



**City of Flowery Branch  
City Council Meeting  
Thursday, July 15, 2021, 6:00 PM  
City of Flowery Branch City Hall  
5410 West Pine Street, Flowery Branch, GA 30542**



**CALL PUBLIC HEARING TO ORDER:**

**PLEDGE OF ALLEGIANCE:**

**PUBLIC HEARING:**

- A rezoning request from JPC Design and Construction, LLC. to rezone a 2.08 +/- acre tract of land identified as 5512 McEver Road, tax parcel number 08099 000009, from NS (Neighborhood Shopping) to HB (Highway Business).

[Staff Report for JPC 5512 McEver Road .pdf](#)

[JPC McEver Application.pdf](#)

**PUBLIC COMMENTS:**

**NEW BUSINESS -WORK SESSION:**

- Consider Clark, Patterson, and Lee proposal for the management services of the construction of the City's wastewater treatment plant.  
[CPL Sewer Expansion Management Proposal.pdf](#)
- Consider Black and Veatch Proposal for Capacity Study of Wastewater Treatment Facility  
[Black & Veatch Proposal.pdf](#)
- Consider Resolution 21-009 - Mercer Group Professional Services Contract and Budget Amendment  
[Resolution\\_21-009.pdf](#)  
[Attachment A - Budget Amendment Form.pdf](#)  
[Mercer Group Agreement.pdf](#)
- Woodfield Conservation Easement  
[582- Rezoning 4496 Hog Mountain - Woodfield Development.pdf](#)  
[GHMPO-Trail-Study.pdf](#)  
[Flowery Branch Apartments Owner, LLC of Conservation & Trail Easement.pdf](#)
- Consider Resolution 21-010: Local Recovery Assistance Funds Under the American Rescue Plan Act of 2021.  
[Executive Summary - Resolution 21-010 American Rescue Plan Act of 2021.pdf](#)  
[Resolution 21-010 Application and Acceptance of American Rescue Plan Act Funds.pdf](#)
- A rezoning request from JPC Design and Construction, LLC. to rezone a 2.08 +/- acre tract of land identified as 5512 McEver Road, tax parcel number 08099 000009, from NS (Neighborhood Shopping) to HB (Highway Business).  
[Staff Report for JPC 5512 McEver Road .pdf](#)  
[JPC McEver Application.pdf](#)

- Consider Ordinance #646 Salary Increase for Mayor and Council  
[Ordinance 646 Mayor and Council Salary Increase.docx](#)  
[Mayor-Council Salaries Analysis- Jan 2020.xlsx](#)

**DEPARTMENT REPORTS: -**

- a. City Manager Report
  - b. City Clerk Report
  - c. Finance Director Report
  - d. Planning Department Report
  - e. Police Report
  - f. Attorney Report
  - g. Council Report
- Retirement Plan Valuation Update as of January 1, 2021  
[City of Flowery Branch Retirement Plan Update -5-21-2021.pdf](#)  
[City of Flowery Branch Act Val as of 1\\_1\\_2021.pdf](#)

**ADJOURNMENT WORK SESSION:****VOTING SESSION AGENDA****CALL VOTING SESSION TO ORDER:****PUBLIC COMMENTS:** - Please limit to two minutes**CONSENT AGENDA:**

- Consider June 3, 2021 Meeting Minutes  
[June 3, 2021 Meeting Minutes.pdf](#)
- Consider June 10, 2021 Meeting Minutes 9 am  
[June 10, 2021 Meeting Minutes 9 am.pdf](#)
- Consider June 10, 2021 Meeting Minutes 6 pm  
[June 10, 2021 Meeting Minutes 6 pm.pdf](#)
- Consider June 17, 2021 Meeting Minutes  
[June 17, 2021 Meeting Minutes.pdf](#)

**NEW BUSINESS - VOTING SESSION:**

- Consider Clark, Patterson, and Lee proposal for the management services of the construction of the City's wastewater treatment plant.  
[CPL Sewer Expansion Management Proposal.pdf](#)
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[582- Rezoning 4496 Hog Mountain - Woodfield Development.pdf](#)

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- Consider Ordinance #646 Salary Increase for Mayor and Council

[Ordinance 646 Mayor and Council Salary Increase.docx](#)

[Mayor-Council Salaries Analysis- Jan 2020.xlsx](#)

### **EXECUTIVE SESSION:**

### **ADJOURNMENT:**

*If you have a disability or impairment and need special assistance please contact the City Clerk prior to the meeting at 770-967-6371 - Meeting agenda is subject to change*



## FLOWERY BRANCH CITY COUNCIL

### EXECUTIVE SUMMARY



**SUBJECT:** A rezoning request from JPC Design and Construction, LLC. to rezone a 2.08 +/- acre tract of land identified as 5512 McEver Road, tax parcel number 08099 000009, from NS (Neighborhood Shopping) to HB (Highway Business).

**COUNCIL MEETING DATE:** July 15, 2021

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#### HISTORY:

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#### FACTS AND ISSUES:

JPC Design and Construction wishes to rezone 5512 McEver Road (parcel #08099 000009) from Neighborhood Shopping (NS) to Highway Business (HB) with the intent to construct a fast-food restaurant with a drive thru. The zoning ordinance allows these types of establishments in HB but not in NS.

#### Schedule:

July 14 work session & public hearing

August 5 work session (if requested)

August 19 first vote

September 2 work session (if requested)

September 16 final vote

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#### OPTIONS:

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#### IF FUNDING IS INVOLVED, ARE FUNDS APPROVED IN THE CURRENT BUDGET:

No

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#### AMOUNT AND SOURCE OF FUNDS:

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#### RECOMMENDATION:

No action at this time - public hearing only.

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#### SAMPLE MOTION:

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#### COLLABORATING DEPARTMENT:

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**DEPARTMENT:** Planning

**Prepared by:** Vickie Short

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**ATTACHMENTS**

- [Staff Report for JPC 5512 McEver Road .pdf](#)
- [JPC McEver Application.pdf](#)



**Staff Report  
JPC Rezoning Request  
Ordinance 645**

**Request**

JPC Design and Construction wishes to rezone 5512 McEver Road (parcel #08099 000009) from Neighborhood Shopping (NS) to Highway Business (HB) with the intent to construct a fast-food restaurant with a drive thru. The zoning ordinance allows these types of establishments in HB but not in NS. Please see below.

**Sec. 9.3. NS, Neighborhood Shopping District.**

- (a) Purpose and Description. This zoning district is intended to implement the “commercial” designation of the future land use plan contained within the comprehensive plan of the City of Flowery Branch. It is also intended to implement the “neighborhood commercial” character area established in the comprehensive plan.
- (b) Character. Neighborhood commercial districts are intended to provide areas for limited, small-scale commercial uses of a convenience nature serving nearby residential neighborhoods as opposed to a regional market. This district provides for attractive, non-auto related neighborhood businesses and services, with distinctive architectural features and a scale compatible with pedestrians and connected to adjacent residential neighborhoods. Uses within neighborhood commercial character areas generally occur within enclosed buildings with no outside storage and limited outdoor display of goods and merchandise. Pedestrian accessibility is promoted via sidewalks connected to nearby neighborhoods but uses are mostly reliant on the automobile for access. Nonetheless, buildings and developments are scaled to be compatible with and promote pedestrian activity. Entrances, frontages, and building façades are softened with landscaping and low-lying identification signs.
- (c) Permitted and Conditional Uses. Permitted and conditional uses shall be as provided in Table 9.1, “Permitted and Conditional Uses in Nonresidential Zoning Districts.” Auto-related, highway-oriented commercial uses are not permitted. With the exception of convenience stores with gasoline pumps, neighborhood commercial districts are not intended to permit or accommodate automotive uses or other types of more intensive highway business activities, or those uses that generate excessive traffic, noise, odors, pollution, safety hazards, or other adverse impacts which would detract from the desirability of adjacent properties for residential use.
- (d) Dimensional Requirements. Dimensional requirements shall be as provided in Table 9.2, “Dimensional Requirements in Nonresidential Zoning Districts.” Business establishments do not exceed 2,500 square feet in any one tenant space, to keep the bulk and intensity in scale



with the needs of adjacent neighborhoods. Open space is limited to suburban plazas or small open spaces. A three-story height limit is imposed.

#### **Sec. 9.4. HB, Highway Business District.**

- (a) **Purpose and Description.** This zoning district is intended to implement the “commercial” designation of the future land use plan contained within the comprehensive plan of the City of Flowery Branch. It is also intended to implement the “activity center” and “mixed use” character areas established in the comprehensive plan. Centered at the interchange of Spout Springs Road and I-985, and also extending north and south along Hog Mountain Road, this zoning district will be an accessible center of businesses, services, and complementary uses, which may include traditional neighborhood development and mixed-use developments, contributing extensively to the economic base of the city.
- (b) **Character.** This district is dominated by commercial uses but also intended to accommodate mixed-use developments. A grid block pattern of streets (connected local network) is provided, along with sidewalks and street trees. Pedestrian accessibility is promoted, although most activity is via the automobile for access. Entrances, frontages, and building façades are softened with landscaping and low-lying identification signs.
- (c) **Permitted and Conditional Uses.** Permitted and conditional uses shall be as provided in Table 9.1, “Permitted and Conditional Uses in Nonresidential Zoning Districts.” The widest possible range of uses is contemplated in this zoning district, except for industry and single-family, detached or manufactured homes. This character area is the proper place for big box retail, shopping centers, lodging and auto-related uses.
- (d) **Dimensional Requirements.** Dimensional requirements shall be as provided in Table 9.2, “Dimensional Requirements in Nonresidential Zoning Districts.”

| Use                                                                                                                             | O-P | INST | NS | HB | CBD | M-1 | M-2 |
|---------------------------------------------------------------------------------------------------------------------------------|-----|------|----|----|-----|-----|-----|
| Live/work unit                                                                                                                  | C   | X    | C  | C  | P   | P   | P   |
| Lodging service (hotel, motel, motor hotel, inn)                                                                                | X   | C    | X  | P  | P   | X   | X   |
| Logging yard                                                                                                                    | X   | X    | X  | X  | X   | X   | P   |
| Lumber yard                                                                                                                     | X   | X    | X  | C  | X   | P   | P   |
| Machine shop                                                                                                                    | X   | X    | X  | P  | X   | P   | P   |
| Manufactured home, “Class A”                                                                                                    | X   | X    | X  | X  | X   | X   | X   |
| Manufactured home other than “Class A”                                                                                          | X   | X    | X  | X  | X   | X   | X   |
| Manufactured home park                                                                                                          | X   | X    | X  | X  | X   | X   | X   |
| Manufacturing, ceramics                                                                                                         | X   | X    | X  | X  | X   | C   | P   |
| Manufacturing, cosmetics or toiletries                                                                                          | X   | X    | X  | X  | X   | P   | P   |
| Manufacturing, coating of cans, coils, fabrics, vinyl, metal furniture, appliance surfaces, wire, paper, and flat wood paneling | X   | X    | X  | X  | X   | C   | C   |



|                                                                                                  |   |   |   |   |   |   |   |
|--------------------------------------------------------------------------------------------------|---|---|---|---|---|---|---|
| Manufacturing, electronics, camera, or photographic or communication equipment                   | X | X | X | X | X | P | P |
| Manufacturing, instrument assembly                                                               | X | X | X | X | X | P | P |
| Manufacturing, metal products                                                                    | X | X | X | X | X | C | P |
| Manufacturing, pharmaceuticals and medical supplies                                              | X | X | X | X | X | P | P |
| Manufacturing, textiles                                                                          | X | X | X | X | X | P | P |
| Manufacturing, wood products                                                                     | X | X | X | X | X | P | P |
| Manufacturing, processing, and assembling, within buildings, not otherwise specified             | X | X | X | X | X | C | C |
| Marina                                                                                           | X | C | X | P | X | X | X |
| Materials recovery facility                                                                      | X | X | X | X | X | X | C |
| Micro brewery                                                                                    | X | X | X | X | P | P | P |
| Mixed use building or development                                                                | C | X | P | P | P | C | X |
| Museum                                                                                           | P | P | P | P | P | P | P |
| Office                                                                                           | P | P | P | P | P | P | P |
| Office-warehouse                                                                                 | X | X | X | C | X | P | P |
| Open air business                                                                                | X | X | X | P | C | C | C |
| Open storage yard (principal use)                                                                | X | X | X | C | X | P | P |
| Package Store                                                                                    | X | X | P | P | X | P | P |
| Parking deck or structures, on-site or off-site                                                  | C | C | X | P | C | C | C |
| Parking lot, off-site                                                                            | P | P | P | P | C | P | P |
| Personal service establishment                                                                   | C | C | P | P | P | P | P |
| Petroleum bulk storage site                                                                      | X | X | X | X | X | X | P |
| Power plant, private                                                                             | X | X | X | X | X | X | C |
| Public or semi-public use                                                                        | P | P | P | P | P | P | P |
| Rail yard                                                                                        | X | C | X | X | X | X | P |
| Railroad freight terminal                                                                        | X | C | X | X | X | X | P |
| Recreational vehicle park                                                                        | X | X | X | C | X | X | X |
| Recovered materials processing facility                                                          | X | X | X | X | X | X | C |
| Recycling center                                                                                 | X | X | X | X | X | C | C |
| Restaurant, excluding drive-ins or drive through facilities and fast-food restaurants as defined | X | C | P | P | P | P | P |
| Restaurant, including drive-ins or drive through facilities and fast-food restaurants as defined | X | X | X | P | X | C | C |
| Retail trade establishment, enclosed                                                             | X | X | P | P | P | P | P |



Concept plan as submitted by applicant:



The pumps will remain as will the primary structure. The end unit will be demolished, and the restaurant built. The remaining suites will be renovated inside and out. Landscaping will be enhanced, and new signage will be installed. The property will connect to Flowery Branch sewer and may be able to add inter-parcel connectivity to the adjoining car wash because of the septic tank being removed.



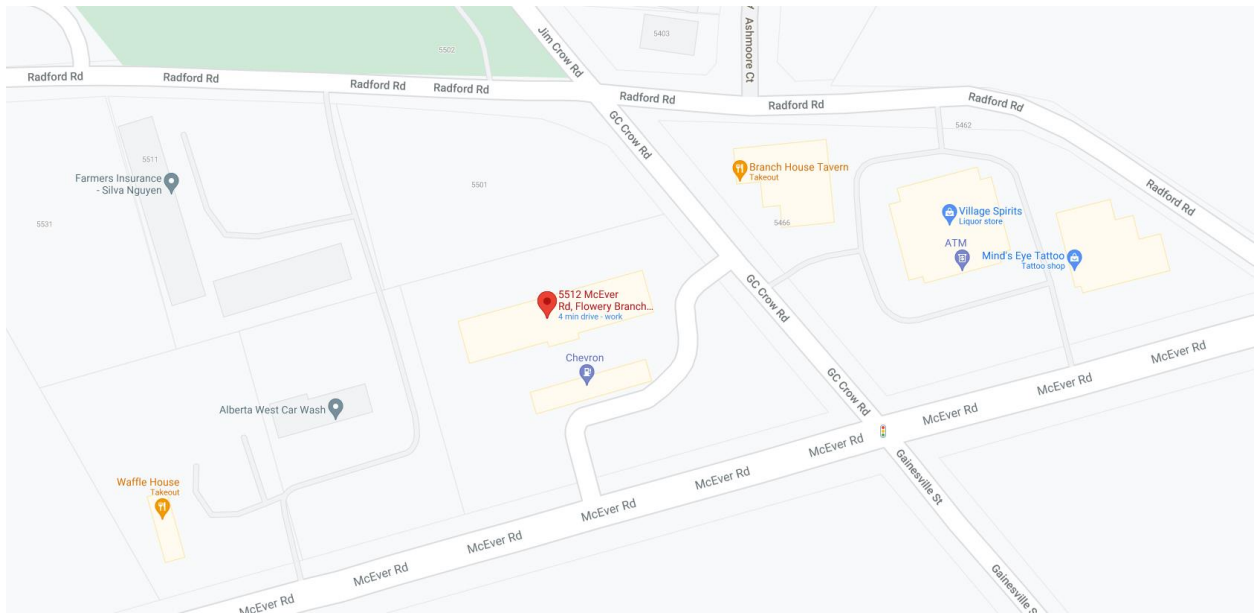
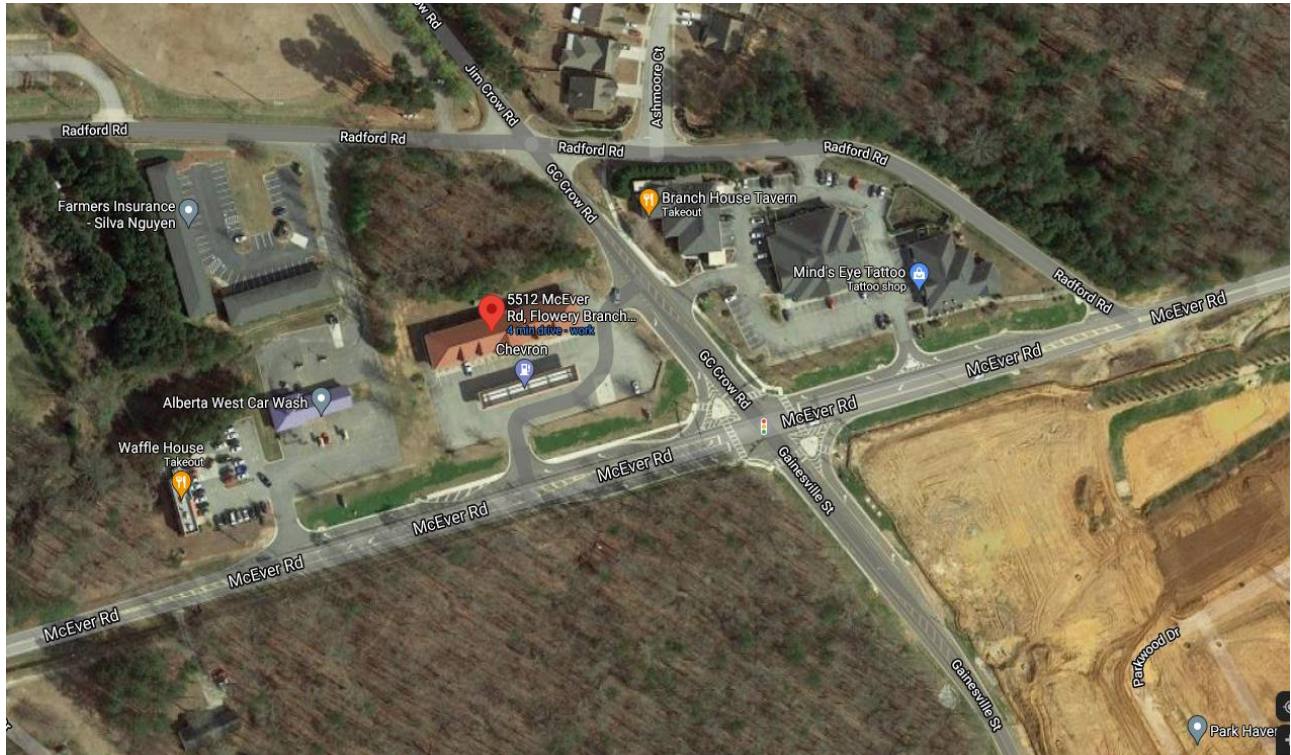
## Zoning Map

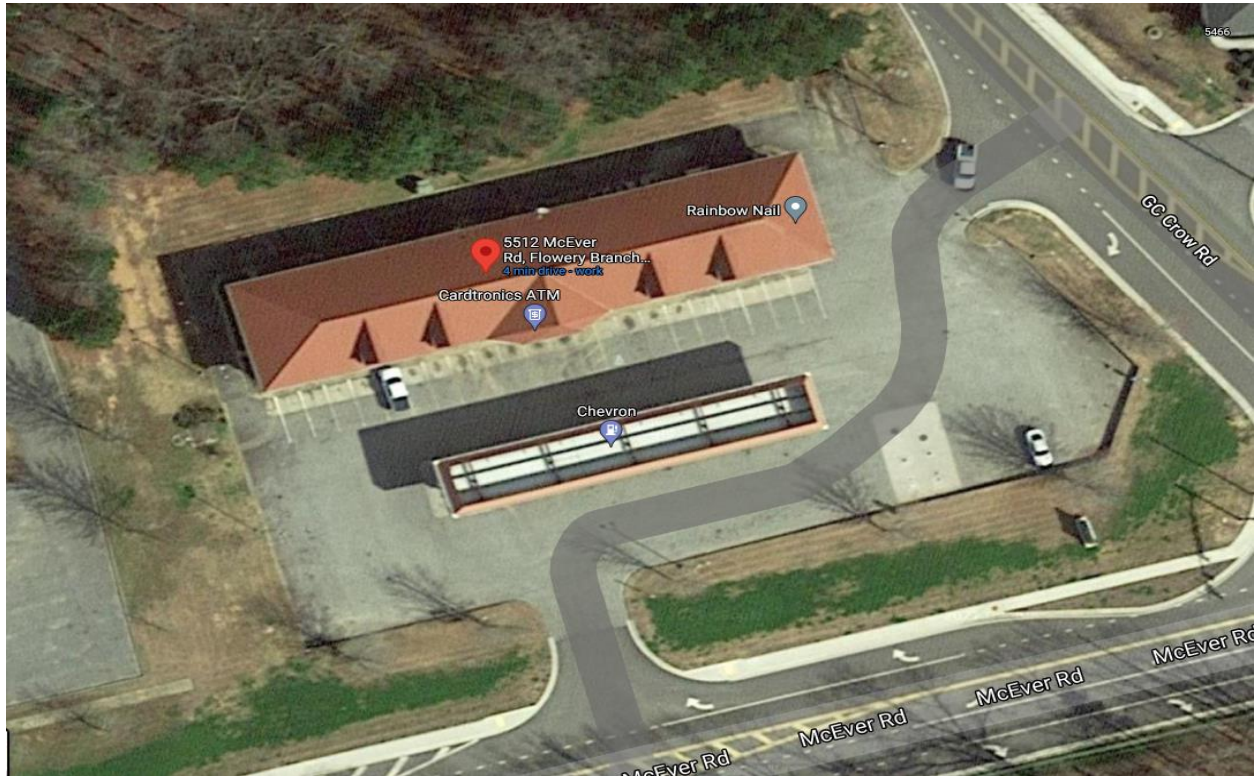






## Site



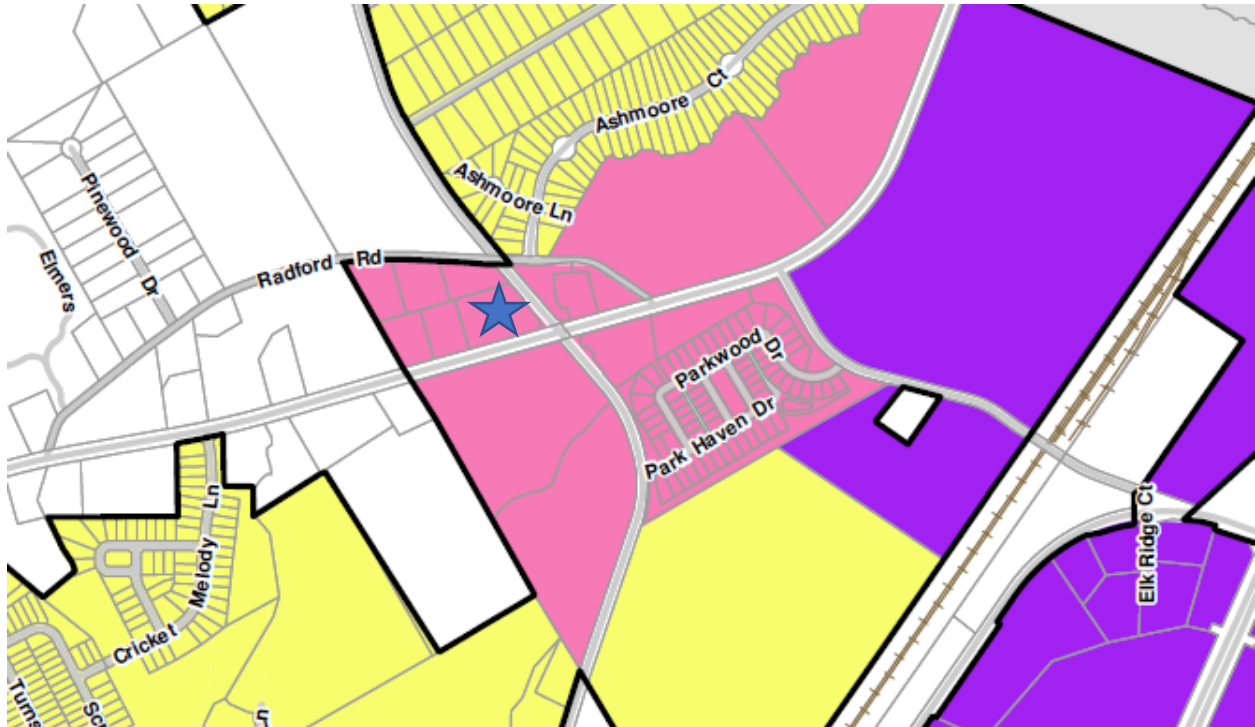






## Comprehensive Plan

Mixed—use character area:



The proposed use is acceptable in the designated character area. A fast-food restaurant with a drive thru will be supported by the new and upcoming residential homes in the immediate area. Additionally, it will add a missing service to the area which includes the residential, sit down dining, public storage, retail, a car wash, and other proposed and existing commercial uses. The addition of the use and the improvement of the site will help to enhance and promote the mixed-use concept of this area.

## Analysis

Flowerly Branch Zoning Ordinance Article 37 Rezoning and Conditional Use Applications

Sec. 34.7. - Analysis Requirements.

Applications to amend the official zoning map and applications for conditional uses shall provide a written analysis comparing the proposed action with the criteria in this Section. A zoning map



amendment or conditional use application may be justified only if it bears a reasonable relationship to the public health, safety, morality, or general welfare, and after consideration of the analysis requirements which may in individual cases be considered criteria relevant to Zoning Administrator in making recommendations and by the Governing Body in the decision-making process.

**Staff Response:**

- (a) Whether the proposal will permit a use that is suitable in view of the use and development of adjacent and nearby property. **Yes, the use is appropriate for this site and the surrounding area. It will help promote the mixed-use character area by adding a new component.**
- (b) Whether the proposal will adversely affect the existing use or usability of adjacent or nearby property. **The development will not adversely affect the area and will in fact enhance it.**
- (c) Whether the property to be affected by the proposal can be used in accordance with the existing regulations and has a reasonable economic use as currently zoned. **Yes, current zoning of NS (Neighborhood Shopping) is appropriate. However, rezoning to HB (Highway Business) will allow a new use(fast food with drive thru) to the area.**
- (d) Whether the proposal will result in a use which will or could cause an excessive or burdensome use of existing streets, transportation facilities, utilities, or schools. **It is staff's opinion that the use will not create any unnecessary burdens.**
- (e) Whether the proposal is in conformity with the policy and intent of the comprehensive plan including but not limited to the character area map and future land use plan map. **Currently, the Comprehensive Plan denotes this area as "Mixed-Use" and staff feels this rezoning. If approved, will help to better serve this designation.**
- (f) Whether there are other existing or changing conditions affecting the use and development of the property which give supporting grounds for either approval or disapproval of the proposal. **The proposed rezoning will result in upgraded facilities, enhanced landscaping, a new use, and the possibility for connectivity to the adjoining parcels.**
- (g) Existing use(s) and zoning of the subject property and nearby properties. **The proposed use will help diversify and enhance the area and will fit in with the surrounding proposed and current businesses and residences.**
- (h) Existing value of the property under the existing zoning district classification, the extent to which the property value of the subject property is diminished by the existing zoning district, and the value of the property under the proposed zoning district; if such information is provided by the applicant or can be discerned. This consideration may include the length of time the property has been vacant or unused as currently zoned and efforts taken by the property owner(s) to use the property or sell the property under the existing zoning district classification. **Staff feels the value will be increased if this rezoning is approved as it will provide a new use and upgrade the parcel.**



- (i) Whether a proposed zoning map amendment or conditional use approval will be a deterrent to the value or improvement of development of adjacent property in accordance with existing regulations. *Staff does not feel that the proposed will be a deterrent but rather an enhancement to the surrounding area and a positive impact for the corridor.*
- (j) The possible creation of an isolated zoning district unrelated to adjacent and nearby districts. *No, the NS and HB districts can compliment one another and will not create an isolated district.*
- (k) Possible effects of the change in zoning district map, or change in use, on the character of a zoning district. *The proposed use will enhance the character of the existing district and surrounding area in staff's opinion.*
- (l) The possible impact on the environment, including but not limited to, drainage, soil erosion and sedimentation, flooding, air quality and water quality. *The development, if approved, will need to go through all the required development reviews to ensure all applicable codes and requirements are met.*
- (m) The relation that the proposed map amendment or conditional use bears to the purpose of the overall zoning scheme and the purposes of this Zoning Ordinance. *The proposed development will enhance the surrounding area and meet the intent of the Zoning Ordinance.*

### **Recommendation**

Staff recommends approval of the request. Prior to the final read, elevations and a landscape plan should be submitted. Additionally, as part of the rezoning ordinance, conditions of zoning will be placed on the parcel. These conditions will be solidified upon receipt of the additional information.



## REZONING APPLICATION

Date: 4-26-21

Address of Request: 5512 McEver Rd., Flower Branch, GA  
30542

Tax Map # 08099 000009 Current Zoning: NS

Is this site located within the boundaries of the historic district? NO

Currently a conforming use? yes

Any conditions of zoning, CUP's, etc.? \_\_\_\_\_

### Applicant Information

Name: JPC Design and Construction, LLC - Jeremy Crosby

Address: 264 Alabama Blvd., Jackson GA 30233

E-mail address: Jcrosby@jonespetroleum.com

Phone number: 770-560-3527 cell

Signature: \_\_\_\_\_

Notary: \_\_\_\_\_

*J. M. S.*





Property owner information (if different than the applicant)

Property owner (please print): William B. Jones

Signature of property owner: [Signature]

Notary: [Signature]



### Property Information

Tax Map Number: 08099 000009

Current Zoning: NS Total Acres: 2.08

Is this property located within the city-limits of Flowery Branch? yes

Proposed City of Flowery Branch Zoning: HB

Current Use: Chevron Convenience store and neighborhood shopping center

**Please review the Flowery Branch Code of Ordinances, Appendix C, "Zoning Ordinance", Article 34, for complete requirements.**

**Please provide the following at time of submittal in (one hard copy and digitally):**

- Legal description
- Current survey of property



- Site plan shall meet the requirements of the Flowery Branch Code of Ordinances; Appendix C, "Zoning Ordinance", Article 34 sections 34.5
- Development statistics per the Flowery Branch Code of Ordinances; Appendix C, "Zoning Ordinance", Article 34 sections 34.6
- Analysis requirements per the Flowery Branch Code of Ordinances; Appendix C, "Zoning Ordinance", Article 34 sections 34.7
- Detailed description of request
- Conflict of interest disclosure (attached)
- Disclosure of campaign contributions (attached)
- Names and addresses of adjoining property owners
- Reasons for requesting rezoning
- Signed statement authorizing City of Flowery Branch staff and/or City Council to inspect the subject property

### **Conflict of Interest Disclosure**

Identify all members of the City Council of the City of Flowery Branch and Employees of the City of Flowery Branch Community Development Department who

Have a property interest in the real property affected by this request

N/A

Have a financial interest (direct ownership interest) of the total assets or capital stock of a business entity where such ownership interest is more than 10% in any business entity which has a property interest in the real property affected by this request

N/A

Have a member of the family (spouse, mother, father, brother, sister, son or daughter) having a property financial interest as herein defined, in the real property affected by this request

N/A





### Disclosure of Campaign Contributions

List below the names of local government officials of the City of Flowery Branch to whom campaign contributions were made, within two (2) years immediately preceding the filing of this application, which campaign contributions total \$250.00 or more or to whom gifts were made having a total value of \$250.00 or more.

Elected Officials Name

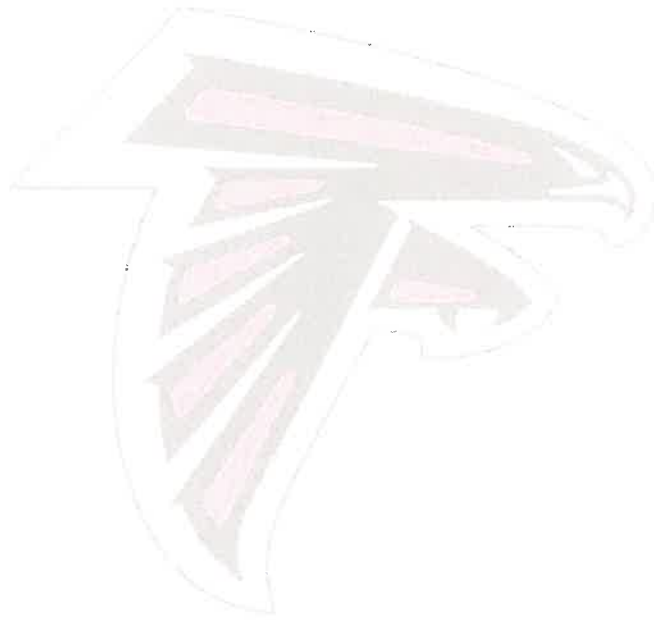
Amount of Description of Gift

N/A

### CITY STAFF ONLY

Application Received By: \_\_\_\_\_

Date: \_\_\_\_\_ Total Fee: \_\_\_\_\_



**JPC Design and Construction, LLC**

**264 Alabama Boulevard**

**P.O. 710**

**Jackson, Georgia 30233**

5/13/2021

Mr. Rich Atkinson, Director

Flowery Branch Community Development

5410 Pine St.

Flowery Branch, Georgia 30542

RE: Analysis Letter for Rezoning Application, JPC Design and Construction LLC, 2.08 acres at 5512 McEver Road, City of Flowery Branch, Georgia. Tax Parcel number: 08099 000009.

Mr. Atkinson,

Please accept this Letter of Intent on behalf of JPC Design and Construction, LLC and William B. Jones. We are requesting Rezoning on 2.08 acres +/- currently zoned NS, to a HB zoning in order to add a fast food restaurant with drive thru on the end of the existing Shopping Center. The property is located at 5512 McEver Rd. in the City of Flowery Branch. The properties current use is a Chevron Convenience Store and Gas Station Neighborhood Shopping Center. Adjacent zoning to the property is NS to the north which is undeveloped, NS to the west which is developed with a car wash and Waffle House, NS to the east across Jim Crow Rd. which is developed with a restaurant, liquor store, and tattoo and vape shop, and to the south across McEver Rd. is undeveloped and zoned AR. In view of the surrounding properties we feel the use of a fast food with drive thru is suitable and will not adversely affect the existing use or adjacent properties.

The proposed use of a drive thru restaurant is not allowed in the NS zoning, and is only allowed in the HB zoning. Applicant believes that the existing use is reasonable as currently zoned but that the addition of a fast food restaurant in the area will provide a fast food option for residents in the area. Proposed use will not cause a burdensome use of existing streets, transportation facilities, utilities, or schools. Proposed use and existing use are commercial in nature and there are multiple uses in the shopping center currently, therefore applicant believes that the request is in conformity with the City's Zoning policy and intent of the Comprehensive Plan, and thus will not change the character of the area. Values of the property and surrounding properties should increase with the addition of a new fast food restaurant and should not be a deterrent to the value or improvement of adjacent property. Applicant also believes that a change in

zoning district will not isolate use or character but will simply add a drive thru option for the community in this area. There will be minimal impact on the environment and adjacent properties all of which directly adjoin via property lines are commercial. The overall zoning scheme and purpose of the Zoning Ordinance for this area is commercial in nature.

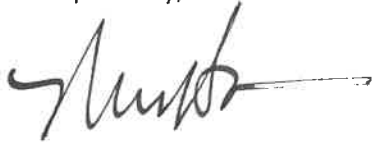
Included in our application is a concept plan. The plan shows the existing building which will remain, and the addition of the Hardees restaurant with drive thru configuration to the rear of the site, as well as new drive lanes, parking, and dumpster enclosures. Access to the site will remain as is from McEver Rd. and Jim Crow Rd.

The project will adhere to all City of Flowery Branch Development Standards. There should be no impact to the school system since this request is commercial in nature.

Mr. William B. Jones is the owner of the property and is also a partner in JPC Design and Construction, LLC along with Mr. Jeremy Crosby.

We thank you for your consideration in this matter.

Respectfully,

A handwritten signature in black ink, appearing to read 'Mike Horne', with a long horizontal flourish extending to the right.

Mike Horne, Project Manager

JPC Design and Construction, LLC











**JPC DESIGN & CONSTRUCTION, LLC**  
City of Flowery Branch

Check Number: **9040**  
Check Date: May 4, 2021

**9040**

Check Amount: **\$500.00**

| Invoice/Reference                           | Amount Paid |
|---------------------------------------------|-------------|
| Rezoning App Rezoning Application-McEver Rd | 500.00      |

**JPC DESIGN & CONSTRUCTION, LLC**  
PO BOX 710  
JACKSON, GA 30233-0020

**UNITED BANK**  
JACKSON, GEORGIA  
64-751/611

**9040**

**PAY** Five Hundred and 00/100 Dollars

| DATE        | AMOUNT    |
|-------------|-----------|
| May 4, 2021 | \$ 500.00 |

PAY TO THE ORDER OF  
**City of Flowery Branch**  
**5517 Main St**  
**Flowery Branch, GA 30542**

**Memo:** Rezoning Application-McEver Rd

SECURITY FEATURES INCLUDED DETAILS ON BACK

5

**JPC DESIGN & CONSTRUCTION, LLC**  
City of Flowery Branch

Check Number: **9040**  
Check Date: May 4, 2021

**9040**

Check Amount: **\$500.00**

| Invoice/Reference                           | Amount Paid |
|---------------------------------------------|-------------|
| Rezoning App Rezoning Application-McEver Rd | 500.00      |



## FLOWERY BRANCH CITY COUNCIL

### EXECUTIVE SUMMARY



**SUBJECT:** Consider Clark, Patterson, and Lee proposal for the management services of the construction of the City's wastewater treatment plant.

**COUNCIL MEETING DATE:** July 15, 2021

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**HISTORY:**

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**FACTS AND ISSUES:**

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**OPTIONS:**

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**IF FUNDING IS INVOLVED, ARE FUNDS APPROVED IN THE CURRENT BUDGET:**

No

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**AMOUNT AND SOURCE OF FUNDS:**

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**RECOMMENDATION:**

Approve

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**SAMPLE MOTION:**

Make a motion to allow Vickie Short, the Interim City Manager, to sign the proposal for Clark, Patterson and Lee to provide management services of the construction of the City's wastewater treatment plant.

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**COLLABORATING DEPARTMENT:**

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**DEPARTMENT:** Administration

**Prepared by:** Vickie Short

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**ATTACHMENTS**

- [CPL Sewer Expansion Management Proposal.pdf](#)



July 8, 2021

Ms. Vicki Short, Interim City Manager  
City of Flowery Branch  
PO Box 757  
5410 Pine Street  
Flowery Branch, GA. 30542

VIA EMAIL

RE: City of Flowery Branch  
Wastewater Treatment Plant Program Management Services Proposal

Dear Ms. Short:

CPL Architecture, Engineering, and Planning is pleased to provide this proposal to provide program management services for the construction of the city's wastewater treatment plant, as follows:

**Scope of Work**

1. CPL will represent the city during periodic Owner, Architect, Contractor (OAC) meetings.
2. CPL will manage the project(s) schedule and project budget, including:
  - Reviewing Infratech's applications for payment.
  - Ensuring that Infratech accomplishes the scope of work defined in its task orders with the city.
  - Provide the city with project status and updates.
  - Assist with bidding administration.
  - Working with Infratech Consulting to review contractor applications for payment.
  - Reviewing contractor proposed change orders.
  - Managing contractor submittal and RFI processes.
3. CPL will perform other duties as assigned by staff.

**Fee Proposal**

CPL will perform the above referenced scope of work hourly as indicated in the hourly rates listed in Appendix 'B'. Rich Edinger's time will be billed at \$180/hour. We estimate this work will not exceed \$45,000 over the 26-month permitting, bidding and construction period.

We will not exceed the estimated budget without authorization from the City. Direct expenses will be billed at cost plus 15%. Direct expenses include, but are not limited to, reproduction cost, courier service, mileage, telephone/fax cost, etc.

**TERMS AND CONDITIONS:**

This agreement shall be administered in accordance with the Terms and Conditions listed in Appendix "A" and the hourly rates listed in Appendix "B" attached hereto.

This document together with the exhibits and/or appendices identified herein constitutes the entire understanding between Flowery Branch and CPL with respect to the work to be performed by CPL for the benefit of Flowery Branch and may only be modified in writing signed by both parties.

3011 Sutton Gate Dr.  
Suite 130  
Suwanee, GA 30024  
770.831.9000 TEL  
CPLTeam.com

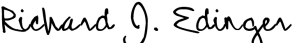
City of Flowery Branch  
Wastewater Treatment Plant Program Management Services Proposal  
July 8, 2021  
Page 2 of 5

Please sign and return the enclosed copy of this letter if this document satisfactorily sets forth the understanding of the arrangement between Flowery Branch and CPL. Receipt of the signed agreement will serve as our notice to proceed. This Contract will be open for acceptance for sixty days from the date of this letter.

We look forward to working with you on this project.

Sincerely,

**CPL ARCHITECTURE ENGINEERING & PLANNING**

DocuSigned by:  
  
DA066B7A3BD341A...  
Richard J. Edinger, P.E.  
Vice President

cc: file

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Vickie Short, Interim City Manager

Invoice Instructions:

Add the following project identifier or Purchase Order No. \_\_\_\_\_

Send our Invoice to the following email address: chere@flowerybranchga.org

Reference the following physical address: PO Box 757  
5410 Pine Street  
Flowery Branch, GA 30542



## APPENDIX "A" TERMS AND CONDITIONS

1. CPL Architecture, Engineering, and Planning (hereinafter CPL) shall perform the services defined in this Letter Agreement and Client agrees to pay CPL for said services as set forth in the agreement. In providing services under this Agreement, CPL shall perform in a manner consistent with and limited to that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances at the same time and in the same or similar locality. CPL makes no warranty, express or implied, as to its professional services rendered under this Agreement. Accordingly, the Client should prepare and plan for clarifications and modifications, which may impact both the cost and schedule of the Project.
2. All documents including Drawings and Specifications prepared by CPL are instruments of service in respect to the Project. They are not intended or represented to be suitable for reuse by Client or others on extensions of the Project or on any other project. Any reuse without written verification or adaptation by CPL for the specific purpose intended will be at Client's sole risk and without liability or legal exposure to CPL; and Client shall indemnify and hold harmless CPL from all claims, damages, losses, and expenses including attorneys' fees arising out of or resulting therefrom. Any such verification or adaptation will entitle CPL to further compensation at rates to be agreed upon by Client and CPL.
3. Client agrees to additionally compensate CPL for services resulting from significant changes in general scope of Project, for revising previously accepted reports, studies, design documents, or Contract Documents, or for delays caused by others rather than CPL.
4. Construction cost estimates prepared by CPL represents CPL's best judgment as professionals familiar with the construction industry. It is recognized, however, that CPL has no control over cost of labor, materials, or equipment, over contractors' methods of determining bid prices, or over competitive bidding or market conditions. CPL cannot and does not guarantee that proposals, bids, or actual construction costs will not vary from cost estimates prepared by CPL.
5. If requested by Client or if required by the scope of services of the Agreement, CPL shall visit the site at intervals appropriate to the stage of construction to become generally familiar with the progress and quality of the work and to determine in general if the work is proceeding in accordance with the Contract Documents. However, CPL shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the work. CPL shall not have control or charge of and shall not be responsible for construction means, methods, techniques, sequences, or procedures, or for safety precautions and programs in connection with the Work, for the acts or omissions of the contractor, subcontractors, or any other persons performing any of the work, or for the failure of any of them to carry out the work in accordance with the Contract Documents.
6. Surveying will be provided as stated in the Agreement. Surveying provided on an hourly basis will be charged with a 4-hour minimum at the hourly rates in effect at the time the service is performed. Replacement of survey markers resulting from contractor disturbance or vandalism will be accomplished on an hourly basis.
7. The cost of permits, fees, toll telephone calls, courier service, reproduction of reports, Drawings, and Specifications, transportation in connection with the Project, and other out of pocket expenses will be reimbursed to CPL by Client at cost plus 15%.
8. CPL shall submit monthly statements for services rendered and for reimbursable expenses incurred. Statements will be based upon CPL's time of billing. Payment is due upon receipt of CPL's Statement. If Client fails to make any payment due CPL for services and expenses within 30 days after the date of CPL's statement therefore, the amounts due CPL shall include a charge at the rate of 1.5% per month (18% per annum), or portion thereof, from said 30th day, and, in addition, CPL may, after giving 7 days' written notice to Client, suspend services under this Agreement until CPL has been paid in full all amounts due CPL are collected through an attorney or collection agency, Client shall pay all fees and costs of collection.
9. This Agreement may be terminated by either party upon 7 days' written notice should the other party fail substantially to perform in accordance with its terms through no fault to the party initiating termination, or in the event Project is cancelled. In the event of termination, CPL shall be paid the compensation plus Reimbursable Expenses due for services performed to termination date.
10. This Agreement shall be governed by the laws of the State Georgia. In recognition of the relative risks and benefits of the Project to both the Client and the Consultant, the risks have been allocated such that the Client agrees, to the fullest extent permitted by law, to limit the liability of the Consultant and Consultant's officers, directors, partners, employees, shareholders, owners and subconsultants for any and all claims, losses, costs, damages of any nature whatsoever or claims expenses from any cause or causes, including attorneys' fees and costs and expert-witness fees and costs, so that the total aggregate liability of the Consultant and Consultant's officers, directors, partners, employees, shareholders, owners and subconsultants shall not exceed \$15,000 or the Consultant's total fee for services rendered on this Project, whichever is greater. It is intended that this limitation apply to any and all liability or cause of action, including without limitation active and passive negligence, however alleged or arising, unless otherwise prohibited by law. In no event shall the Consultant's liability exceed the amount of available insurance proceeds. In the event the Client does not wish to limit the Consultant's professional liability, the Consultant agrees to waive this limitation upon written notice from the Client and agreement of the Client to pay 25% of the Consultant's total fee within five (5) calendar days after this agreement is fully executed. This additional fee is in consideration of the greater risk involved in performing work for which there is no limitation of liability.

City of Flowery Branch  
Wastewater Treatment Plant Program Management Services Proposal  
July 8, 2021  
Page 4 of 5

11. The services to be performed by CPL under this Agreement are intended solely for the benefit of the Client. Nothing contained herein shall confer any rights upon or create any duties on the part of CPL toward any persons not a party to this Agreement including, but not limited to, any contractor, subcontractor, supplier, or the agents, officers, employees, insurers, or sureties of any of them.

12. Client and CPL each binds himself and his partners, successors, executors, administrators, and assigns to the other party to this Agreement and to the partners, successors, executors, administrators, and assigns of such other party, in respect to all covenants of this Agreement. Neither Client nor CPL shall assign, sublet, or transfer his interest in this Agreement without the written consent of the other; however, CPL may employ others to assist in the carrying out of duties under this Agreement.

13. In the event the Client, the Client's contractors or subcontractors, or anyone for whom the Client is legally liable makes or permits to be made any changes to any reports, plans, specifications or other construction documents, including electronic files, prepared by CPL without obtaining CPL's prior written consent, the Client shall assume full responsibility for the results of such changes. Therefore, the Client agrees to waive any claim against CPL and to release CPL from any liability arising directly or indirectly from such changes. In addition, the Client agrees, to the fullest extent permitted by law, to indemnify and hold harmless CPL from any damages, liabilities or costs, including reasonable attorneys' fees and costs of defense, arising from such changes. The Client also agrees to include in any contracts for construction appropriate language that prohibits the Contractor or any subcontractors of any tier from making any changes or modifications to CPL's construction documents, including electronic files, without the prior written approval of CPL and that further requires the Contractor to indemnify both CPL and the Client from any liability or cost arising from such changes made without such proper authorization.

**APPENDIX "B"**  
**CPL HOURLY RATES**

|                                                         |                          |
|---------------------------------------------------------|--------------------------|
| <b>PRINCIPAL ENGINEER</b>                               | <b>\$210 - \$240/HR</b>  |
| <b>PROJECT MANAGER</b>                                  | <b>\$180 - \$210/HR</b>  |
| <b>SR. STAFF ENGINEER / SR. ARCHITECT / SR. PLANNER</b> | <b>\$ 145 - \$165/HR</b> |
| <b>STAFF ENGINEER / ARCHITECT / PLANNER</b>             | <b>\$ 125 - \$150/HR</b> |
| <b>JR. ENGINEER / JR. ARCHITECT / JR. PLANNER</b>       | <b>\$ 85 - \$125/HR</b>  |
| <b>DESIGNER / DRAFTPERSON</b>                           | <b>\$ 60 - \$70/HR</b>   |
| <b>JR. DESIGNER / JR. DRAFTPERSON / JR. PLANNER</b>     | <b>\$ 50 - \$55/HR</b>   |
| <b>SECRETARIAL</b>                                      | <b>\$ 45/HR</b>          |
| <b>AUTO MILEAGE</b>                                     | <b>IRS RATE + 15%</b>    |
| <b>MISCELLANEOUS</b>                                    | <b>COST PLUS 15%</b>     |

Last revised March 1, 2019



## FLOWERY BRANCH CITY COUNCIL

### EXECUTIVE SUMMARY



**SUBJECT:** Consider Black and Veatch Proposal for Capacity Study of Wastewater Treatment Facility

**COUNCIL MEETING DATE:** July 15, 2021

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**HISTORY:**

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**FACTS AND ISSUES:**

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**OPTIONS:**

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**IF FUNDING IS INVOLVED, ARE FUNDS APPROVED IN THE CURRENT BUDGET:**

No

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**AMOUNT AND SOURCE OF FUNDS:**

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**RECOMMENDATION:**

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**SAMPLE MOTION:**

Motion to allow Vickie Short, the Interim City Manager, to have Black and Veatch proceed on the Capacity Study of the Wastewater Treatment Facility.

