



AGENDA

Gainesville Work Session
Thursday, January 18, 2018, 9:00 AM
Administration Building, Board Room
300 Henry Ward Way, 3rd Floor
Mayor or Mayor Pro Tem Presides

DEPARTMENT ISSUES

Finance	FY2017 Audit Results and Comprehensive Annual Financial Report (CAFR)	Chris Hollifield
Finance	Resolution: FY2017 Closure of General Government Capital Projects	Matt Hamby
Finance	Resolution: FY2017 Closure of Grants Capital Projects	Matt Hamby
Finance	Resolution: FY2017 Closure of Parks and Recreation Capital Projects	Matt Hamby
Finance	Resolution: FY2017 Closure of SPLOST Capital Projects	Matt Hamby
Finance	Resolution: FY2017 Closure of Department of Water Resources Capital Projects	Matt Hamby
Finance	Resolution: Declaration of Surplus Property	Karen Roper
Community Service Center	Resolution: Request to Apply for and Accept FY2019 Legacy Link Grant Contract	Phillippa Lewis Moss
Public Works	Resolution: Approval of Lease Assignment and Lease Amendment (Lot A-7, Parcel 7-B of Gainesville Airport Industrial Park)	Chris Rotalsky / Lisa Poole
Public Works	Green Street Improvement Feasibility Study Presentation	Chris Rotalsky

CITY MANAGER ISSUES

BR-2017-58 Administrative Services Department/HR Division Additional Personnel (<i>Tabled on December 19, 2017 to the January 23, 2018 Council Meeting</i>)	Bryan Lackey
Home Rule Ordinance 2018-01: Entitled Ordinance Form; Procedures	Bryan Lackey
Public Hearing Item for January 23, 2018 Council Meeting Relocation of Green Street Post Office	Bryan Lackey

MAYOR/COUNCIL ISSUES

Ex-Officio Report(s)

CITY ATTORNEY ISSUES

CITY CLERK ISSUES

EXECUTIVE SESSION

ADJOURNMENT

Final: Tuesday, January 16, 2018, 5:16 PM

CITY OF GAINESVILLE

WORKSESSIONREQUEST

Date Submitted: 12/27/2017
Presenter: Chris Hollifield
Item of Business: FY2017 Audit Results and Comprehensive Annual Financial Report (CAFR)
Meeting Date: 1/18/2018

Purpose of Request:

Chris Hollifield of Rushton and Company will present the results from the FY2017 audit and review the highlights of the 2017 CAFR.

History/Background:

Upon completion of the annual audit, results are reported to Council at a work session.

Facts & Issues for Consideration:

Hard copies of the CAFR document will be provided to Council prior to the work session meeting.

Department Recommendation:

Department Director:

Jeremy Perry

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
 FY17 Audit Presentation	Powerpoint Presentation

***Audit Report Presentation
For the fiscal year ended June 30, 2017***



January 18, 2018

AUDIT OPINION – P.1-3

City of Gainesville's Responsibilities

The financial statements are the responsibility of the City of Gainesville's management.

Rushton & Company's Responsibilities

As independent auditors for the City of Gainesville, our responsibility is to express opinions on the fair presentation of the financial statements.

Auditing Standards

We audited the City's financial statements in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards* issued by the Comptroller General of the United States.

Unmodified Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of the City of Gainesville, Georgia, as of June 30, 2017, and the respective changes in financial position and, where applicable, cash flows for the fiscal year then ended.

Government-wide Statements

These statements provide the reader with information on the City as a whole, using the full accrual basis of accounting. Columns for the governmental activities, the business-type activities, and the component units.

Two statements:

Statement of Net Position – Pages 21 - 22

- Presents the assets, liabilities, and residual net position of the City

Statement of Activities – Page 23

- Presents the results of operations of the City

Net Position – Last 5 Fiscal Years

Fiscal Year	Net Investment in Capital Assets	Restricted Net Position	Unrestricted Net Position	Total Net Position	Revenues over Expenses	
2013	\$ 356,984,031	\$ 41,274,183	\$ 38,848,808	\$ 437,107,022	\$ 12,621,758	
2014	375,619,110	48,418,849	29,132,844	453,170,803	16,063,781	1
2015	381,589,409	57,057,694	(2,384,040)	436,263,063	22,940,202	2
2016	393,150,494	75,191,482	(5,256,152)	463,085,824	26,822,761	3
2017	408,287,950	85,063,287	4,497,891	497,849,128	34,763,304	4

- 1 Increase in net income of the Department of Water Resources Fund due to increase in revenue, connection fees and capital contributions
- 2 Increase in net income of the Department of Water Resources Fund due to increase in revenue and reduction of expenses
- 3 Increase of \$4.2 million in SPLOST revenues and increase in revenue in Department of Water Resources
- 4 Increase in SPLOST revenues, increase in governmental charges for services, reduction of governmental expenditures, and an increase in Department of Water Resources revenue

Note: GASB 68 for Pensions was implemented in 2015 resulting in a negative Unrestricted Net Position

General Fund – Pages 121 - 125

Revenues

- Increased \$1,583,247, 5.97%
 - Property taxes increased \$235,977, 3.29%
 - Insurance Premium taxes increased \$255,316, 13.11%
 - Building Permits increased \$289,625, 47.1%
 - Cemetery charges increased \$38,788, 35.18%
 - Fines, Fees, and Forfeitures increased \$179,514, 12.27%
 - New Rental income \$101,800

Expenditures

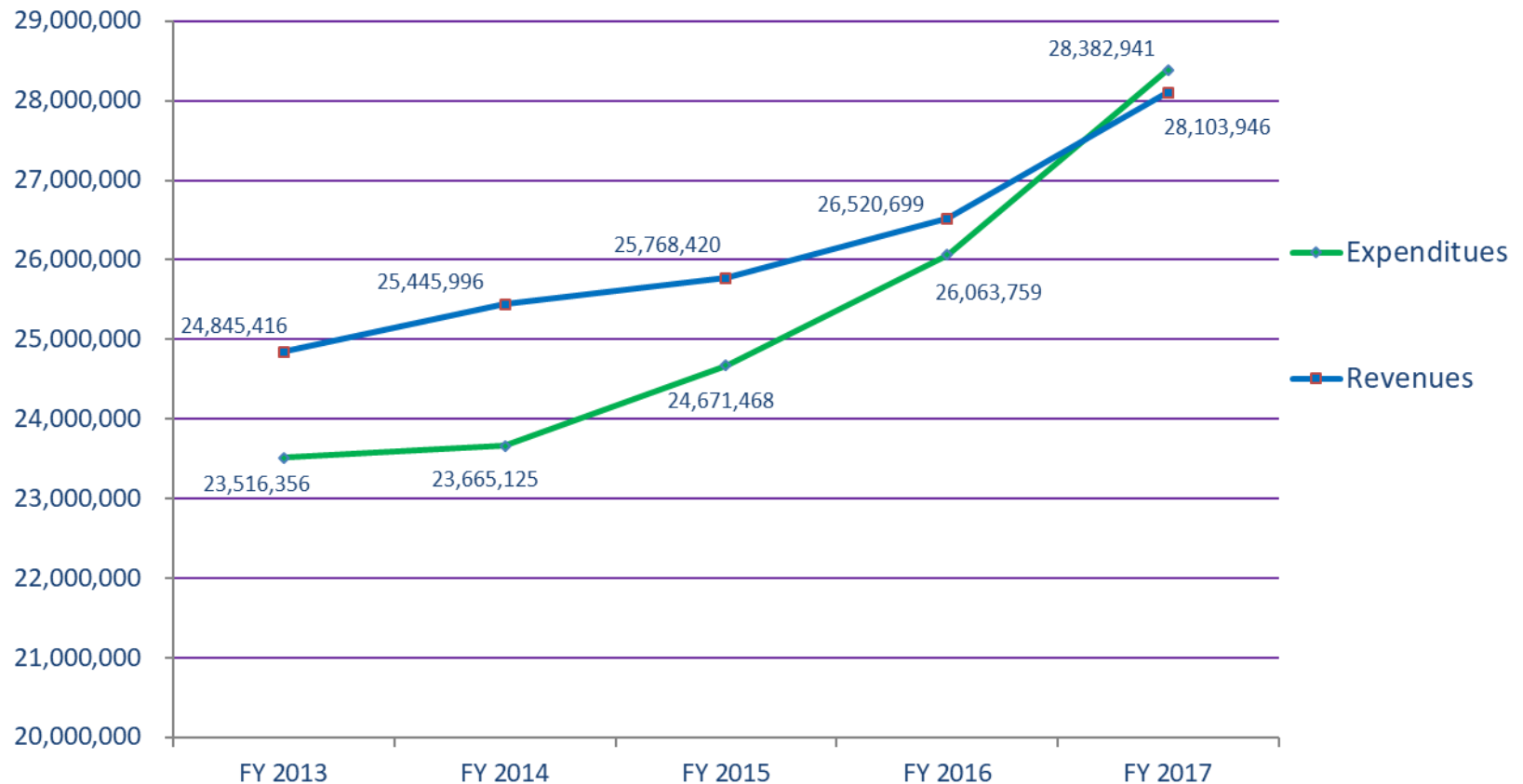
- Increased \$2,319,182, 8.90%
 - Fire Dept increased \$274,308, 3.8%
 - Building purchase \$1,525,000
 - Police increased \$203,944, 2.4%

Unassigned Fund Balance

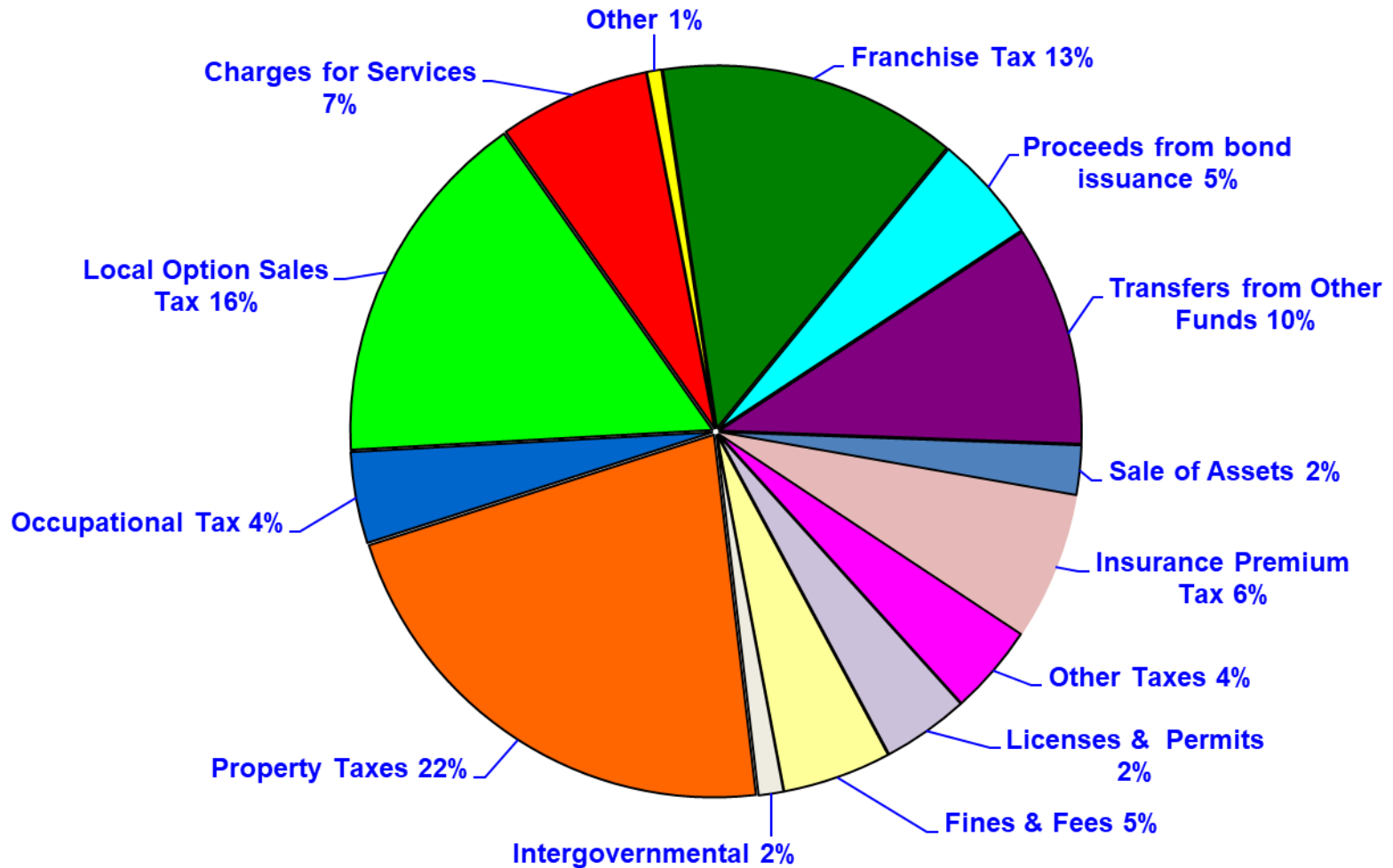
- FY 2017, \$7,660,281, 26.9% of expenditures (3.2 months)
- FY 2016, \$7,480,831, 28.7% of expenditures (3.4 months)

General Fund

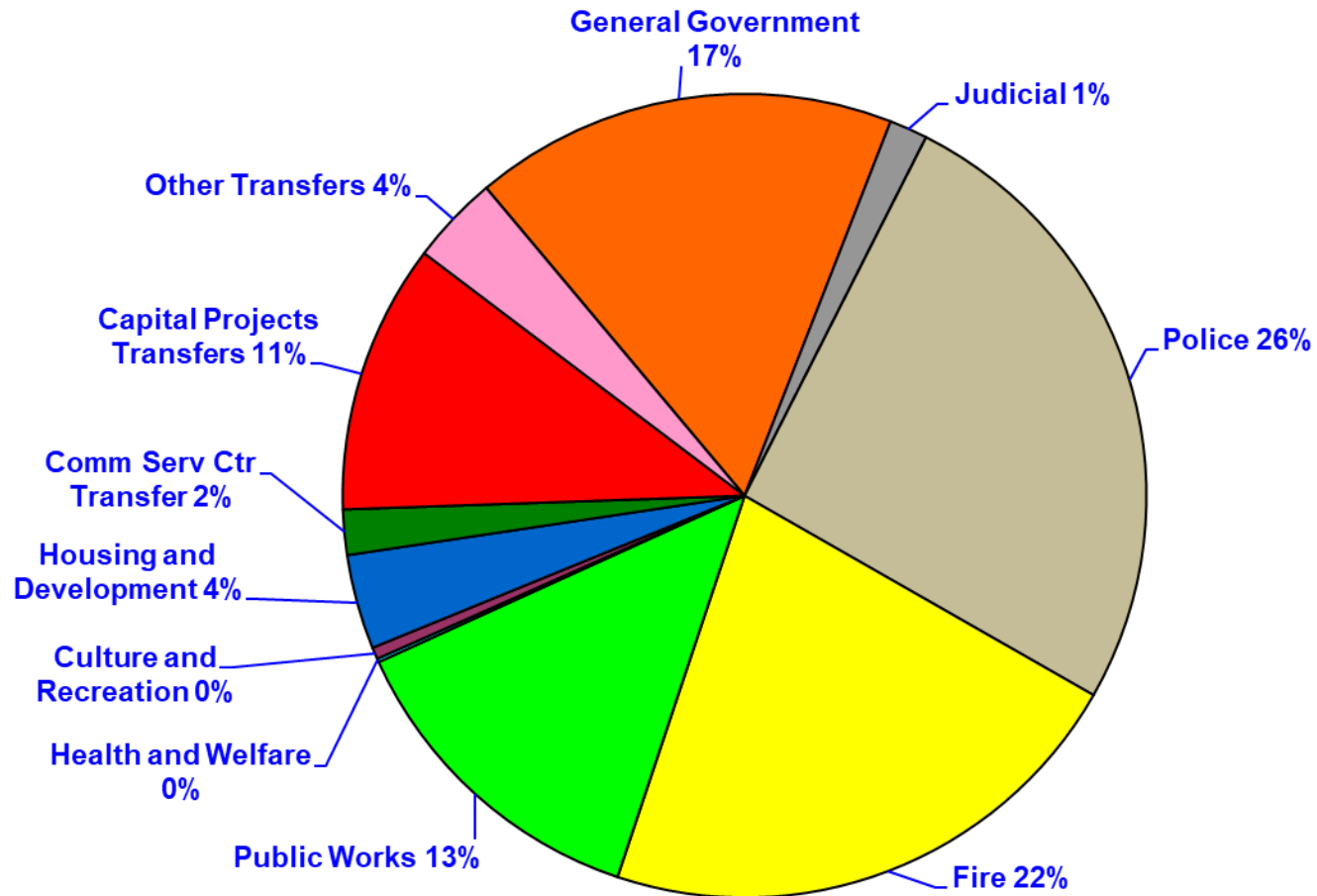
Revenues & Expenditures – Last 5 Fiscal Years



