emergency response to areas on and around Lake Lanier.

3. ***Expand and/or fully utilize existing and new technology to enhance the efficiency of Fire Department operations.***

* Complete a needs assessment of all building and equipment.
* Implement a repair/replacement schedule for all buildings and equipment.
* Identify funding from grants and future budgets.

PERFORMANCE MEASURES:

MEASURES	City Wide Strategic Priority	ACTUAL			Thru 12/31	BUDGET	
		FY2015	FY2016	FY2017	FY2018	FY2018	FY2019
Average Response Time (Min:Sec) (Emergency)	QL	4:52	5:14	4:51	5:01	5:00	5:00
Average Training Hours per Firefighter	IO	284	315	332	166	240	240
Total Training Hours Received	IO	N/A	N/A	33,195	16,597	24,000	24,000
Training Hours Received In-house per Firefighter	IO	N/A	N/A	N/A	125	120	180
ISO Rating	ED	II	I	I	I	I	I
Number of Field Inspections	IO	1879	2232	3849	1570	3500	3500

REVENUE SOURCES & ASSUMPTIONS

Real & Personal Property Taxes: All taxable Real and Personal property within the City Limits of Gainesville is subject to ad valorem taxations.

Delinquent Property Taxes: Real and Personl Property Taxes collected after the fiscal year in which they are due.

Motor Vehicle Taxes: Motor vehicles within the city limits of Gainesville are subject to ad valorem taxation.

Penalties & Interest: Penalties and Interest for Delinquent Property Tax and returns not filed or filed late.

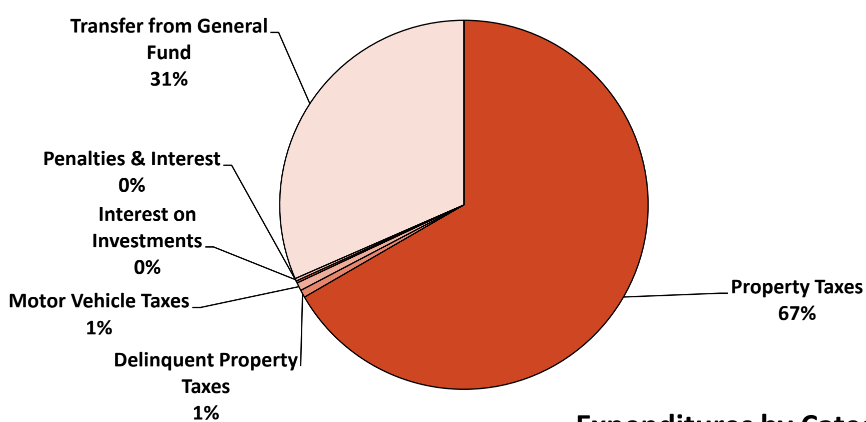
Interest is based on economic conditions, interest rates, and cash flow projections.

Budgeted Fund Balance in part represents prior year taxes collected in excess of budgeted amount and is used to fund capital purchases and other non-recurring expenditures.

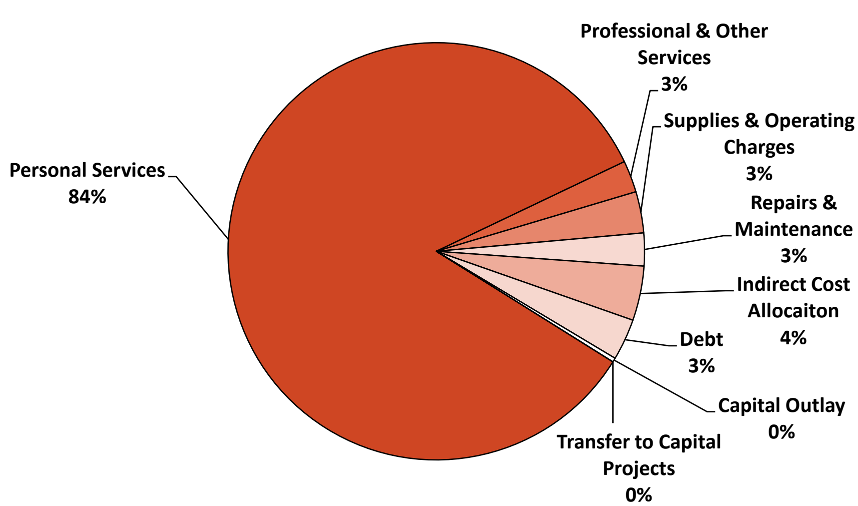
GAINESVILLE FIRE DISTRICT FUND SUMMARY			
REVENUES	**FY2017 ACTUAL**	**FY2018 ADJUSTED BUDGET**	**FY2019 BUDGET**
Property Taxes	$ -	$ -	$ 5,704,350
Delinquent Property Taxes	-	-	57,046
Motor Vehicle Taxes	-	-	60,719
Penalties & Interest	-	-	15,860
Interest on Investments	-	-	20,000
Transfer from General Fund	-	-	2,699,225
Budgeted Fund Balance	-	-	284,000
Total Revenues	$ -	$ -	$ 8,841,200
EXPENDITURES			
Personal Services	-	-	7,430,171
Professional & Other Services	-	-	217,709
Supplies & Operating Charges	-	-	282,815
Repairs & Maintenance	-	-	225,000
Indirect Cost Allocaiton	-	-	373,505
Debt	-	-	284,000
Capital Outlay	-	-	28,000
Transfer to Capital Projects	-	-	-
Total Expenditures	$ -	$ -	$ 8,841,200
Excess Revenues Over/(Under) Expenditures	$ -	$ -	$ -

*****Fire Distrct was started in FY2019,**

Revenues by Category



Expenditures by Category



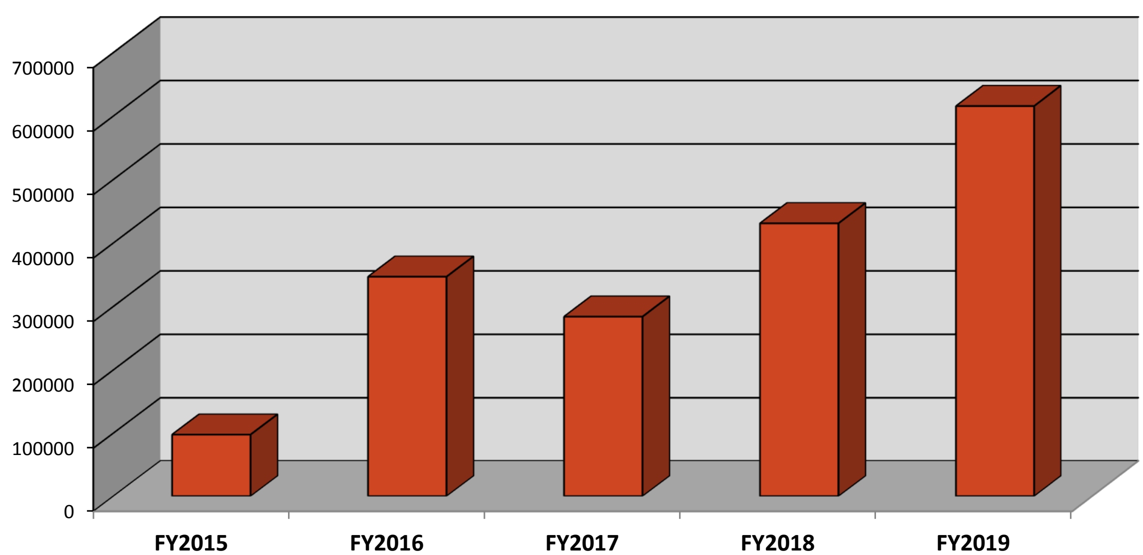
TAX ALLOCATION DISTRICT FUND

FUND DESCRIPTION:
This fund is used to account for ad valorem property tax collections derived from the City's two Tax Allocation Districts (Midtown and Lakeshore) for the purpose of stimulating private redevelopment within these areas.

TAX ALLOCATION DISTRICT FUND SUMMARY

	FY2017 ACTUAL	FY2018 ADJUSTED BUDGET	FY2019 BUDGET
Revenue			
Property Tax - Current	$ 59,652	$ 46,500	$ 33,137
Intergovernmental	221,712	160,000	188,956
Interest on Investments	2,498	800	1,650
Budgeted Fund Balance	-	223,582	391,912
Total Revenue	283,862	430,882	615,655
Expenditures			
Payments to Others	211,213	430,882	615,655
Transfer to Debt Fund			
Available for Capital Projects	-	-	-
Total Expenditures	211,213	430,882	615,655
Excess Revenues Over/(Under) Expenditures	**$ 72,649**	**$ -**	**$ -**

Five Year Budgeted Revenue Trend



HOTEL MOTEL TAX FUND

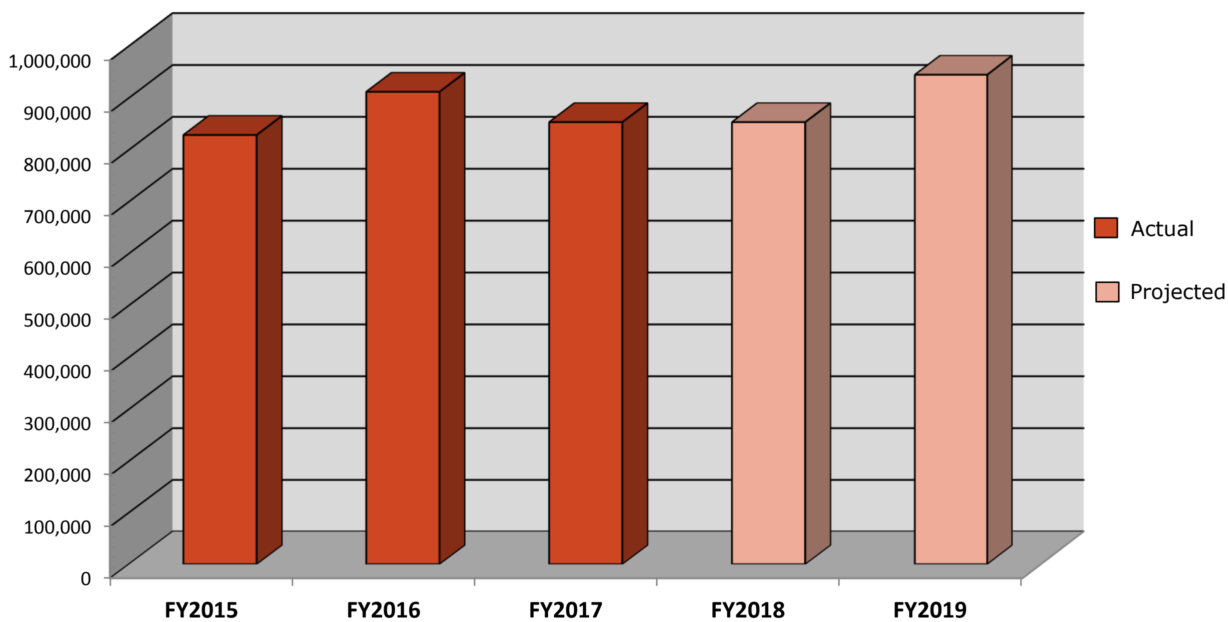
FUND DESCRIPTION:

Hotel/Motel Tax is a tax on room rentals at hotels and motels located within the City. The tax was assessed at the rate of 5% for fiscal years before 2001. On January 1, 2001, the tax rate was raised to 6%. The revenue assumption for the fiscal year budget presented here was projected by calculating the forecasted tax base for the coming fiscal year (estimated by using the tax bases from several prior fiscal years) and then assessing the base at the rate of 6%.

HOTEL MOTEL TAX FUND SUMMARY

	FY2017 ACTUAL	FY2018 ADJUSTED BUDGET	FY2019 BUDGET
Revenue			
Hotel/Motel Taxes (5%)	$ 774,167	$ 711,333	$ 786,462
Hotel/Motel Taxes (1% for Capital Projects)	154,867	142,267	158,335
Interest	187	200	200
Budgeted Fund Balance	-	-	-
Total Revenue	929,221	853,800	944,997
Expenditures			
Gainesville Convention and Visitors Bureau	613,443	461,533	576,662
Transfer to Capital Projects	160,724	250,000	210,000
Transfer to Debt Service	154,867	142,267	158,335
Total Expenditures	929,034	853,800	944,997
Excess Revenues Over/(Under) Expenditures	$ 187	$ -	$ -

Five Year Budget Trend



IMPACT FEE FUND

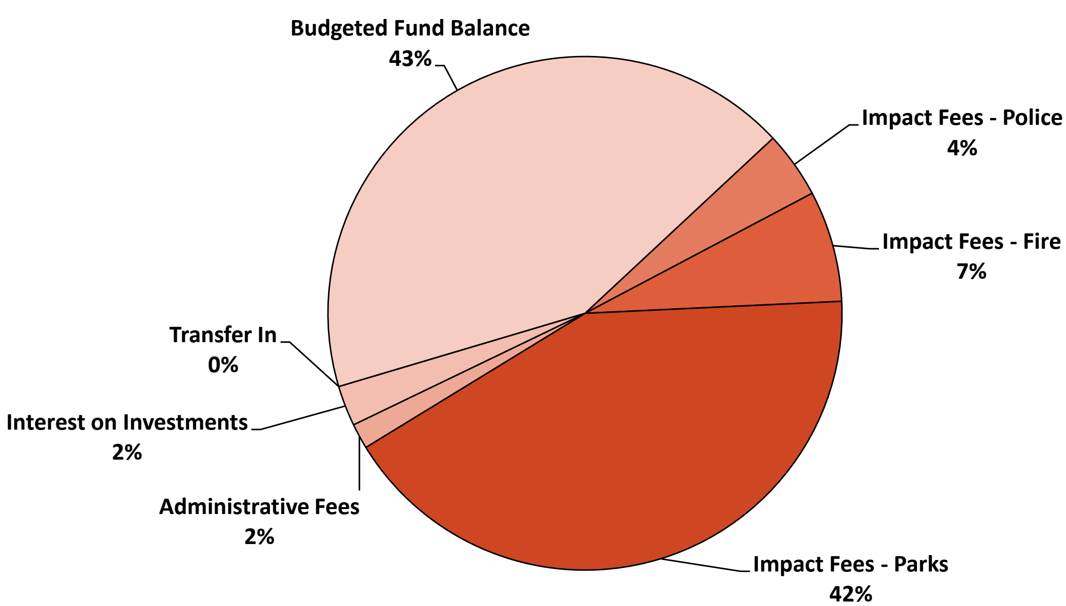
FUND DESCRIPTION:

Impact fees are collected by the City for the following areas: Police, Fire, and Parks & Recreation. The city also collects impact fees for libraries and the detention facility on behalf of Hall County. All fees collected are deposited into special accounts earmarked for the aforementioned divisions. Funds expended on these service areas must be used on items identified in the Capital Improvement Element of the City of Gainesville's Comprehensive Plan. The Financial Services Department and Department of Planning and Development are required to submit annual reports detailing the expenditure of funds to the Department of Community Affairs. The Gainesville City Council has designated, through ordinance, the Director of Planning and Development as the Impact Fee Administrator.