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**COLLABORATING DEPARTMENT:**

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**DEPARTMENT:** Administration

**Prepared by:** Vickie Short

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**ATTACHMENTS**

- [Black & Veatch Proposal.pdf](#)



**BLACK & VEATCH**  
Building a **world** of difference.®

**Stephen L. Simpson, P.E., ENV S.P.**  
**Senior Project Manager**  
6 CONCOURSE PARKWAY, SUITE 1600  
ATLANTA, GA 30328  
770 521 8105 P  
678 923 6989 C

June 7, 2021

City of Flowery Branch  
Flowery Branch WWTP Interim  
Improvements

**B&V PN: CRM 128071**  
**B&V File: 11.1200**

Mr. Bob Troxler, PE  
Infratech Consultants, Inc  
1301 Hightower Trail  
Suite 130  
Atlanta, GA 30350

**Project Task Order**

Dear Bob:

Attached is the proposed scope of work and level of effort estimate as you requested to develop an interim improvements plan for the Flowery Branch WWTP to provide increased treatment capacity prior to the construction of the planned plant expansion.

As discussed, we believe we can accomplish the site meeting, technical evaluation and improvement sketches in one month from notice to proceed with the written preliminary engineering report following the improvement sketches deliverable by one month. This would enable the City to begin procuring construction services more quickly as discussed.

We understand that we would be working through subcontract with Infratec and believe that your standard form of contract with edits we suggested (with the 20-day window to pay) is acceptable.

We appreciate the opportunity to provide professional engineering services to the City of Flowery Branch and look forward to working with you. Please let me know if you have any questions.

Best Regards,  
BLACK & VEATCH

Stephen L. Simpson, P.E., ENV S.P.  
Senior Project Manager

Enclosure[s]



## **FLOWERY BRANCH WATER QUALITY RECLAMATION FACILITY CAPACITY STUDY**

### **1. Meetings and Site Visits**

Engineer shall coordinate project meetings, including documenting staff attendance, providing meeting minutes and following up on actions from meetings. The following meetings are included in the scope:

- 1.1. Site visit/Process Alternatives Meeting – Engineer will conduct an in-person site meeting at the Flowery Branch Water Quality Reclamation facility to review the scope of the study with City staff, to outline process alternatives, and agree on improvement approach.
- 1.2. Technical memo review meeting – Engineer shall conduct a review meeting on site to discuss the study outcome, preliminary engineering report and recommendations.

### **2. Establish Baseline Performance**

- 2.1. Data & information review – Engineer shall review influent, effluent and plant operational data as well as existing site drawings to establish current performance of the plant and its limitations.
- 2.2. Develop biowin model – Engineer shall develop a Biowin™ model of the plant that will be adjusted to match current performance to a level of accuracy sufficient to support evaluation of process alternatives. This effort will be based on existing plant data and no special sampling will be carried out.
- 2.3. Prepare current capacity statement – The outcome of this task will be a capacity statement that defines current capacity of the facility.

### **3. Alternatives Analysis**

- 3.1. Identify process alternatives – Engineer shall identify and document 2 potential process alternatives for discussion and review with the City at the process alternatives meeting. During the meeting, the desired process alternative will be selected for further analysis.
- 3.2. Evaluate process alternative – Engineer shall evaluate the desired process alternatives using the process model to predict expected performance with respect to flow and load.
- 3.3. Develop layout sketches – Engineer shall mark-up existing drawings in pdf format to document the required plant improvements for construction.
- 3.4. Prepare high-level hydraulic analysis – Engineer shall document the existing plant flexibility to use existing EQ under normal and peak flow conditions.

### **4. Prepare Technical Memorandum**

Engineer shall prepare a Technical Memorandum to summarize the analysis and document the recommendations for approval.

**Flowery Branch WRF Interim Improvements  
Level of Effort Estimate**

| <b>Project Estimates</b>                  |                                         | Principal     | Subject Matter Specialist | Senior Engineer | Engineer      | Total Hours | Total Cost         |
|-------------------------------------------|-----------------------------------------|---------------|---------------------------|-----------------|---------------|-------------|--------------------|
| <i>Billing Rates (\$/Hour)</i>            |                                         | <b>240.00</b> | <b>227.00</b>             | <b>190.00</b>   | <b>150.00</b> |             |                    |
| <b>1.0 Meetings and Workshops</b>         |                                         | <b>8</b>      | <b>8</b>                  | <b>0</b>        | <b>0</b>      | <b>16</b>   | <b>\$3,736.00</b>  |
| 1.1                                       | Site visit/Process alternatives Meeting | 4             | 4                         |                 |               | 8           | \$1,868.00         |
| 1.2                                       | Technical memo review meeting           | 4             | 4                         |                 |               | 8           | \$1,868.00         |
| <b>2.0 Establish Baseline Performance</b> |                                         | <b>4</b>      | <b>24</b>                 | <b>4</b>        | <b>16</b>     | <b>48</b>   | <b>\$9,568.00</b>  |
| 2.1                                       | Data & information review               | 4             | 12                        | 4               | 16            | 36          | \$6,844.00         |
| 2.2                                       | Develop blowin model                    |               | 8                         |                 |               | 8           | \$1,816.00         |
| 2.3                                       | Prepare current capacity statement      |               | 4                         |                 |               | 4           | \$908.00           |
| <b>3.0 Process Alternatives Analysis</b>  |                                         | <b>8</b>      | <b>48</b>                 | <b>4</b>        | <b>24</b>     | <b>84</b>   | <b>\$17,176.00</b> |
| 3.1                                       | Identify process alternatives           | 2             | 6                         |                 |               | 8           | \$1,842.00         |
| 3.2                                       | Evaluate process alternative            | 2             | 16                        |                 |               | 18          | \$4,112.00         |
| 3.3                                       | Develop layout sketches                 | 2             | 24                        |                 | 24            | 50          | \$9,528.00         |
| 3.4                                       | Prepare high-level hydraulic analysis   | 2             | 2                         | 4               |               | 8           | \$1,694.00         |
| <b>4.0 Prepare Technical Memorandum</b>   |                                         | <b>4</b>      | <b>24</b>                 | <b>20</b>       | <b>32</b>     | <b>80</b>   | <b>\$15,008.00</b> |
| <b>TOTAL BUDGET</b>                       |                                         |               |                           |                 |               |             |                    |
| <b>Total Hours</b>                        |                                         | <b>24</b>     | <b>104</b>                | <b>28</b>       | <b>72</b>     | <b>228</b>  | <b>\$45,488.00</b> |
| <b>Total Expenses</b>                     |                                         |               |                           |                 |               | -           | <b>\$100.00</b>    |
| <b>Total</b>                              |                                         |               |                           |                 |               | -           | <b>\$45,588.00</b> |





## FLOWERY BRANCH CITY COUNCIL

### EXECUTIVE SUMMARY



**SUBJECT:** Consider Resolution 21-009 - Mercer Group Professional Services Contract and Budget Amendment

**COUNCIL MEETING DATE:** July 15, 2021

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**HISTORY:**

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**FACTS AND ISSUES:**

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**OPTIONS:**

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**IF FUNDING IS INVOLVED, ARE FUNDS APPROVED IN THE CURRENT BUDGET:**

No

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**AMOUNT AND SOURCE OF FUNDS:**

\$21,700 from contingency

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**RECOMMENDATION:**

Approve Resolution 21-009 - Mercer Group Professional Services Contract and Budget Amendment

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**SAMPLE MOTION:**

I make a motion to approve for the Mayor to execute Resolution 21-009 executing the Mercer Group contract and authorizing the budget adjustment for said contract.

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**COLLABORATING DEPARTMENT:**

Finance

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**DEPARTMENT:** Administration

**Prepared by:** Vickie Short

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**ATTACHMENTS**

- [Resolution\\_21-009.pdf](#)
- [Attachment A - Budget Amendment Form.pdf](#)
- [Mercer Group Agreement.pdf](#)

**RESOLUTION NO.: 21-009**

**A RESOLUTION TO REQUEST APPROVAL OF PROFESSIONAL SERVICES CONTRACT WITH THE MERCER GROUP AND AMENDMENT TO THE FY2022 BUDGET**

**WHEREAS**, the City of Flowery Branch counsel is working on filling the City Manager position;

**WHEREAS**, the Counsel seeks authorization to establish professional services contract with the Mercer Group to advertise and market for candidates for the City Manager position for a total cost of \$21,700;

**WHEREAS**, the City Council approved a budget for fiscal year 2022 for the City of Flowery Branch on June 17, 2021 by Resolution 21-008; and

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

**WHEREAS**, this adjustment maintains a balanced budget for all funds.

**NOW, THEREFORE, BE IT RESOLVED THAT** the governing body for the City of Flowery Branch hereby approves for the Mayor to sign the professional services contract with the Mercer Group for a total cost of \$21,700; and

**NOW, THEREFORE, BE IT RESOLVED THAT** the governing body for the City of Flowery Branch hereby adopts the adjustment to the budget listed on Attachment A, attached hereto and made a part of the Resolution.

**RESOLVED this 15th day of July 2021.**

\_\_\_\_\_  
James M. Miller, Mayor

ATTEST:

\_\_\_\_\_  
Shelia Cooper, Assistant City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
E. Ronald Bennett, Jr., City Attorney

*City of Flowery Branch  
Request For Budget Adjustment*



**ATTACHMENT A**

Fund/Department: 100 Effective Date: 7/1/2021

| Account Number  | Account Name                         | Current Budget | Debit (Credit) | Revised Budget |
|-----------------|--------------------------------------|----------------|----------------|----------------|
|                 |                                      |                |                | -              |
| 100-0000-579000 | Contingency                          | 137,947        | (21,700)       | 116,247        |
| 100-1320-521204 | City Manager / Professional Services | -              | 21,700         | 21,700         |
|                 |                                      |                |                | -              |
|                 |                                      |                |                | -              |
|                 |                                      |                |                | -              |
|                 |                                      |                |                | -              |
|                 |                                      |                |                | -              |
|                 |                                      |                |                | -              |
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|                 |                                      |                |                | -              |
|                 |                                      |                |                | -              |
|                 |                                      |                |                | -              |
|                 |                                      |                |                | -              |
|                 |                                      |                |                | -              |
|                 |                                      |                |                | -              |
|                 |                                      |                |                | -              |
| Totals          |                                      | \$ 137,947     | \$ -           | \$ 137,947     |

Justification: RESOLUTION 21-009: BUDGET AMENDMENT TO FY2022 APPROVED BUDGET FROM JUNE 17, 2021.  
(Mercer Group Contract)

Approvals: Finance Director: *Christa L. Gaudin* Date: 7/2/2021  
City Manager: \_\_\_\_\_ Date: \_\_\_\_\_  
Mayor: \_\_\_\_\_ Date: \_\_\_\_\_

|                                             |                         |
|---------------------------------------------|-------------------------|
| <i>Finance Department Use</i>               |                         |
| Posted By: _____                            | Date Posted: _____      |
| Council Action Required: Yes _____ No _____ | Budget Adjust. #: _____ |





## MERCER GROUP ASSOCIATES

107 Indigo Lane  
Athens, GA 30606



REDDISH EXECUTIVE SEARCH, LLC

(706) 614 4961  
alanreddish51@gmail.com

TO: Mayor and Council  
City of Flowery Branch

FR: Alan Reddish, Senior Associate  
Mercer Group Associates

RE: City Manager Search Proposal

DT: June 24, 2021

Thank you for allowing Reddish Executive Search Associates, dba Mercer Group Associates to provide a proposal to assist the City of Flowery Branch with its search for a City Manager. This appointment is an important decision, and the selection process should be conducted carefully to ensure that the person selected truly satisfies the unique needs of the City. Mercer Group Associates will provide a quality search process by partnering with the City to recruit a City Manager who embraces the values of the Flowery Branch community and has the requisite professional management experience necessary for success.

Mercer Group has extensive experience conducting executive level searches for local governments across the country. The team specifically assigned to your project, Alan Reddish and Lisa Ward, has conducted over 45 local government searches in Georgia in the last four years. They are former Georgia local government practitioners whose Georgia experience and knowledge base are unmatched by other firms.

Mr. Reddish and Ms. Ward will be the professionals you interact with throughout the entire search process and are available to be on-site three times during the search process (if allowed by Covid-19 restrictions). If additional on-site visits are needed, visits can be easily arranged since your project will be managed from our office in Athens. Biographical information about our team members is shown below along with a partial list of Georgia searches they have conducted.

### **W. Alan Reddish, Senior Associate**

Mr. Reddish specializes in Executive Search for the Mercer Group and will serve as the Project Manager for your search. He has over 35 years of experience as a local government manager serving as Manager in three Georgia communities, most recently retiring as Manager of the Unified Government of Athens-Clarke County after 15 years of service. In that capacity Mr. Reddish was responsible for an operating budget exceeding \$190 million, 1700 employees, and



three capital programs totaling over \$500 million. During his tenure as Manager, Mr. Reddish conducted many national searches to recruit and hire a professional team of department directors to ensure efficient delivery of services to the Athens-Clarke County community of 123,000, which is home to the University of Georgia. Positions filled included Asst. County Manager, Finance Director, Information Technology Director, Leisure Services Director, Police Chief, Fire Chief, Solid Waste Director, Economic Development Director, and Human Resources Director.

Mr. Reddish's professional career also includes three years of service as the Associate Director of the Carl Vinson Institute of Government at the University of Georgia. In that role he was responsible for the management of faculty and support staff that delivered 500 training and professional development programs annually to local and state government officials throughout Georgia.

Mr. Reddish holds a Bachelor's degree in Political Science from the University of Georgia and a Master's degree in Public Administration from Troy State University. He received the first *Pillar of the Profession Award* from the Georgia City/County Management Association which annually recognizes a person that has demonstrated a sustained commitment to personal and professional development along with mentoring, coaching, and counseling peers and other local government officials.

#### **Lisa A. Ward, Senior Associate**

Lisa Ward will serve as the Senior Consultant for this project. Ms. Ward has 30 years of combined government and human resources experience. She worked for many years at the Director level in various Human Resources functions of local government. Prior to becoming a member of the Mercer team, Ms. Ward was responsible for developing, implementing, and administering programs and policies for the nation's second largest Electric Membership Corporation (EMC). Ms. Ward handled all employee benefits administration, recruiting and retention strategies, as well as employee performance management, training, and development. She has been responsible for self-funded insurance programs including, health, dental, short-term disability, general liability, and worker's compensation, managing millions of dollars annually.

Ms. Ward retired June 1, 2008, as an officer from United States Air Force with 23 years of active and reserve military service. During her military career she served in three branches of the armed forces: Navy, Army and Air Force which provided her an in-depth understanding of the importance of diversity, confidentiality, and leadership development.

Ms. Ward has a Master's Degree in Public Administration (MPA) from the University of North Florida in Jacksonville, Florida and a Bachelor's Degree in Psychology from the University of Nebraska. In July 2016, Lisa attended the Senior Executive Institute (SEI) at the University of Virginia focusing on high performing organizations. She is a Human Resources professional and



holds her PHR and SHRM-CP certifications. Ms. Ward served as the President of the Athens-Area Society for Human Resources Management (AASHRM) from 2016-2018 and recently served on the ICMA Veteran's Task Force. She serves as a volunteer Guardian Ad Litem in her community advocating for children in need for the local court system. Ms. Ward also serves as a Board Member for the non-profit organization, Blessings in a Backpack, feeding children that would otherwise go without meals on the weekends.

**Partial List of Searches Conducted by the Mercer Group Associates—Georgia Team:**

City/County Managers and Administrators

- Roswell, Social Circle, Brunswick, Norcross, Cartersville, Clarkston, Glynn County, Avondale Estates, South Fulton, Fairburn
- Assistant Managers: Liberty County, Carrollton, Bryan County

Human Resources Directors

- Hall County, Richmond Hill, Bryan County, Savannah, Henry County, Clayton County Water Authority,

Public Works, Engineers, Stormwater Directors

- Lawrenceville, Savannah, Bryan County, Milton, Statesboro, Newnan, Valdosta

Planning/Community Development Directors

- Coweta County, Bryan County, Statesboro, Winder

Police Chiefs

- Columbus, Savannah, Chamblee, Forest Park, Valdosta

The proposed Professional Services Agreement and Scope of Services for your search is attached below as Attachment "A". We look forward to working with Flowery Branch on this important project. If you have any questions concerning our proposal, please give me a call at 706-614-4961 or email me at [alanreddish51@gmail.com](mailto:alanreddish51@gmail.com).

Sincerely,

W. Alan Reddish  
Senior Associate  
Mercer Group Associates



**Attachment "A"**

**PROFESSIONAL SERVICES AGREEMENT**

This AGREEMENT, made as of this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by and between **REDDISH EXECUTIVE SEARCH ASSOCIATES LLC, dba Mercer Group Associates** and the **CITY OF FLOWERY BRANCH** a municipal corporation of the state of Georgia.

**WITNESSETH:**

WHEREAS, the City of Flowery Branch (hereinafter referred to as "City") has made a request for a final proposal from Reddish Search Associates LLC, dba Mercer Group Associates (hereinafter referred to as "Mercer") to assist the City in conducting a search for a City Manager (hereinafter referred to as "Manager"); and

WHEREAS, the City selected Mercer's proposal as the proposal that best meets its needs and the City desires to hire Mercer to perform the search; and

WHEREAS, Mercer desires to provide professional assistance to the City as it undertakes its responsibility of hiring a City Manager.

NOW THEREFORE, in consideration of the following mutual covenants and other good and valuable consideration, the receipt and adequacy of which is hereby acknowledged by all parties hereto, Mercer and the City hereby agree as follows:

1. Mercer agrees to work with the City to conduct an effective search process for filling the position of City Manager in accordance with the Scope of Services outlined and attached (Appendix "A") and made a part of this agreement.
2. The City agrees to compensate Mercer for its services with a base fee of \$17,500 (seventeen thousand five hundred dollars). The City also agrees to reimburse Mercer for direct expenses incurred such as advertising, third-party background checks, consultant travel/lodging, report preparation and other reasonable incidentals. Cost for direct expenses will not exceed \$4,200 (four thousand two hundred dollars) without written approval of the City. The cost for final candidates to travel to Flowery Branch for interviews or other reasons required by the City is not included in this agreement. Those costs may be paid by the City directly to the candidates on a reimbursement basis and are difficult to estimate because they are dependent upon the number of candidates the City selects to interview, and the distance candidates must travel for the interviews.

The City agrees to pay one-third of the base fee (\$5,833.33) at the time notice to proceed



is given to Mercer; one-third (\$5,833.33) when applications are closed and Mercer provides a recommended list of semi-finalists to the City to be approved for more intensive review by Mercer; and the final one-third (\$5,833.33) when interview packages of the semi-finalist, recommended by Mercer and approved by the City, are delivered to the City and interview dates are established by Mercer in coordination with the City. All payments for agreed upon services shall be due and payable upon the submittal of an invoice by Mercer describing services completed.

3. The City and Mercer both agree that this Agreement shall be governed by the laws of the State of Georgia.
4. The City and Mercer agree that Reddish Executive Search Associates LLC, dba Mercer Group Associates is an independent contractor to the City and Mercer acknowledges that it will not be the recipient of any benefits granted to employees by the City.
5. Mercer confirms that the firm presently is a member of the E-Verify program and will apply the E-Verify process during the entire duration of this contract to ensure the firm does not employ or sub-contract with persons who are illegal aliens or who otherwise cannot legally work in the United States.
6. Mercer confirms that the firm is an equal opportunity employer and assures equal opportunity based on ability and fitness for all employees, contractors, and applicants regardless of race, color, religion, sex or sexual orientation, age, marital or veteran's status, national origin, or the presence of any sensory, mental, or physical disability. Our equal employment policy is disseminated to all applicants, employees, and contractors. The intent of this policy applies to internal operations, recruitment, and consulting activities conducted by the firm.
7. The City and Mercer both agree that in the event any dispute arises between the parties, the complaining party shall promptly notify the other of the dispute in writing. Each party shall respond to the other party in writing within ten (10) working days of the receipt of such notice.
8. The City and Mercer both agree that any amendments to this Agreement shall be made in writing and executed by both parties. No proposed amendment which is not in writing and executed by both parties shall affect the terms of this agreement.
9. The parties shall have the right at either party's convenience to terminate this Agreement following ten (10) days written notice to the affected party. Should either party terminate this agreement, the City shall only be obligated to pay Mercer for those services rendered as of the date of termination.



**REDDISH EXECUTIVE SEARCH ASSOCIATES, LLC**  
**dba Mercer Group Associates**

*W. Alan Reddish*

**W. Alan Reddish**  
**Senior Associate**

**CITY OF FLOWERY BRANCH, GA**

**BY:** \_\_\_\_\_

(Name and Title)

**Attest:** \_\_\_\_\_





## Scope of Services: Flowery Branch City Manager

### PROJECT TEAM

The following Mercer team members will be responsible for assisting the City with its search for a City Manager.

#### **W. Alan Reddish, Senior Associate**

Mr. Reddish specializes in Executive Search for the Mercer Group and will serve as the Project Manager and primary contact for this search. He focuses his work on the State of Georgia having completed dozens of Georgia local government executive searches over the past four years.

Mr. Reddish has over 35 years of experience as a local government manager serving as Manager in three Georgia communities, most recently retiring as Manager of the Unified Government of Athens-Clarke County after 15 years of service. In that capacity Mr. Reddish was responsible for an operating budget exceeding \$190 million, 1700 employees, and three capital programs totaling over \$500 million. During his tenure as Manager, Mr. Reddish conducted many national searches to recruit and hire a professional team of department directors to ensure efficient delivery of services to the Athens-Clarke County community of 123,000, which is home to the University of Georgia.

Mr. Reddish's professional career also includes three years of service as the Associate Director of the Carl Vinson Institute of Government at the University of Georgia. In that role he was responsible for the management of faculty and support staff that delivered 500 training and professional development programs annually to local and state government officials throughout Georgia.

Mr. Reddish holds a Bachelor's degree in Political Science from the University of Georgia and a Master's degree in Public Administration from Troy State University. He received the first *Pillar of the Profession Award* from the Georgia City/County Management Association which annually recognizes a person that has demonstrated a sustained commitment to personal and professional development along with mentoring, coaching, and counseling peers and other local government officials.

#### **Lisa Ward, Senior Associate**

Lisa Ward will serve as the Senior Consultant for this project. She has 30 years of combined government and human resources experience. Ms. Ward worked for many years at the



Director level in various functions of local government related to Human Resources. Prior to becoming a member of the Mercer team, Ms. Ward was responsible for developing, implementing, and administering programs and policies for the nation's second largest Electric Membership Corporation (EMC). Ms. Ward handled all employee benefits administration, recruiting and retention strategies, as well as employee performance management, training, and development. She has been responsible for self-funded insurance programs including, health, dental, short-term disability, general liability, and worker's compensation, managing millions of dollars annually.

Ms. Ward retired June 1, 2008, as an officer from United States Air Force with 23 years of active and reserve military service. During her military career she served in three branches of the armed forces: Navy, Army and Air Force which provided her an in-depth understanding of the importance of diversity, confidentiality, and leadership development.

Ms. Ward has a Master's Degree in Public Administration (MPA) from the University of North Florida in Jacksonville, Florida and a Bachelor's Degree in Psychology from the University of Nebraska. In July 2016, Lisa attended the Senior Executive Institute (SEI) at the University of Virginia focusing on high performing organizations. She is a Human Resources professional and holds her PHR and SHRM-CP certifications. Ms. Ward served as the President of the Athens-Area Society for Human Resources Management (AASHRM) from 2016-2018 and recently served on the ICMA Veteran's Task Force.

## **WORK PLAN**

Mercer Group's work plan will be interactive with the City throughout the entire search process. Mercer will be on-site (as permitted by Covid-19 restrictions) during the Position Analysis, Candidate Screening, and Interview phases of the Work Plan described below. Additional visits easily can be scheduled since your project will be managed from our Athens office. The City Manager search will be a national search but will demonstrate sensitivity to candidates that have local and regional qualifications.

**Position Analysis:** Mercer will conduct individual interviews with the Mayor & Council and other stakeholders identified by the Mayor to determine the goals, future plans, major local issues, desirable qualities of the new City Manager, expected leadership style, minimum training and experience required. Based on those interviews/meetings and review of the job description adopted by the City, Mercer will prepare a draft position profile in the form of a recruitment brochure designed to attract highly qualified applicants. The profile will include information about the City, services provided, major issues to be addressed, the position duties and responsibilities, minimum qualifications, and selection criteria. The final profile will be approved by the City in order to arrive at a general agreement regarding the specifications for the position. The completed recruitment brochure will be used primarily in an electronic format attached to all national, regional, and state announcements concerning the City Manager search.



**Recruitment Process:** Mercer will work with the City to determine which advertising options are most likely to produce quality applicants for the position. These ads will be primarily electronic postings on national and state websites related to professional journals, professional newsletters, and other websites typically viewed by management professionals. These outreach efforts will include postings specifically focused on creating a diverse candidate pool for the City's consideration. Mercer will also make direct contact with persons in management positions listed in the Mercer Group's data base. This data base includes potential candidates who are currently serving as City/County Managers/Administrators, Assistant Administrators/Managers, and other upper-level management professionals. Mercer will also rely heavily on our personal contacts with management professionals we have developed relationships with during recent searches who may meet the City's requirements. The formal recruitment process will be not less than 30 days to ensure many qualified candidates are aware of the opportunity and have adequate time to apply.

**Resume Review:** All resumes/applicants will be received directly by Mercer. Mercer will review and analyze each applicant's background and experience against the approved position profile criteria. Applicants not meeting the minimum requirements will be placed in "hold" status and will not continue to be actively considered. Mercer will acknowledge all resumes received and keep candidates informed of their status as the process evolves.

**Candidate Screening:** An initial screening of the most promising candidates will be conducted by Mercer through telephone/video interviews and preliminary reference checks to assess educational background, technical knowledge, experience level, management style, and personality traits. Once the initial screening is completed, Mercer will select a short list of 5-7 candidates that appear to be the most qualified and most closely match the position profile criteria. A summary of those candidates' resumes and background information, gathered by Mercer to date, will be shared with the City to determine if the candidates meet expectations and therefore should be evaluated further by Mercer. The City will be asked to select 4-5 semi-finalists for extensive background checks by Mercer and ultimately to be interviewed assuming they successfully complete the Mercer background checks. If none of these candidates are satisfactory to the City, Mercer will continue the search process at no additional cost to the City except direct reimbursable expenses.

**Background Checks:** Mercer will conduct a more intensive background check of candidates identified as qualified (i.e. semi-finalists) by the City to verify the accuracy of information related to academic credentials, past employment, financial stability, criminal history and driving record. Additional references will be contacted to better assess each candidate's work experiences and a social media/internet review will be conducted to ensure no candidate background "surprises" surface later. The results of the background checks, reference checks, and social media search along with all resumes and other application materials gathered by Mercer will be shared with



the City in report format prior to interviews being conducted so that interviewers can prepare for interviewing the recommended City Manager semi-finalists.

**Interview Process:** Mercer, working with the City, will arrange interview times with the final 4-5 semi-finalist in accordance with an interview process approved by the City. At the discretion of the City, the process may include interview panels of professional peers and City Department Directors, in addition to interviews with the Mayor and Council. If requested by the City, psychological testing and position assessment center reviews can be arranged by Mercer, at an additional cost. These are outside partnerships which will require coordination with other entities for scheduling purposes and may extend the selection timeline. Mercer will also provide recommended questions to be used in the interview process to produce consistency of information received from each candidate and to ensure appropriateness of questions asked. Mercer will act as facilitators for the interviews and will participate in the interview process at any level directed by the City. Guidelines and suggestions for conducting a successful interview will be discussed with all interviewers before the interview process begins. Mercer will provide observations and insights about each candidate after the interviews.

**Follow-Up:** Mercer will assist, if requested by the City, in the negotiations of an employment agreement to include salary, benefits, and other conditions of employment with the candidate chosen by the City. Final approval of all aspects of the terms of employment rests with the City. An employment agreement draft will be provided to the City Attorney for review if requested. In the event an employment agreement cannot be negotiated with the selected candidate, Mercer will work with the City to select an alternate candidate.

## **COMMITMENTS AND GUARANTEES**

Mercer commits to properly handle all media inquiries. Unless otherwise directed, it is our standard practice to advise all media that we are working on behalf of the City and that any public statements should come directly from the Mayor's Office. We will maintain confidentiality of candidate information and recommend that the City do the same to the degree possible under Georgia law. Mercer will suggest actions and timelines for actions by the City that we believe will ensure that the City always remains in compliance with Georgia Open Meetings/Records Acts; however, all final decisions of compliance rest with the City as advised by the City Attorney. Mercer will formally notify all unsuccessful candidates who were interviewed or will provide a draft letter the Mayor may wish to use to officially notify candidates not selected.

Mercer will provide the City with timely status reports of the progress of the search. These email updates will include status of the recruitment efforts, steps being taken to meet the stated timeline, and a summary of expenses incurred to date. We will coordinate all our needed



support from the City through the City Clerk unless otherwise directed, for such items as arranging interviews, providing public documents such as budgets and employee benefits information, gathering information for the recruitment brochure, and processing Mercer Group invoices for payment of services.

The Mercer Group will not recruit candidates from the City for two years after completion of the search assignment without the full agreement of the City. We will never recruit a candidate whom we placed with the City as long as he/she is employed by the City without the full agreement of the City. If the candidate we placed with the City leaves for any reason (including termination) during the 12-month period following the date of placement, Mercer will conduct another candidate search and charge the City for only the out-of-pocket expenses required to make the new placement.

## **PROJECT TIMELINE**

Mercer will focus its resources and efforts with a goal of having a City Manager selected within 90 days after receiving notice to proceed. Please note this does not include any waiting time that may be required by Georgia Open Records/Meetings Acts. Below is a breakdown of the Work Plan items noted above and associated days needed to complete the critical elements of the search.

Upon receipt of Notice to Proceed from the City, Mercer will develop a project calendar of events that will identify specific dates to complete the search within the 90-day schedule. The work calendar will remain flexible throughout the search process to meet the needs of the City and to reduce the number of days needed to complete the process if possible. Upon approval of this proposal, Mercer is prepared to negotiate a specific start date that meets the needs of the City and considers other Mercer Group commitments already in place.

|                                                            |                      |
|------------------------------------------------------------|----------------------|
| <b>1. Interview Mayor &amp; Council/Position Analysis:</b> | <b>14 days</b>       |
| <b>2. Recruitment Process:</b>                             | <b>40 days</b>       |
| <b>3. Resume Review &amp; Candidate Screening:</b>         | <b>10 days</b>       |
| <b>4. Candidate Background Checks:</b>                     | <b>21 days</b>       |
| <b>5. Interview/Selection Process:</b>                     | <b>3 days</b>        |
| <b>6. Negotiate Conditional Employment Agreement:</b>      | <b><u>2 days</u></b> |
| <b>Total</b>                                               | <b>90 days</b>       |



## FLOWERY BRANCH CITY COUNCIL

### EXECUTIVE SUMMARY



**SUBJECT:** Woodfield Conservation Easement

**COUNCIL MEETING DATE:** July 15, 2021

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**HISTORY:**

A condition of the Woodfield zoning required the Developer to execute and provide the City with a Uniform Deed of Conservation and Trail Easement. The acquisition of this easement will allow for interconnectivity of Flowery Branch Middle School to the north and the Hickman and Stonebridge Village properties to the south and facilitate the overall development of the South Hall portion of the Highlands to Islands Trail System. Staff recommends authorizing the mayor to sign the Uniform Deed of Conservation and Trail Easement.

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**FACTS AND ISSUES:**

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**OPTIONS:**

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**IF FUNDING IS INVOLVED, ARE FUNDS APPROVED IN THE CURRENT BUDGET:**

Yes

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**AMOUNT AND SOURCE OF FUNDS:**

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**RECOMMENDATION:**

Approve

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**SAMPLE MOTION:**

Motion to grant authorization to the Mayor to sign the Uniform Deed of Conservation and Trail Easement.

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**COLLABORATING DEPARTMENT:**

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**DEPARTMENT:** Administration

**Prepared by:** Vickie Short

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**ATTACHMENTS**

- [582- Rezoning 4496 Hog Mountain - Woodfield Development.pdf](#)
- [GHMPO-Trail-Study.pdf](#)



- [Flowery Branch Apartments Owner, LLC of Conservation & Trail Easement.pdf](#)

Public Hearing Published 5/30/19  
Public Hearing 8/15/19

First Reading 8/15/19  
Adopted 9/19/19

## **ORDINANCE NO. 582**

**AN ORDINANCE AMENDING THE ZONING MAP OF THE CITY OF FLOWERY BRANCH, GEORGIA, BY REZONING 32.5 +/- ACRES OF LAND OWNED BY FLOWERY BRANCH LAND, LLC. COMMONLY KNOWN AS 4496 HOG MOUNTAIN ROAD AND IDENTIFIED AS TAX PARCEL 08097000001A, AS SHOWN ON ATTACHED EXHIBIT "A", AS DESCRIBED ON ATTACHED EXHIBIT "B", BY REZONING SAID TRACT OF LAND FROM A (AGRICULTURAL) TO R-3 (MULTI-FAMILY RESIDENTIAL) AND HB (HIGHWAY BUSINESS) SUBJECT TO THE CONDITIONS SET FORTH IN ATTACHED EXHIBIT "C"; PROVIDING FOR SEVERABILITY, REPEALING CONFLICTING ORDINANCES, PROVIDING FOR AN EFFECTIVE DATE AND FOR ALL OTHER LAWFUL PURPOSES.**

**WHEREAS**, Flowery Branch Land, LLC., owns all that tract or parcel of land being considered for rezoning totaling 32.5 +/- acres identified as Parcel Tax Identification No. 08097000001A, as shown on Exhibit "A", and as described on Exhibit "B"; and

**WHEREAS**, the City Council of the City of Flowery Branch has considered the application as submitted by Planners and Engineers Collaborative, Inc., and in conjunction with the standards set forth in Article 34 - Section 34.7 of Zoning Ordinance No. 348 of the City of Flowery Branch, Georgia; and

**WHEREAS**, Planners and Engineers Collaborative, Inc., has submitted to the City Council of Flowery Branch, Georgia, a written and signed application requesting to be rezoned and whereas a survey and complete description of the land to be rezoned is included in the application; and

**WHEREAS**, the City Council held a public hearing at the meeting of August 15th, 2019, duly noticed as prescribed by law and published in the Gainesville Times, regarding said application, as shall be set forth in the minutes of said meeting.

**NOW THEREFORE, THE COUNCIL OF THE CITY OF FLOWERY BRANCH HEREBY ORDAINS AS FOLLOWS:**

### **SECTION 1. FINDINGS:**

The City Council finds that the proposed rezoning of the parcel from Flowery Branch A (Agricultural) to Flowery Branch M-3 (Residential Multi-Family) and HB (Highway Business) is consistent with the adopted standards for governing the exercise of the zoning power consistent with O.C.G.A. § 36-66-5 and requirements of the Zoning Ordinance as identified below.

1. The proposal will permit a use that is suitable in view of the use and development of adjacent and nearby property.

2. The proposal is not expected to adversely affect the existing use or usability of adjacent or nearby property.
3. The property could be used in accordance with the existing regulations and has a reasonable economic use as currently zoned A.
4. The development if approved and constructed is not expected to result in a use which will or could cause an excessive or burdensome use of existing streets, transportation facilities, utilities, or schools.
5. The proposal is in conformity with the policy and intent of the comprehensive plan including the character area map and future land use plan map.
6. The proposal is considered appropriate in view of existing use(s) and zoning of the subject property and nearby properties.
7. No determination has been made by staff with regard to the value differential between development under the current zonings as opposed to proposed.
8. A proposed development will not be a deterrent to the value or improvement of development of adjacent property in accordance with existing regulations.
9. There are no known adverse effects that would result from the change in zoning district map, or change in use, on the character of a zoning district.
10. Development as proposed is not expected to impact on the environment, including but not limited to, drainage, soil erosion and sedimentation, flooding, air quality and water quality. Compliance with city subdivision and land development regulations will be required, which include but are not limited to soil erosion and sedimentation, stormwater, and flood damage prevention.

## **SECTION 2. LEGAL DESCRIPTION:**

The rezoning of the subject parcel, as shown on Exhibit “A” and as legally described in Exhibit “B”, from A (Agricultural) to M-3 (Multi-Family Residential) and HB (Highway Business). Said Exhibits are incorporated.

## **SECTION 3. AMENDMENT OF THE ZONING MAP:**

This Ordinance is enacted as an amendment to the Zoning Map of Flowery Branch, Georgia. Accordingly, the Zoning Administrator is hereby authorized to update the Official Map consistent with Article 3 of the Zoning Ordinance.

**SECTION 4. SEVERABILITY:**

Should any section or provision of this Ordinance be declared invalid or unconstitutional by any court of competent jurisdiction, such declaration shall not affect the validity of this Ordinance as a whole or any part thereof which is not specifically declared to be invalid or unconstitutional.

**SECTION 5. EFFECTIVE DATE:**

The effective date of this Ordinance shall be September 19, 2019.

**SECTION 6. REPEALER:**

All ordinances and parts of ordinances in conflict herewith are hereby repealed to the extent of the conflict.

Approved this 19<sup>th</sup> day of September 2019.

  
James M. Miller, Mayor

  
Melissa McCain M.M.C., City Clerk

APPROVED AS TO FORM

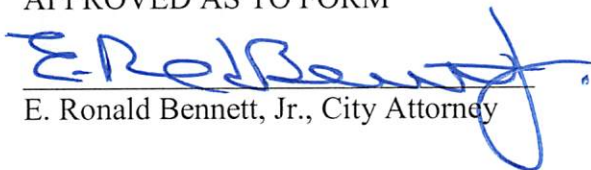
  
E. Ronald Bennett, Jr., City Attorney



Exhibit "A"

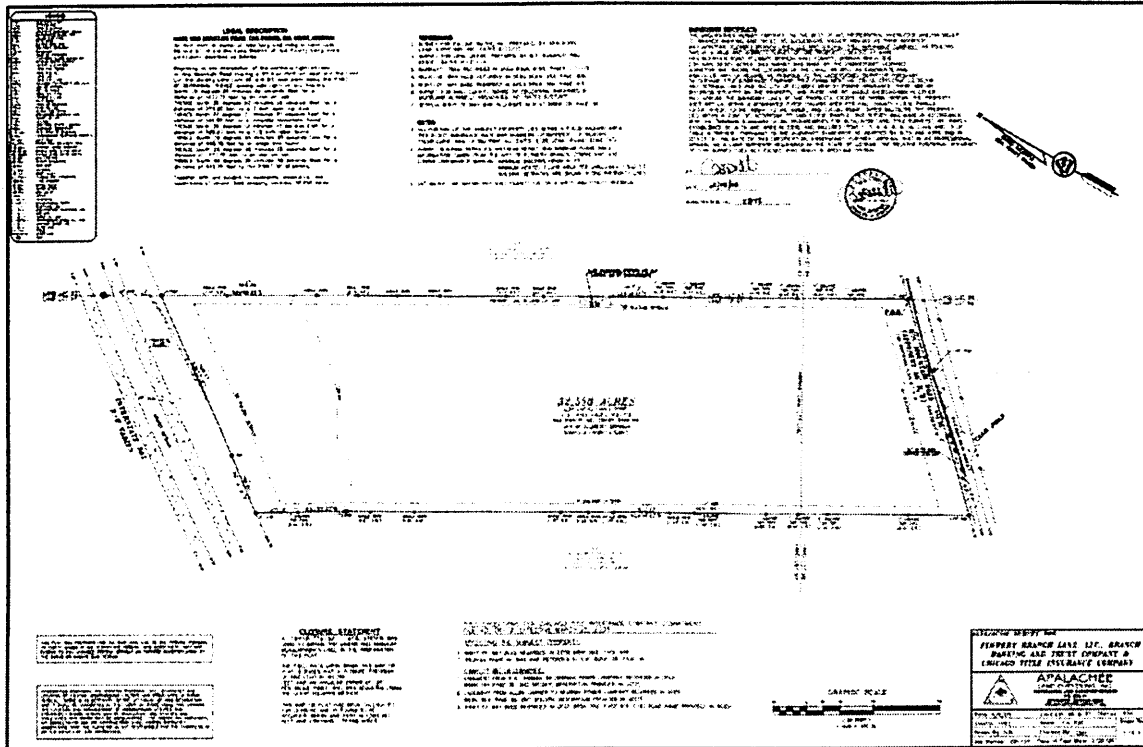


Exhibit "B"

### Legal Description – PROPOSED HB (HIGHWAY BUSINESS) COMMERCIAL TRACT

ALL THAT TRACT OR PARCEL OF LAND lying and being in Land Lot 96 of the 8<sup>th</sup> District, Hall County, Georgia and being more particularly described as follows:

To find the TRUE POINT OF BEGINNING, commence at an iron pin found at the intersection of the westerly right-of-way line of Hog Mountain Road and the Land Lot Line common to Land Lots 94 & 96; thence along said westerly right-of-way line of Hog Mountain Road the following courses and distances: South 15 degrees 44 minutes 25 seconds East a distance of 56.51 feet to a point and the TRUE POINT OF BEGINNING, from the TRUE POINT OF BEGINNING as thus established; thence continue Southerly along said line, a distance of 386.15 feet to a point; thence leaving said right-of-way line, South 62 degrees 30 minutes 6 seconds West a distance of 302.38 feet to a point; thence North 16 degrees 11 minutes 29 seconds West a distance of 445.42 feet to a point; thence North 73 degrees 48 minutes 31 seconds East a distance of 299.56 feet to a point and the TRUE POINT OF BEGINNING.

Said tract containing 2.84 acres more or less.

**Legal Description – PROPOSED R-3 RESIDENTIAL TRACT**

**ALL THAT TRACT OR PARCEL OF LAND lying and being in Land Lots 96 & 97 of the 8<sup>th</sup> District, Hall County, Georgia and being more particularly described as follows:**

**BEGINNING at an iron pin found at the intersection of the westerly right-of-way line of Hog Mountain Road and the Land Lot Line common to Land Lots 94 & 96; thence along said westerly right-of-way line of Hog Mountain Road South 15 degrees 44 minutes 25 seconds East a distance of 56.51 feet to a point; thence leaving said right-of-way line South 73 degrees 48 minutes 31 seconds West a distance of 299.56 feet to a point; thence South 16 degrees 11 minutes 29 seconds East a distance of 445.42 feet to a point; thence North 62 degrees 30 minutes 6 seconds East a distance of 302.38 feet to a point; thence along said right-of-way line South 15 degrees 44 minutes 25 seconds East a distance of 230.04 feet to a point; thence leaving said right-of-way line North 89 degrees 18 minutes 2 seconds West a distance of 1,872.33 feet to a point; thence South 89 degrees 18 minutes 10 seconds West a distance of 275.00 feet to a point; thence North 22 degrees 19 minutes 50 seconds West a distance of 184.60 feet to a point; thence North 23 degrees 38 minutes 10 seconds West a distance of 526.57 feet to a point; thence South 89 degrees 36 minutes 45 seconds East a distance of 468.38 feet to a point; thence South 89 degrees 17 minutes 25 seconds East a distance of 1,777.70 feet to a point and the TRUE POINT OF BEGINNING.**

**Said tract containing 29.71 acres more or less.**

**Legal Description - OVERALL**

**14496 Hog Mountain Road, Tax Parcel NO. 08097 000001A**

**All that tract or parcel of land lying and being in Land Lots 96 and 97 of the 8<sup>th</sup> Land District of Hall County being more particularly described as follows:**

**Beginning at the intersection of the northerly right-of-way of Hof Mountain Road (having a 80 foot right-of way) and the Land Lot line dividing Land Lot 96 and 93, said point being the POINT OF BEGINNING; THENCE leaving said right-of-way heading North 29 degrees 26 minutes 42 seconds West for a distance of 1872.33 feet to an iron pin set;**

**THENCE North 30 degrees 50 minutes 30 seconds West for a distance of 275.00 feet to a 3 inch open top pipe;**

**THENCE North 37 degrees 31 minutes 30 seconds East for a distance of 184.60 feet to a concrete monument found;**

**THENCE North 36 degrees 13 minutes 10 seconds East for a distance of 526.57 feet to a ½ inch rebar found;**

**THENCE South 29 degrees 45 minutes 25 seconds East for a distance of 468.38 feet to an angle iron found;**

**THENCE South 29 degrees 26 minutes 05 seconds East for a distance of 1777.70 feet to an iron pin set;**

**THENCE South 44 degrees 06 minutes 55 seconds West for a distance of 672.70 feet to the POINT OF BEGINNING.**

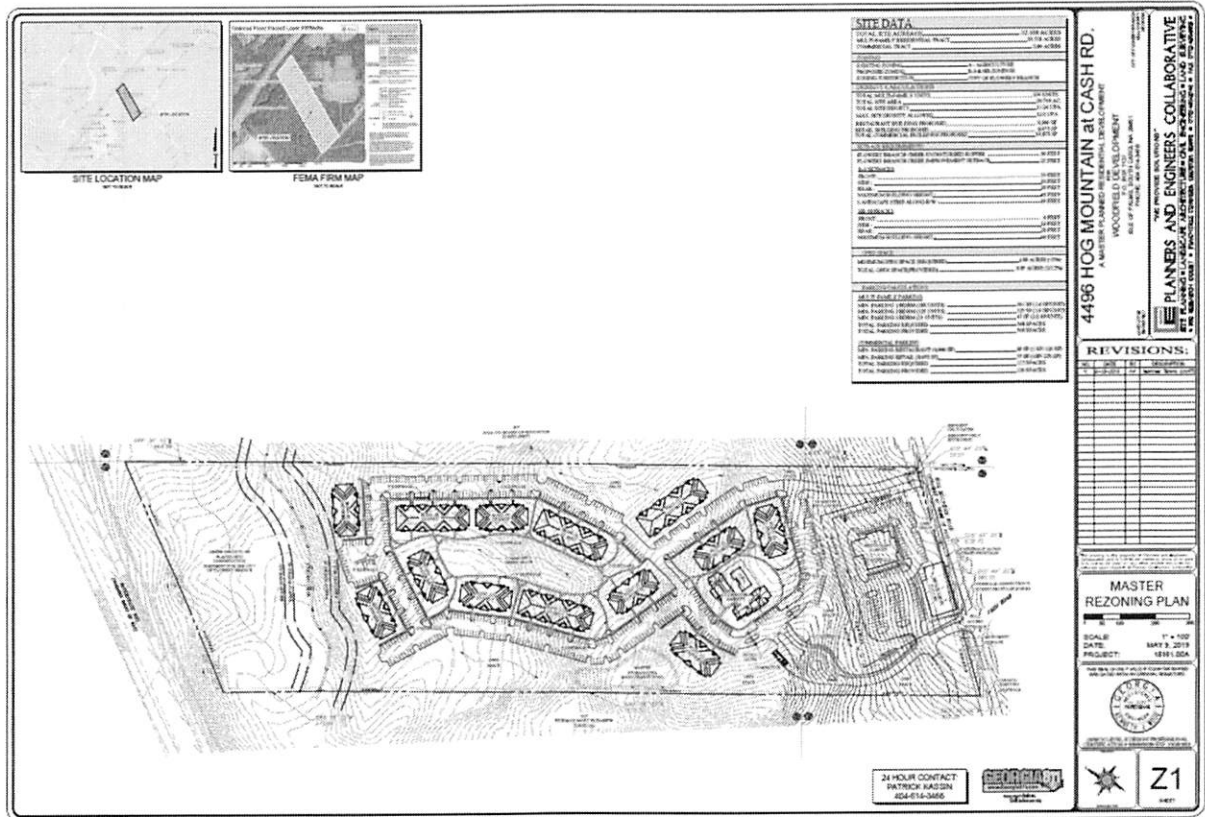
**Together with and subject to covenants, easements, and restrictions of record. Said property contains 32.558 acres.**



## Exhibit “C”

### Conditions of Zoning

1. Development shall be generally consistent with the site plan as shown below. Any significant changes to the site plan will require City Council approval.



2. Streets, sidewalks, and all stormwater facilities shall be privately owned and maintained.
3. Overall signage plan shall be submitted and approved by the Department of Community Development.
4. Overall lighting plan shall be submitted and approved by the Department of Community Development.
5. The Developer and City shall enter into the Development Agreement related to certain transportation system improvements.
6. Prior to the issuance of a Building Permit, the Developer shall execute and provide to the City for its execution the City of Flowery Branch Uniform Deed of Conservation and Trail Easement in substantially the same form as the attached. Upon the City's execution of the Easement, the Developer shall record the Easement and provide the City with a copy of the recorded Easement. The City's approval and execution of the Easement shall not impact the issuance of the Developer's Building Permit or any other necessary City permit, license, or approval.
7. Building materials shall be predominately brick, stacked stone, and/or cement siding (hardi-plank).

8. Elevations for all buildings must be approved by the Department of Community Development and the City Council prior to the issuance of a building permit.
9. The developer shall have the right to adjust the mix of one-bedroom and two-bedroom residential units in response to market conditions. Three-bedroom units shall be limited to no more than 10% of the total number of residential units at project build-out. Up to five (5) additional three-bedroom residential units may be constructed with the approval of the Director of Planning and Community Development. If the developer seeks to construct more than five (5) additional three-bedroom units, City Council approval shall be required.



Gainesville-Hall Metropolitan Planning Organization

# Gainesville Trail Study

February 2019

PREPARED BY:







## **Gainesville - Hall Metropolitan Planning Organization**

### **A Resolution by the Gainesville-Hall Metropolitan Planning Organization Policy Committee Adopting the Gainesville Trail Study**

**WHEREAS**, the Gainesville-Hall Metropolitan Planning Organization (GHMPO) is the designated Metropolitan Planning Organization for transportation planning within the Gainesville Metropolitan Area Boundary which includes all of Hall County and a portion of Jackson County following the 2010 Census; and

**WHEREAS**, the Fixing America's Surface Transportation (FAST) Act directs GHMPO to increase the accessibility and mobility options available;

**WHEREAS**, the FAST Act furthermore directs GHMPO to enhance the integration and connectivity of the transportation system, across and between modes;

**WHEREAS**, the Gainesville Trail Study makes recommendations to improve the area's pedestrian and bicycle infrastructure and connectivity;

**NOW, THERE, BE IT RESOLVED** that the Gainesville-Hall Metropolitan Planning Organization adopts the Gainesville Trail Study.

A motion was made by PC member Danny Donagan and seconded by PC member Lamar Scroggs and approved this the 12<sup>th</sup> of February, 2019.

  
\_\_\_\_\_  
Mayor Mike Miller, Chairperson  
Policy Committee

Subscribed and sworn to me this the February 12, 2019.

Emily Foote  
Notary Public  
Hall County  
State of Georgia  
My commission expires July 31, 2022

  
\_\_\_\_\_  
Notary Public  
My commission expires 7/31/2022

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# Acknowledgements

The Gainesville Trail Study was prepared for the Gainesville-Hall Metropolitan Planning Organization (GHMPO) and the City of Gainesville, Georgia by Alta Planning + Design. Funding for this study was provided by GHMPO through Work Program #4: System Planning, Sub-element 4.7 - Special Transportation Studies with local matching funds from the City of Gainesville.

