



Work Session Agenda
Thursday, March 13, 2025, 9:00 AM
Administration Building, Boardroom (3rd Floor)
300 Henry Ward Way, Gainesville, GA 30501
Mayor or Mayor Pro Tem Presides

DEPARTMENT ISSUES:

Tourism

- Ordinance: Amend Title 6 As it Pertains to Entertainment Filming Robyn Lynch

Financial Services

- Keep Hall Beautiful Shanda Sexton
- Elachee Nature Science Center Sarah Bell

CITY MANAGER ISSUES:

MAYOR/COUNCIL ISSUES:

- Ex-Officio Report(s)
- Appointment: Chicopee Woods Area Park Commission Sam Couvillon
- Appointment: Gainesville-Hall County Development Authority Sam Couvillon
- Appointment: Main Street Advisory Board Sam Couvillon

CITY ATTORNEY ISSUES:

CITY CLERK ISSUES:

EXECUTIVE SESSION:

ADJOURNMENT:

Final: Tuesday, March 11, 2025, 8:00 AM



CITY OF GAINESVILLE

Work Session Agenda Request

Item Created: March 7, 2025
Date Submitted: March 7, 2025
Final Approval Date: March 12, 2025
Presenter: Robyn Lynch, Tourism Director
Item of Business: Ordinance: Amend Title 6 As it Pertains to Entertainment Filming
Meeting Date: March 13, 2025

Purpose of Request:

To amend Title 6 of the code by adding a Chapter 6-23 entitled Entertainment Filming.

Facts & Issues / History & Background:

Department Recommendation:

Approve the ordinance.

Department Director:

Robyn Lynch

If funding is involved, are funds approved within the current budget? No

Amount Requested:

Sources of Funds:

Finance Comments:

Administrative Comments:

Attachments:

1. Ordinance: Amend Title 6 Regarding Gainesville Filming Ordinance

Passed: _____

AN ORDINANCE

No. 2025-

AN ORDINANCE TO AMEND TITLE 6 OF THE CODE OF ORDINANCES OF THE CITY OF GAINESVILLE, GEORGIA BY ADDING A NEW CHAPTER 6-23; TO REPEAL CONFLICTING ORDINANCES; 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

Title 6 of the Code of Ordinances of the City of Gainesville, Georgia is hereby amended by adding a new Chapter 6-23 to read as follows:

CHAPTER 6-23. – ENTERTAINMENT FILMING

Sec. 6-23-1. – Purpose.

The intent of the city in adopting this entertainment filming ordinance is to facilitate Entertainment Industry Work performed in Gainesville while safeguarding the interests of City residents and businesses. This Chapter creates the role of Film Liaison. The Film Liaison will be dedicated to responding to the needs and issues pertaining to Entertainment Industry Work. This Chapter simplifies the permitting requirements associated with filming by enabling entertainment industry professionals to obtain required City approvals through the Film Liaison rather than through numerous individual departments. It strengthens the City's ability to anticipate and provide adequate services for multiple filming projects throughout the city. It also enhances the City's ability to accommodate unanticipated circumstances and requested changes. The Film Liaison similarly will respond to the needs of City neighborhoods regarding Entertainment Industry Work and will promote community awareness of the entertainment industry's impact upon the City's economic development. This Chapter furthers the City's commitment to being a best-in-class location to work and to live.

Sec. 6-23-2. - Definitions.

The following words, terms and phrases, when used in this Chapter, shall have the meanings ascribed to them in this Section, except where the context clearly indicates a different meaning:

- (1) *Applicant* means the individual applying for a Permit, who is legally authorized to bind the Producer.
- (2) *Application* means the document created by the Film Liaison that must be completed and submitted to the Film Liaison by a Producer or the Producer's authorized representative, in order to request a Permit.

ORDINANCE NO. 2025-____

- (3) *Change Request means the document created by the Film Liaison that must be completed and submitted to the Film Liaison by a Producer or the Producer's authorized representative in order to request a material change to a Permit.*
- (4) *City means the City of Gainesville, Georgia.*
- (5) *Code means the Code of Ordinances of the City of Gainesville.*
- (6) *Department of Purview means the city department that decides or recommends to the Film Liaison whether to allow an aspect of Filming that is within the department's operational responsibilities.*
- (7) *Element means an activity that is listed in Section 6-23-6(4) below.*
- (8) *Entertainment Industry Work means the production of motion pictures, television series, commercials, music videos, interactive games and animation, where the final product is intended to be released and/or distributed.*
- (9) *Fee Schedule means the schedule of fees that is maintained by the Film Liaison.*
- (10) *Film Liaison means the City's Tourism Director or his or her designee.*
- (11) *Filming means creating Entertainment Industry Work on Public Property, including the on-site/on-location pre-production activities associated therewith. Filming does not include activities performed as part of: (a) documenting current affairs; or (b) producing newscasts. In addition, Filming does not include location scouting.*
- (12) *Permit means a permit validly issued by the Film Liaison after review by the Permit Review Committee that authorizes Filming and the Elements contained therein, if any.*
- (13) *Permit Appeals Committee means the committee that receives and decides appeals and affirms or overturns the denial, suspension, or revocation of a Permit by the Permit Review Committee. The Permit Appeals Committee shall consist of the City Manager and the City Attorney.*
- (14) *Permit Review Committee means the committee that will review Permit Applications, which shall be composed of the City Chief of Police, Fire Chief, Risk Management Manager, Public Works Director, Film Liaison or any of the aforementioned persons' designees. The Film Liaison shall be the chairperson of the Permit Review Committee.*
- (15) *Producer means an individual, organization, corporation or any other entity that is ultimately responsible for the Filming that is the subject of the Application and the Permit.*
- (16) *Public Property means real property owned by the city or for which the City is a lessee, including, without limitation, parks, streets, sidewalks, beaches, the downtown square, parking decks, other rights of way, and buildings.*
- (17) *Sound-amplifying System means any loudspeaker system or equipment, sound-amplifying system, and/or any apparatus, equipment, device, instrument or*

ORDINANCE NO. 2025-____

machine designed for or intended to be used for the purpose of amplifying sound or increasing the volume of the human voice, musical tone, vibration or sound wave.

- (18) *Traffic Control Plan means a drawing that is submitted with a request for a sidewalk, lane and or street closure that details the location of the closures, the alternative routes that will be utilized for the detoured vehicle and/or pedestrian traffic, and the mechanisms (including without limitation barricades and signage and the locations thereof) for implementing the closures and alternatives.*

Sec. 6-23-3. - Film Liaison.

The Film Liaison will serve as a resource for the City's residents and businesses, providing information upon request about current or scheduled Filming, helping to resolve problems that arise from Entertainment Industry Work, and acting as a liaison between residents, businesses and the entertainment industry to address inconvenience experienced generally and with regard to a specific project. The Film Liaison will also serve as an ambassador to the entertainment industry, providing information, answering questions, helping to resolve challenges and facilitating the industry's work in the city. The Film Liaison will implement other mechanisms that enhance the experience of all people performing and affected by Entertainment Industry Work, which may include an informational webpage and online permitting. Permits are required for Entertainment Industry Work that occurs on Public Property only, the Film Liaison may be a resource for all Entertainment Industry Work, including Entertainment Industry Work that occurs on private property.

Sec. 6-23-4. - Permits for Filming.

- (1) Any Producer that wishes to perform Filming must first obtain a Permit. No Permit is required unless the Entertainment Industry Work is performed on Public Property; or the affiliated Entertainment Industry Work will impede the use of Public Property; however, the Film Liaison may act as a resource if given notification of Filming taking place on private property. This Chapter in no way requires the Film Liaison to assist in Filming taking place on private property.
- (2) Permits shall be issued by the Film Liaison. Permits shall be issued to the Producer.
- (3) Permit will specify the Filming that may occur at a particular location(s) at a particular time. The Permit will authorize Element(s) to be performed as part of the Filming, provided that the Elements have been approved by the Department of Purview. After receiving a Permit, a Producer may request modifications to the Permit as described in Section 6-23-10. Fees will apply and can be found in Section 6-23-13.
- (4) Where the Application includes a request to close a city street, lane and/or sidewalk, the request shall be evaluated and approved by City Police Department.
- (5) A Producer that receives a Permit is responsible for knowing and complying with all other laws, including other ordinances and regulations, which establish prerequisites, authorizations and other required permissions applicable to the Filming.