General Fund – Revenues by Source



General Fund – Expenditures by Function



Department of Water Resources Fund

Pages 158 - 160

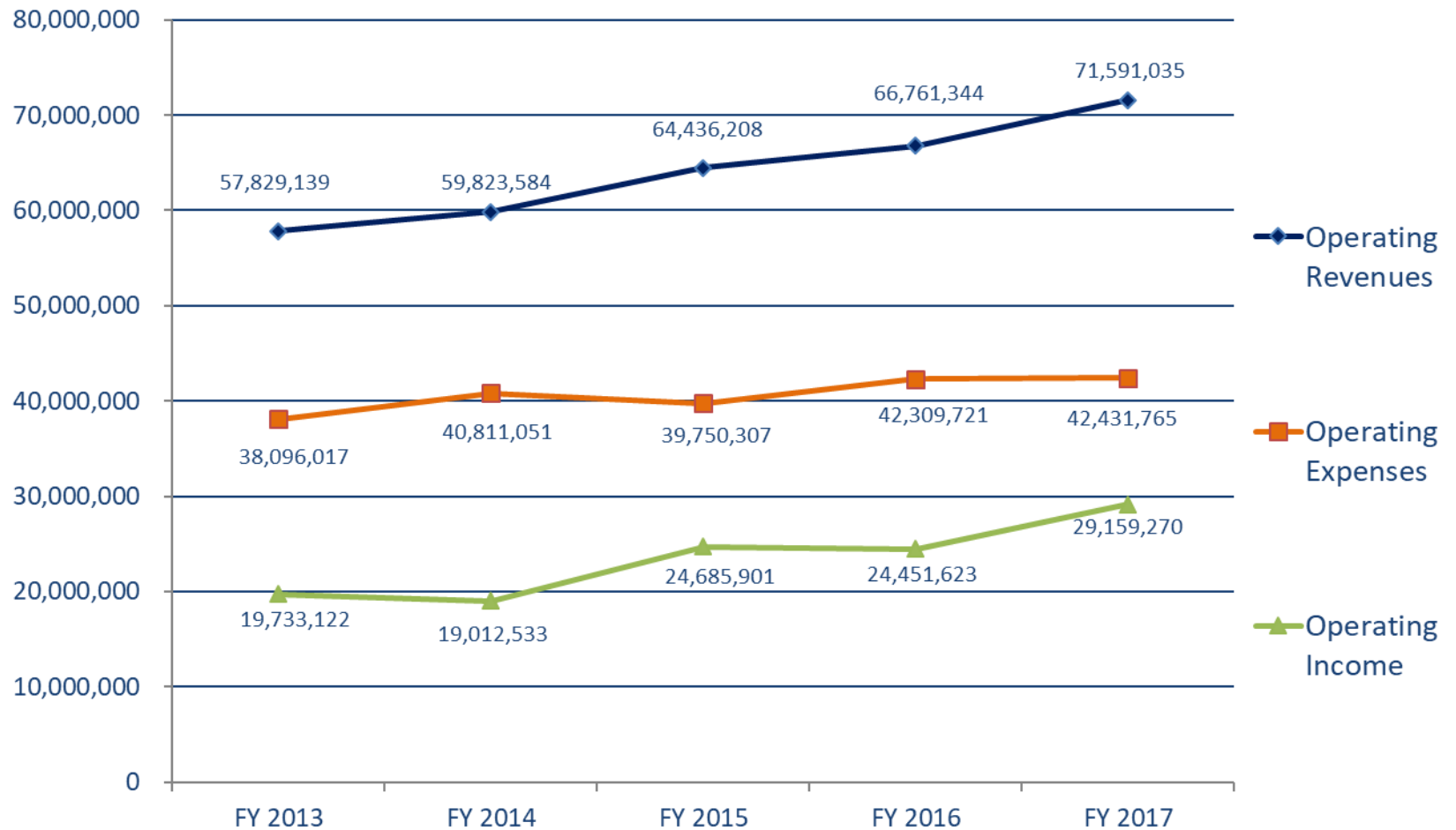
Operating Revenue

- Increased \$4,829,691, 7.23%
 - Water consumption increased by 5.87%
 - Number of customers increased by 1,574

Operating Expenses

- Increased \$122,044, 0.29%
 - Cost of Services increased \$1,958,775
 - Personal Services decreased \$1,345,578

Department of Water Resources Fund Operating Revenues and Expenses Last 5 Fiscal Years



Report on Internal Control and Other Matters

P. 236-237

In accordance with *Government Auditing Standards*, we have issued our report on our consideration of the City of Gainesville's internal controls and our tests of compliance.

This report describes the scope of our testing of internal control and compliance, and the results of that testing, but is not intended to provide an opinion on the internal control or compliance.

Report on Compliance and Internal Controls over Major Programs – P. 238-239

In accordance with Uniform Guidance, we have issued our report on our consideration of the City of Gainesville's compliance with requirements applicable to each major program and on internal control over compliance.

This report describes the scope of our testing of compliance requirements and internal controls over major programs, and the results of that testing. We are required to express an opinion on the City's compliance with requirements; our opinion is unqualified. This report is not intended to provide an opinion on the internal control.

Current and Future Reporting Changes

GASB 77

The Governmental Accounting Standards Board (GASB) has issued Statement No. 77, *Tax Abatement Disclosures*.

The statement was implemented by the City in FY2017 and requires governments with tax abatements to disclosure details of those tax abatement agreements for both your government and other government's abatements that effect your government's tax revenues.

GASB 75

The Governmental Accounting Standards Board (GASB) has issued Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*. Effective for the City of Gainesville for June 30, 2018.

The statement establishes standards for recognizing and measuring liabilities, deferred outflows of resources, deferred inflows of resources, and expense and expenditures pertaining to Other Postemployment Benefits (OPEB).

Current and Future Reporting Changes

GASB 87

The Governmental Accounting Standards Board (GASB) has issued Statement No. 87, *Leases*. Effective for City of Gainesville for June 30, 2020.

The statement establishes a single approach to accounting for and reporting leases for state and local governments. The statement requires governments to recognize certain lease assets and liabilities that previously were classified as operating leases.

Uniform Guidance Procurement Standards

Establishes minimum required procurement policies and thresholds to be followed by governments with federal funding. Effective for City of Gainesville for June 30, 2019.

J. Chris Hollifield, CPA

chollifield@rushtonandcompany.com

Samuel Latimer, CPA, CFE

slatimer@rushtonandcompany.com

www.RushtonandCompany.com

770.287.7800



CITY OF GAINESVILLE

WORKSESSIONREQUEST

Date Submitted: 1/11/2018
Presenter: Matt Hamby
Item of Business: Resolution: FY2017 Closure of General Government Capital Projects
Meeting Date: 1/18/2018

Purpose of Request:

The purpose of this request is to present a resolution addressing the FY2017 Closure of General Government Capital Projects.

History/Background:

Annually, we review the General Government Capital Project closures to determine which remaining funds should be returned to the appropriated restricted funds or re-appropriate in the General Government Capital Project fund for future use. We prepare a resolution each year for the approval of these re-allocations.

Facts & Issues for Consideration:

Department Recommendation:

Approval of resolution to recognize the General Government Capital Projects closed in FY2017.

Department Director:

Jeremy Perry

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
☐ FY17 Closure of General Government Capital Projects	Resolution
☐ Attachment A: Closed Project Summary Report	Attachments/Exhibits

RESOLUTION AR-2018 - ____

FY2017 CLOSURE OF GENERAL GOVERNMENT CAPITAL PROJECTS

WHEREAS, amounts were appropriated in previous fiscal years, through the annual budget and various Council resolutions, for General Government Capital Projects; and

WHEREAS, the financial audit for the fiscal year ended June 30, 2017, is complete; and

WHEREAS, the capital projects listed on Attachment A are complete and ready to close, leaving the amount of \$191,241.93 available in closed project balances; and

WHEREAS, \$10,601.54 will be returned to the Department of Water Resources Fund; and

WHEREAS, \$ 20,990.00 was not drawn from GMA Lease Proceeds; and

WHEREAS, \$ 348.47 will be returned to the Cemetery Trust Fund; and

WHEREAS, other project related needs still remain throughout the City.

NOW, THEREFORE, BE IT RESOLVED THAT the governing body for the City of Gainesville hereby recognizes the closure of the listed projects and recaptures \$191,241.93 as funds available for future appropriation by the governing body.

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
General Government Capital Projects
 Closed Projects Summary Report
 06/30/2017

FUND 350

Summary of Closed Project Balances FY17	
<u>Project Description</u>	<u>Excess Funds</u>
Alta Vista Roof Replacement	\$ 14,841.22
Service Delivery Update	21,203.07
Standardized Camera System	976.62
Network Upgrade	0.38
Record Management Software - Police	18,912.75
Digital ally Mobile Video Camera System	4,090.00
FY16 Vhicle Replacement Program	0.35
Station #3 SCBA Fill Station	880.70
Fire Department Admin Fleet Replacement	405.25
Roadway Patching Program	(0.37)
FY12 & FY13 In-House Paving Program	(0.37)
Traffic Calming / Road Safety Devices	1,857.06
FY14 & FY15 In-House Paving Program	0.18
City Administration Re-Roofing	62,831.00
Admin Building Exterior Wall Waterproofing	(0.50)
Wills Street Reconstruction	-
Fleet Replacement PL&B Van	2,581.44
Street Sweeper	20,990.00
2017 Boom Rotary Attachment	436.54
Street Service Truck	36,783.09
Replacement Vehicle - Cemetery 1	10.62
Wilshire Trail Storm Sewer Rehabilitation	36,004.43
Octogonal Columbarium	9.87
Cemetery Storage Building	338.60
Building Inspections Truck and Replacement Truck	30.00
Total Closed Project Balances	223,181.93
Closed Project Balances to be Returned to Other Funds:	
DWR (Service Delivery Update)	10,601.54
GMA Lease Proceeds (Street Sweeper)*	20,990.00
Cemetery Trust Fund (Octogonal Columbarium)	9.87
Cemetery Trust Fund (Cemetery Storage Building)	338.60
Total Returned Amount	31,940.01
Appropriations Subsequent to 6/30/2017:	
Total Appropriations	-
Total Amount Available for Reappropriation	\$ 191,241.93
* No transfer of funds.	

City of Gainesville
General Government Capital Projects
 Closed Projects Summary Report
 06/30/2017

Alta Vista Roof Replacement - CLOSED (FY15 Budget)			
	<u>Budget</u>	<u>Actual</u>	<u>Difference</u>
Funding Sources:			
General Fund (FY15)	65,000.00	65,000.00	-
	<u>65,000.00</u>	<u>65,000.00</u>	<u>-</u>
Expenditure:			
Project Costs (FY15)	29,708.78	29,708.78	
Project Costs (FY16)	20,450.00	20,450.00	
Project Costs (FY17)	14,841.22	-	
	<u>65,000.00</u>	<u>50,158.78</u>	14,841.22
Open Encumbrances			<u>-</u>
Available Budget			<u>14,841.22</u>
Project Balance		<u><u>14,841.22</u></u>	
<i>Description:</i> This project is for removing the existing roof and installing new insulation and a modified bitumen roof. This work will be necessary since the roof will be over 25 years old by FY15 and has been through two renovations already. The existing roof is a conventional asphalt ply built up roof. It has foot traffic and has periodic blisters and fish mouths that have to be repaired before permanent water damage to the membrane occurs. This type of roof rarely lasts more than 25 years without failure. <i>Status:</i> This project is ready to close effective 6/30/2017. <i>Vendors with Open Encumbrances:</i> None			
			Todd Beebe 91024

City of Gainesville
General Government Capital Projects
 Closed Projects Summary Report
 06/30/2017

Service Delivery Update - CLOSED (FY16 Budget, FY17 Budget)			
	<u>Budget</u>	<u>Actual</u>	<u>Difference</u>
Funding Sources:			
Dept of Water Resources Fund (FY16)	20,000.00	20,000.00	-
General Fund (FY17)	20,000.00	20,000.00	
	<u>40,000.00</u>	<u>40,000.00</u>	<u>-</u>
Expenditure:			
Project Costs (FY17)	40,000.00	18,796.93	
	<u>40,000.00</u>	<u>18,796.93</u>	21,203.07
Open Encumbrances			<u>-</u>
Available Budget			<u>21,203.07</u>
Project Balance		<u>21,203.07</u>	
Description: <i>The Service Delivery plan adopted in 2004 is tentatively scheduled to be updated again in 2017 per State Law. These funds will allow the City to begin analysis of the all service delivery areas to ensure equitable cost sharing between the City and the County.</i>			
Status: <i>Project complete</i>			
Vendors with Open Encumbrances: <i>None</i>			
Bryan Lackey 91028			

City of Gainesville
General Government Capital Projects
 Closed Projects Summary Report
 06/30/2017

Standardized Camera System - CLOSED (FY16 Budget, FY17 Budget)			
	<u>Budget</u>	<u>Actual</u>	<u>Difference</u>
Funding Sources:			
General Fund (FY16)	150,000.00	150,000.00	-
General Fund (FY17)	60,000.00	60,000.00	
BA2017-8721	(689.00)	(689.00)	
	<u>209,311.00</u>	<u>209,311.00</u>	-
Expenditure:			
Project Costs (FY16)	140,319.11	140,319.11	
Project Costs (FY17)	69,680.89	68,015.27	
	<u>210,000.00</u>	<u>208,334.38</u>	1,665.62
Open Encumbrances			<u>-</u>
Available Budget			<u>1,665.62</u>
Project Balance		<u>976.62</u>	
<i>Description:</i>			
<i>This project will accomplish 5 objectives:</i>			
<i>(1) Select and implement a standard camera system initially for the Public Safety Complex, Hall Area Transit, City Administration Building, and Pedestrian Bridge, that can be used in the future by all departments.</i>			
<i>(2) Establish a separate network for camera traffic that is accessible from the data network.</i>			
<i>(3) Extend the camera network infrastructure into the downtown area to facilitate camera installations.</i>			
<i>(4) Deploy new cameras in city facilities based on need.</i>			
<i>Status:</i>			
<i>Complete; closeout 6/30/17</i>			
<i>Vendors with Open Encumbrances:</i>			
<i>None</i>			
Partial Project Closures (FY16)	105,106.52		
			Jonathan Reich 91029

City of Gainesville
General Government Capital Projects
 Closed Projects Summary Report
 06/30/2017

Network Upgrade - CLOSED (FY17 Budget)			
	<u>Budget</u>	<u>Actual</u>	<u>Difference</u>
Funding Sources:			
General Fund (FY17)	70,000.00	70,000.00	
Dept of Water Resources (FY17)	70,000.00	70,000.00	
BA2017-8721	689.00	689.00	
	<u>140,689.00</u>	<u>140,689.00</u>	-
Expenditure:			
Project Costs (FY17)	<u>140,689.00</u>	<u>140,688.62</u>	
	<u>140,689.00</u>	<u>140,688.62</u>	0.38
Open Encumbrances			<u>-</u>
Available Budget			<u>0.38</u>
Project Balance		<u><u>0.38</u></u>	
<i>Description:</i>			
<i>Description:</i>			
Network traffic continues to grow as more information is stored on the network and network traffic increases. Pro-active action to ensure fast and reliable access to information is vital for continued efficient operation to the City. All City facilities that are geographically located away from the technology center rely on effective access to network stored information such as common folders, city-wide folders and personal user folders. Also, the ability for technology staff to remotely access systems physically located in another facility is essential to effective service. Regular upgrades to computer network equipment to ensure reliable and fast access to network stored information and applications is critical.			
<i>Status:</i>			
Project Complete			
 <i>Vendors with Open Encumbrances:</i>			
None			
			Jonathan Reich 91032

City of Gainesville
General Government Capital Projects
 Closed Projects Summary Report
 06/30/2017

Records Management Software - Police - CLOSED (FY14 Budget, PR14-02)			
	<u>Budget</u>	<u>Actual</u>	<u>Difference</u>
Funding Sources:			
General Fund (FY14)	715,000.00	715,000.00	
	<u>715,000.00</u>	<u>715,000.00</u>	<u>-</u>
Expenditure:			
Project Costs (FY14)	278,046.02	278,046.02	
Project Costs (FY15)	393,446.15	393,446.15	
Project Costs (FY16)	-	-	
Project Costs (FY17)	43,507.83	24,595.08	
	<u>715,000.00</u>	<u>696,087.25</u>	18,912.75
Open Encumbrances			<u>-</u>
Available Budget			<u>18,912.75</u>
Project Balance		<u>18,912.75</u>	
<i>Description:</i>			
This project is for the purchase of a Records Management Software (RMS) that is capable of tracking all the essential data required to present reports, and to track people, vehicles, equipment, etc. along with statistics for crime analysis. This software will reduce data entry duplication by permitting officers the ability to complete reports in the field, then electronically download the data to the server. This software will push us closer to a paperless environment.			
<i>Status:</i>			
Last installment made this quarter. Project is complete and ready to close as of 6/30/2017.			
<i>Vendors with Open Encumbrances:</i>			
None			
Partial Project Closure (FY14)	43,300.28		
Partial Project Closure (FY15)	74,836.00		
	<u>118,136.28</u>		
			Chief Carol Martin 92040

City of Gainesville
General Government Capital Projects
Closed Projects Summary Report
06/30/2017

Digital Ally Mobile Video (MVR) Camera System - CLOSED
(FY17 Budget)

	<u>Budget</u>	<u>Actual</u>	<u>Difference</u>
Funding Sources:			
General Fund (FY17)	44,700.00	44,700.00	
	<u>44,700.00</u>	<u>44,700.00</u>	<u>-</u>
Expenditure:			
Project Costs (FY17)	44,700.00	40,610.00	
	<u>44,700.00</u>	<u>40,610.00</u>	4,090.00
Open Encumbrances			<u>-</u>
Available Budget			<u>4,090.00</u>
Project Balance		<u>4,090.00</u>	

Description:

Install updated Mobile Video Recorders (MVR's) in ten (10) police vehicles assigned to the Operation Bureau. The current fleet of Operations Bureau Vehicles contain more than ten (10) vehicles with antiquated VHS and DVD systems to record officer activity. These antiquated systems take up more storage space and cost more to operate than the new wireless system currently being purchased and are less reliable.