GHMPO acknowledges the Project Management Team members and agency staff who provided valuable input through the study:

## **Project Management Team**

Jason Justice, City of Gainesville, Engineering Project and Asset Manager

Rusty Ligon, City of Gainesville, Community Development Director

## **GHMPO Staff**

Joseph Boyd, Senior Transportation Planner, Project Manager

Sam Baker, Transportation Planning Manager

Srikanth Yamala, Director

## **Alta Planning + Design Consulting Team**

Britt Storck, Project Manager

Mike Repsch, Principal-In-Charge

Kat Maines, Deputy Project Manager

GHMPO would like to thank all interested stakeholders and members of the public who provided valuable input, comments, and suggestions to the study.

*The opinions, findings, and conclusions of this publication are those of the author(s) and not necessarily those of the Department of Transportation, State of Georgia, or the Federal Highway Administration. Prepared in Cooperation with the Department of Transportation and the Federal Highway Administration.*



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# Introduction



## Introduction

With over 37,900<sup>1</sup> residents, Gainesville is far more than just the seat of Hall County. Gainesville is a culturally diverse place with a historic town center, several higher education institutions, waterfront access to Lake Lanier, significant industrial activity, and strong neighborhoods. It has several high-quality multi-use trails, and a sophisticated mountain bike trail network. Connecting this network of trails will further establish Gainesville as a regional recreation hub for walking and biking.

With this study, the City of Gainesville and the Gainesville-Hall Metropolitan Planning Organization (GHMPO) are taking the next step toward implementing this vision. The purpose of this study is to explore potential alignments connecting the Midtown Greenway to the Chicopee Trail, and prepare GHMPO and the City to move forward with design and fundraising. It includes an existing conditions assessment, alignment alternatives, a preferred alignment, and implementation strategy. The recommended trail system will ultimately provide a continuous, off-street, paved trail loop connecting places such as the University of North Georgia, Hall County Government Center, Flat Creek, Lee Gilmer Airport, Chicopee Woods, Chicopee Village, Industrial Boulevard, and Midtown Greenway.

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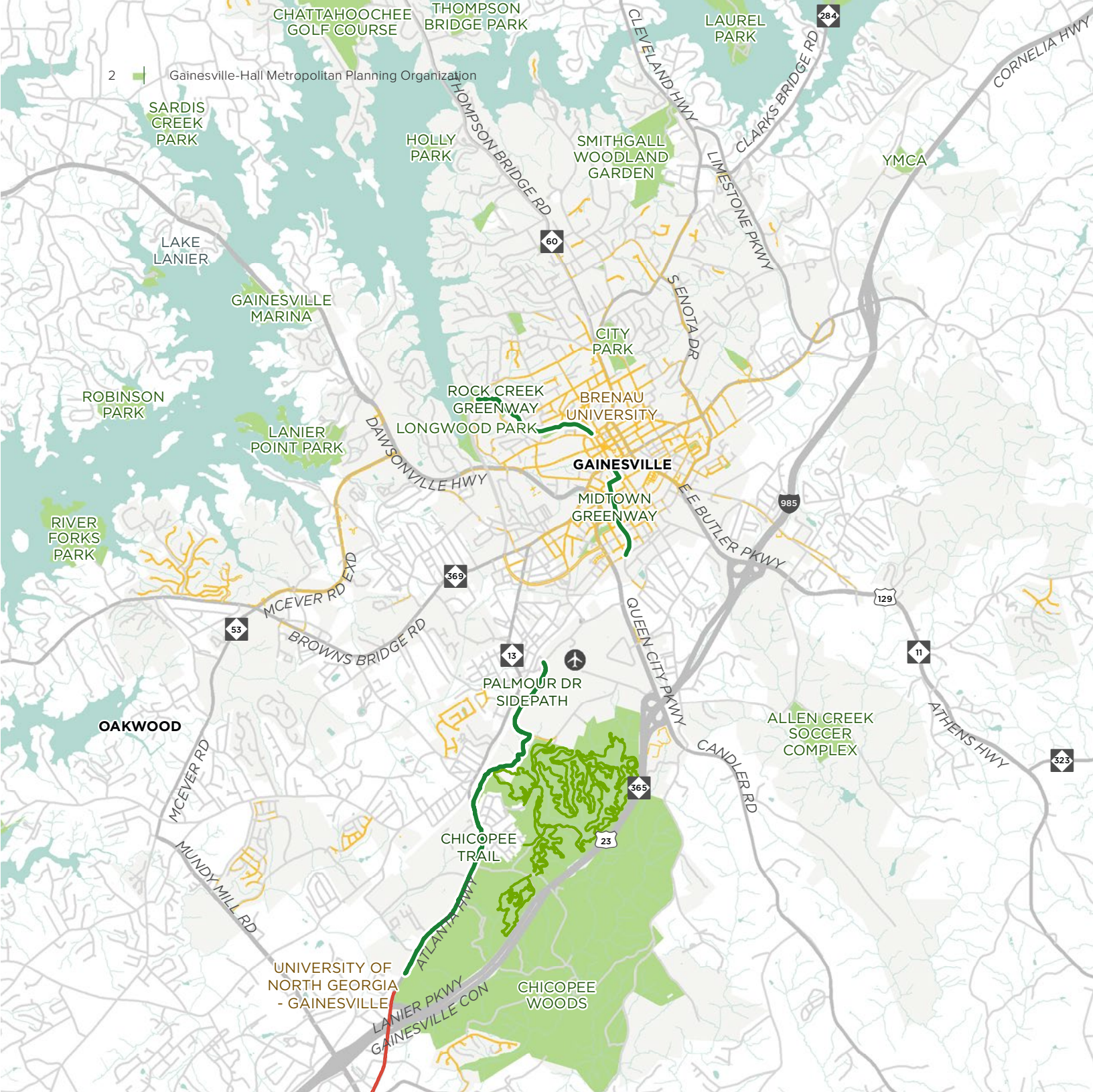
**The purpose of this study is to explore the potential trail connections between the Midtown Greenway to the Chicopee Trail and establish consensus around a preferred alignment and implementation strategy.**

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<sup>1</sup> US Census Bureau American Community Survey 2016 5-year estimates





## EXISTING ACTIVE TRANSPORTATION NETWORK

- Sidewalks
- Unpaved Trails
- Paved Trails
- Bike Lanes
- Parks

0 1 2 MILES



## Trails are a priority for the City of Gainesville

Trails accomplish many of Gainesville's stated goals related to transportation, recreation and preservation. Gainesville's Comprehensive Plan, adopted in 2017, sets a long-range vision for the City and guides development decisions affecting change through 2040. The Comprehensive Plan envisions Gainesville as, "a green, walkable community that values and preserves its natural environment."<sup>2</sup> The Comprehensive Plan outlines the following goals for walking and biking:

**“1. Goal: Network.** Implement an interconnected bicycle and pedestrian network that meets community needs in a cost-effective and coordinated manner.

**2. Goal: Safety, accessibility, and convenience.** Create and maintain a safe, accessible, and convenient environment for bicycling and walking.

**3. Goal: Improvements.** Improve the quality of life through the provision of a bicycling and pedestrian network with supporting amenities.

**4. Goal: Pedestrian connections.** Individual developments, except for detached, single-family lots, should provide direct pedestrian access ways to all public sidewalks or multi-use trails when located on a public street abutting the property to be developed.”<sup>3</sup>



*The City also designed and secured GDOT funding for the next phase of Midtown Greenway construction, from Martin Luther King Jr. Drive to Industrial Drive.*

Gainesville has already begun adding high-quality trail segments. The first phase of the Midtown Greenway opened in 2010. The greenway trail extends southeast from downtown Gainesville, following an old rail alignment, through parks and the historic industrial structures. The City also has designed and secured funding to extend the trail three blocks from Martin Luther King Jr. Drive to Industrial Drive. Six years later, the Chicopee Trail added another three miles of paved trail, running south from Lee Gilmer Airport through Chicopee Woods, and along Atlanta Hwy to University of North Georgia.

<sup>2</sup> City of Gainesville, GA, Gainesville 2040 Comprehensive Plan, Chapter 3: Goals and Policies, 22.

<sup>3</sup> City of Gainesville, GA, Gainesville 2040 Comprehensive Plan, Chapter 3: Goals and Policies, 29.



## Planning Process

In 2017, the Gainesville-Hall Metropolitan Planning Organization, in partnership with the City of Gainesville, City of Oakwood, City of Flowery Branch, and Hall County, received transportation funding through the Federal Highway Administration's Federal Metropolitan Planning (PL) Fund for two trail studies: one in Gainesville, and one in South Hall County. The grant covered planning funds for two trail corridor studies. In January 2018, GHMPO hired a consultant team of engineers, planners, and landscape architects. The two studies were done in parallel, with a joint Gainesville/South Hall project management team. For this reason, there was a unified public involvement strategy for both studies.

Hall County, City of Oakwood, City of Flowery Branch, and City of Gainesville staff served on the project management team and contributed throughout the project. The study began with investigation. Throughout the Spring of 2018, the consultant team conducted fieldwork, interviewed key stakeholders, launched a project website, and hosted a pop up event at the Spring Chicken Festival. Public project information was available in both English and Spanish, and Spanish speaking staff were present at public events to engage Gainesville's large Hispanic community.

The study recommendations were developed in partnership with GHMPO, the City of Gainesville, the City of Flowery Branch, and Hall County staff. Draft recommendations were presented to the public at an open

house on November 1, 2018, and then refined based on community feedback.

## Project Benefits

In addition to implementing adopted goals, policies, and recommendations in the *Gainesville 2040 Comprehensive Plan*, closing this gap will provide several key benefits to Gainesville residents and visitors.

### TRAILS CONNECT PEOPLE TO DESTINATIONS

Beautiful trails that provide access to great destinations mean you can have your cake and eat it too. The Highlands to Islands Trail network will provide access to town centers, schools, employment centers, and neighborhoods.

### TRAILS CREATE VALUE AND GENERATE ECONOMIC ACTIVITY

Trails are a top amenity to homebuyers and studies have found a positive correlation between walkability and housing prices, suggesting that trails increase nearby land values.<sup>4,5</sup> In addition, households in automobile-dependent communities devote 50% more to transportation (more than \$8,500 annually) than households in communities with more accessible land use and more multimodal transportation systems (less than \$5,500 annually), so households that have viable active transportation options

4 National Association of Realtors and National Association of Home Builders. (2002). Consumer's Survey on Smart Choices for Home Buyers.

5 CEOs for Cities. (2010) Walking the Walk: How Walkability Raises Home Values in U.S. Cities.)

have more income to spend in the local market.<sup>6</sup>

Recreational amenities such as trails are increasingly seen as regional economic development tools that generate value through:

- Recreational spending (bicycle rentals, food & drink, sporting equipment)
- Tourism (spending by out-of-state users on lodging, transportation, dining)
- Spillover impacts (additional jobs and worker spending)
- Fiscal impacts (sales tax revenue generated)
- Increased property values
- Property tax revenue (benefiting municipalities and school districts)

### **TRAILS CREATE HEALTHY COMMUNITIES**

A growing number of studies show that the design of our communities—including neighborhoods, towns, transportation systems, parks, trails and other public recreational facilities—affects people's ability to reach the recommended daily 30 minutes of moderately intense physical activity (60 minutes for youth). Over 20% of Hall County residents do not meet recommended activity levels, and over 25% qualify as obese. The increased rate of disease associated with inactivity reduces

quality of life for individuals and increases medical costs for families, companies, and local governments. The Centers for Disease Control has determined that creating and improving places to be active could result in a 25% increase in the number of people who exercise at least three times a week.

This is significant considering that for people who are inactive, even small increases in physical activity can bring measurable health benefits. The establishment of a safe and reliable transportation network that offers opportunities for bicycling will have a positive impact on the health of nearby residents.

---

**In April 2016, Hall County had the inaugural Highlands to Islands 5k run on the newly opened Chicopee Section of the Highlands to Islands Trail. Events like this make the trail more visible while creating community around active lifestyles.**

---

<sup>6</sup> Barbara McCann (2000), Driven to Spend; The Impact of Sprawl on Household Transportation Expenses, STPP (www.transact.org).



## TRAILS PROTECT THE ENVIRONMENT

Trails protect the environment by reducing dependence on emissions-producing vehicles, and by creating protected natural corridors. Natural greenway corridors that connect to and contain large areas of open space serve important functions for our natural ecosystems by:

- Creating a natural buffer that protects waterways from soil erosion and pollution caused by agricultural and roadway runoff.
- Linking wildlife and habitat that is fragmented by development, thereby supporting greater biodiversity.
- Protecting and restoring natural floodplains along rivers and streams (FEMA estimates that implementation of floodplain ordinances prevents \$1.1 B in flood damage annually).

---

**A citizen who lives in a community that allows him or her to run most errands by bicycling or walking can save about 500 gallons of fuel, or 10,000 pounds of CO<sub>2</sub> each year. A bicycle commuter who rides five miles to work, four days a week, avoids 2,000 miles of driving a year—the equivalent of 100 gallons of gasoline saved and 2,000 pounds of CO<sub>2</sub> emissions avoided. CO<sub>2</sub> savings of this magnitude reduce the average American's carbon footprint by about 5 percent.**

---



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# What the community wants



## Overview

*This study is based on a thorough process of asking questions and listening to community members about their personal priorities and vision for Gainesville’s trail system. Community members submitted feedback through an online survey, a public open house, and a pop up event at the Spring Chicken Festival. Through the public engagement process, community members shared their desire for more recreational and transportation opportunities. Hall County residents are excited about the prospect of a countywide trail network.*

## Project Management Team

The project management team convened four times throughout the project to monitor progress, and coordinate plans and priorities from the local jurisdictions. This group consisted of representatives from the following organizations:

- Gainesville-Hall MPO (GHMPO)
- City of Gainesville, Community Development Department
- City of Oakwood, Community Development Department
- City of Flowery Branch, City Manager
- Hall County, Engineering Division
- City of Gainesville Public Works, Engineering Division

## Project Website and Online Survey

A project website—[Gainesville.AltaProjects.Net](https://www.gainesville.altaprojects.net)—was posted at the outset of the project. It included all project deliverables and resources related to trails. It also included an online survey in both Spanish and English.

171 people filled out the online surveys about their vision for the Gainesville and South Hall trail system. The majority of trail respondents are in favor of the trail system. Respondents envision a recreational trail that brings communities and families together in a safe space for exercise and fun.

---

**“Anyone wanting to have a safe place to be outside, get exercise, and encourage a healthy lifestyle for their families [will be using the trail].”**

---

Community members want their trail system to immerse them in nature, with ample separation from motor vehicles. Connectivity to destinations is key to their vision. Respondents would like the trail to connect to several destinations including schools, workplaces, local businesses, parks, and natural areas like Lake Lanier.

---

**“I would like to be able to ride my bike to the store, to school, to shop and more. I would like my family to use the path to get to parks or other venues for more fun.”**

---

While respondents were enthusiastic about a trail network, there are also concerns. One critical concern among the comments is safety: respondents want a safe space to enjoy with their families. Maintenance is also a concern; respondents want the trail to remain clear of trash and debris. Finally, some are skeptical about implementation, fearing that building the system will take too long or will not happen at all.

## Pop Up Event Surveys

Eight individuals filled out comment cards regarding their vision for the Gainesville and South Hall trails at a pop-up event held at the Spring Chicken Festival on April 28th. Respondents envision a long-distance, interconnected trail system that has ample



*Flyers for the Spring Chicken Festival*

trailheads with parking and wayfinding to help people access the trails. Respondents also envision the trail connecting to local businesses like restaurants, breweries, and bike shops. A few anticipate those who do not have a car using the trail system as a means of commute to school or work.

Respondents prefer trails independent of the road network, that provide access to nature. They envision the trail as an opportunity to experience the outdoors, connect to parks, and learn more about the environment. Health and exercise is also a common theme among respondents. They visualize the trails as a recreational space for walking, running, and biking.

---

**“The trail will be a place for people to exercise, walk with friends, and get outside.”**

---



All respondents were in favor of a trail system, but some had concerns about trail maintenance and safety. Respondents envision a clean, safe space for families away from cars that provides ample lighting.

## Stakeholder Interviews

The consultant team conducted interviews with stakeholders who contribute in some way to active transportation, recreation, or specific destinations along the trail network. These conversations were crucial to the assembly of Gainesville's collective knowledge and attitude toward trails.

Results of the interviews included feedback on new development areas, user demographics, important connections, and several issues such as connecting across the railroad. There were also many opportunities discussed, such as connecting to the area's universities and health care systems, and potential partnership opportunities.

Table 1: Stakeholder Interviewees

| Organization                                            |
|---------------------------------------------------------|
| Highlands to Islands leadership                         |
| Lee Gilmer Memorial Airport                             |
| University of North Georgia (UNG) Facilities Department |
| Elachee Nature Center                                   |
| Brenau University                                       |
| Stone Capital Group, LLC                                |
| North Georgia Healthcare                                |
| City of Gainesville                                     |

## Public Open House

A public open house was held at the Spout Springs Public Library on November 1, 2018 from 5:00 pm to 7:00 pm. Approximately 50 people were in attendance. Posters provided information on schematics for each trail segment, and the project staff were available to answer questions and have conversations with the public. Feedback for the vast majority of segments was positive, with residents communicating support for the projects. The only community concerns were about the alignment near the Sterling on the Lake community. In response to this feedback, the alignment was adjusted to follow the edge of the neighborhood instead of connecting through it.

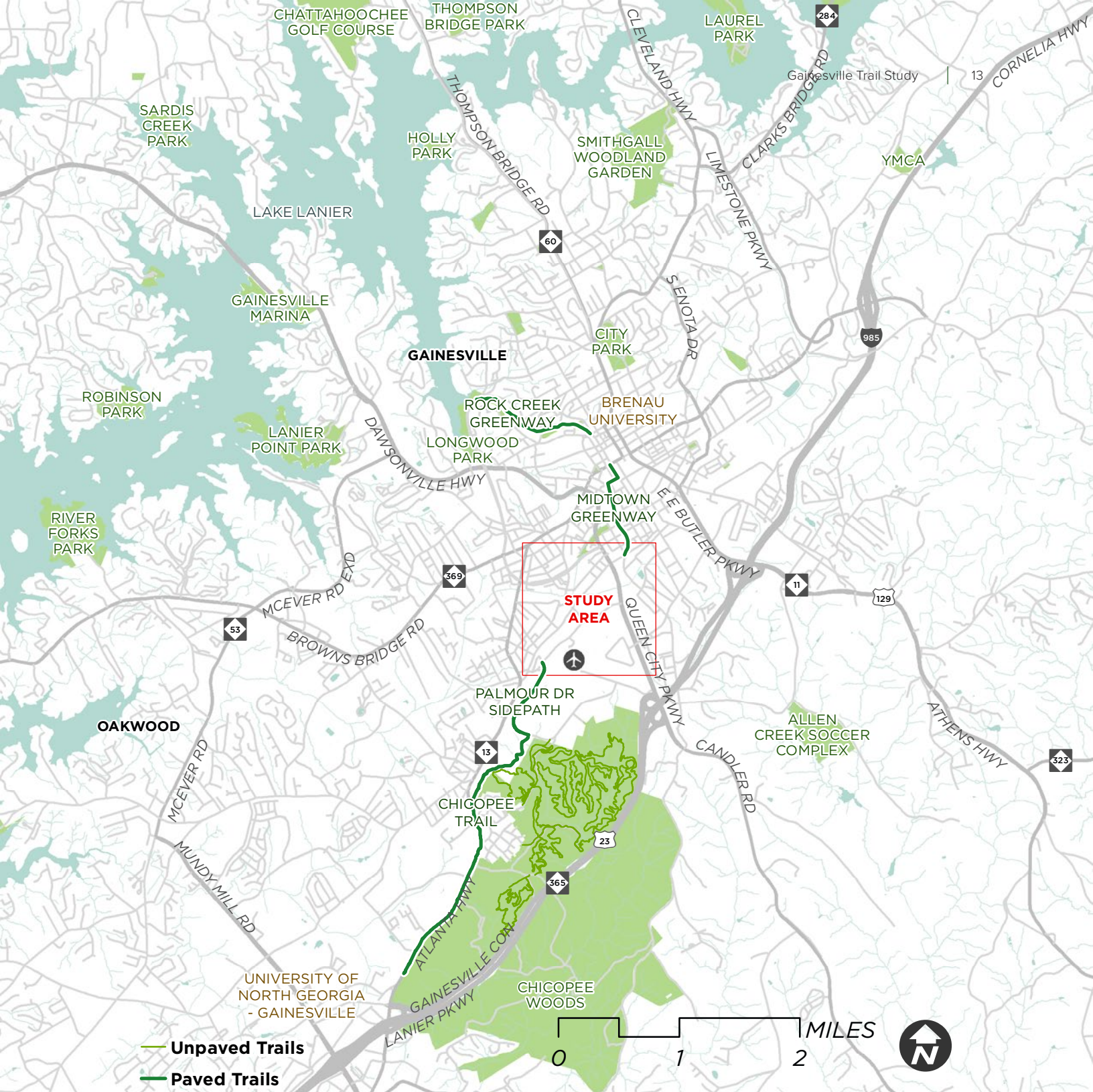


Flyers for the Public Open House



# Inventory





## Study Area

The Highlands to Islands Multi-Use Trail is a planned county-wide trail system with various segments already open for use. The City of Gainesville study area is targeting the network gap between the Midtown Greenway, which terminates at Industrial Blvd. to the north, and the Chicopee Trail which ends at Palmour Drive to the south, adjacent to the Lee Gilmer Memorial Airport. Connecting these two trail segments would allow for two major sections of the trail network that have already been constructed to be joined together.

## Gainesville...by the numbers

### POPULATION

Population of **37,906**<sup>1</sup> 

**15%** growth   
% population growth between 2010 and 2016<sup>1</sup>

**6%** projected growth   
% projected population growth by 2021<sup>2</sup>

### DEMOGRAPHICS

**42%**   
of the population is Hispanic<sup>1</sup>

**68%**  
of the population is White<sup>1</sup>

**16%**   
of the population is Black<sup>1</sup>

### COMMUTE

**23 minutes**   
Average commute time<sup>1</sup>

**2.0%**   
% of people who walk to work<sup>1</sup>

**0.1%**   
% of people who bike to work<sup>1</sup>

### HEALTH

**4.1 score**   
Rank on the Community Health Needs Index that ranges between 1 and 5. A higher score indicates greater need.<sup>2</sup>

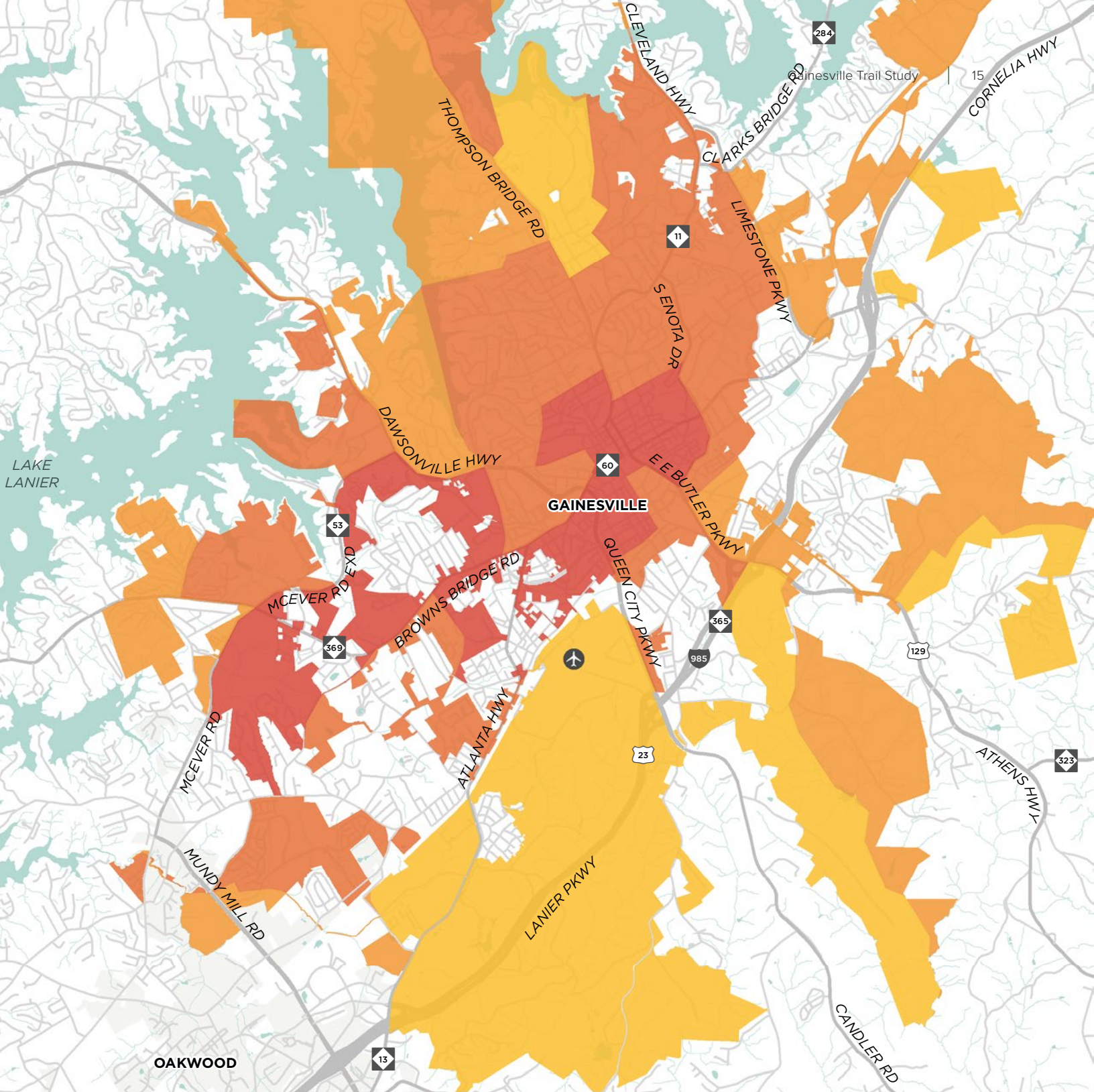
**6 census tracts**   
Identified as food deserts<sup>3</sup>

<sup>1</sup> US Census Bureau American Community Survey 2016 5-year estimates

<sup>2</sup> Northeast Georgia Medical Center 2016 Community Needs Assessment Survey

<sup>3</sup> Economic Research Service (ERS), U.S. Department of Agriculture (USDA). Food Access Research Atlas





## POPULATION DENSITY BY CENSUS BLOCK

People per Square Mile

- < 500
- 500 - 1000
- 1001 - 2500
- 2501 - 5000

0 1 2 MILES





## Population Characteristics

Gainesville is home to

**37,906**  
people<sup>1</sup>

This population grew 15% 2010-2016, and is expected to grow another 6% by the year 2021.<sup>1,2</sup>

### Poverty

In Gainesville, Hispanic and Black residents are disproportionately affected by poverty. Approximately 37% of Hispanics and 38% of Black residents live below the poverty line whereas only 29% of the overall city population lives in poverty.<sup>1</sup>

### Education

Overall, Gainesville residents vary in their educational attainment. Most Hispanic residents do not have a high school diploma. For Black residents, most at least graduated high school, and nearly 40% have some higher education.<sup>1</sup>

<sup>1</sup> US Census Bureau American Community Survey 2016 5-year estimates

<sup>2</sup> Northeast Georgia Medical Center 2016 Community Needs Assessment Survey

Figure 2: Median Income<sup>1</sup>

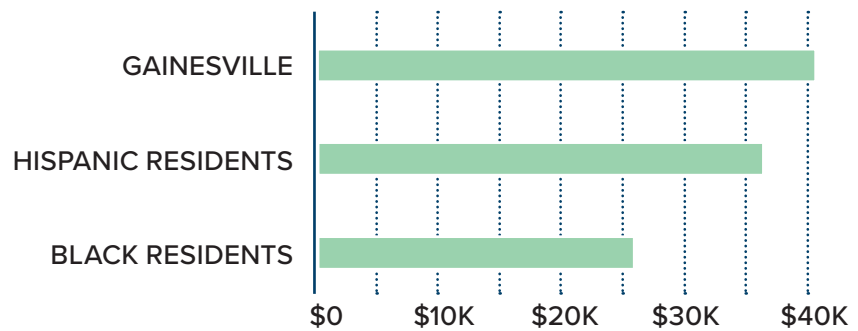


Figure 3: Below Poverty Level<sup>1</sup>

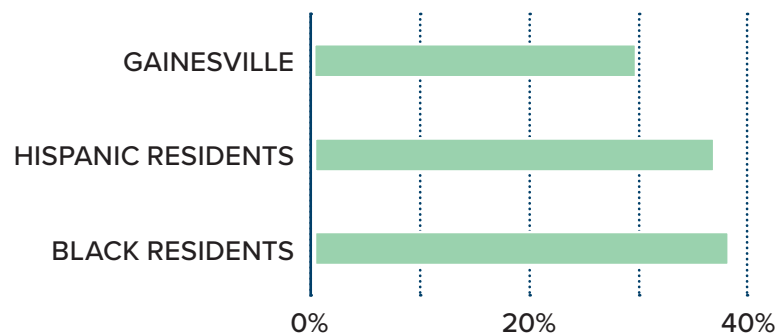
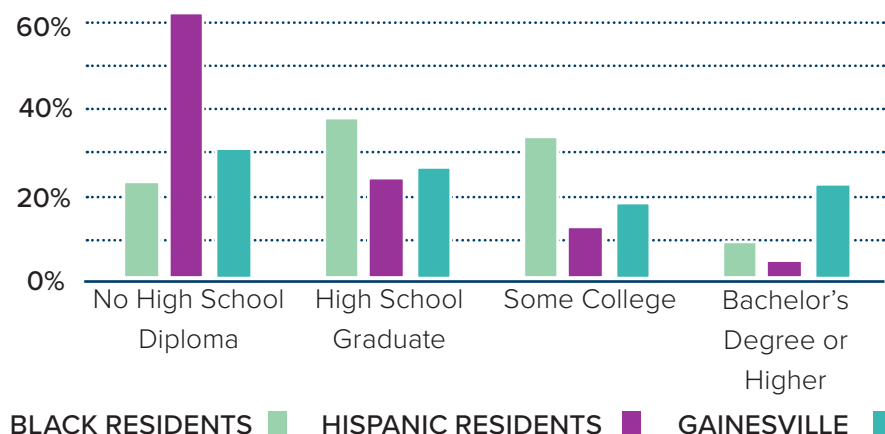


Figure 4: Educational Attainment<sup>1</sup>



## Commuting Characteristics

Only **2%** of commuters travel on foot or via bike   
 Single-occupancy vehicle commuters represent **73%** of commuters.<sup>1</sup>

One limitation to this data is that it excludes non-commuting trips like picking up groceries or going to dinner.

Non-commuting trips account for **84%** of all trips.<sup>2</sup>

For Gainesville residents, the average commute is

**23 minutes**<sup>1</sup> 

Figure 5: Alternative Mode Share<sup>1</sup>

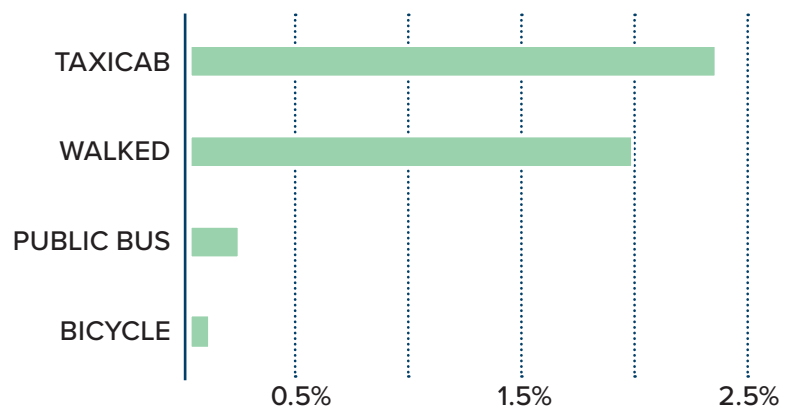
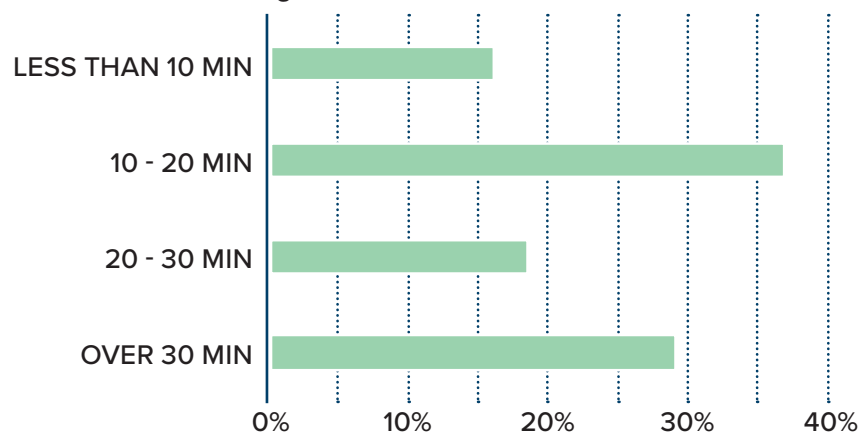


Figure 6: Commute Times<sup>1</sup>



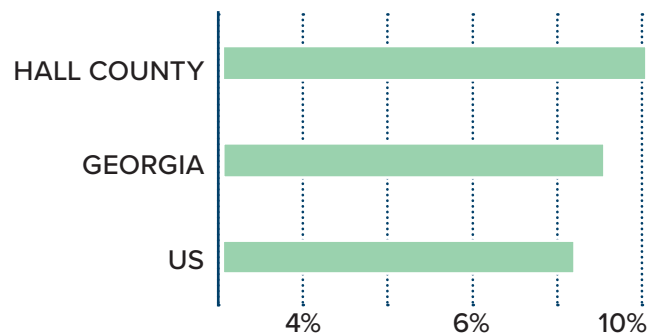
<sup>1</sup> US Census Bureau American Community Survey 2016 5-year estimates

<sup>2</sup> Northeast Georgia Medical Center 2016 Community Needs Assessment Survey

## Food Access Issues

Hall county exceeds both the state and the nation in the percentage of those who have limited access to healthy foods (Figure 7).<sup>1</sup> Furthermore, there are six census tracts identified as food deserts (shown on facing page), all of which cover parts of the city of Gainesville.<sup>2</sup>

Figure 7: Proportion of Residents with Limited Access to Healthy Foods<sup>1</sup>



**6** census tracts  
identified as food deserts<sup>2</sup>

**12%** of Gainesville Residents  
do not have access to a car<sup>3</sup>

Food deserts are areas that are low-income and have limited access to grocery stores. Specifically, 'low-income' includes areas that have a 20% or higher rate of poverty. In an urban setting like Gainesville, limited access indicates that a considerable portion of the population (at least 500 people or 33%) lives more than a mile from a supermarket.<sup>4</sup>

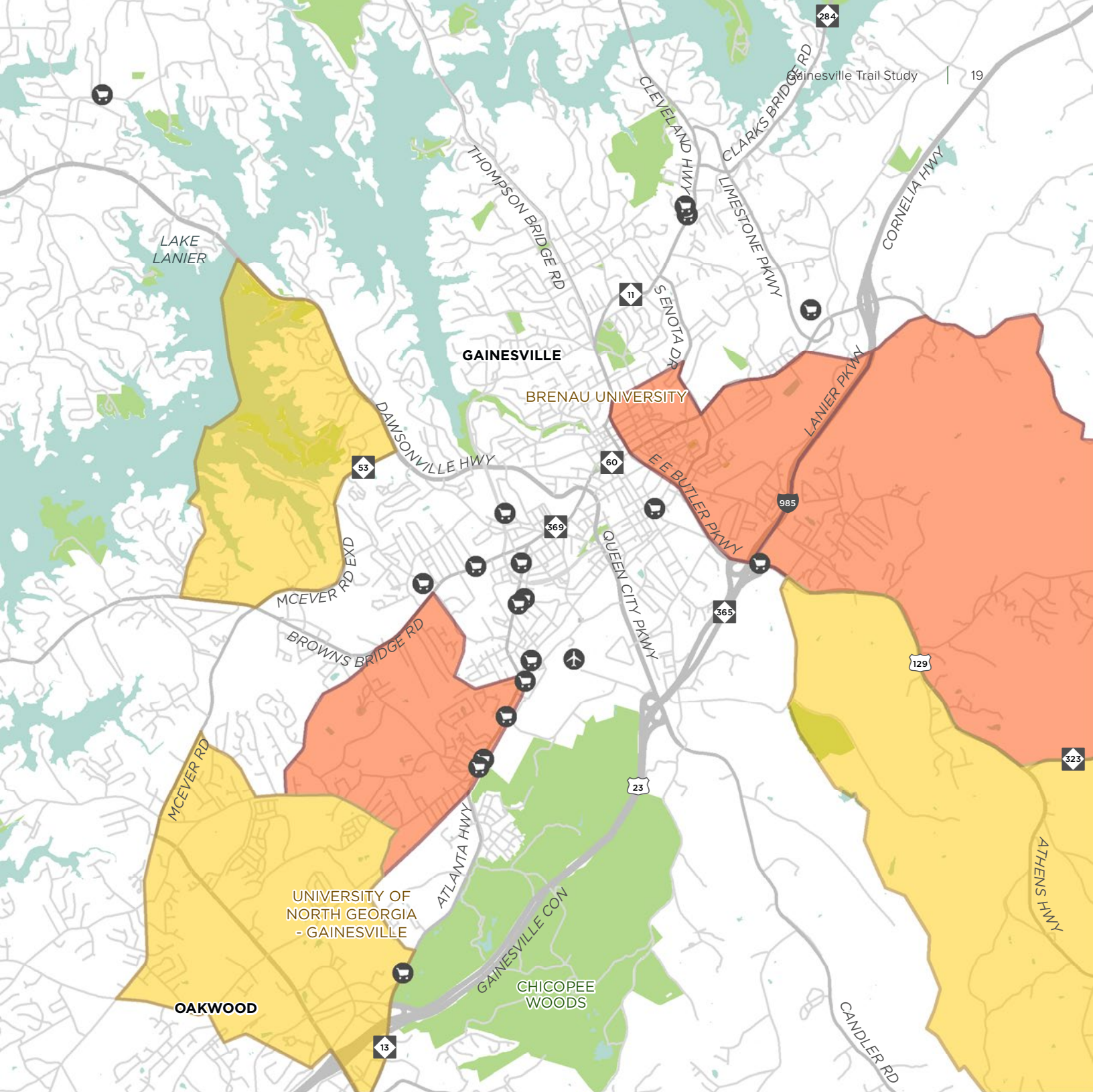
In addition to income and distance, limited vehicle access also exacerbates food access issues. Limited vehicle access food deserts have at least 100 households without access to a car. Out of the six existing food deserts, Hall county has three limited vehicle access food deserts, all of which cover extensive areas of Gainesville.<sup>4</sup>

1 County Health Rankings, Hall County 2015

2 Economic Research Service (ERS), U.S. Department of Agriculture (USDA). Food Access Research Atlas

3 US Census Bureau American Community Survey 2016 5-year estimates

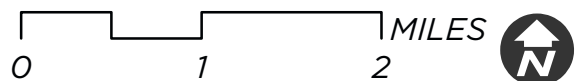
4 Alana Rhone et al. ERS. USDA. Low-Income and Low-Supermarket-Access Census Tracts, 2010-2015. January 2017.



## FOOD DESERTS

- Low-Income and Low-Access\* Tracts
- Adequate Vehicle Access
- Low Vehicle Access
- Parks

\*Low-Access indicates that a significant portion of the population (more than 500 people or 33%) lives more than 1 mile from a grocery store.



## Points of Interest

The map to the right highlights some of Gainesville's points of interest, including cultural destinations, schools, national historic districts, commercial and retail centers, and parks. Gainesville's cultural points of interest are primarily concentrated in the historic downtown. These destinations include the Quinlan Visual Arts Center, the North Georgia History Center, as well as the Gainesville Square. Other cultural destinations are scattered around the city. In addition to cultural centers, Gainesville is home to six National Historic Districts.

Gainesville is anchored by two universities: Brenau University in downtown Gainesville and a University of North Georgia campus in south Gainesville.

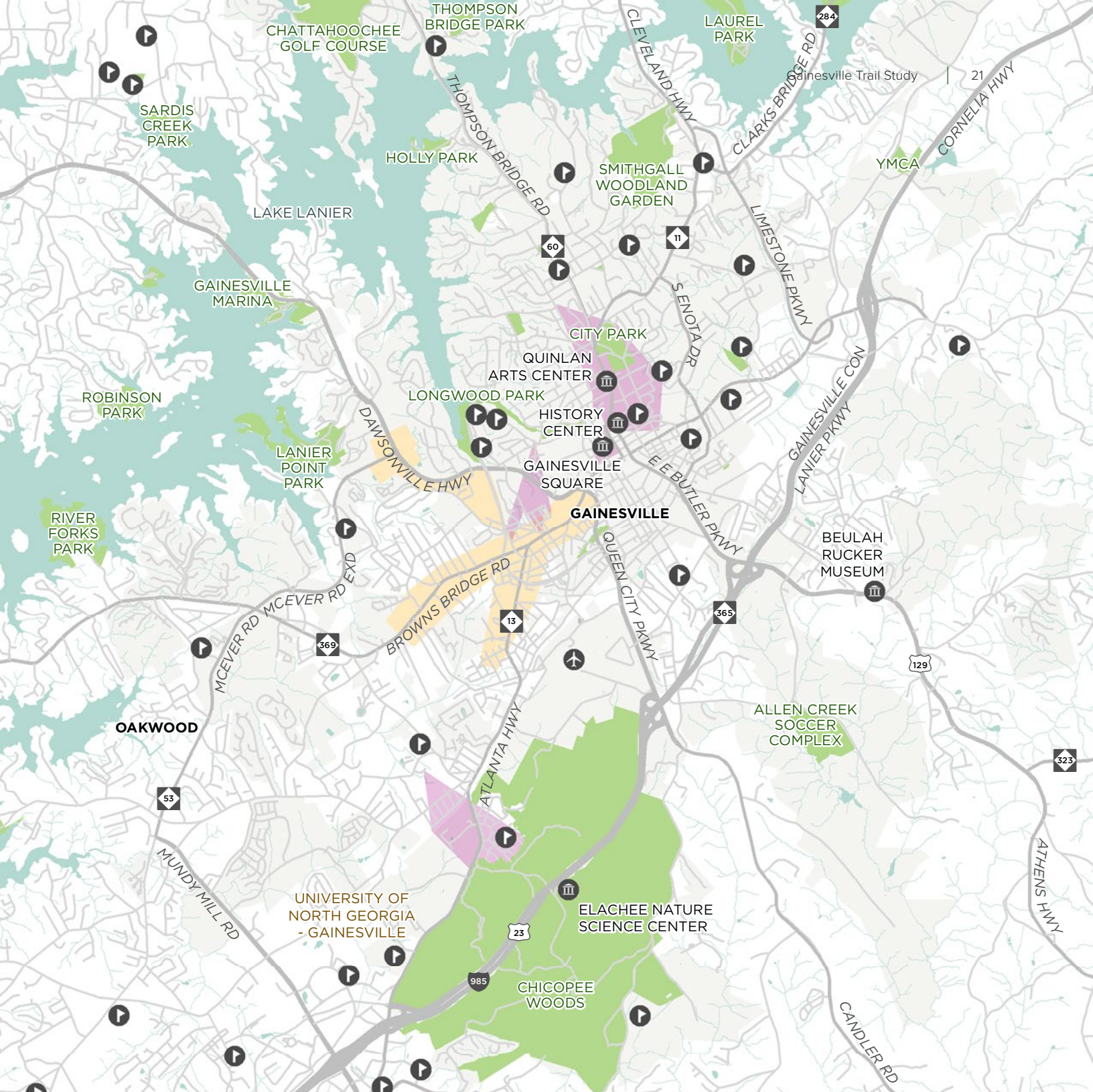
Furthermore, Gainesville has two primary retail and commercial centers: Lakeshore Mall and the Browns Bridge Road & Atlanta Highway corridor. Located on Dawsonville Hwy, Lakeshore Mall is central hub of shopping, dining, and entertainment. The Browns Bridge Road & Atlanta Highway corridor hosts diverse commercial and retail ranging from Mexican grocery stores to seafood markets.

**Within city limits, Gainesville is home to almost 3,500 acres of parkland.** Its largest park, the Chicopee Woods Park Area, is over 2,600 acres and includes the Elachee Nature Science Center, an extensive mountain bike trail network, a public golf course, and an agriculture demonstration pavilion.<sup>1</sup>

---

<sup>1</sup> Elachee Nature Science Center. <https://www.elachee.org/the-nature-center/about-elachee/our-history/>





## POINTS OF INTEREST

-  Cultural Destinations
-  Schools
-  National Historic Districts
-  Commercial and Retail Centers
-  Parks

0 1 2 MILES

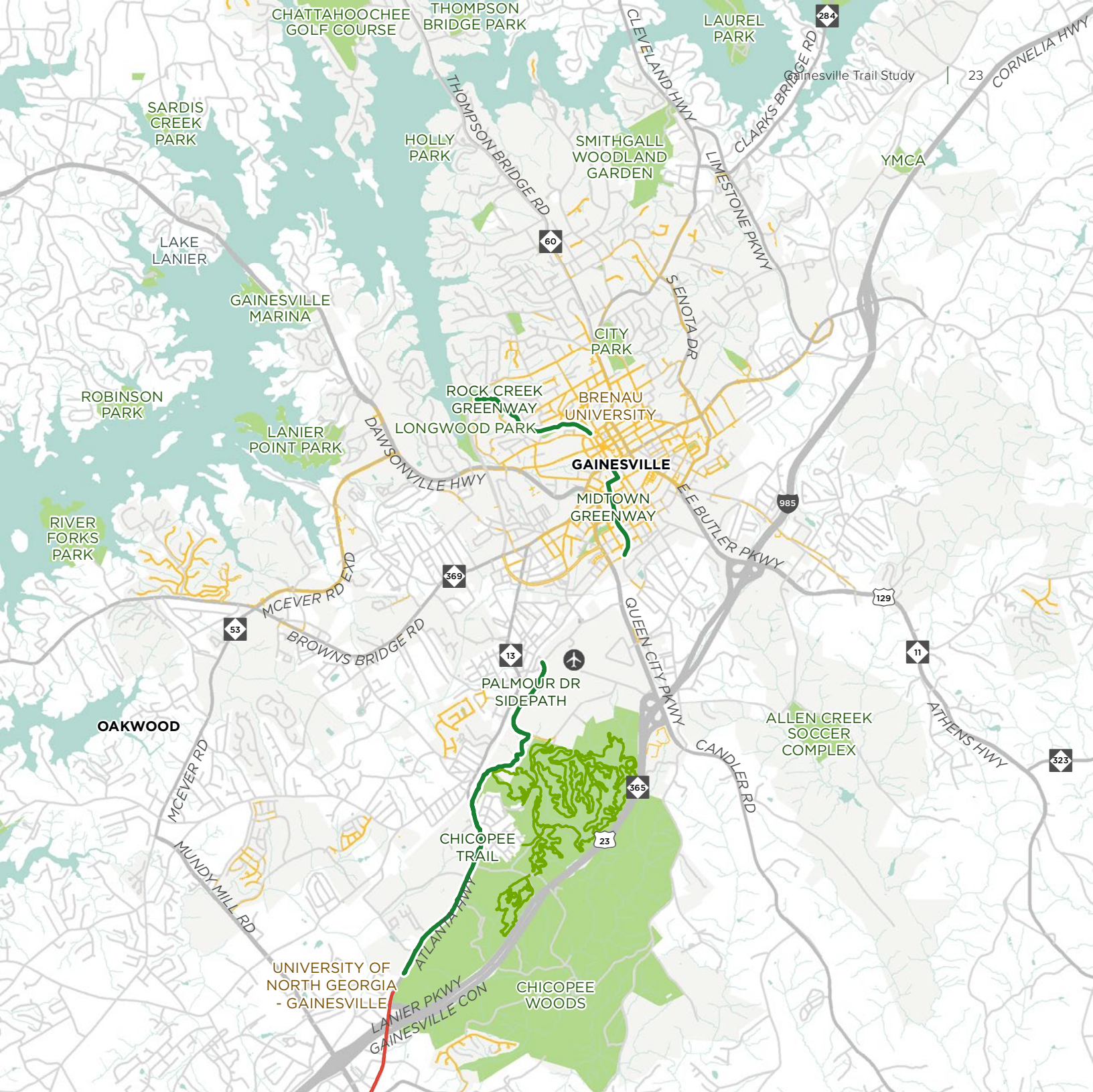


## Existing Active Transportation Network

The existing network of active transportation, consisting of sidewalks, bike lanes, and trails, is characterized by strong nodes, but a lack of connectivity. The map to the right shows significant sidewalk coverage throughout downtown Gainesville and within some neighborhoods. Continuous sidewalks are present along McEver Rd, a major arterial street. There is only one dedicated bike lane at the southern tip of the city along Atlanta Hwy.

There are approximately 5 miles of paved trails in the City of Gainesville. These trails include Rock Creek Greenway, Midtown Greenway, Palmour Drive Connector, and the Chicopee Section of the Highlands to Islands Trail system. In addition to the paved trails, Gainesville has an impressive 21-mile network of unpaved, mountain bike trails within Chicopee Woods Park.





## EXISTING ACTIVE TRANSPORTATION NETWORK

- Sidewalks
- Unpaved Trails
- Paved Trails
- Bike Lanes
- Parks

0 1 2 MILES



## Land Use

Land use classifications for parcels within Gainesville are shown on the facing map. The study area is primarily zoned residential. Industrial uses are also prominent, particularly along the multiple railroad lines that extend through the core. Downtown Gainesville supports institutional uses with Brenau University. Furthermore, the downtown district is also a significant hub of commercial uses. Highly-trafficked corridors like Mundy Mill Rd, Atlanta Hwy, Dawsonville Hwy, and Browns Bridge Rd serve primarily as commercial zones as well.

Overall, land uses are highly separated with only a few areas zoned mixed use. Trail networks between these various, separated land uses can provide more connectivity. Trails serve as connections between otherwise separated neighborhoods, commercial districts, employment centers, schools, and parks. These connections between land uses provide residents the opportunity to use alternative forms of transportation to reach destinations.