ORDINANCE NO. 2025-___

- (6) Where Filming includes advertising signs or other displays of commercial speech, the signs and/or displays must be removed upon the expiration of the Permit.
- (7) Notwithstanding any other part of this Code, any Producer that performs Filming without a Permit, violates the material terms of a Permit, or is otherwise in violation of this entertainment filming ordinance, shall be subject to the provisions of Section 1-1-8 of the Code.
- (8) While it is the intent of the City to honor each Permit, the issuance of such Permit shall not grant the Producer a constitutionally protected property interest.
- (9) No Producer shall promote, advertise, encourage or solicit attendance or otherwise participate in Filming until a Permit has been issued for such special event. A Producer shall not promote, advertise, encourage or solicit attendance or otherwise participate in a film for which a Permit has been suspended or revoked.

Sec. 6-23-5. - Exemption from Filming Permit requirement - First amendment activity.

The following types of Filming are exempt from the permitting requirement of Section 6-23-4. This Section does not exempt a Producer from complying with other applicable Code provisions, laws, ordinances or regulations that require Elements or other activities included in the Filming to be permitted or approved by the appropriate governmental entity.

- (1) Filming associated with any permitted or unpermitted rally, protest or demonstration, except when the same is staged for the sole purpose of being included in the Filming's final product.
- (2) Filming associated with a special event that is authorized by a city issued special event permit, as defined in Chapter 6-7 of the Code, except when the same is staged for the sole purpose of being included in the Filming's final product.

Sec. 6-23-6. - Filming Elements.

- (1) An Applicant shall indicate on the Application each of the Elements listed in Section 6-23-6(4) that will be included in the Filming.
- (2) The final decision of whether to allow the Element shall be made by the Department of Purview after consultation with the Film Liaison. The final decision shall be communicated to the Applicant by the Film Liaison.
- (3) This Section applies to the activities listed below only when they occur on Public Property. If the Element requires approval from an additional governmental jurisdiction, the Producer must obtain that approval as well.
- (4) The Elements are as follows:
 - (a) Nighttime Filming with the use of outdoor lighting where a residence exists within 150 feet from the location of an outdoor light.
 - (b) Filming in buildings that are owned by the City and not leased to a third party, or in buildings of which the City is a lessee.

ORDINANCE NO. 2025-___

- (c) Use of Public Property that is owned or maintained by the City.
- (d) Use of a temporary structure that requires permitting by the City.
- (e) Use of intellectual property belonging to the City.
- (f) Closure of a street, lane and/or sidewalk.
- (g) Use of pyrotechnics or other explosives.
- (h) Smoke effects, water effects, or flame effects.
- (i) Display of real or artificial fire arms, grenades, or other weapons that would cause the public to fear violence.
- (j) Vehicle chases and/or vehicle crashes.
- (k) Dangerous stunts that have a reasonable likelihood of causing personal injury.
- (l) Use of equipment that has a reasonable likelihood of causing damage to Public Property.
- (m) Filming in a City park and/or cemetery.
- (n) Use of wild animals controlled under federal, state, or local laws and/or ordinances.
- (o) Any other item deemed by the city to disrupt the public peace, cause public concern, or interfere with standard City operations.

Sec. 6-23-7. - Processing of Applications.

A Producer that wishes to perform Filming must submit to the Film Liaison a completed Application and the Application fee set forth in Section 6-23-13. Where the Producer is an organization, corporation or other entity, the Application must be signed and submitted by an individual authorized to bind the Producer. The Film Liaison shall process the Application and make Permit determinations in accordance with this Chapter.

- (1) The Application shall include, but not be limited to, the following:
 - (a) The Filming project name;
 - (b) The name and contact information of the Applicant, including postal address, email address, and telephone number;
 - (c) The name and contact information of the Producer (if the Applicant is not the Producer), the name and contact information of the location manager and the name and contact information of the main point of contact (if not the Producer);

ORDINANCE NO. 2025-___

- (d) The dates, times and locations of the Filming for which a Permit is being requested, and a general description of the Filming activity that will occur at each location;
 - (e) A description of any Elements that may be performed during the Filming, including the dates, times and locations of each;
 - (f) A description of any aspects of the Filming, other than the Elements, which may require City services;
 - (g) Where the Producer is a student, an official letter or document from her/his school confirming that she/he is currently enrolled there.
- (2) When more than one Application is received for Filming at substantially the same place and time, and the Film Liaison reasonably determines that the Filming cannot logistically and/or safely occur together, the earlier or earliest of the Applications that is received by the Film Liaison in a substantially completed form, which includes submission of the requisite Application fee, shall be given priority as to the time and place requested.
- (3) Permits must be submitted to the Film Liaison at least three business days before the first Filming date. Where an Application includes a request for a street closure, the street closure portion of the Application must be submitted at least five business days prior to the closure.
- (4) The Film Liaison and the Departments of Purview may compile and maintain rules and guidelines applicable to the use of Public Property for Filming, including the Elements that are part of the Filming, and, if created, shall apply those rules and guidelines equally regardless of the subject matter of the Filming and/or the content of the speech therein.
- (5) In the event that permission to perform an Element is denied pursuant to Section 6-23-6, the Film Liaison will process the remainder of the Permit and grant all other aspects of the Filming for which the requirements have been met.
- (6) The Film Liaison may deny an application if the Permit Review Committee reasonably determines that one or more of the conditions listed in this subsection exists or if the Permit Review Committee has other good cause for denial.
- (a) The Filming poses an unreasonable risk of personal injury or property damage to people or property not associated with the Filming;
 - (b) The Filming poses an unreasonable risk of damage to Public Property that could not be quickly and/or fully remediated;
 - (c) The date and time requested for a particular Filming location conflict with previously issued Permits or permissions for Filming, outdoor events, or other activities;
 - (d) Use of the filming location, or use of the location during the date or time requested, would unreasonably interfere with the operation of City functions or City planned events;

ORDINANCE NO. 2025-____

- (e) Use of the Filming location or the proposed activity at the location would violate a law, ordinance, statute or regulation, regardless of whether the illegal activity is part of the message or content of the Filming. A Permit shall not be denied based upon simulation of an illegal activity where the actual illegal activity is not being performed;
 - (f) The Producer owes an outstanding debt to the City;
 - (g) The Producer previously caused significant damage to Public Property and, at the time of submitting the Application under consideration, failed to adequately repair the damage or pay in full the City's invoice for damage repair and restoration services;
 - (h) The Producer previously violated this Chapter, including without limitation by violating a material condition and/or restriction of a Permit;
 - (i) The Producer's Entertainment Industry Work in the City violated or would violate a city ordinance or other applicable law; and
 - (j) The Applicant made a material misrepresentation or gave incorrect material information on the Application.
- (7) The decision to grant or deny an Application, including any of the Elements, shall never include consideration of: (a) the race, color, creed, religion, gender, age, disability, domestic relationship status, parental status, familial status, sexual orientation, national origin, gender identity, political affiliation or associational relationships of the Applicant, Producer or any person associated with the Filming; or (b) the message or content of the Filming.
- (8) Where the Film Liaison reasonably determines that one or more of the conditions set forth in Section 6-23-7(6) exists or reasonably determines some other good cause exists for denial and that the Application should therefore be denied, the Film Liaison shall issue a written communication to the Applicant that includes a brief explanation for the denial. Said communication may be transmitted via email or hand delivery and shall be deemed received upon such transmission. Nothing in this subsection shall preclude the Film Liaison from also notifying the Applicant orally.
- (9) If the Film Liaison denies an Application, the Applicant shall have the right to appeal the decision to the Permit Appeals Committee as described in Section 6-23-8.

Sec. 6-23-8. - Appeal of denial, suspension or revocation of a Permit.

An appeal from a denial, suspension, or revocation of a Permit may be taken by the Applicant or permittee to the Permit Appeals Committee within three days of the transmission by the Film Liaison to the Applicant of notice of such denial, suspension or revocation. Such appeal shall be in writing, setting forth fully the grounds upon which the appeal is based, and shall be filed with the City Clerk, who shall immediately forward copies to the Permit Appeals Committee and the Permit Review Committee. Within five business days of the filing of the appeal, the Permit Review Committee shall submit to the Permit Appeals Committee its entire file for and a report of the case appealed.