Status:

Project is complete and ready to close as of 6/30/2017.

Vendors with Open Encumbrances:

None

Chief Carol Martin
92042

City of Gainesville
General Government Capital Projects
 Closed Projects Summary Report
 06/30/2017

FY16 GPD Vehicle Replacement Program - CLOSED (FY16 Budget)			
	<u>Budget</u>	<u>Actual</u>	<u>Difference</u>
Funding Sources:			
General Fund (FY16)	322,020.00	322,020.00	-
CIP Fund Balance (FY16)	241,314.00	241,314.00	
	<u>563,334.00</u>	<u>563,334.00</u>	<u>-</u>
Expenditure:			
Project Costs (FY16)	489,870.43	489,870.43	
Project Costs (FY17)	73,463.57	73,463.22	
	<u>563,334.00</u>	<u>563,333.65</u>	0.35
Open Encumbrances			<u>-</u>
Available Budget			<u>0.35</u>
Project Balance		<u><u>0.35</u></u>	
<i>Description:</i>			
<i>Purchase of eight (8) new, fully equipped, replacement patrol vehicles, four (4) new, replacement, marked SUV vehicles, one (1) new, replacement unmarked vehicle.</i>			
<i>Status:</i>			
<i>Project is complete and ready to close as of 6/30/2017.</i>			
<i>Vendors with Open Encumbrances:</i>			
<i>None</i>			
Partial Project Closures (FY17)	426,412.81		
			Chief Carol Martin 92049

City of Gainesville
General Government Capital Projects
 Closed Projects Summary Report
 06/30/2017

Station #3 SCBA Fill Station Replacement - CLOSED
 (FY17 Budget)

	<u>Budget</u>	<u>Actual</u>	<u>Difference</u>
Funding Sources:			
General Fund (FY17)	50,000.00	50,000.00	-
	<u>50,000.00</u>	<u>50,000.00</u>	-
Expenditure:			
Project Costs (FY17)	50,000.00	49,119.30	
	<u>50,000.00</u>	<u>49,119.30</u>	880.70
Open Encumbrances			<u>-</u>
Available Budget			<u>880.70</u>
Project Balance		<u>880.70</u>	

Description:

Replacement of the Self-Contained Breathing Apparatus (SCBA) Fill Station #3. The current SCBA Fill Station at Fire Station #3 is eight years old. Due to the age of this unit, parts are becoming harder to find and the cost of maintenance and repairs increase more each year. The Certified Technician has advised the unit has been discontinued and parts to repair will only become harder to get into the future resulting in the cost to repair exceeding the value of the unit. Additionally, this unit provides a standard quality of breathing air in accordance with NFPA 1989, Breathing Air Quality for Fire Service.

Status:

Project complete and can be closed

Vendors with Open Encumbrances:

None

Jerome Yarbrough
92054

City of Gainesville
General Government Capital Projects
 Closed Projects Summary Report
 06/30/2017

Fire Department Administration Fleet Replacement Vehicle #4424 - CLOSED
 (FY17 Budget)

	<u>Budget</u>	<u>Actual</u>	<u>Difference</u>
Funding Sources:			
General Fund (FY17)	35,000.00	35,000.00	-
	<u>35,000.00</u>	<u>35,000.00</u>	<u>-</u>
Expenditure:			
Project Costs (FY17)	35,000.00	34,594.75	
	<u>35,000.00</u>	<u>34,594.75</u>	405.25
Open Encumbrances			<u>-</u>
Available Budget			<u>405.25</u>
Project Balance		<u>405.25</u>	

Description:

The 2004 Ford Expedition has approximately 130,000 miles and was used as the Battalion Chief response vehicle until being moved to the Inspection Division. The age of the vehicle and the high mileage will soon lead to continually increasing maintenance costs and major repairs.

Status:

Project complete and can be closed

Vendors with Open Encumbrances:

None

Jerome Yarbrough
92055

City of Gainesville
General Government Capital Projects
 Closed Projects Summary Report
 06/30/2017

Roadway Patching Program - CLOSED (FY12 Budget, FY13 Budget)			
	<u>Budget</u>	<u>Actual</u>	<u>Difference</u>
Funding Sources:			
General Fund (FY12 & FY13)	130,400.00	130,400.00	-
	<u>130,400.00</u>	<u>130,400.00</u>	<u>-</u>
Expenditure:			
Project Costs (FY14)	68,899.88	68,899.88	
Project Costs (FY15)	11,692.21	11,692.21	
Project Costs (FY16)	2,985.28	2,985.28	
Project Costs (FY17)	46,822.63	46,823.00	
	<u>130,400.00</u>	<u>130,400.37</u>	(0.37)
Open Encumbrances			<u>-</u>
Available Budget			<u>(0.37)</u>
Project Balance		<u>(0.37)</u>	
<i>Description:</i>			
<i>Provides a funding source to deep patch the streets with in-house crews which are rated the worst of the 140.8 miles of streets in the City of Gainesville system. The patching will repair the structure which will prepare the streets to be repaved using Local Management Improvement Grant (LMIG) grant money in the following year and facilitate a longer life cycle.</i>			
<i>The streets proposed for FY2013 are:</i>			
<i>Status:</i>			
<i>This project is ready to close effective 6/30/2017.</i>			
<i>Vendors with Open Encumbrances:</i>			
<i>None</i>			
Partial Project Closure (FY15)	68,899.88		
Partial Project Closures (FY16)	14,677.49		
	<u>83,577.37</u>		
			Matt Tarver 93064

City of Gainesville
General Government Capital Projects
 Closed Projects Summary Report
 06/30/2017

FY12 & FY13 In-House Paving Program - CLOSED
 (FY12 Budget, FY13 Budget)

	<u>Budget</u>	<u>Actual</u>	<u>Difference</u>
Funding Sources:			
General Fund (FY12)	125,000.00	125,000.00	-
General Fund (FY13)	74,000.00	74,000.00	
	<u>199,000.00</u>	<u>199,000.00</u>	-
Expenditure:			
Project Costs (FY12)	3,778.29	3,778.29	
Project Costs (FY13)	68,926.20	68,926.12	
Project Costs (FY14)	30,631.78	30,631.78	
Project Costs (FY15)	-	-	
Project Costs (FY16)	78,745.00	78,745.00	
Project Costs (FY17)	16,918.73	16,918.61	
	<u>199,000.00</u>	<u>198,999.80</u>	0.20
Open Encumbrances			<u>-</u>
Available Budget			<u>0.20</u>
Project Balance		<u>0.20</u>	

Description:

This project uses City of Gainesville crews to pave streets in the 140.8 mile City maintained system.

The streets to be considered for FY 2013 are as follows:

*Catalina Drive (from Memorial Park Drive to Buena Vista Circle),
 Little John Circle (from end of repave to cul-de-sac) - COMPLETED,
 Landmark Place (from Athens Street to cul-de-sac) - COMPLETED,*

Status:

This project is ready to close effective 6/30/2017.

Vendors with Open Encumbrances:

None

Partial Project Closures (FY14)	74,546.55
Partial Project Closures (FY16)	41,313.25
	<u>115,859.80</u>

Matt Tarver
 93066

City of Gainesville
General Government Capital Projects
 Closed Projects Summary Report
 06/30/2017

Traffic Calming / Road Safety Devices (AR11-17. PR16-07)			
	<u>Budget</u>	<u>Actual</u>	<u>Difference</u>
Funding Sources:			
General Fund (FY11)	42,046.00	42,046.00	-
General Fund (Transfer from Project #440-93057 FY16)	16,634.00	16,634.00	
	<u>58,680.00</u>	<u>58,680.00</u>	<u>-</u>
Expenditure:			
Project Costs (FY12)	11,211.41	11,211.41	
Project Costs (FY13)	493.00	493.00	
Project Costs (FY16)	9,852.00	9,852.00	
Project Costs (FY17)	37,123.59	35,266.53	
	<u>58,680.00</u>	<u>56,822.94</u>	1,857.06
Open Encumbrances			<u>-</u>
Available Budget			<u>1,857.06</u>
Project Balance		<u>1,857.06</u>	
Description:			
This project is for enhancement of traffic signs and white & yellow lining of streets at various intersections in addition to replacing various guardrails around the City to make sure they are compliant with regulations.			
Status:			
Project complete			
Vendors with Open Encumbrances:			
Veith Traffic Services, LLC			
Partial Project Closure (FY14)	11,704.41		
			Rhonda Brady 93073

City of Gainesville
General Government Capital Projects
 Closed Projects Summary Report
 06/30/2017

FY14 & FY15 In-House Paving Program (FY14 Budget, FY15 Budget)			
	<u>Budget</u>	<u>Actual</u>	<u>Difference</u>
Funding Sources:			
General Fund (FY14)	100,000.00	100,000.00	-
General Fund (FY15)	180,000.00	180,000.00	
	<u>280,000.00</u>	<u>280,000.00</u>	<u>-</u>
Expenditure:			
Project Costs (FY15)	4,205.07	4,205.07	
Project Costs (FY16)	223,213.75	223,213.75	
Project Costs (FY17)	52,581.18	52,581.00	
	<u>280,000.00</u>	<u>279,999.82</u>	0.18
Open Encumbrances			<u>-</u>
Available Budget			<u>0.18</u>
Project Balance		<u>0.18</u>	
<i>Description:</i>			
<i>This project is to use City of Gainesville crews, or Contractor as necessary, to pave streets in the 140.8 mile City maintained system.</i>			
<i>The streets to be considered for FY 2015 are as follows:</i>			
<i>Briarwood Drive(From SR 129 to 2nd intersection with Pine Tree Trail), - COMPLETED</i>			
<i>Pine Tree Trail (From Briarwood Drive to Briarwood Drive), and - COMPLETED</i>			
<i>Status:</i>			
<i>This project is ready to close effective 6/30/2017.</i>			
<i>Vendors with Open Encumbrances:</i>			
<i>None</i>			
Parial Project Closure (FY16)	227,418.82		
			Matt Tarver 93077

City of Gainesville
General Government Capital Projects
 Closed Projects Summary Report
 06/30/2017

City Administration Re-Roofing (FY16 Budget, PR16-45)			
	<u>Budget</u>	<u>Actual</u>	<u>Difference</u>
Funding Sources:			
General Fund (FY16)	176,000.00	176,000.00	-
Transfer to Project #93120 (FY17)	(40,000.00)	(40,000.00)	-
	<u>136,000.00</u>	<u>136,000.00</u>	<u>-</u>
Expenditure:			
Project Costs (FY17)	136,000.00	73,169.00	
	<u>136,000.00</u>	<u>73,169.00</u>	62,831.00
Open Encumbrances			<u>-</u>
Available Budget			<u>62,831.00</u>
Project Balance		<u>62,831.00</u>	
 <i>Description:</i>			
<i>Removing the existing roof and installing new insulation and a modified bitumen roof. The current roof will be 20 years old by FY17. The existing roof was installed in 1997 has had numerous blisters form in the last 5 years which we have cut and patched annually. This was probably caused by improper installation and will likely get worse. This type of roof rarely lasts more than 25 years without failure.</i>			
 <i>Status:</i>			
<i>This project is ready to close effective 6/30/2017.</i>			
 <i>Vendors with Open Encumbrances:</i>			
<i>None</i>			
			Todd Beebe 93094

City of Gainesville
General Government Capital Projects
 Closed Projects Summary Report
 06/30/2017

Admin Building Exterior Wall Waterproofing (FY16 Budget, PR16-45)			
	<u>Budget</u>	<u>Actual</u>	<u>Difference</u>
Funding Sources:			
General Fund (FY16)	117,800.00	117,800.00	-
Transfer to Project #93120 (FY17)	(50,391.00)	(50,391.00)	
	<u>67,409.00</u>	<u>67,409.00</u>	-
Expenditure:			
Project Costs (FY16)	67,409.00	67,409.50	
	<u>67,409.00</u>	<u>67,409.50</u>	(0.50)
Open Encumbrances			-
Available Budget			(0.50)
Project Balance		<u>(0.50)</u>	
<i>Description:</i>			
<i>To caulk or re-mortar cracked joints, apply flashing on window openings as needed and to apply water repellant sealant to the entire walls. This is needed to correct and prevent water leaks into the building and to prevent freeze/thaw damage to masonry. The east wall experiences several leaks during windy, heavy rains. This work is normal preventative maintenance and repair for masonry buildings. The last time this was done was in 1997.</i>			
<i>Status:</i>			
<i>This project is ready to close effective 6/30/2017.</i>			
<i>Vendors with Open Encumbrances:</i>			
<i>None</i>			
 ** Monthly transfer from General Fund for \$9,816.67.			
			Todd Beebe 93095

City of Gainesville
General Government Capital Projects
 Closed Projects Summary Report
 06/30/2017

Wills Street Reconstruction (FY16 Budget)			
	<u>Budget</u>	<u>Actual</u>	<u>Difference</u>
Funding Sources:			
General Fund (FY16)	165,000.00	165,000.00	-
	<u>165,000.00</u>	<u>165,000.00</u>	<u>-</u>
Expenditure:			
Project Costs (FY16)	165,000.00	165,000.00	
	<u>165,000.00</u>	<u>165,000.00</u>	-
Open Encumbrances			<u>-</u>
Available Budget			<u>-</u>
Project Balance		<u>-</u>	
 <i>Description:</i> This project is to demolish existing concrete pavement and reconstruct with stone base and asphalt the full roadway width of Wills Street from High Street to Martin Luther King Boulevard. Total length is 0.08 miles.			
 <i>Status:</i> This project is ready to close effective 6/30/2017.			
 <i>Vendors with Open Encumbrances:</i> None			
			Matt Tarver 93098

City of Gainesville
General Government Capital Projects
 Closed Projects Summary Report
 06/30/2017

Replacement Fleet Vehicle - PL&B Van (FY17 Budget)			
	<u>Budget</u>	<u>Actual</u>	<u>Difference</u>
Funding Sources:			
General Fund (FY17)	30,000.00	30,000.00	-
	<u>30,000.00</u>	<u>30,000.00</u>	<u>-</u>
Expenditure:			
Project Costs (FY17)	30,000.00	27,418.56	
	<u>30,000.00</u>	<u>27,418.56</u>	2,581.44
Open Encumbrances			<u>-</u>
Available Budget			<u>2,581.44</u>
Project Balance		<u>2,581.44</u>	
 <i>Description:</i>			
<i>This project is for a small replacement van. The current 2002 van has had continuing service problems and has not driven properly since it was in an accident in 2005. In addition it is too tall for the parking deck which the driver is primarily responsible for maintaining. Vehicle Services has evaluated this vehicle at 25 purchase points.</i>			
 <i>Status:</i>			
<i>This project is ready to close effective 6/30/2017.</i>			
 <i>Vendors with Open Encumbrances:</i>			
<i>None</i>			
			Todd Beebe 93108

City of Gainesville
General Government Capital Projects
 Closed Projects Summary Report
 06/30/2017

Street Sweeper (FY17 Budget)			
	<u>Budget</u>	<u>Actual</u>	<u>Difference</u>
Funding Sources:			
GMA Lease Proceeds (FY17)	250,000.00	250,000.00	-
	<u>250,000.00</u>	<u>250,000.00</u>	<u>-</u>
Expenditure:			
Project Costs (FY17)	250,000.00	229,010.00	
	<u>250,000.00</u>	<u>229,010.00</u>	20,990.00
Open Encumbrances			<u>-</u>
Available Budget			<u>20,990.00</u>
Project Balance		<u>20,990.00</u>	
 <i>Description:</i>			
<i>New Street Sweeper to replace a 1998 Tymco Sweeper asset #14720. The 1998 sweeper has many mechanical issues and needs to be replaced. This sweeper would supplement the brought in 2014, ensuring we have a sweeper available at all times.</i>			
 <i>Status:</i>			
<i>This project is ready to close effective 6/30/2017. Lease draw proceeds have been requested as of 4/17/2017.</i>			
 <i>Vendors with Open Encumbrances:</i>			
<i>None</i>			
			Todd Beebe 93117

City of Gainesville
General Government Capital Projects
 Closed Projects Summary Report
 06/30/2017

2017 Boom Rotary Attachment for ROW Tractor
 (FY17 Budget, PR16-45)

	<u>Budget</u>	<u>Actual</u>	<u>Difference</u>
Funding Sources:			
General Fund (FY17)	40,000.00	40,000.00	-
Transfer from Project #93094 (FY17)	40,000.00	40,000.00	-
Transfer from Project #93095 (FY17)	50,391.00	50,391.00	-
	<u>130,391.00</u>	<u>130,391.00</u>	-
Expenditure:			
Project Costs (FY17)	<u>130,391.00</u>	<u>129,954.46</u>	
	<u>130,391.00</u>	<u>129,954.46</u>	436.54
Open Encumbrances			<u>-</u>
Available Budget			<u>436.54</u>
Project Balance		<u><u>436.54</u></u>	

Description:

Three point reach attach boom rotary cutter attachment for a Right-Of-Way (ROW) Tractor. This will replace the current boom cutter attached to our 1992 John Deer Tractor. This attachment will replace an older, modified tractor and attachment. Our current tractor has constant mechanical issued due to the tractor being undersized for the attachment. In the past year we have spent over \$6,000 in an effort to keep this equipment operating. This new attachment will adapt to any tractor which offers greater flexibility. It will also be safer to operate as it attaches to the rear of the tractor instead of the side, thus reducing roll over hazards.