IMPACT FEE FUND SUMMARY

	FY2017 ACTUAL	FY2018 ADJUSTED BUDGET	FY2019 BUDGET
Revenue			
Impact Fees - Police	$ 69,416	$ 47,000	$ 42,000
Impact Fees - Fire	126,468	81,400	70,000
Impact Fees - Parks	1,017,229	550,000	420,000
Administrative Fees	43,460	20,350	15,960
Interest on Investments	6,960	1,250	25,468
Transfer In	26,323	-	-
Budgeted Fund Balance	-	-	426,572
Total Revenue	1,289,856	700,000	1,000,000
Expenditures			
Transfer to General Fund	43,460	20,350	-
Transfer to Capital Project Funds - Police	90,000	-	-
Transfer to Capital Project Funds - Fire	-	-	350,000
Transfer to Capital Project Funds - P&R	550,000	230,000	650,000
Available for Capital Projects	-	449,650	-
Total Expenditures	683,460	700,000	1,000,000
Excess Revenues Over/(Under) Expenditures	**$ 606,396**	**$ -**	**$ -**

IMPACT FEE FUND REVENUES BY TYPE

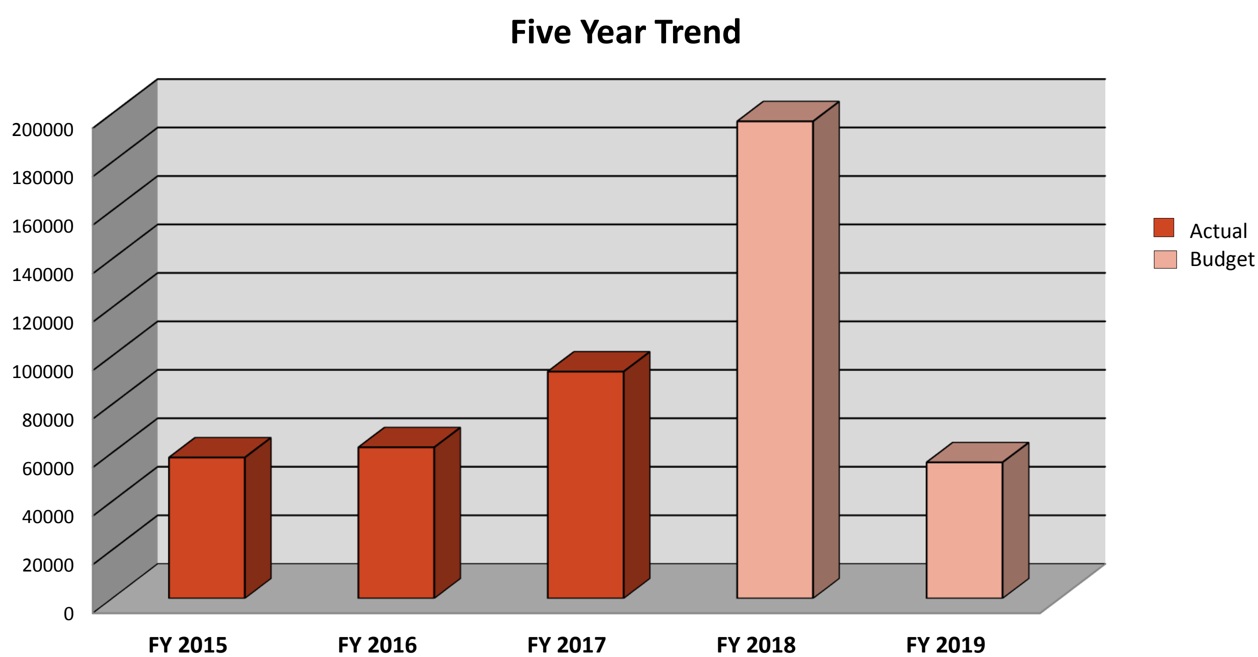


INFORMATION TECHNOLOGY FUND

FUND DESCRIPTION:
This fund is used to account for an Information Technology fee derived from each citation issued by City of Gainesville Police officers, for the purpose of improving functionality and efficiency through the use of enhanced technology.

INFORMATION TECHNOLOGY FUND SUMMARY

	FY2017 ACTUAL	FY2018 ADJUSTED BUDGET	FY2019 BUDGET
Revenue			
Technology Fees	$ 81,554	$ 55,000	$ 55,000
Interest on Investments	738	250	1,000
Interest on Investments	-	-	-
Budgeted Fund Balance	-	141,500	-
Total Revenue	82,292	196,750	56,000
Expenditures			
Transfers to GG CIP	40,000	181,500	-
Supplies and Operating Charges	6,460	4,200	-
Capital Outlay	-	11,050	56,000
Available for Capital Projects	-	-	-
Total Expenditures	46,460	196,750	56,000
Excess Revenues Over/(Under) Expenditures	**$ 35,832**	**$ -**	**$ -**



PARKS AND RECREATION

DEPARTMENT DESCRIPTION:

The Gainesville Parks and Recreation Agency was founded in 1924 by a special election by the citizens of Gainesville. Governed by a nine-member appointed board having the legal responsibility to provide, establish, maintain and conduct a comprehensive parks and recreation program, the Gainesville Parks and Recreation is funded through City of Gainesville ad valorem taxes and fees & charges. All programs are available to city residents as well as those residing outside the City. Therefore, in fairness to the residents of Gainesville, a non-resident fee may be added to programs to help offset the costs of providing them. The Gainesville Parks and Recreation Agency is one of only 166 agencies nationwide and one of eleven agencies in the State of Georgia to have achieved accreditation from the Commission for Accreditation of Parks and Recreation Agencies. Parks and Recreation provides benefits for Our Health, Our Community, Our Youth, Our Environment, and Our Economy.

MISSION STATEMENT:

The Gainesville Parks and Recreation Agency, through a coordinated effort, seeks to enrich the quality of life of the citizens we serve by providing safe and accessible facilities and a diversified program of activities in an effective, efficient, equitable and responsive manner.

GOALS & OBJECTIVES:

1. ***To enhance the quality of life of the citizens of Gainesville through Service Quality in Parks and Recreation Opportunities.***
   * Provide high quality, clean, safe, accessible and diversified park amenities and open spaces that support opportunities for active and passive recreation for all citizens through continuous inspection of all parks and facilities.
   * Utilize the Agency's Recreation Programming Plan to evaluate and expand recreational activities.
   * Continue to increase health and wellness opportunities by expanding fitness offerings at Frances Meadows and Cabbell Field.
   * Provide well-maintained rental spaces that meet the needs of citizens while maximizing equipment and facility life spans.

2. ***To sustain financial stewardship through streamlining leisure services and building effective partnerships that support the needs of the citizens.***
   * Offset operational costs through increased Sponsorship Policy.
   * Review fees and charges at Frances Meadows Aquatic Center based on operational costs.
   * Review service programming: Increase free opportunities; Support and promote self recreation; and look at all programming based on partnerships.

3. ***To provide customer satisfaction for all Agency programs, facilities, and services.***
   * Maintain customer service campaign that solicits and monitors public input regarding the Agency's performance in services provided.
   * Provide operating capital to implement updates and upgrades to facilities, parks and programs based on public input.
   * Provide Staff training opportunities.
   * Utilize citizen input to support the development of a new 10-year Parks Master Plan.

PERFORMANCE MEASURES:

MEASURES	City Wide Strategic Priority	ACTUAL			Thru 12/31	BUDGET	
		FY2015	FY2016	FY2017	FY2018	FY2018	FY2019
# Park Audits Annually	IO	14	20	20	11	20	21
# Youth Athletic participants*	LS	1181	1814	2407	1133	1650	1750
Decrease energy consumption	IO	Even	-2%	-8%	3%	Even	Even
# Staff training opportunities	IO	195	154	161	100	150	150
# Sponsorships	IO	69	72	75	27	75	75
# Fitness visits to Frances Meadows Center **	LS	N/A	50,240	57,800	27,703	40,000	50,000
# Volunteer Hours	IO	N/A	13,913	12,435	6,308	9,500	10,500
Customer Service Rating ***	IO	3.8	3.7	3.7	3.6	3.8	3.8
# Written Partnership Agreements	IO	12	13	14	14	14	14

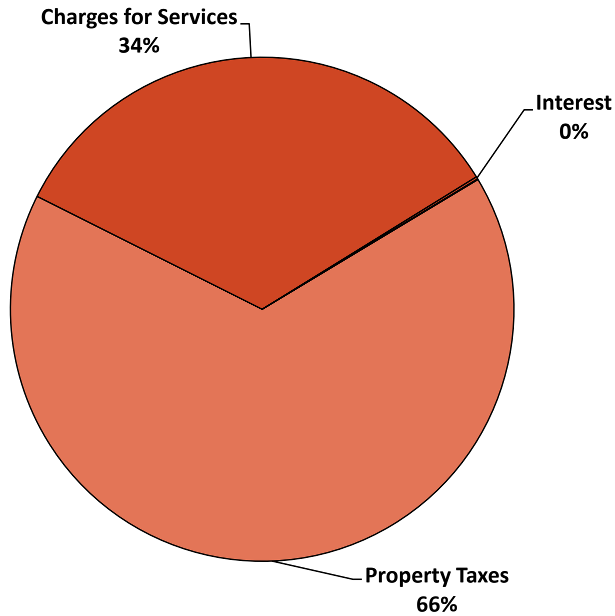
*Youth Athletic participation includes Travel Ball players at Lanier Point & Lanier Aquatic Swimmers **Fitness Center and Classes ***Rating scale 1-poor to 4-excellent.

REVENUE SOURCES & ASSUMPTIONS
Ad Valorem Tax is based on the same projected digest used for the General Fund.
Charges for Services includes admissions, program and league fees, facility leases, concession operations, etc. Projections rely on historical trends and economic conditions.
Interest is based on economic conditions, interest rates, and cash flow projections.
Budgeted Fund Balance in part represents prior year taxes collected in excess of budgeted amount and is used to fund capital purchases and other non-recurring expenditures.

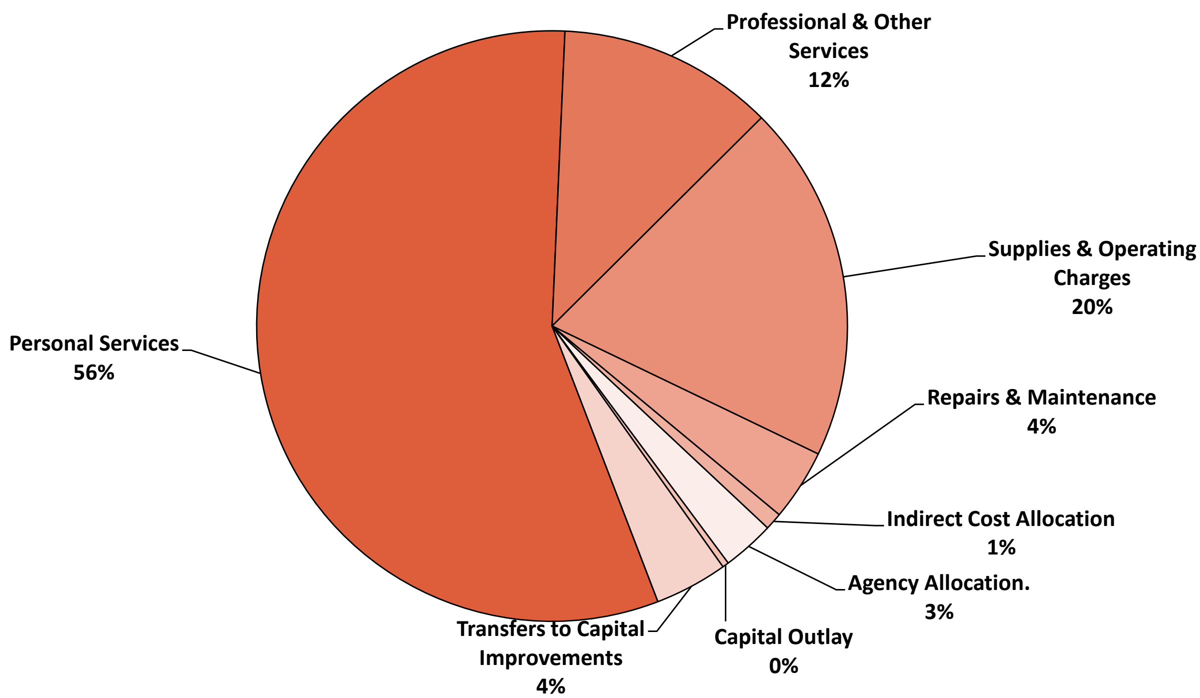
PARKS AND RECREATION FUND SUMMARY

REVENUES	FY2017 ACTUAL	FY2018 ADJUSTED BUDGET	FY2019 BUDGET
Millage Rate	0.790	0.750	0.750
Property Taxes	$ 2,950,904	$ 3,160,848	$ 3,476,933
Charges for Services	1,816,950	1,777,690	1,780,340
Interest	8,434	3,650	8,200
Intergovernmental	-	-	-
Other	29,562	17,000	2,000
Transfers in	40,118	-	-
Budgeted Fund Balance	-	474,806	-
Total Revenues	4,845,967	5,433,994	5,267,473
EXPENDITURES			
Personal Services	2,608,930	2,885,368	2,977,634
Professional & Other Services	502,392	607,599	623,681
Supplies & Operating Charges	963,378	1,003,662	1,032,344
Repairs & Maintenance	177,938	249,365	205,519
Indirect Cost Allocation	50,000	50,000	50,000
Agency Allocation.	-	150,000	150,000
Capital Outlay	-	19,000	18,295
Transfers to Capital Improvements	236,876	469,000	210,000
Total Expenditures	4,539,514	5,433,994	5,267,473
Excess Revenues Over/(Under) Expenditures	$ 306,454	$ -	$ -

Revenues by Category



Expenditures by Category



GAINESVILLE CONVENTION AND VISITORS BUREAU

DEPARTMENT DESCRIPTION:

The Gainesville Communications and Tourism Office combines Main Street Gainesville, Public Information for City residents and Convention and Visitor's Bureau.

MISSION STATEMENT:

Inform Gainesville residents on city government and city services, promote the downtown/midtown area as a new location for business, provide marketing support for existing businesses, and partner with area hotels and numerous local attractions to bring more visitors to the City.