Sec. 6-23-9. - Permit Appeals Committee's action on appeal.

- (1) In any appeal, the Permit Appeals Committee shall consider the Application, the report submitted by the Permit Review Committee, and other pertinent information presented either by the Applicant or by the Permit Review Committee and may grant or deny the Permit subject to the terms, conditions, and regulations set forth in this Chapter. The decision of the Permit Appeals Committee shall be final.
- (2) The Permit Appeals Committee may, on its own motion made within 20 days after the decision of the Permit Review Committee, review the issuance, denial, suspension or revocation of any Permit, or review any term or condition attached thereto. After review, the Permit Appeals Committee may grant or deny the Permit subject to the conditions, terms and regulations set forth in this Chapter.

Sec. 6-23-10. - Modification, suspension, or cancellation of a Permit.

- (1) After receiving a Permit, the Producer may request a material modification of the Permit no less than 24 hours prior to Filming by submitting to the Film Liaison a Change Request and change fee as set forth in Section 6-23-13. The Film Liaison shall process the Change Request pursuant to the provisions established for processing Applications, as set forth in Section 6-23-7. The Film Liaison's decision of whether to grant or deny the Change Request shall be determined as set forth in Section 6-23-7. Submission of a Change Request will not impact the validity of the Permit already issued, except upon written request of the Producer.
- (2) Where a Producer has obtained a Permit and abides by the material requirements thereof, the Permit shall prevent the City's stoppage of activities that are authorized by the Permit, except as otherwise set forth in Section 6-23-10(3) or pursuant to other applicable law.
- (3) In the event that the City Police Department, City Fire Department and/or other Department of Purview identifies a substantial public health or safety risk arising from or caused by the Filming, and the Producer is in material compliance with the Permit, the following shall occur:
 - (a) Where the substantial risk is identified prior to the commencement of the Filming, the Film Liaison and applicable Department of Purview shall employ reasonable efforts to consult with the Producer and identify Permit changes that are mutually acceptable to the Producer and the City, and that remedy the health/safety issue(s). Where such efforts are unsuccessful, the Film Liaison shall modify the Permit in a manner that minimizes disruption of the Filming as determined in the Film Liaison's reasonable discretion, and that eliminates the substantial risk as reasonably determined by the Department of Purview.
 - (b) Where the substantial risk is not imminent and is identified after the commencement of the Filming, the Film Liaison and applicable Department of Purview shall employ reasonable efforts to consult with the Producer and identify Permit changes that are mutually acceptable to the Producer and the City, and that remedy the health/safety issue(s). Where such efforts are unsuccessful, the Film Liaison shall modify the Permit in a manner that minimizes disruption of the Filming as determined in the Film Liaison's

ORDINANCE NO. 2025-____

reasonable discretion, and that eliminates the substantial risk as reasonably determined by the Department of Purview.

- (c) Where the substantial risk is imminent as reasonably determined by the Department of Purview and is identified after the commencement of Filming, said Department of Purview may place a stop work order on the Filming if it finds that the order will likely alleviate the substantial risk. The stop work order may be issued without advance notice where the Department of Purview deems that a delay of the order will jeopardize public health and safety, and shall be lifted as quickly as possible after the risk is eliminated. The Department of Purview shall notify the Film Liaison of the stop work order. The Film Liaison and applicable Department of Purview shall employ reasonable efforts to consult with the Producer and identify Permit changes that are mutually acceptable to the Producer and the City, that will minimize the length and impact of the stop work order as decided by the Producer, and that remedy the health/safety issue(s) as determined by the Department of Purview.
- (4) Where the Film Liaison, or a Department of Purview in consultation with the Film Liaison, determines that the Producer is violating material term(s) of the Permit, the Film Liaison shall decide the appropriate remedial actions after consulting with the Department of Purview and the Producer. If the Film Liaison and/or Department of Purview finds that a substantial public health or safety risk is arising from or caused by the material violation, the Department of Purview in consultation with the Film Liaison may place an immediate stop work order on the Filming without prior notice to the Producer, and consultation with the Producer shall occur after the work stoppage. The consultation between the Film Liaison, Department of Purview and Producer shall evaluate the nature and severity of the violation, whether the violation was intentional, whether Permit modifications should be made, whether the stop work order should be lifted (where applicable), and what other actions should be taken (if any). Where the violation creates a substantial public health and/or safety risk, the remedial actions decided by the Film Liaison will not be deemed final until the Department of Purview reviews the remedial actions and confirms that they will eliminate the health and safety risks.

Sec. 6-23-11. - Responsibilities of a Producer once a Permit is obtained.

- (1) A Producer or Producer's designee must have the Permit on site at the time and location of the Filming, and must also have on site any other permits required for that location by the Film Liaison or any other governmental agency.
- (2) A Producer must confine Filming to the locations, times, guidelines and conditions specified in the Permit and must abide by all other material terms of the Permit.
- (3) Permits are not transferable.
- (4) A Producer must clean and repair the Filming location, and restore it to the condition it was in immediately prior to the Filming, unless otherwise agreed upon in writing by the Film Liaison, Department of Purview and the Producer. The Film Liaison will inspect the Filming Location after the Filming is completed to ascertain whether this requirement has been met. Where a Producer fails to fulfill this requirement, the Film Liaison will bill the Producer for the cleaning, repair and/or

ORDINANCE NO. 2025-____

restoration costs borne by the City, and the Producer must pay the invoice in full within 30 days of receipt.

- (5) Permits shall require the Producer to notify the Film Liaison immediately of learning of any emergency event regarding or arising from the Filming that involves the media, the police or fire departments or emergency medical services.
- (6) A Producer is responsible for: (a) knowing and complying with all City ordinances and other laws applicable to the Filming and to the other activities arising from the Producer's Permit; and (b) requiring and using reasonable efforts to enforce the requirement that any person working for or at the direction of the Producer (including without limitation contractors) complies with all City ordinances and other laws applicable to the Filming and to the other activities arising from the Permit. Applicable City ordinances include without limitation the City Noise Ordinance, set forth in Chapter 3-8 of the Code.
- (7) The requirements of Section 6-23-11(6) shall include without limitation that the Producer is responsible for obtaining any and all permissions, licenses or other required authorizations for use of intellectual property, including intellectual property which is on Public Property but is not owned by the City.
- (8) Permits shall prohibit a Producer from acting as a representative or agent of the City, and from indicating City endorsement of the Filming, except as otherwise agreed to in writing by the Film Liaison.
- (9) The Film Liaison shall require that notification be given to adjacent and affected residents and businesses within at least a three-block radius of a location for which a Permit has been issued. The notification must state that a Permit has been issued, and must include the date(s), time(s), location(s) and activities that are authorized by the Permit. The Film Liaison shall determine the most effective means and timing of notification based upon factors such as the type of impact that the Filming will have on the neighborhood, the time between receipt of the Application and commencement of the Filming, the Producer's budget, and previous communications from a neighborhood regarding notification preferences.

Sec. 6-23-12. - Other Permit requirements.

After a Permit has been approved by the Permit Review Committee, it will be issued once the following have occurred:

- (1) The Producer signs an indemnification provision on the Permit whereby the Producer agrees to indemnify the City and its officials and employees from all claims, losses and expenses, including attorneys' fees and costs, that may arise from the Permit and any of the activities performed pursuant to the Permit by, on behalf of, or at the direction of the Producer, except to the extent that that claims, losses and/or expenses are caused by the intentional misconduct of the City, its officials and/or employees;
- (2) The Producer signs a provision agreeing to comply with all applicable environmental laws, including an agreement not to allow prohibited contaminants from entering the sewage and stormwater drainage systems serving the area where the filming will occur. The Producer must sign a separate indemnification

ORDINANCE NO. 2025-____

clause, such as the one described in Section 6-23-12(1), that pertains specifically to environmental breaches and includes without limitation the fines and cleanup costs associated therewith;

- (3) The Producer obtains insurance coverage in an amount determined by the City's risk manager, covers the City as an additional insured on the policy, and provides proof of the coverage in a manner established by the City's risk manager; and
- (4) The Producer pays the Permit fee and any other applicable fees set forth in Section 6-23-13.

Sec. 6-23-13. - Fee Schedule.