Status:

Project Complete

Vendors with Open Encumbrances:

None

Todd Beebe
93120

City of Gainesville
General Government Capital Projects
 Closed Projects Summary Report
 06/30/2017

Streets Service Truck (FY17 Budget)			
	<u>Budget</u>	<u>Actual</u>	<u>Difference</u>
Funding Sources:			
General Fund (FY17)	140,000.00	140,000.00	-
	<u>140,000.00</u>	<u>140,000.00</u>	<u>-</u>
Expenditure:			
Project Costs (FY17)	140,000.00	103,216.91	
	<u>140,000.00</u>	<u>103,216.91</u>	36,783.09
Open Encumbrances			<u>-</u>
Available Budget			<u>36,783.09</u>
Project Balance		<u>36,783.09</u>	
 <i>Description:</i>			
<i>Service Trucks are used to transport crew members and equipment to the job site. They are also used to pull trailers with large equipment such as a tractor or skid steer. These trucks are essential to provide necessary resources for construction projects.</i>			
 <i>Status:</i>			
<i>Truck Received, project can be closed</i>			
 <i>Vendors with Open Encumbrances:</i>			
<i>None</i>			
			Todd Beebe 93121

City of Gainesville
General Government Capital Projects
 Closed Projects Summary Report
 06/30/2017

Replacement Fleet Vehicle - Cemetery 1 (FY17 Budget)			
	<u>Budget</u>	<u>Actual</u>	<u>Difference</u>
Funding Sources:			
General Fund (FY17)	30,000.00	30,000.00	-
	<u>30,000.00</u>	<u>30,000.00</u>	<u>-</u>
Expenditure:			
Project Costs (FY17)	30,000.00	29,989.38	
	<u>30,000.00</u>	<u>29,989.38</u>	10.62
Open Encumbrances			<u>-</u>
Available Budget			<u>10.62</u>
Project Balance		<u>10.62</u>	
 <i>Description:</i> Replaces twenty-year old pickup truck, asset #03769. Replacement should lower the maintenance cost for 5 years and reduce fuel costs.			
 <i>Status:</i> This project is ready to close effective 6/30/2017.			
 <i>Vendors with Open Encumbrances:</i> None			
			Tommy Hunt 93122

City of Gainesville
General Government Capital Projects
 Closed Projects Summary Report
 06/30/2017

Wilshire Trail Storm Sewer Rehabilitation
 (PR16-24)

	<u>Budget</u>	<u>Actual</u>	<u>Difference</u>
Funding Sources:			
General Fund - from project #93079 (FY16)	47,881.00	47,881.00	-
General Fund - from project #93090 (FY16)	349,719.00	349,719.00	
DWR Capital Projects Fund (FY16)	61,300.00	61,300.00	
	<u>458,900.00</u>	<u>458,900.00</u>	-
Expenditure:			
Project Costs (FY16)	134.03	134.03	
Project Costs (FY17)	458,765.97	422,761.54	
	<u>458,900.00</u>	<u>422,895.57</u>	36,004.43
Open Encumbrances			<u>-</u>
Available Budget			<u>36,004.43</u>
Project Balance		<u>36,004.43</u>	

Description:

This project consists of slip lining approximately 410 feet of 96-inch corrugated metal pipe which has reached the end of its service life and has started to deteriorate.

Status:

This project is 100% complete and ready to close as of 6/30/2017.

Vendors with Open Encumbrances:

None

Corey Jones
93123

City of Gainesville
General Government Capital Projects
 Closed Projects Summary Report
 06/30/2017

Octagonal Columbarium (FY16 Budget)			
	<u>Budget</u>	<u>Actual</u>	<u>Difference</u>
Funding Sources:			
Cemetery Trust Fund (FY16)	40,000.00	40,000.00	-
	<u>40,000.00</u>	<u>40,000.00</u>	<u>-</u>
Expenditure:			
Project Costs (FY16)	28,543.00	28,543.00	
Project Costs (FY17)	11,457.00	11,447.13	
	<u>40,000.00</u>	<u>39,990.13</u>	9.87
Open Encumbrances			<u>-</u>
Available Budget			<u>9.87</u>
Project Balance		<u>9.87</u>	
 <i>Description:</i>			
<i>This is a precast concrete structure with marble exterior that will allow for the final disposition of 96 cremated remains. The anticipated price for each niche will be \$1,500. With an investment of \$40,000 the cemetery will earn upwards of \$140,000 in revenue when it is full. Unlike a mausoleum the upkeep will be minimal.</i>			
 <i>Status:</i>			
<i>This project is ready to close effective 6/30/2017.</i>			
 <i>Vendors with Open Encumbrances:</i>			
<i>None</i>			
			Tommy Casper 94007

City of Gainesville
General Government Capital Projects
 Closed Projects Summary Report
 06/30/2017

Cemetery Storage Building (FY16 Budget)			
	<u>Budget</u>	<u>Actual</u>	<u>Difference</u>
Funding Sources:			
Cemetery Trust Fund (FY16)	40,000.00	40,000.00	-
	<u>40,000.00</u>	<u>40,000.00</u>	<u>-</u>
Expenditure:			
Project Costs (FY16)	3,102.80	3,102.80	
Project Costs (FY17)	36,897.20	36,558.60	
	<u>40,000.00</u>	<u>39,661.40</u>	338.60
Open Encumbrances			<u>-</u>
Available Budget			<u>338.60</u>
Project Balance		<u>338.60</u>	
 <i>Description:</i>			
<i>Storage for equipment and supplies are minimal at Alta Vista Cemetery. We have less than 1,000 square feet of dry storage. In that 1,000 square feet we store: 13 string trimmers, 3 edger's, 3 backpack blowers, a side-by-side utility vehicle, 1 aerator, 6-54"zero turn lawn mowers, and a tractor with attachments. We request a steel construction utility building that is 40x60x14. This would allow us to have ample secure storage for equipment and supplies.</i>			
 <i>Status:</i>			
<i>This project is ready to close effective 6/30/2017.</i>			
 <i>Vendors with Open Encumbrances:</i>			
<i>None</i>			
			Tommy Casper 94008

City of Gainesville
General Government Capital Projects
 Closed Projects Summary Report
 06/30/2017

Building Inspections Additional Truck and Replacement Truck
 (FY17 Budget)

	<u>Budget</u>	<u>Actual</u>	<u>Difference</u>
Funding Sources:			
General Fund (FY17)	50,000.00	50,000.00	-
	<u>50,000.00</u>	<u>50,000.00</u>	-
Expenditure:			
Project Costs (FY17)	50,000.00	49,970.00	
	<u>50,000.00</u>	<u>49,970.00</u>	30.00
Open Encumbrances			<u>-</u>
Available Budget			<u>30.00</u>
Project Balance		<u>30.00</u>	

Description:

Due to the record number of permits and inspections being processed by the Inspections Division, a new Building Inspector position was recently approved by the City Council. This new position will require a vehicle in order to conduct inspections. Additionally, the Building Official is utilizing a 2002 Ford Ranger with 105,000 miles (as of 2/1/16). According to the City's Vehicle Replacement Guidelines, if a vehicle under 10,500 lbs. scores a 25 or higher it qualifies for replacement. Based on the criteria provided in the guidelines, the 2002 Ford Ranger scores a 32 and should be replaced.

Status:

This project is ready to close effective 6/30/2017.

Vendors with Open Encumbrances:

None

Rusty Ligon
96007

CITY OF GAINESVILLE

WORKSESSIONREQUEST

Date Submitted: 1/11/2018
Presenter: Matt Hamby
Item of Business: Resolution: FY2017 Closure of Grants Capital Projects
Meeting Date: 1/18/2018

Purpose of Request:

The purpose of this request is to present a resolution addressing the FY2017 Closure of Grants Capital Projects.

History/Background:

Annually, we review the Grants Capital Project closures to determine which remaining funds should be returned to the appropriate restricted funds or re-appropriated in the Grants Capital Project fund for future use. We prepare a resolution each year for the approval of these re-allocations.

Facts & Issues for Consideration:

Department Recommendation:

Approval of resolution to recognize the Grants Capital Projects closed in FY2017.

Department Director:

Jeremy Perry

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
□	FY2017 Closure of Grants Capital Projects	Resolution
□	Attachment A: Closed Project Summary Report	Attachments/Exhibits

RESOLUTION AR-2018 - ____

FY2017 CLOSURE OF GRANT CAPITAL PROJECTS

WHEREAS, amounts were appropriated in previous fiscal years, through the annual budget and various Council resolutions, for Grant Government Capital Projects; and

WHEREAS, the financial audit for the fiscal year ended June 30, 2017, is complete; and

WHEREAS, the capital projects listed on Attachment A are complete and ready to close, expending an excess of \$89,919.08; and

WHEREAS, residual funds exist in the Grants Capital Project fund to cover this excess; and

WHEREAS, other project related needs still remain throughout the City.

NOW, THEREFORE, BE IT RESOLVED THAT the governing body for the City of Gainesville hereby recognizes the closure of the listed projects and approves the use of residual funds held in the Grants Capital Project fund to cover the overage.

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
Grant Capital Projects
Closed Project Summary Report
06/30/2017

FUND 340

Summary of Closed Project Balances FY14	
<u>Project Description</u>	<u>Excess Funds</u>
FY14 Street Resurfacing Program	\$ 80.95
FY15 Street Resurfacing Program	\$ (90,000.03)
Downtown Master Plan	-
Total Closed Project Balances	<u>(89,919.08)</u>
 Appropriations Subsequent to 6/30/2014:	
Total Appropriations	<u>-</u>
Total Amount Available for Reappropriation	<u>\$ (89,919.08)</u>

City of Gainesville
Grant Capital Projects
 Closed Project Summary Report
 06/30/2017

FY14 Street Resurfacing Program - CLOSED (FY14 Budget, PR13-43, PR15-11)			
	<u>Budget</u>	<u>Actual</u>	<u>Difference</u>
Funding Sources:			
General Fund (FY14)	500,000.00	500,000.04	(0.04)
FY14 LMIG Grant	234,988.00	234,988.43	(0.43)
Transfer from project #93074	104,773.00	104,773.00	-
	<u>839,761.00</u>	<u>839,761.47</u>	<u>(0.47)</u>
Expenditure:			
Project Costs (FY15)	80.00	80.00	
Project Costs (FY16)	777,958.52	777,958.52	
Project Costs (FY17)	61,722.48	61,642.00	
	<u>839,761.00</u>	<u>839,680.52</u>	80.48
Open Encumbrances			-
Available Budget			<u>80.48</u>
Project Balance		<u>80.95</u>	
Description:			
<i>Provides a funding source to repair and resurface the following streets which are rated in the lowest group of 140.8 miles of streets in the City of Gainesville system. The street segments to be submitted to the State for consideration in their LMIG program will be selected from the list given below. The streets to be considered for FY2014 are:</i>			
<i>Adair Street (From Ivey Terrace to Oak St)</i>			
Status:			
<i>Project is complete, and ready to be closed.</i>			
Vendors with Open Encumbrances:			
NONE			
Partial Project Closures (FY16)	778,038.52		Matt Tarver 93087

City of Gainesville
Grant Capital Projects
 Closed Project Summary Report
 06/30/2017

FY15 Street Resurfacing Program - CLOSED (FY15 Budget, PR14-36, PR14-50, PR15-39, PR16-02)			
	<u>Budget</u>	<u>Actual</u>	<u>Difference</u>
Funding Sources:			
General Fund (FY15)	610,000.00	610,000.00	-
LMIG Grant Funds (FY15)	506,170.00	416,169.75	100,000.25
Economic Development Fund (FY15)	237,648.00	237,648.00	
	<u>1,353,818.00</u>	<u>1,263,817.75</u>	<u>100,000.25</u>
Expenditure:			
Project Costs (FY15)	287,647.59	287,647.59	
Project Costs (FY16)	838,385.19	838,385.19	
Project Costs (FY17)	227,785.22	227,785.00	
	<u>1,353,818.00</u>	<u>1,353,817.78</u>	0.22
Open Encumbrances			-
Available Budget			<u>0.22</u>
Project Balance		<u>(90,000.03)</u>	
<i>Description:</i>			
<i>Provides a funding source to repair and resurface the following streets which are rated in the lowest group of the 140.8 miles of streets in the City of Gainesville system. These street segments will be submitted to the state for consideration in their LMIG program for the City of Gainesville's allotment of grant funding. The streets to be considered for FY 2015 are:</i>			
<i>Club Drive (From East Lake Drive to Overlook Drive),</i>			
<i>Status:</i>			
<i>This project is complete and ready to closed effective 6/30/2017.</i>			
<i>Vendors with Open Encumbrances:</i>			
0			
Partial Project Closure - Chicopee Mill Rd (FY15)	287,647.59		
Partial Project Closures (FY16)	838,385.19		
	<u>1,126,032.78</u>		
			Matt Tarver 93088

City of Gainesville
Grant Capital Projects
 Closed Project Summary Report
 06/30/2017

Downtown Master Plan - CLOSED (FY14 Budget)			
	<u>Budget</u>	<u>Actual</u>	<u>Difference</u>
Funding Sources:			
General Fund (FY14)	30,000.00	30,000.00	-
Appalachian Regional Commission(ARC) Grant (FY1	20,000.00	20,000.00	
	<u>50,000.00</u>	<u>50,000.00</u>	-
Expenditure:			
Project Costs (FY16)	47,914.00	47,914.00	
Project Costs (FY17)	2,086.00	2,086.00	
	<u>50,000.00</u>	<u>50,000.00</u>	-
Open Encumbrances			<u>-</u>
Available Budget			<u>-</u>
Project Balance		<u><u>-</u></u>	
Description:			
<i>One of the recommendations from the newly adopted Comprehensive Plan was the creation of a Downtown Master Plan. There are several projects that are ongoing in the Downtown area as well as a number of potential projects in the pipeline. Additionally, there have been discussions regarding future infrastructure improvements and the potential creation of a Downtown Historic District. As a result of all the focus and activity in the Downtown area, the time appears to be right for the creation of a detailed Master Plan. Staff has already met with representatives from the Carl Vinson Institute of Government at UGA to discuss how they could help in the preparation of a</i>			
Status:			
<i>This project is complete and ready to closed effective 6/30/2017.</i>			
Vendors with Open Encumbrances:			
None			
Rusty Ligon			
96002			

CITY OF GAINESVILLE

WORKSESSIONREQUEST

Date Submitted: 1/10/2018
Presenter: Matt Hamby
Item of Business: Resolution: FY2017 Closure of Parks and Recreation Capital Projects
Meeting Date: 1/18/2018

Purpose of Request:

The purpose of this request is to present a resolution addressing the FY2017 Closure of Parks and Recreation Capital Projects.

History/Background:

Annually, we review the Parks and Recreation Capital Project closures to determine which remaining funds should be returned to the appropriate restricted funds or re-appropriated in the Parks and Recreation Capital Projects funds for future use. We prepare a resolution each year for the approval of these re-allocations.

Facts & Issues for Consideration:

Department Recommendation:

Approval of resolution to recognize the Parks and Recreation Capital Projects closed in FY2017.