FY2019 GOALS & OBJECTIVES:

1. ***Increase Tourism Activity in Gainesville***
 * *Brand the City section of the Highlands to Islands Trail.*
 * *Create an Ambassador Program for front-line Attraction Staff and Event Volunteers.*
2. **Encourage new business development and enhance established businesses around the Gainesville Square**
 * *Host events that tie the Gainesville Square to the City's vibrant business district and call attention to the opportunity for economic development.*
 * *Provide incentives for Main Street Membership and offer online registration.*
3. ***Promote Community Awareness of City Services and Utilization of City Programs***
 * *Produce four (4) special segments on TV18 focusing on City Services.*

PERFORMANCE MEASURES:

MEASURES	City Wide Strategic Priority	ACTUAL			Thru 12/31	BUDGET	
		FY2015	FY2016	FY2017	FY2018	FY2018	FY2019
Events Booked	LS	24	24	20	8	22	22
Main Street Events	LS	30	30	31	40	45	45
Total Main Street Members	IO	23	25	30	7	35	35
Social Media (Facebook and Twitter) Posts		N/A	N/A	N/A	836	468	950
Articles to Drive Tourism		N/A	N/A	N/A	5	5	7
Hotel/Motel Revenue	LS	$828,925	$911,848	$929,034	$506,040	$853,600	$944,797
Social Media www.gainesville.org Hits	IO	401,336	476,230	478,231	294,995	465,000	475,000

REVENUE SOURCES & ASSUMPTIONS

Hotel/Motel Tax is a tax on room rentals at hotels and motels located within the City.

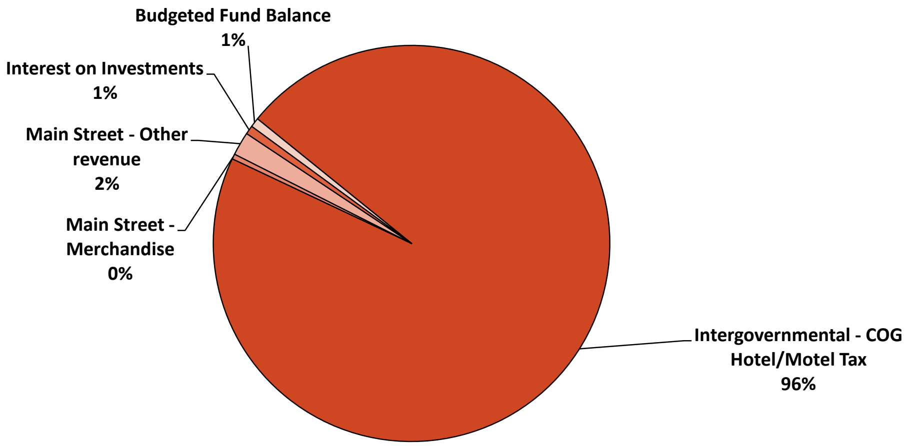
Charges for Services includes admissions, program and league fees, facility leases, concession operations, etc. Projections rely on historical trends and economic conditions.

Interest is based on economic conditions, interest rates, and cash flow projections.

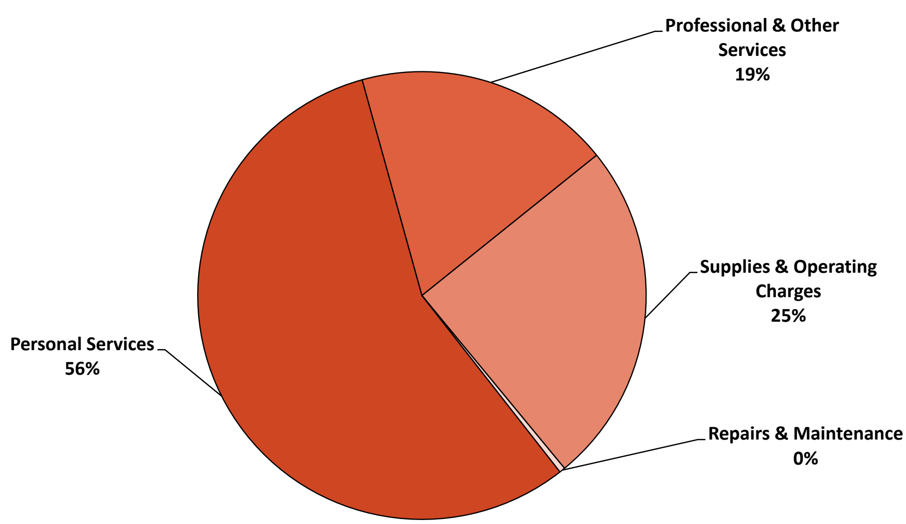
Budgeted Fund Balance in part represents prior year taxes collected in excess of budgeted amount and is used to fund capital

GAINESVILLE CONVENTION AND VISITORS BUREAU FUND SUMMARY			
REVENUES	**FY2017 ACTUAL**	**FY2018 ADJUSTED BUDGET**	**FY2019 BUDGET**
Intergovernmental - COG Hotel/Motel Tax	$ 613,443	$ 461,533	$ 576,662
Main Street - Merchandise	1,178	2,500	2,500
Main Street - Other revenue	17,378	11,000	11,500
Interest on Investments	1,344	-	4,263
Budgeted Fund Balance	-	118,105	4,555
Total Revenues	633,343	593,138	599,480
EXPENDITURES			
Personal Services	300,670	326,360	337,238
Professional & Other Services	93,966	117,269	111,013
Supplies & Operating Charges	113,148	141,143	148,760
Repairs & Maintenance	1,771	2,706	2,469
Capital Outlay	-	5,660	-
Total Expenditures	509,554	593,138	599,480
Excess Revenues Over/(Under) Expenditures	$ 123,789	$ -	$ -

Revenues by Category



Expenditures by Category



CAPITAL IMPROVEMENT PROGRAM

FUND DESCRIPTION:

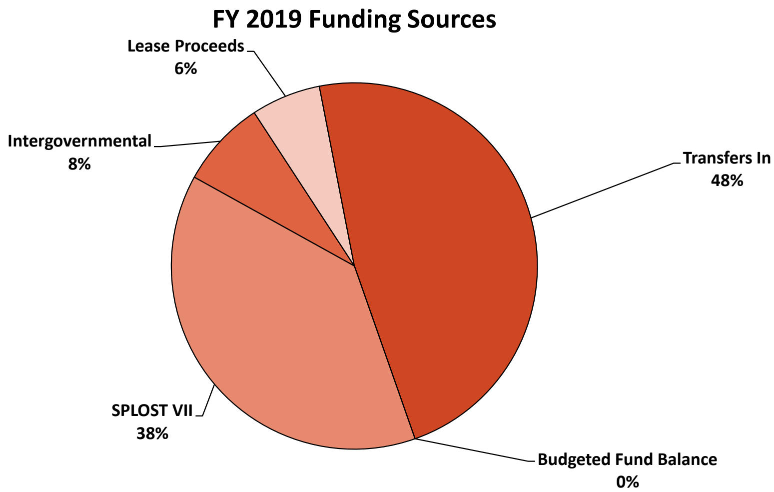
These budgets represent the first year of the present five year Capital Improvement Program (CIP). The section also includes a summary of the entire CIP, as well as more detailed information regarding those projects funded for the first year. Capital improvement budgets remain open until the project is completed.

MISSION STATEMENT:

It is the mission of the Capital Improvement Program to identify, measure, and plan for future Capital needs while adhering to the central mission of the City of Gainesville.

CAPITAL IMPROVEMENTS PROGRAM FUND SUMMARY

REVENUES	FY2017 Budget	FY2018 Budget	FY2019 Budget
Intergovernmental:			
Georgia Department of Transportation	$ 828,513	$ 250,000	$ 250,000
Federal Grants		737,500	959,100
SPLOST VII	5,235,000	3,115,000	6,010,000
Lease proceeds	881,434		961,000
Contributions	-		
Solid Waste Fund	-	235,000	
Golf Course Fund	-	60,000	
Transfers From:			
Community Service Center	-	28,300	
Economic Development Fund	-	30,000	
General Fund	3,655,225	3,300,662	4,683,442
Hotel/Motel Tax Fund	160,724	250,000	210,000
Information Tech Fund	40,000	181,500	
Department of Water Resources Operating Fund	1,100,000	558,480	919,380
Impact Fee Fund	550,000	230,000	1,000,000
TV-18	99,500	5,660	
Cemetery Trust Fund	-	50,000	
Solid Waste Fund	-	5,660	435,000
Airport	-	125,000	
Gainesville CVB	-	5,660	
Vehicle Services	-	42,000	
Parks and Recreation	170,000	425,000	210,000
Budgeted Fund Balance:			
DWR Fund Balance	-	9,966,000	38,368,000
Fire District			-
Capital Projects Fund Balance	1,329,475	1,000,000	
Total Revenues	$ 14,049,871	$ 20,601,422	$ 54,005,922

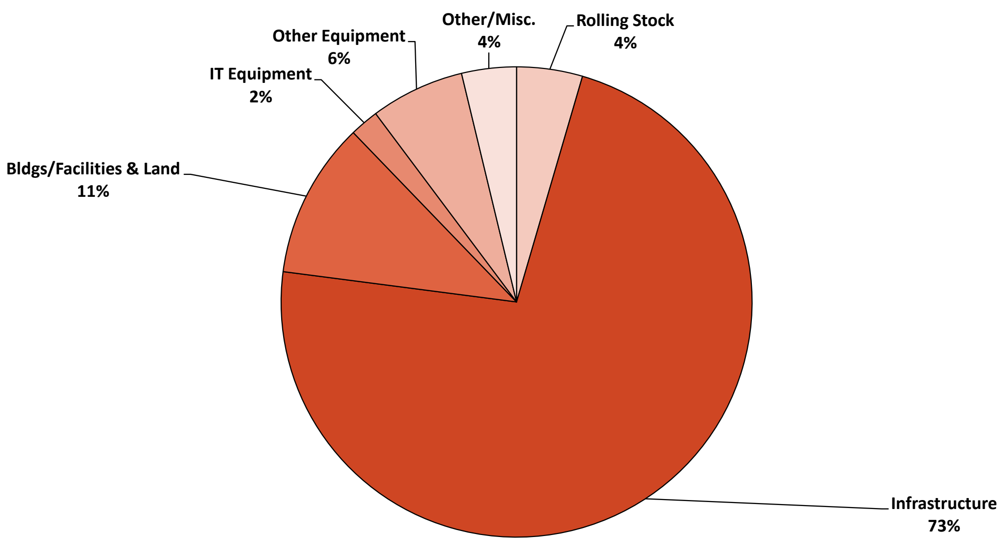


CAPITAL IMPROVEMENT PROGRAM FUND SUMMARY			
EXPENDITURES	FY2017 Budget	FY2018 Budget	FY2019 Budget
City Managers Office			
Service Delivery Update	20,000	-	-
Land Bank Authority	200,000	100,000	-
Municipal Code Update	-	20,000	-
Information Technology			
Standardized Camera System	60,000	-	-
Expansion of Disk Storage	-	200,000	40,000
Network Security	60,000	40,000	60,000
Network Upgrade	140,000	200,000	148,100
Records Management System	80,000	-	-
Automated Email Archive	-	56,000	-
Intrusion Prevention/Detection System	-	70,000	-
Data Center Uninteruptable Power System and A/C	-	-	275,000
Community Development Department			
Vehicles	75,000	-	-
Dilapidated Property Demolition	-	100,000	-
Green Street Station Renovation	-	25,000	-
Downtown Wireless Hot Zone	-	60,000	-
Midtown Greenway - Phase III	-	33,400	-
10 Year Update - Capital Imp Element (CIE)	-	30,000	-
Park Hill Dr. Neighborhood Plan	-	-	30,000
Green Street Station Renovation	-	-	50,000
Midtown Greenway-Phase III	-	-	200,400
Police			
Police Department Fleet (New)	631,434	405,000	297,000
Firearms Simulator	100,000	-	-
MVR Camera System	44,700	-	-
License Plate Recognition System	40,000	40,000	-
Portable Radios	-	93,522	93,522
Fire			
Fire Station #2 Relocation	3,450,000	-	-
Station #3 SCBA Fill Station	50,000	-	-
Fleet Replacement - Vehicle 4424	35,000	-	-
Fleet Replacement - Engine 23	575,000	-	-
Replacement Radios	-	110,000	110,000
New Station Planning	-	50,000	-
Preemption Lights System	-	70,000	-
Fleet Replacement - Truck (Replace 4214)	-	38,000	-
Fleet Replacement Aerial Apparatus (Lease)	-	-	284,000
New Station #5 & #6 Planning	-	-	250,000
Fire Rescue Boat	-	-	350,000
Public Works - Public Land and Buildings			
Administrative Building Renovation	1,250,000	500,000	825,000
Main Street Building Demolition	1,650,000	-	-
Fleet Replacement - Service Van	30,000	-	-
GAB Generator Replacement	-	175,000	-
Parking Deck Public Restroom	-	150,000	-
Cleaning and Sealing City Hall	-	100,000	-
Roosevelt Square Lighting Project	-	-	40,000
Public Works - Engineering			
Street Resurfacing (Major Projects)	885,000	500,000	500,000
Roadway Patching Program	100,000	125,000	125,000
Full Depth Reclamation Program	250,000	-	-
In-House Paving Program	150,000	660,000	660,000
Roadway Beautification	100,000	65,000	150,000
Interchange Beautification	120,000	80,000	-
Transportation Plan Implementation	550,000	900,000	500,000
Jesse Jewell & John Morrow Intersection Imp.	588,513	-	-
Sidewalk Program	75,000	75,000	75,000
Bridge Maintenance Program	75,000	25,000	-
Green Street Study Implementation	-	250,000	100,000
Traffic Calming / Road Safety Devices	40,000	40,000	40,000
Asphalt Preservation	25,000	25,000	50,000
Fleet Replacement	-	30,000	-
Streetscaping - Washington & Bradford	525,000	1,200,000	1,050,000
Davis Street Extension	-	-	75,000
Dawsonville Hwy/McEver Road Connector	-	-	900,000
Park Hill Drive Improvements	-	-	425,000