The Film Liaison shall collect all applicable fees arising pursuant to this Chapter. Fees are set forth in this Section 6-23-13 and in other sections of the Code pertaining to the cost of services or goods provided by other City departments. Where the Film Liaison receives funds that are attributable to services performed by another City department, such funds shall be paid to the department providing those services where prescribed by the Code.

- (1) *Nonrefundable application fee.* An Application must be accompanied by a nonrefundable application fee in the amount set forth in this subsection. An Application shall not be deemed complete until the Film Liaison receives the application fee.
 - (a) \$100.00, except for students.
 - (b) \$20.00 for students.
- (2) *Filming permit fee.* A filming permit fee, as described in Sections 6-23-13(2)(a) and (b), authorizes all Filming for a particular Filming project per day, regardless of the number of Filming locations. A Permit is valid through the last day of Filming noted on the Application.
 - (a) *Standard Permit Fee.* The following fees apply when the completed Application is submitted to the Film Liaison more than three business days prior to the effective date of the Permit:
 - (i) \$100.00 per day, except for students.
 - (ii) \$400 per day for City owned parks/cemeteries.
 - (iii) \$20.00 for students per day.
 - (iv) \$250 for excess water usage per day or the reasonable estimate of the cost of such water usage, whichever is greater.
 - (b) *Rush permit fee.* Where a completed Application is submitted to the Film Liaison three or fewer business days prior to the effective date of the Permit, the Producer must pay the standard permit fee plus the rush fee set forth in this subsection.
 - (i) \$300.00, except for students.
 - (ii) \$100.00 for students.
- (3) *Material changes to Permit.*

ORDINANCE NO. 2025-____

- (a) *There* is no charge for modifying a Permit where the Film Liaison reasonably determines that the modification is not material.
- (b) The Film Liaison shall determine a reasonable charge associated with material Change Requests submitted more than five business days prior to the effective date of the Permit. The Film Liaison shall determine a reasonable charge associated with material Change Requests submitted after the Permit has taken effect, but more than five business days prior to the implementation of the requested change. Under no circumstances shall these fees exceed \$200.00.
- (c) Where a Change Request for a Material change is submitted to the Film Liaison five or fewer business days prior to the effective date of the Permit or the implementation date of the change, the Producer shall pay the rush change fee set forth below in this subsection:
 - (i) \$300.00, except for students.
 - (ii) \$150.00 for students.
- (4) *Cancellation fee.* A filming Permit fee is nonrefundable.
- (5) *Other fees associated with Filming.* Other fees associated with the use of Public Property and/or fees associated with Police or Fire Department needs shall be determined by the appropriate Department of Purview.

Sec. 6-23-14. - Traffic Control Plan.

When contemplated Entertainment Industry Work will affect and/or impede normal vehicle and/or pedestrian traffic flow, the Film Liaison shall require the Applicant to submit a Traffic Control Plan. Submission of a Traffic Control Plan is a prerequisite to obtaining approval for the closure of any road. The Film Liaison shall submit the Traffic Control Plan to all City Departments affected by the contemplated Entertainment Industry Work, including but not limited to the City Police Department and Public Works Department.

SECTION II.

All ordinance and parts of ordinances in conflict herewith are hereby repealed.

SECTION III.

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 IV.

The effective date of this Ordinance shall be upon approval by the governing body of the City of Gainesville.

ORDINANCE NO. 2025-____

W. Samuel Couvillon, 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

4917-1024-1827, v. 8



CITY OF GAINESVILLE

Work Session Agenda Request

Item Created: February 3, 2025
Date Submitted: March 3, 2025
Final Approval Date: March 12, 2025
Presenter: Shanda Sexton
Item of Business: Keep Hall Beautiful
Meeting Date: March 13, 2025

Purpose of Request:

To present the Keep Hall Beautiful Agency FY2026 Budget Presentation. The City of Gainesville contracts with various agencies to provide additional services not provided by the City.

Facts & Issues / History & Background:

Historically, the City of Gainesville has contracted with Keep Hall Beautiful for beautification services on right-of-ways. Historically, the annual agreement with Keep Hall Beautiful was \$20,000 for FY2024 and \$26,250 for FY2025, with quarterly disbursements. The FY2026 request is for \$32,000.

Department Recommendation:

A continued agreement with Keep Hall Beautiful is requested by the Agency.

Department Director:

Jeremy Perry

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

Funding will be considered as the City's FY2026 budget is developed.

Administrative Comments:

Attachments:

1. FY2026 Funding Request on Letterhead
2. FY2026 Goals Updates and Comparison
3. Proposed FY26 KHB Budget - COG Budget Proposal



FY 2026 City of Gainesville Funding Request and Budget Proposal

Our Mission: *“Working Together for a clean, **GREEN**, and healthy community.”*

Organization Description: Keep Hall Beautiful is a 501c3 and serves as the local certified affiliate of the national Keep America Beautiful System, as well as the state Keep Georgia Beautiful Foundation. KHB is dedicated to educating citizens about environmental stewardship, providing traditional and non-traditional recycling opportunities, developing, and fostering collaborative relationships with local and surrounding area organizations who support similar goals and missions, as well as providing a much-needed community service program focused on local roadside clean-ups and illegal dumpsite removal. Through our volunteer projects, citizens are involved in community clean-ups, beautification efforts, special events, recycling, and tree plantings.

1. Keep Hall Beautiful is requesting \$32,000 from the City of Gainesville, an increase of \$5,750 from the current \$26,250 that was approved for FY-25.
2. Please see attached FY2026 Budget Proposal and Comparison.
3. Please see attached FY2025 Financial Statement and Balance Sheet.
4. This year Keep Hall Beautiful again had several great accomplishments. Keep Hall Beautiful was again the recipient of two very prestigious awards within our local and national affiliations. Keep Hall Beautiful received the Keep Georgia Beautiful Governor’s Circle Award as well as the Keep America Beautiful President’s Circle Award! Our organization has facilitated, as well as participated in a wide variety of programs, activities, and events throughout the year to achieve these goals, including but not limited to the following:

ANNUAL PROGRAMS & EVENTS:

- ❖ America Recycles Day – (Keep America Beautiful Program)
- ❖ Earth Day Events – Virtual Community Online Event & UNG Earth Day Event
- ❖ Electronic Waste Recycle Events – (partnership with ThinkTLS, a local E-Waste Recycling Co.)
- ❖ Great American Cleanup – (Keep America Beautiful Program)
- ❖ Help The Hooch In Hall – (Team Up-2-Clean Up Event with Chattahoochee Riverkeeper)
- ❖ Rivers Alive – (partnered with City of Gainesville Water Department)
- ❖ Shore Sweep – (partnership with Lake Lanier Association)
- ❖ Sweep the Hooch – (partnership with Chattahoochee Riverkeepers)

- ❖ National Planting Day – (Keep American Beautiful Program) Performed on Square 2x's a year.
- ❖ Arbor Day - (partnership with the Greater Hall Chamber of Commerce)
- ❖ Bring One for the Chipper – (Collaboration with Hall County and City of Gainesville)
- ❖ Community Partnered Monthly Cleanup Events (CRK, Lanier Federal Credit Union, Cargill, etc.)
- ❖ Homeschool Environmental/Beautification Workshops (partnered with homeschool organization)
- ❖ Tire Amnesty Week – (Collaboration with Hall County)

ONGOING PROGRAMS & EVENTS:

- ❖ Yearly Community Index Reporting
- ❖ Monthly Community Event Clean-ups
- ❖ Daily Community Service Program – (In conjunction with Hall County Court Systems)

Keep Hall Beautiful also participates in several educational and community outreach projects, including but not limited to:

- ❖ **Presentations to Local Education and Civic Organizations** – i.e. Rotary Club, Riverside Military Academy, Lakeview Academy, 3C Tutoring, etc.
- ❖ **Expos and Fairs** – i.e. UNG Volunteer Fair, UNG Earth Day Event, Chamber Chase, Chamber Networking Meetings, KHB Code Enforcement Roundtable Meetings, Water Fest.
- ❖ **Active Presence on Local Committees, Boards, and Programs with Local Organizations** – i.e., Lanier Federal Credit Union Board Secretary, Leadership Hall County PAC Team Member, KHB Code Enforcement Roundtable Committee – executive, partner committees as well as the education and outreach, land, water and air/energy workgroups and the Chamber of Commerce Beautification Committee

Keep Hall Beautiful is dedicated to continued internal growth and development therefore participates in numerous professional development opportunities, including but not limited to:

- Annual KGB State Conferences
- Annual KAB National Conferences
- Annual Georgia Recycling Coalition Conference
- Webinars and Conference Calls – (KAB, KGB and GRC)
- Greater Hall Chamber of Commerce Leadership Hall County
- Local community information sessions and roundtables (Code Enforcement, Storm Water, Community Gardens, Chamber Meetings/After-hours & before-hours Events, etc.)