Department Director:

Jeremy Perry

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
□	FY17 Closure of Parks and Recreation Capital Projects Resolution	Resolution
□	Attachment A: Closed Project Summary Report	Attachments/Exhibits

RESOLUTION AR-2018 - ____

FY2017 CLOSURE OF PARKS & RECREATION CAPITAL PROJECTS

WHEREAS, amounts were appropriated in previous fiscal years, through the annual budget and various Council resolutions, for Parks and Recreation Capital Projects; and

WHEREAS, the financial audit for the fiscal years ended June 30, 2017, is complete; and

WHEREAS, the capital projects listed on Attachment A are complete and ready to close, leaving the amount of \$51,576.89 available in closed project balances; and

WHEREAS, \$51,576.89 will be returned to the Parks & Recreation Fund.

NOW, THEREFORE, BE IT RESOLVED THAT the governing body for the City of Gainesville hereby recognizes the closure of the listed projects and recaptures \$51,576.89 to the appropriate funding sources.

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
Parks and Recreation Capital Projects
Closed Projects Summary Report
06/30/2017

FUND 390

Summary of Closed Project Balances FY17	
<u>Project Description</u>	<u>Excess Funds</u>
Gainesville Civic Center Chiller	\$ 318.20
Gainesville Civic Center Roofing	33,029.89
Gainesville Civic Center Parking lot	18,228.80
Total Closed Project Balances	<u>51,576.89</u>
Closed Project Balances to be Returned to Restricted Funds:	
P&R Fund (Civic Center Chiller)	318.20
P&R Fund (Civic Center Roofing)	33,029.89
P&R Fund (Civic Center Parking Lot)	18,228.80
Total Returned Amount	<u>51,576.89</u>
Total Amount Available for Reappropriation	<u>\$ -</u>

City of Gainesville
Parks and Recreation Capital Projects

Closed Projects Summary Report

06/30/2017

Gainesville Civic Center Chiller - CLOSED
(AR16-01)

	<u>Budget</u>	<u>Actual</u>	<u>Difference</u>
Funding Sources:			
P&R Fund Balance (FY16)	125,000.00	125,000.00	-
	<u>125,000.00</u>	<u>125,000.00</u>	-
Expenditures:			
Project Costs (FY16)	80,302.80	80,302.80	
Project Costs (FY17)	44,697.20	44,379.00	
	<u>125,000.00</u>	<u>124,681.80</u>	318.20
Open Encumbrances			<u>-</u>
Available Budget			<u>318.20</u>
Project Balance		<u>318.20</u>	

Description:

This project is to provide funding for the purchase and replacements of a 100 ton chiller at the Gainesville Civic Center.

Status:

JM Clayton Company installed Chiller for \$77,900 (PR-16-01) in April 2016. Johnson Controls has made repairs and updated the existing Johnson Controls software system for \$46,782. Project is 100% complete. Budget \$125,000. Expensed to date: \$124,682. All invoices submitted.

Vendors with Open Encumbrances:

None

Michael Graham
70045

City of Gainesville
Parks and Recreation Capital Projects

Closed Projects Summary Report

06/30/2017

Gainesville Civic Center Roofing - CLOSED
(FY17 Budget)

	<u>Budget</u>	<u>Actual</u>	<u>Difference</u>
Funding Sources:			
(FY17 Budget)	120,000.00	120,000.00	-
	<u>120,000.00</u>	<u>120,000.00</u>	-
Expenditures:			
Project Costs (FY17)	120,000.00	86,970.11	
	<u>120,000.00</u>	<u>86,970.11</u>	33,029.89
Open Encumbrances			<u>-</u>
Available Budget			<u>33,029.89</u>
Project Balance		<u>33,029.89</u>	

Description:

The Gainesville Civic Center was last re-shingled in 2000 for just under \$40,000. Weather over the last 17 years has created a good bit of damage to the shingles and flat roofs providing for not only leaks within the building, but also affecting the aesthetics of this landmark. This is a maintenance and customer service driven request.

Status:

Roofing Resources, Inc. re-shingled the roof for \$63,421 and was also awarded the contract to resurface the 5 flat roof sections with a TPO at \$20,349. Roof gables had to be repaired/replaced for \$3,200. Project is 100% complete. Budget \$120,000. Expensed to date: \$86,970. All invoices submitted.

Vendors with Open Encumbrances:

None

Brenda Martin
70047

City of Gainesville
Parks and Recreation Capital Projects

Closed Projects Summary Report

06/30/2017

Gainesville Civic Center Parking Lot - CLOSED
(FY17 Budget)

	<u>Budget</u>	<u>Actual</u>	<u>Difference</u>
Funding Sources:			
P&R Fund Balance (FY17)	50,000.00	50,000.00	-
	<u>50,000.00</u>	<u>50,000.00</u>	-
Expenditures:			
Project Costs (FY17)	50,000.00	31,771.20	
	<u>50,000.00</u>	<u>31,771.20</u>	18,228.80
Open Encumbrances			<u>-</u>
Available Budget			<u>18,228.80</u>
Project Balance		<u>18,228.80</u>	

Description:

The existing parking lot is in deplorable condition. The lot has only been patched in areas since the original paving in 1991. There are uneven spots that hold water in certain parking spaces and there are lots of cracks and uneven spots throughout the parking lot.

Status:

Scroggs and Grizzel completed the initial repair work at \$12,700. North Georgia Pavement Marking was awarded the contract for patching, sealing, and re-striping the parking lots for \$17,075.20 and \$1,100. New curb stops were added as needed at \$896. Project is 100% complete. Budget \$50,000. Expensed to date: \$31,771. All invoices submitted.

Vendors with Open Encumbrances:

0.00

Brenda Martin
70049

CITY OF GAINESVILLE

WORKSESSIONREQUEST

Date Submitted: 12/18/2017
Presenter: Matt Hamby
Item of Business: Resolution: FY2017 Closure of SPLOST Capital Projects
Meeting Date: 1/18/2018

Purpose of Request:

The purpose of this request is to present a resolution addressing the FY2017 SPLOST Capital Projects.

History/Background:

Annually, we review the SPLOST Capital Projects closures to determine which remaining funds should be returned to the appropriate restricted funds or re-appropriated in the SPLOST Capital Projects Fund for future use. We prepare a resolution each year for the approval of these re-allocations.

Facts & Issues for Consideration:

Department Recommendation:

Approval of resolution to recognize the SPLOST Capital Projects closed in FY2017.

Department Director:

Jeremy Perry

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
☐ FY17 Closure of SPLOST Capital Projects	Resolution
☐ Attachment A: Closed Project Summary Report	Attachments/Exhibits

RESOLUTION AR-2018 - ____

FY2017 CLOSURE OF SPECIAL LOCAL OPTION SALES TAX CAPITAL PROJECTS

WHEREAS, amounts were appropriated in previous fiscal years, through the annual budget and various Council resolutions, for SPLOST Capital Projects; and

WHEREAS, the financial audit for the fiscal year ended June 30, 2017, is complete; and

WHEREAS, the capital projects listed on Attachment A are complete and ready to close, leaving the amount of \$9,823.53 available in closed project balances; and

WHEREAS, other project related needs still remain throughout the City.

NOW, THEREFORE, BE IT RESOLVED THAT the governing body for the City of Gainesville hereby recognizes the closure of the listed projects and recaptures \$9,823.53 as funds available for future appropriation by the governing body.

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
SPLOST Capital Projects
Closed Project Summary Report
06/30/17

FUND 320

Summary of Closed Project Balances FY17	
<u>Project Description</u>	<u>Excess Funds</u>
In House Paving Program	\$ 9,823.53
Total Closed Project Balances	9,823.53
Closed Project Balances to be Returned to Restricted Funds:	
SPLOST VII (In House Paving Program)	9,823.53
Total Returned Amount	9,823.53
Appropriations	
Total Appropriations	-
Total Amount Available for Reappropriation	\$ -

City of Gainesville

Closed Project Summary Report

Closed Project Summary Report

06/30/17

(FY16 Budget, FY17 Budget)

Funding Sources:

FY16 - SPLOST VII

FY17 - SPLOST VII

Budget

Actual

Difference

125,000.00

125,000.00

150,000.00

150,000.00

275,000.00

275,000.00

—

Project

Project Costs (FY17)

275,000.00

265,176.47

275,000.00

265,176.47

9,823.53

—

9,823.53

9,823.53

This proje

City maintained system. The streets are to be selected by staff based on the road surface rating and current

needs.

needs.

This

None

93099

CITY OF GAINESVILLE

WORKSESSIONREQUEST

Date Submitted: 12/14/2017
Presenter: Matt Hamby
Item of Business: Resolution: FY2017 Closure of Department of Water Resources Capital Projects
Meeting Date: 1/18/2018

Purpose of Request:

The purpose of this request is to present a resolution addressing the FY2017 Closure of Department of Water Resources Capital Projects.

History/Background:

Annually, we review the Department of Water Resources Capital Project closures to determine which remaining funds should be returned to the appropriate restricted funds or re-appropriated in the Department of Water Resources Capital Projects funds for future use. We prepare a resolution each year for the approval of these re-allocations.

Facts & Issues for Consideration:

Department Recommendation:

Approval of resolution to recognize the Department of Water Resources Capital Projects closed in FY17.

Department Director:

Jeremy Perry

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
☐	FY17 Closure of Department of Water Resources Capital Projects Resolution	Resolution
☐	Attachment A: Closed Project Summary Report	Resolution

RESOLUTION AR-2018 - ____

FY17 CLOSURE OF DEPARTMENT OF WATER RESOURCES CAPITAL PROJECTS

WHEREAS, amounts were appropriated in previous fiscal years, through the annual budget and various Council resolutions, for Department of Water Resources Capital Projects; and

WHEREAS, the financial audit for the fiscal year ended June 30, 2017, is complete; and

WHEREAS, the capital projects and annual programs listed on Attachment A are complete and ready to close, leaving the amount of \$362,152.30 available in closed project balances; and

WHEREAS, \$362,152.30 will be available in the Department of Water Resources Capital Projects Fund for re-appropriation to future project needs.

NOW, THEREFORE, BE IT RESOLVED THAT the governing body for the City of Gainesville hereby recognizes the closure of the listed projects.

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
Department of Water Resources Capital Projects
Closed Projects Summary Report
06/30/2017

FUND 308

Summary of Closed Project Balances FY17		
<u>Project Description</u>		<u>Excess Funds</u>
Flat Creek Stream Restoration - Cargill to Gainesville Mill - Phase I	\$	183,527.61
FY2013 Water Treatment and Reclamation Facilities Maintenance		122,218.55
FY2014 Water Main Extension and Improvements		(46.60)
Flat Creek Water Reclamation Facilities -DAF & Odor Control Study		49,046.81
FY2016 Water Service Connections		7,405.93
 Total Closed Project Balances		362,152.30
 Total Amount Available for Reappropriation	\$	362,152.30

City of Gainesville
Department of Water Resources Capital Projects

Closed Projects Summary Report

06/30/2017

Flat Creek Stream Restoration - Cargill to Gainesville Mill - Phase I - CLOSED

(PR12-46, PR14-47, PR14-48, PR16-09)

	<u>Budget</u>	<u>Actual</u>	<u>Difference</u>
Funding Sources:			
DWR Capital Project Fund (FY12)	394,012.00	394,012.00	
DWR Capital Project Fund (FY15)	1,188,000.00	1,188,000.00	
DWR Capital Project Fund (FY16)	29,190.00	29,190.00	
	<u>1,611,202.00</u>	<u>1,611,202.00</u>	<u>-</u>
Expenditure:			
Project Costs (FY13)	223,346.57	223,346.57	
Project Costs (FY14)	72,594.60	72,594.60	
Project Costs (FY15)	204,309.84	204,309.84	
Project Costs (FY16)	901,780.72	901,780.72	
Project Costs (FY17)	209,170.27	25,642.66	
Total	<u>1,611,202.00</u>	<u>1,427,674.39</u>	183,527.61
Open Encumbrances			<u>-</u>
Available Budget			<u>183,527.61</u>
Project Balance		<u><u>183,527.61</u></u>	

Description:

This project consists of a stream restoration design for a section of Flat Creek between Hancock and Georgia Avenue. The design will incorporate stream improvement projects and detention along this section of Flat Creek. The Gainesville Mill pond will be retrofitted and turned into a regional detention pond.

Status:

The project has been completed. Final stabilization of grass and trees is currently underway with warranty items being addressed.

Vendors with Open Encumbrances:

None

Barclay Fouts
18631

City of Gainesville
Department of Water Resources Capital Projects
 Closed Projects Summary Report
 06/30/2017

FY2013 Water Treatment and Reclamation Facilities Maintenance - CLOSED
 (PR13-08, PR15-05, PR15-16, PR16-08, PR16-23)

	<u>Budget</u>	<u>Actual</u>	<u>Difference</u>
Funding Sources:			
DWR Capital Project Fund (FY13)	1,104,500.00	1,104,500.00	
DWR Capital Project Fund (FY15)	166,500.00	166,500.00	
DWR Capital Project Fund (FY16)	25,885.00	25,885.00	
	<u>1,296,885.00</u>	<u>1,296,885.00</u>	<u>-</u>
Expenditure:			
Project Costs (FY13)	11,732.87	11,732.87	
Project Costs (FY14)	944,237.34	944,237.34	
Project Costs (FY15)	137,091.02	137,091.02	
Project Costs (FY16)	552,619.29	(438,676.42)	
Project Costs (FY17)	(348,795.52)	520,281.64	
Total	<u>1,296,885.00</u>	<u>1,174,666.45</u>	122,218.55
Open Encumbrances			<u>-</u>
Available Budget			<u>122,218.55</u>
Project Balance		<u><u>122,218.55</u></u>	

Description:

This project will perform necessary repairs to structures and equipment at the City's water treatment plants and Wastewater Reclamation Facilities.

Status:

Project complete close out 6/30

Vendors with Open Encumbrances:

None

Partial Project Closures (FY16) 991,295.71

Jarrett Nash
18661

City of Gainesville
Department of Water Resources Capital Projects

Closed Projects Summary Report

06/30/2017

FY2014 Water Main Extension and Improvements - CLOSED

(PR13-27, PR15-25)

	<u>Budget</u>	<u>Actual</u>	<u>Difference</u>
Funding Sources:			
DWR Capital Project Fund (FY16)	2,281,510.00	2,281,510.00	
	<u>2,281,510.00</u>	<u>2,281,510.00</u>	-
Expenditure:			
Project Costs (FY14)	8,622.66	8,622.66	
Project Costs (FY15)	49,435.16	49,435.16	
Project Costs (FY16)	1,371,338.54	1,371,338.54	
Project Costs (FY17)	852,113.64	852,160.24	
Total	<u>2,281,510.00</u>	<u>2,281,556.60</u>	(46.60)
Open Encumbrances			<u>-</u>
Available Budget			<u>(46.60)</u>
Project Balance		<u>(46.60)</u>	

Description:

The Department of Water Resources keeps a list of roads where residents have petitioned for water extensions and staff has identified system needs. This project will address both new water line extensions and system needs from this list. The project will allow us to reach new customers, operate our system more effectively and plan for future growth.

Status:

The project is 100% complete and in the closeout process.

Vendors with Open Encumbrances:

Strickland & Sons Pipeline, Inc.

18711

Matt Henderson & Marcial Mosqueda

City of Gainesville
Department of Water Resources Capital Projects

Closed Projects Summary Report

06/30/2017

Flat Creek Water Reclamation Facilities -DAF & Odor Control Study - CLOSED

(PR14-49, PR15-33)

	<u>Budget</u>	<u>Actual</u>	<u>Difference</u>
Funding Sources:			
DWR Capital Project Fund (FY15)	94,750.00	94,750.00	
DWR Capital Project Fund (FY16)	63,500.00	63,500.00	
	<u>158,250.00</u>	<u>158,250.00</u>	-
Expenditure:			
Project Costs (FY15)	62,778.71	62,778.71	
Project Costs (FY16)	33,656.47	33,656.47	
Project Costs (FY17)	61,814.82	12,768.01	
Total	<u>158,250.00</u>	<u>109,203.19</u>	49,046.81
Open Encumbrances			<u>-</u>
Available Budget			<u>49,046.81</u>
Project Balance		<u>49,046.81</u>	

Description:

This project will result in an engineering study addressing the future dissolved air flotation (DAF) process at the Flat Creek Wastewater Reclamation Facilities.

Status:

These studies have been completed and this project will be closed out as of 6/30/2017.

Vendors with Open Encumbrances:

None

Jarrett Nash
18751

City of Gainesville
Department of Water Resources Capital Projects
 Closed Projects Summary Report
 06/30/2017

FY2016 Water Service Connections - CLOSED
 (PR15-31)

	<u>Budget</u>	<u>Actual</u>	<u>Difference</u>
Funding Sources:			
DWR Capital Project Fund (FY16)	858,100.00	858,100.00	
	<u>858,100.00</u>	<u>858,100.00</u>	<u>-</u>
Expenditure:			
Project Costs (FY16)	441,197.74	441,197.74	
Project Costs (FY17)	416,902.26	409,496.33	
Total	<u>858,100.00</u>	<u>850,694.07</u>	7,405.93
Open Encumbrances			<u>-</u>
Available Budget			<u>7,405.93</u>
Project Balance		<u><u>7,405.93</u></u>	

Description:

This annual project is for the purchase of materials required for the installation of new services, water meters, and electronic reading devices. It is anticipated that the City of Gainesville will sell approximately 1,250 water services for FY2016.