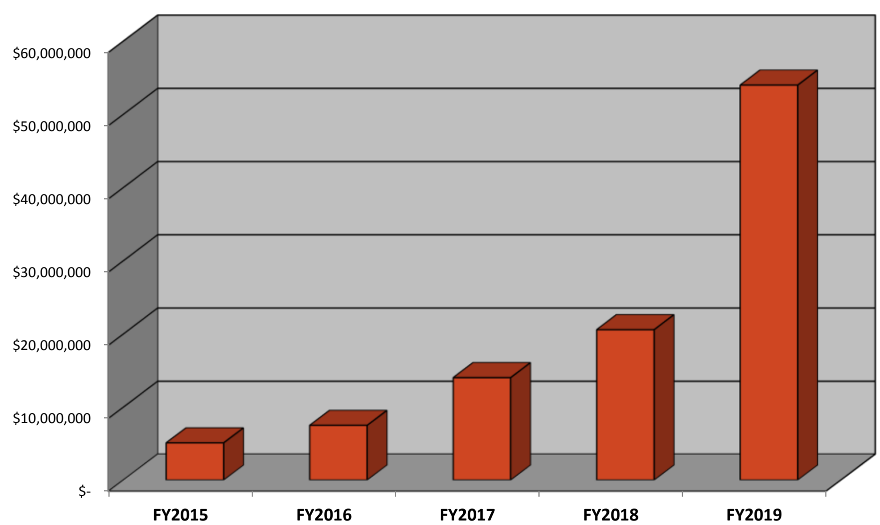
CAPITAL IMPROVEMENT PROGRAM FUND SUMMARY			
EXPENDITURES	FY2017 Budget	FY2018 Budget	FY2019 Budget
Public Works - Traffic			
Thermoplastic Restriping	55,000	25,000	-
Crew Cab Service Truck	-	50,000	-
New Traffic Engineering Shop (Planning)	-	50,000	-
Intelligent Transportation Systems (ITS)	240,000	200,000	300,000
Shallowford Corridor Signal Upgrades	-	-	100,000
Thermoplastic Restriping of City Streets	-	-	55,000
Replacement Bucket Truck	-	-	180,000
Public Works - Street Maintenance			
Fleet Replacement - Service Truck	140,000	140,000	-
Fleet Replacement - Truck	40,000	-	-
Fleet Replacement - Street Sweeper	250,000	-	-
New Box Dump Truck	100,000	-	-
Boom Rotary Attachment (for ROW Tractor)	40,000	-	-
Backhoe Loader	-	100,000	-
Fleet Replacement - Crew Truck	-	40,000	-
Fleet Replacement - Light Duty Truck	-	40,000	-
Asphalt Zipper	-	80,000	-
Asphalt Roller	-	50,000	-
Fleet Replacement - ROW Crew Truck2	-	40,000	-
Leaf Box Dump Truck (Lease)	-	-	200,000
Asphalt Patch Truck (Lease)	-	-	180,000
New Leaf Vacuum Machines 2 @ $35k	-	-	70,000
Mini Excavator	-	-	100,000
Stormwater			
Stormwater Rehabilitiation Program	-	1,000,000	900,000
Cemetery			
Freeground Memorial	-	50,000	-
Fleet Replacement - Crew Cab Truck	30,000	-	-
Gainesville Convention and Visitors Bureau			
Gainesville Signage	160,724	100,000	100,000
Highlands to Islands Signage	-	-	75,000
Downtown Shuttle	-	-	35,000
Cable Television Fund			
Production Equipment (Mobile)	65,000	-	-
Production Vehicle	34,500	-	-
Parks and Recreation			
Youth Sports Complex	650,000	205,000	3,300,000
Civic Center Exterior Improvments	-	75,000	-
Parks Master Plan	-	150,000	-
Desota Park Renovations	-	225,000	-
Playground Improvements	-	130,000	150,000
Lanier Point Athletic Complex Improvements	-	75,000	-
Civic Center Roof	120,000	-	-
Linwood Education Building	100,000	-	-
Civic Center Parking Lot	50,000	-	-
FMACC Pebbleflex Replacement	-	-	80,000
Park Signage-Systemwide	-	-	150,000
FMACC Camera System Replacement	-	-	55,000
Skate Park	-	-	100,000
Concessions/Restroom Building Replacement	-	-	250,000
Skidsteer	-	-	50,000
Park Vehicles	-	-	25,000
Community Service Center			
Buses (Dial-A-Ride)	-	150,000	-
Hall Area Transit Equipment	-	132,500	187,000
Hall Area Transit Property	-	50,000	-
Buses (Gainesville Connection)	-	-	645,000
MOW Kitchen Expansion	-	-	25,000
MOW Fleet Replacement	-	-	35,000
Solid Waste			
Fleet Replacement Packer Truck	-	190,000	-
Fleet Replacement Scooter Truck	-	45,000	-
Downtown Solid Waste Study	-	-	100,000
Knuckleboom Trash Loader	-	-	190,000
Brush Chipper	-	-	100,000
Light Duty Garbage Truck	-	-	45,000
Airport			
Terminal Building Renovations	-	500,000	-
Golf Course			
Clubhouse Roof Replacement	-	35,000	-
Cushman Truckster	-	25,000	-
Pump Station Repair	-	-	32,000
Toro 4500 Rotary Rough Mower	-	-	70,000

CAPITAL IMPROVEMENT PROGRAM FUND SUMMARY			
EXPENDITURES	FY2017 Budget	FY2018 Budget	FY2019 Budget
Vehicle Services			
Fleet Replacement - Truck	-	42,000	-
Vehicle Lifts	-	-	50,000
Department of Water Resources			
Annual Meter Infrastructure	-	150,000	-
Athens Highway Sanitary Sewer Extension	-	500,000	3,000,000
Environmental Services Building Imp/Upgrade	-	210,000	-
Flat creek Water Reclamation Facility - Digester Upgrade	-	1,000,000	1,750,000
Flat Creek WRF - Comprehensive Master Plan	-	250,000	250,000
Flat Creek WRF - Upgades	-	1,250,000	-
Lakeside Drive Variable Frequency Drive	-	300,000	-
Laboratory Information Management System	-	150,000	-
Linwood WRF Membrane Replacement	-	2,150,000	-
Meter Replacement Program	-	500,000	1,500,000
Pressure Monitors	-	100,000	-
Riverside Drive Water Treatment Plant - concrete	-	620,000	620,000
Riverside WTP - #4 Raw Water Pump	-	116,000	-
Riverside WTP - Solids Handling Upgrades	-	1,300,000	-
Tanks Maintenance Program	-	700,000	200,000
Utility Service Truck	-	120,000	-
Vactor Truck	-	400,000	-
Water Distribution System Hydraulitc Monitoring	-	150,000	-
Automated Meter Infrastructure	-	-	150,000
Asset Management Implementation and Improvements	-	-	200,000
Athens Highway Utility Relocation Due to GA DOT Projec	-	-	500,000
Clermont Pressure Zone Backup Booster Station and Tan	-	-	300,000
Enviromental Services Building HVAC	-	-	400,000
Directional Boring Machine	-	-	150,000
Trackhoe	-	-	250,000
Flat Creek Sanitary Sewer Collection Sys. Master Plan	-	-	500,000
Flat Creek Watershed Improvements	-	-	150,000
Flat Creek Water Reclamation Facility Improvements	-	-	2,868,000
FY19 Sanitary Sewer Main Improvements	-	-	1,750,000
FY19 Water Main Extensions and Improvements	-	-	3,000,000
Glenwood Drive Roundabout Utilities Relocation	-	-	280,000
Hancock Facility Relocation	-	-	1,000,000
IT Upgrades	-	-	250,000
Lake Knickerbocker Dam Improvements	-	-	1,750,000
Lake Lanier Water Quality Study	-	-	250,000
Lakeside Water Treatment Plant Improvements	-	-	500,000
Lift Station Improvements	-	-	850,000
Linwood Discharge Pipe	-	-	3,000,000
Linwood Membranes	-	-	1,150,000
Old Cornelia Hwy/Old Athens Rd Sanitary Sewer Extensio	-	-	2,500,000
Riverside/Lakeside WTP Driveway Sealing	-	-	475,000
Riverside WTP High Service Pump with VFD	-	-	1,200,000
Riverside WTP Improvements	-	-	500,000
Source Water Assessment	-	-	200,000
Spout Springs Utility Relocation to GA DOT Project	-	-	3,500,000
Utility Service Truck	-	-	125,000
Water Reclamation Facilities Electrical Control Upgrades	-	-	500,000
Water Treatment Facilities Comprehensive Master Plan	-	-	500,000
Jesse Jewel Pkwy, Queen City Pkwy Utility Reloc	-	-	1,800,000
Water Treatment Plants Electrical Control Upgrades	-	-	500,000
Total Expenditures	$ 14,049,871	$ 20,601,422	$ 54,005,022

Expenses by Category



Five-Year Budgeted Funding Trend



DEBT SERVICE FUND

FUND DESCRIPTION:

The Debt Service Fund is used to account for the accumulation of resources and payment of general government long-term debt principal and interest from governmental resources.

Entering into fiscal year 2019, the City of Gainesville's general obligation debt is projected to be $21,470,000

Frances Meadows Center	$	7,435,000
Parking Deck	$	2,805,000
Main Street Property	$	5,195,000
TWS Building	$	1,570,000
TAD Bond	$	4,465,000

Georgia law provides that general obligation debt be no greater than 10% of the City's total assessed value. This 10%, minus general obligation bonds outstanding is classified as the government's legal debt margin. A computation of the City's legal debt margin follows:

Net General Obligation Bond Tax Digest	$	5,141,883,495
Debt Limit - 10% of Assessed Value	$	514,188,350
Less General Obligation Bonds Outstanding		21,470,000
Legal Debt Margin	**$**	**492,718,349.50**

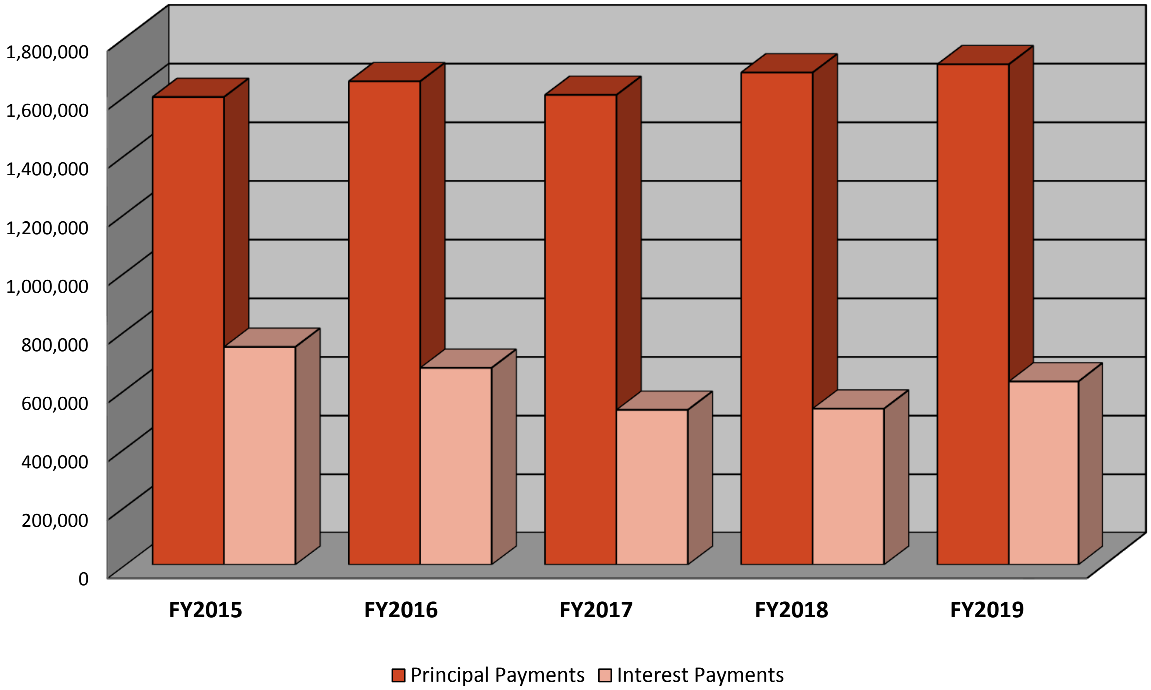
Bonded debt per capita, based on an estimated population of 40,000 is $537.

The City's debt related to capital leases is anticipated to increase to $272,723 during fiscal year 2018. The City anticipates $297,000 in new capital leases during FY2019.

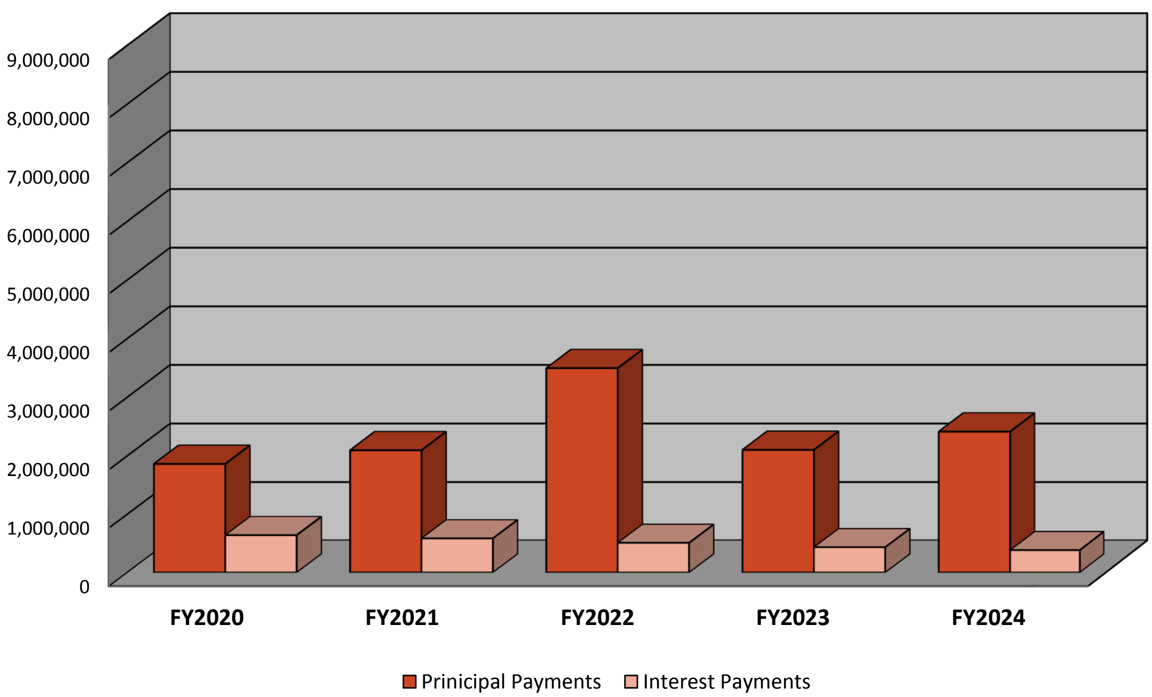
DEBT SERVICE FUND SUMMARY

REVENUES		**FY2017 ACTUAL**		**FY2018 BUDGET**		**FY2019 BUDGET**
Millage Rate		.600		.600		.569
Taxes	$	2,356,085	$	2,398,030	$	2,559,265
Interest on Investments		5,654		5,386		10,151
Transfer from Hotel/Motel Tax Fund		154,867		298,267		283,735
Miscellaneous Revenue		1,807		-		-
Budgeted Fund Balance		-		-		-
Total Revenues		2,518,413		2,701,683		2,853,151
EXPENDITURES						
Bond Principal and Interest		1,772,311		1,871,552		2,039,612
Lease Principal and Interest		203,058		342,131		294,768
Bond Refund Cost		-		-		-
Other Costs		3,123		2,200		2,200
Available for Future Debt Service		-		485,800		516,571
Total Expenditures		1,978,492		2,701,683		2,853,151
Excess Revenues Over/(Under) Expenses	$	539,921	$	-	$	-

Five Year Principal and Interest Trend



Five Year Principal and Interest Projections



DEPARTMENT OF WATER RESOURCES

DEPARTMENT DESCRIPTION:

The Department of Water Resources Fund is used to account for activities connected with the development, operation and maintenance of water and sewer service in the City of Gainesville and parts of Hall County. This is an enterprise fund, financed and operated in a manner similar to private business enterprises. Such funds are self-supporting in nature where the costs, including depreciation, of providing goods or services to the general public on a continuing basis are financed or recovered primarily through user charges.