Through our various activities, programs, and events Keep Hall Beautiful has been able to fulfill the following:

Clean-Ups and Volunteer Services in a 12 Month Cycle - (January – December 2024)

- Utilized **9,119 hrs.** of Adult Volunteer/Community Service - (*Total Community Value of **\$298,984.20**)
 - **2,117 hrs.** within Gainesville City Limits – (*Total Community Value of **\$69,409.98**)
- Collected **8,252 lbs.** of recyclable materials off the roadsides and shorelines within Hall County
 - **2,860 lbs.** were within Gainesville City Limits
- Collected **115,220 lbs.** of litter and waste off the roadsides and shorelines within Hall County
 - **38,805 lbs.** were within Gainesville City Limits
- Collect **37 tires** off the roadsides and shorelines
- **753 Miles** Cleaned Within Hall County
 - **132 miles** cleaned within Gainesville City Limits
- **7 Illegal Dumpsites** cleared within Gainesville City Limits
- **6 Code Enforcement Request Completed** for City of Gainesville Code Enforcement Division
- Event projects and programs within City of Gainesville
 - Square Litter Pickup - **18x's**
 - Square Planting and Beautification – **2x's**
 - Arbor Day Program at Elachee Nature Science Center
 - Rivers Alive, held at Flat Creek – **1,140 lbs.**
 - Help the Hooch in Hall, held at Lanier Point Park – **1,370 lbs.**
 - Shore Sweep, held at Laurel Park – **16,420 lbs.**
 - Sweep the Hooch, held at Holly Park – **13,120 lbs.**
- Educated thousands of residents regarding environmental stewardship through events promoting topics such as litter prevention, beautification, illegal dumping, recycling benefits and opportunities, water and energy conservation, composting, value of maintaining tree canopy, and more.

Keep Hall Beautiful continues to grow through its projects and programs. With the assistance of KHB's Governing Board Members, we have been able to accomplish many of the objectives set forth as Keep Hall Beautiful's organizational goals and internal aspirations. We now have a much larger participation and support network allowing us the opportunity to grow our programs and services and better utilize our resources.

5. Keep Hall Beautiful is dedicated to continued educational opportunities, sponsor and partnered programs and events, as well as the continuation of our community/volunteer services and programs. The goals for this year's budget were based on the continuing trend of growth in our community, continued necessity for community involvement and outreach, and continue educating what our organization has to offer to our community.

****Please see attached Goals and Objectives FY2025 and FY2026 page comparison****

- 
6. Keep Hall Beautiful faces the same budgeting challenges as most local nonprofits. Therefore, proactive measures have been taken to prioritize and maximize the services currently being offered. We manage a three-budget system which allows us to ensure we are operationally sound and can grow our programs and services through our fundraising efforts. We consistently strive to be good stewards of our financial resources and provide a higher rate of return from our contributions. Currently, we are not financially relying on our reserves to balance our budget.

 7. Keep Hall Beautiful has taken extensive measures to ensure all goals, objectives, tasks, and efforts are in direct alignment with our mission of “Working together for a clean, GREEN, and healthy community.” We use any, and all opportunities to continue the growth of support and awareness around the importance of good environmental stewardship. We are continuously growing our programs, services, and resources and with continued support along with funding from the City of Gainesville we are able to continue our mission and attain support and awareness from our efforts of doing and teaching environmental stewardship to our community members.

Thank you very much for your time and consideration!

*Keep Hall Beautiful genuinely appreciates the support the City of Gainesville has shown us throughout the years.
We are proud to be a part of and serve such a beautiful and vibrant community.*

Keep Hall Beautiful

FY2025 & FY2026

Goals, Updates, and Comparison

Goals	2025	2025	2026
Expand Community Visibility	Objectives	Objective Status	Objectives
	1. Social media is a must for community visibility. Our goal is to work & promote our social media avenues harder this fiscal year.	1. Implemented a new system for social media auto posting. This is a continued work in progress that will go into FY-26.	1. As in prior years, social media is a must for community visibility. Our goal is to work & promote our social media avenues heavier.
	2. Connect & continue partnerships with local businesses & organizations in our efforts to promote KHB's educational opportunities.	2. Gained new connections and partnerships with local organizations to assist in our educational efforts. Will continue in FY26.	2. Connect & continue partnerships with local businesses & organizations in our efforts to promote KHB's educational opportunities.
	3. Promote our membership & sponsorship program to gain more community support & involvement thru networking opportunities and community outreach.	3. We connected with a few new corporate, business, & individual sponsors, as well as new volunteers through networking and community events.	3. Promote our membership & sponsorship program to gain more community support & involvement thru networking opportunities and community outreach.
Expand Community Service and Litter Reduction Program	Objectives	Objective Status	Objectives
	1. Continue to improve our community service program by working with local organizations who want to volunteer.	1. Partnered with new organizations for community cleanups who were looking to volunteer.	1. Continue to improve our community service program by working with more organizations who want to volunteer.
	2. Continue to expand and grow our "Keep Your Butts Off Our Roads", "Talkin' Trash" & "Team Up 2 Clean Up" campaigns.	2. We made great stride on Team Up 2 Cleanup campaign. We plan to continue working in FY25 toward our goal for all campaigns.	2. Continue to expand and grow our "Keep Your Butts Off Our Roads", "Talkin' Trash" & "Team Up 2 Clean Up" campaigns.
	3. Continue pursuing a plan for an app for citizens to reporting litter & illegal dumpsites.	3. Haven't found a properly working app to fit our needs at this time. New litter report form on website was implemented.	3. Continue pursuing a working app for iOS and Android for citizens to report litter and illegal dumpsites.
	4. Continue to market membership and sponsorship program to assist in growing community awareness, involvement, and memberships.	4. Promoted membership and sponsorship program, gained new corporate sponsors as well as individual sponsorships, bringing awareness to our organization.	4. Continue to market membership and sponsorship program to assist in growing community awareness, involvement, and memberships available with KHB.

Expand Volunteer Program

Objectives	Objective Status	Objectives
1. Provide volunteer registration form on new Website.	1. Created new form for volunteer registration and implemented on website.	1. Create a spotlight -monthly recognition program.
2. Create new daily volunteer programs for college and/or continuing education students.	2. Have a daily WBL student that is handling social media & marketing materials.	2. Continue daily volunteer programs for WBL, college and/or continuing education students.
3. Grow partnership with UNG's Environmental Program.	3. Attended UNG Earth Day event, gained partnership with Elachee.	3. Grow partnership with UNG's Environmental Program and Hall County School System.
4. Work toward creating new partnerships with local non-profits with a similar mission to KHB's.	4. Partnered with Cargill, Good News Clinic, Leon Farmer, Chattahoochee Riverkeeper, & GHCC to find good project matches.	4. Continue to foster and obtain new partnerships that have potential to increase volunteer involvement.

Grow Programs & Services

Objectives	Objective Status	Objectives
1. Develop educational program to teach about recycling, beautification, and other environmental projects.	1. We are continually restructuring this area to make it easily available to everyone.	1. Continue tweaking educational programs about recycling, beautification, and other environmental projects.
2. Explore becoming a Legacy Link worksite to supplement staff and work with UNG for internships.	2. We have gained numerous event volunteers from UNG. Plan to continue growth in this area.	2. Explore options for internships for a Marketing & Social Media assistant.
3. Implementing a new fundraiser to grow our educational program as well as our community cleanup events. Greens for a GREEN Community Golf Tournament.	3. Still working on a good fit as not to interfere with other community fundraisers/events.	3. Implementing several new programs & fundraisers to assist in providing financial support, also providing the community new programs & services.
4. Implement a community member & volunteer social for all citizen's and sponsors involved in our program.	4. Hosted first member & volunteer social. Was a great evening event showing our appreciation to our supporters.	4. Grow member & volunteer social for all citizen's and sponsors involved in KHB's program.