## Environmentally Sensitive Areas

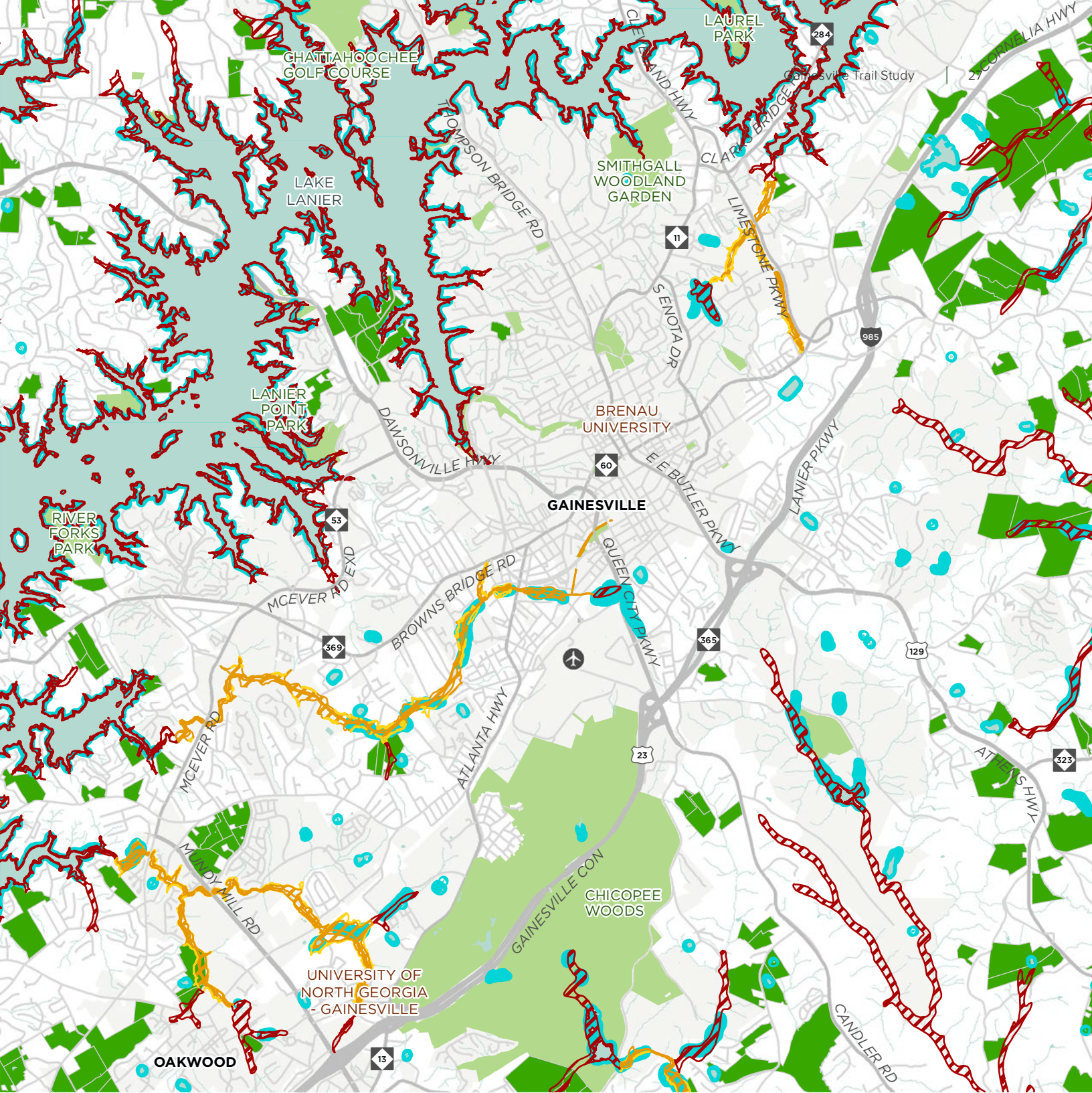
Gainesville possesses incredible environmental resources. The city borders Lake Lanier and is thus located within the Lake Lanier watershed. The area has a system of creeks and streams feeding into the lake. Water ecosystems in urbanized areas like Gainesville are particularly vulnerable to pollution and other stressors.

The map to the right identifies these sensitive areas, specifically wetlands and floodplains. Both of these natural features serve vital environmental functions. Wetlands are unique ecosystems inundated by water. They store and purify water as well as serve as critical habitat for unique plant and animal species. Floodplains act as a buffer between riparian corridors and adjacent land and buildings. Developing on floodplains poses flood risk to the project but also increases flood risk to the adjacent areas outside the flood zone. The severe risk category indicates areas incredibly prone to flooding. A 100-year floodplain identifies areas that are highly likely to flood during a 100-year storm, or a storm that has a 1% chance of occurring in any given year. 500-year floodplains signify areas at risk of flooding during a 500-year storm, or one that has 0.2% chance (1 in 500 chance) of occurring in a given year.

Because of these vital functions, both wetlands and floodplains are considered environmentally sensitive areas. Development

on wetlands also requires further analysis and permitting. Therefore, it is important to identify these areas because trail development can require additional documentation and have lasting impacts on these vital natural resources.

The map also shows conservation use property. Conservation use assessments grant property tax breaks to those who own agricultural, forested, or environmentally sensitive land. The favorable tax treatment incentivizes land owners to protect environmental resources on their land rather than redeveloping it. There are several Gainesville properties assessed as conservation use, indicating that these are environmentally sensitive resources. In addition to private land, public parks often serve conservation purposes. For example, the Chicopee Woods Nature Preserve protects over 1,400 acres of old growth forest. Trail development through these conservation lands might provide a unique experience, but also impact these sensitive areas.



## ENVIRONMENTALLY SENSITIVE AREAS

- |                                                                                                         |                                                                                                               |
|---------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|
|  Severe Risk         |  Wetlands                  |
|  100-Year Floodplain |  Conservation Use Property |
|  500-Year Floodplain |  Water Bodies              |

0 1 2 MILES



## Easements

Easements grant the right to use another's property without having to purchase property in fee. The map on the facing page shows Gainesville's utility easements. Identifying these existing publicly-held easements is a key strategy to developing trail networks.

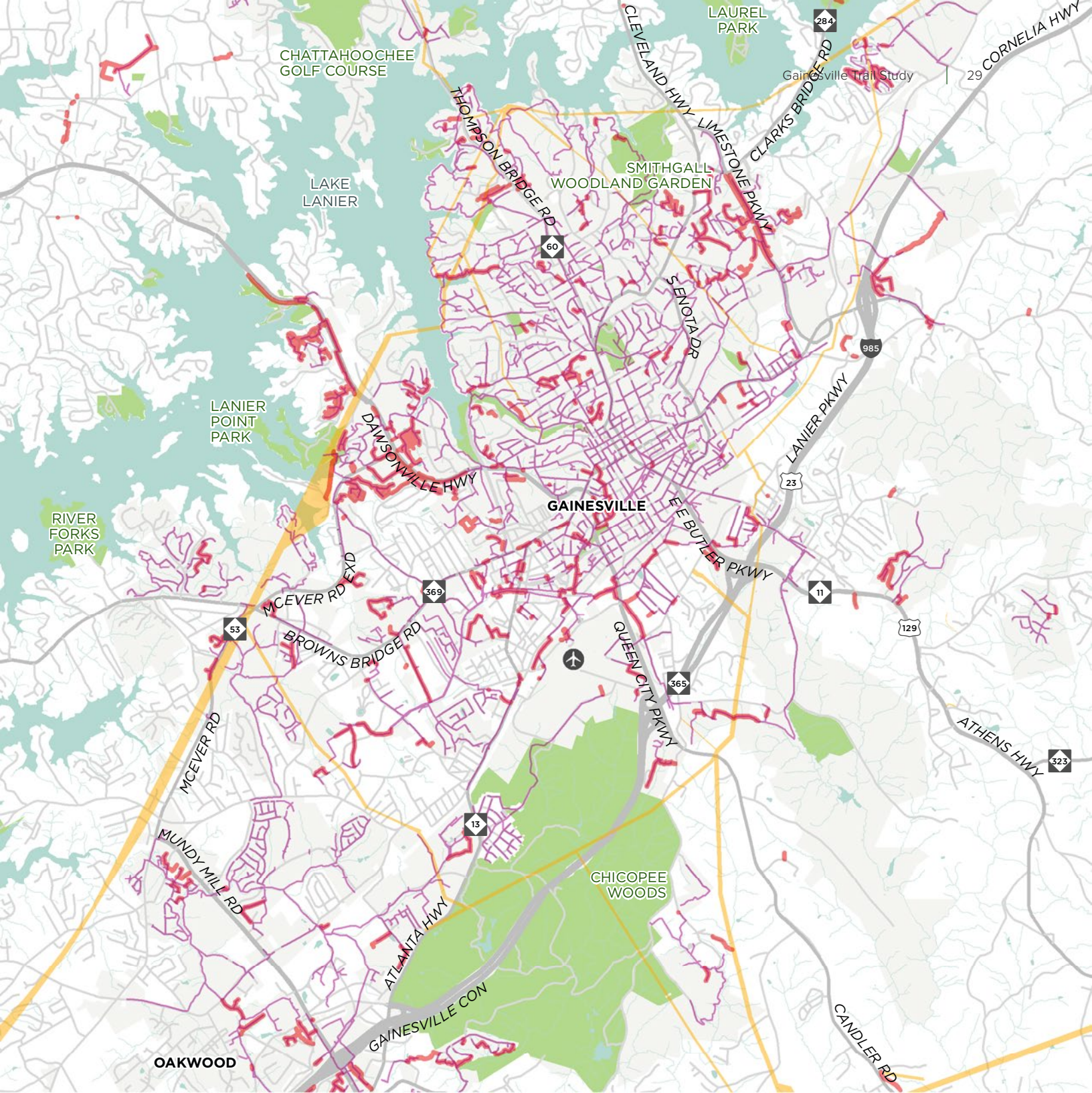
Specifically, utility easements, including sewer and power lines, provide trail development opportunities on often underused space. Utility companies typically locate their services along continuous, linear spaces; these long corridors are often incredibly suitable for trails.<sup>1</sup>

Furthermore, developing trails along utility easements can be cost-effective. Easements alleviate the need to purchase the full ownership rights of property, and therefore are more cost-effective. South Gainesville has numerous sewer and utility easements that prove useful in establishing trail alignments.

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<sup>1</sup> Rails to Trails Conservancy. "Utilities." <https://www.railstotrails.org/build-trails/trail-building-toolbox/basics/utilities/>





## UTILITY EASEMENTS

- Sewer Lines
- Sewer Easements
- Utility Easements

0 1 2 MILES





## Opportunities and Constraints

Fieldwork, GIS mapping, and input from the public and Project Management Team helped to identify existing opportunities and constraints for trail development within in the designated study area between the southern terminus of the Midtown Greenway and the northern terminus of the Palmour Sidepath. This section presents an overview of the key assets that would support a local trail system and the challenges that will need to be addressed for successful implementation.

- 1** Public parcel along trail presents opportunity for green space and/or stormwater management.



- 2** Design & funding secured for Midtown Greenway extension from MLK Jr Blvd to Industrial Dr.



- 3** Constrained right-of-way.



- 4** High demand for pedestrian infrastructure along Industrial Blvd; desire lines appear where sidewalks do not exist.



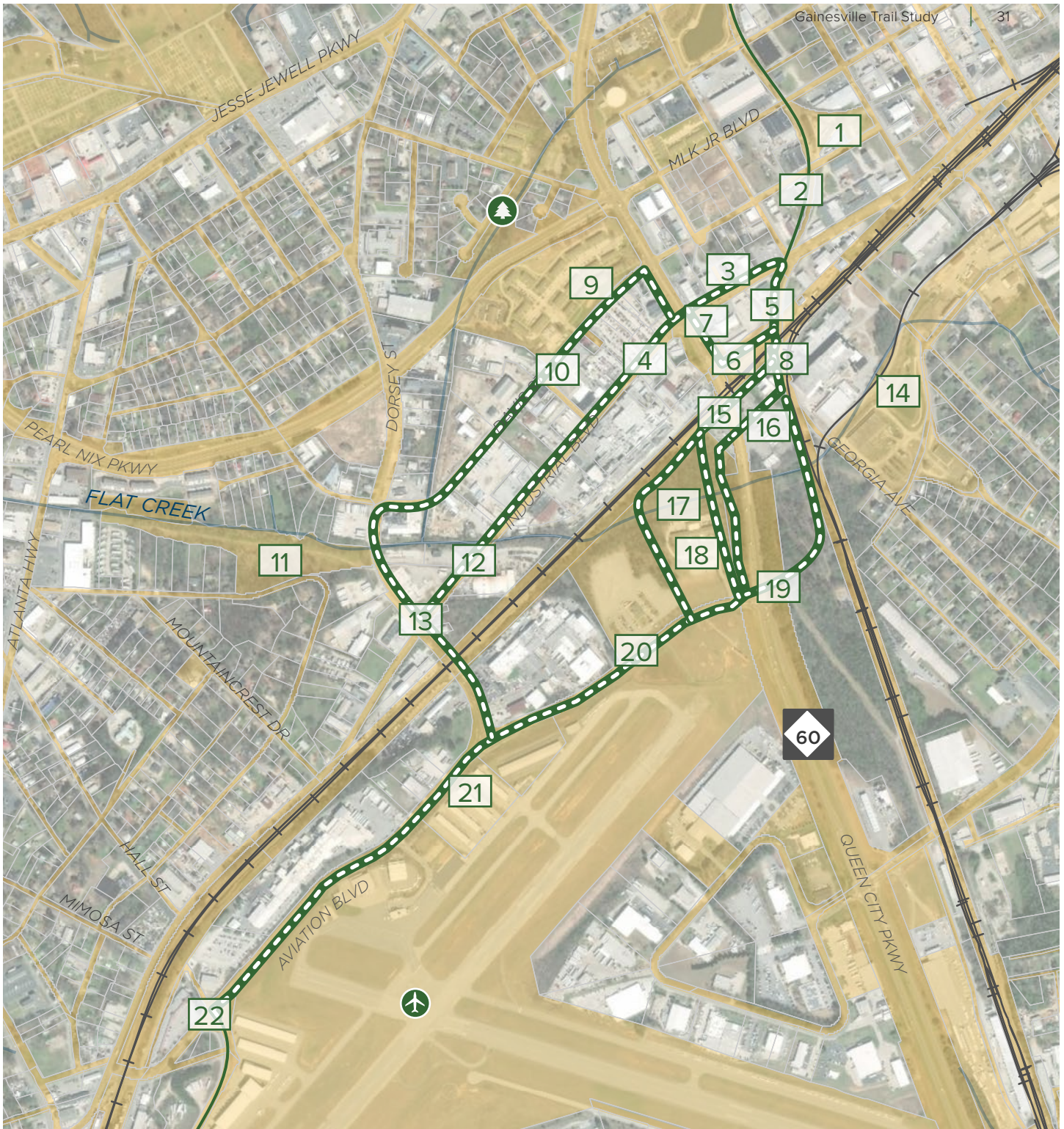
- 5** Drainage improvements likely required.



- 6** Public parcel provides opportunity to keep trail off street.

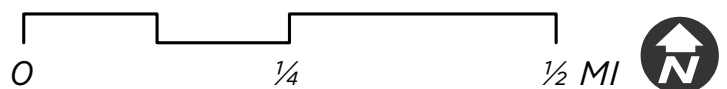






## Opportunities and Constraints

- Potential Alignments
- Existing Paved Trails
- ★ Destination
- 🏫 School
- 🌳 Park
- ✈️ Airports
- Streams
- Publicly Owned Parcels





- 7** Very steep grade would require ramp to connect to Queen City Pkwy at Industrial Blvd.



- 10** Davis St has existing bus service and traffic calming features.



- 8** Upgrades required to existing at-grade rail crossing.



- 11** Flat Creek restoration project underway.



- 9** Hall County public housing site with workforce training facility.



- 12** Sidepath on west side of Industrial Blvd would require utility coordination and potential relocation.



- 13** Intersection of Dorsey at Industrial currently has no pedestrian accommodations.



- 14** Potential redevelopment area; several parcels owned by City of Gainesville.



- 15** Queen City Pkwy underpass provides separated crossing, adjacent to railroad tracks.



- 16** Work with Newhall News Papers to determine routing through parcel.



- 17** Creek crossing - requires boardwalk or trail bridge.

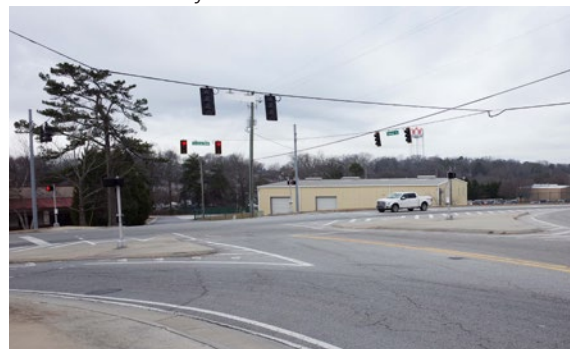
- 18** Parcel owned by state, shared by Georgia Department of Driver Services and the Gainesville Probation Office.

- 19** Potential tunnel underneath Queen City Pkwy would provide grade-separated crossing.

- 20** AADT of 8,800 on Aviation Blvd is low enough to accommodate a four-to-three lane road diet.

- 21** Aligning trail along city-owned airport parcel would require significant grading, drainage improvements and utility relocation.

- 22** Aviation Blvd. and Palmour intersection has pedestrian signal heads but crosswalk markings are severely faded.





# IV.

## Recommendations

## Connecting to Gainesville's Midtown Greenway

Both an in-field evaluation and remote analysis was performed to assess alternatives for connecting the Palmour Dr. Connector Trail to the Midtown Greenway. The most direct connections were considered, as well as existing service areas, available public land, development cost, safety and geographic barriers.

Each alternative was vetted with City staff and the public to determine general preference with consideration to the criteria listed above. The alternatives assessment follows.

## Preferred Alignment

The recommended alignment for the Gainesville trail connection is to continue the trail north along Aviation Blvd. Two options were explored for routing along Aviation Blvd:

1. Reduce number of travel lanes based on low traffic volumes and extend curb on west side. This option would require more extensive coordination with business owners on the west side of Aviation Blvd.
2. Retain all travel lanes and install sidepath on Airport side along fence. This option would require extensive grading and installation of retaining walls, stormwater devices, and relocation of perimeter fencing at airport.

### QUEEN CITY PKWY CROSSING ALTERNATIVES

In order to route the trail along Aviation Blvd, it must first cross Queen City Pkwy, a high speed, high volume road that poses a relatively high crash risk to potential trail users. There are two options for crossing Queen City Pkwy in the map to the right. Both are undercrossings, but one utilizes city ROW and the existing rail undercrossing (red line), and one requires a new tunnel further south that would connect directly to Aviation Blvd (orange line). GDOT has established a minimum award amount at \$1,000,000 for the TAP grants.

-  Georgia Ave Sidepath: Utilizes city-owned land on west side of Georgia Ave. Will require enhancements to existing at-grade rail crossing. Cost estimate: \$178,000

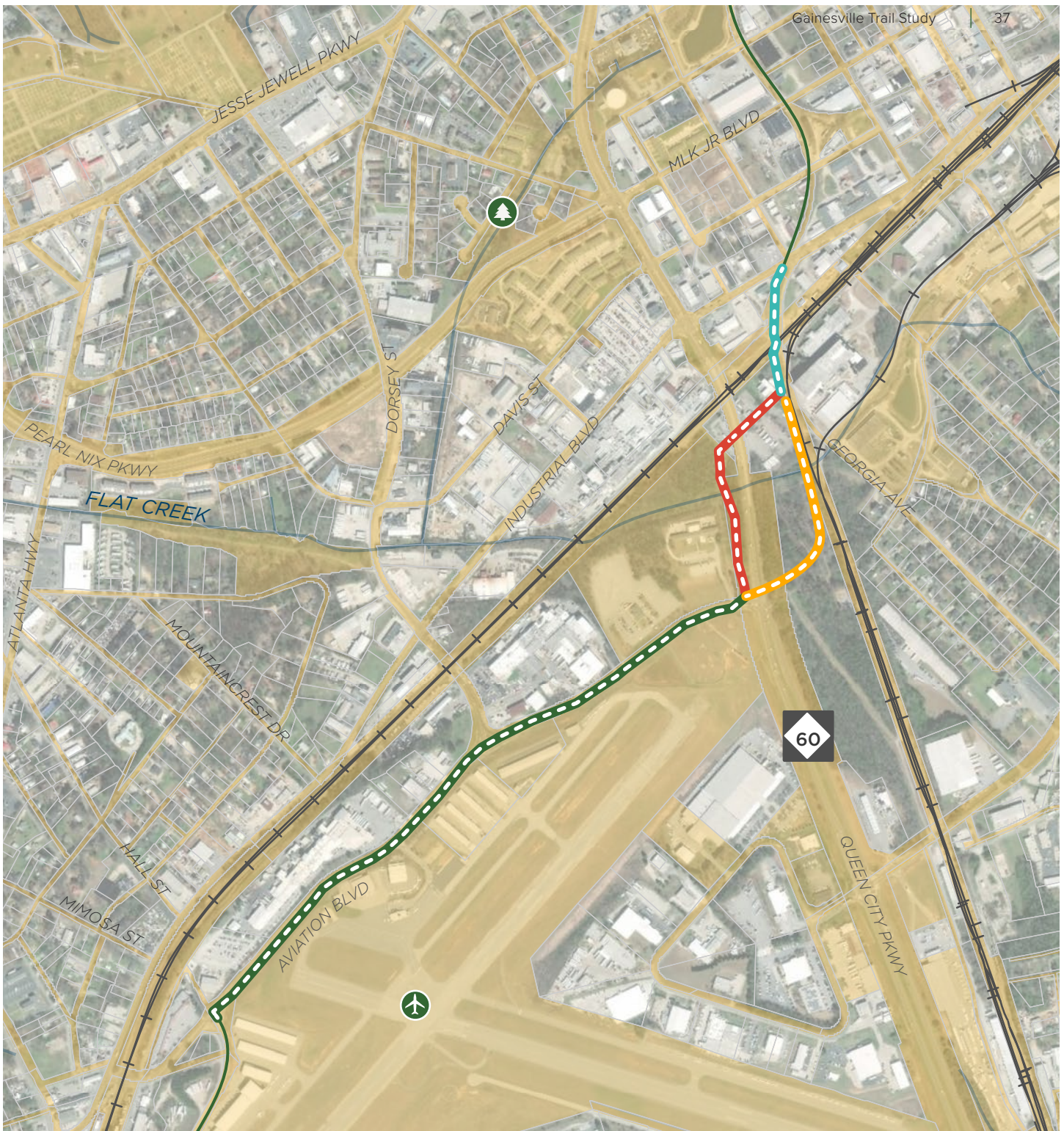
-  QCP Crossing Option A: This represents one of two options for crossing underneath Queen City Pkwy. Utilizes city-owned right of way through the existing Queen City Pkwy undercrossing. Passes briefly through state-owned land before reconnecting with Queen City Pkwy right of way. There is sufficient right of way on either side of Queen City Pkwy to have a wide trail with landscaped buffer. Cost estimate: \$306,000

-  QCP Crossing Option B: This represents the second of two options for crossing underneath Queen City Pkwy. Requires coordination with two private landowners, and construction of a new tunnel underneath Queen City Pkwy. Cost Estimate: \$2,348,000

-  Aviation Sidepath: Due to grade challenges and utility placement, the preferred implementation strategy for this stretch is to do a 4-to-3 lane road diet and repurpose one of the NE-bound lanes as trail. Cost Estimate: \$871,000

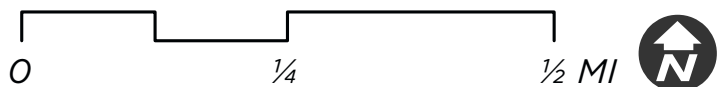
The preferred alignment is detailed on the next page.





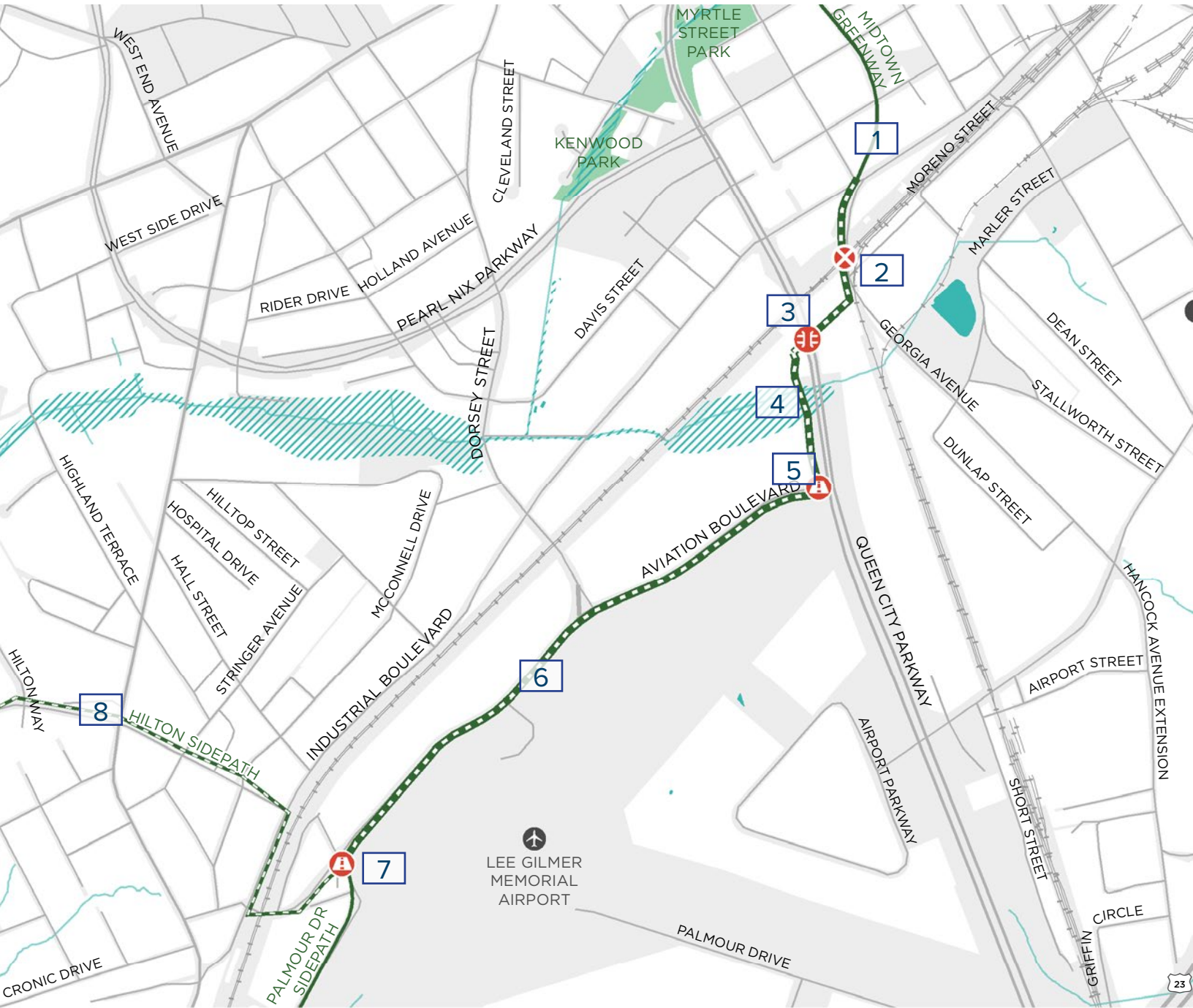
## Queen City Pkwy Crossing Options

- Georgia Ave Sidepath
- QCP Crossing Option A
- QCP Crossing Option B
- Aviation Sidepath
- Existing Paved Trails
- Park
- Airports
- Streams
- Publicly Owned Parcels





## Airport Connector Trail



- Intersection Improvement
- Rail Crossing
- Trail Underpass
- Airport Connector
- Other Proposed Trail
- Existing Trails
- 100-Year Floodplain
- Publicly Owned Parcels/ ROW

0 1/4 1/2 MILES



The Airport Connector Trail extends from the existing Palmour Dr. Connector Trail east along Aviation Blvd. Due to grade challenges and utility placement on the east side of Aviation Blvd., the preferred implementation strategy for the trail is a 4-to-3 lane reconfiguration and repurpose one of the westbound lanes as trail. At the Queen City Parkway intersection, the trail will extend north and easterly between state property and roadway. The trail will pass beneath the Queen City Pkwy. bridge, continuing along Georgia Ave. and crossing the railroad at grade, and connect to the Midtown Greenway.

- 1 Connect with existing Midtown Greenway
- 2 Coordinate with Norfolk Southern at railroad crossing for at-grade crossing modification to convey trail use
- 3 There is ample overhead clearance to extend trail beneath Queen City Pkwy. and no structural improvements are required
- 4 Install 18" culvert at drainage area
- 5 Bench trail into slope between the roadway and state property
- 6 Reduce travel lanes from 4 to 3 and repurpose eastbound lane into shared-use path with new curb and gutter
- 7 See recommendations for Industrial Blvd at Palmour Dr on page 42.
- 8 For details on the Hilton Sidepath, see the *GHMPO South Hall Trails Study*

| PROPERTY TYPE    | LENGTH | % OF PHASE | AFFECTED PARCELS |
|------------------|--------|------------|------------------|
| Utility Easement | 201    | 3%         | N/A              |
| ROW              | 6,068  | 89%        | N/A              |
| Public Parcels   | 337    | 5%         | 3                |
| Private Land     | 203    | 3%         | 1                |

Approximate length: **1.29 miles**  
Estimated Cost: **\$1.5M with road diet;**  
**\$3M without road diet**



## Georgia Avenue

The trail will continue from the southern terminus of the Midtown Greenway across Industrial Blvd and follow the south side of Georgia Ave. The trail will occupy part of an underutilized parcel owned by the city. The trail will be 12 ft wide with a 6 ft buffer. There will be no change to the roadway.





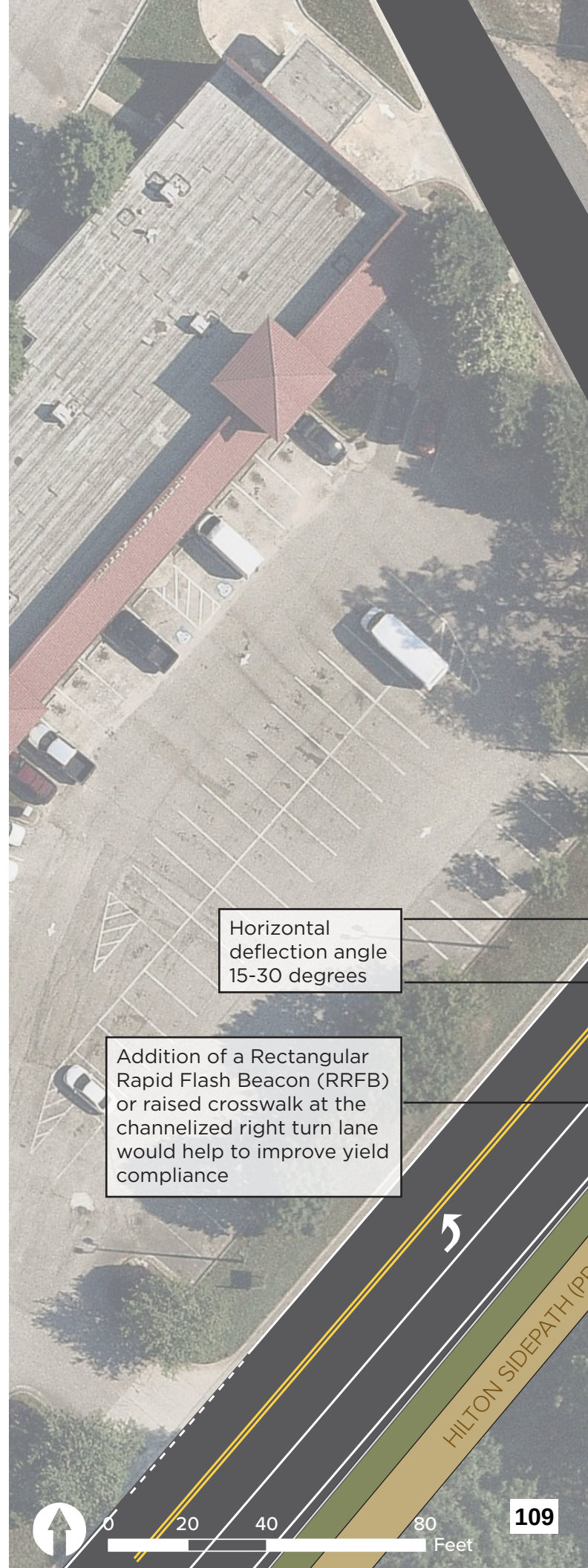




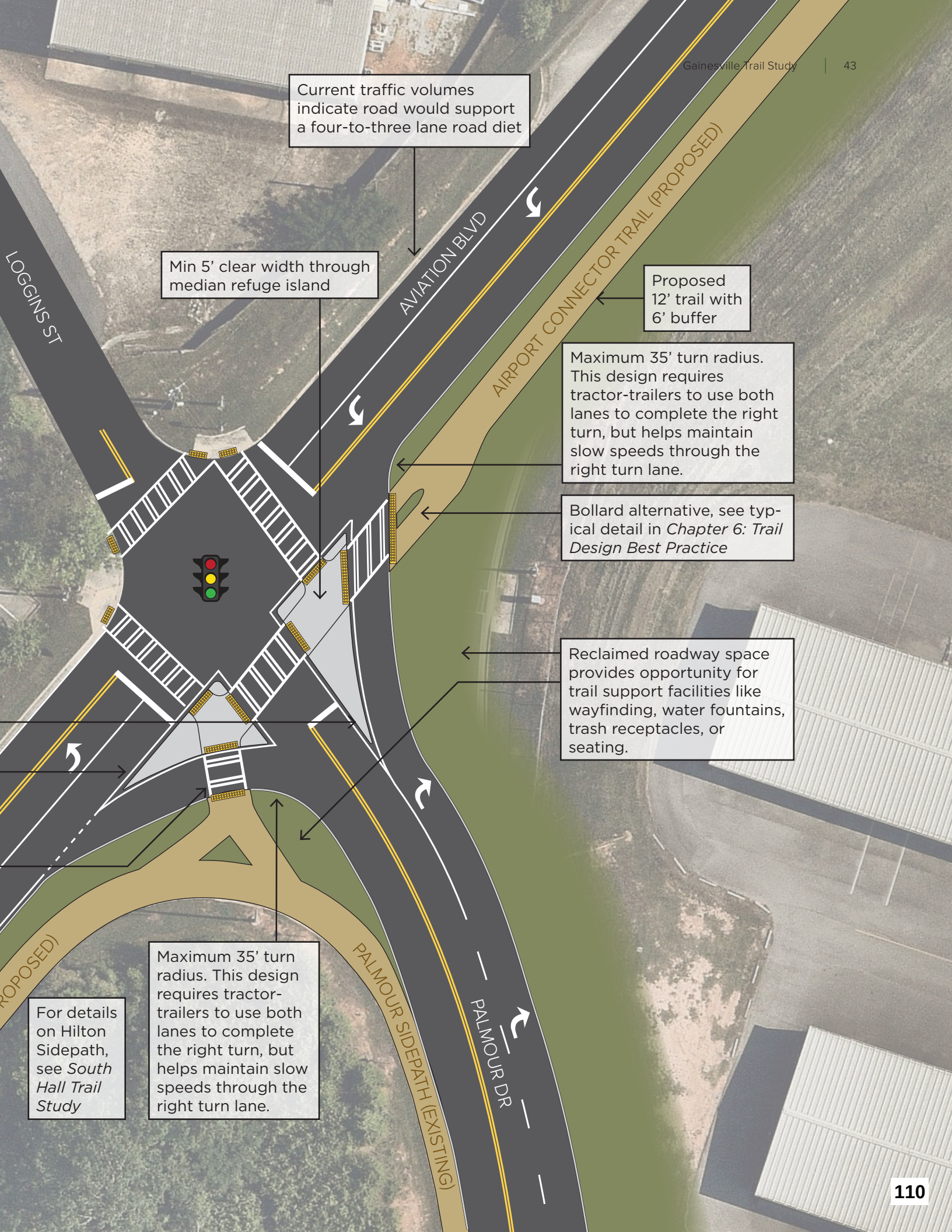
## Palmour Drive at Aviation Blvd

The diagram at right shows the southern terminus of the Airport Connector Trail at the intersection of Aviation Blvd and Palmour Dr. This is an important intersection for the success of the trail network because it represents the intersection of three trails: the proposed Airport Connector Trail, the proposed Hilton Sidepath (proposed as part of South Hall Trail Study), and the existing Palmour Drive Sidepath.

The intersection currently features channelized turn lanes with wide radii, and large median refuge islands. There are pedestrian signal heads, but the existing crosswalk markings are severely faded. Because of the high volume of heavy vehicles, this study proposes keeping the channelized-turn lane configuration, with upgrades to make it more comfortable and safe for trail users. The proposed concept shows reduced turn radii at the channelized turn lanes, high visibility crosswalk markings, and the new configuration with a four-to-three lane road diet.







Current traffic volumes indicate road would support a four-to-three lane road diet

Min 5' clear width through median refuge island

Proposed 12' trail with 6' buffer

Maximum 35' turn radius. This design requires tractor-trailers to use both lanes to complete the right turn, but helps maintain slow speeds through the right turn lane.

Bollard alternative, see typical detail in *Chapter 6: Trail Design Best Practice*

Reclaimed roadway space provides opportunity for trail support facilities like wayfinding, water fountains, trash receptacles, or seating.

Maximum 35' turn radius. This design requires tractor-trailers to use both lanes to complete the right turn, but helps maintain slow speeds through the right turn lane.

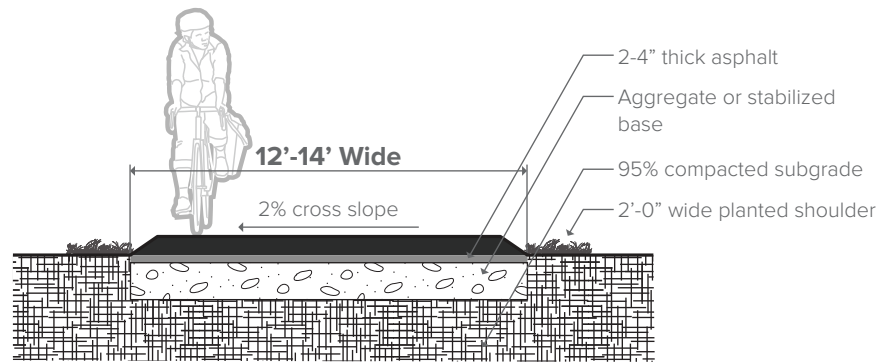
For details on Hilton Sidepath, see *South Hall Trail Study*

## Surface Type

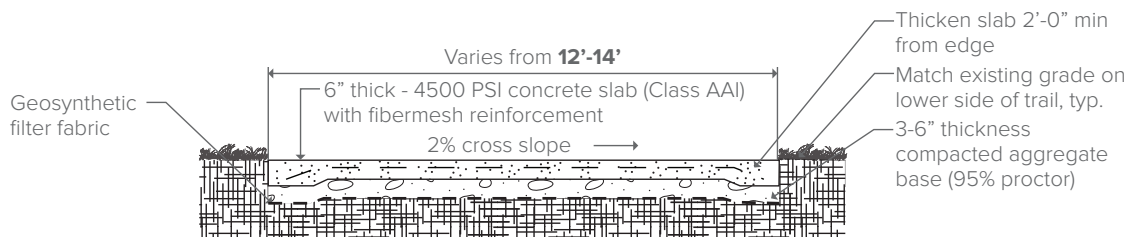
Based on the physical site analysis and the metrics of shared-use path design, a 12-foot-wide asphalt trail with a two-foot-wide shoulder is recommended, per AASHTO. The section along Aviation Blvd. will likely be concrete since new curb and gutter will be installed. See Chapter 6 for additional design guidance.

## Railroad Crossings

There is one at-grade railroad crossing modification proposed. Due to the extensive pedestrian activity observed at the existing railroad crossing, there are opportunities to improve bicycle and pedestrian safety, visibility, and accessibility when the trail is in place. Potential solutions may include installation of pedestrian scale gates and signage and controlling access with fencing on the north and south sides



**Asphalt Shared Use Path**



NOTE:

Some areas may contain exceptionally weak subgrade materials which will require additional soil stabilization measures per direction of geotechnical consultant.

**Soft Subgrade Area Concrete Trail**



of the intersection. All railroad crossing improvements will require design review and approval from Norfolk Southern. Railroad crossings should be the focus of future detailed engineering study and recommendations made using at-grade crossing modification permit procedures.

## Trail Safety

*“CPTED is the proper design and effective use of the built environment which may lead to a reduction in the fear and incidence of crime, and an improvement of the quality of life.”*

*- National Institute for Crime Prevention*

CPTED is a proactive crime fighting technique in which the design and effective use of the built environment can lead to a reduction in the fear of and incidents of crime and asocial behavior, and an improvement in quality of life. In contrast to the approach of addressing crime concerns by implementing visually affronting security or target-hardening measures such as locks, hard barriers, security gates, and security patrols, CPTED promotes high quality and visually pleasing solutions as first responses that aim to enhance the legitimate use of space. CPTED can be applied without interfering with the normal use of the space. It is easy to apply and can be economical to implement, especially if it is done early at the planning and design stages of a project. It is very important to realize CPTED principles only reduce the opportunity for crime; crime prevention and social programs are also

important for tackling the underlying cause of crime in communities. These steps work in conjunction to create a safe environment to work, live or play.

The Principles of CPTED are:

- Natural Surveillance
- Natural Access Control
- Territorial Reinforcement
- Maintenance

### Natural surveillance

Increasing visibility by occupants, neighbors and casual observers increases the detection of unwanted behaviour. For instance, if a high opaque fence blocks the view of a trail, the lack of visibility may invite bad behavior. Conversely, the use of transparent fencing that allows an unobstructed view of the area by users or passers-by may discourage unwanted behavior. Positive natural surveillance along trails includes maintaining open sightlines both laterally and longitudinally, using transparent fencing



*Adjacent buildings provide eyes on the trail*



where fencing is desired, keeping vegetation maintained, and working with adjacent businesses, residents, and other uses to provide unobstructed views to the trail (“eyes on the trail”). Trail lighting, used in combination with other CPTED principles, can be a successful strategy for improving natural surveillance by other users and adjacent uses.

### **Natural access control**

Natural access control employs both real and symbolic barriers—including fences, berms, and vegetation—to define and limit access to an adjacent building or other use along trails. For example, if there are adjacent apartments along a trail, a low berm or vegetated buffer could be planted that still allows natural surveillance from the buildings onto the trail but provides user access control between the apartments and the trail, delineating the two uses.



*The berm and staircase limit access to homes without having a fence*

### **Territorial reinforcement**

This is the process of establishing a sense of ownership, responsibility, and accountability for the public trail, and to impress upon visitors that a space is cherished by its neighbors. Users pay more attention to and defend a particular space if they feel psychological ownership of it. Territorial reinforcement measures, which may be physical or symbolic, tell people they are in a defined public space. Territorial reinforcement along trails can use colour, texture, and hardscape variations to signify that the trail is public. Branding techniques used by the City are also successful strategies, such as signage and wayfinding systems. Public art on trails is also a positive method of territorial reinforcement, as it provides a message of public or civic space to users.



*The fencing reinforces the public facility*

## Maintenance

Neglected property can encourage mistreatment, while well-maintained property will elicit proper treatment. This strategy directly impacts the fear of crime in a community due to residents' perceptions of responsibility and caring in the neighborhood. Examples of proper maintenance include the immediate removal of graffiti or repair of vandalism, keeping landscape regularly maintained to limit areas of concealment, weed abatement, tread repair and painting worn adjacent buildings.

## SECURITY LIGHTING ON TRAILS

When used in combination with other CPTED principles, lighting can be an effective tactic for improving security and reducing the likelihood of unwanted behavior. Lighting provides a choice for how to use trails during non-daylight hours. The goal of lighting trails for security is to make a place unattractive or uncomfortable to offenders while also providing a sense of security and attracting the intended use of trails. Properly lit trails should be easy to observe, eliminate potential hazards at intersections or access points, attract use and enhance other environmental design techniques.

When considering lighting on trails, the appropriate quality and quantity of lighting must be used. Artistic or low-level landscape lighting, while attractive, is not security lighting. Security lighting must be able to aid in the identification or detection of potential unwanted behavior. Contrast, glare, illumination, lighting controls and colour rendering will provide the best opportunity to reduce unwanted behaviour and welcome the intended use of the trail.



*The decision to implement trail lighting is based on cost, demand, and trail context*





V.

# Implementation Strategy

## Overview

Trail implementation and management can be effective and efficient with support from partnerships with a variety of public, private, non-profit, and community organizations at the local, regional, and national levels. Through the combined resources of existing staff, new funding sources, and new community partners and volunteers, the following are strategies for advancing best practices in implementation and management for the Gainesville Trail system.

## Acquisition Strategy

Several options are available for Gainesville to acquire necessary property for future trails. Options include amending local zoning and subdivision ordinances to ensure that, as developments are planned and reviewed, the greenway corridors identified in this plan are protected. This strategy would entail amending development regulations to have developers set aside land for trails whenever a development proposal overlaps with the Gainesville trail corridors. Gainesville staff should ensure that an effective review of all bicycle and pedestrian elements of proposed developments takes place.

In addition, local policies can be revised so that all new sewer and utility easements allow for public access as a matter of right. Although many utility easements do not currently prohibit trail development, they do require the approval of underlying landowners, increasing the complexity of trail development in these easements.

Trail right-of-way (ROW) acquisition can be accomplished through a number of other methods where trail recommendations run through currently developed areas. Wherever acquisition is successful, property owners should be approached and informed by the implementing agency in advance of the design process.

## Current Property Information Along the Corridor

Using existing parcel information in GIS, general ownership information was inventoried for each project segment. This information is useful because it gives the City and other project partners the composition of ownership along the corridor. Knowing the nature of current ownership affects the value of the corridor and other project constraints, and can also influence acquisition costs. Acquisition costs were not developed as part of this study. The nature of the property



analysis was not exhaustive as it was limited to the public information on record and is, thus, for informational purposes only. Property law is a very complex topic, and even after a search of the available public information, there may still be uncertainty regarding ownership that can only be addressed through a legal investigation by a right-of-way specialist, title company, or attorney. Nonetheless, the information collected for the parcels along Gainesville trail corridors provides a relevant and current picture of the status of ownership along the corridors.

## Inventory and Analysis of Property Information

All properties adjacent to the proposed Gainesville trail corridors were compiled and organized into ownership categories. This information will be helpful as the trail is developed to determine acquisition cost and strategy depending on the prevailing owner.

Ownership information for parcels along trail corridors is described by one of the following categories:

- Property is located within GDOT right-of-way (will require encroachment agreement)
- Property is located within public utility (will require modification to existing easement agreement with utility and underlying property owner)
- Property is located on public land (no acquisition necessary)

- Property is located on private land (will require acquisition of public trail easement with private owner)

Some parcels along the trail corridors will impact multiple categories; for example, if a public sidewalk is widened to comply with shared-use path standards, while the existing public facility is within GDOT ROW, widening it will encroach into adjacent private property. As a result, both GDOT and the private property owner will require coordination and acquisition. This condition is further detailed in the Appendix. An aggregate breakdown of property type for all Gainesville trails is found in the table on this page.

Table 2: Trail Length by Property Ownership Type

| PROPERTY TYPE    | LENGTH | % OF PHASE | AFFECTED PARCELS |
|------------------|--------|------------|------------------|
| Utility Easement | 201    | 3%         | N/A              |
| ROW              | 6,068  | 89%        | N/A              |
| Public Parcels   | 337    | 5%         | 3                |
| Private Land     | 203    | 3%         | 1                |

|  <b>CONCEPTUAL COST ESTIMATE</b>   |          |          |       |              |                                        |                       |
|---------------------------------------------------------------------------------------------------------------------|----------|----------|-------|--------------|----------------------------------------|-----------------------|
| DESCRIPTION: GAINESVILLE TRAILS STUDY WITH AVIATION BOULEVARD ROAD DIET<br>PROJECT NUMBER: 2018-001<br>COUNTY: HALL |          |          |       |              |                                        |                       |
| TOWN/CITY: GAINESVILLE<br>ESTIMATE BY: BMB<br>DATE: 8/22/2018<br>REVISED:<br>CHECKED BY:                            |          |          |       |              |                                        |                       |
| Line Number                                                                                                         | ITEM     | QUANTITY | UNITS | PRICE        | DESCRIPTION                            | AMOUNT                |
|                                                                                                                     | 150-1000 | 1        | LS    | \$32,000.00  | TRAFFIC CONTROL                        | \$32,000.00           |
|                                                                                                                     | 151-0000 | 1        | LS    | \$53,200.00  | MOBILIZATION                           | \$53,200.00           |
|                                                                                                                     | 201-1500 | 1        | LS    | \$21,300.00  | CLEARING & GRUBBING                    | \$21,300.00           |
|                                                                                                                     | 210-0100 | 1        | LS    | \$296,070.00 | GRADING COMPLETE -                     | \$296,070.00          |
|                                                                                                                     | 310-1101 | 2303     | TN    | \$40.00      | GR AGGR BASED CRS, INCL MATL           | \$92,120.00           |
|                                                                                                                     | 441-0106 | 7400     | SY    | \$60.00      | CONC SIDEWALK, 6 IN                    | \$444,000.00          |
|                                                                                                                     | 441-6012 | 4300     | LF    | \$30.00      | CONC CURB & GUTTER, 6 IN X 24 IN, TP 2 | \$129,000.00          |
|                                                                                                                     | 515-2015 | 750      | LF    | \$50.00      | METAL SAFETY RAIL                      | \$37,500.00           |
|                                                                                                                     | 550-1180 | 125      | LF    | \$60.00      | STORM DRAIN PIPE, 18 IN, H 1-10        | \$7,500.00            |
|                                                                                                                     | 668-1100 | 5        | EA    | \$4,000.00   | CATCH BASIN, GP 1                      | \$20,000.00           |
|                                                                                                                     | 668-4300 | 5        | EA    | \$4,000.00   | STORM SEWER MANHOLE, TP 1              | \$20,000.00           |
|                                                                                                                     | 670-4000 | 4        | EA    | \$2,500.00   | RELOCATE EXIST FIRE HYDRANT            | \$10,000.00           |
|                                                                                                                     | 700-6910 | 4        | AC    | \$1,500.00   | PERMANENT GRASSING                     | \$6,000.00            |
| <b>SUBTOTAL</b>                                                                                                     |          |          |       |              |                                        | <b>\$1,168,690.00</b> |
| MINOR ITEMS                                                                                                         |          |          |       |              |                                        | 10.0% \$116,869.00    |
| <b>ITEMS COST</b>                                                                                                   |          |          |       |              |                                        | <b>\$1,285,559.00</b> |
| INFLATION FACTOR 2 YEARS                                                                                            |          |          |       |              |                                        | 4.0% \$104,901.61     |
| <b>CONSTRUCTION TOTALS</b>                                                                                          |          |          |       |              |                                        | <b>\$1,390,460.61</b> |
| CONTINGENCIES                                                                                                       |          |          |       |              |                                        | 10.0% \$139,046.06    |
| UTILITIES                                                                                                           |          |          |       |              |                                        | 1.0% \$13,904.61      |
| RIGHTS OF WAY                                                                                                       |          |          |       |              |                                        | 0.0% \$0.00           |
| <b>TOTAL ESTIMATED COST</b>                                                                                         |          |          |       |              |                                        | <b>\$1,543,411.28</b> |

## Development Costs

An order-of-magnitude cost estimate was generated for the Gainesville trail. The total cost of the Gainesville trail segment is \$1.5M. Costs include all land development items as well as ancillary facilities such as trailheads and amenities, as appropriate. Not included in the cost estimates are: survey, acquisition costs, permitting fees, and any other items not indicated. A detailed conceptual cost estimate is on the page that follows.