Status:

987 new meter services were sold through June 2016. This project has been completed and is ready to close as of 6/30/2017.

Vendors with Open Encumbrances:

None

Myron Bennett
18791

CITY OF GAINESVILLE

WORKSESSIONREQUEST

Date Submitted: 12/22/2017
Presenter: Karen Roper
Item of Business: Resolution: Declaration of Surplus Property
Meeting Date: 1/18/2018

Purpose of Request:

Requesting Council declare the property on the attached listings as surplus for public sale or recycling.

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 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?

N/A

Amount Requested:

Source of Funds:

Finance Comments:

Administrative Comments:

ATTACHMENTS:

Description	Type
☐ Declaration of Surplus Property	Resolution
☐ Attachment A	Attachments/Exhibits
☐ Attachment B	Attachments/Exhibits

RESOLUTION BR-2018 - ____

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					
13505	COMPUTER	2650	02/04/11	1,042.99	
City Manager's Office					
14691	APPLE IPAD AIR	1320	06/06/14	463.31	
IT					
12481	Optiplex 745	1535	02/14/08	1,164.95	
12549	Optiplex 745	1535	01/29/07	1,413.38	
12483	Optiplex 745	1535	11/13/16	1,164.95	
12559	Optiplex 745	1535	02/16/07	1,388.47	
12743	Optiplex 745	1535	09/27/07	1,304.00	
13515	Optiplex 780	1535	04/20/11	1,042.99	
13436	Optiplex 780	1535	01/31/11	1,042.99	
13488	Optiplex 780	1535	02/04/11	1,042.99	
13949	Optiplex 790	1535	06/20/12	1,087.45	
14314	Optiplex 7010	1535	06/17/13	1,122.81	
Human Resources					
11328	2003 FORD TAURUS SE	1540	07/22/03	15,177.91	
Community Service Center					
11288	2002 CHEVROLET VAN	5420	06/20/03	14,613.00	
HAT					
13255	Optiplex 780	5540	06/10/10	1,688.48	
Police					
13199	2010 FORD CROWN VICTORIA	3200	05/29/10	29,931.00	
13197	2011 FORD CROWN VICTORIA	3200	06/02/10	29,931.00	
12782	2002 GLOBAL ELECTRIC MOTOR CAR	3200	11/20/17	DONATED	
12677	PRO LITE LIDAR	3200	UNK	UNK	
Fire Department					
19197	SCOTT 4.5 AIR PAK W/PAK AKERT	3500	UNK	UNK	
9000221	AIR COMPRESSOR SCBA FILL STATION	3500	06/30/04	32,000.00	
12994	AIRPACK W/ALERT & AMPLIFIER	3500	12/27/99	2,899.00	
13998	SCBA - SCOTT 4.5	3500	12/27/99	2,899.00	
19769	SCOTT 4.5 AIR PAK W/PAK AKERT	3500	05/24/01	2,899.00	
19770	SCOTT 4.5 AIR PAK W/PAK AKERT	3500	05/24/01	2,899.00	
12989	AIRPACK W/ALERT & AMPLIFIER	3500	12/27/99	2,238.75	
12990	AIRPACK W/ALERT & AMPLIFIER	3500	12/27/99	2,238.75	
12991	AIRPACK W/ALERT & AMPLIFIER	3500	12/27/99	2,238.75	
12992	AIRPACK W/ALERT & AMPLIFIER	3500	12/27/99	2,238.75	
13000	AIRPACK W/ALERT & AMPLIFIER	3500	12/27/99	2,238.75	
19202	SCOTT 4.5 AIR PAK W/PAK AKERT	3500	04/20/00	2,238.75	
19209	SCOTT 4.5 AIR PAK W/PAK AKERT	3500	04/20/00	2,238.75	
12430	Powerheart G3 AED	3500	08/31/06	1,195.00	
12433	Powerheart G3 AED	3500	08/31/06	1,195.00	
PW- Streets					
4521	JOHN DEERE TRACTOR	4200	06/30/95	21,013.56	
12852	ROTARY CUTTER	4200	06/26/08	2,038.72	
Golf					
11017	JACOBENSEN GREEN KING IV	6135	05/03/00	20,000.00	
11802	RANGE NET	6135	06/30/04	19,700.00	
11376	JOHN DEERE UTILITY MOWER	6135	06/30/04	19,589.00	
11116	RANGE NET	6135	10/02/00	15,500.00	
11922	JOHN DEERE PROGATOR 2020	6135	04/26/05	11,000.00	
11297	RANGE NET	6135	07/02/03	4,033.36	

11021	3-GM VERTICAL REELS	6135	06/08/84	1,575.00
13619	OPTIPLEX 780	6135	01/26/11	1,037.33

Department of Water Resources				
13333	TRACTOR LOADER - FORD #5503	4250	09/22/97	40,530.00
8913	1995 FORD F800 TRUCK	4440	03/20/95	31,315.60
12187	TOPCON HIPER GPS RECOVER	4970	03/03/06	22,483.00
15829	1999 ISUZU RODEO	4430	07/28/99	21,561.00
15831	1999 ISUZU RODEO 4 DOOR	4970	07/28/99	21,561.00
11322	2004 CHEVY BLAZER	4970	07/03/03	21,125.00
12663	2008 CHEVY SILVERADO W08-1	4440	09/24/07	20,857.00
12032	2006 CHEVY TRAILBLAZER	4335	08/26/05	19,560.00
19406	2000 F150 4x4 PICKUP	4980	08/02/00	18,072.00
20018	2002 DODGE INTREPID 4D SEDAN	4980	10/23/01	16,709.25
13022	2009 FORD F150	4975	06/24/09	14,935.00
12039	2006 CHEVROLET SILVERADO 1500	4970	09/16/05	13,890.00
20879	2003 FORD RANGER PICKUP	4970	06/30/12	11,417.00
12938	RICOH COPIER	4985	09/17/08	9,590.00
12048	EXMARK LAZER Z ZERO TURN MOWER	4900	07/27/05	6,921.97
13819	SCAG FREEDOM ZERO TURNMOWER	4430	10/14/11	5,699.00
12892	Canon Scanner	4975	01/01/09	3,470.37
12511	LEAK DETECTOR - METROTECH	4440	11/03/06	3,300.00
12812	Dell Prcision 670	4975	10/10/17	2,500.00
12812	Dell Precision 670	4975	10/10/07	2,500.00
8998	MI-T-M 3000 PSI PRESSURE WASHER	4335	05/14/04	1,804.65
2093	Desk	4975	05/01/90	1,413.07
12450	Dell Optiplex 620	4900	10/09/06	1,180.34
14046	LAPTOP - DELL LATITUDE E5520	4440	09/04/12	1,175.85
13853	Dell Optiplex	4335	01/26/12	1,036.23

Non Tagged Assets

Attachment B

Asset #	Asset Description	Dept #	Comments
Financial Services & IT			
No Tag	5 boxes of office supplies	1510	Below Threshold
No Tag	Tall Bookshelf	1510	Below Threshold
No Tag	2 Filing Cabinets	1510	Below Threshold
No Tag	Chair	1510	Below Threshold
No Tag	Optiplex 755	1510	Below Threshold
No Tag	Optiplex 751	1510	Below Threshold
No Tag	Optiplex 755	1510	Below Threshold
No Tag	15-Monitors	1510	Below Threshold
No Tag	19-Keyboards	1510	Below Threshold
No Tag	15-Mouses	1510	Below Threshold
Human Resources			
No Tag	HP Laserjet	1540	Below Threshold
Police			
No Tag	RICOH FAX 3310L	3200	Below Threshold
No Tag	HP SCANJET 3970	3200	Broken
No Tag	HP OFFICE JET PRO 8500	3200	Broken
No Tag	HP PSC 1610 ALL IN ONE	3200	Broken
No Tag	HP SCANJET 3790	3200	Broken
No Tag	BROTHER 5 IN 1 MFC-8500	3200	Broken
No Tag	SPECTRON IQ DVD PLAYER	3200	Broken
No Tag	HP LASER JET PRO 400 COLOR PRINTER	3200	Broken
No Tag	HP COLOR LASERJET PRINTER CP 2025	3200	Broken
No Tag	HP OFFICEJET PRO 8500	3200	Broken
No Tag	HP LASER JET PRO 400 COLOR PRINTER	3200	Broken
No Tag	HP PHOTO SMART D7560	3200	Broken
No Tag	2- PRO LASER II	3200	Broken
No Tag	9-PRO LITE LIDAR	3200	Broken
No Tag	KUSTOM PRO 1000 RADAR HEAD UNIT	3200	Broken
No Tag	2-GENESIS II BAND RADAR ANTEANAS	3200	Broken
No Tag	BERRETTA HANDGUN,MODEL 92D 9MM	3200	Seized
No Tag	S&W REVOLVER MODEL 66-I 357 MAG	3200	Seized
No Tag	LARIN HYDRAULIC FLOOR JACK	3200	Seized
No Tag	SOCKET SET W/CASE MISSING SOME	3200	Seized
Fire			
No Tag	23 Metal frame cushion seat chairs	3500	Below Threshold
No Tag	2 office cushion seat/arm back	3500	Below Threshold
No Tag	2 metal frame/arm cushion seat	3500	Below Threshold
Department of Water Resources			
No Tag	Cyber Power 550VA UPS	4430	Below Threshold
No Tag	Dell Sound Bar	4970	Below Threshold
No Tag	Norton 12" Abrasive	4440	Below Threshold
No Tag	Hilti 12" Abrasive	4440	Below Threshold
No Tag	Dewalt 12" Abrasive	4440	Below Threshold
No Tag	2 bxs misc-staplers,trays,add mach etc	4975	Below Threshold
No Tag	pull out keyboard tray	4975	Below Threshold
No Tag	keyboard	4975	Below Threshold
No Tag	3 UPS	4975	Below Threshold
No Tag	9 cash drawers	4975	Below Threshold
No Tag	adding machine	4975	Below Threshold
No Tag	4-Desk trays	4985	Below Threshold
No Tag	computer stand	4985	Below Threshold
No Tag	tray,staples,hole punch,post it holders	4985	Below Threshold
No Tag	3-boxes of binders	4985	Below Threshold
No Tag	SOFA TABLE	4975	Below Threshold
No Tag	BOOK CASE	4975	Below Threshold
No Tag	PRINTER	4975	Below Threshold
No Tag	APC BACK UPS	4970	Below Threshold
No Tag	CTI CAMERA	4975	Below Threshold
No Tag	CTI CAMERA	4975	Below Threshold
No Tag	3-BOOKS	4975	Below Threshold
No Tag	DESK KEYBOARD TRAY	4975	Below Threshold
No Tag	DESK PAD	4975	Below Threshold
No Tag	KEYBOARD	4975	Below Threshold
No Tag	PICTURE	4985	Below Threshold
No Tag	BLIND	4985	Below Threshold
No Tag	HP SCANJET 7000	4985	Below Threshold
No Tag	A+TESTING BOOK	4985	Below Threshold
No Tag	METASYS COMPANION MANUAL	4985	Below Threshold
No Tag	A+ 2006 COMP TIA TRAINING BOOK	4985	Below Threshold
No Tag	CLOTH BOARD	4985	Below Threshold
No Tag	2-WHITE BOARDS	4985	Below Threshold
No Tag	ROLLING FILE CART	4985	Below Threshold
No Tag	HEATER BOARD	4985	Below Threshold
No Tag	5- CHAIRS	4975	Below Threshold
No Tag	TABLE	4975	Below Threshold
No Tag	BLIND	4985	Below Threshold
No Tag	PICTURE	4985	Below Threshold
No Tag	DESK KEYBOARD TRAY	4985	Below Threshold
No Tag	DESK PAD	4985	Below Threshold
No Tag	KEYBOARD	4975	Below Threshold
Golf			
No Tag	TORO GREEN MASTER 3	6135	Below Threshold
No Tag	1984 CHEVROLET 3/4 TON DUMP	6135	UNKNOWN
No Tag	YAMAHA UTILITY CART	6315	Below Threshold
TOURISM			
No Tag	VCR/DVD PLAYER	7540	Below Threshold

CITY OF GAINESVILLE

WORKSESSIONREQUEST

Date Submitted: 1/4/2018

Presenter: Phillippa Lewis Moss

Item of Business: Resolution: Request to Apply for and Accept FY2019 Legacy Link Grant Contract

Meeting Date: 1/18/2018

Purpose of Request:

Authorize staff to submit an FY2019 application to Legacy Link to fund Meals on Wheels (HDM) and Senior Life Center (Congregate) Programs. Additionally, authorize staff to execute all documents associated with the application and subsequent grant contract.

History/Background:

Legacy Link, Inc., is a nonprofit Area Agency on Aging (AAA) that provides state and federal funds for a number of aging related programs including Congregate and Home Delivered Meals.

Facts & Issues for Consideration:

Each year, the Community Sevice Center staff responds to a Request for Proposals to compete for these funds. The FY2019 application is due January 31, 2018. If awarded funding, the grant contract should be available between April and July 2018.

Department Recommendation:

Approval of FY2019 Legacy Link Grant Application and Subsequent Grant Contract.

Department Director:

Phillippa Lewis Moss

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

No

Amount Requested:

\$45,000 to be requested in FY19 Budget

Source of Funds:

General Fund

Finance Comments:

Administrative Comments:

ATTACHMENTS:

Description	Type
 Apply and Accept FY19 Legacy Link Grant	Resolution

RESOLUTION PR-2018 - ____

Request to Apply for and Accept FY2019 Legacy Link Grant Contract

WHEREAS, the Gainesville-Hall County Community Service Center (CSC) is charged with providing a variety of services for aging persons in Hall County; and

WHEREAS, the CSC has for two decades applied for and been awarded a grant through Legacy Link for aging services to include senior transportation, home delivered meals, congregate meals.

NOW, THEREFORE, BE IT RESOLVED THAT the governing body for the City of Gainesville hereby approves submittal of the FY2019 Legacy Link application and acceptance of the grant funds if awarded.

BE IT FURTHER RESOLVED THAT the governing body for the City of Gainesville hereby authorizes the Mayor, City Manager and City Attorney to execute all contracts and associated documents related to 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

WORKSESSIONREQUEST

Date Submitted: 1/9/2018

Presenter: Chris Rotalsky / Lisa Poole

Item of Business: Resolution: Approval of Lease Assignment and Lease Amendment
(Lot A-7, Parcel 7-B of Gainesville Airport Industrial Park)

Meeting Date: 1/18/2018

Purpose of Request:

To assign lease agreement and amend lease terms for the current lease of Lot A-7, Parcel 7-B of the Gainesville Airport Industrial Park.

History/Background:

The current lease originated on February 21, 1984.

Facts & Issues for Consideration:

City staff was contacted and asked to approve the lease assignments and amended lease agreement for the referenced lot.

Department Recommendation:

Approve the resolution.

Department Director:

Chris Rotalsky

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

N/A

Amount Requested:

N/A

Source of Funds:

Finance Comments:

Administrative Comments:

ATTACHMENTS:

	Description	Type
□	Approval of Lease Assignment and Lease Amendment (Lot A-7, Parcel 7-B of Gainesville Airport Industrial Park)	Resolution

RESOLUTION PR-2018 - ____

**APPROVAL OF LEASE ASSIGNMENT AND LEASE AMENDMENT
(LOT-A7, PARCEL 7-B OF GAINESVILLE AIRPORT INDUSTRIAL PARK)**

WHEREAS, the City of Gainesville owns and operates the Gainesville Airport Industrial Park for the public interest; and

WHEREAS, the City entered into a lease agreement dated February 21, 1984 with Johnny Young and Todd Robson for Parcel 7-B, Lot-A7; and

WHEREAS, Johnny Young and Todd Robson desire to assign the lease to Tojo Properties, LLC; and

WHEREAS, Tojo Properties, LLC desires to assign the lease to Victory Processing, LLC; and

WHEREAS, Victory Processing, LLC desires to assign the lease interest to Regions Bank as collateral; and

WHEREAS, the current lease agreement will terminate on February 21, 2028 and Victory Processing, LLC desires to amend the lease agreement to provide one (1) additional ten (10) year renewal option; and

WHEREAS, the City, by and through the governing body, has determined that it is desirable and acceptable for the City to approve the lease assignments, collateral assignment and lease term amendment as described above; and

WHEREAS, the City Attorney has reviewed the assignments, collateral assignment and lease term amendment between the City and Johnny Young and Todd Robson, Tojo Properties, LLC and Victory Processing, LLC and has found the agreements to be satisfactory.

NOW, THEREFORE, BE IT RESOLVED THAT the governing body for the City of Gainesville hereby approves the assignments of the existing lease from Johnny Young and Todd Robson to Tojo Properties, LLC and Victory Processing, LLC and the collateral assignment to Regions Bank.

BE IT FURTHER RESOLVED THAT the governing body for the City of Gainesville hereby approves the amendment of terms of lease to include one (1) additional ten (10) year renewal option.