MISSION STATEMENT:

It is the mission of the Gainesville Department of Water Resources to provide ample quantities of safe, aesthetically pleasing water at adequate pressures to our customers, and to provide this water at the lowest possible price that will allow the system to be safely operated and expanded in accordance with the Water Master Plan adopted by the Gainesville City Council. Furthermore, it is our goal to collect and treat all wastewater generated in our service area in a safe and environmentally-sound manner at the lowest possible price. We will endeavor to meet these goals while managing our resources as a responsible steward for the future of our community and while providing the highest level of customer service possible.

GOALS & OBJECTIVES:

1. ***Position the utility for the future.***

* Implement flow monitoring technology to target areas within the collection system for further Infiltration/Inflow investigation.
* Implement pressure monitoring and district metering to advance leak detection and reduction efforts.
* Conduct process evaluations at the plants, system master planning, and modeling to guide future decision making.

2. ***Ensure financial stability.***

* Continue use and updates to the Comprehensive Financial Model.
* Conduct energy efficiency studies and begin retrofit projects
* Identify capital projects that can reduce operating costs.
* Implement management tools to increase efficiencies, such as CIP Tracking Tool, Work Order Management system, and GIS (leading to full Asset Management).
* Convert data "noise" into useful information and communicate in a transparent manner.

3. ***Develop a world class work force.***

* Enhance relationships with high schools, technical schools, and universities for recruiting and outreach.
* Continue to improve training opportunities both in-house and out-sourced.
* Develop retention strategies, including career paths and strategic assignments.

PERFORMANCE MEASURES:

MEASURES	City Wide Strategic Priority	ACTUAL			Thru 12/31	BUDGET	
		FY2015	FY2016	FY2017	FY2018	FY2018	FY2019
Preventive maintenance work orders	IO	2,162	1,905	2,132	839	2,400	2,470
Number of Leaks found w/ Leak Detection Program	II	14	12	6	0	12	10
Permit compliance (%)-Riverside	IO	100%	100%	100%	100%	100%	100%
Permit Compliance (%)-Lakeside	IO	100%	100%	100%	100%	100%	100%
Permit Compliance (%)-Flat Creek	IO	100%	92%	100%	99%	100%	100%
Permit Compliance (%)-Linwood	IO	100%	89%	90%	100%	100%	100%
Environmental Education Activities	QL	183	163	252	38	225	225
Stream Inspections/Assessments	QL	2,973	3,409	3,364	1,306	2,800	2,700
% of increase in operating budget	IO	-3%	1.2%	4.3%	7%	5.5%	12%

REVENUE SOURCES & ASSUMPTIONS

Water Revenue is the largest revenue source in this fund. The service area includes a large portion of Hall County. Rates are different for inside City and outside City customers due to differing service costs. No rate increase is anticipated for water during this budget year.

Account Service Fees are the third largest revenue source in this fund. This fee is billed to each account on the system as a base fee that recovers the cost to read the meter and generate a bill, regardless of consumption. This base fee was previously built into the water and sewer charges, and was broken out separately as part of a rate restructuring to improve equity to customers. This revenue category is very stable and increases steadily at the rate new customers tie onto the system. This fee was increased in January 2016 to the full calculated cost that was determined at the 2015 Council Workshop. No increase is anticipated for January 2019.

Water Tapping Fees are levied to recoup the actual cost of tapping the water mains for new or additional users tapping onto an existing water line. The projected revenue is based on historical trend review and analysis, coupled with construction start projections. These fees are continuing to improve along with the Economic up-turn for housing development.

Service Fees are charged when service to a user is terminated for non-payment, and as a penalty for a returned check. This revenue has slightly increased from last year.

Late Payment Penalties of 10% of the amount due are charged if payments reach the Customer Service & Billing Department after the due date on the billing.

Sewer Revenue is the second largest revenue source in this fund, with the majority of the service area inside the City limits. This revenue category has seen an increase in consumption usage over the past 3 years with the increase in housing developments in the City limits that are served by the City's sanitary sewer system. There is no rate increase being considered for January 2019.

Surcharges are charged to large industrial and commercial customers if their pollutant load is in excess of what is found in the normal residential effluent waste. Surcharge fees have increased over the past several years. This revenue is based on historical trends but is totally dependent on the industry permit limits.

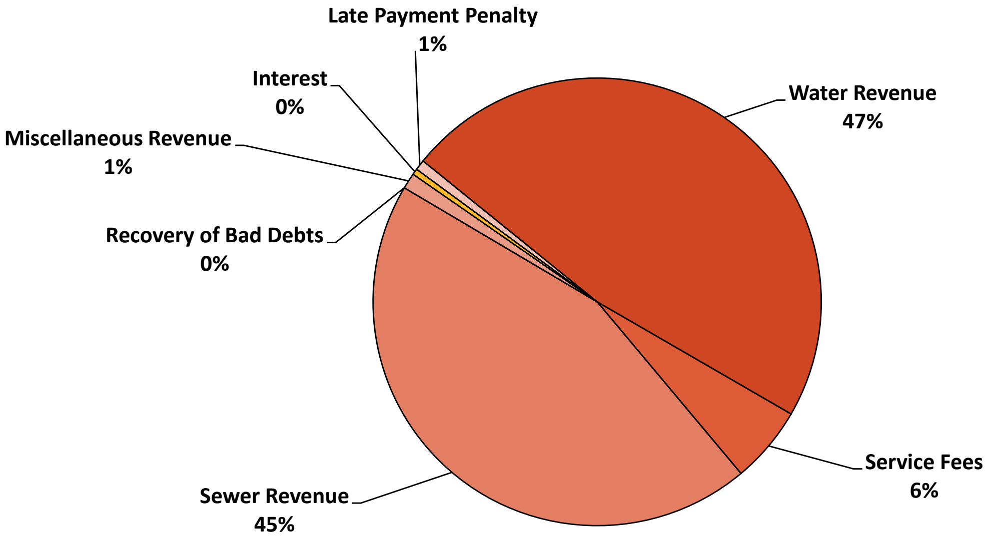
Sewer Tapping Fees are charged for a new customer to tap onto the City's Sanitary Sewer System. This charge is set to recover the City's cost to install the actual tap to the City's sewer for new or expanded service. This revenue has increased due to new construction. This projection is based on historical trend analysis and an environmental trend toward less reliance on septic tanks.

Interest Revenue is based on cash balances, the economy, and interest rates.

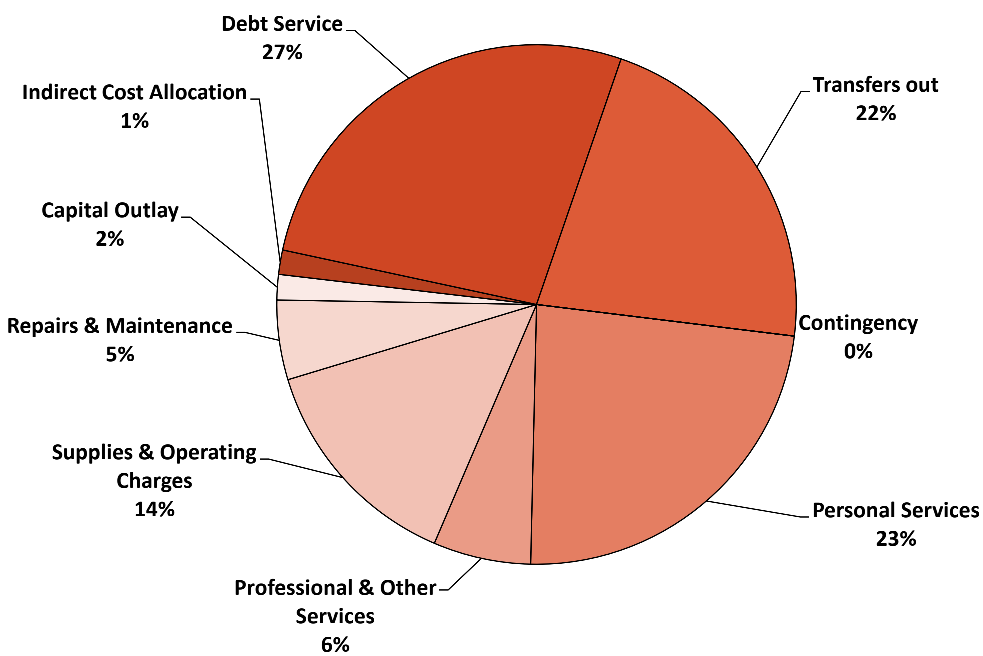
Water/Sewer Connection Fees are charged to enable the system to fund its expansion. These fees are based on the prorated cost of providing service with each new tap to the system and vary depending on tap size. Projections are based on anticipated new customer acquisition.

DEPARTMENT OF WATER RESOURCES FUND SUMMARY			
REVENUES	**FY2017 Actual**	**FY2018 Adjusted Budget**	**FY2019 Budget**
Water Revenue	$ 34,080,182	$ 32,071,777	$ 30,681,362
Water Connection Fees	2,501,158	1,914,134	2,122,980
Water Connection Administration Fees	75,447	56,619	62,760
Water Tapping Fees	1,399,114	1,133,313	1,291,012
Account Service Fees	3,840,765	3,603,937	3,690,565
Service Fees	308,208	263,849	303,174
Late Payment Penalty	551,033	616,804	530,831
Sewer Revenue	29,628,201	28,414,857	29,458,108
Surcharge	918,032	788,581	1,005,973
Sewer Tapping Fees	49,500	30,780	41,040
Sewer Connection Fees	2,410,261	1,777,146	1,505,826
Sewer Connection Administration Fees	74,952	53,265	45,133
Recovery of Bad Debts	115	-	-
Miscellaneous	771,797	659,737	825,439
Interest	1,372,085	62,815	314,102
Gain(Loss) Sale of Fixed Assets	22,941	-	-
Transfers In	1,915,141	-	-
Budgeted Retained Earnings	-	103,333	-
Total Revenues	$ 81,251,187	$ 71,612,186	$ 71,878,305
EXPENDITURES			
Personal Services	13,138,501	16,049,784	16,830,983
Professional & Other Services	2,774,549	3,479,437	4,367,526
Supplies & Operating Charges	7,457,774	8,677,720	9,983,573
Repairs & Maintenance	1,731,632	2,690,004	3,558,386
Capital Outlay	21,885	951,300	1,135,060
Total Operating Expenditures	25,124,341	31,848,245	35,875,528
Indirect Cost Allocation	1,014,882	1,042,707	1,088,326
Miscellaneous	1,340,237	-	-
Depreciation	14,952,305	-	-
Contingency	-	-	-
Debt Service	4,815,525	19,663,182	19,342,934
Transfer to E&R Fund	-	15,256,350	11,415,420
Transfer to Other Funds	4,372,905	3,801,702	4,156,097
Total Expenditures	$ 51,620,195	$ 71,612,186	$ 71,878,305
Excess Revenues Over/(Under) Expenses	$ 29,630,992	$ -	$ -

Revenues by Category



Expenditures by Category



SOLID WASTE DEPARTMENT

DEPARTMENT DESCRIPTION:

Serving the City of Gainesville Residents by maintaining a clean and healthy environment by collecting and disposing of waste and recycling refuse through, bi-weekly garbage pickup, weekly curbside refuse and yard waste as needed, weekly recycling pickup, dead animals, white goods, bulky items, and special pickup on a call-in basis (user fee) charged, litter control, and special pickup of solid waste and recycling at City sponsored events.

MISSION STATEMENT:

The mission of the Solid Waste Department is to enhance the overall condition of the residential area of the city by providing a proactive and creative approach to maintaining a clean and sanitary environment through education, enforcement, and the removal of all discarded waste.

GOALS & OBJECTIVES:

1. ***Collaborate with outside agencies to promote and improve the appearance, health and safety of the City.***
   * Continue efforts with Keep Hall Beautiful, Elachee, civic organizations, and local school systems.
   * Work with local school systems to promote solid waste and recycling education.
2. ***Promote participation in recycling.***
   * Provide Recycling Resources to Community Events as requested.
   * Market and distribute, as requested, the new 35 gallon recycling containers to residents.
3. ***Conduct a Solid Waste Service Audit***
   * Monitor revenue sources to insure accuracy of solid waste fees, franchisee fees, host fees, and other revenue sources.
   * Work with the Department of Water Resources to develop tracking of new customers to insure fess are accurate with the services provided.

PERFORMANCE MEASURES:

MEASURES	City Wide Strategic Priority	ACTUAL			Thru 12/31	BUDGET	
		FY2015	FY2016	FY2017	FY2018	FY2018	FY2019
Number of Customers	IO	5,995	6,482	6,694	6,676	6,700	7,000
Annual Waste Tonnage Picked up	QL	7,366	7,400	7,743	3,976	7,504	7,728
Annual Household Stop Volume	QL	1,246,960	1,348,256	1,392,352	694,304	1,393,600	1,456,000
Recycling (% by weight)	QL	14.37%	14.89%	11.85%	12.25%	15%	15%
Tons Recycled	QL	772	862	858	410	900	900

REVENUE SOURCES & ASSUMPTIONS

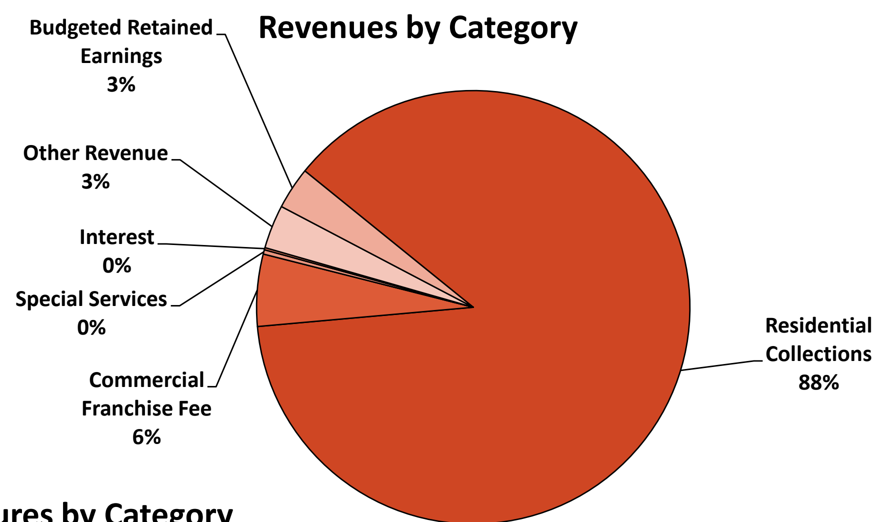
Residential Collection is comprised of the existing user fee for residential garbage collection for twice weekly at the house and/or curbside pick-up. Included in this fee is once a week curbside rubbish and debris removal. Also included in this fee is once a week recycling pickup and a recycling container. The calculation is based on the annual average number of households served. The collection fee for all these services is $32.10 per month for this budget year.