## Design and Construction

While this feasibility study has closely examined the prospect of developing a shared-use path system in Gainesville, it is only the beginning. In order to prepare each phase of the trail for implementation, funding must be secured, easements acquired, surveys developed, and design and permitting must take place. These items can vary in their time requirements depending on conditions throughout each phase of the corridor but can be generally estimated and are shown on the following table. The design process can be a complicated and technical undertaking for linear projects such as trails, and a qualified consultant should always be employed.

## Permitting

The construction of any trail will require permits for construction. Depending on the final alignment location for the Gainesville trail, there may be coordination with various agencies at the state and federal level.

## Project Development Criteria

- River Basin – Upper Chattahoochee
- Watershed Protection Overlays – None
- Development Tier - Industrial
- Riparian Buffers - The Georgia Erosion and Sedimentation Act of 1975 (O.C.G.A. 12-7) and its subsequent amendments require that primary and secondary trout streams maintain an undisturbed riparian buffer of 50', and all other streams maintain a minimum buffer of 25' (measured from where vegetation is wrested by normal stream flow).

## Surface Waters

To obtain the necessary water quality certifications, the GEPD NPDES application will need to be completed and submitted in addition to a Stormwater Pollution Prevention Plan (SWPPP) developed in accordance with current local and state (GEPD) guidelines.

A field delineation will be required to identify the Flat Creek tributary that crosses

beneath Queen City Pkwy. USACE and GEPD concurrence is required to verify the delineation.

## Permitting Assessment, Anticipated Impacts, and Mitigation:

The Flat Creek tributary may be required to comply with the nutrient reduction and mitigation requirements associated with the associated stream buffer rules and Gainesville's development ordinance.

The Gainesville trail segment is located in a short section of 100-year floodplain, and requires a culvert to cross the stream. Because the area is mostly developed with little available room for treatment options, it should be anticipated that the projects may have to purchase nutrient offset credits prior to construction.

It is not anticipated that the Gainesville trail will require 404/401 permits from the USACE and/or GEPD.

## FEMA Compliance

Flat Creek and its tributaries are located within a FEMA detailed study area with an established floodway. Therefore, coordination will be required with the City's Floodplain Administrator, the Georgia Floodplain

Mapping Program, and FEMA. Any structures (including stormwater structure devices) that result in a changes in water surface elevation greater than 0.02 feet, floodway width or location, or floodway water surface elevations will require FEMA approval through the CLOMR / Letter of Map Revision (LOMR) process. The amount of trail located within the floodplain is very minimal for the Gainesville trail. However, the level of compliance required is highly dependent on the surveyed location of the alignment option. In all cases during this trail study, efforts were made to route trail segments outside floodway.

## Funding

It is important to pursue support from a variety of public and private sources at the local, regional, and national levels. Supporting organizations can also include a mosaic of partnerships between public and non-profit agencies. By diversifying the support base, a community can ensure the longevity and reliability of a trail system. This will help in marketing the Gainesville trail system and its supporting organizations, creating a community-wide sense of ownership and enthusiasm toward it, and serving as a vital component of an active, healthy community.

State funding through GDOT's Transportation Alternatives Program (TAP) was pursued for the Gainesville Trail project by city staff during

the preparation of this study. Award of the grant has not been determined. Further detail on recommended funding sources can be found in the Appendix.

## Operations and Maintenance

### Guiding Principles for Effective Operations and Maintenance

The Gainesville trail system should be regarded and maintained as a public resource. The condition of the trail reflects the relationship between the trail, trail managers and the surrounding community. A well-maintained trail will serve the community for generations to come. The following guiding principles will help assure the preservation of a first class trail:

- Good maintenance begins with sound planning and design.
- Foremost, protect life, property, and the environment.
- Promote and maintain a quality outdoor recreation and transportation experience.
- Develop a management plan that is reviewed and updated annually with tasks, operational policies, standards, and routine and remedial maintenance goals.
- Develop a maintenance plan that is reviewed and updated annually and includes regular inspection schedules.
- Maintain construction and design quality control, and conduct regular inspections.



- Include field crews, police, and fire/rescue personnel in both the design review and on-going management process.
- Maintain an effective, responsive public feedback system, and promote public participation.
- Be a good neighbor to adjacent properties.
- Operate a cost-effective program with sustainable funding sources.

A management plan provides a basic foundation for Gainesville trail development tasks that need to be undertaken by the City and other partners once design development begins and the trail is opened for use. A benchmark structure, including a series of work items and tasks that need to be completed in order, is recommended to maintain Gainesville's trail network as an attractive, safe, and secure public amenity.

## Trail Facility Management and Administration

For a successful trail facility to be developed, it is critical for those involved in the operations and maintenance to understand their role in supporting and managing the trail. The Gainesville trails will be developed and maintained primarily by the City of Gainesville. Listed below are the key departments and organizations that will play a role in the implementation and management of the trail.

### **GAINESVILLE-HALL METROPOLITAN PLANNING ORGANIZATION (GHMPO)**

MPOs are responsible for leading regional

transportation initiatives and coordinating transportation grant funding. In the event additional coordination is needed for other roles, the GHMPO could serve as a facilitator of meetings, especially if it involves the Mayor or City Manager of partner cities.

Other roles may include:

- Provide updates to City staff on opportunities for facility development that coincide with other capital or maintenance projects.
- Work actively to ensure bicycle and pedestrian projects are funded through the State prioritization process (STIP).

### **CITY OF GAINESVILLE ADMINISTRATION**

City Administration provides leadership and funding obligations and budget items for capital improvements. City management should adopt a budget for expenditures of funding that support local trail development. City staff should be prepared to provide supporting materials to the administration for the budget process, including any bicycling, walking, and trail-related reports, user estimates, and benchmarking statistics.

### **GAINESVILLE PARKS AND RECREATION DEPARTMENT**

Gainesville officials ensure that the public's health and safety are protected during the normal use of any city-owned property,

Table 4: Routine and Remedial Maintenance

| Type                                   | Task                                                                                                                                                                                                                                                                                  |
|----------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Facility Maintenance</b>            | Sweeping                                                                                                                                                                                                                                                                              |
|                                        | Trash Removal                                                                                                                                                                                                                                                                         |
| <b>Vegetation Management</b>           | Tree and shrub trimming and pruning                                                                                                                                                                                                                                                   |
|                                        | Mowing of vegetation                                                                                                                                                                                                                                                                  |
|                                        | Mulching and edging                                                                                                                                                                                                                                                                   |
|                                        | Invasive species control                                                                                                                                                                                                                                                              |
| <b>Facility Repair or Replacement</b>  | Replenish gravel, mulch, or other materials                                                                                                                                                                                                                                           |
|                                        | Repaint/restripe/restrain                                                                                                                                                                                                                                                             |
|                                        | Repave/seal                                                                                                                                                                                                                                                                           |
|                                        | Replace asphalt or concrete                                                                                                                                                                                                                                                           |
|                                        | Remove encroaching debris along paved trail/sidewalk edges                                                                                                                                                                                                                            |
|                                        | Regrade to prevent or eliminate low spots and drainage issues                                                                                                                                                                                                                         |
|                                        | Add culverts, bridges, boardwalks, retaining walls, etc. to prevent or eliminate drainage and/or erosion issues                                                                                                                                                                       |
|                                        | Reroute trail, if necessary, to avoid environmentally sensitive or overused areas and any safety issues                                                                                                                                                                               |
| <b>Seasonal Maintenance</b>            | Remove leaf debris, snow, or ice from all network facilities as soon as possible. Leaf debris is potentially hazardous when wet, and special attention should be given to facilities with heavier usage.                                                                              |
|                                        | Ice control and the removal of ice build-up is a continual factor because of the freeze-thaw cycle. Ice control is most important on grade changes and curves. Ice can be removed or gravel/ice melt applied. After ice is gone, leftover gravel should be swept as soon as possible. |
|                                        | Remove leaf litter from network facilities via raking, blowing, mulching, etc. as needed to sustain the safe usability of all network facilities and prevent any storm water drainage or erosion issues                                                                               |
|                                        | Remove snow and ice from network facilities, via plowing, shoveling, picking, salt, sand, etc. by 6 AM the morning following a storm                                                                                                                                                  |
| <b>Habitat Enhancement and Control</b> | Plant vegetation, such as trees and shrubs                                                                                                                                                                                                                                            |
|                                        | Take preventative measures to protect landscape features from wildlife, such as installing fencing around sensitive or newly planted plant materials                                                                                                                                  |
|                                        | Apply herbicide to eliminate any problem plant species, such as poison ivy, kudzu, etc.                                                                                                                                                                                               |
|                                        | Apply herbicide to maintain facility edges and prevent encroaching vegetation, such as along trails and sidewalks                                                                                                                                                                     |
|                                        | Deter interaction between facility users and facility inhabitants, such as feeding the wildlife, etc.                                                                                                                                                                                 |

including parks and trails. The Gainesville Parks and Recreation Department would have the overall responsibility for trail construction, operations, and maintenance.

Other roles may include:

- Coordinate across jurisdictional boundaries to provide trail network connectivity to Gainesville.
- Enforce trail design standards and uniformity for all future trail construction projects.
- Lead greenway programmatic activities to encourage trail use and community pride.
- Conduct evaluation activities along trails such as user preference surveys and counts.

### **POLICE/SHERIFF'S DEPARTMENTS**

The Gainesville Sheriff's Department patrols all public property including parks and recreation facilities in unincorporated Gainesville. For Flowery Branch and Oakwood, the local PD will patrol trail portions in their jurisdictions. When segments of Gainesville trail are constructed, police patrol should increase in the first six months to monitor use and hours of operation along the trail.

### **HIGHLANDS TO ISLANDS**

Highlands to Islands has helped promote the advancement of trails in the Gainesville region. The organization, a 501 (c)3, seeks to raise active living, health, and quality of life through various efforts including advocacy,

education, facilitation, and campaigning. Highlands to Islands should continue to play a role during the development of the Gainesville network by helping to organize promotional events, assisting with fundraising, and raising awareness for increased trail use and programming.

### **ROLE OF THE PRIVATE SECTOR AND NON-PROFITS**

Private organizations can play a significant role in the development and management of trail systems; local, regional, and national organizations provide various types of help. Local organizations can make in-kind donations, volunteer labor, and construct and maintain sections of a trail. Regional and national organizations can provide similar types of support including the provisioning of grants and other funding schemes. When new businesses or subdivisions are constructed near or adjacent to a trail facility, they may agree to share responsibility in supporting operations and maintenance, as well as providing access and dedicating open space.

After a trail is constructed, other developments, adjacent to or nearby, may take place and affect trail usage. Agreements can be established for new neighborhood, subdivision, and business development in such areas to help support trail maintenance, operations, and access. This type of support may include annual fees, in-kind donations, and day-to-day operations and maintenance responsibilities.

To various degrees, partnerships between

other private, public, and non-profit agencies can also be formed in creating a diversified, stable support system for the trail network. For Gainesville the following partners have been identified:

- Brenau University
- University of North Georgia (UNG)
- Northeast Georgia Healthcare System (NGHS)
- Lee Gilmer Airport
- Stone Capital Group

## Facility Maintenance

Trail maintenance shall include the removal of all debris, trash, litter, obnoxious and unsafe human-made structures, vegetation and other foreign matter. Trailheads, points of public access, and other activity areas shall be maintained in a clean and usable condition at all times. The primary concern for pathway maintenance shall always be public safety.

All trail facilities shall be maintained in a safe and usable manner during hours of operation, and in accordance with applicable Americans with Disability Act policies. Rough edges, severe bumps or depressions, cracked or uneven pavement, gullies, rills and washed out tread surface shall be repaired in a timely manner by Gainesville and/or its designee. Volunteer vegetation occurring in the trail tread should be removed in such a manner so that the trail surface is maintained as a continuous, even and clean surface. Graffiti should be removed and vandalized elements

of the trail and trail amenities should be repaired in a timely manner.

Vegetation within the trail corridor should be managed to promote safety, serve as habitat for wildlife, buffer public use from private property when possible, enhance water quality, and preserve the unique aesthetic values of the natural landscape. Removal of native vegetation should be done with clear purpose and discretion. The objective in controlling growth of vegetation shall be to maintain clear and open lines of sight along the trail at all times, at intersections with roadways and driveways, and along roadways.

Vegetation removal within the trail development zone should be accomplished to eliminate potential hazards that could occur from natural growth. To promote safe use of the trail, all vegetation should be clear-cut to a minimum distance of 3 feet from the edge of the trail tread, and 8 feet of overhead clearance. Selective clearing of vegetation should be conducted, in cooperation with Gainesville maintenance staff within a zone that is defined as being between three to ten feet from the edge of the pathway.

At any point along Gainesville Trails, a user should have an unobstructed view, along the centerline of the pathway, 250 feet ahead and behind his/her position. The only exception to this policy is where terrain or trail curvature is a limiting factor. Gainesville is responsible for the cutting and removal



of vegetation. Removal of vegetation within the trail right-of-way by an individual other than these agencies or their designee, is deemed unlawful and subject to fines and/or prosecution.

The tasks on the previous page should be performed on a regular basis to keep all network facilities in good, usable condition. Maintenance tasks should be conducted more frequently for trail facilities where use is the most concentrated. Methods such as trail use counts, sketch plan analysis methods for estimating demand, public survey results, and public meeting comments can be used to determine which areas are the most heavily used and may require the most maintenance attention. The frequency of required maintenance tasks should be established as new phases are implemented and should be reviewed and updated annually to reflect any changes in usage, safety issues, or other concerns.

### LIFE CYCLE OF FACILITIES

The following is a guide to the anticipated life expectancy of trail facilities, furnishings and amenities:

**Table 3: Trail Component Life Cycles**

| Trail Component          | Life Cycle    |
|--------------------------|---------------|
| Asphalt Trails           | 10 - 15 years |
| Concrete Trails          | 20+ years     |
| Thermoplastic Crosswalks | 3 - 5 years   |
| Aluminum Trail Signage   | 7 - 10 years  |
| Trash Receptacles        | 7 - 10 years  |

## Action Items

### Present Findings to City Council

Before proceeding further, Gainesville staff should present the Gainesville Trail study to City Council for review and adoption.

### Engage a Professional Engineering Firm

Identify a consultant or consultant team to develop a complete design package for the corridor.

### Engage Property Owners

City staff, project partners, and the consultant team should together determine the best strategy to reach out to adjacent property owners along the corridor to obtain approval of final design, including Lee Gilmer Airport, Newhall Newspapers, and Georgia Department of Health.

### Finalize the Route

Following public input, City staff should organize a team meeting to review this document in detail, along with the results of the previous two steps, and confirm the details of the final routing and recommended improvements.

## **Complete Design**

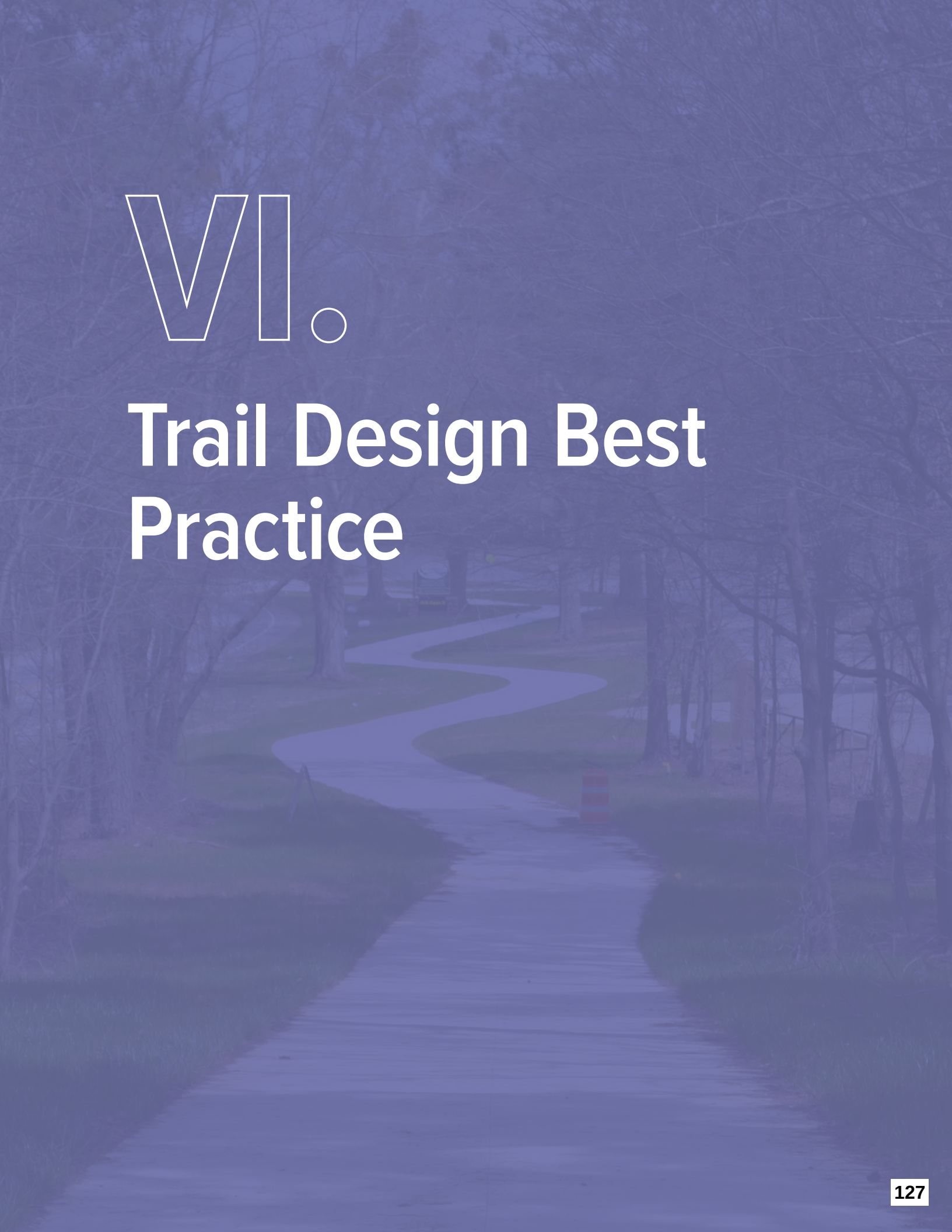
Once the route is finalized, the consultant team should complete a full design of the trail and produce a comprehensive set of construction documents that follow the standards required for federal funding.

## **Construct the Trail**

Once construction documents are produced, the trail can then be constructed with the any federal funds that have been set aside for this project and any local funds required to supplement those funds.

## **Perform Ongoing Maintenance and Patrolling**

Once the trail is on the ground, City staff should continue to maintain and patrol the trail in accordance with the recommendations outlined in this chapter and in Chapter 6.



VI.

# Trail Design Best Practice

## Guidance Basis

The sections that follow serve as an inventory of shared use path and trail design treatments and provide guidelines for their development. These treatments and design guidelines are important because they are the tools for creating a safe and accessible community. The guidelines are not, however, a substitute for a more thorough evaluation by a landscape architect or engineer, upon implementation of facility improvements.

### National Guidance

The following standards and guidelines are referred to in this guide:

- The Federal Highway Administration's (FHWA) *Manual on Uniform Traffic Control Devices (MUTCD)* defines the standards used by road managers nationwide to install and maintain traffic control devices on all public streets, highways, bikeways, and private roads open to public traffic.
- American Association of State Highway and Transportation Officials (AASHTO) *Guide for the Development of Bicycle Facilities* (2012) provides guidance on dimensions, use, and layout of specific bicycle facilities.
- The National Association of City Transportation Officials' (NACTO) *Urban Bikeway Design Guide* (2012) is the newest publication of nationally recognized bikeway design standards, and offers guidance on the current state of the practice designs.
- The AASHTO *A Policy on Geometric Design of Highways and Streets* (2011) commonly referred to as the "Green Book," contains the current design research and practices for highway and street geometric design.
- *Trails for the 21st Century* (1993) guides communities on how to convert unused railway and canal corridors into trails for pedestrians, cyclists, horseback riders, and others.

### State Guidance

Statewide guidance is provided by the Georgia Department of Transportation (GDOT).

- The *Design Policy Manual* (2018) is the primary resource for design guidelines and standards of GDOT.
- The *Pedestrian and Streetscape Guide* (2018) provides guidance on design of walkways and pedestrian support facilities. It does not provide standards or specifications.



## Design Needs of Trail Users

Trail users include pedestrians (including those using mobility devices and pushing strollers), and cyclists. By understanding the unique characteristics and needs of all trail users, a facility designer can provide quality facilities and minimize user risk.

### Types of Pedestrians

Pedestrians have a variety of characteristics and the trail network should accommodate a variety of needs, abilities, and possible impairments.

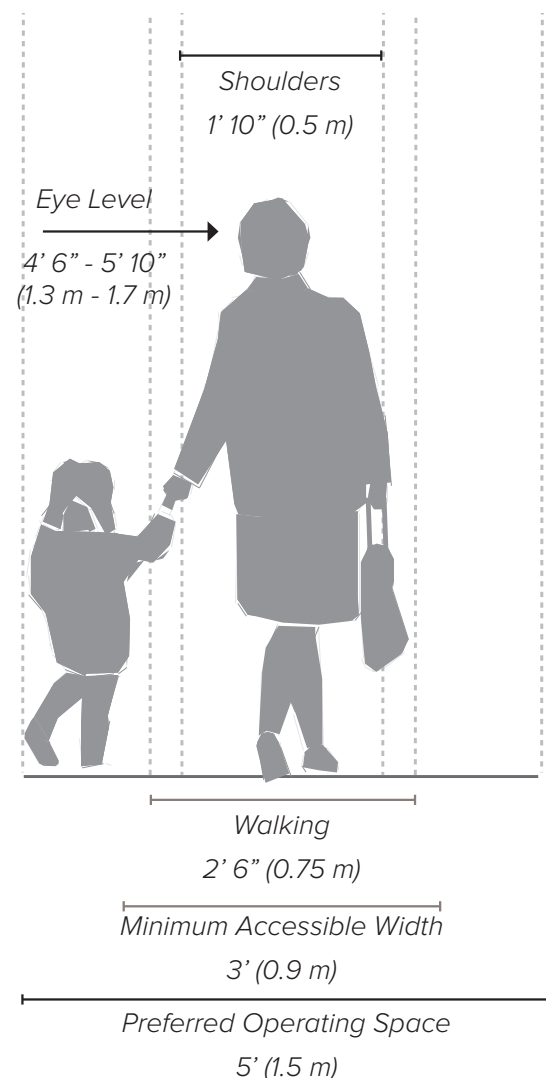
Age is one major factor that affects pedestrians' physical characteristics, walking

speed, and environmental perception. Children have low eye height and walk at slower speeds than adults. They also perceive the environment differently at various stages of their cognitive development. Older adults walk more slowly and may require assistive devices for walking stability, sight, and hearing.

Table 5: Pedestrian Characteristics by Age

| Age          | Characteristics                                                                                              |
|--------------|--------------------------------------------------------------------------------------------------------------|
| <b>0-4</b>   | Learning to walk<br>Requires constant adult supervision<br>Developing peripheral vision and depth perception |
| <b>5-8</b>   | Increasing independence, but still requires supervision<br>Poor depth perception                             |
| <b>9-13</b>  | Susceptible to "darting out" in roadways<br>Insufficient judgment<br>Sense of invulnerability                |
| <b>14-18</b> | Improved awareness of traffic environment<br>Insufficient judgment                                           |
| <b>19-40</b> | Active, aware of traffic environment                                                                         |
| <b>41-65</b> | Slowing of reflexes                                                                                          |
| <b>65+</b>   | Difficulty crossing street<br>Vision loss<br>Difficulty hearing vehicles approaching from behind             |

Figure 8: Pedestrian Dimensions



## Disabled Pedestrian Design Considerations

The table below summarizes common physical and cognitive impairments, how they affect personal mobility, and recommendations for improved pedestrian-friendly design.

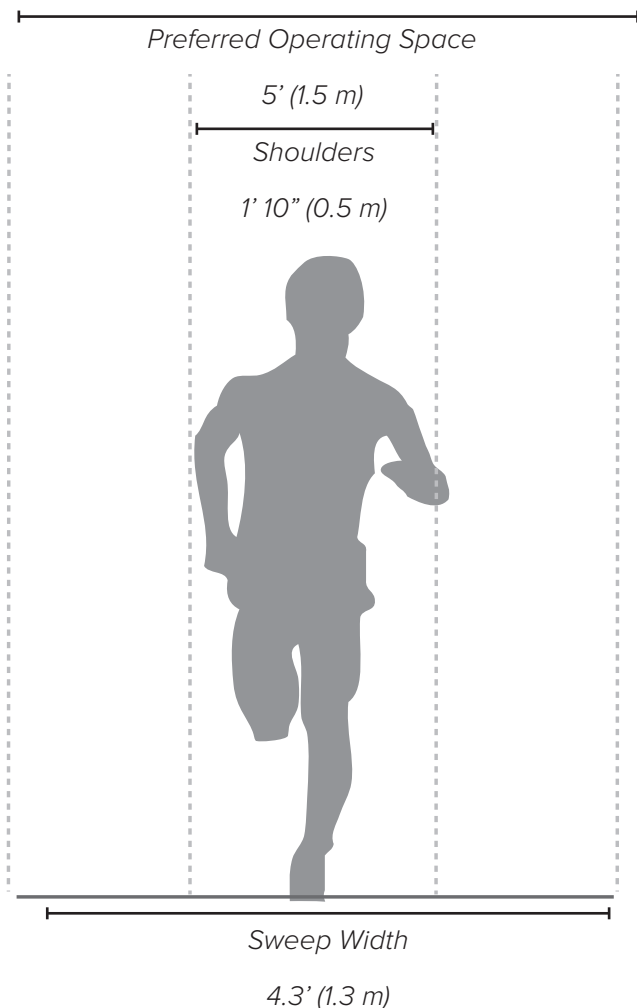
Table 6: Disabled Pedestrian Design Considerations (AASHTO Pedestrian Guide 2004)

| Impairment                                                          | Effect on Mobility                                                                                                              | Design Solution                                                                                                                                                   |
|---------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Physical Impairment Necessitating Wheelchair and Scooter Use</b> | Difficulty propelling over uneven or soft surfaces.                                                                             | Firm, stable surfaces and structures, including ramps or beveled edges.                                                                                           |
|                                                                     | Cross-slopes cause wheelchairs to veer downhill or tip sideways.                                                                | Cross-slopes of less than two percent.                                                                                                                            |
|                                                                     | Require wider path of travel.                                                                                                   | Sufficient width and maneuvering space.                                                                                                                           |
| <b>Physical Impairment Necessitating Walking Aid Use</b>            | Difficulty negotiating steep grades and cross slopes; decreased stability and tripping hazard.                                  | Cross-slopes of less than two percent. Smooth, non-slippery travel surface.                                                                                       |
|                                                                     | Slower walking speed and reduced endurance; reduced ability to react.                                                           | At trail crossings, longer pedestrian signal cycles, shorter crossing distances, median refuges, and street furniture.                                            |
| <b>Hearing Impairment</b>                                           | Less able to detect oncoming hazards at locations with limited sight lines.                                                     | At trail crossings, longer pedestrian signal cycles, clear sight distances, highly visible pedestrian signals and markings.                                       |
| <b>Vision Impairment</b>                                            | Limited perception of path ahead and obstacles; reliance on memory; reliance on non-visual indicators (e.g. sound and texture). | Accessible text (larger print and raised text), accessible pedestrian signals (APS), guide strips and detectable warning surfaces, safety barriers, and lighting. |
| <b>Cognitive Impairment</b>                                         | Varies greatly. Can affect ability to perceive, recognize, understand, interpret, and respond to information.                   | Signs with pictures, universal symbols, and colors, rather than text.                                                                                             |

## Design Needs of Runners

Running is an important recreation and fitness activity commonly performed on shared use paths. Many runners prefer softer surfaces (such as rubber, bare earth or crushed rock) to reduce impact. Runners can change their speed and direction frequently. If high volumes are expected, controlled interaction or separation of different types of users should be considered.

Figure 9: Runner Dimensions

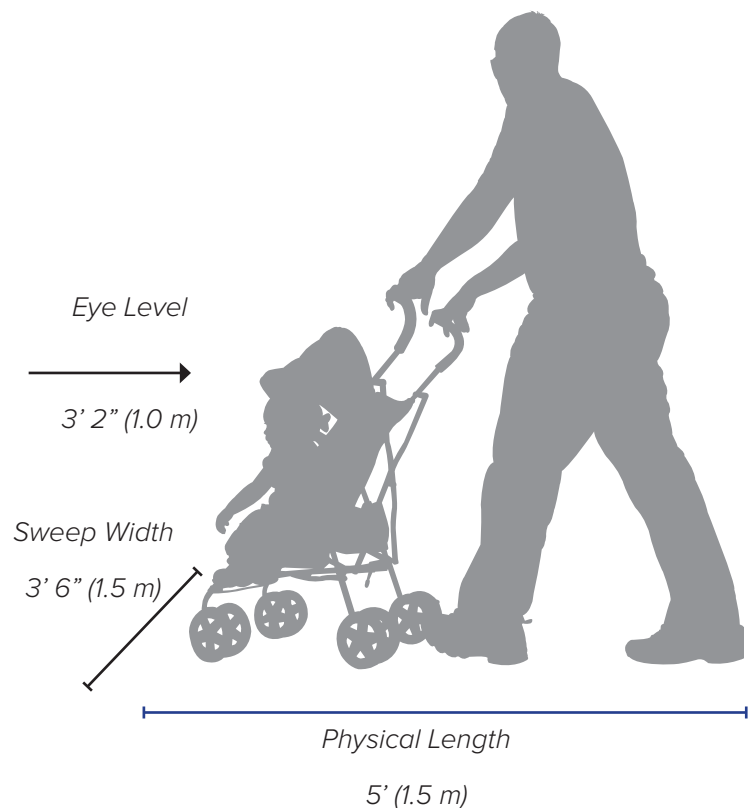


## Design Needs of Strollers

Strollers are wheeled devices pushed by pedestrians to transport babies or small children. Stroller models vary greatly in their design and capacity. Some strollers are designed to accommodate a single child, others can carry 3 or more. Design needs of strollers depend on the wheel size, geometry and ability of the adult who is pushing the stroller.

Strollers commonly have small pivoting front wheels for easy maneuverability, but these wheels may limit their use on unpaved surfaces or rough pavement. Curb ramps are valuable to these users. Lateral overturning is one main safety concern for stroller users.

Figure 10: Stroller Dimensions



Design Needs of Wheelchair Users

As the American population ages, the number of people using mobility assistive devices (such as manual wheelchairs, powered wheelchairs) increases.

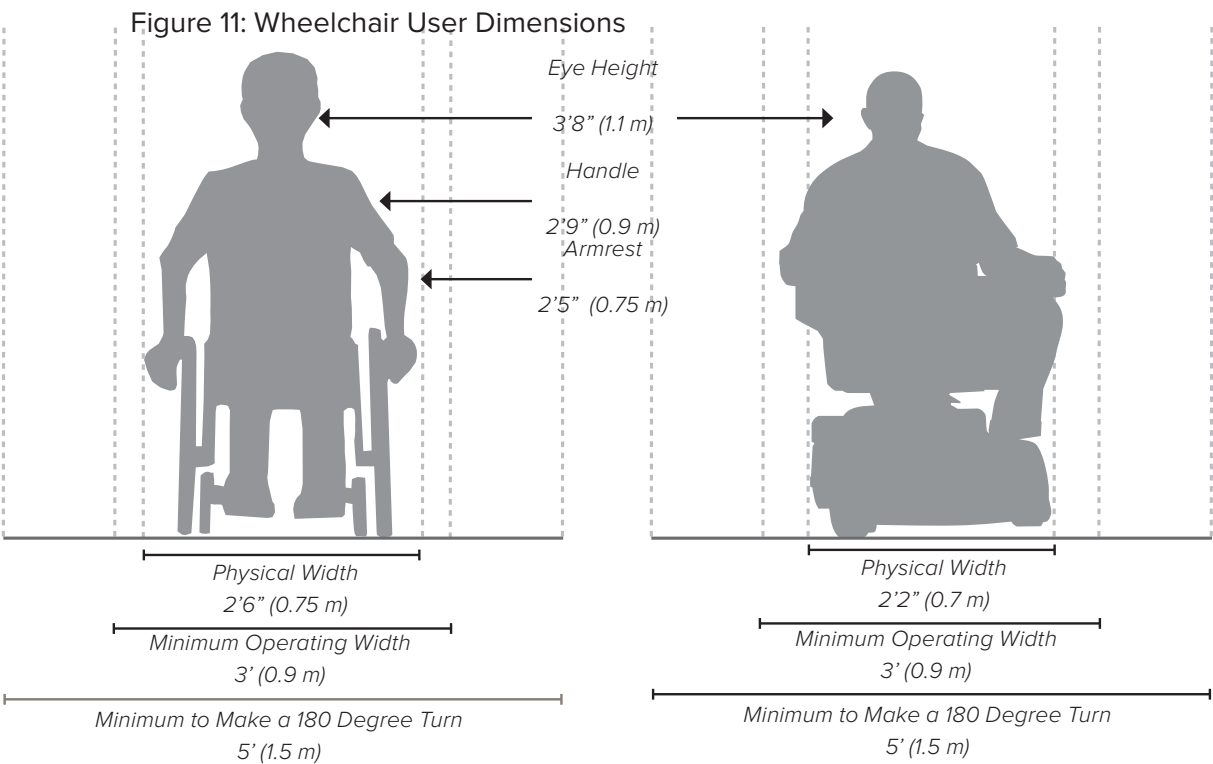
Manual wheelchairs are self-propelled devices. Users propel themselves using push rims attached to the rear wheels. Braking is done through resisting wheel movement with the hands or arm. Alternatively, a second individual can control the wheelchair using handles attached to the back of the chair.

Power wheelchairs use battery power to move the wheelchair. The size and weight of power wheelchairs limit their ability to negotiate obstacles without a ramp. Various control units are available that enable users to control the wheelchair movement, based on their ability (e.g., joystick control, breath controlled, etc).

Maneuvering around a turn requires additional space for wheelchair devices. Providing adequate space for 180 degree turns at appropriate locations is an important element of accessible design.

Table 7: Wheelchair User Design Considerations

| Effect on Mobility                                  | Design Solution                                                         |
|-----------------------------------------------------|-------------------------------------------------------------------------|
| Difficulty propelling over uneven or soft surfaces. | Firm, stable surfaces and structures, including ramps or beveled edges. |
| Cross-slopes cause wheelchairs to veer downhill.    | Cross-slopes of less than two percent.                                  |
| Require wider path of travel.                       | Sufficient width and maneuvering space.                                 |





## Design Needs of Cyclists

Bicyclists and their bicycles exist in a variety of sizes and configurations. These variations occur in the types of bicycle (such as a conventional bicycle, a recumbent bicycle or a tricycle), and behavioral characteristics (such as the comfort level of the cyclist). The trail design should consider reasonably expected bicycle types and utilize the appropriate dimensions.

The figure to the right illustrates the operating space and physical dimensions of a typical adult bicyclist, which are the basis for typical facility design. Bicyclists require clear space to operate within a facility. This is why the minimum operating width is greater than the physical dimensions of the bicyclist. Bicyclists prefer five feet or more operating width, although four feet may be minimally acceptable.

In addition to the design dimensions of a typical bicycle, there are many other commonly used pedal-driven cycles and accessories to consider when planning and designing bicycle facilities. The most common types include tandem bicycles, recumbent bicycles, and trailer accessories.

Figure 12: Bicycle Rider Dimensions

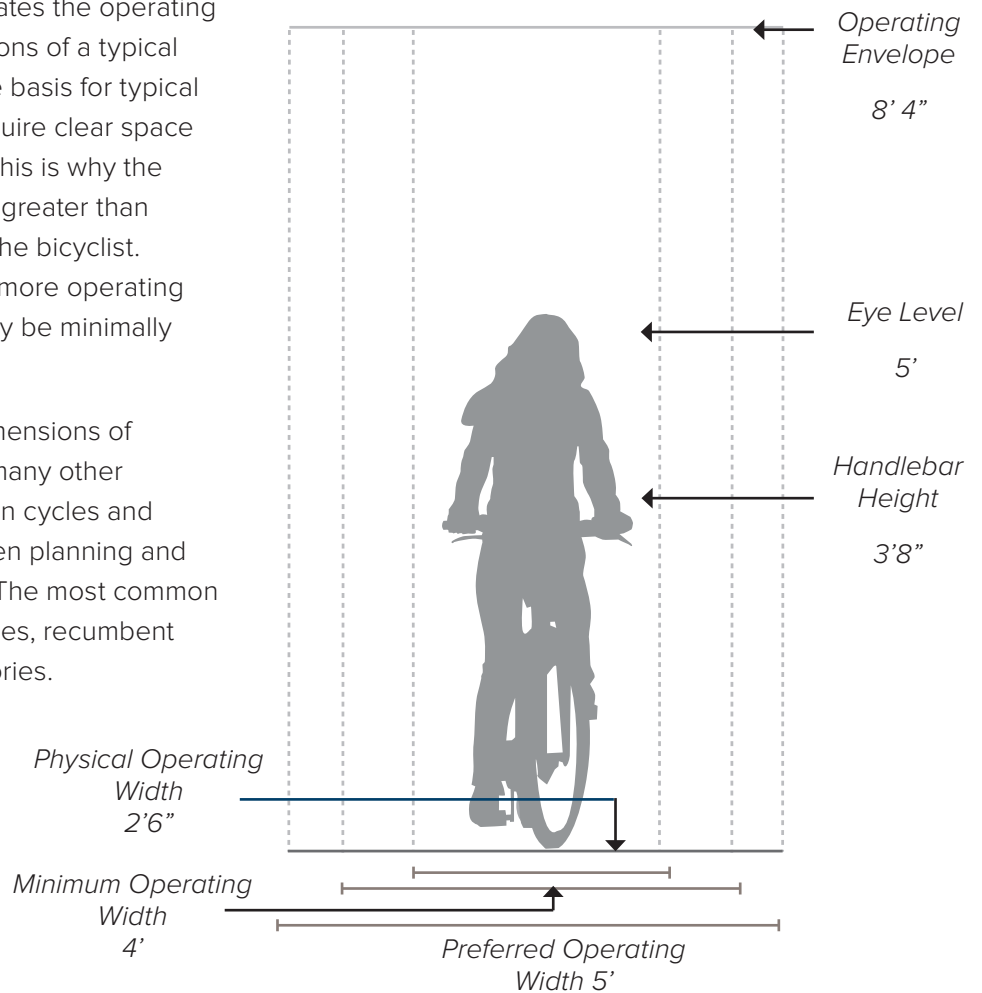
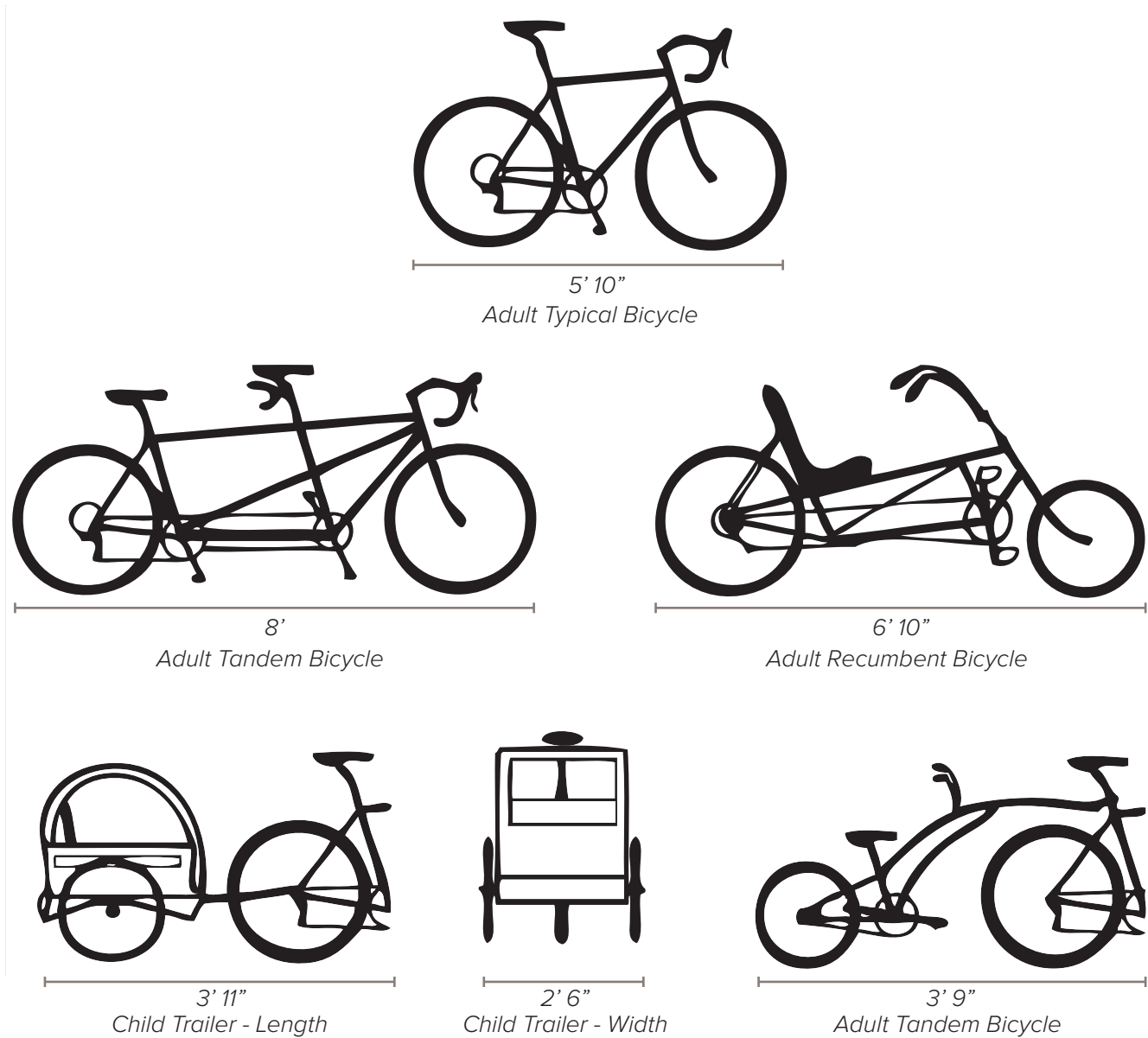


Figure 13: Cycles and Accessories Dimensions



Source: AASHTO Guide for the Development of Bicycle Facilities, 4th Edition

## Shared Use Path Design Practices

Shared use paths can provide a desirable facility, particularly for recreation, and users of all skill levels preferring separation from traffic. Shared use paths should generally provide directional travel opportunities not provided by existing roadways.

### Typical Application

- In abandoned rail corridors (commonly referred to as Rails-to-Trails or Rail-Trails).
- In active rail corridors, trails can be built adjacent to active railroads (referred to as Rails-with-Trails).
- In utility corridors, such as powerline and sewer corridors.
- In waterway corridors, such as along canals, drainage ditches, rivers and beaches.
- Within roadway right-of-way.

### Design Features

- 12 feet is the recommended width for shared use paths. A separate track (5' minimum) can be provided for pedestrian use. 10 feet is recommended width for low traffic paths.
- 8 feet is the minimum width allowed for a two-way bicycle path and is allowed for neighborhood accessways or places with limited space and for limited lengths.
- A 2 foot or greater shoulder on both sides of the path should be provided. An additional foot of lateral clearance (total of 3') is required by the MUTCD for the



installation of signage or other furnishings.

- Clearance to overhead obstructions should be 8 feet minimum, with 10 feet recommended.
- When striping is required, use a 4 inch dashed yellow centerline stripe with 4 inch solid white edge lines.
- Solid centerlines can be provided on tight or blind corners, and on the approaches to roadway crossings.
- Use of bollards should be avoided when possible. If bollards are used at intersections and access points, they should be colored brightly and/or supplemented with reflective materials to be visible at night.

## Shared Use Paths in Active Rail Corridors

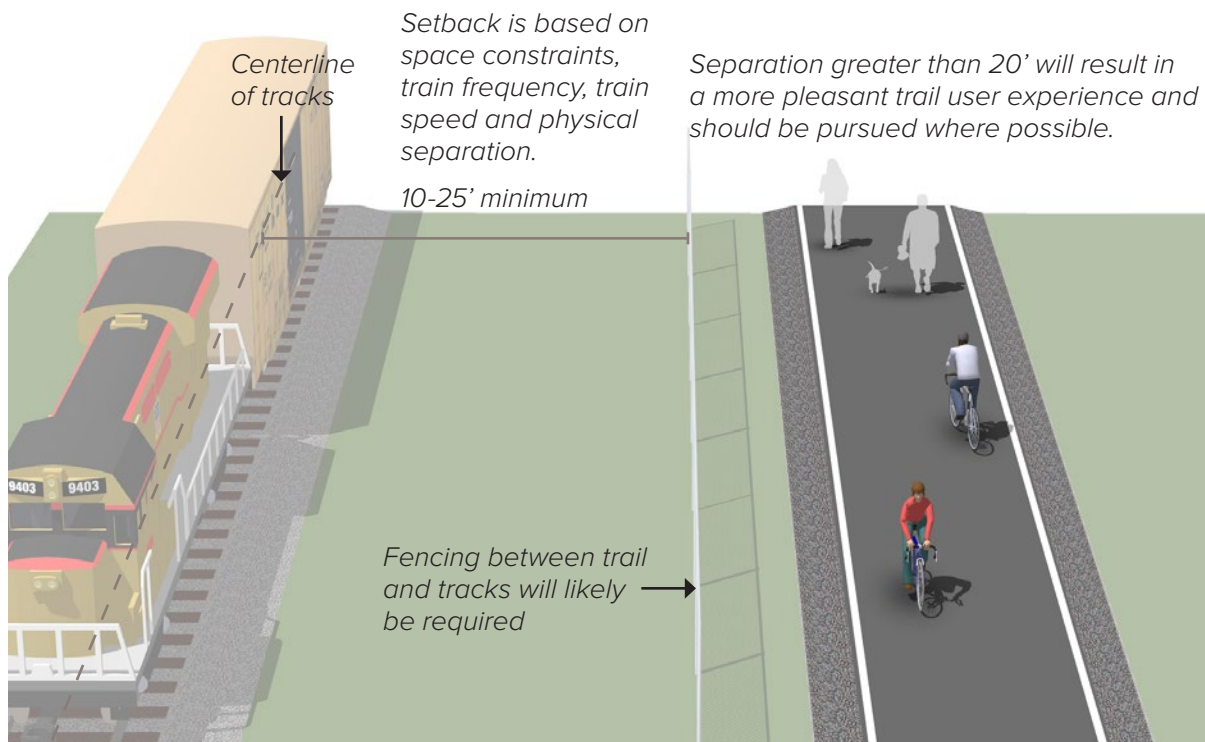
Rails-with-Trails projects typically consist of paths adjacent to active railroads within railroad right-of-way. It should be noted that some constraints could impact the feasibility of rail-with-trail projects. In some cases, space needs to be preserved for future planned freight, transit or commuter rail service.

### Typical Application

- Along active rail corridors

### Design Features

- Shared use paths in active rail corridors should meet or exceed general design standards. If additional width allows, wider paths, and landscaping are desirable.
- If required, fencing should be a minimum of 5 feet in height with higher fencing than usual next to sensitive areas such as switching yards. Whenever feasible, provide transparent fencing. Setbacks from the active rail line will vary depending on the speed and frequency of trains, and available right-of-way.





## Shared Use Paths in Riparian Corridors

Riparian and waterway corridors often offer excellent shared use path development and gap closure opportunities. These corridors include canals, drainage ditches, rivers, and beaches and offer excellent transportation and recreation opportunities for trail users of all ages and skills.

### Typical Application

- Along riparian and waterway corridors

### Design Features

Any access point to the path should be well-defined with appropriate signage designating the pathway as a shared use facility and prohibiting motor vehicles.

Public access to the shared use path may be prohibited during the following events:

- Canal/flood control channel or other utility maintenance activities
- Inclement weather or the prediction of storm conditions



## Shared Use Paths in Utility Corridors

Utility corridors often offer space for shared use path and trail development. Utility corridors typically include powerline and sewer corridors. These corridors offer excellent transportation and recreation opportunities for trail users of all ages and skills.

### Typical Application

- Along underground utilities such as water, sewer, natural gas, or buried electric or optic lines.
- Along above-ground utility corridors such as telephone, cable, or overhead electric.

- Utility companies benefit from this arrangement by having uninterrupted, easily accessible route to their utility service.
- Individual utility companies may have their own policies and guidelines about buffer requirements.

### Design Features

Shared use paths in utility corridors should meet or exceed general design practices. If additional width allows, wider paths, and landscaping are desirable.

Any access point to the path should be well-defined with appropriate signage designating the pathway as a shared use facility and prohibiting motor vehicles.



## Neighborhood Accessways

Neighborhood accessways provide residential areas with direct bicycle and pedestrian access to parks, trails, greenspaces, and other recreational areas. They most often serve as small trail connections to and from the larger trail network, typically having their own right-of-way and easements.

### Typical Application

- Neighborhood accessways should be designed into new subdivisions. For existing subdivisions, neighborhood and homeowner association groups are encouraged to identify locations where such connects would be desirable.

### Design Features

- Neighborhood accessways should remain open to the public.
- Trail pavement shall be at least 8 feet wide to accommodate emergency and maintenance vehicles, meet ADA requirements and be considered suitable for multi-use.
- Trail widths should be designed to be less than 8 feet wide only when necessary to protect large mature native trees over 18" in caliper, wetlands or other ecologically sensitive areas.
- Access trails should slightly meander whenever possible.



## Boardwalks

Boardwalks are typically required when crossing wetlands or other sensitive natural areas. A number of low-impact support systems are also available that reduce the disturbance within wetland areas to the greatest extent possible.