BE IT FURTHER RESOLVED THAT the governing body for the City of Gainesville hereby authorizes the Mayor, City Manager and City Attorney to execute and deliver on behalf of the City, the Consent to General Assignment, Consent to Collateral Assignment and the lease documents that are reasonably necessary in their opinion to finalize the transactions described or referenced in this Resolution, including, without limitation, the execution of the Lease on behalf of the City.

RESOLUTION PR-2018 - ____

**APPROVAL OF LEASE ASSIGNMENT AND LEASE AMENDMENT
(LOT-A7, PARCEL 7-B OF GAINESVILLE AIRPORT INDUSTRIAL PARK)**

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

WORKSESSIONREQUEST

Date Submitted: 1/11/2018
Presenter: Chris Rotalsky
Item of Business: Green Street Improvement Feasibility Study Presentation
Meeting Date: 1/18/2018

Purpose of Request:

Provide Council with an update on the Green Street Improvement Feasibility Study.

History/Background:

The Green Street Improvement Feasibility Study followed the Green Street Corridor Study prepared in 2016 working towards improving Green Street.

Facts & Issues for Consideration:

The Green Street Improvement Feasibility Study was prepared in conjunction with the Gainesville-Hall Metropolitan Planning Organization.

Department Recommendation:

N/A

Department Director:

Chris Rotalsky

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

N/A

Amount Requested:

N/A

Source of Funds:

Finance Comments:

Administrative Comments:

ATTACHMENTS:

Description	Type
 Green St Improvement Feasibility Study	Powerpoint Presentation

GREEN STREET CORRIDOR STUDY

SUMMARY OF FINDINGS

JANUARY 2018



*Goal is to preserve the historic feel
of Green Street while improving
traffic and transportation*



IDENTIFICATION OF CORRIDOR ISSUES



GREEN STREET IMPROVEMENTS



Includes:

- New Storm Drainage System and Inlets
- Complete rebuild of roadway pavement
- Replace/upgrade aged underground infrastructure (water lines, sewer lines)
- Relocate overhead utilities to underground (power company and others)
- Add pedestrian lighting
- Maintain landscape character of the corridor



RECOMMENDED SOLUTION:



Coordinated
Effort of Four
Improvement
Projects

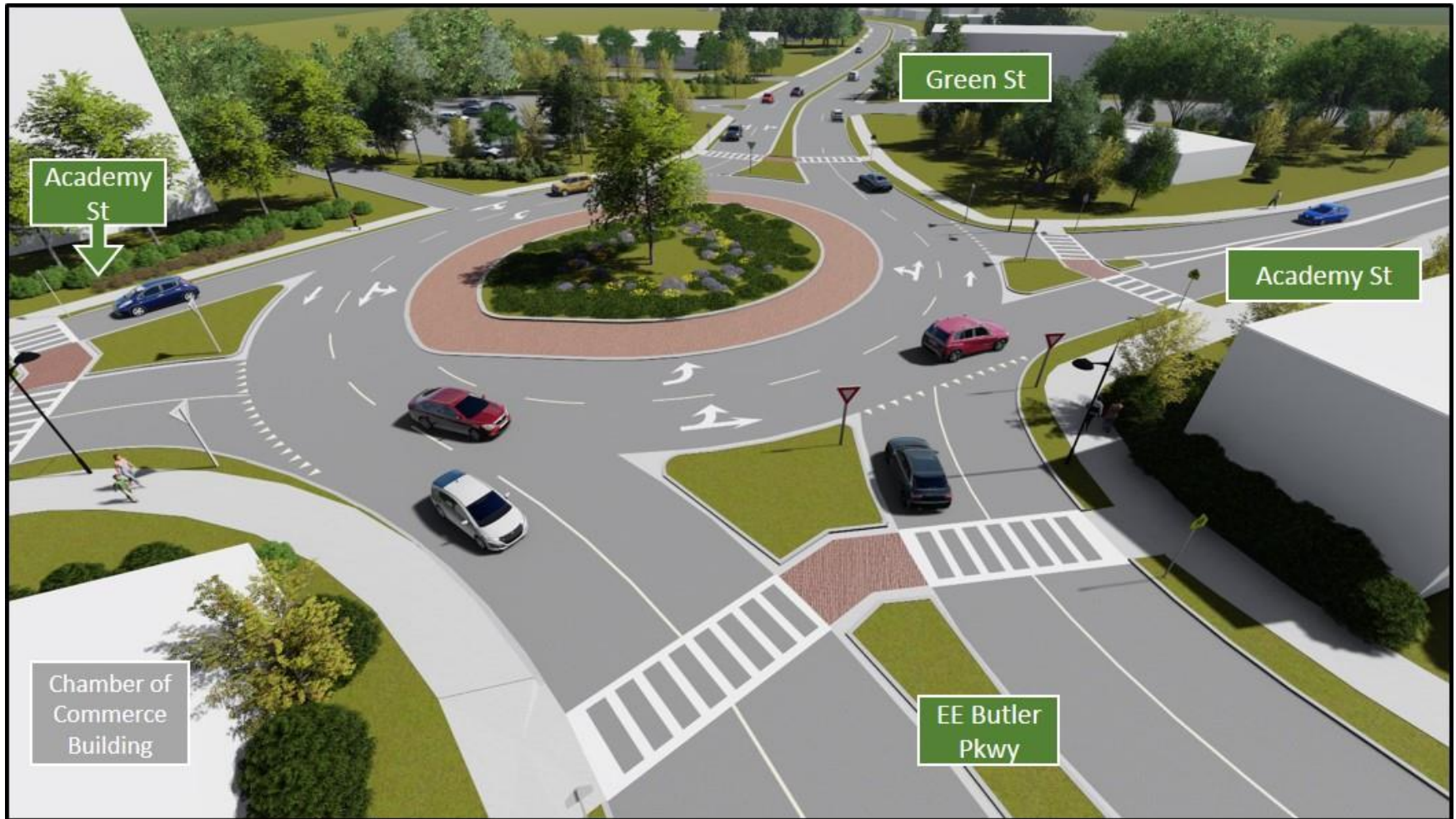
GDOT Programmed Projects

Roundabout Concept Layout: Thompson Bridge Rd



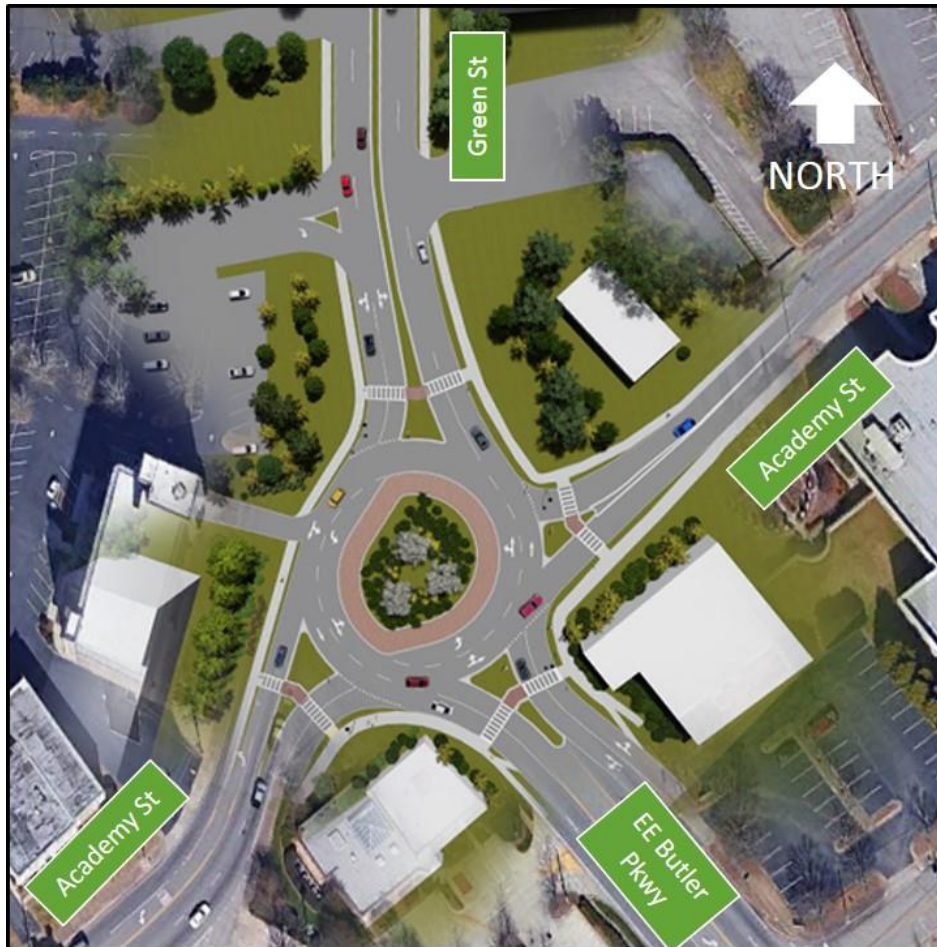
GDOT Programmed Projects

Roundabout Concept Layout: Academy St



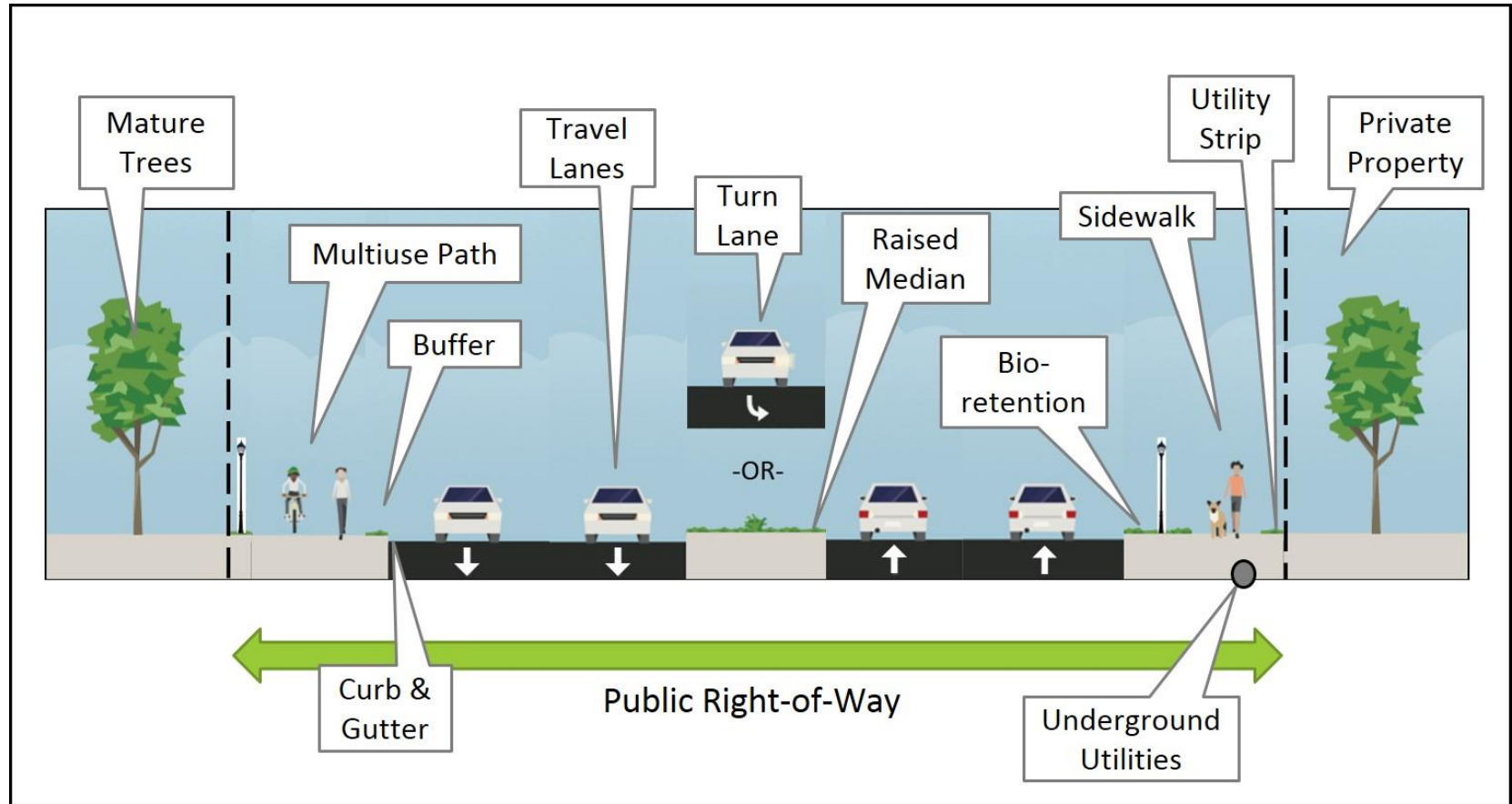
GDOT Programmed Projects

Roundabout Concept Layouts



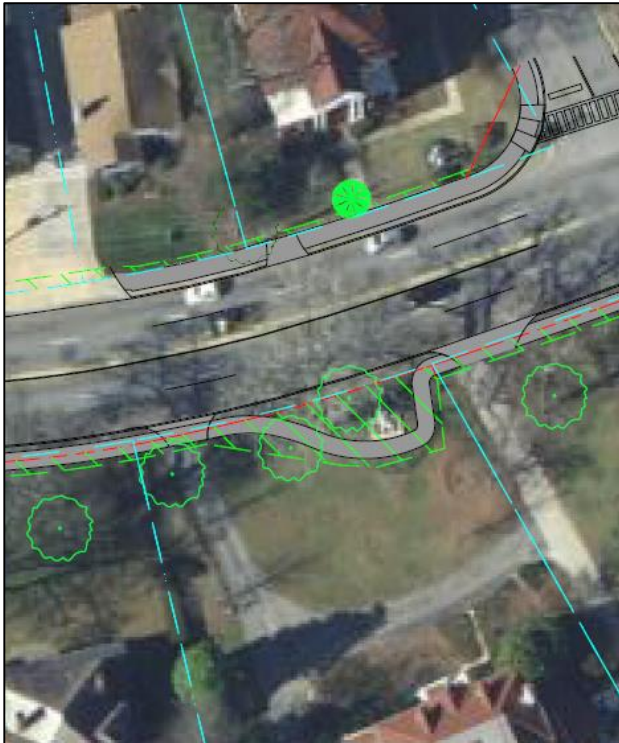
CORRIDOR ALTERNATIVES

Important Design Elements of the Street Cross-section



MEANDERING SIDEWALKS

Installing the sidewalk away from the street to minimize impacts to mature trees:



- An option compatible with all alternatives
- During Design Phase this can be determined and coordinated with each property owner on a case-by-case basis
- Considerations will include tree life-cycle, underground utilities, and private property owner
- Alternatives A & B (keeping sidewalk adjacent to street) may impact up to 8 mature trees

CORRIDOR ALTERNATIVES

Options:

- Alternative “A” – Four Lane w/ Center Raised Median
- Alternative “B” – Four Lane w/ Turn Lanes

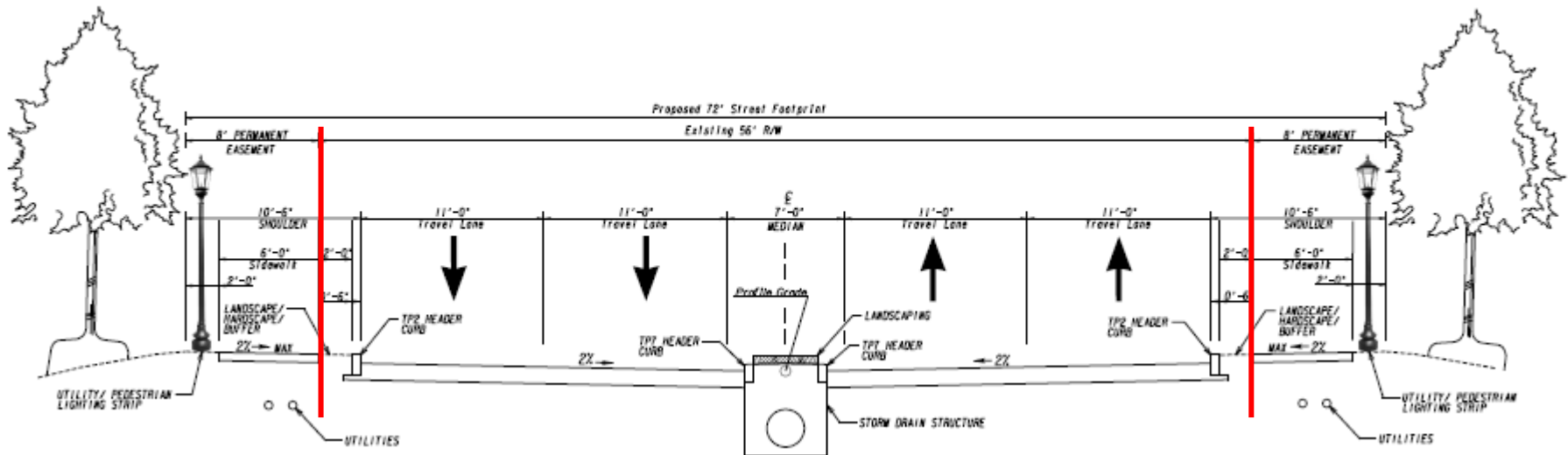
No-Build:

- Alternative “C” (No-Build Condition) – Four Lane with No Turn Lanes

*Note: Any alternative is compatible with the two Roundabouts

ALTERNATIVE A – WITH CENTER MEDIAN

Typical Cross-Section



Requires additional right-of-way or permanent easements

Corridor Elements:

- 5-foot raised median
- 11-foot travel lanes
- 6" wide header curb
- 2-foot landscape/hardscape strip
- 6' sidewalk
- 2' utility/pedestrian light strip

Includes potential meandering sidewalks

ALTERNATIVE A – WITH CENTER MEDIAN

Illustrative Concept



BENEFIT OF CENTER RAISED MEDIAN

Georgia DOT and FHWA info:

- Reduce motor vehicle crashes by 58% overall; 76% at intersections
 - Green St current crash rate is 2X state average
- Reduces vehicle conflict points
 - no left-turns from driveways or side-streets
- Decrease delays (>30%) for motorists
- Improves traffic flow
 - no stopped vehicles in through travel lane

Additional benefits for Green Street:

- All businesses along Green Street are 'Destinations' (customers plan to visit in advance of the trip)
- Many businesses along Green Street have secondary access/inter-parcel access
- Provide space for landscaping within the right-of-way
- Provides for storm drainage inlets
- Minimizes the street footprint width
- Improves the 'image' of Green Street; community identifies as a 'safe' street

ROUNDBABOUT AND MEDIAN

- Provides SAFE access to businesses
- “Go around and come back”



RECOMMENDATION

- The study identified a context sensitive preferred alternative.