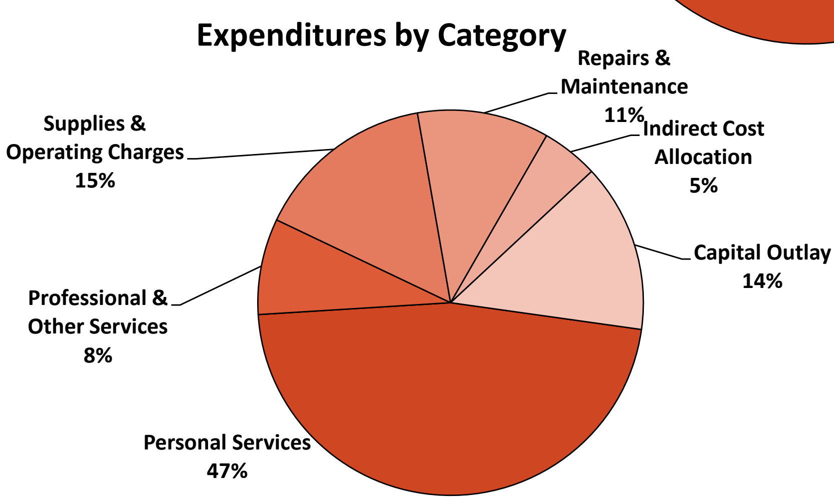
Commercial Franchise program began in FY 1994. Fees are projected at 5% of the gross receipts for all commercial garbage vendors. Assumptions are based on historical trends.

Special Services are recorded here such as the pick-up of white goods and furniture. Collection was started in FY 1995. Assumptions are based on historical trends and conservative estimates.

Landfill host fee is a fee paid on a per ton basis by landfills to the host city in accordance with State law.

SOLID WASTE FUND SUMMARY			
REVENUES	**FY2017 ACTUAL**	**FY2018 ADJUSTED BUDGET**	**FY2019 BUDGET**
Residential Collections	$ 2,470,484	$ 2,407,500	$ 2,696,400
Commercial Franchise Fee	151,506	150,000	165,000
Special Services	13,164	8,000	10,000
Interest	9,047	2,500	5,000
Other Revenue	147,841	90,000	100,000
Budgeted Retained Earnings	-	-	96,416
Total Revenues	$ 2,792,041	$ 2,658,000	$ 3,072,816
EXPENDITURES			
Personal Services	1,275,376	1,344,989	1,437,888
Professional & Other Services	148,385	196,368	247,600
Supplies & Operating Charges	329,667	419,724	466,126
Repairs & Maintenance	271,372	308,500	339,750
Depreciation	171,151	-	-
Indirect Cost Allocation	146,452	146,452	146,452
Transfer to Other Funds	-	5,660	-
Capital Outlay	-	236,307	435,000
Total Expenditures	$ 2,342,402	$ 2,658,000	$ 3,072,816
Excess Revenues Over/(Under) Expenses	$ 449,639	$ -	$ -





AIRPORT

DEPARTMENT DESCRIPTION:

The Lee Gilmer Memorial Airport is owned and operated by the City of Gainesville's Public Works Department. The airport offers 81 T-Hangars and 12 Corporate Hangars which are available to lease for both private and corporate aircraft. The Lee Gilmer Memorial Airport consists of two runways. Runway 11/29 is 4,001x 100' and runway 5/23 is 5,500 x 100' with Medium-intensity Approach Lighting System with Runway Alignment Indicator Lights (MALSR) and ILS (Instrument Landing System).

Unicom Frequency: 123.075.
ASOS: 126.475

MISSION STATEMENT:

To provide high quality, efficient services and superior infrastructure to all users of the Lee Gilmer Memorial Airport.

GOALS & OBJECTIVES:

1. ***Ensure the airport is maintained in the safest manner possible.***
 * Identify and address all potential safety hazards that occur at or near the airport.
 * Utilize FAA-GDOT grant funding to improve runway safety and conditions.
 * Maintain and update, as necessary, the safest navigational aids.

2. ***Enhance the appeal of airport facilities.***
 * Utilize City and grant funding to renovate and improve the Airport Terminal Building.
 * Maintain all facilities in such a manner which will be most appealing to industrial park and hangar users.

3. ***Procure & utilize available alternative funding sources.***
 * Airport management and consultants will strive to identify and utilize all available avenues of funding.

PERFORMANCE MEASURES:

MEASURES	City Wide Strategic Priorities	ACTUAL			Thru 12/31	BUDGET	
		FY2015	FY2016	FY2017	FY2018	FY2018	FY2019
Months of Accident Free Operation	IO	12	12	12	6	12	12
Number of Operations Annually (Takeoffs & Landings)	IO	31,000	31,000	31,000	15,500	31,000	31,400
Number of Based Aircraft	IO	153	139	135	135	137	138
Alternative Funding Received	IO	$ 308,714	N/A	$ 585,662	$ -	$ 567,210	$ 800,000

REVENUE SOURCES & ASSUMPTIONS

Funding Sources: Charges for Services, Federal & State Grants

T-Hangar Rent includes the monthly rental of T-Hangars. There are five types of T-Hangars designed for two different sizes of aircraft, single engine and multi-engine planes. The projections are based on 85% occupancy , economy, and historical trends.

Corporate Hangar Rent includes the monthly rents of corporate hangars and related office space. The revenue projection is based on 91% occupancy at established rental rates.

Industrial Park Rent is for the rent of land in the Industrial Park. Revenues are very stable due to tenant stability over the past several years. All leases for the Airport Industrial Park are long-term leases.

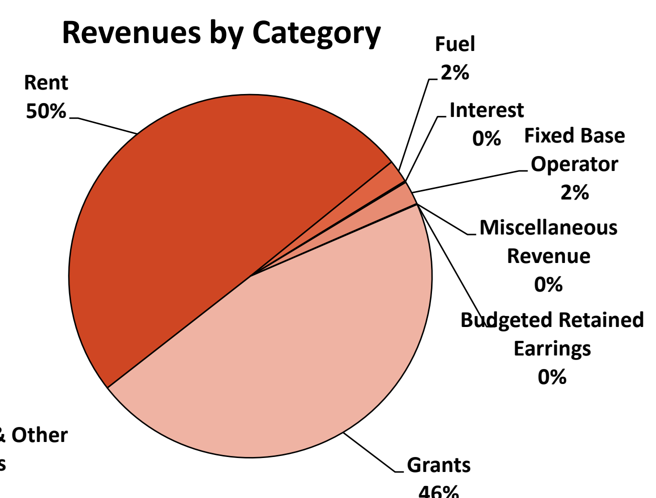
Fuel Flowage Fee has been greatly improved with the Champion Aviation FBO (Fixed Base Operator) lease effective September 1, 2016 and with the addition of Lanier Aviation self serve gas fuel sales. The FBO fuel flowage was formerly assessed at 4 tiers: The first 17,000 gallons delivered per month was levied at $0.04 per gallon; from 17,001 to 21,000 gallons the fee was $0.06 per gallon; from 21,001 to 25,000 gallons, the fee was $0.08 per gallon; and any amount over 25,000 gallons was assessed at $0.10 per gallon. With the new FBO lease, the fuel flowage was assessed at $0.10 per gallon. The fuel flowage for Lanier Aviation is $0.10 per gallon.

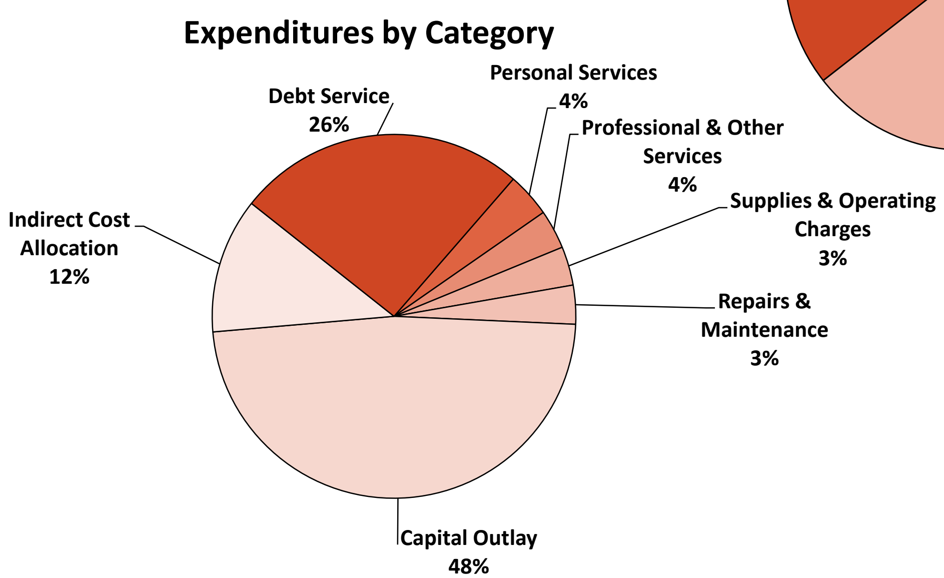
Fixed Base Operator (FBO) Lease is the lease of the facilities at the airport to the Fixed Base Operator, Champion Aviation Services, Inc. effective September 1, 2016. Monthly rate for this lease was initially set at $2,349.22 and is to be adjusted every five years based on the All Urban Consumer Price Index CPI-U.

Interest Income projections are based on cash balances, interest rates, and the economy.

Other Income includes the flight center SASO fees, late payment fees, and wash rack fees.

AIRPORT FUND SUMMARY			
REVENUES	**FY2017 ACTUAL**	**FY2018 ADJUSTED BUDGET**	**FY2019 BUDGET**
T-Hangar Rent	$ 339,362	$ 348,272	$ 346,190
Corporate Hangar Rent	358,846	366,092	364,709
Industrial Park Rent	151,662	154,891	155,597
Fuel	34,100	20,808	35,600
Intergovernmental	-	125,000	-
Interest	17,566	2,320	2,320
Fixed Base Operator	33,855	33,854	36,832
Miscellaneous Revenue	(18,384)	1,200	1,200
Grants	777,958	1,822,309	800,000
Budgeted Retained Earnings	-	1,025,308	-
Total Revenues	$ 1,694,964	$ 3,900,054	$ 1,742,448
EXPENDITURES			
Personal Services	82,043	80,286	68,653
Professional & Other Services	27,750	54,951	60,509
Supplies & Operating Charges	38,980	55,520	60,000
Repairs & Maintenance	329,265	60,200	60,200
Capital Outlay	(80,670)	2,997,636	835,175
Indirect Cost Allocation	209,561	209,561	209,561
Debt Service	41,675	441,900	448,350
Available for Capital Projects	-	-	-
Depreciation	1,087,569	-	-
Total Expenditures	$ 1,736,173	$ 3,900,054	$ 1,742,448
Excess Revenues Over/(Under) Expenses	$ (41,209)	$ -	$ -





CHATTAHOOCHEE GOLF COURSE

DEPARTMENT DESCRIPTION:

Chattahoochee Golf Course was designed by renowned architect Robert Trent Jones Sr. and opened in 1960. The course features 18 holes of Championship Golf, a practice range, two practice putting greens, a short game area, an indoor teaching facility for full swing analysis as well as an indoor putting lab. The clubhouse features a fully stocked golf pro shop, restaurant and men's and ladies locker rooms. The course was renovated in 2006 by Kevin Hargrave and Course Crafters. Chattahoochee Golf Club is the home of Tommy Aaron, the 1973 Masters Champion.

MISSION STATEMENT:

To enhance the quality of life for our citizens by providing affordable golf through first class customer service and quality golf course conditions.

GOALS & OBJECTIVES:

1. ***Improve golf course facility efficiencies.***
   * Develop an online system for tournament operations that will allow online registration, real time scoring and results.

2. ***Enhance the quality of life for local citizens through golf.***
   * Re-establish "The Herd" junior golf summer program.

3. ***Increase City Golf Course awareness throughout the region.***
   * Create a hole by hole video flyover of the golf course with audio tips and display on the website.

PERFORMANCE MEASURES:

MEASURES	City Wide Strategic Priority	ACTUAL			Through 12/31	BUDGET	
		FY2015	FY2016	FY2017	FY 2018	FY2018	FY2019
Number of online reservations booked.	IO	N/A	N/A	0	575	300	600
Number of participants in golf clinics.	QL	N/A	N/A	114	176	100	175
Number of Tournaments hosted	QL	32	32	35	35	34	35
Number of Social Media hits.	IO	N/A	N/A	0	2014	3000	3000

REVENUE SOURCES & ASSUMPTIONS

Charges for Services include a varying range of greens fees, golf cart rental fees, driving range fees, handicap services, and locker fees. Projections rely on historical data from the last three years. Revenue has been very stable to declining somewhat over the past three years (due to the uncertain economy and increased competition).

GREENS FEES, CART FEES, AND & OTHER REVENUE

Weekend AM - The largest source of green fee revenue.

Weekday Green Fee - Available to every golfer that plays CGC during the week.

Senior - Discounted green fee only available to residents 62 years and older.

Early Twilight - Discounted green fee that is available to all patrons generally 5 hours before sun sets.

Twilight - Discounted green fee that is available to all patron generally 3 hours before sun sets.

Weekend - Hall Co. green fee offered between Weekend AM and twilight times.

Guest - Chattahoochee Country Club Members Guest Fees. This revenue should increase with the corporate agreement with CCC.

High School - High school discount is given to students during the week, and on weekends after 2:00. This class of green fees has been the stable over the past several years.

College - College discount given to students during the week. This fee has remained steady over the past years.

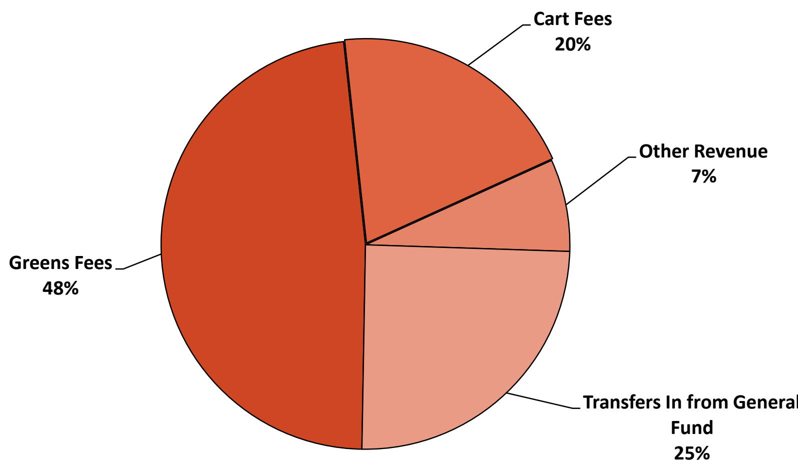
Cart Rental Fees - Cart revenues are the largest source of revenue and have remained steady over the past three years.