### Typical Application

- Boardwalks should be constructed of composite decking that forms the top layer of the boardwalk. The composite decking made from recycled material has gained popularity in recent years since it lasts much longer than wood, especially in wet conditions.
- In general, building in wetlands is subject to regulations and mitigation and should be avoided.

### Design Features

- A boardwalk width should be a minimum of 10 feet when no rail is used. A 12 feet width is preferred in areas with average anticipated use and whenever rails are used.
- When the height of a boardwalk exceeds 30", railings are required.
- If access by vehicles is desired, boardwalks should be designed to structurally support the weight of a small truck or a light-weight vehicle.





## Marked Crossing

A marked/unsignalized crossing typically consists of a marked crossing area, signage, and other markings to slow or stop traffic. The approach to designing crossings at mid-block locations depends on an evaluation of vehicular traffic, line of sight, pathway traffic, use patterns, vehicle speed, road type, road width, and other safety issues such as proximity to major attractions.

### Typical Application

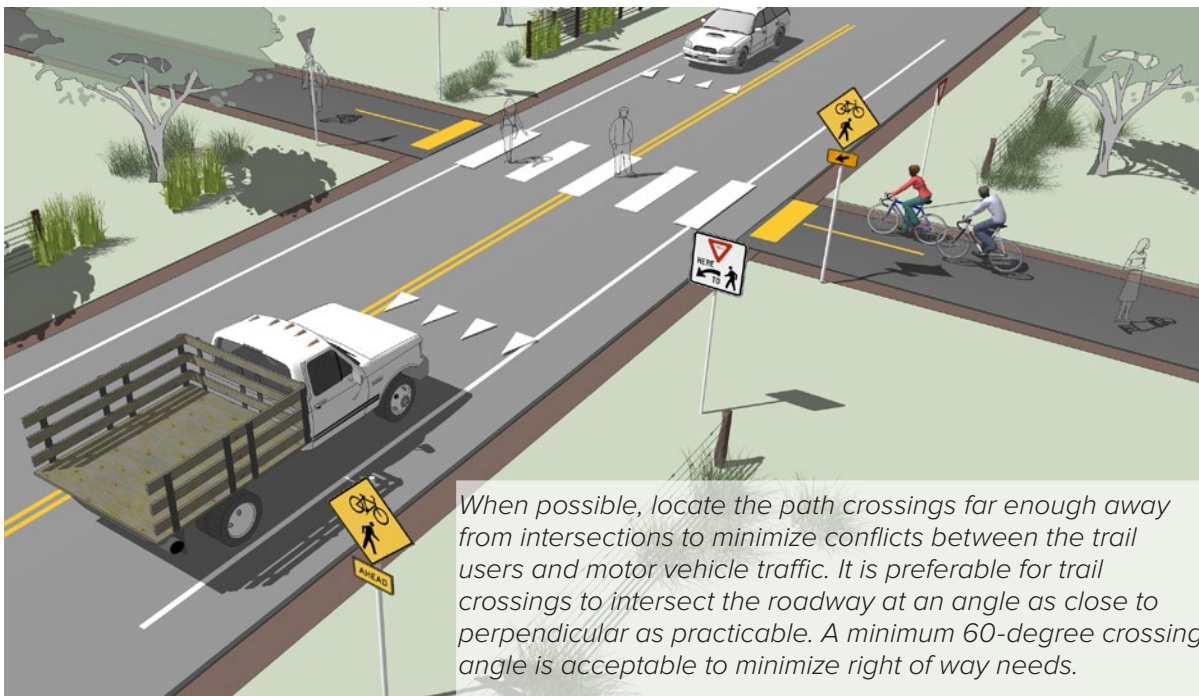
- Maximum Traffic Volumes
  - ≤9,000-12,000 Average Daily Traffic (ADT) volume
- Maximum travel speed of 35 MPH

### Minimum Sight Lines

- 25 MPH zone: 155 ft
- 35 MPH zone: 250 ft
- 45 MPH zone: 360 ft

### Design Features

- On roadways with low to moderate traffic volumes (<12,000 ADT) and a need to control traffic speeds, a raised crosswalk may be the most appropriate crossing design to improve pedestrian visibility and safety.





## Rectangular Rapid Flashing Beacons (RRFBs)

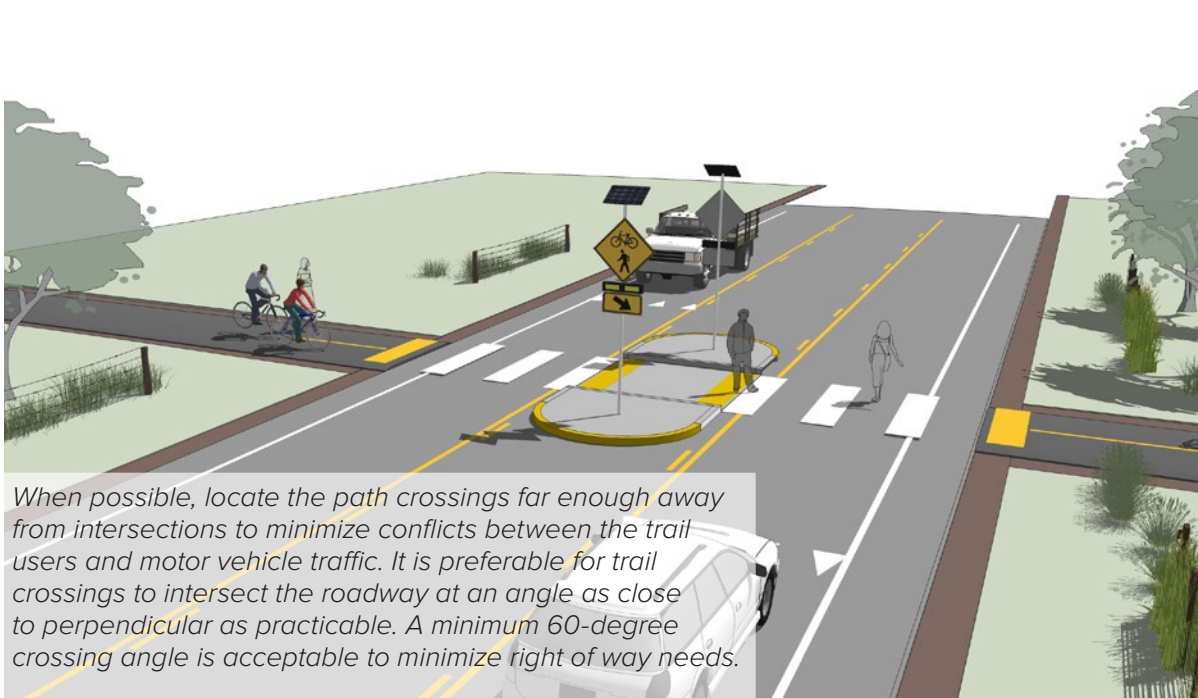
Rectangular Rapid Flash Beacons (RRFB) are a type of active warning beacon used at unsignalized crossings. They are designed to increase motor vehicle yielding compliance on multi-lane or high-volume roadways. RRFBs are user actuated lights that supplement warning signs at unsignalized intersections or mid-block crossings.

### Typical Application

- Guidance for marked/unsignalized crossings applies.
- RRFBs shall not be used at crosswalks controlled by YIELD signs, STOP signs, or traffic control signals.
- RRFBs initiate operation based on user actuation and cease operation at a predetermined time after the user actuation or, with passive detection, after the user clears the crosswalk.

### Design Features

- RRFBs either utilize solar power to emit light, or can be wired to a traditional power source.



## Pedestrian Hybrid Beacons

A pedestrian hybrid beacon, formerly known as a High-intensity Activated Crosswalk (HAWK), consists of a signal-head with two red lenses over a single yellow lens on the major street and pedestrian and/or bicycle signal heads for the mid-block trail crossing. There are no signal indications on the trail approaches.

### Typical Application

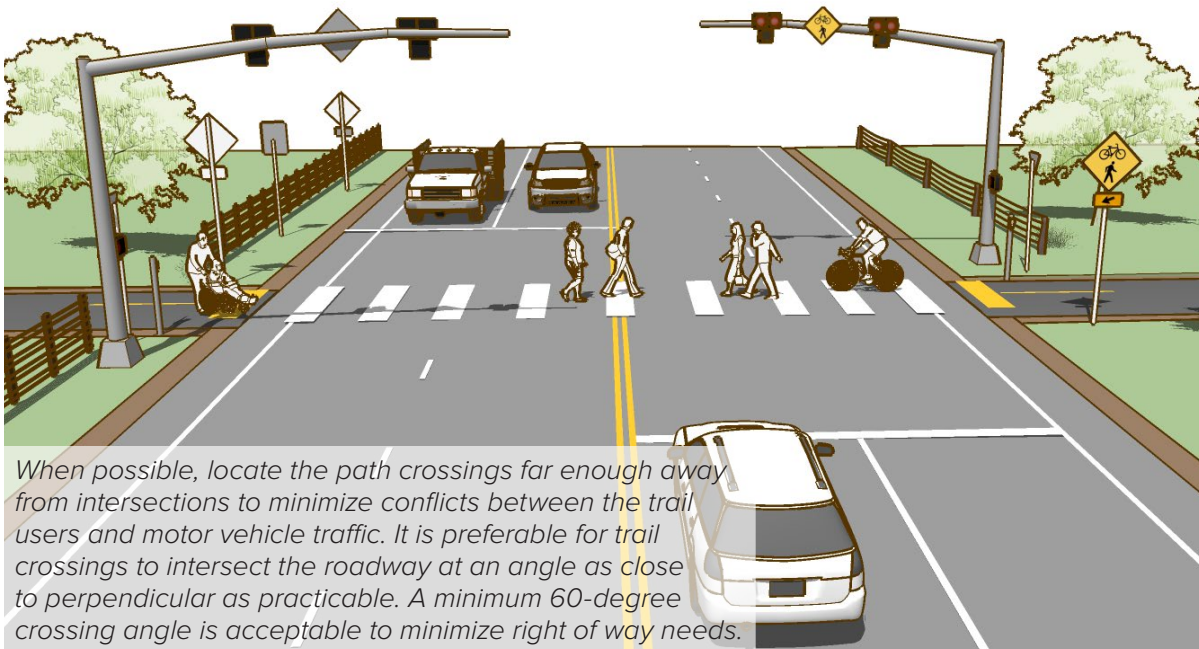
- Hybrid beacons may be used at mid-block crossing locations, as seen in the rendering below.
- Used to improve non-motorized crossings of major streets in locations where side-

street volumes do not support installation of a conventional traffic signal.

### Design Features

Hybrid beacons may be installed without meeting traffic control signal warrants if roadway speed and volumes are excessive for comfortable user crossing.

- If installed within a signal system, signal engineers should evaluate the need for the hybrid signal to be coordinated with other signals.
- Parking and other sight obstructions should be prohibited for at least 100 feet in advance of and at least 20 feet





## Route Users to Signalized Crossing

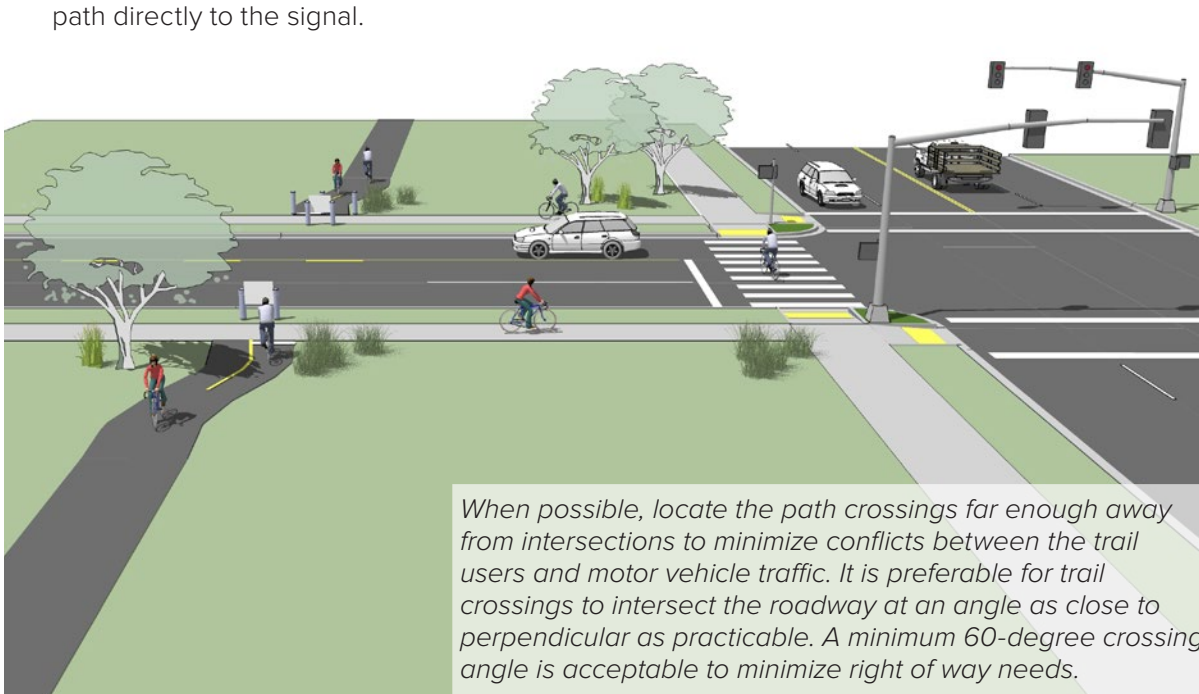
Path crossings within approximately 400 feet of an existing signalized intersection with pedestrian crosswalks are typically diverted to the signalized intersection to avoid traffic operation problems when located so close to an existing signal.

### Typical Application

- For this restriction to be effective, barriers and signing may be needed to direct path users to the signalized crossing. If no pedestrian crossing exists at the signal, modifications should be made.
- Path crossings should not be provided within approximately 400 ft of an existing signalized intersection. If possible, route path directly to the signal.

### Design Features

- In the US, the minimum distance a marked crossing can be from an existing signalized intersection varies from approximately 250 to 660 feet.
- Engineering judgment and the context of the location should be taken into account when choosing the appropriate allowable setback. Pedestrians are particularly sensitive to out of direction travel and undesired mid-block crossing may become prevalent if the distance is too great.



## Full Traffic Signal Crossing

Signalized crossings provide the most protection for crossing path users through the use of a red-signal indication to stop conflicting motor vehicle traffic.

A full traffic signal installation treats the path crossing as a conventional 4-way intersection and provides standard red-yellow-green traffic signal heads for all legs of the intersection.

### Typical Application

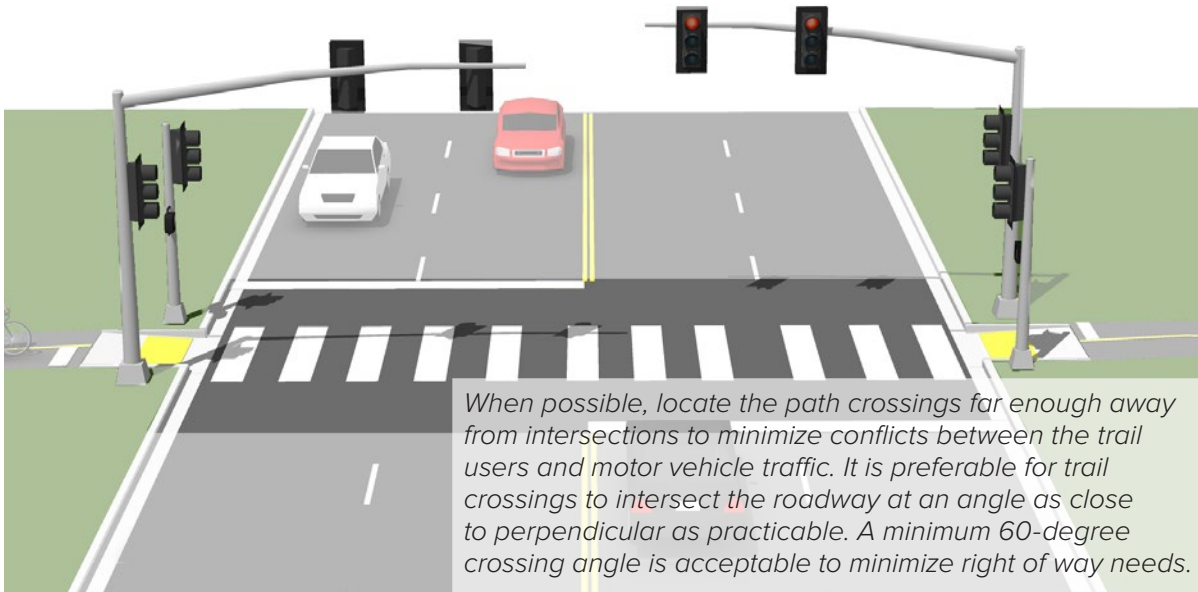
Full traffic signal installations must meet MUTCD pedestrian, school or modified warrants. Additional guidance for signalized crossings:

- Located more than 300 feet from an existing signalized intersection

- Roadway travel speeds of 40 MPH and above
- Roadway ADT exceeds 15,000 vehicles

### Design Features

- Shared use path signals are normally activated by push buttons but may also be triggered by embedded loop, infrared, microwave or video detectors. The maximum delay for activation of the signal should be two minutes, with minimum crossing times determined by the width of the street.
- Each crossing requires additional review by a registered engineer.



## Overpass

Grade-separated crossings provide critical non-motorized system links by joining areas separated by barriers such as railroads, waterways, and highway corridors. In most cases, these structures are built in response to user demand for safe crossings where they previously did not exist. There are no minimum roadway characteristics for considering grade separation.

### Typical Application

- Where shared-use paths cross high-speed and high-volume roadways where an at-grade signalized crossing is not feasible or desired, or where crossing railways or waterways.
- Depending on the type of facility or the desired user group, grade separation may be considered in many types of projects.

### Design Features

- Overpasses should be at least 8 feet wide with 14 feet preferred and additional width provided at scenic viewpoints.
- Railing height must be a minimum of 42 inches for overpasses.
- Centerline stripe is recommended for grade-separated facility.



## Trail Bridges

Multi-use trail bridges (also ‘bicycle/pedestrian bridges’) are most often used to provide trail access over natural features such as streams and rivers, where a culvert or boardwalk is not an option. The type and size of bridges can vary widely depending on the trail type and specific site requirements.

### Typical Application

Some bridges often used for multi-use trails include suspension bridges, prefabricated span bridges and simple log bridges. When determining a bridge design for multi-use trails, it is important to consider emergency and maintenance vehicle access.

### Design Features

- The clear width of the bridge should allow for 2 feet of clearance on each end of the pathway.
- Bridge deck height should match that of the path surface to provide a smooth transition.
- Bicycle and shared use paths should include a 54” guard rail where hazardous conditions exist.
- A minimum vertical clearance of 10 ft is desirable for motor vehicle access. Minimum height is 42”.
- Maximum opening between railing posts is 6”.
- A trail bridge should support 6.25 tons if motor vehicle access is permitted. (AASHTO 2002)





## Underpass

Bicycle/pedestrian underpasses provide critical non-motorized system links by joining areas separated by barriers such as railroads and highway corridors. In most cases, these structures are built in response to user demand for safe crossings where they previously did not exist.

### Typical Application

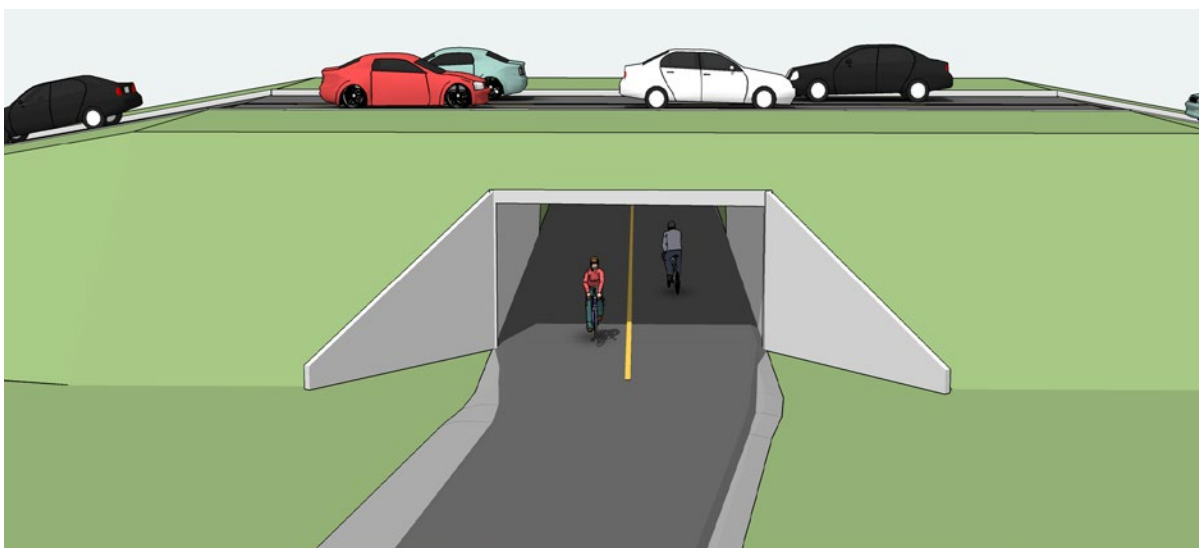
- To provide continuity of a shared use path where a barrier exists. (AASHTO 2013)
- There are no minimum roadway characteristics for considering grade separation. Depending on the type of facility or the desired user group grade separation may be considered in many types of projects.

### Design Features

- 14 foot minimum width, greater widths preferred for lengths over 60 feet in constrained conditions.
- 10 foot minimum height.
- A balanced proportion of 1.5:1 width to height is desired.
- The underpass should have a centerline stripe even if the rest of the path does not have one.

### Further Considerations

Safety is a major concern with underpasses. Shared use path users may be temporarily out of sight from public view and may experience poor visibility themselves. To mitigate safety concerns, an underpass should be designed to be spacious, well-lit, equipped with emergency cell phones at each end and completely visible for its entire length from end to end.(AASHTO 2013)



## Bollard Alternatives

Bollards are physical barriers designed to restrict motor vehicle access to the multi-use path. Unfortunately, physical barriers are often ineffective at preventing access, and create obstacles to legitimate trail users. Alternative design strategies use signage, landscaping and curb cut design to reduce the likelihood of motor vehicle access.

### Typical Application

- “No Motor Vehicles” signage (MUTCD R5-3) may be used to reinforce access rules.
- At intersections, split the path tread into two sections separated by low landscaping.
- Vertical curb cuts should be used to discourage motor vehicle access.

- Consider targeted surveillance and enforcement at specific intrusion locations.

### Design Features

- Split tread into two sections in advance of the crossing.
- Add vertical curb cut design at ramps
- Low landscaping preserves visibility and emergency access

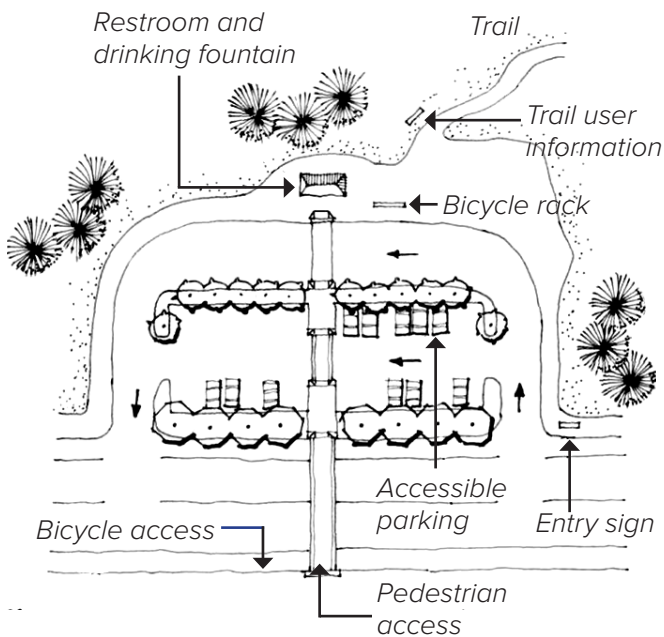


## Trailheads

Good access to a path system is a key element for its success. Trailheads serve the local and regional population arriving to the path system by car, transit, bicycle or other modes. Trailheads provide essential access to the shared use path system and include amenities like parking for vehicles and bicycles, restrooms (at major trailheads), and posted maps.

### Typical Application

- Major trailheads should include automobile and bicycle parking, trail information (maps, user guidelines, wildlife information, etc.), garbage receptacles and restrooms.

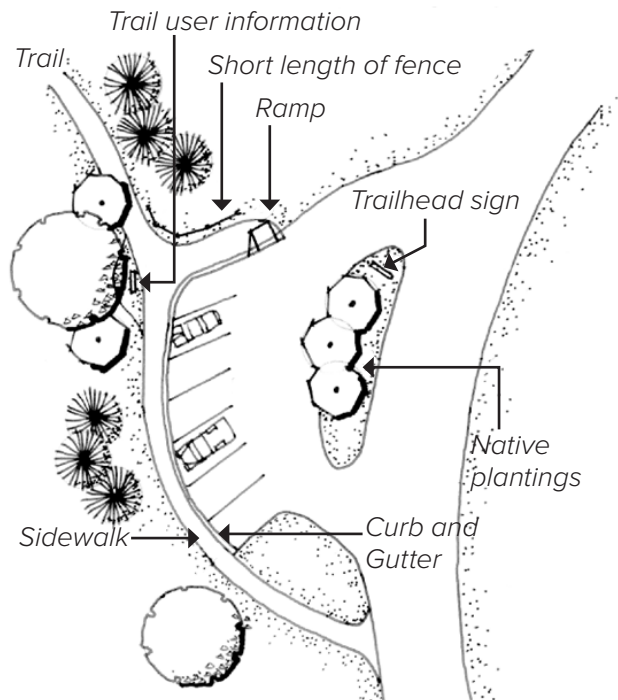


**Major Trailhead**

- Minor trailheads can provide a subset of these amenities.

### Design Features

- A trailhead should be a welcoming introduction to a path and its design should reflect that of accessibility, safety, and sustainability. Water flow from the parking lot, regional specific (native) plantings, and adequate lighting are all important elements to consider in the trailhead site design.
- Parking lot design must consider the safety of trail users. Layout and site grading are important for the successful circulation of cars, bikes, and people.



**Minor Trailhead**

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Gainesville-Hall Metropolitan Planning Organization

# Gainesville Trail Study

**UPON RECORDING RETURN TO:**  
**Troutman Sanders LLP**  
**600 Peachtree Street, N.E.**  
**Suite 3000**  
**Atlanta, Georgia 30308**  
**Attention: David C. Kirk**

**STATE OF GEORGIA**

**COUNTY OF HALL**

**CITY OF FLOWERY BRANCH**  
**UNIFORM DEED OF CONSERVATION AND TRAIL EASEMENT**

THIS INDENTURE, made the \_\_\_\_\_ day of \_\_\_\_\_ in the year two thousand and \_\_\_\_\_ (20\_\_\_\_), between FLOWERY BRANCH APARTMENTS OWNER, LLC, a Delaware limited liability company, whose address is P.O. Box 1127, Isle of Palms, South Carolina 29451, as party or parties of the first part (hereinafter called "Grantor"), and the CITY OF FLOWERY BRANCH, a Georgia Municipal Corporation, as party or parties of the second part (hereinafter called "Grantee") (the words "Grantor" and "Grantee" to include their respective successors and assigns where the context requires or permits).

**WITNESSETH:**

**WHEREAS**, Grantee herein participated in preparing a plan published by the Gainesville-Hall Metropolitan Planning Organization in February 2019 for the development of a series of trails, paths, and walkways throughout South Hall County, including portions of the City of Flowery Branch (hereinafter called the "South Hall Trail Study"); and

**WHEREAS**, Grantor is the owner of all that tract or parcel of land lying and being in Land Lot 97 of the 8<sup>th</sup> Land District of Hall County, Georgia, being more particularly depicted on the

Survey contained in Exhibit "A" attached hereto and incorporated herein by this reference (hereinafter called the "Easement Property"); and

**WHEREAS**, Grantor desires to grant to Grantee a Conservation and Trail Easement in and to the Easement Property to permit the Easement Property to be utilized as a portion of the Grantee's public trail and park system; and

**WHEREAS**, Grantee is a governmental body empowered to hold an interest in real property under the laws of the State of Georgia; and

**WHEREAS**, Grantee is a "qualified organization" within the meaning of Section 170(h)(3) of the Internal Revenue Code of 1986, as amended (the "Code"), as defined by Clause (v) of Section 170(b)(1)(A), and Section 170(c)(1); and

**WHEREAS**, Grantee is a qualified "holder" within the meaning of Official Code of Georgia Annotated Section 44-10-2(2)(A); and

**WHEREAS**, Grantee, by recording this Deed of Conservation and Trail Easement accepts the grant and dedication of the Easement Property under the terms hereinafter specified.

**NOW, THEREFORE**, in consideration of Ten Dollars (\$10.00) and other valuable consideration, Grantor has donated, granted, remised, released, and conveyed, and by these presents does hereby donate, grant, remise, release, and convey unto Grantee a perpetual Conservation and Trail Easement in, to and through the Easement Property described in Exhibit "A," subject to the following terms, conditions, restrictions, and reservations:

(a) The Easement Property shall be used for conservation and public recreation purposes and uses only, including, without limitation, walking, hiking, jogging, bicycle riding, bird watching, picnicking, nature studies, and environmental education activities. Members of the general public shall have free access and use of the Easement Property for the purposes herein specified, subject to the laws and ordinances of Grantee and Grantee's plan for the South Hall Trail System; provided, this instrument shall not be construed to permit the City or the public at large to access any property of the Grantor other than the Easement Property; and provided further, this Conservation and Trail Easement is granted subject to all general utility, sewer, drainage, and other easements, restrictions, and encumbrances of record affecting the Easement Property now and in the future.

(b) Grantee shall have the right to construct and install within the Easement Property, trails or multi-use paths of either pervious or impervious surfaces, paths, and walkways, together with directional and instructive signs, trail markers, litter receptacles, gates, trail bridges, shelters, boardwalks, exercise stations, restroom facilities, utilities, lights, sewerage easements, vehicular access for construction and maintenance purposes, parking facilities, stream bank reclamation and any other modifications, in Grantee's sole discretion, necessary to improve the environment and trail system, and other convenience facilities consistent with Grantee's plan for the South Hall Trail System. Notwithstanding the foregoing, Grantor and Grantee acknowledge and agree that the Easement Property as currently described is an approximately 4-acre property, to the northwest

of and commencing at the centerline of an unnamed creek, of which the parties hereto intend that the Grantee will use for the location of a trail, and that before Grantee commences any of the work or improvements in the Easement Property described above in this subsection (b), including without limitation the construction of any trail or multi-use path, Grantee shall have the Survey updated by a Surveyor reasonably satisfactory to Grantor, to provide a metes and bounds legal description of the approximately twenty-foot (20') wide strip of land within the Easement Property to be utilized by Grantee for the location of a trail or multi-use path.

(c) Grantee shall have the sole right and responsibility to control, operate, and maintain any trail or multi-use path it constructs or shall cause to be constructed within the Easement Property. To the extent allowed by law, Grantee agrees to hold Grantor harmless from liability for personal injury or property damage arising out of the use of the Easement Property for conservation and trail system purposes; provided, however, this paragraph shall not be construed as a waiver of Grantee's sovereign immunity or waiver of any defense to or any law limiting the liability of either Grantor or Grantee, including but not limited to Official Code of Georgia Annotated Title 51, Chapter 3, Article 2, and Title 44, Chapter 10, Articles 1 and 2, and their respective subsections, and shall not be deemed to create rights upon which any third party may rely; and provided, further, Grantor shall not be held harmless from liability caused by the active conduct or instrumentalities of Grantor, its agents, invitees, or contractors; or by acts of Grantor, its agents, invitees, or contractors which violate the terms and conditions of this Conservation and Trail Easement or for the willful or malicious failure to guard or warn against a dangerous condition, use, structure, or activity.

(d) Grantor and Grantee acknowledge and agree that Grantor retains and owns certain additional property comprising approximately 28.5 acres in Land Lots 96 and 97 of the 8<sup>th</sup> Land District of Hall County, Georgia, (hereinafter called the "Retained Property") located immediately southeast of and adjacent to the Easement Property. Together, the Easement Property and Retained Property constitute an approximately 32.5-acre tract of land referred to herein as the "Property." Both the Retained Property and Property are more particularly depicted on the Survey contained in Exhibit "A" attached hereto and incorporated herein by this reference. The full acreage of the Property shall be used for purposes of calculating the maximum density of residential development and maximum lot coverage that may occur on the Retained Property.

(e) For the benefit of Grantor and its successors and assigns and the Retained Property, as well as adjacent properties, Grantor hereby reserves the right to continue to use the Easement Property for all purposes not inconsistent with this Conservation and Trail Easement and Grantee's operation of any trail or multi-use path it constructs or shall cause to be constructed within the Easement Property, including but not limited to the construction of a gravity flow sanitary sewer line traversing the Easement Property in a generally northeast to southwest direction and the construction of trail and bridge connections to any multi-use path or trail on the Easement Property from the Retained Property.

(f) The general purpose of this Conservation and Trail Easement is to assure that in the future there is property that retains its present natural, scenic, aesthetic, watershed, wildlife, forest, and habitat condition, and is accessible to members of the general public for recreational and education purposes. Grantee shall have the right to cut trees, grade, and when necessary construct



roads for construction and maintenance of the Easement Property. In all such activities Grantee will attempt to preserve the natural habitat of the Easement Property. Neither Grantor nor Grantee shall have the right to mine the surface or subsurface of the Easement Property in compliance with Code Section 170(h)(5)(B).

(g) The construction of the South Hall Trail System and any and all features thereof, including utilities, pathways, bridges, and other amenities shall be constructed and maintained by Grantee at no cost to Grantor.

(h) The Conservation and Trail Easement may be connected to contiguous portions of the South Hall Trail System that are located on property adjacent to the Easement Property.

(i) No representation is made by Grantee as to the tax implications to Grantor of this transaction.

(j) The covenants, terms, and conditions, and restrictions of this Conservation and Trail Easement shall be binding upon and shall inure to the benefit of, the parties hereto and their respective heirs, executors, administrators, personal representatives, successors and assigns, and shall continue as an easement and servitude running with the Easement Property in perpetuity and enforceable against Grantor and all present and future owners, tenants, and other holders of any interest in the Easement Property.

(k) Nothing contained herein will result in a forfeiture or reversion of Grantor's title, in any respect, and any condition, restriction or other matter contained herein shall be construed as a covenant.

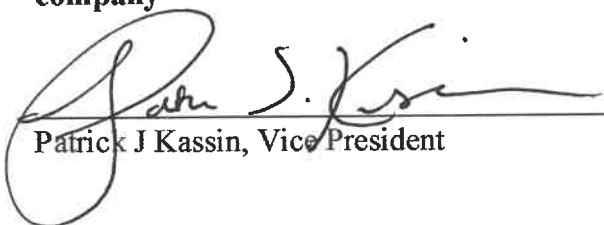
**[Signatures follow on the next page.]**

IN WITNESS WHEREOF, the Grantor has signed and sealed this Deed of Conservation and Trail Easement, the day and year above written.

Signed, sealed and delivered in the presence of:

**GRANTOR**

**FLOWERY BRANCH APARTMENTS  
OWNER, LLC, a Delaware limited liability  
company**

  
Patrick J Kasson, Vice President

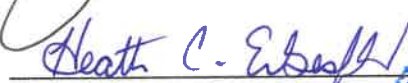
ATTEST: \_\_\_\_\_

(corporate seal)

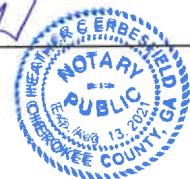
\_\_\_\_\_, Secretary

Witness

  
\_\_\_\_\_

  
Heath C. Eubank

NOTARY PUBLIC



**GRANTEE**

**CITY OF FLOWERY BRANCH, GEORGIA**

\_\_\_\_\_  
James Miller, Mayor

ATTEST: \_\_\_\_\_  
City Clerk

**APPROVED AS TO FORM:**

BY: \_\_\_\_\_  
City Attorney

DATE: \_\_\_\_\_

EXHIBIT A

DEPICTION OF PROPERTY, EASEMENT PROPERTY, AND RETAINED PROPERTY



## FLOWERY BRANCH CITY COUNCIL

### EXECUTIVE SUMMARY



**SUBJECT:** Consider Resolution 21-010: Local Recovery Assistance Funds Under the American Rescue Plan Act of 2021.

**COUNCIL MEETING DATE:** July 15, 2021

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#### HISTORY:

- On March 11, 2021, the American Rescue Plan Act of 2021 was signed into law by President Biden.
- \$350 billion is now available to assist state, local, territorial, and tribal governments to address the negative impacts of COVID-19.
- Flowerly Branch is considered a “Non-Entitlement Unit” meaning we have a current population of less than 50,000 and we will receive our funding directly through the state.

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#### FACTS AND ISSUES:

- The City of Flowerly Branch has been awarded a total of \$3,108,858.
- 50% is set to deposit this month (FY2022); \$1,554,429.
- The remaining 50% will be deposited 1 year in July of FY2023.
- Staff is currently reviewing the plan requirements in comparison with our FY2022 budget and capital improvement plan for eligible projects.
- Staff will present a list of proposed projects to Council for consideration and approval of use of funding at the August 5th work session.

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#### OPTIONS:

Approve Resolution 21-010 approving and authorizing the Finance Director, Interim City Manager and Mayor to execute certain documents required to apply for and accept local recovery assistance funds under the American Rescue Plan Act of 2021; providing an effective date; and for other purposes.

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#### IF FUNDING IS INVOLVED, ARE FUNDS APPROVED IN THE CURRENT BUDGET:

No

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#### AMOUNT AND SOURCE OF FUNDS:

American Rescue Plan funding

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#### RECOMMENDATION:

Approve Resolution 21-010 approving and authorizing the Finance Director, Interim City Manager and Mayor to execute certain documents required to apply for and accept local recovery assistance funds under the American Rescue Plan Act of 2021; providing an effective date; and for other purposes.

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#### SAMPLE MOTION:



I make a motion for the City Council to approve Resolution 21-010 approving and authorizing the Finance Director, Interim City Manager and Mayor to execute certain documents required to apply for and accept local recovery assistance funds under the American Rescue Plan Act of 2021; providing an effective date; and for other purposes.

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**COLLABORATING DEPARTMENT:**

Finance

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**DEPARTMENT:** Finance

**Prepared by:** Vickie Short

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**ATTACHMENTS**

- [Executive Summary - Resolution 21-010 American Rescue Plan Act of 2021.pdf](#)
- [Resolution 21-010 Application and Acceptance of American Rescue Plan Act Funds.pdf](#)

**FLOWERY BRANCH CITY COUNCIL**  
**EXECUTIVE SUMMARY**

**SUBJECT:** Resolution 21-010: Local Recovery Assistance Funds Under the American Rescue Plan Act of 2021

**DATE:** 7/6/2021

**BUDGET INFORMATION:**  
ANNUAL-  
CAPITAL-

☒ **RECOMMENDATION**  
☐ **POLICY DISCUSSION**  
☐ **STATUS REPORT**  
☐ **OTHER**

**COUNCIL ACTION REQUESTED ON:** July 15, 2021

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**PURPOSE:** Consider a Resolution approving and authorizing the Finance Director, Interim City Manager and Mayor to execute certain documents required to apply for and accept local recovery assistance funds under the American Rescue Plan Act of 2021; providing an effective date; and for other purposes.

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**HISTORY:**

- On March 11, 2021, the American Rescue Plan Act of 2021 was signed into law by President Biden.
  - \$350 billion is now available to assist state, local, territorial, and tribal governments to address the negative impacts of COVID-19.
  - Flowery Branch is considered a “Non-Entitlement Unit” meaning we have a current population of less than 50,000 and we will receive our funding directly through the state.
- 
- 

**FACTS AND ISSUES:**

- The City of Flowery Branch has been awarded a total of \$3,108,858.
  - 50% is set to deposit this month (FY2022); \$1,554,429.
  - The remaining 50% will be deposited 1 year in July of FY2023.
  - Staff is currently reviewing the plan requirements in comparison with our FY2022 budget and capital improvement plan for eligible projects.
  - Staff will present a list of proposed projects to Council for consideration and approval of use of funding at the August 5<sup>th</sup> work session.
- 
- 

**OPTIONS:** Approve Resolution 21-010 approving and authorizing the Finance Director, Interim City Manager and Mayor to execute certain documents required to apply for and accept local recovery assistance funds under the American Rescue Plan Act of 2021; providing an effective

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date; and for other purposes.

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**RECOMMENDED SAMPLE MOTION:**

I make a motion for the City Council to approve Resolution 21-010 approving and authorizing the Finance Director, Interim City Manager and Mayor to execute certain documents required to apply for and accept local recovery assistance funds under the American Rescue Plan Act of 2021; providing an effective date; and for other purposes.

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**DEPARTMENT:** Administration and Finance

**Prepared by:** Alisha Gamble

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**RESOLUTION NO.: 21-010**

**A RESOLUTION APPROVING AND AUTHORIZING THE FINANCE DIRECTOR, INTERIM CITY MANAGER AND MAYOR TO EXECUTE CERTAIN DOCUMENTS REQUIRED TO APPLY FOR AND ACCEPT LOCAL RECOVERY ASSISTANCE FUNDS UNDER THE AMERICAN RESCUE PLAN ACT; PROVIDING AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.**

**WHEREAS**, Congress authorized the disbursement of Coronavirus State and Local Fiscal Recovery Funds under the American Rescue Plan Act (“ARPA”) to aid local government in responding to and recovering from the coronavirus pandemic; and

**WHEREAS**, said funds will be distributed to the City of Flowery Branch by the Georgia Office of Planning & Budget following the completion of an application for funding as well as registration with certain federal programs, including the System for Award Management (“SAM”) program, and compliance with the guidelines, terms and conditions specified by the United States Department of Treasury; and

**WHEREAS**, the City desires to authorize the Finance Director, Interim City Manager and Mayor to complete and execute all documents required online for the disbursement of funds, to establish an fund and account for the receipt of said funds, to authorize the Mayor to execute originals of all documents required to participate in the ARPA program and to ratify actions taken by the Mayor, Finance Director and Interim City Manager;

**WHEREAS**, the City desires to develop a program specifying the use of funds disbursed to the City under the ARPA program and requests the Interim City Manager and Finance Director to prepare a list of recommended eligible uses for submittal to the Mayor and Council for its approval;

**BE IT THEREFORE RESOLVED** by the Council for the City of Flowery Branch that it authorizes the Mayor, Finance Director and Interim City Manager to execute all documents necessary to apply for, accept, deposit, and report on local recovery assistance dollars under the ARPA program, ratifies said documents and directs the Finance Director and Interim City Manager to provide the Mayor and Council quarterly reports on the ARPA program and the City’s participation in said program following approval by the City of eligible projects. This resolution shall be effective immediately upon adoption.

**RESOLVED this 15<sup>th</sup> day of July 2021.**

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James M. Miller, Mayor

ATTEST:

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Shelia Cooper, Assistant City Clerk

APPROVED AS TO FORM:

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E. Ronald Bennett, Jr., City Attorney





## FLOWERY BRANCH CITY COUNCIL



### EXECUTIVE SUMMARY

**SUBJECT:** A rezoning request from JPC Design and Construction, LLC. to rezone a 2.08 +/- acre tract of land identified as 5512 McEver Road, tax parcel number 08099 000009, from NS (Neighborhood Shopping) to HB (Highway Business).

**COUNCIL MEETING DATE:** July 15, 2021

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#### HISTORY:

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#### FACTS AND ISSUES:

JPC Design and Construction wishes to rezone 5512 McEver Road (parcel #08099 000009) from Neighborhood Shopping (NS) to Highway Business (HB) with the intent to construct a fast-food restaurant with a drive thru. The zoning ordinance allows these types of establishments in HB but not in NS.

#### Schedule:

July 14 work session & public hearing

August 5 work session (if requested)

August 19 first vote

September 2 work session (if requested)

September 16 final vote

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#### OPTIONS:

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#### IF FUNDING IS INVOLVED, ARE FUNDS APPROVED IN THE CURRENT BUDGET:

No

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#### AMOUNT AND SOURCE OF FUNDS:

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#### RECOMMENDATION:

No action at this time - public hearing only.

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#### SAMPLE MOTION:

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#### COLLABORATING DEPARTMENT:

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**DEPARTMENT:** Planning

**Prepared by:** Vickie Short

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**ATTACHMENTS**

- [Staff Report for JPC 5512 McEver Road .pdf](#)
- [JPC McEver Application.pdf](#)



**Staff Report  
JPC Rezoning Request  
Ordinance 645**

**Request**

JPC Design and Construction wishes to rezone 5512 McEver Road (parcel #08099 000009) from Neighborhood Shopping (NS) to Highway Business (HB) with the intent to construct a fast-food restaurant with a drive thru. The zoning ordinance allows these types of establishments in HB but not in NS. Please see below.

**Sec. 9.3. NS, Neighborhood Shopping District.**

- (a) Purpose and Description. This zoning district is intended to implement the “commercial” designation of the future land use plan contained within the comprehensive plan of the City of Flowery Branch. It is also intended to implement the “neighborhood commercial” character area established in the comprehensive plan.
- (b) Character. Neighborhood commercial districts are intended to provide areas for limited, small-scale commercial uses of a convenience nature serving nearby residential neighborhoods as opposed to a regional market. This district provides for attractive, non-auto related neighborhood businesses and services, with distinctive architectural features and a scale compatible with pedestrians and connected to adjacent residential neighborhoods. Uses within neighborhood commercial character areas generally occur within enclosed buildings with no outside storage and limited outdoor display of goods and merchandise. Pedestrian accessibility is promoted via sidewalks connected to nearby neighborhoods but uses are mostly reliant on the automobile for access. Nonetheless, buildings and developments are scaled to be compatible with and promote pedestrian activity. Entrances, frontages, and building façades are softened with landscaping and low-lying identification signs.
- (c) Permitted and Conditional Uses. Permitted and conditional uses shall be as provided in Table 9.1, “Permitted and Conditional Uses in Nonresidential Zoning Districts.” Auto-related, highway-oriented commercial uses are not permitted. With the exception of convenience stores with gasoline pumps, neighborhood commercial districts are not intended to permit or accommodate automotive uses or other types of more intensive highway business activities, or those uses that generate excessive traffic, noise, odors, pollution, safety hazards, or other adverse impacts which would detract from the desirability of adjacent properties for residential use.
- (d) Dimensional Requirements. Dimensional requirements shall be as provided in Table 9.2, “Dimensional Requirements in Nonresidential Zoning Districts.” Business establishments do not exceed 2,500 square feet in any one tenant space, to keep the bulk and intensity in scale



with the needs of adjacent neighborhoods. Open space is limited to suburban plazas or small open spaces. A three-story height limit is imposed.

#### **Sec. 9.4. HB, Highway Business District.**

- (a) **Purpose and Description.** This zoning district is intended to implement the “commercial” designation of the future land use plan contained within the comprehensive plan of the City of Flowery Branch. It is also intended to implement the “activity center” and “mixed use” character areas established in the comprehensive plan. Centered at the interchange of Spout Springs Road and I-985, and also extending north and south along Hog Mountain Road, this zoning district will be an accessible center of businesses, services, and complementary uses, which may include traditional neighborhood development and mixed-use developments, contributing extensively to the economic base of the city.
- (b) **Character.** This district is dominated by commercial uses but also intended to accommodate mixed-use developments. A grid block pattern of streets (connected local network) is provided, along with sidewalks and street trees. Pedestrian accessibility is promoted, although most activity is via the automobile for access. Entrances, frontages, and building façades are softened with landscaping and low-lying identification signs.
- (c) **Permitted and Conditional Uses.** Permitted and conditional uses shall be as provided in Table 9.1, “Permitted and Conditional Uses in Nonresidential Zoning Districts.” The widest possible range of uses is contemplated in this zoning district, except for industry and single-family, detached or manufactured homes. This character area is the proper place for big box retail, shopping centers, lodging and auto-related uses.
- (d) **Dimensional Requirements.** Dimensional requirements shall be as provided in Table 9.2, “Dimensional Requirements in Nonresidential Zoning Districts.”

| Use                                                                                                                             | O-P | INST | NS | HB | CBD | M-1 | M-2 |
|---------------------------------------------------------------------------------------------------------------------------------|-----|------|----|----|-----|-----|-----|
| Live/work unit                                                                                                                  | C   | X    | C  | C  | P   | P   | P   |
| Lodging service (hotel, motel, motor hotel, inn)                                                                                | X   | C    | X  | P  | P   | X   | X   |
| Logging yard                                                                                                                    | X   | X    | X  | X  | X   | X   | P   |
| Lumber yard                                                                                                                     | X   | X    | X  | C  | X   | P   | P   |
| Machine shop                                                                                                                    | X   | X    | X  | P  | X   | P   | P   |
| Manufactured home, “Class A”                                                                                                    | X   | X    | X  | X  | X   | X   | X   |
| Manufactured home other than “Class A”                                                                                          | X   | X    | X  | X  | X   | X   | X   |
| Manufactured home park                                                                                                          | X   | X    | X  | X  | X   | X   | X   |
| Manufacturing, ceramics                                                                                                         | X   | X    | X  | X  | X   | C   | P   |
| Manufacturing, cosmetics or toiletries                                                                                          | X   | X    | X  | X  | X   | P   | P   |
| Manufacturing, coating of cans, coils, fabrics, vinyl, metal furniture, appliance surfaces, wire, paper, and flat wood paneling | X   | X    | X  | X  | X   | C   | C   |





|                                                                                                  |   |   |   |   |   |   |   |
|--------------------------------------------------------------------------------------------------|---|---|---|---|---|---|---|
| Manufacturing, electronics, camera, or photographic or communication equipment                   | X | X | X | X | X | P | P |
| Manufacturing, instrument assembly                                                               | X | X | X | X | X | P | P |
| Manufacturing, metal products                                                                    | X | X | X | X | X | C | P |
| Manufacturing, pharmaceuticals and medical supplies                                              | X | X | X | X | X | P | P |
| Manufacturing, textiles                                                                          | X | X | X | X | X | P | P |
| Manufacturing, wood products                                                                     | X | X | X | X | X | P | P |
| Manufacturing, processing, and assembling, within buildings, not otherwise specified             | X | X | X | X | X | C | C |
| Marina                                                                                           | X | C | X | P | X | X | X |
| Materials recovery facility                                                                      | X | X | X | X | X | X | C |
| Micro brewery                                                                                    | X | X | X | X | P | P | P |
| Mixed use building or development                                                                | C | X | P | P | P | C | X |
| Museum                                                                                           | P | P | P | P | P | P | P |
| Office                                                                                           | P | P | P | P | P | P | P |
| Office-warehouse                                                                                 | X | X | X | C | X | P | P |
| Open air business                                                                                | X | X | X | P | C | C | C |
| Open storage yard (principal use)                                                                | X | X | X | C | X | P | P |
| Package Store                                                                                    | X | X | P | P | X | P | P |
| Parking deck or structures, on-site or off-site                                                  | C | C | X | P | C | C | C |
| Parking lot, off-site                                                                            | P | P | P | P | C | P | P |
| Personal service establishment                                                                   | C | C | P | P | P | P | P |
| Petroleum bulk storage site                                                                      | X | X | X | X | X | X | P |
| Power plant, private                                                                             | X | X | X | X | X | X | C |
| Public or semi-public use                                                                        | P | P | P | P | P | P | P |
| Rail yard                                                                                        | X | C | X | X | X | X | P |
| Railroad freight terminal                                                                        | X | C | X | X | X | X | P |
| Recreational vehicle park                                                                        | X | X | X | C | X | X | X |
| Recovered materials processing facility                                                          | X | X | X | X | X | X | C |
| Recycling center                                                                                 | X | X | X | X | X | C | C |
| Restaurant, excluding drive-ins or drive through facilities and fast-food restaurants as defined | X | C | P | P | P | P | P |
| Restaurant, including drive-ins or drive through facilities and fast-food restaurants as defined | X | X | X | P | X | C | C |
| Retail trade establishment, enclosed                                                             | X | X | P | P | P | P | P |



Concept plan as submitted by applicant:



The pumps will remain as will the primary structure. The end unit will be demolished, and the restaurant built. The remaining suites will be renovated inside and out. Landscaping will be enhanced, and new signage will be installed. The property will connect to Flowery Branch sewer and may be able to add inter-parcel connectivity to the adjoining car wash because of the septic tank being removed.