Keep Hall Beautiful FY-26 Proposed Budget - FY-25 Projected Totals

INCOME											
OPERATING INCOME				JULY 1, 2024 - January 27, 2025				JULY 1, 2025 - JUNE 30, 2026			
4000 · Government Contributions				FY25 BUDGET APPROVED	FY25 CURRENT	DIFFERENCE	% OF BUDGET	FY26 BUDGET PROPOSED	FY26 BUDGET ACTUAL	DIFFERENCE	% OF BUDGET
			4010 · Hall County	\$	129,063.00	\$	129,063.00	\$	129,063.00	\$	(129,063.00)
			4011 · City of Gainesville	\$	26,250.00	\$	26,250.00	\$	32,000.00	\$	(32,000.00)
			4012 · City of Oakwood	\$	5,000.00	\$	5,000.00	\$	5,000.00	\$	(5,000.00)
			4013 · City of Flowery Branch	\$	5,000.00	\$	5,000.00	\$	5,000.00	\$	(5,000.00)
			Total 4000 · Government Contributions	\$	165,313.00	\$	165,313.00	\$	171,063.00	\$	(171,063.00)
			4100 · Direct Public Support								
			4110 · Corporate/Business Contributions	\$	15,000.00	\$	500.00	\$	15,000.00	\$	(15,000.00)
			4111 · Individual/Community Contributions	\$	1,500.00	\$	300.00	\$	1,500.00	\$	(1,500.00)
			4300 · Fundraiser and/or Grants	\$	3,500.00	\$	1,850.00	\$	3,500.00	\$	(3,500.00)
			Total 4100 · Direct Public Support	\$	20,000.00	\$	2,650.00	\$	20,000.00	\$	(20,000.00)
			4200 · Other Income								
			4210 · Board Dues	\$	1,050.00	\$	900.00	\$	1,050.00	\$	(1,050.00)
			4211 · Recycling ~ Scrap Metal	\$	-	\$	-	\$	-	\$	-
			4212 · Peach State CashCard/Refunds	\$	100.00	\$	100.00	\$	100.00	\$	(100.00)
			UNCATEGORIZED INCOME	\$	-	\$	36.00	\$	-	\$	-
			Total 4200 · Other Income	\$	1,150.00	\$	1,036.00	\$	1,150.00	\$	(1,150.00)
			TOTAL · OPERATING INCOME	\$	186,463.00	\$	168,999.00	\$	192,213.00	\$	(192,213.00)
OPERATING & ADMIN EXPENSES											
			5000 · PAYROLL								
			5010 · Wages Gross	\$	93,000.00	\$	93,979.00	\$	95,000.00	\$	95,000.00
			5011 · Employee(s) Bonus	\$	6,300.00	\$	5,701.00	\$	6,700.00	\$	6,700.00
			5030 · Payroll Taxes	\$	7,300.00	\$	6,998.00	\$	7,600.00	\$	7,600.00
			5040 · Workers Comp & WC Insurance (\$8,634yr)	\$	8,700.00	\$	8,634.00	\$	9,300.00	\$	9,300.00
			5050 · Payroll Processing Fee	\$	163.00	\$	200.00	\$	360.00	\$	360.00
			Total 5000 · PAYROLL	\$	115,463.00	\$	115,512.00	\$	118,960.00	\$	118,960.00
			5100 · BUSINESS EXPENSES								
			5110 · Financial								
			5111 · Bank Fees	\$	-	\$	-	\$	-	\$	-
			Total 5110 · Financial	\$	-	\$	-	\$	-	\$	-
			5120 · Professional Services								
			5121 · Accounting/Consulting	\$	6,500.00	\$	6,930.00	\$	7,800.00	\$	7,800.00
			5122 · Professional Services - Other	\$	4,500.00	\$	4,750.00	\$	5,000.00	\$	5,000.00
			Total 5120 · Professional Services	\$	11,000.00	\$	11,680.00	\$	12,800.00	\$	12,800.00
			5130 · Dues ~ Memberships ~ Fees								
			5131 · Dues & Memberships - Affiliations	\$	1,000.00	\$	1,000.00	\$	1,200.00	\$	1,200.00
			Total 5130 · Dues ~ Memberships ~ Fees	\$	1,000.00	\$	1,000.00	\$	1,200.00	\$	1,200.00
			5140 · Misc. Expenses - Business								
			5141 · Liability Insurance (\$1,648yr)	\$	1,700.00	\$	1,648.00	\$	2,000.00	\$	2,000.00
			5142 · Donations (Arbor Day)	\$	300.00	\$	250.00	\$	300.00	\$	300.00
			Total 42040 · Misc. Expenses - Business	\$	2,000.00	\$	1,898.00	\$	2,300.00	\$	2,300.00
			Total 5100 · BUSINESS EXPENSES	\$	14,000.00	\$	14,578.00	\$	16,300.00	\$	16,300.00

Keep Hall Beautiful FY-26 Proposed Budget - FY-25 Projected Totals

[illegible]



CITY OF GAINESVILLE

Work Session Agenda Request

Item Created: February 3, 2025
Date Submitted: March 3, 2025
Final Approval Date: March 12, 2025
Presenter: Sarah Bell
Item of Business: Elachee Nature Science Center
Meeting Date: March 13, 2025

Purpose of Request:

To present the Elachee Nature Science Center FY2026 Budget Presentation. The City of Gainesville contracts with various agencies to provide additional services.

Facts & Issues / History & Background:

Historically, the City of Gainesville has contracted with Elachee Nature Science Center for environmental education and awareness. For FY2024 and FY2025 budget years, \$30,000 was requested. The budget request for FY2026 is \$50,000.

Department Recommendation:

A continued agreement with Elachee Nature Science Center is requested by the Agency.

Department Director:

Jeremy Perry

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

Funding will be considered as the City's FY2026 budget is developed.

Administrative Comments:

Attachments:

1. ENSC.CoGAgency Request FY26
2. FY25 YTD Budget Projections and FY26 Proposed Budget. ENSC
3. Statement of Financial Position. ENSC

CITY OF GAINESVILLE
AGENCY REQUEST FORM – FY2026 BUDGET

The following should be addressed in your budget request. Please respond to the questions in narrative format following the same numbering presentation as below.

1. What is the amount of funding you are requesting from the City of Gainesville?
2. Attach your financial budget for next year, including a comparative to your current year budget.
3. Attach a copy of your current financial statement, including balance sheet.
4. Please discuss your agency's accomplishments over the past 12 months, focusing primarily on services and programs you provided using funding from the City of Gainesville.
5. Explain how you developed your goals for next year's budget. What do you hope to accomplish using the funding from the City of Gainesville?
6. What challenges are you facing in developing next year's budget? To what level will you be relying on financial reserves to balance your budget?
7. Did you review programs/services to determine their necessity? How do they tie into your goals? Did you expand, add, decrease or eliminate programs/services? If so, what community and budget impact will the changes have?

Elachee Nature Science Center Agency Request FY2026

1. Elachee is requesting \$50,000 from the City of Gainesville to continue services in FY2026. This amount is needed to continue to provide services for our community, as detailed below. Budgetary impacts, including the changing landscape of fundraising, disruptions to Elachee's ability to earn revenue due to construction, and the loss of ARRA funds have necessitated the requested increase.

2. and 3. The attached budget and other financial statements reflect Elachee's commitment to creating a balanced budget and utilizing responsible fiduciary stewardship. After a transition in leadership in 2021, we have not engaged in deficit spending and have sought to control costs while increasing the quality of the services we provide. Specific items to note in the financial budget and comparatives include:

- A "reset" of our goals with regards to Unrestricted Donations for FY26 based on actual performance in FY25.
- Reflection of a \$20,000 loss in earned income due to limited space capacity for camp due to construction and reflection of a \$98,000 loss in grants due to the completion of our ARRA grant period.
- Reduction of expenses in the FY26 budget where possible, such as a \$25,000 reduction in professional services and virtual elimination of staff training. Unfortunately, these reductions will impact ability to transport children to camp and provide high quality professional development for staff members. Other expenses, such as insurance, technology and maintenance are already at minimal levels for the organization and reflect rising market costs.
- The attached budget does not include the City of Gainesville request in anticipated revenue.