Handicap Fees - GSGA service that updates and maintains golfer's handicaps. The amount is $40 per year per golfer. The course pays $25.00 for each golfer to the GSGA for the use of their system.

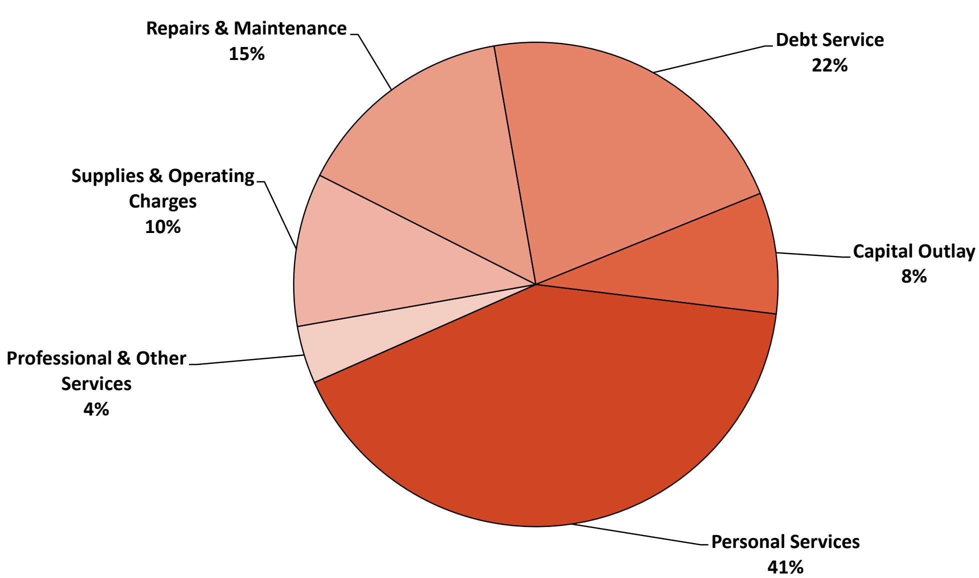
Driving Range Fees - From sales of range tokens. These fees have been stable over the past three years.

CHATTAHOOCHEE GOLF COURSE FUND SUMMARY			
REVENUES	FY2017 ACTUAL	FY2018 ADJUSTED BUDGET	FY2019 BUDGET
Greens Fees	$ 709,080	$ 679,447	$ 686,487
Cart Fees	300,965	280,261	284,964
Other Revenue	255,567	462,278	104,290
Interest On Investments	658	-	-
Transfers In from General Fund	343,654	289,311	354,016
Budgeted Retained Earnings	-	-	-
Total Revenues	$ 1,609,924	$ 1,711,297	$ 1,429,757
EXPENDITURES			
Personal Services	527,322	576,272	592,231
Professional & Other Services	33,632	52,550	55,124
Supplies & Operating Charges	134,570	134,928	146,148
Repairs & Maintenance	238,844	209,750	211,500
Debt Service	71,984	310,797	309,254
Amortization/Depreciation	298,640	-	-
Capital Outlay	-	427,000	115,500
Total Expenditures	$ 1,304,991	$ 1,711,297	$ 1,429,757
Excess Revenues Over/(Under) Expenses	$ 304,933	$ -	$ -

Revenues by Category



Expenditures by Category



GENERAL INSURANCE FUND

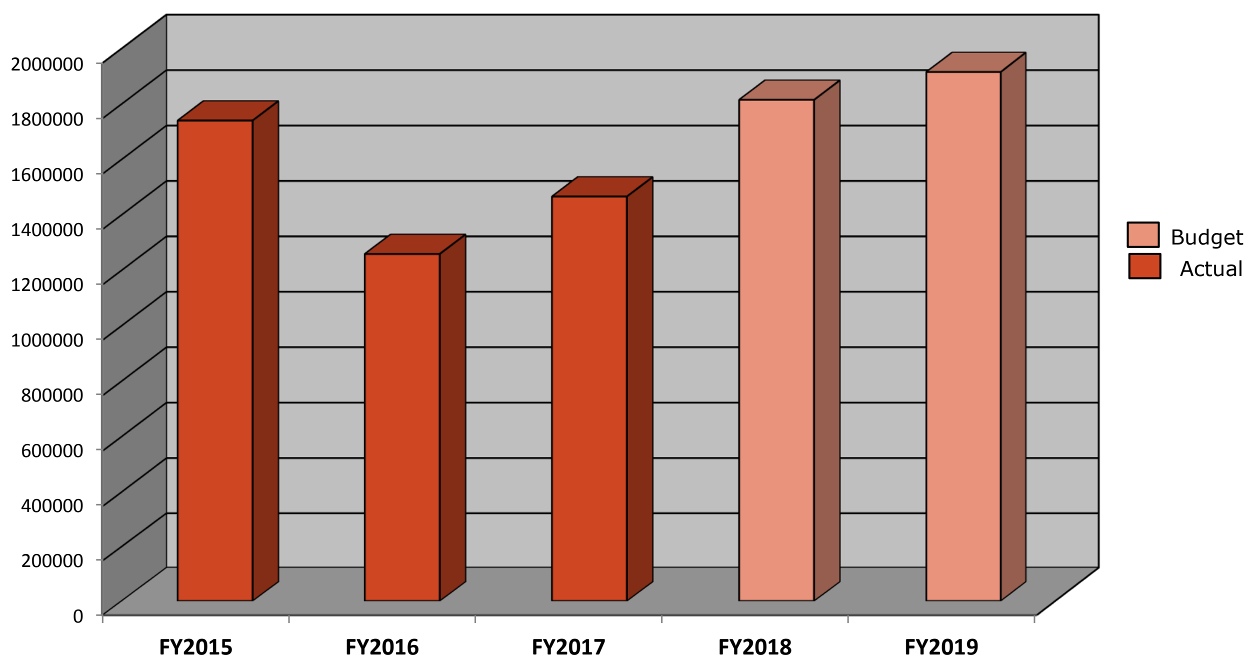
FUND DESCRIPTION:

The General Insurance Fund will account for property, liability, and workers' compensation insurance provided to the City departments. This is an internal service fund which is used to provide goods and services provided to the departments and agencies within the city. Costs of these goods and services are charged to the specific departments or units.

GENERAL INSURANCE FUND SUMMARY

	FY2017 ACTUAL	FY2018 ADJUSTED BUDGET	FY2019 BUDGET
Revenue			
Premiums and Losses Paid by Departments	$ 1,384,850	$ 1,771,254	$ 1,771,254
Interest	4,976	2,026	5,378
Other	109,146	-	-
Budgeted Retained Earnings	-	41,889	138,882
Total Revenue	$ 1,498,973	$ 1,815,169	$ 1,915,514
Expenditures			
Professional & Other Services	1,204,059	1,637,498	1,737,843
Supplies & Operating Charges	-	-	-
Repairs & Maintenance	84,647	-	-
Indirect Cost Allocation	177,671	177,671	177,671
Transfers Out	31,984	-	-
Total Expenditures	$ 1,466,378	$ 1,815,169	$ 1,915,514
Excess Revenues Over/(Under) Expenditures	**$ 32,595**	**$ -**	**$ -**

Five Year Budget Trend



EMPLOYEE BENEFITS FUND

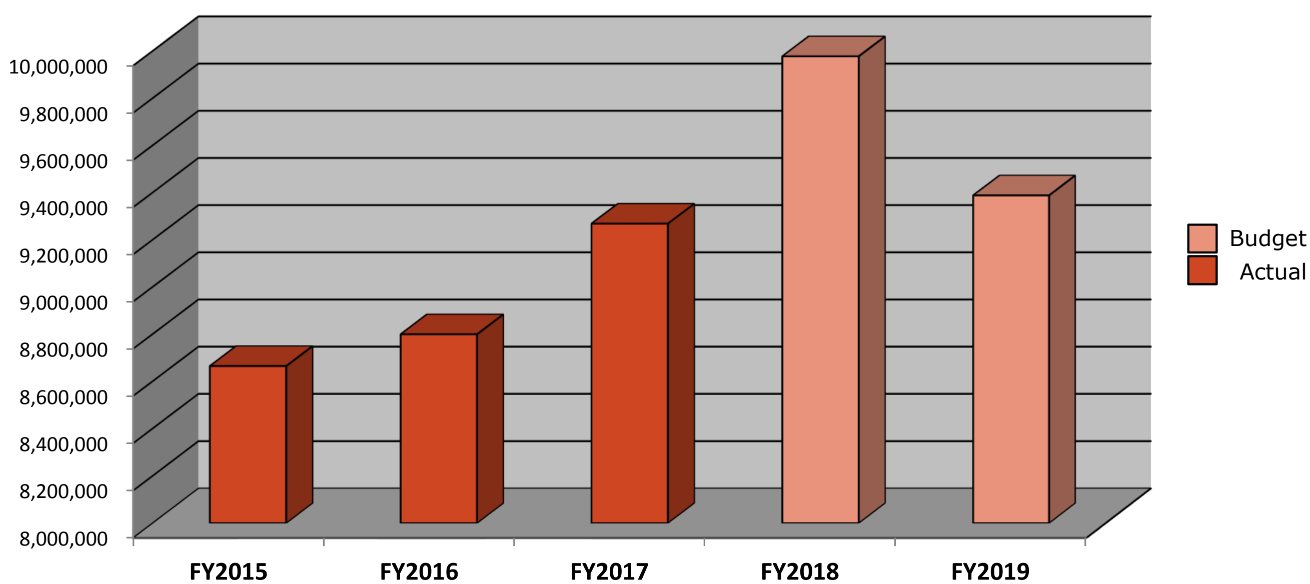
DEPARTMENT DESCRIPTION:

The Employee Benefits Fund accounts for the cost of providing life, health and other insurance benefits to City employees and retirees and their dependents, plus administrative costs and claims associated with these insurance components. As this is an internal service fund, which is used to provide goods and services to the departments and agencies within the city, costs of these goods and services are charged to the various departments.

EMPLOYEE BENEFITS FUND SUMMARY

REVENUES	FY2017 ACTUAL	FY2018 ADJUSTED BUDGET	FY2019 BUDGET
Premiums	$ 9,145,875	$ 9,362,081	$ 9,116,134
Interest	16,366	3,000	22,689
Budgeted Fund Balance	-	612,108	248,791
Total Revenues	9,162,241	9,977,189	9,387,614
EXPENDITURES			
Health Insurance Premiums/Claims Expense	7,333,295	8,165,461	6,900,000
Life Insurance Premiums	214,539	237,542	237,542
Vision Insurance Premiums	51,014	44,663	42,635
Dental Insurance Premiums	405,718	375,061	331,969
Long-term Disability Insurance	96,650	100,614	100,614
Short-term Disability Insurance	32,965	120,000	132,838
Medical Clinic Operations	865,382	870,000	870,000
Administration/Wellness Program	35,348	35,348	35,348
Other Costs	232,966	28,500	736,668
Total Expenditures	9,267,877	9,977,189	9,387,614
Excess Revenues Over/(Under) Expenditures	$ (105,636)	$ -	$ -

Employee Benefits Five Year Trend



VEHICLE SERVICES DEPARTMENT

DEPARTMENT DESCRIPTION:

The Vehicle Services operation of Public Works is responsible for providing preventive maintenance and repairs to City vehicles and equipment ranging from automobiles and trucks to large trucks and construction equipment. Departments whose vehicles are serviced include Public Works, Fire, Police, and Hall Area Transit buses. Vehicle Services includes fueling services at the Public Works yard and the Public Utilities shop. Services within the Division include the Fuel Master (the fuel management system), repair and maintain the fleet wash bay, and emergency (24 hour on call) repair on vehicles to ensure safe and reliable operation of City owned vehicles.

MISSION STATEMENT:

To provide automotive and equipment repairs with dedication to vehicle safety and commitment to delivering secure, effective, and professional vehicle services.

GOALS & OBJECTIVES:

1. ***Increase functional time of all City vehicles & equipment.***
   * Respond to emergency calls in less than 20 minutes.
   * Perform preventative maintenance on vehicles and minimize repeat repairs.
   * Improve and build on the technical skills of all shop staff by attending any relevant continuing education opportunities.

2. ***Ensure departmental managers can effectively manage it's fleet and fuel usage.***
   * Annually audit fuel purchases, sales, and consumption.
   * Provide monthly reports for departmental fuel usage.

3. ***Effectively & efficiently mange vehicle services inventory.***
   * Adhere to best management practices for inventory policies.
   * Optimize inventory control policies using software upgrades as a guide for further enhancements.

PERFORMANCE MEASURES:

MEASURES	City Wide Strategic Priority	ACTUAL			Thru 12/31	BUDGET	
		FY2015	FY2016	FY2017	FY2018	FY2018	FY2019
Vehicles and Equipment Maintained	IO	352	352	357	357	368	374
Work Orders Completed	IO	NA	NA	NA	NA	NA	2,400
% Repeat Repairs	IO	4%	4%	4%	4%	4%	2%
% Total Fleet Downtime	IO	5%	5%	5%	5%	5%	5%

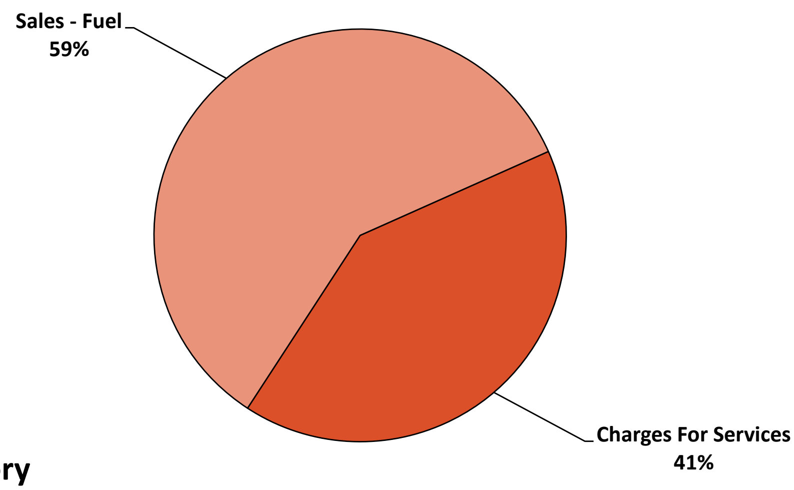
REVENUE SOURCES & ASSUMPTIONS

Charges for Services: These are charges for maintenance and routine services on city owned vehicles, to the various user departments.