Next step:

- Initiate the concept development phase for Green Street improvements, to include:
 - Begin geometric design to refine the preferred Alternative A Concept
 - A public process and opportunities for community input
 - Perform environmental and historic documentation
 - Perform discussions with individual property owners of meandering sidewalk feasibility

CITY OF GAINESVILLE

WORKSESSIONREQUEST

Date Submitted: 1/15/2018

Presenter: Bryan Lackey

Item of Business: BR-2017-58 Administrative Services Department/HR Division
Additional Personnel (***Tabled on December 19, 2017 to the
January 23, 2018 Council Meeting***)

Meeting Date: 1/18/2018

Purpose of Request:

To provide notice that this resolution will be on the next Council Meeting agenda.

History/Background:

In the past, the duties that will be handled by this new position have been scattered between 3 different departments and numerous employees. There is a need to provide a more efficient way of handling retirement inquiries, issues, research, etc. The proposed resolution was presented at the December 14, 2017 Work Session and tabled at the December 19, 2017 Council Meeting.

Facts & Issues for Consideration:

The Plan A Board understands the need for this Retirement Manager position and is willing to furnish up to 80% of the salary and benefits cost for this employee. It is appropriate for the city to provide the remaining 20% to cover the duties for the Plan B retirement program.

Department Recommendation:

Approval.

Department Director:

Janeann Allison

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

Yes

Amount Requested:

up to \$15,000

Source of Funds:

General Fund

Finance Comments:

Administrative Comments:

The remaining funding for this position will come from Plan A retirement.

ATTACHMENTS:

Description	Type
☐ BR-2017-58 Administrative Services (HR) Additional Personnel	Resolution
☐ Class Spec for Retirement Manager	Backup Material

RESOLUTION BR-2017-58

**ADMINISTRATIVE SERVICES DEPARTMENT/HR DIVISION
ADDITIONAL PERSONNEL**

WHEREAS, the City of Gainesville provides a retirement program that assists in attracting and retaining the most qualified personnel possible in order to provide efficient services to the citizens of Gainesville; and

WHEREAS, to provide prompt and accurate services to current employees and retirees regarding retirement and post-employment benefits, a Retirement Manager solely committed to Plan A and Plan B retirement programs is needed; and

WHEREAS, the Plan A Board established by the governing body of the City sees the need for this Retirement Manager position; and

WHEREAS, the Plan A Board agrees to pay up to 80% of the salary and benefits for this Retirement Manager; and

WHEREAS, it is appropriate for the City to furnish the remaining 20% of the salary and benefits for the duties that this Retirement Manager will handle for the City's Plan B retirement program.

NOW THEREFORE BE IT RESOLVED THAT the governing body for the City of Gainesville hereby authorizes the addition of one staff member to the current FY18 budget in the Administrative Services Department/Human Resources Division to address retirement programs offered to 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:

Denise O. Jordan, City Clerk



CLASS SPECIFICATION



RETIREMENT MANAGER HUMAN RESOURCES DEPARTMENT

Date Created:	November 2002	Job Code:	172
Last Revision:	September 2016	Grade:	25 – Exempt
Reports To:	Administrative Services Director	Retirement Plan:	A

JOB SUMMARY

Assists the Administrative Services Director in planning, organizing, directing and coordinating the retirement programs for the City of Gainesville. Performs various clerical support tasks related to benefits administration for all retirees, including the timely and accurate payment of invoices, maintaining accurate database with benefit designations of retirees, compiling City retiree census data, etc. Must be able to use considerable judgment and take initiative as required to perform and resolve human resources and/or benefits related tasks while working independently with limited supervision.

MAJOR JOB RESPONSIBILITIES

Prepares retirement estimates and annual actuarial census for the City Plan A retirement program. Calculates final retirement benefits. Prepares and processes employees to retirement status.

Provides assistance to City staff and employees for interpretation of retirement plan documents.

Serves as a non-voting member and secretary to the City's Plan A retirement board.

Serves as liaison for retiree issues regarding benefit questions or problems with monthly benefit payments.

Serves as liaison with all Plan A vendors and providers.

Calculates, prepares and files the retirees ACA and OPEB reporting annually.

Establishes policy/practice and sets the calendar for the Retirement Board.

Prepares public notices, agendas and records official minutes for the Retirement Board as well as all post-meeting action items in accordance with the Open Meetings Act.

Responsible for preparation of the meeting space and materials for each Plan A Board meeting.

Maintains the official plan document.

Maintains a database of retirees and beneficiaries.

Handles all requests for disability retirement.

Oversees the entire Plan A Board Member election process in accordance with the Plan document.

Coordination with Finance Department and Actuary for preparation of actuarial valuation data for retirees, beneficiaries and vested terminations.

Orientation for new board members.

Registration and travel arrangements for Board Member training .

Update/maintain retirement documents on the city's V: drive.

Administers Plan B pension benefit program. Processes applications, obtains certification, coordinates benefit options for retirees with finance/payroll; reviews and processes death and disability benefits requests. Prepares annual census data for Retirement Plan B participants. Coordinates with Georgia Municipal Association (GMA) to obtain retirement estimates.

Serves as Program Manager for all retiree insurance programs and plans. Oversees annual benefits open enrollment for retirees.

Assists in the preparation and distribution of informational literature and presentations to notify and advise employees of benefit plan details and eligibility requirements.

Assists employees transitioning to retirement in completing all necessary forms.

Maintains all beneficiary and other forms for retirees.

Maintains retirement summaries for Plan A and Plan B.

Updates the city retiree website as needed.

Prepares quarterly Plan A newsletter.

Maintains and upgrades professional knowledge, skills, and development by attending seminars and training programs and reading trade and professional journals and publications.

Utilizes Excel and Access software to create custom reports in reference to retirement from the City's back-office payroll software as required.

May be responsible for the work performance of a group of subordinates whose work is complex and requires coordination and integration of work efforts to accomplish established departmental goals.

Performs other related duties as required.

MINIMUM QUALIFICATIONS REQUIRED

Education and Experience:

High School Diploma or G.E.D.

Associate's Degree in Business Management, Finance, Public Administration, Human Resources or related field.

Two (2) to five (5) years of progressively responsible experience in benefits administration; local government experience preferred.

Any equivalent combination of education and experience which provides the minimum level of qualifications stated above.

Licenses and Certifications:

Valid Class C Driver's License and a satisfactory Motor Vehicle Record (MVR).

Must be willing to obtain Certified Public Pension Trustee Designation within 24 months and continue attending programs/classes offered by GAPPT.

Professional in Human Resources (PHR) certification desirable.

Certified Employee Benefit Specialist (CEBS) desirable.

Knowledge, Skills, and Abilities:

Knowledge of State and Federal Employment laws applying to the field of Human Resources, such as FLSA, ADA, FMLA, USERRA, HIPAA, COBRA, Worker's Compensation, etc. and ability to interpret such laws.

Knowledge of Federal and State guidelines for employee benefits.

Knowledge of City's Policies and Procedures and ability to interpret such policies and procedures and provide clarification of policies to employees.

Knowledge of standard practices in Human Resources.

Knowledge of Open Meetings requirements.

Demonstrated proficiency in MS Office applications including Word, Excel, Access, PowerPoint, and Publisher. Ability to create ad hoc reports from multiple software sources.

Skill in use of complex spreadsheets and database creation and management. Ability to learn the City's agenda management software.

Skill in preparing, organizing and maintaining files, reports and records of a confidential nature.

High degree of proficiency and accuracy in all aspects of work product.

Ability to analyze and evaluate both qualitative and quantitative data and provide reports as needed.

Ability to perform complex mathematical calculations.

Ability to manage several projects and priorities simultaneously with high degree of accuracy, diplomacy, and proficiency.

Ability to analyze complex problems and situations quickly, effectively, and objectively to determine the appropriate course of action in each situation.

Ability to comprehend complex technical topics and specialized information.

Ability to use thinking and reasoning to solve problems.

Ability to demonstrate conduct conforming to a set of values and accepted standards.

Ability to work with very limited supervision.

Ability to interpret information and formulate action steps.

Ability to exercise independent judgment and provide recommendations/solutions to problems.

Ability to communicate ideas clearly and effectively both verbally and in writing.

Ability to establish and maintain effective work relationships with other employees within and outside the department, and the general public.

Ability to deal courteously and diplomatically with employees and the public.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. This is largely a sedentary role; however, some filing is required; it would require the ability to lift files, open filing cabinets and bend or stand on a stool as necessary. Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus.

This class specification should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification.

CITY OF GAINESVILLE

WORKSESSIONREQUEST

Date Submitted: 1/16/2018
Presenter: Bryan Lackey
Item of Business: Home Rule Ordinance 2018-01: Entitled Ordinance Form; Procedures
Meeting Date: 1/18/2018

Purpose of Request:

The purpose of this request is to present an ordinance that (1) discontinues the need for the second reading of ordinances (except when required by state/federal law) and (2) provides additional detail as to the powers and duties of the Mayor, and to obtain permission to proceed with amending the Charter.

History/Background:

The governing body asked staff to investigate the possibility of discontinuing the second reading of ordinances, and to clarify the powers and duties of the Mayor.

Facts & Issues for Consideration:

The proposed ordinance is an amendment to the Charter that is being processed utilizing home rule powers. This process takes at least five weeks to complete after authorization from the governing body to proceed. The anticipated date for first reading is February 6, 2018.

Department Recommendation:

Authorize staff to begin the process to change the Charter.

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
📎 Home Rule Ordinance 2018-01	Ordinance
📎 Process and Proposed Timeline	Backup Material

Published: _____
Published: _____
First Reading: _____
Published: _____
Passed: _____

HOME RULE ORDINANCE

HR-2018-01

AN ORDINANCE TO AMEND SUBSECTION B OF SECTION 2.23 ENTITLED “ORDINANCE FORM; PROCEDURES” OF THE CHARTER OF THE CITY OF GAINESVILLE, GEORGIA AND SUBSECTION 1 OF SECTION 2.29 ENTITLED “POWERS AND DUTIES OF MAYOR” OF THE CHARTER OF THE CITY OF GAINESVILLE, GEORGIA BY ELIMINATING SAID SUBSECTIONS IN THEIR ENTIRETY AND SUBSTITUTING IN THEIR PLACE THE LANGUAGE SET FORTH BELOW; TO REPEAL CONFLICTING PROVISIONS OF THE CHARTER; TO PROVIDE FOR SEVERABILITY; TO PROVIDE FOR CODIFICATION; TO PROVIDE FOR AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

BE IT HEREBY ORDAINED BY THE GOVERNING BODY OF THE CITY OF GAINESVILLE, GEORGIA, AS FOLLOWS:

SECTION I.

Subsection (b) of Section 2.23 of the Charter of the City of Gainesville, Georgia is hereby amended to read as follows:

- (b) An ordinance may be introduced by any member of the governing body and be read at a regular or special meeting. Ordinances shall be considered and adopted or rejected by the governing body in accordance with the rules which it shall establish. Upon introduction of any ordinance, the clerk shall as soon as possible distribute a copy to the mayor and to each councilmember.

SECTION II.

Subsection (1) of Section 2-29 of the Charter of the City of Gainesville, Georgia is hereby amended to read as follows:

- (1) Preside at meetings of the governing body where he or she shall have all the rights, powers, duties, and responsibilities of a councilmember except that the mayor shall not make a motion or second a motion and shall be entitled to vote on matters before the governing body only in the following situations: (a) when there is an equal division on the question; (b) when the mayor’s vote will provide the fourth affirmative vote required for approval of a matter; or (c) when the mayor’s vote will provide the majority vote required for approval of a matter. The mayor shall also be entitled to vote on the election and removal of the following officers and employees of the council: mayor pro tempore, city manager, city attorney, municipal court judge, solicitor, and city auditor;

SECTION III.

The Charter and all Ordinances and parts of Ordinances in conflict herewith are hereby repealed.

SECTION IV.

If any portion of this Ordinance shall be held to be invalid or unconstitutional, such invalidity or unconstitutionality shall not affect or impair the remaining portions unless it clearly appears that such other parts are wholly and necessarily dependent upon the part held to be invalid or unconstitutional.

SECTION V.

The effective date of this Ordinance shall be upon approval by the Governing Body of the City of Gainesville.

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 ordinance was adopted as stated and will be recorded in the official minutes.

ATTEST:

Denise O. Jordan, City Clerk

Amendment to Charter as it relates to Second Readings and Voting Requirements

PROCEDURE FOR CHARTER AMENDMENTS

1. Presentation to Council at Work Session seeking approval to proceed with advertisement
2. Proposed ordinance filed in City Clerk's Office and Clerk of Superior Court's Office
3. Notice of proposed amendment published in legal organ once a week for 3 weeks within a period of 60 days before final adoption. Notice shall include the caption on the ordinance and shall state a copy of the proposed amendment is on file in the City Clerk's Office and in the Clerk of the Superior Court's Office for public inspection.
4. Adopt ordinance at two regularly scheduled consecutive meetings not less than 7 nor more than 60 days apart.
5. Obtain Publisher's Affidavit from legal organ.
6. Provide Secretary of State and Clerk of Superior Court with a copy of the approved ordinance, a certified copy of the minutes (first and second reading) and a copy of the publisher's affidavit. Mail to Secretary of State, Elections Division, Suite 1104 West Tower, 2 MLK Jr. Drive, Atlanta, Georgia 30334
7. In general, the process takes between 5 and 9 weeks to complete.

TIMELINE FOR ADOPTING THE ORDINANCE

ACTION	PROPOSED SCHEDULE	ACTUAL SCHEDULE
Presentation at Work Session	1/18/18	
Approval to move forward	1/18/18	
Filed with Clerk of Superior Court	1/19/18	
Published	1/25/18	
Published	2/1/18	
First Reading	2/6/18	
Published	2/8/18	
Advise Council advertising is complete	2/15/18	
Passed	2/20/18	
Publisher's Affidavit	2/9/18 – 2/20/18	
Mailed to Secretary of State	2/23/18	

Notes:

- ULDC will need to be amended. The request goes before the Planning and Appeals Board on January 16, 2018.
- Build a schedule that allows the Charter amendment and the ULDC amendment to be adopted at the same meeting or as close together as possible.
- The proposed schedule allows both ordinance (ULDC and Charter amendment) to be considered at the same Council Meetings.

CITY OF GAINESVILLE

WORKSESSIONREQUEST

Date Submitted: 1/15/2018

Presenter: Bryan Lackey

Item of Business: **Public Hearing Item for January 23, 2018 Council Meeting**
Relocation of Green Street Post Office

Meeting Date: 1/18/2018

Purpose of Request:

The purpose of this request is to allow the US Postal Service to discuss the potential relocation of Gainesville's main office.

History/Background:

Facts & Issues for Consideration:

The Postal Service will complete the requirements set forth in 39 CFR 241.4 for soliciting and considering input from the community and local officials.

Department Recommendation:

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
 Public Hearing Notice	Backup Material



UNITED STATES
POSTAL SERVICE

NOTICE

Public Meeting to be held

5:30 p.m. on Tuesday, January 23, 2018

Potential Relocation of:

Main Post Office
Gainesville, GA 30501

Meeting Location:

Public Safety Complex (Gainesville Justice Center)
Municipal Court Room
701 Queen City Parkway
Gainesville, GA 30501