4. Elachee is honored to continue to serve as a community resource focused on getting children, families, and retirees outside while promoting environmental understanding through education and conservation. Funding from the City of Gainesville has been vital in helping support the public visitor experience at Elachee, including ensuring that appropriate staffing is available during our hours of operation, making sure that our exhibits and program offerings are relevant to our community, and keeping our programs at low or no cost. Through our various programs, we served over 30,000 people in FY24.

5. Elachee's budget is aligned with goals articulated in our strategic plan and results monitored monthly by the leadership team and Board of Trustees. When developing this year's budget, we focused on maintaining the excellent services that our community deserves and has come to expect while facing the reality of the budget challenges articulated here. Transparently, funding from the City of Gainesville in FY26 is vital to our ability to maintain a balanced budget and continue services without having to dip into our reserves. Our hope is that increased program offerings in the third and fourth

quarters (after completion of construction) will allow us to rebound and not have to rely so heavily on the City of Gainesville in the future.

6. As mentioned above, we face a variety of challenges, and this is the first year since 2021 in which Elachee is facing a deficit budget projection necessitating reliance on financial reserves. While we do have the ability to do so, we don't feel that relying on reserves is a viable long-term strategy for our organization.

7. All programs and services have undergone a rigorous review to determine necessity. Elachee utilizes zero-based budgeting principles to create the annual budget and continues to look for ways to control costs. Some services that we would consider important (transportation for campers and staff training) have already been eliminated, and staffing is currently at minimal levels. We are unable to determine other areas to reduce at this time without critically impacting community services.

Revenue	FY25 Budget	FY25 Projections	FY26 Proposed Budget
Donations, Restricted	\$0.00	\$1,250.00	\$2,000.00
Donations, Unrestricted	\$461,750.00	\$295,215.00	\$350,000.00
Grants	\$134,482.00	\$183,273.00	\$85,000.00
Other Income	\$15,000.00	\$10,000.00	\$15,000.00
Parking Station Mgmt	\$24,000.00	\$24,000.00	\$24,000.00
Program Revenue	\$922,260.00	\$924,542.00	\$902,495.00
Rental	\$11,100.00	\$10,475.00	\$11,100.00
Taxable Sales	\$1,500.00	\$4,470.00	\$4,000.00
Total Revenue	\$1,570,092.00	\$1,453,225.00	\$1,393,595.00
Expenses			
Bank Fees	\$20,875.00	\$18,793.00	\$19,000.00
Entertainment/Food	\$11,000.00	\$8,187.00	\$8,500.00
Insurance	\$56,500.00	\$67,042.00	\$68,000.00
Marketing	\$13,140.00	\$10,000.00	\$10,000.00
Other Fees	\$6,000.00	\$7,168.00	\$7,500.00
Personnel	\$1,133,266.00	\$998,859.00	\$1,075,822.00
Professional Services	\$103,990.00	\$106,893.00	\$80,000.00
Maintenance and Repairs	\$52,000.00	\$40,180.00	\$45,000.00
Staff Training	\$8,000.00	\$3,000.00	\$1,000.00
Supplies	\$81,710.00	\$90,000.00	\$50,000.00
Technology	\$29,011.00	\$26,007.00	\$27,000.00
Travel/Vehicles	\$5,900.00	\$3,000.00	\$3,000.00
Utilities	\$48,700.00	\$49,530.00	\$49,000.00
Total Expense	\$1,570,092.00	\$1,428,659.00	\$1,443,822.00
Net	\$0.00	\$116,435.00	-\$50,227.00

Elachee Nature Science Center

Statement of Financial Position

As of January 31, 2025

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1010 1010 PayPal Account	1,005.12
1020 1020 UCB Checking Account (ParkSta)	127,921.93
1030 Vanguard TW Fund - 3297	1,424.15
1040 Vanguard Liquidity Account - 0727	212,515.48
1050 Vanguard Growth Account - 8004	2,497,902.14
1060 Peach State General Operating Account 6664	145,400.66
1070 Peach State Business Money Market 9700	192,841.58
Total Bank Accounts	\$3,179,011.06
Accounts Receivable	
Accounts Receivable (A/R)	41,000.00
Total Accounts Receivable	\$41,000.00
Other Current Assets	
1100 Amortization of Intangible Assets	-16,122.50
1110 Audit Adjustments A/R	0.00
1120 Intangible Assets - Other	21,950.00
1130 Investment In Land	21,588.81
1140 Nature Shop Inventory	0.00
1150 Prepaid expenses	809.32
Payments to deposit	0.00
Total Other Current Assets	\$28,225.63
Total Current Assets	\$3,248,236.69
Fixed Assets	
1200 Accumulated Depreciation	-1,456,548.37
1210 Building Improvements	310,523.54
1220 Buildings	1,167,448.83
1230 CWAPC Parking Station	98,725.80
1240 Furniture & Fixtures	284,017.61
1250 Land Improvements	580,936.82
1260 Vehicles	78,499.87
1270 Artworks	37,880.00
Total Fixed Assets	\$1,101,484.10
TOTAL ASSETS	\$4,349,720.79

Elachee Nature Science Center

Statement of Financial Position

As of January 31, 2025

	TOTAL
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable (A/P)	1,380.00
Total Accounts Payable	\$1,380.00
Credit Cards	
2010 Lowe's Credit Card	123.49
2015 2015 UCB Credit Card	-226,955.21
Amy 6489	60,101.28
Kim 7667	10,247.30
Kristin 7493	45,580.81
Maranda 8552	46,560.44
Melissa 9905	1,059.24
Sam 7893	30,008.84
Sarah 8889	40,925.71
Total 2015 2015 UCB Credit Card	7,528.41
Total Credit Cards	\$7,651.90
Other Current Liabilities	
2020 Accrued Liabilities	0.00
2030 Great America Financial Services	-770.00
2040 Petty Cash	0.00
2050 Audit Adjustments A/P	0.00
2060 Deferred Revenue	11,992.00
2070 Payroll wages and tax to pay	
2075 Payroll tax to pay	0.00
2080 Wages to pay	0.00
Total 2070 Payroll wages and tax to pay	0.00
Total Other Current Liabilities	\$11,222.00
Total Current Liabilities	\$20,253.90
Total Liabilities	\$20,253.90
Equity	
3000 Net Assets - Board Designated	679,104.22
3010 Net Assets with donor restrictions	0.00
3020 Net Assets - Without Donor Restrictions	302,657.05
Opening balance equity	2,550,002.36
Retained Earnings	471,092.10
Net Revenue	326,611.16
Total Equity	\$4,329,466.89
TOTAL LIABILITIES AND EQUITY	\$4,349,720.79



CITY OF GAINESVILLE

Work Session Agenda Request

Item Created: March 5, 2025
Date Submitted: March 6, 2025
Final Approval Date: March 12, 2025
Presenter: Sam Couvillon
Item of Business: Appointment: Chicopee Woods Area Park Commission
Meeting Date: March 13, 2025

Purpose of Request:

The purpose of this request is to address the upcoming expiring term position currently held by Kelly Lee.

Facts & Issues / History & Background:

The Commission follows the guidelines of the City Charter and the Code of Ordinances. Members serve three-year term limits.

Ms. Lee confirmed a willingness to serve another term. The outstanding debt for verification was conducted with no concerns.

Department Recommendation:

To consider the nomination as submitted by the Mayor.

Department Director:

Sam Couvillon

If funding is involved, are funds approved within the current budget? No

Amount Requested:

Sources of Funds:

Finance Comments:

Administrative Comments:

Attachments:

1. CWAPC Members - Local Appointments List_03062025014738
2. 2023-2025 CWAPC Attendance Report for K. Lee

Chicopee Woods Area Park Commission

The purpose of this commission is to acquire, construct, equip, maintain, and operate a recreational center(s) and area(s), to include extensions and improvements of such facilities, so as to assure the efficient and proper development, maintenance, and operation of such recreational facilities and areas. The commission consists of eleven members: four appointed by the City of Gainesville, one of which is the Mayor or designee; two appointed by the Park Commission; and five appointed by the Hall County Commission, one of which is the Chairman or designee. The term of office is three years. Terms always expire on March 26th. The Commission is referenced in the Code Book. The primary contact is the Chairman of the Commission.