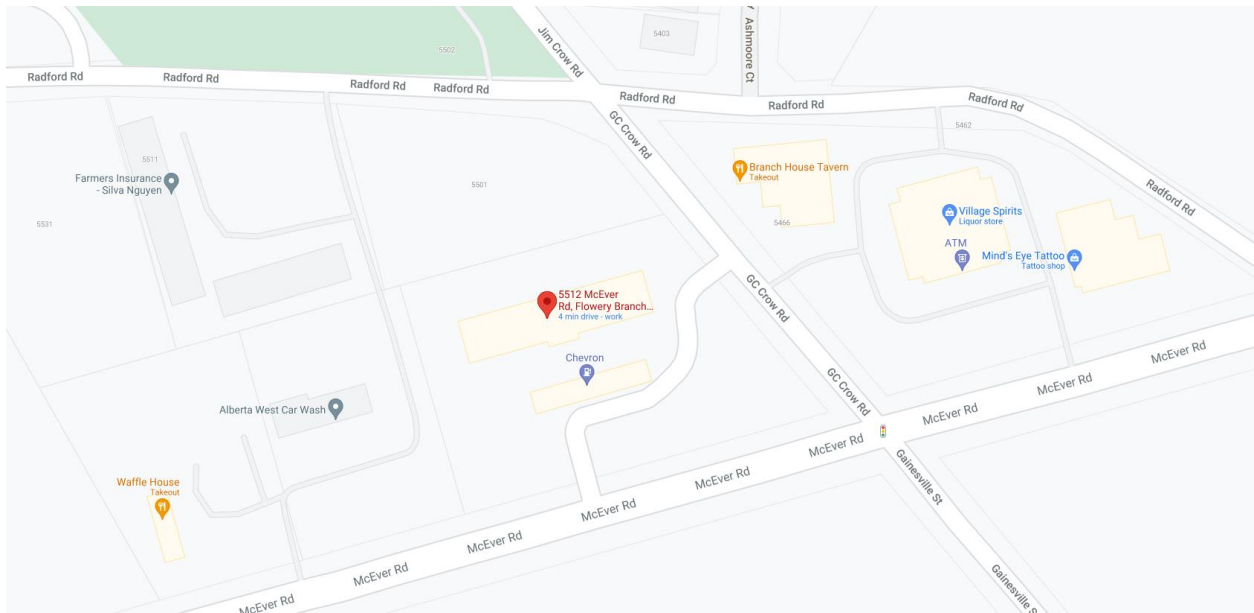
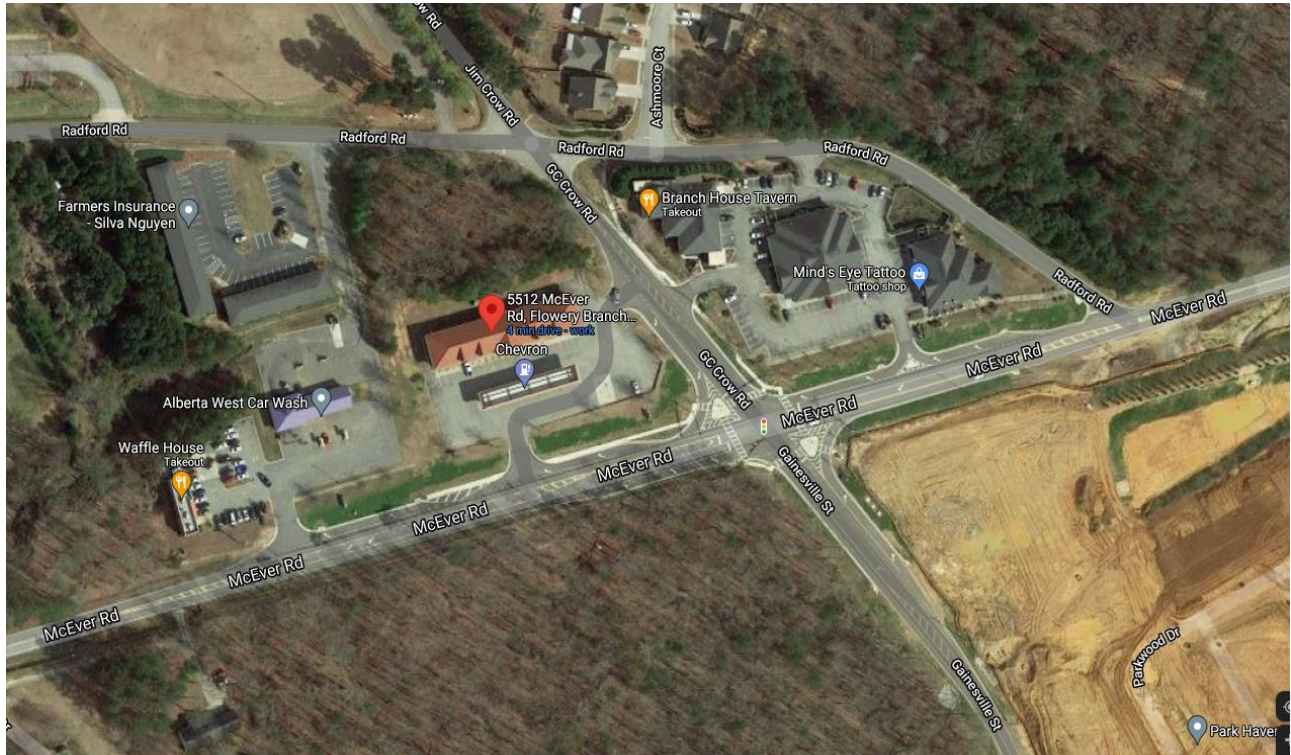


## Zoning Map

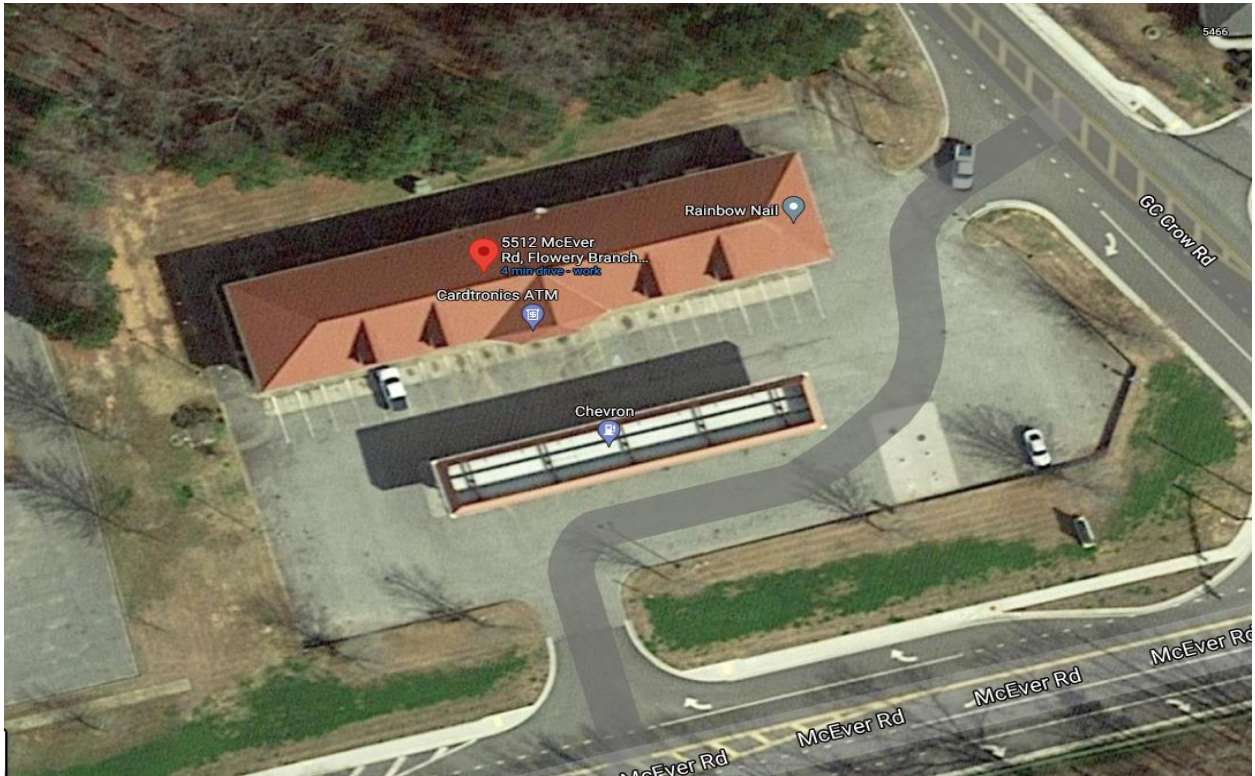




## Site



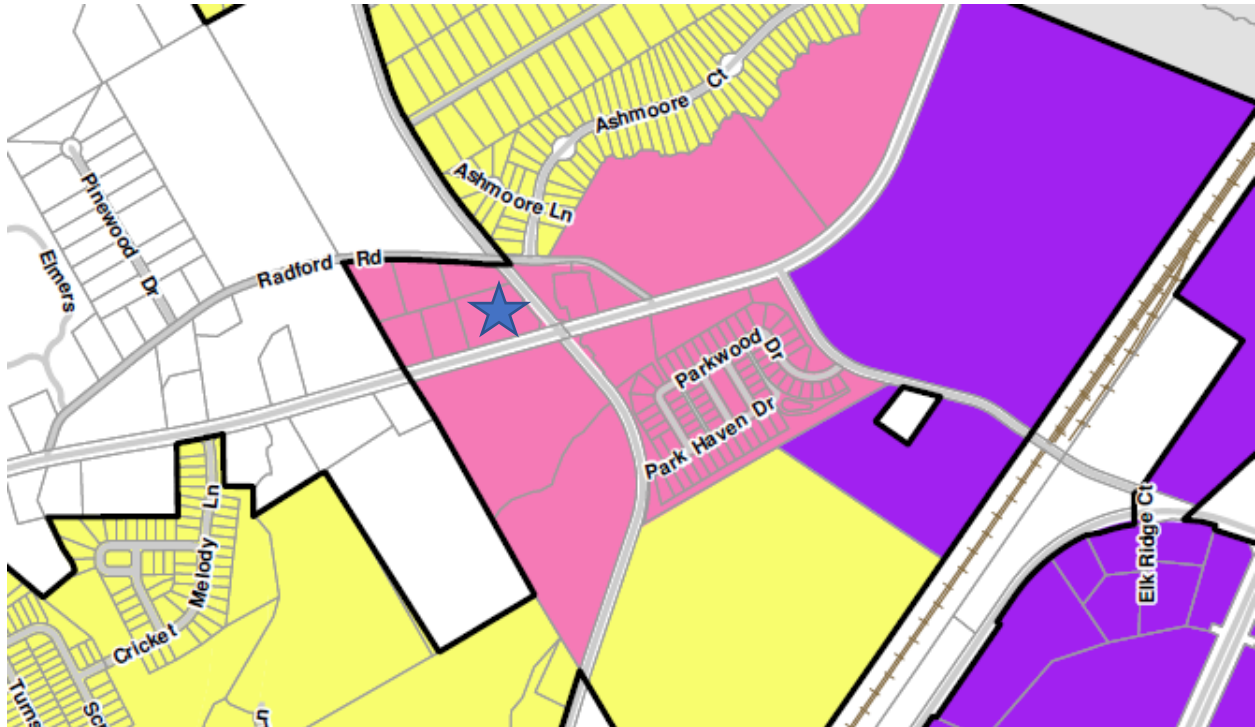






## Comprehensive Plan

Mixed—use character area:



The proposed use is acceptable in the designated character area. A fast-food restaurant with a drive thru will be supported by the new and upcoming residential homes in the immediate area. Additionally, it will add a missing service to the area which includes the residential, sit down dining, public storage, retail, a car wash, and other proposed and existing commercial uses. The addition of the use and the improvement of the site will help to enhance and promote the mixed-use concept of this area.

## Analysis

Flowerly Branch Zoning Ordinance Article 37 Rezoning and Conditional Use Applications

Sec. 34.7. - Analysis Requirements.

Applications to amend the official zoning map and applications for conditional uses shall provide a written analysis comparing the proposed action with the criteria in this Section. A zoning map



amendment or conditional use application may be justified only if it bears a reasonable relationship to the public health, safety, morality, or general welfare, and after consideration of the analysis requirements which may in individual cases be considered criteria relevant to Zoning Administrator in making recommendations and by the Governing Body in the decision-making process.

**Staff Response:**

- (a) Whether the proposal will permit a use that is suitable in view of the use and development of adjacent and nearby property. **Yes, the use is appropriate for this site and the surrounding area. It will help promote the mixed-use character area by adding a new component.**
- (b) Whether the proposal will adversely affect the existing use or usability of adjacent or nearby property. **The development will not adversely affect the area and will in fact enhance it.**
- (c) Whether the property to be affected by the proposal can be used in accordance with the existing regulations and has a reasonable economic use as currently zoned. **Yes, current zoning of NS (Neighborhood Shopping) is appropriate. However, rezoning to HB (Highway Business) will allow a new use(fast food with drive thru) to the area.**
- (d) Whether the proposal will result in a use which will or could cause an excessive or burdensome use of existing streets, transportation facilities, utilities, or schools. **It is staff's opinion that the use will not create any unnecessary burdens.**
- (e) Whether the proposal is in conformity with the policy and intent of the comprehensive plan including but not limited to the character area map and future land use plan map. **Currently, the Comprehensive Plan denotes this area as "Mixed-Use" and staff feels this rezoning. If approved, will help to better serve this designation.**
- (f) Whether there are other existing or changing conditions affecting the use and development of the property which give supporting grounds for either approval or disapproval of the proposal. **The proposed rezoning will result in upgraded facilities, enhanced landscaping, a new use, and the possibility for connectivity to the adjoining parcels.**
- (g) Existing use(s) and zoning of the subject property and nearby properties. **The proposed use will help diversify and enhance the area and will fit in with the surrounding proposed and current businesses and residences.**
- (h) Existing value of the property under the existing zoning district classification, the extent to which the property value of the subject property is diminished by the existing zoning district, and the value of the property under the proposed zoning district; if such information is provided by the applicant or can be discerned. This consideration may include the length of time the property has been vacant or unused as currently zoned and efforts taken by the property owner(s) to use the property or sell the property under the existing zoning district classification. **Staff feels the value will be increased if this rezoning is approved as it will provide a new use and upgrade the parcel.**



- (i) Whether a proposed zoning map amendment or conditional use approval will be a deterrent to the value or improvement of development of adjacent property in accordance with existing regulations. *Staff does not feel that the proposed will be a deterrent but rather an enhancement to the surrounding area and a positive impact for the corridor.*
- (j) The possible creation of an isolated zoning district unrelated to adjacent and nearby districts. *No, the NS and HB districts can compliment one another and will not create an isolated district.*
- (k) Possible effects of the change in zoning district map, or change in use, on the character of a zoning district. *The proposed use will enhance the character of the existing district and surrounding area in staff's opinion.*
- (l) The possible impact on the environment, including but not limited to, drainage, soil erosion and sedimentation, flooding, air quality and water quality. *The development, if approved, will need to go through all the required development reviews to ensure all applicable codes and requirements are met.*
- (m) The relation that the proposed map amendment or conditional use bears to the purpose of the overall zoning scheme and the purposes of this Zoning Ordinance. *The proposed development will enhance the surrounding area and meet the intent of the Zoning Ordinance.*

### **Recommendation**

Staff recommends approval of the request. Prior to the final read, elevations and a landscape plan should be submitted. Additionally, as part of the rezoning ordinance, conditions of zoning will be placed on the parcel. These conditions will be solidified upon receipt of the additional information.





## REZONING APPLICATION

Date: 4-26-21

Address of Request: 5512 McEver Rd., Flower Branch, GA  
30542

Tax Map # 08099 000009 Current Zoning: NS

Is this site located within the boundaries of the historic district? NO

Currently a conforming use? yes

Any conditions of zoning, CUP's, etc.? \_\_\_\_\_

### Applicant Information

Name: JPC Design and Construction, LLC - Jeremy Crosby

Address: 264 Alabama Blvd., Jackson GA 30233

E-mail address: Jcrosby@jonespetroleum.com

Phone number: 770-560-3527 cell

Signature: \_\_\_\_\_

Notary: \_\_\_\_\_

*J. M. S.*





Property owner information (if different than the applicant)

Property owner (please print): William B. Jones

Signature of property owner: [Signature]

Notary: [Signature]



**Property Information**

Tax Map Number: 08099 000009

Current Zoning: NS Total Acres: 2.08

Is this property located within the city-limits of Flowery Branch? yes

Proposed City of Flowery Branch Zoning: HB

Current Use: Chevron Convenience store and neighborhood shopping center

**Please review the Flowery Branch Code of Ordinances, Appendix C, "Zoning Ordinance", Article 34, for complete requirements.**

**Please provide the following at time of submittal in (one hard copy and digitally):**

- Legal description
- Current survey of property



- Site plan shall meet the requirements of the Flowery Branch Code of Ordinances; Appendix C, "Zoning Ordinance", Article 34 sections 34.5
- Development statistics per the Flowery Branch Code of Ordinances; Appendix C, "Zoning Ordinance", Article 34 sections 34.6
- Analysis requirements per the Flowery Branch Code of Ordinances; Appendix C, "Zoning Ordinance", Article 34 sections 34.7
- Detailed description of request
- Conflict of interest disclosure (attached)
- Disclosure of campaign contributions (attached)
- Names and addresses of adjoining property owners
- Reasons for requesting rezoning
- Signed statement authorizing City of Flowery Branch staff and/or City Council to inspect the subject property

### **Conflict of Interest Disclosure**

Identify all members of the City Council of the City of Flowery Branch and Employees of the City of Flowery Branch Community Development Department who

Have a property interest in the real property affected by this request

N/A

Have a financial interest (direct ownership interest) of the total assets or capital stock of a business entity where such ownership interest is more than 10% in any business entity which has a property interest in the real property affected by this request

N/A

Have a member of the family (spouse, mother, father, brother, sister, son or daughter) having a property financial interest as herein defined, in the real property affected by this request

N/A



### Disclosure of Campaign Contributions

List below the names of local government officials of the City of Flowery Branch to whom campaign contributions were made, within two (2) years immediately preceding the filing of this application, which campaign contributions total \$250.00 or more or to whom gifts were made having a total value of \$250.00 or more.

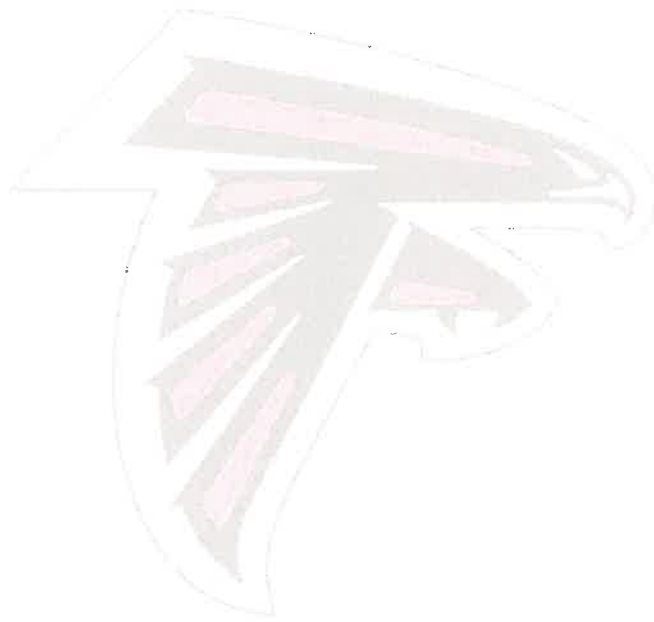
| Elected Officials Name | Amount of Description of Gift |
|------------------------|-------------------------------|
| N/A                    |                               |
|                        |                               |

### CITY STAFF ONLY

Application Received By: \_\_\_\_\_

Date: \_\_\_\_\_ Total Fee: \_\_\_\_\_





**JPC Design and Construction, LLC**

**264 Alabama Boulevard**

**P.O. 710**

**Jackson, Georgia 30233**

5/13/2021

Mr. Rich Atkinson, Director

Flowery Branch Community Development

5410 Pine St.

Flowery Branch, Georgia 30542

RE: Analysis Letter for Rezoning Application, JPC Design and Construction LLC, 2.08 acres at 5512 McEver Road, City of Flowery Branch, Georgia. Tax Parcel number: 08099 000009.

Mr. Atkinson,

Please accept this Letter of Intent on behalf of JPC Design and Construction, LLC and William B. Jones. We are requesting Rezoning on 2.08 acres +/- currently zoned NS, to a HB zoning in order to add a fast food restaurant with drive thru on the end of the existing Shopping Center. The property is located at 5512 McEver Rd. in the City of Flowery Branch. The properties current use is a Chevron Convenience Store and Gas Station Neighborhood Shopping Center. Adjacent zoning to the property is NS to the north which is undeveloped, NS to the west which is developed with a car wash and Waffle House, NS to the east across Jim Crow Rd. which is developed with a restaurant, liquor store, and tattoo and vape shop, and to the south across McEver Rd. is undeveloped and zoned AR. In view of the surrounding properties we feel the use of a fast food with drive thru is suitable and will not adversely affect the existing use or adjacent properties.

The proposed use of a drive thru restaurant is not allowed in the NS zoning, and is only allowed in the HB zoning. Applicant believes that the existing use is reasonable as currently zoned but that the addition of a fast food restaurant in the area will provide a fast food option for residents in the area. Proposed use will not cause a burdensome use of existing streets, transportation facilities, utilities, or schools. Proposed use and existing use are commercial in nature and there are multiple uses in the shopping center currently, therefore applicant believes that the request is in conformity with the City's Zoning policy and intent of the Comprehensive Plan, and thus will not change the character of the area. Values of the property and surrounding properties should increase with the addition of a new fast food restaurant and should not be a deterrent to the value or improvement of adjacent property. Applicant also believes that a change in

zoning district will not isolate use or character but will simply add a drive thru option for the community in this area. There will be minimal impact on the environment and adjacent properties all of which directly adjoin via property lines are commercial. The overall zoning scheme and purpose of the Zoning Ordinance for this area is commercial in nature.

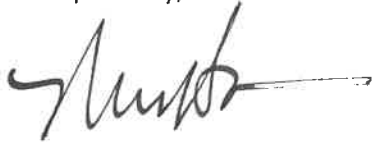
Included in our application is a concept plan. The plan shows the existing building which will remain, and the addition of the Hardees restaurant with drive thru configuration to the rear of the site, as well as new drive lanes, parking, and dumpster enclosures. Access to the site will remain as is from McEver Rd. and Jim Crow Rd.

The project will adhere to all City of Flowery Branch Development Standards. There should be no impact to the school system since this request is commercial in nature.

Mr. William B. Jones is the owner of the property and is also a partner in JPC Design and Construction, LLC along with Mr. Jeremy Crosby.

We thank you for your consideration in this matter.

Respectfully,

A handwritten signature in black ink, appearing to read "Mike Horne", with a long horizontal flourish extending to the right.

Mike Horne, Project Manager

JPC Design and Construction, LLC



GEORGIA 811  
Call Before You Dig

1 OF 1

GRAPHIC SCALE

CONCEPTUAL SECTION

DATE: 05-25-2017  
PROJECT: 1701

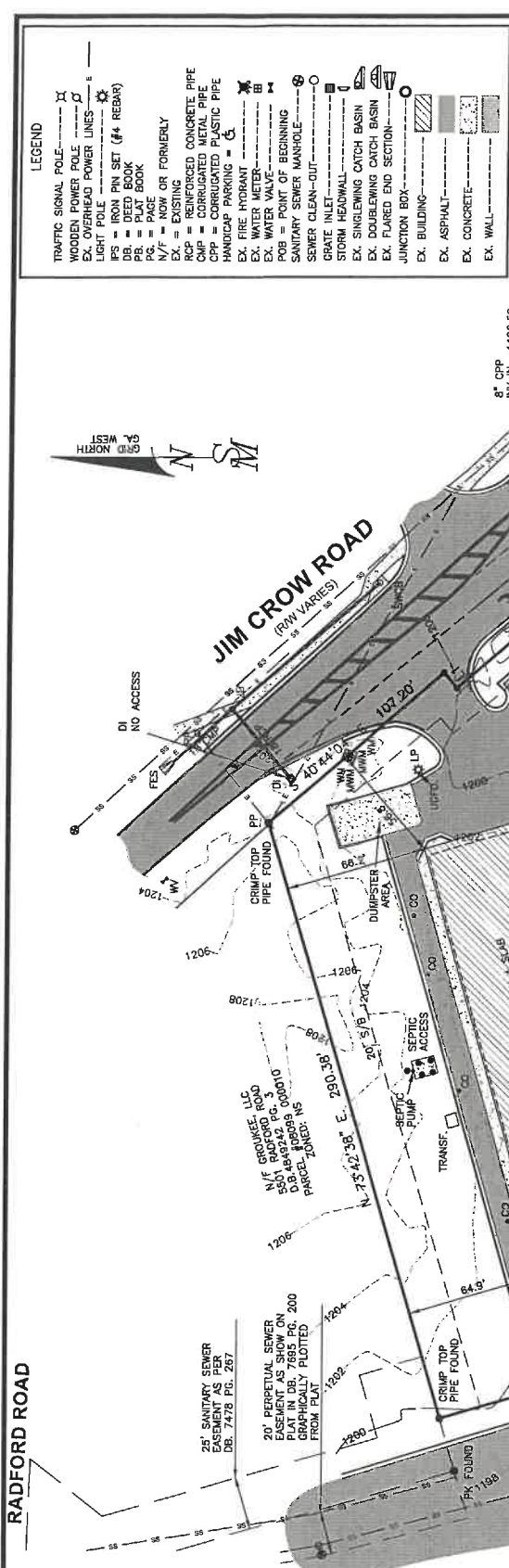
**ROWLAND ENGINEERING**  
100 Capital Pkwy., Ste. 201  
Marietta, GA 30067  
404-575-1000  
www.rowland-engineering.com

HARDEE'S  
5512 McEVER ROAD, FLOWERY BRANCH, GA 30542  
FOR  
JPC DESIGN AND CONSTRUCTION, LLC





RADFORD ROAD



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THIS PROPERTY IS SUBJECT TO ALL RIGHT OF WAY AND EASEMENTS SHOWN OR NOT SHOWN, RECORDED OR UNRECORDED. THIS SURVEY WAS PREPARED WITHOUT BENEFIT OF A TITLE REPORT WHICH COULD REVEAL ENCUMBRANCES NOT SHOWN. UTILITIES SHOWN ARE LOCATION VISIBLE AT THE TIME OF SURVEY. ADDITIONAL UTILITIES MAY BE LOCATED BY OTHER MEANS. SURVEYOR ACCEPTS NO RESPONSIBILITY FOR THE COMPLETENESS OF THIS DATA.

THE FIELD DATA UPON WHICH THIS PLAT IS BASED HAS A CLOSURE PRECISION OF 1" IN 100' PER ANGLE POINT AND WAS ADJUSTED USING THE COMPOUND RULE. THIS PLAT HAS BEEN CALCULATED FOR CLOSURE AND WAS FOUND TO BE ACCURATE WITHIN ONE FOOT IN 100,000+ FEET. EQUIPMENT USED: TOPCON GTS-313.

AS PER OFFICIAL FLOOD INSURANCE MAPS BY THE F.E.M.A. THIS PROPERTY IS NOT LOCATED WITHIN A DESIGNATED FLOOD HAZARD AREA AS PER COMMUNITY - PANEL NUMBER 13138C0283G DATED: APRIL 04, 2018

SURVEYOR'S CERTIFICATION: I HEREBY CERTIFY THAT THIS PLAT IS TRUE AND CORRECT AND WAS PREPARED BY ME OR UNDER MY SUPERVISION, AND THAT THE LOCATIONS AND MATERIALS ARE CORRECTLY SHOWN.



GENERAL NOTES:

SITE AREA = 2.077 ACRES  
ADDRESS = 3512 McNEVER ROAD  
FLOWERY BRANCH, GA 30542  
PARCEL = 08069 000009  
ZONED: NS (NEIGHBORHOOD SHOPPING)  
MINIMUM LOT WIDTH = 80'  
FRONT SETBACK = 25'  
REAR SETBACK = 40'  
SIDE SETBACK INTERIOR LOT LINE = 0'  
MINIMUM HEATED FLOOR AREA = 1,200 SQ. FT.

SURVEY ORDERED BY: JPC DESIGN AND CONSTRUCTION, LLC  
ATT: MIKE HORNE  
FIELDWORK COMPLETED ON: 05/05/2021  
ALL NECESSARY MEASUREMENTS  
AND NONE WERE FOUND WITHIN 300' OF SITE.

| LINE | BEARING       | DISTANCE |
|------|---------------|----------|
| L1   | S 49°14'40" W | 9.48'    |
| L2   | S 11°17'25" W | 41.75'   |
| L3   | S 73°37'21" W | 79.93'   |
| L4   | S 74°28'56" W | 80.62'   |



**SIBLEY-MILLER**  
**SURVEYING & PLANNING INC.**  
212 WEST CAMPBELL RD  
McDONOUGH, GA 30253  
PHONE: (770) 320-7955  
FAX: (770) 320-7333  
www.sibleysurveying.com

**TOPOGRAPHIC SURVEY**  
**JPC DESIGN & CONSTRUCTION LLC.**  
2.077 ACRES  
CITY OF FLOWERY BRANCH  
LAND LOT 89, 8th DISTRICT  
HALL COUNTY, GEORGIA

PROJECT NO.: B2021034  
TOPOGRAPHIC SURVEY  
DRAWN BY: PWF  
SCALE: 1" = 40'  
DATE: 05/13/2021





**JPC DESIGN & CONSTRUCTION, LLC**  
City of Flowery Branch

Check Number: **9040**  
Check Date: May 4, 2021

Check Amount: **\$500.00**

| Invoice/Reference                           | Amount Paid |
|---------------------------------------------|-------------|
| Rezoning App Rezoning Application-McEver Rd | 500.00      |

**JPC DESIGN & CONSTRUCTION, LLC**  
PO BOX 710  
JACKSON, GA 30233-0020

**UNITED BANK**  
JACKSON, GEORGIA  
64-751/611

**9040**

**PAY** Five Hundred and 00/100 Dollars

| DATE        | AMOUNT    |
|-------------|-----------|
| May 4, 2021 | \$ 500.00 |

PAY TO THE ORDER OF  
**City of Flowery Branch**  
**5517 Main St**  
**Flowery Branch, GA 30542**

**Memo:** Rezoning Application-McEver Rd

SECURITY FEATURES INCLUDED DETAILS ON BACK

11

5 11

**JPC DESIGN & CONSTRUCTION, LLC**  
City of Flowery Branch

Check Number: **9040**  
Check Date: May 4, 2021

Check Amount: **\$500.00**

| Invoice/Reference                           | Amount Paid |
|---------------------------------------------|-------------|
| Rezoning App Rezoning Application-McEver Rd | 500.00      |



**FLOWERY BRANCH CITY COUNCIL**

**EXECUTIVE SUMMARY**



**SUBJECT:** Consider Ordinance #646 Salary Increase for Mayor and Council

**COUNCIL MEETING DATE:** July 15, 2021

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**HISTORY:**

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**FACTS AND ISSUES:**

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**OPTIONS:**

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**IF FUNDING IS INVOLVED, ARE FUNDS APPROVED IN THE CURRENT BUDGET:**

No

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**AMOUNT AND SOURCE OF FUNDS:**

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**RECOMMENDATION:**

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**SAMPLE MOTION:**

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**COLLABORATING DEPARTMENT:**

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**DEPARTMENT:** Administration

**Prepared by:** Vickie Short

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**ATTACHMENTS**

- [Ordinance 646 Mayor and Council Salary Increase.docx](#)
- [Mayor-Council Salaries Analysis- Jan 2020.xlsx](#)



**ORDINANCE NO. 646**

**AN ORDINANCE TO FIX THE SALARY, COMPENSATION, AND EXPENSES OF THE MAYOR AND COUNCIL MEMBERS; TO ESTABLISH AN EFFECTIVE DATE; TO PROVIDE FOR SEVERABILITY; TO REPEAL CONFLICTING ORDINANCES; AND FOR ALL OTHER LAWFUL PURPOSES.**

**WHEREAS**, the City Council of the City of Flowery Branch, Georgia is authorized by O.C.G.A. § 36-35-4 to fix the salary, compensation and expenses of the members of the City's governing authority; and

**WHEREAS**, Section 2.7(c) of the Charter of the City of Flowery Branch, Georgia authorizes the City Council to fix the salary, compensation and expenses of the mayor and each member of the council in accordance with O.C.G.A. § 36-35-3.

**THE CITY COUNCIL OF THE CITY OF FLOWERY BRANCH HEREBY ORDAINS**, by the authority of O.C.G.A. § 36-35-3, O.C.G.A. § 36-35-4 and Charter Sec. 2.7(c) as follows:

**Section 1. Salary/Compensation of the Mayor and Council Members.**

Section 2.7(a)(1) of the Charter is hereby deleted in its entirety and replaced with the following:

"The salary of the Mayor of the City of Flowery Branch, Georgia shall be set at \$750.00 per month for each month of the calendar year that the Mayor serves. The salary for each Councilmember of the City of Flowery Branch, Georgia shall be set at \$600.00 per month for each month that the Councilmember serves."

**Section 2. Effective Date.**

The effective date of this Ordinance shall be January 1, 2022.

**Section 3. Severability.**

If any paragraph, subparagraph, sentence, clause, phrase or any portion of this Ordinance should be declared invalid or unconstitutional by any court of competent jurisdiction or if the provisions of any part of this Ordinance is applied to any particular situation or set of circumstances shall be declared invalid or unconstitutional by any court of competent jurisdiction, such invalidity shall not be construed to effect the portions of this Ordinance not so held to be invalid, or the application of this Ordinance to other circumstances not so held to be invalid. It is hereby declared to be the intent of the City Council of the City of Flowery Branch, Georgia to provide for separate and divisible parts, and it does hereby adopt any and all parts hereof as may not be held invalid for

any reason.

**Section 4. Repealer.**

All ordinances and parts of ordinances in conflict herewith are hereby repealed to the extent of the conflict.

Adopted this 5<sup>th</sup> day of August, 2021.

---

James M. Miller, Mayor

ATTEST:

---

Shelia Cooper, Assistant City Clerk

Approved as to form:

---

E. Ronald Bennett, Jr., City Attorney

## MAYOR - COUNCIL SALARIES ANALYSIS

| City                         | Population | Area   | Mayor Wage  | Council Size |
|------------------------------|------------|--------|-------------|--------------|
| Flowery Branch               | 7,073      | 6.32   | 500/month   | 6            |
| Garden City                  | 8,900      | 14.3   | 500/month   | 6            |
| Holly Springs                | 11,281     | 6.7    | 1,000/month | 5            |
| Commerce                     | 6,788      | 11.8   | 225/month   | 5            |
| Auburn                       | 7,603      | 6.5    | 1,500/month | 4            |
| Loganville                   | 11,674     | 7.4    | 1,000/month | 6            |
| Jesup                        | 10,170     | 16.6   | 100/year    | 6            |
| Oakwood                      | 4,166      | 5.05   | 1,200/month | 5            |
| Lula                         | 2,882      | 4.3    | 300/month   | 5            |
| Gainesville                  | 40,000     | 33.9   | 500/month   | 5            |
| Averages                     | 11,054     | 11.287 | 673/month   | 5.3          |
| % Change from Flowery Branch | 56%        | 79%    | 35%         | -12%         |

\*\*Last approved increase in 1995.

\*\*\*Information updated as of Jan 2020.

| Council Wage | Participate in Retirement? |
|--------------|----------------------------|
| 400/month    |                            |
| 300/month    |                            |
| 500/month    |                            |
| 225/month    |                            |
| 400/month    |                            |
| 500/month    |                            |
| 100/year     |                            |
| 900/month    |                            |
| 100/month    |                            |
| 400/month    |                            |
| 373/month    |                            |
| -25%         |                            |





## FLOWERY BRANCH CITY COUNCIL

### EXECUTIVE SUMMARY



**SUBJECT:** Retirement Plan Valuation Update as of January 1, 2021

**COUNCIL MEETING DATE:** July 15, 2021

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**HISTORY:**

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**FACTS AND ISSUES:**

Retirement Plan Valuation Update as of January 1, 2021

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**OPTIONS:**

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**IF FUNDING IS INVOLVED, ARE FUNDS APPROVED IN THE CURRENT BUDGET:**

Yes

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**AMOUNT AND SOURCE OF FUNDS:**

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**RECOMMENDATION:**

N/A

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**SAMPLE MOTION:**

N/A

---

---

**COLLABORATING DEPARTMENT:**

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---

**DEPARTMENT:** Finance

**Prepared by:** Vickie Short

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**ATTACHMENTS**

- [City of Flowery Branch Retirement Plan Update -5-21-2021.pdf](#)
- [City of Flowery Branch Act Val as of 1\\_1\\_2021.pdf](#)



*Flowery Branch*



# City of Flowery Branch Retirement Plan

**Georgia Municipal Association  
Actuarial valuation and review as of  
January 1, 2021**

# MAIN PURPOSE OF VALUATION REPORT

## Provide

Provide the City recommended rates of contribution

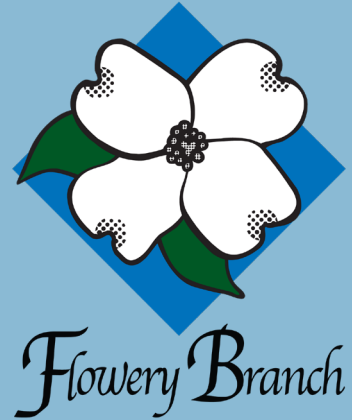
## Provide

Provide summary of participant data as of snapshot valuation date.

## List

List all Assumptions and Methods that went into developing contributions and liabilities.

# Retirement Valuation Update as of 1/1/2021:



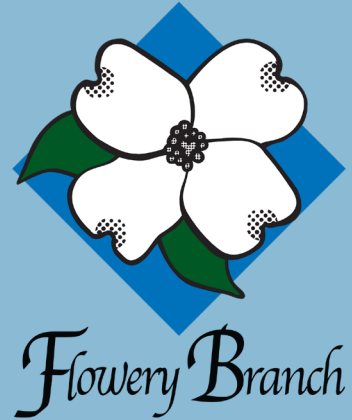
- Where is the City with funding?
  - As of 1/1/2021, we have 83.20% funded market value of assets. This funded percentage is low because we started the plan in 2014. (which created the unfunded liability)
  - Funded percentage increased 6.21% from 2020-2021 (62.83% to 69.04%)

|                 | Administrative | Annual Minimum      | Percent of Expense/ | Annual Contribution | Funded Ratio to |
|-----------------|----------------|---------------------|---------------------|---------------------|-----------------|
| Valuation Date: | Expenses       | Contribution Amount | Contribution Amount | Percentage          | Market Value    |
| 1/1/2021        | \$ 6,744       | \$ 175,172          | 3.85%               | 10.57%              | 69.04%          |
| 1/1/2020        | \$ 6,963       | \$ 188,657          | 3.69%               | 9.18%               | 62.83%          |
| 1/1/2019        | \$ 6,323       | \$ 169,444          | 3.73%               | 10.19%              | 64.91%          |
| 1/1/2018        | \$ 5,954       | \$ 146,847          | 4.05%               | 9.52%               | 56.57%          |
| 1/1/2017        | \$ 5,934       | \$ 157,500          | 3.77%               | 9.58%               | 39.60%          |
| 1/1/2016        | \$ 5,843       | \$ 147,319          | 3.97%               | 9.26%               | 10.07%          |



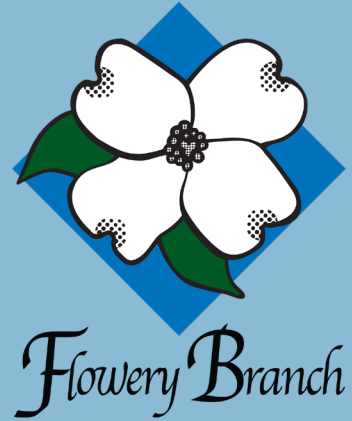
# Retirement Valuation Update as of 1/1/2021:

- Why did administrative fees decrease and the contribution percentage and funded percentage increase?
  - From 1/1/2020 to 1/1/2021, our demographics for our plan changed significantly.
    - Retired participants, vested former employees increased and number of active employees in the plan decreased (paying out more)
    - Valuation of payroll increased due to COLA increases and STEP adjustments increased payroll for all employees city-wide



| <u>Demographic data as of valuation date:</u>   |  | <u>2021</u>  | <u>2020</u>  | <u>2019</u>  |
|-------------------------------------------------|--|--------------|--------------|--------------|
| Number of retired participants & beneficiaries: |  | 4            | 2            | 1            |
| Number of vested former participants:           |  | 9            | 6            | 4            |
| Number of active employees:                     |  | 30           | 43           | 35           |
| Total valuation payroll:                        |  | \$ 1,638,190 | \$ 2,031,478 | \$ 1,639,971 |
| Average valuation payroll:                      |  | \$ 54,606    | \$ 47,244    | \$ 46,856    |

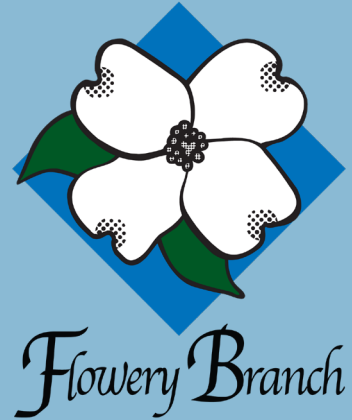
# Retirement Valuation Update as of 1/1/2021:



- When will the City be fully funded?
  - Full funding is set for a 30-year amortization from the start of the fund. Funding target levels are between 125% - 150% for ongoing mature plans. Our goal is to be fully funded by 2044. We are trending closer to this goal each year.
- How will hiring new employees affect the funding?
  - Valuation of the minimum annual contribution is updated annually with the Retirement Census Report. Any new employees hired in the future will not be a part of the valuation of the year they are hired. The recommended annual contribution will increase by the valuation percentage per new employee added in year two of employment. Right now, our percentage is 10.57% annual contribution of payroll (\$175,172).

# Retirement Valuation Update as of 1/1/2021:

- How is our plan different from all the other plans outside of Georgia that are having trouble with funding?
  - State Funding Standards (Georgia Code Section 47-20-10)
  - Each year, all participants are required to make the at least the minimum contribution, which is \$160,700, to ensure the plan is well funded.
  - Other plans outside of Georgia failed because of reallocation of resources or failed economies
  - GA state minimum = assures funding and GMA has stricter funding guidelines than the state to be able to help cities during an economic downturn such as in 2008 and the current pandemic with COVID-19.
  - Questions?



# City of Flowery Branch Retirement Plan

A Participating Member of the  
Georgia Municipal Employees Benefit System

Actuarial Valuation and Review  
as of January 1, 2021

# Segal

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Segal Co.



The Burgess Building  
201 Pryor Street, SW  
Atlanta, GA 30303-3606  
404-688-0472  
Toll-Free within Georgia:

1-888-488-4462



April 22, 2021

GMEBS Retirement Fund Member:

We are pleased to submit this Actuarial Valuation and Review as of January 1, 2021. It summarizes the actuarial data used in the valuation, establishes the funding requirements for the Plan and analyzes the preceding year's experience. This report was based on the census data submitted to the Georgia Municipal Employees' Benefit System (GMEBS), the financial information prepared by GMEBS, and the terms of the Plan. The actuarial calculations were completed under the supervision of Jeanette R. Cooper, FSA, FCA, MAAA, Enrolled Actuary. We are members of the American Academy of Actuaries and we meet the Qualification Standards of the American Academy of Actuaries to render the actuarial opinion herein.

This actuarial valuation has been completed in accordance with generally accepted actuarial principles and practices. To the best of our knowledge, the information supplied in this actuarial valuation is complete and accurate. Further, in our opinion, the assumptions as approved by the GMEBS Board of Trustees are reasonably related to the experience of and the expectations for the Plan. The next page provides an overview of the report contents.

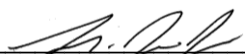
The new cost of the plan as referenced in Section 1, including administrative charges and personalized pension statements, will begin to be invoiced by the Georgia Municipal Association (GMA) with your next fiscal year. Personalized pension statements will be forwarded to you by GMA separately.

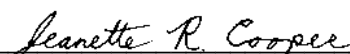
Please contact the following GMA staff if you have any questions. GMA staff can also be reached toll-free at 1-888-488-4462.

- Invoice questions – Yolanda Leaks, Accounting Manager 678-686-6239, or Joel Levy, Accounting Specialist 678-686-6233.
- Pension statements – Michele Powell, Senior Benefit Analyst 678-686-6345.
- Valuation/Funding questions – Marinetty Bienvenu, Director of Employee Benefit Services 678-686-6263.

SEGAL

By:

  
Leon F. (Rocky) Joyner, Jr., FCA, ASA, MAAA, EA  
Senior Vice President and Actuary  
National Public Sector Practice Leader

  
Jeanette R. Cooper, FSA, FCA, MAAA, EA  
Vice President and Actuary

## Report Overview and Helpful Hints to Navigation

This report is presented in five sections with Section 1 providing summary information, and Sections 2 through 5 providing details related to the summary as well as supplementary information required by the Governmental Accounting Standards Board (GASB). The following outline will guide you through the table of contents shown on the next page, as well as the highlights within the report.

**Section 1, beginning on page 5** provides a summary of the key results from this year's valuation and describes any major changes from the prior year. The Summary of Key Valuation Results on page 7 shows a side-by-side comparison of the current and prior year's numbers. Included in the comparison is the recommended contribution, major elements used to determine the recommended contribution, funded status results, and demographic data.

**Section 2, beginning on page 10** includes valuation details such as the development of the recommended contribution, including the "absolute minimum" under Georgia law, and the smoothed actuarial value of assets used in the contribution calculation. This Section also presents the funded status of the plan on both funding assumptions, an ongoing basis, and on a basis as if the plan were to be terminated.

There are also several charts within this section, with the most notable being:

- Chart 6 (page 14) provides a reconciliation of the market value of assets and the smoothed actuarial value of assets from last year to this year. The actuarial value of assets is used in the development of the recommended contribution.
- Chart 8 (page 17) shows the development of the recommended contribution for both the current and prior fiscal years.
- Chart 11 (page 21) shows the funded percentage of the plan on a funding assumptions, ongoing basis and on a plan termination basis as of the valuation date. These percentages reflect the ratio of the market value of assets to the present value of benefits earned to date.
- Chart 12 (page 22) shows historical funding information on the basis used for determining contributions.

**Section 3, beginning on page 24** includes supplemental information including demographic statistics, a reconciliation of the unfunded liability or surplus from last year to this year and a glossary of terms. Exhibit D (page 27) defines the pension terms used throughout the report.

**Section 4, beginning on page 30** includes reporting information as specified by the Governmental Accounting Standards Board (GASB) under Statement 68, applicable to the Fiscal Year beginning July 1, 2020 and ending June 30, 2021.

**Section 5, beginning on page 41** includes supplementary information.

There are several charts within this section, with the most notable being:

- Exhibit III (page 43) presents a summary of the assumptions and methods used to value the Plan.
- Exhibit IV (page 50) provides a summary of the plan of benefits used for the valuation.

## City of Flowery Branch Actuarial Valuation and Review as of January 1, 2021

### Section 1: Actuarial Valuation Summary

|                                                        |   |
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| Purpose and Basis.....                                 | 5 |
| Significant Issues.....                                | 6 |
| Summary of Key Valuation Results .....                 | 7 |
| Important Information about Actuarial Valuations ..... | 8 |

### Section 2: Actuarial Valuation Results

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| Recommended Contribution ..... | 17 |
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|                                                                     |    |
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| Exhibit IV – Summary of Plan Provisions.....                        | 50 |

## Section 1: Actuarial Valuation Summary

### Purpose and Basis

This report has been prepared by Segal Consulting to present a valuation of the City of Flowery Branch Retirement Plan as of January 1, 2021. The census information and financial information on which our calculations were based was provided by GMA staff in conjunction with the City of Flowery Branch. The valuation was performed to determine whether the assets and contributions are sufficient to provide the prescribed benefits and to provide information for required disclosures under Governmental Accounting Standards Board (GASB) Statement 68. The contribution requirements presented in this report are based on:

- The benefit provisions of the Retirement Plan;
- The characteristics of covered active participants, inactive vested participants, and retired participants and beneficiaries;
- The assets of the Plan;
- Economic assumptions regarding future salary increases and investment earnings; and
- Other actuarial assumptions, regarding employee terminations, retirement, death, etc.

The assumptions and methods used to value the Plan were approved in December 2019 by the Board based on an experience study for the period January 1, 2015 through June 30, 2019 conducted in November and December of 2019. In our opinion, the assumptions are reasonably related to the experience of and the expectations of the Plan.