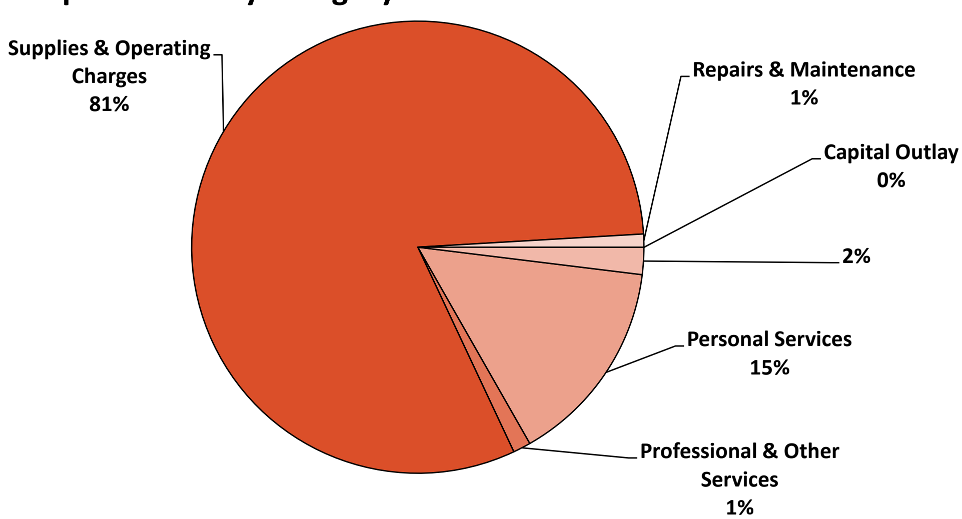
Fuel sales: These are the charges for the purchase of fuel for each City owned vehicle with each department.

VEHICLE SERVICES			
REVENUES	**FY2017 ACTUAL**	**FY2018 ADJUSTED BUDGET**	**FY2019 BUDGET**
Charges For Services	$ 792,162	$ 971,750	$ 1,057,247
Sales - Fuel	1,138,034	1,455,336	1,530,065
Other	3,177	-	-
Budgeted Retained Earnings	-	-	-
Total Revenues	$ 1,933,373	$ 2,427,086	$ 2,587,312
EXPENDITURES			
Personal Services	334,901	371,629	383,191
Professional & Other Services	13,836	30,677	32,687
Supplies & Operating Charges	1,498,688	1,956,810	2,097,064
Repairs & Maintenance	20,354	25,970	24,370
Depreciation	33,964	-	-
Capital Outlay	-	-	50,000
Transfers Out	-	42,000	-
Total Expenditures	$ 1,901,744	$ 2,427,086	$ 2,587,312
Excess Revenues Over/(Under) Expenditures	$ 31,629	$ -	$ -

Revenues by Category



Expenditures by Category



CITY OF GAINESVILLE

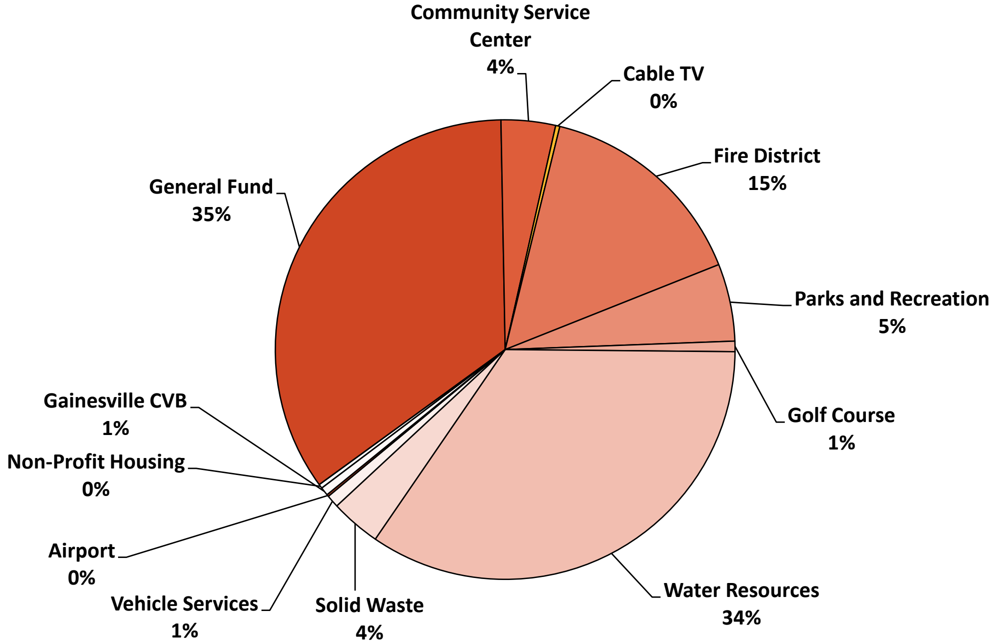
AUTHORIZED POSITIONS BY FUND

(5-year Summary)

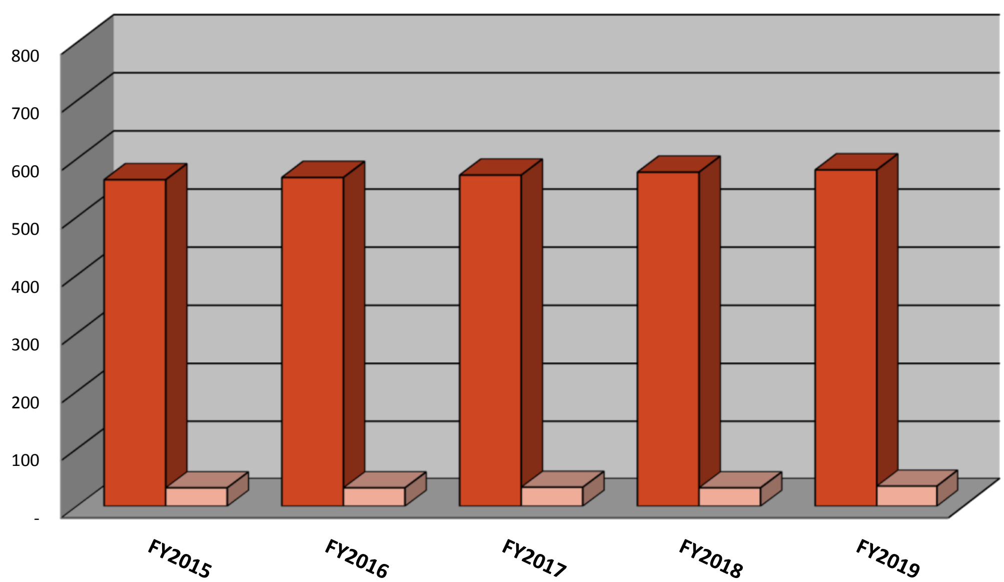
	Budget									
	FY2015		FY2016		FY2017		FY2018		FY2019	
DEPARTMENTS	FT	PT	FT	PT	FT	PT	FT	PT	FT	PT
City Council		7		8		7		6		6
City Manager	6		6		6		6		6	
Financial Services	15		15		15		14		14	
Information Technology	6		6		7		7		7	
Human Resources Department	9		9		9		10		10	
Municipal Court	8	2	8	2	8	2	8	2	8	2
Community Development Dept.	14	7	14	7	15	7	15	7	16	7
Police Department	114	2	114	2	114	2	115	2	116	2
Public Land and Buildings	4		4		4		5		6	
Engineering Services	7		10		10		11		11	
Traffic Services	8		7		7		7		7	
Streets	25		24		24		25		25	
Storm Water	2		2		6		5		5	
Cemetery	7		8		8		8		8	
Total General Fund	**225**	**18**	**227**	**19**	**233**	**18**	**236**	**17**	**239**	**17**
Fire Department	103		103		103		103		103	
Community Service Center	26	12	26	12	26	14	26	14	26	17
Cable TV	2	2	2	1	2	1	2	1	2	1
Parks and Recreation	39	Varies	39	Varies	37	Varies	37	Varies	38	Varies
Airport	1		1		1		1		1	
Department of Water Resources	231	-	233	-	233	-	234	-	234	-
Solid Waste Department	24	-	24	-	24	-	24	-	25	-
Golf Course	4	Various	4	Various	4	Various	5	Various	5	Various
Vehicle Services	6	-	6	-	6	-	6	-	6	-
Gainesville Convention and Visitor's Bureau	4	-	4	-	4	-	4	-	4	-
Non-Profit Housing	2	-	2	-	2	-	2	-	1	-
TOTAL AUTHORIZED POSITIONS	**564**	**32**	**568**	**32**	**572**	**33**	**577**	**32**	**581**	**35**

*Planning Technician added on the Planning Department.
* SRO position added in the Police Department
*Maintenenace Tech II added in PL&B.
*Reduction of General Fund Personnel becase the Fire Department was move to a special distrcit.
*Added a Recreation Coordinator in Parks and Recreation.
Added a Crew Chief in the Solid Waste Department.
*Non-profit Manager was moved to planning.

Authorized Positions by Fund FY 2019



Five-Year Positional Change Chart



CITY OF GAINESVILLE

COUNCIL AGENDA REQUEST

Date Submitted: 5/31/2018

Presenter: Abb Hayes

Item of Business: Public Comments Regarding Proposed Fiscal Year 2019 Budget

Meeting Date: 6/5/2018

Purpose of Request:

To allow public comments pertaining to the proposed FY19 budget.

History/Background:

Facts & Issues for Consideration:

Department Recommendation:

Department Director:

Bryan Lackey

If funding is involved, are funds approved within the current budget?

Amount Requested:

Source of Funds:

Finance Comments:

Administrative Comments:

CITY OF GAINESVILLE

COUNCIL AGENDA REQUEST

Date Submitted: 5/29/2018

Presenter: Matt Tate

Item of Business: **Tabled to the June 12, 2018 Planning and Appeals Board Meeting**
Request from **Limestone Greenway, LLC** to annex a 75.12± acres tract located on the southwest side of the intersection of Jesse Jewell Parkway and Limestone Parkway, also having road frontage on Lakeview Drive, Highland Street, Spring Street and Victory Street (a/k/a **0 and 2065 Limestone Parkway**) and to establish zoning as Planned Unit Development (P-U-D). **Ward Number: Two**. Tax Parcel Number(s): 00-082-003-001
Request: Mixed-use development.

Meeting Date: 6/5/2018

Purpose of Request:

The applicant is proposing to annex the subject property with a zoning of Planned Unit Development (P-U-D) for the purpose of utilizing city sewer for a mixed-use development. The property is currently zoned Agricultural Residential-III (AR-III), Residential-II (R-II) and Highway Business (H-B) within unincorporated Hall County and is adjacent to the city limits to the north, east and west. The property is located within the Limestone Parkway Overlay Zone, is heavily wooded and contains a stream. The proposal includes 225,000 square feet of commercial space which may include office, retail, restaurant and hotel space. In addition, a total of 252 multi-family residential units and 33 single-family homes are proposed. A single access road is proposed from Limestone Parkway to serve the commercial and multi-family uses. Two access drives are also proposed off of Limestone Parkway and Jesse Jewell Parkway to serve a commercial out parcel lot. In addition, one access road is proposed off of Lakeview Drive to serve the proposed single-family homes. Nearby uses include the New Holland Market (Kroger) Shopping Center, Gainesville Middle School, Frances Meadows Aquatic Center, and numerous single-family homes off of Lakeview Drive and within the adjacent New Holland Village.

History/Background:

On May 7, 2018, the applicant requested this item be tabled until the June 12, 2018 PAB meeting. The PAB made a motion to table the item as requested. ***No action is required by the City Council at this time.***

Facts & Issues for Consideration:

Department Recommendation:

Tabled at PAB Meeting. No action required by the governing body.

Department Director:

Rusty Ligon

If funding is involved, are funds approved within the current budget?

Amount Requested:

Source of Funds:

Finance Comments:

Administrative Comments:

ATTACHMENTS:

	Description	Type
🗋	Request to Table	Backup Material

Judy Foster

From: Matt Tate
Sent: Monday, May 21, 2018 10:13 AM
To: Judy Foster
Subject: FW: LIMESTONE GREENWAY-LIMESTONE VILLAGE-PUBLIC HEARING 5/8

From: James Walters [mailto:jim@thewaltersfirm.com]
Sent: Monday, May 07, 2018 12:02 PM
To: Matt Tate; doug@doncarterrealty.com
Cc: Jim@TheWaltersFirm.com
Subject: LIMESTONE GREENWAY-LIMESTONE VILLAGE-PUBLIC HEARING 5/8

Matt and Doug
Based on the conditions set out in the staff recommendation the applicants would like the Planning and Appeal Board table the request for rezoning and annexation rather than withdrawing the requests.
I did not easily find any reference in the ordinance for this proceedure.
Please advise.
Regards
Jim

James M. Walters
Attorney at Law
311 Green St., Suite 103
Gainesville, GA 30501
Phone: 770 536 3264
Fax; 770 536 3265
Email: Jim@TheWaltersFirm.com

CITY OF GAINESVILLE

COUNCIL AGENDA REQUEST

Date Submitted: 5/29/2018

Presenter: Matt Tate

Item of Business: **Withdrawn at Planning and Appeals Board Meeting**
Request from the **Limestone Village, LLC** to amend a 11.74± acres tract zoned Residential-II (R-II) located on the west side of Lakeview Drive, north of its intersection with Quarry Street (a/k/a **515 Lakeview Drive NE**). **Ward Number: Three.** Tax Parcel Number(s): 00-082-004-001. Request: Zoning condition to limit use to 70 residential townhomes or condominiums.

Meeting Date: 6/5/2018

Purpose of Request:

The applicant is requesting a zoning condition be placed on the subject property to limit the number of residential units that can be built on the property to a maximum of 70 residential townhome or condominium units. The condition would eliminate the possible construction of 140± apartments in which the subject property is currently approved. The applicant believes the proposed modification will be more appropriate given the consideration of traffic and density in the vicinity of the nearby neighborhood and the Gainesville Middle School. The property is mostly wooded and is located within the Limestone Corridor Overlay Zone. The property has road frontage on Lakeview Drive and is adjacent to a single-family home and the Gainesville Middle School.

History/Background:

The applicant submitted a notice of withdrawal on May 8, 2018, just prior to the PAB meeting. Therefore, the PAB made a motion to accept the withdrawal as requested by the applicant. ***No action is required by City Council on this item.***

Facts & Issues for Consideration:

Department Recommendation:

Withdrawal request accepted at PAB Meeting. No action required by the governing body.

Department Director:

Rusty Ligon

If funding is involved, are funds approved within the current budget?

Amount Requested: **Source of Funds**:

Finance Comments:

Administrative Comments:

ATTACHMENTS:

	Description	Type
🗋	Withdrawal Request	Backup Material

May 8, 2018

To: City of Gainesville, Georgia

Attention: Planning and Appeals Board/Planning Director

Notice of withdrawal of Application for Zoning Pursuant to Section 9-22-2-15 of the City of Gainesville Municipal Code by Limestone Village, LLC, property address 515 Lakeview Drive.

Pursuant to the above referenced Municipal Ordinance the applicant hereby withdraws the application for rezoning.

Respectfully yours,

Limestone Village, LLC

Wendell M Starke

By: Wendell Starke as Power of Attorney

James M. Walters
Attorney for Limestone Village, LLC