Term of Office: 3 years

	Name:	Date Appointed:	Current Term Expiration Date:	
Ex-Officio	Jeff Stowe	01/01/2019	12/31/2030	FILLED
Ex-Officio	Juli Hayes	01/08/2025	01/05/2026	FILLED
CWAPC (1) / At-Large	John Girardeau	01/01/2022	03/26/2025	FILLED
County Commission (1) / Vice Chair	Jane Hemmer	03/10/2022	03/26/2025	FILLED
County Commission (3)	Adam Clark	03/27/2024	03/26/2027	FILLED
County Commission (3)	Keith Morris	03/27/2024	03/26/2027	FILLED
CWAPC (2) Secretary	Steve Gilliam	03/27/2023	03/26/2026	FILLED
City Council (1)	Kelly Lee	04/19/2022	03/26/2025	FILLED
City Council (2)	Emily D. (Sissy) Lawson	05/02/2023	03/26/2026	FILLED
City Council (3) Chairman	RK Whitehead	03/27/2024	03/26/2027	FILLED
County Commission (2)	Emily Bagwell	03/27/2023	03/26/2026	FILLED

CHICOPEE WOODS AREA PARKS COMMISSION

ATTENDANCE REPORT FOR KELLY LEE

3. Her attendance:

2022/2023 – 3 of 4 meetings

2023/2024 – 3 of 4 meetings

2024/2025 -- 3 of 4 meetings

I will send you a fully updated roster once all the appointments for this year are confirmed (City & County).

Thanks.

RK Whitehead
rk@whitehead.com
770.654.1160



CITY OF GAINESVILLE

Work Session Agenda Request

Item Created: March 5, 2025
Date Submitted: March 6, 2025
Final Approval Date: March 12, 2025
Presenter: Sam Couvillon
Item of Business: Appointment: Gainesville-Hall County Development Authority
Meeting Date: March 13, 2025

Purpose of Request:

The purpose of this request is to address the upcoming expiring term of the city-appointed position currently held by Brian Rochester.

Facts & Issues / History & Background:

The Authority follows the guidelines of the Bylaws, the City Charter and Code of Ordinances. Appointees serve a four-year term and serve until the position is filled. Nominations were submitted by the Greater Hall Chamber of Commerce in accordance with the Bylaws of the Development Authority. Brian Daniel was selected for nomination. The outstanding debt verification process was completed with no concerns.

Department Recommendation:

To consider the nomination as submitted by the Mayor.

Department Director:

Sam Couvillon

If funding is involved, are funds approved within the current budget? No

Amount Requested:

Sources of Funds:

Finance Comments:

Administrative Comments:

Attachments:

1. G-HC Development Authority Members - Local Appointments List_03102025
2. GHODA Gainesville Nomination 2-21-2025

Gainesville-Hall County Development Authority

Nominations provided by the Greater Hall Chamber of Commerce. Members serve until position filled. A member who has served a full four-year term is not eligible for reappointment until the lapse of one year after. Tim Evans serve as Overseer.

Term of Office: 4 years

	Name:	Date Appointed:	Current Term Expiration Date:	
County	Casey Ryals	04/01/2024	03/31/2028	FILLED
County	David Lee	04/01/2021	03/31/2025	FILLED
At-Large	Philip Wilheit, Jr.	04/01/2023	03/31/2027	FILLED
County	Alex Wayne	04/01/2022	03/31/2026	FILLED
County Chairman	William Bagwell	04/01/2023	03/31/2027	FILLED
Ex-Officio	Philip Wilheit, Sr.	04/01/2019	03/31/2030	FILLED
City	Glennis Barnes	04/18/2023	03/31/2027	FILLED
City	Jimmy Adams	04/16/2024	03/31/2028	FILLED
City Vice Chair	Brian Rochester	04/20/2021	03/31/2025	FILLED
City	Melissa Tymchuk	04/19/2022	03/31/2026	FILLED
Ex-Officio - City	Sam Couvillon	01/08/2025		FILLED
Ex-Officio - County	Billy Powell	01/01/2018		FILLED

Ex-Officio - GHCC Chair	Tim McDonald	07/23/2024	FILLED
Others - Media The Times	The Times Legal Organ	01/01/2020	FILLED
Other - Media WDUN	WDUN Media/Legal Organ	01/01/2020	FILLED
President - GHCC	Tim Evans	01/01/2025	FILLED
Others - EDC Director	Tim Evans	01/01/2020	FILLED
Others - City	Bryan Lackey	01/01/2020	FILLED
Others - County	Zachary Propes	07/07/2023	FILLED
Council/Secretary	Tread Syfan	01/01/2020	FILLED



230 E.E. Butler Parkway
Post Office Box 374
Gainesville, Georgia 30503

February 21, 2025

Mayor Sam Couvillon
City of Gainesville
P. O. Box 2496
Gainesville, GA 30503

Dear Mayor Couvillon:

The Greater Hall Chamber of Commerce nominates the following two (2) persons to be considered for the one (1) appointment to the Gainesville & Hall County Development Authority. The person selected will replace Brian Rochester, whose term expires 3/31/2025. This request is in accordance with the By-Laws of the Authority that we submit these persons for selection.

Brian Daniel, Carroll Daniel Construction
Chris Braswell, The Norton Agency

Both of these nominees are familiar with the economic development efforts of Gainesville and Hall County and would be quality members of the Authority. Please make the selection at your earliest convenience and notify us.

Sincerely,

Tim Eyans
President & CEO
Greater Hall Chamber of Commerce

Attachment: Current roster of members
Gainesville & Hall County Development Authority

cc: William Bagwell, Chairman
Gainesville & Hall County Development Authority
Tread Syfan, Counsel and Secretary
Gainesville & Hall County Development Authority
Bryan Lackey, City Manager
City of Gainesville
Denise Jordan, City Clerk
City of Gainesville
Alisa Grayson, Deputy City Clerk
City of Gainesville

770.532.6206

Fax 770.535.8419

www.greaterhallchamber.com

"FROM ISLANDS TO HIGHLANDS..."

WE'VE GOT IT ALL!"



CITY OF GAINESVILLE

Work Session Agenda Request

Item Created: March 5, 2025
Date Submitted: March 6, 2025
Final Approval Date: March 12, 2025
Presenter: Sam Couvillon
Item of Business: Appointment: Main Street Advisory Board
Meeting Date: March 13, 2025

Purpose of Request:

The purpose of this request is to address the vacant position previously held by Rachel Marshall.

Facts & Issues / History & Background:

The Main Street Board follows the guidelines as set forth in the City Charter and Code of Ordinances as well as Business Resolution 2010-02. Members serve two-year terms. Jillian Ledford confirmed a willingness to serve. She represents the Carroll Daniel Construction Co. Verification of outstanding debt is not applicable.

Department Recommendation:

To consider the nomination as submitted by the Mayor.

Department Director:

Sam Couvillon

If funding is involved, are funds approved within the current budget? No

Amount Requested:

Sources of Funds:

Finance Comments:

Administrative Comments:

Attachments:

1. MSAB Members - Local Appointments List_03062025105738

Main Street Advisory Board

Overview

The Mayor and Gainesville City Council appoint members to a Main Street Advisory Board to guide the Main Street manager. The goal of this organization is to preserve our resources, encourage business growth, historic preservation and to bring more awareness to the Downtown area. The board consists of seven members and one ex-officio member. All Directors shall assume their office/duties in July of each year (except for the initial board). The term of office is two years. There is no limit on the amount of terms a member may serve. The primary contact is the Main Street Manager and Communications Director. The Board was formed by Business Resolution 2010-02.

Term of Office: 2 years

Contact Information

For additional information, [contact Main Street Manager Nicole Parham](#) or call 770-297-1141.

	Name:	Date Appointed:	Current Term Expiration Date:	
Post 1	Andrew Elliott	07/01/2023	06/30/2025	FILLED
Post 2 Chair	Claude Tatro, Jr.	07/01/2023	06/30/2025	FILLED
Post 3 Vice Chair	Leslie White	07/01/2023	06/30/2025	FILLED
Post 4	Vacant Seat	02/19/2025	06/30/2026	VACANT
Post 5	Eliana Barnard	07/01/2024	06/30/2026	FILLED
Post 6	Pamela Williams-Lime	07/01/2024	06/30/2026	FILLED
Post 7	Connie Rock	07/01/2024	06/30/2026	FILLED
Ex Officio	C. Danny Dunagan, Jr.	01/08/2025	01/05/2026	FILLED