The measurements shown in this actuarial valuation may not be applicable for other purposes. Future actuarial measurements may differ significantly from the current measurements in this report due to such factors as the following: plan experience differing from that anticipated by the economic or demographic assumptions; changes in economic or demographic assumptions; increases or decreases expected as part of the natural operation of the methodology used for these measurements; and changes in plan provisions or applicable law.



## Section 1: Actuarial Valuation Summary

### Significant Issues

- The recommended contribution for the Plan for the upcoming fiscal year, including plan changes, administrative charges and pension statements has decreased from \$188,657 to \$175,172. The new contribution represents 10.57% of the expected payroll of covered employees, versus 9.18% at the previous valuation. This is an increase of 1.39% of pay.
- Payment of the above recommended contribution will begin with your next fiscal year starting on July 1, 2021.
- There were no changes in plan provisions in this valuation.
- There were no changes in methods or assumptions in this valuation.
- Segal does not perform an in-depth analysis into the cause of contribution fluctuations for GMEBS plans unless the change is more than 2.00% of payroll. Over the long-term, some fluctuation is expected.
- Since the actuarial valuation results are dependent on a given set of assumptions, there is a risk that emerging results may differ significantly as actual experience proves to be different from the assumptions. We have included a discussion of various risks that may affect the Plan in Section 2.
- This year, the report includes reporting information as specified by the GASB under Statement 68, applicable to the Fiscal Year beginning July 1, 2020 and ending June 30, 2021.

## Section 1: Actuarial Valuation Summary

### Summary of Key Valuation Results

| Valuation date                                                          | January 1, 2021 | January 1, 2020 |
|-------------------------------------------------------------------------|-----------------|-----------------|
| Fiscal year-beginning date                                              | July 1, 2021    | July 1, 2020    |
| <b>Contributions for fiscal year beginning:</b>                         |                 |                 |
| Recommended                                                             | \$175,172       | \$188,657       |
| Recommended as a percent of expected payroll                            | 10.57%          | 9.18%           |
| <b>Funding elements as of the valuation date:</b>                       |                 |                 |
| Mid-year normal cost, including administrative expenses                 | \$123,410       | \$138,292       |
| Market value of assets                                                  | 1,053,140       | 818,299         |
| Actuarial value of assets                                               | 1,023,778       | 809,051         |
| Actuarial accrued liability                                             | 1,525,468       | 1,302,493       |
| Unfunded/(Surplus) actuarial accrued liability                          | 501,690         | 493,442         |
| Funded ratio on a market value basis                                    | 69.04%          | 62.83%          |
| Funded ratio on an actuarial value basis                                | 67.11%          | 62.12%          |
| <b>Funded Status as of valuation date:</b>                              |                 |                 |
| Present value of accrued plan benefits on long-term funding assumptions | \$1,265,755     | \$1,031,701     |
| Funded percentage relative to market value                              | 83.20%          | 79.32%          |
| Present value of accrued plan benefits on a plan termination basis      | \$3,566,333     | \$2,559,823     |
| Funded percentage relative to market value                              | 29.53%          | 31.97%          |
| <b>Demographic data as of valuation date:</b>                           |                 |                 |
| Number of retired participants and beneficiaries                        | 4               | 2               |
| Number of vested former participants                                    | 9               | 6               |
| Number of active employees                                              | 30              | 43              |
| Number of active elected officials                                      | --              | --              |
| Total valuation payroll                                                 | \$1,638,190     | \$2,031,478     |
| Average valuation payroll                                               | 54,606          | 47,244          |

*The funded ratios shown above may not be appropriate for assessing the amount of future recommended contributions.*

## Section 1: Actuarial Valuation Summary

### Important Information about Actuarial Valuations

An actuarial valuation is a budgeting tool with respect to the financing of future projected obligations of a pension plan. It is an estimated forecast – the actual long-term cost of the plan will be determined by the actual benefits and expenses paid and the actual investment experience of the plan.

In order to prepare a valuation, Segal Consulting (“Segal”) relies on a number of input items. These include:

- **Plan of benefits** Plan provisions define the rules that will be used to determine benefit payments, and those rules, or the interpretation of them, may change over time. Even where they appear precise, outside factors may change how they operate. It is important to keep Segal informed with respect to plan provisions and administrative procedures, and to review the plan summary included in our report to confirm that Segal has correctly interpreted the plan of benefits.
- **Participant data** An actuarial valuation for a plan is based on data provided to the actuary by the System. Segal does not audit such data for completeness or accuracy, other than reviewing it for obvious inconsistencies compared to prior data and other information that appears unreasonable. It is important for Segal to receive the best possible data and to be informed about any known incomplete or inaccurate data.
- **Assets** The valuation is based on the market value of assets as of the valuation date, as provided by the System. The Plan uses an “actuarial value of assets” that differs from market value to gradually reflect year-to-year changes in the market value of assets in determining the contribution requirements.
- **Actuarial assumptions** In preparing an actuarial valuation, Segal projects the benefits to be paid to existing plan participants for the rest of their lives and the lives of their beneficiaries. This projection requires actuarial assumptions as to the probability of death, disability, withdrawal, and retirement of each participant for each year. In addition, the benefits projected to be paid for each of those events in each future year reflect actuarial assumptions as to salary increases and cost-of-living adjustments. The projected benefits are then discounted to a present value, based on the assumed rate of return that is expected to be achieved on the plan’s assets. There is a reasonable range for each assumption used in the projection and the results may vary materially based on which assumptions are selected. It is important for any user of an actuarial valuation to understand this concept. Actuarial assumptions are periodically reviewed to ensure that future valuations reflect emerging plan experience. While future changes in actuarial assumptions may have a significant impact on the reported results, that does not mean that the previous assumptions were unreasonable.

## Section 1: Actuarial Valuation Summary

The user of Segal's actuarial valuation (or other actuarial calculations) should keep the following in mind:

- The actuarial valuation is prepared at the request of the System. Segal is not responsible for the use or misuse of its report, particularly by any other party.
- An actuarial valuation is a measurement of the Plan's assets and liabilities at a specific date. Accordingly, except where otherwise noted, Segal did not perform an analysis of the potential range of future financial measures. The actual long-term cost of the plan will be determined by the actual benefits and expenses paid and the actual investment experience of the Plan.
- Actuarial results in this report are not rounded but that does not imply precision.
- If the System is aware of any event or trend that was not considered in this valuation that may materially change the results of the valuation, Segal should be advised, so that we can evaluate it.
- Segal does not provide investment, legal, accounting, or tax advice. Segal's valuation is based on our understanding of applicable guidance in these areas and of the Plan's provisions, but they may be subject to alternative interpretations. The System should look to their other advisors for expertise in these areas.

As Segal Consulting has no discretionary authority with respect to the management or assets of the Plan, it is not a fiduciary in its capacity as actuaries and consultants with respect to the Plan.



## Section 2: Actuarial Valuation Results

### Participant Data

The Actuarial Valuation and Review considers the number and demographics of covered participants, including active participants, vested terminated participants, retired participants and beneficiaries.

Segal does not audit the data provided by GMA staff in conjunction with the City of Flowery Branch.

This section presents a summary of significant statistical data on these participant groups.

More detailed information for this valuation year and the preceding valuation can be found in Section 3, Exhibits A and B.

#### Chart 1

#### Participant Population: 2015 – 2020

*A historical perspective of how the participant population has changed over past valuations can be seen in this chart.*

| Year Ended        | Active Participants | Vested Terminated Participants | Retired Participants and Beneficiaries | Ratio of Non-Actives to Actives |
|-------------------|---------------------|--------------------------------|----------------------------------------|---------------------------------|
| December 31, 2015 | 37                  | --                             | --                                     | --                              |
| December 31, 2016 | 37                  | --                             | --                                     | --                              |
| December 31, 2017 | 34                  | 1                              | --                                     | 0.03                            |
| December 31, 2018 | 35                  | 4                              | 1                                      | 0.14                            |
| December 31, 2019 | 43                  | 6                              | 2                                      | 0.19                            |
| December 31, 2020 | 30                  | 9                              | 4                                      | 0.43                            |

## Section 2: Actuarial Valuation Results

### Active Participants

Plan costs are affected by the age, years of service and payroll of active participants. In this year's valuation, there were 30 active participants with an average age of 47.0, average years of service of 6.4 years and average payroll of \$54,606. The 43 active participants in the prior valuation had an average age of 45.4, average service of 5.3 years and average payroll of \$47,244. (Payroll is provided for employees only, and not for elected officials, when applicable.)

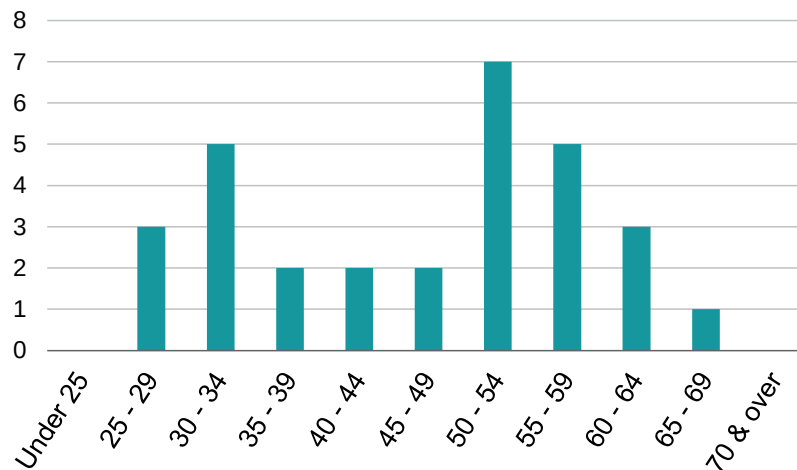
### Inactive Participants

In this year's valuation, there were 9 participants with a vested right to a deferred or immediate vested benefit.

*These graphs show a distribution of active participants by age and by years of benefit service.*

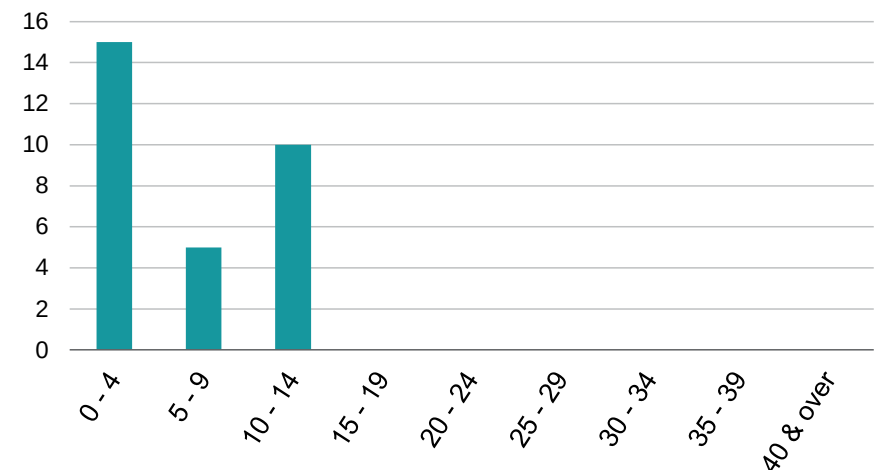
**Chart 2**

**Distribution of Active Participants by Age as of December 31, 2020**



**Chart 3**

**Distribution of Active Participants by Years of Benefit Service as of December 31, 2020**



## Section 2: Actuarial Valuation Results

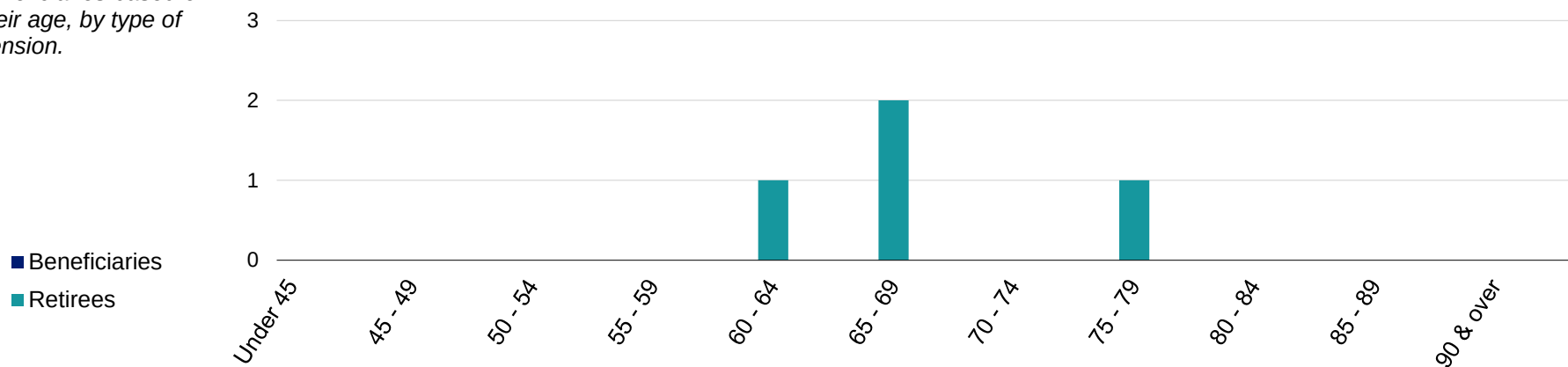
### Retired Participants and Beneficiaries

As of December 31, 2020, 4 retired participants and 0 beneficiaries were receiving total monthly benefits of \$3,301. For comparison, in the previous valuation, there were 2 retired participants and 0 beneficiaries receiving total monthly benefits of \$1,255.

*These graphs show a distribution of the current retired participants and beneficiaries based on their age, by type of pension.*

**Chart 4**

**Distribution of Retired Participants and Beneficiaries by Type and by Age as of December 31, 2020**



## Section 2: Actuarial Valuation Results

### Financial Information

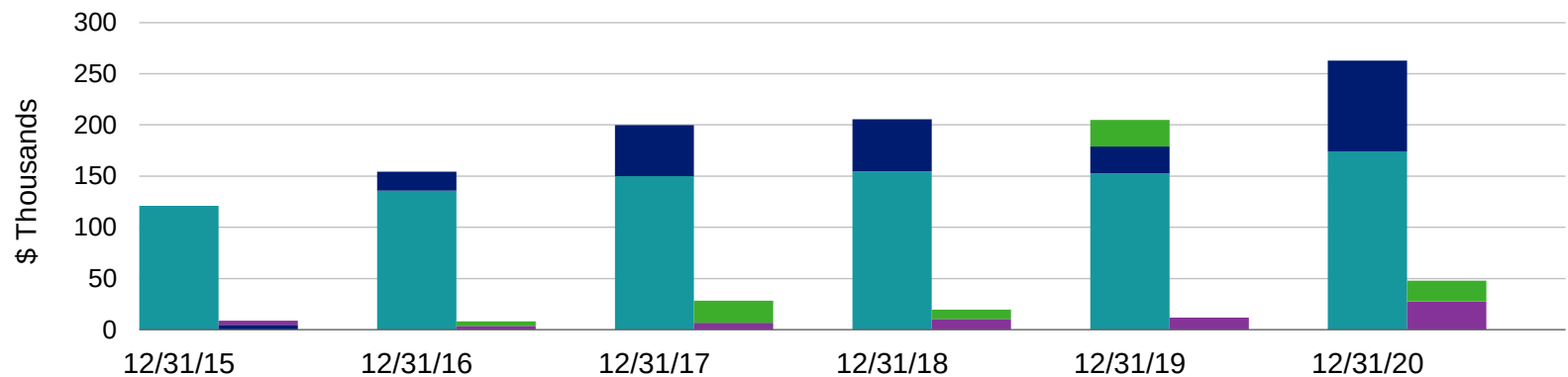
Retirement plan funding anticipates that, over the long term, both contributions and investment earnings will be needed to cover benefit payments and expenses.

Retirement plan assets change as a result of the net impact of these income and expense components.

The chart depicts the components of changes in the actuarial value of assets over prior years. Note: The first bar represents increases in assets during each year while the second bar details the decreases.

**Chart 5**

**Comparison of Increases and Decreases in the Actuarial Value of Assets for Years Ended December 31, 2015 – December 31, 2020**



*Adjustment toward market value includes any asset method changes.*

## Section 2: Actuarial Valuation Results

### Actuarial Value of Assets

It is desirable to have level and predictable plan costs from one year to the next. For this reason, the GMEBS Board of Trustees approved an asset valuation method that gradually adjusts to market value. Under this valuation method, the full value of market fluctuations is not recognized in a single year and, as a result, the asset value and the plan costs are more stable.

The amount of the adjustment to recognize market value is treated as income, which may be positive or negative. Realized and unrealized gains and losses are treated equally and, therefore, the sale of assets has no immediate effect on the actuarial value.

*The chart shows the determination of the actuarial value of assets as of the valuation date.*

### Chart 6

#### Determination of Actuarial Value of Assets for Year Ended December 31, 2020

|                                                                                                       |                         |
|-------------------------------------------------------------------------------------------------------|-------------------------|
| 1. Market value as of January 1, 2020                                                                 | \$818,299               |
| 2. Contributions                                                                                      | 174,247                 |
| 3. Disbursements                                                                                      | -27,849                 |
| 4. Investment return                                                                                  | <u>88,443</u>           |
| 5. <b>Market value as of January 1, 2021</b>                                                          | <b>\$1,053,140</b>      |
| 6. Actuarial value as of January 1, 2020                                                              | \$809,051               |
| 7. Contributions                                                                                      | 174,247                 |
| 8. Disbursements                                                                                      | -27,849                 |
| 9. Assumed interest equal to valuation rate                                                           | <u>65,066</u>           |
| 10. Expected actuarial value as of January 1, 2021                                                    | 1,020,515               |
| 11. Adjustment for difference between expected actuarial value and market value as of January 1, 2021 | <u>3,263</u>            |
| 12. Preliminary actuarial value of assets as of January 1, 2021                                       | 1,023,778               |
| 13. Adjustment due to corridor (80%-120% of market value of assets) on actuarial value of assets      | <u>0</u>                |
| 14. <b>Actuarial value of assets as of January 1, 2021</b>                                            | <b><u>1,023,778</u></b> |



## Section 2: Actuarial Valuation Results

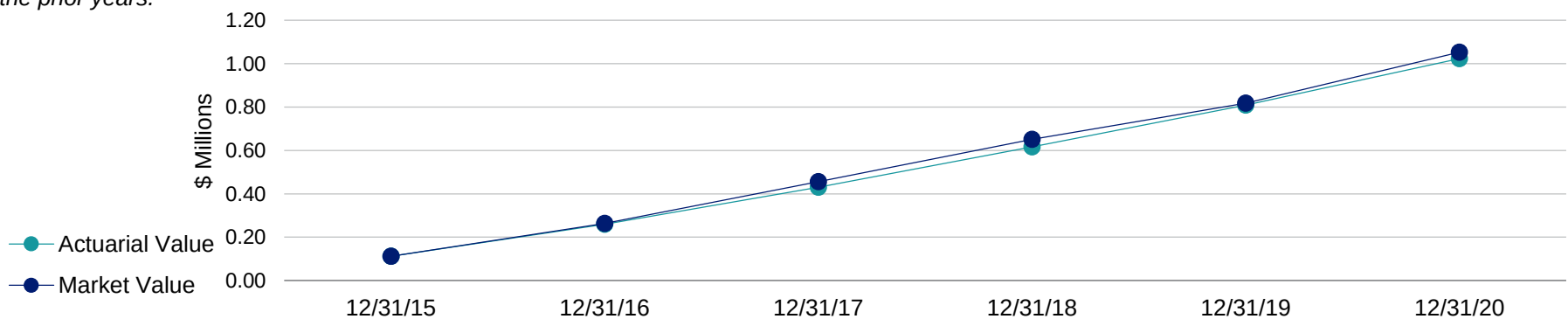
### Asset History

Both the actuarial value and market value of assets are representations of the Plan's financial status. As investment gains and losses are gradually taken into account, the actuarial value of assets tracks the market value of assets. The actuarial asset value is significant because the Plan's liabilities are compared to its assets to determine what portion, if any, remains unfunded. Amortization of the unfunded liability is an important element in determining the contribution requirement.

*This chart shows the change in the actuarial value of assets versus the market value over the prior years.*

**Chart 7**

**Actuarial Value of Assets vs. Market Value of Assets for Years Ended December 31, 2015 – December 31, 2020**



## Section 2: Actuarial Valuation Results

### Actuarial Experience

To calculate the required contribution, assumptions are made about future events that affect the amount and timing of benefits to be paid and assets to be accumulated. Each year actual experience is measured against the assumptions. If overall experience is more favorable than anticipated (an actuarial gain), the contribution requirement will decrease from the previous year. On the other hand, the contribution requirement will increase if overall actuarial experience is less favorable than expected (an actuarial loss).

Taking account of experience gains or losses in one year without making a change in assumptions reflects the belief that the single year's experience was a short-term development and that, over the long term, experience will return to the original assumptions. For contribution requirements to remain stable, assumptions should approximate experience.

If assumptions are changed, the contribution requirement is adjusted to take into account a change in experience anticipated for all future years.

There are differences between the expected and the actual experience that appear when the new valuation is compared with the projections from the previous valuation. These include:

- Net investment return,
- Inflation,
- Administrative expenses,
- The extent of turnover among the participants,
- Retirement experience (earlier or later than expected),
- Mortality (more or fewer deaths than expected),
- The number of disability retirements, and
- Salary increases different than assumed.

## Section 2: Actuarial Valuation Results

### Recommended Contribution

The GMEBS Board of Trustees has adopted an actuarial funding policy for determination of annual contributions and the systematic funding of liabilities arising under the Plan. The annual minimum contribution is the sum of

- 1) the normal cost (including administrative expenses),
- 2) the closed level dollar amortization of the unfunded actuarial accrued liability over a period that ranges from 10 to 30 years based on the funding policy adopted by the GMEBS Board of Trustees, and
- 3) interest on these

amounts from the valuation date to the date contributions are paid (assumed monthly). The amortization method is described in Section 5, Exhibit II.

Ongoing plans in compliance with GMEBS funding policy are ultimately projected to have no unfunded benefits under this amortization method. Plans where the unfunded liability is not projected to be fully amortized have special funding rules apply such that the unfunded liability is ultimately projected to decline to zero.

#### Chart 8

#### Recommended Contribution

*The chart compares this valuation's recommended contribution with the prior valuation.*

|                                                                           | Year Beginning   |                  |
|---------------------------------------------------------------------------|------------------|------------------|
|                                                                           | January 1, 2021  | January 1, 2020  |
| 1. Total benefit normal cost                                              | \$116,666        | \$131,329        |
| 2. Administrative expenses                                                | 6,744            | 6,963            |
| 3. Expected employee contributions                                        | <u>0</u>         | <u>0</u>         |
| 4. Employer normal cost: (1) + (2) + (3)                                  | \$123,410        | \$138,292        |
| 5. Actuarial accrued liability at valuation date                          | \$1,525,468      | \$1,302,493      |
| 6. Actuarial value of assets at valuation date                            | <u>1,023,778</u> | <u>809,051</u>   |
| 7. Unfunded/(surplus) actuarial accrued liability: (5) – (6)              | \$501,690        | \$493,442        |
| 8. Payment on unfunded/(surplus) actuarial accrued liability <sup>1</sup> | 45,639           | 43,771           |
| 9. Full funding credit less impact of state minimum                       | 0                | 0                |
| 10. Recommended mid-year contribution at valuation date: (4) + (8) + (9)  | \$169,049        | \$182,063        |
| 11. Adjustment to fiscal year <sup>2</sup>                                | 6,123            | 6,594            |
| 12. Total recommended mid-year contribution, for fiscal year              | <u>\$175,172</u> | <u>\$188,657</u> |
| 13. Recommended contribution as a percentage of expected payroll          | 10.57%           | 9.18%            |

<sup>1</sup> Details of the amortization payment are shown in Section 5, Exhibit II.

<sup>2</sup> Fiscal year begins July 1, 2021.

## Section 2: Actuarial Valuation Results

Well-funded plans may have a full funding credit applied to reduce the recommended contributions. This credit ensures that contributions are not required if a plan's assets exceed the present value of future benefits. In a year when the full funding credit applies, the prior year amortization bases are eliminated.

The annual recommended contribution is the greater of 1) the minimum contribution described above and 2) normal cost (including administrative expenses) with interest, adjusted by a full funding credit to ensure that contributions are not required if a plan's assets exceed the present value of future benefits.

### State Funding Standards

The Plan is subject to minimum funding standards of the Public Retirement Systems Standards Law (Georgia Code Section 47-20-10). The estimated minimum annual contribution under these standards is \$161,296. This minimum contribution has been determined as the sum of 1) the normal cost (including administrative expenses), 2) the 30-year level percentage of payroll amortization of the unfunded actuarial accrued liability or the 10-year level percentage of payroll amortization of the surplus, and 3) interest on these amounts from the valuation date to the date contributions are paid (assumed monthly). The GMEBS Board of Trustees has adopted an actuarial funding policy that requires a different funding level than the estimated minimum annual contribution to minimize fluctuations in annual contribution amounts and to accumulate sufficient funds to secure benefits under the Plan. If the employer contributes the recommended contribution developed under the actuarial funding policy each year, the Plan will meet applicable state funding standards.

## Section 2: Actuarial Valuation Results

### Funded Status

The funded status measures the ability of the Plan (through assets in the trust) to pay benefits earned by participants. The funded status percentage is the ratio of the market value of assets to the present value of plan benefits as of the valuation date. A year-by-year comparison of the funded status percentages indicates the plan's progress in securing participants' benefits.

Different techniques are used to gauge a plan's funded status; three customary measures are presented in this section.

#### Present Value of Accrued Plan Benefits Basis

A comparison of the market value of assets to the present value of accrued plan benefits provides one measure of the funded status of the plan. The present value of accrued

plan benefits represents the benefits earned by plan participants based on their salary and service history as of the valuation date. The calculation of these present values assumes the retirement plan continues on an ongoing basis without recognizing benefit increases from future service or salary adjustments. This funded status is not appropriate for assessing the sufficiency of plan assets to cover the estimated cost of settling the plan's benefit obligations or the amount of future recommended contributions.

The GMEBS funding policy establishes a target level of 125% to 150% on an ongoing plan basis for mature plans. Since ultimate benefits under the plan are related to higher final pay levels for participants, a prudent funding objective exceeds 100% of the present value of benefits based on current salary levels.

#### Chart 9

#### Funded Status – Ongoing Plan Basis

|                                        | As of Valuation Date |                 |
|----------------------------------------|----------------------|-----------------|
|                                        | January 1, 2021      | January 1, 2020 |
| Present value of accrued plan benefits | \$1,265,755          | \$1,031,701     |
| Market value of assets                 | 1,053,140            | 818,299         |
| Funded percentage                      | 83.20%               | 79.32%          |



## Section 2: Actuarial Valuation Results

### Plan Termination Basis

Another measure of the funded status of the plan gauges the sufficiency of the plan assets to cover liabilities in the event of a plan termination. The value of benefits on a plan termination basis differs from the ongoing plan basis calculation in the interest assumption for the present values. Lump sum distributions to participants use an interest rate specified by the Plan, which is adjusted each January 1. Since prescribed interest rates produce significantly higher distribution amounts, the funded percentage on the plan termination basis is typically lower than on an ongoing plan basis.

A funded percentage of 100% or more indicates each participant would receive a full distribution of his or her accrued benefit in the event of termination. Lower funded percentages would require the allocation of the assets (in accordance with the plan's terms), yielding less than full distributions for some participants.

### Chart 10

#### Funded Status – Plan Termination Basis

|                         | As of Valuation Date |                 |
|-------------------------|----------------------|-----------------|
|                         | January 1, 2021      | January 1, 2020 |
| Lump sum present values | \$3,566,333          | \$2,559,823     |
| Market value of assets  | 1,053,140            | 818,299         |
| Funded percentage       | 29.53%               | 31.97%          |

## Section 2: Actuarial Valuation Results

### Summary of Funded Status

The following chart shows the number of participants and compares the present value of accrued plan benefits under both an ongoing plan basis and a plan termination basis.

**Chart 11**

#### Present Value of Accrued Plan Benefits as of Valuation Date

|                                                           | Number of<br>Participants | Ongoing Basis  | Plan Termination<br>Basis |
|-----------------------------------------------------------|---------------------------|----------------|---------------------------|
| Benefits for retired participants and beneficiaries       | 4                         | \$366,511      | \$630,648                 |
| Terminated vested participants                            | 9                         | 182,420        | 693,248                   |
| Active vested participants                                | <u>18</u>                 | <u>685,261</u> | <u>2,049,333</u>          |
| Total present value of vested benefits                    | 31                        | \$1,234,192    | \$3,373,229               |
| Nonvested benefits                                        | <u>12</u>                 | <u>31,563</u>  | <u>193,104</u>            |
| Total present value of accrued plan benefits              | 43                        | \$1,265,755    | \$3,566,333               |
| Market value of assets                                    |                           | 1,053,140      | 1,053,140                 |
| Unfunded/(Surplus) present value of accrued plan benefits |                           | 212,615        | 2,513,193                 |
| Funded percentage                                         |                           | 83.20%         | 29.53%                    |

## Section 2: Actuarial Valuation Results

### Funding History

The following chart shows historical funding information on the basis used for determining contribution requirements. This funding information is based on the actuarial value of assets and the actuarial accrued liability, which includes projected increases in salaries not reflected on the previous measurements of funding status. If the chart were based on the market value of assets instead of the actuarial value of assets, the funded ratios would differ.

This information was previously required by GASB but has been superseded by the exhibits in Section 4 which provide information on the accounting basis required by GASB 68 for accounting purposes.

The unfunded actuarial accrued liability is one of the components used in determining the required contribution and, generally, higher funded ratios on this basis result in reduced contribution requirements.

The funded ratio is not appropriate for assessing the sufficiency of plan assets to cover the estimated cost of settling the plan's obligations or the amount of recommended future contributions.

The covered payroll for the plan is provided as a point of reference to help in understanding the scale of the other numbers.

### Chart 12

### Funding History

| Actuarial<br>Valuation<br>Date | Actuarial<br>Value<br>of Assets<br>(a) | Actuarial<br>Accrued Liability<br>(AAL)<br>(b) | Unfunded/<br>(Surplus)<br>AAL<br>(UAAL)<br>(b) - (a) | Funded<br>Ratio<br>(a) / (b) | Covered<br>Payroll<br>(c) | UAAL as a<br>Percentage of<br>Covered<br>Payroll <sup>1</sup><br>[(b) - (a)] / (c) |
|--------------------------------|----------------------------------------|------------------------------------------------|------------------------------------------------------|------------------------------|---------------------------|------------------------------------------------------------------------------------|
| 01/01/2016                     | \$112,310                              | \$527,110                                      | \$414,800                                            | 21.31%                       | \$1,566,019               | 26.49%                                                                             |
| 01/01/2017                     | 258,668                                | 664,088                                        | 405,420                                              | 38.95%                       | 1,618,606                 | 25.05%                                                                             |
| 01/01/2018                     | 430,114                                | 806,166                                        | 376,052                                              | 53.35%                       | 1,521,906                 | 24.71%                                                                             |
| 01/01/2019                     | 616,080                                | 1,003,423                                      | 387,343                                              | 61.40%                       | 1,639,971                 | 23.62%                                                                             |
| 01/01/2020                     | 809,051                                | 1,302,493                                      | 493,442                                              | 62.12%                       | 2,031,478                 | 24.29%                                                                             |
| 01/01/2021                     | 1,023,778                              | 1,525,468                                      | 501,690                                              | 67.11%                       | 1,638,190                 | 30.62%                                                                             |

<sup>1</sup> Not less than zero

## Section 2: Actuarial Valuation Results

### Risk

Since the actuarial valuation results are dependent on a given set of assumptions and data as of a specific date, there is a risk that emerging results may differ significantly as actual experience differs from the assumptions.

This report does not contain a detailed analysis of the potential range of future measurements, but does include a brief discussion of some risks that may affect the Plan.

- Investment Risk (the risk that returns will be different than expected)
  - For example, the liabilities on an ongoing basis differ from those measured on a plan termination basis because they use different assumed rates of return. See Chart 11 of this section.
- Longevity Risk (the risk that mortality experience will be different than expected)
  - The actuarial valuation includes an expectation of life expectancy. Emerging plan experience that does not match these expectations will result in either an increase or decrease in the actuarially determined contribution.
- Contribution Risk (the risk that actual contributions will be different from the actuarially determined contribution)
  - GMEBS funding policy requires payment of the actuarially determined contribution. As long as this policy is adhered to, contribution risk is negligible.
- Demographic Risk (the risk that participant experience will be different than assumed)

Examples of this risk include:

  - Actual retirements occurring earlier or later than assumed. The value of retirement plan benefits is sensitive to the rate of benefit accruals and any early retirement subsidies that apply.
  - More or less active participant turnover than assumed.
- Actual Experience Over the Last Ten Years and Implications for the Future
  - Past experience can help demonstrate the sensitivity of key results to the Plan's actual experience. A ten-year funding history, including the funded ratio on the actuarial value of assets, is provided in Chart 12 of this section.
- Maturity Measures
  - As pension plans mature, the cash needed to fulfill benefit obligations will increase over time. One way to measure the Plan's maturity is the ratio of inactive to active participants. Higher ratios indicate a more mature plan. A ten-year history of the non-active to active participant ratio is provided in Chart 1 of this section. As the Plan matures, more cash will be needed from the investment portfolio to meet benefit payments.

## Section 3: Supplemental Information

### Exhibit A – Table of Plan Coverage as of Valuation Date

| Category                                | For Valuation as of |                 | Change From<br>Prior Year |
|-----------------------------------------|---------------------|-----------------|---------------------------|
|                                         | January 1, 2021     | January 1, 2020 |                           |
| <b>Active participants in valuation</b> |                     |                 |                           |
| Number of employees                     | 30                  | 43              | -30.2%                    |
| Number of elected officials             | 0                   | 0               | N/A                       |
| Average age                             | 47.0                | 45.4            | N/A                       |
| Average service                         | 6.4                 | 5.3             | N/A                       |
| Total valuation payroll                 | \$1,638,190         | \$2,031,478     | -19.4%                    |
| Average valuation payroll               | 54,606              | 47,244          | 15.6%                     |
| Account balances                        | N/A                 | N/A             | N/A                       |
| Total active vested participants        | 18                  | 23              | -21.7%                    |
| <b>Vested terminated participants</b>   | 9                   | 6               | 50.0%                     |
| <b>Retired participants</b>             |                     |                 |                           |
| Number in pay status                    | 4                   | 2               | 100.0%                    |
| Average age                             | 68.8                | 71.5            | N/A                       |
| Average monthly benefit                 | \$825               | \$628           | 31.4%                     |
| <b>Disabled participants</b>            |                     |                 |                           |
| Number in pay status                    | 0                   | 0               | N/A                       |
| Average age                             | 0.0                 | 0.0             | N/A                       |
| Average monthly benefit                 | \$0                 | \$0             | N/A                       |
| <b>Beneficiaries</b>                    | 0                   | 0               | N/A                       |



## Section 3: Supplemental Information

### Exhibit B – Participants in Active Service as of Valuation Date By Age, Years of Service, and Average Valuation Payroll

| Age       | Years of Service |          |          |          |       |       |       |       |       |           |
|-----------|------------------|----------|----------|----------|-------|-------|-------|-------|-------|-----------|
|           | Total            | 0-4      | 5-9      | 10-14    | 15-19 | 20-24 | 25-29 | 30-34 | 35-39 | 40 & over |
| Under 25  | --               | --       | --       | --       | --    | --    | --    | --    | --    | --        |
|           | --               | --       | --       | --       | --    | --    | --    | --    | --    | --        |
| 25 - 29   | 3                | 3        | --       | --       | --    | --    | --    | --    | --    | --        |
|           | \$49,558         | \$49,558 | --       | --       | --    | --    | --    | --    | --    | --        |
| 30 - 34   | 5                | 3        | 1        | 1        | --    | --    | --    | --    | --    | --        |
|           | \$40,558         | \$40,127 | \$41,080 | \$41,327 | --    | --    | --    | --    | --    | --        |
| 35 - 39   | 2                | --       | --       | 2        | --    | --    | --    | --    | --    | --        |
|           | \$49,987         | --       | --       | \$49,987 | --    | --    | --    | --    | --    | --        |
| 40 - 44   | 2                | 2        | --       | --       | --    | --    | --    | --    | --    | --        |
|           | \$64,882         | \$64,882 | --       | --       | --    | --    | --    | --    | --    | --        |
| 45 - 49   | 2                | 1        | --       | 1        | --    | --    | --    | --    | --    | --        |
|           | \$47,601         | \$46,663 | --       | \$48,539 | --    | --    | --    | --    | --    | --        |
| 50 - 54   | 7                | 4        | 1        | 2        | --    | --    | --    | --    | --    | --        |
|           | \$67,226         | \$55,956 | \$53,689 | \$96,536 | --    | --    | --    | --    | --    | --        |
| 55 - 59   | 5                | 2        | 1        | 2        | --    | --    | --    | --    | --    | --        |
|           | \$44,435         | \$54,064 | \$36,715 | \$38,666 | --    | --    | --    | --    | --    | --        |
| 60 - 64   | 3                | --       | 2        | 1        | --    | --    | --    | --    | --    | --        |
|           | \$60,182         | --       | \$48,771 | \$83,002 | --    | --    | --    | --    | --    | --        |
| 65 - 69   | 1                | --       | --       | 1        | --    | --    | --    | --    | --    | --        |
|           | \$88,484         | --       | --       | \$88,484 | --    | --    | --    | --    | --    | --        |
| 70 & over | --               | --       | --       | --       | --    | --    | --    | --    | --    | --        |
|           | --               | --       | --       | --       | --    | --    | --    | --    | --    | --        |
| Total     | 30               | 15       | 5        | 10       | --    | --    | --    | --    | --    | --        |
|           | \$54,606         | \$51,829 | \$45,805 | \$63,173 | \$0   | \$0   | \$0   | \$0   | \$0   | \$0       |

## Section 3: Supplemental Information

### Exhibit C – Development of Unfunded/(Surplus) Actuarial Accrued Liability

|                                                                        | Year Ended December 31, 2020 |
|------------------------------------------------------------------------|------------------------------|
| 1. Unfunded/(Surplus) actuarial accrued liability at beginning of year | \$493,442                    |
| 2. Normal cost at beginning of year                                    | 133,459                      |
| 3. Total contributions                                                 | -174,247                     |
| 4. Interest                                                            |                              |
| (a) For whole year on (1) + (2)                                        | \$46,234                     |
| (b) For half year on (3)                                               | -6,425                       |
| (c) Total interest                                                     | <u>39,809</u>                |
| 5. Expected unfunded actuarial accrued liability                       | \$492,463                    |
| 6. Changes due to:                                                     |                              |
| (a) (Gain)/Loss                                                        | \$9,227                      |
| (b) Assumptions                                                        | --                           |
| (c) Funding/Asset method                                               | --                           |
| (d) Plan provisions                                                    | --                           |
| (e) Total changes                                                      | <u>9,227</u>                 |
| 7. Unfunded/(Surplus) actuarial accrued liability at end of year       | <u>\$501,690</u>             |

## Section 3: Supplemental Information

### Exhibit D – Definition of Pension Terms

The following list defines certain technical terms for the convenience of the reader:

**Actuarial Accrued Liability for Actives:**

The equivalent of the accumulated normal costs allocated to the years before the valuation date.

**Actuarial Accrued Liability for Pensioners and Beneficiaries:**

The single-sum value of lifetime benefits to existing pensioners and beneficiaries. This sum takes account of life expectancies appropriate to the ages of the annuitants and the interest that the sum is expected to earn before it is entirely paid out in benefits.

**Actuarial Cost Method:**

A procedure allocating the Actuarial Present Value of Future Benefits to various time periods; a method used to determine the Normal Cost and the Actuarial Accrued Liability that are used to determine the actuarially determined contribution.

**Actuarial Gain or Loss:**

A measure of the difference between actual experience and that expected based upon a set of Actuarial Assumptions, during the period between two Actuarial Valuation dates. Through the actuarial assumptions, rates of decrements, rates of salary increases, and rates of fund earnings have been forecasted. To the extent that actual experience differs from that assumed, Actuarial Accrued Liabilities emerge which may be the same as forecasted, or may be larger or smaller than projected. Actuarial gains are due to favorable experience, e.g., assets earn more than projected, salary increases are less than assumed, members retire later than assumed, etc. Favorable experience means actual results produce actuarial liabilities not as large as projected by the actuarial assumptions. On the other hand, actuarial losses are the result of unfavorable experience, i.e., actual results yield in actuarial liabilities that are larger than projected. Actuarial gains will shorten the time required for funding of the actuarial balance sheet deficiency while actuarial losses will lengthen the funding period.

**Actuarially Equivalent:**

Of equal actuarial present value, determined as of a given date and based on a given set of Actuarial Assumptions.

**Actuarial Present Value (APV):**

The value of an amount or series of amounts payable or receivable at various times, determined as of a given date by the application of a particular set of Actuarial Assumptions. Each such amount or series of amounts is:

Adjusted for the probable financial effect of certain intervening events (such as changes in compensation levels, marital status, etc.)

Multiplied by the probability of the occurrence of an event (such as survival, death, disability, withdrawal, etc.) on which the payment is conditioned, and

Discounted according to an assumed rate (or rates) of return to reflect the time value of money.

**Actuarial Present Value of Future Plan Benefits:**

The Actuarial Present Value of benefit amounts expected to be paid at various future times under a particular set of Actuarial Assumptions, taking into account such items as the effect of advancement in age, anticipated future compensation, and future service credits. The Actuarial Present Value of Future Plan Benefits includes the liabilities for active members, retired members, beneficiaries receiving benefits, and inactive members entitled to either a refund or a future retirement benefit. Expressed another way, it is the value that would have to be invested on the valuation date so that the amount invested plus investment earnings would provide sufficient assets to pay all projected benefits and expenses when due.

**Actuarial Valuation:**

The determination, as of a valuation date, of the Normal Cost, Actuarial Accrued Liability, Actuarial Value of Assets, and related Actuarial Present Values for a plan. An Actuarial Valuation for a governmental retirement system typically also includes calculations of items needed for compliance with GASB, such as the Actuarially Determined Contribution (ADC) and the Net Pension Liability (NPL).

**Actuarial Value of Assets (AVA):**

The value of the Fund's assets as of a given date, used by the actuary for valuation purposes. This may be the market or fair value of plan assets, but commonly plans use a smoothed value in order to reduce the year-to-year volatility of calculated results, such as the funded ratio and the recommended contribution.

**Actuarially Determined:**

Values that have been determined utilizing the principles of actuarial science. An actuarially determined value is derived by application of the appropriate actuarial assumptions to specified values determined by provisions of the law.

## Section 3: Supplemental Information

|                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|---------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Actuarially Determined Contribution (ADC):</b> | The term used in GASB 67 and 68 for an employer's periodic required contributions, expressed as a dollar amount or a percentage of covered plan compensation, determined under the Plan's funding policy. The Recommended Contribution based on the GMEBS funding policy is used as the Actuarially Determined Contribution for GASB 68 disclosures.                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Amortization Method:</b>                       | A method for determining the Amortization Payment. The most common methods used are level dollar and level percentage of payroll. Under the Level Dollar method, the Amortization Payment is one of a stream of payments, all equal, whose Actuarial Present Value is equal to the Unfunded Actuarial Accrued Liability (UAAL). Under the Level Percentage of Pay method, the Amortization Payment is one of a stream of increasing payments, whose Actuarial Present Value is equal to the UAAL. Under the Level Percentage of Pay method, the stream of payments increases at the assumed rate at which total covered payroll of all active members will increase.                                                                                                                                    |
| <b>Amortization Payment:</b>                      | The portion of the Recommended Contribution that is designed to pay interest on and to amortize the Unfunded Actuarial Accrued Liability.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Amortization Period:</b>                       | The period of time over which an amortization payment needs to be paid in order to fund the current Unfunded Actuarial Accrued Liability.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Assumptions or Actuarial Assumptions:</b>      | <p>The estimates upon which the cost of the Fund is calculated, including:</p> <p><u>Investment return</u> - the rate of investment yield that the Fund will earn over the long-term future;</p> <p><u>Mortality rates</u> - the death rates of employees and pensioners; life expectancy is based on these rates;</p> <p><u>Retirement rates</u> - the rate or probability of retirement at a given age or service;</p> <p><u>Disability rates</u> - the probability of disability retirement at a given age;</p> <p><u>Withdrawal rates</u> - the rates at which employees of various ages are expected to leave employment for reasons other than death, disability, or retirement;</p> <p><u>Salary increase rates</u> - the rates of salary increase due to inflation and productivity growth.</p> |
| <b>Closed Amortization Period:</b>                | A specific number of years that is counted down by one each year, and therefore declines to zero with the passage of time. For example, if the amortization period is initially set at 30 years, it is 29 years at the end of one year, 28 years at the end of two years, etc. See Open Amortization Period.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Decrements:</b>                                | Those causes/events due to which a member's status (active-inactive-retiree-beneficiary) changes, that is: death, retirement, disability, or withdrawal.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Defined Benefit Plan:</b>                      | A retirement plan in which benefits are defined by a formula applied to the member's compensation and/or years of service.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Defined Contribution Plan:</b>                 | A retirement plan, such as a 401(k) plan, a 403(b) plan, or a 457 plan, in which the contributions to the plan are assigned to an account for each member, the plan's earnings are allocated to each account, and each member's benefits are a direct function of the account balance.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Employer Normal Cost:</b>                      | The portion of the Normal Cost to be paid by the employer. This is equal to the Normal Cost less expected member contributions.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Experience Study:</b>                          | A periodic review and analysis of the actual experience of the Fund that may lead to a revision of one or more actuarial assumptions. Actual rates of decrement and salary increases are compared to the actuarially assumed values and modified as deemed appropriate by the Actuary.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Full Funding Credit:</b>                       | The excess of the recommended contribution determined without regard to the full funding limitation over the full funding limit (the present value of future benefits plus administrative expenses less the market value of assets, minimum of the normal cost for administrative expenses).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Funded Ratio:</b>                              | The ratio of the actuarial value of assets (AVA) to the actuarial accrued liability (AAL). Plans sometimes calculate a market funded ratio, using the market value of assets (MVA), rather than the AVA.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

## Section 3: Supplemental Information

**GASB 67 and GASB 68:**

Governmental Accounting Standards Board (GASB) Statements No. 67 and No. 68. These are the governmental accounting standards that set the accounting rules for public retirement systems and the employers that sponsor or contribute to them. Statement No. 68 sets the accounting rules for the employers that sponsor or contribute to public retirement systems, while Statement No. 67 sets the rules for the systems themselves.

**Investment Return:**

The rate of earnings of the Fund from its investments, including interest, dividends and capital gain and loss adjustments, computed as a percentage of the average value of the fund. For actuarial purposes, the investment return often reflects a smoothing of the capital gains and losses to avoid significant swings in the value of assets from one year to the next.

**Minimum Contribution:**

The normal cost plus an amount to fully amortize the unfunded actuarial accrued liability over a specified number of years (in a similar manner as monthly payments of principal and interest reduce the outstanding balance of a mortgage). A full description is in Section 2E of this report.

**Net Pension Liability (NPL):**

The Net Pension Liability is equal to the Total Pension Liability minus the Plan Fiduciary Net Position as described in GASB 67 and 68.

**Normal Cost:**

That portion of the Actuarial Present Value of pension plan benefits and expenses allocated to a valuation year by the Actuarial Cost Method. Any payment in respect of an Unfunded Actuarial Accrued Liability is not part of Normal Cost (see Amortization Payment). For pension plan benefits that are provided in part by employee contributions, Normal Cost refers to the total of employee contributions and employer Normal Cost unless otherwise specifically stated.

**Open Amortization Period:**

An open amortization period is one which is used to determine the Amortization Payment but which does not change over time. If the initial period is set as 30 years, the same 30-year period is used in determining the Amortization Period each year. In theory, if an Open Amortization Period with level percentage of payroll is used to amortize the Unfunded Actuarial Accrued Liability, the UAAL will never decrease, but will become smaller each year, in relation to covered payroll, if the actuarial assumptions are realized.

**Plan Fiduciary Net Position:**

Term used in GASB 67 and 68 for the market value of assets.

**Recommended Contribution:**

The normal cost (including administrative expenses) plus the amortization of the unfunded actuarial accrued liability but not less than the minimum contribution, calculated based on methods and assumptions specified in the GMEBS funding policy.

**Recommended Contributions as a Percentage of Payroll:**

The ratio of the annual contribution to projected covered payroll. In future valuations, this percentage should remain relatively stable (in the absence of changes to the plan provisions or to the actuarial assumptions or methods). As the dollar amount of annual payroll increases or decreases, the recommended contribution is expected to adjust in a like manner. Experience of the plan which differs materially from that expected by the actuarial assumptions will also change the percentage of payroll over time.

**Total Pension Liability (TPL):**

The actuarial accrued liability under the entry age normal cost method and based on the blended discount rate as described in GASB 67 and 68.

**Unfunded Actuarial Accrued Liability (UAAL):**

The excess of the Actuarial Accrued Liability over the Actuarial Value of Assets. This value may be negative, in which case it may be expressed as a negative Unfunded Actuarial Accrued Liability, also called the Funding Surplus.

**Valuation Date or Actuarial Valuation Date:**

The date as of which the value of assets is determined and as of which the Actuarial Present Value of Future Plan Benefits is determined. The expected benefits to be paid in the future are discounted to this date.



## Section 4: GASB 68 Reporting Information

The numbers shown in Exhibit 1 are based on a September 30, 2020 measurement date which would make them applicable to the Fiscal Year beginning July 1, 2020 and ending June 30, 2021.

### Exhibit 1 – Net Pension Liability

| <b>A. <u>Changes in the Net Pension Liability</u></b>                                     |                                                  |                                                 |                                                      |
|-------------------------------------------------------------------------------------------|--------------------------------------------------|-------------------------------------------------|------------------------------------------------------|
|                                                                                           | <b>Total Pension Liability<br/>(TPL)<br/>(a)</b> | <b>Fiduciary Net Position<br/>(FNP)<br/>(b)</b> | <b>Net Pension Liability<br/>(NPL)<br/>(a) - (b)</b> |
| Balances at September 30, 2019 <sup>1</sup>                                               | \$1,614,788                                      | \$818,299                                       | \$796,489                                            |
| Changes for the year:                                                                     |                                                  |                                                 |                                                      |
| Service cost                                                                              | 131,652                                          | --                                              | 131,652                                              |
| Interest                                                                                  | 128,011                                          | --                                              | 128,011                                              |
| Differences between expected and actual experience                                        | (29,483)                                         | --                                              | (29,483)                                             |
| Contributions – employer                                                                  | --                                               | 174,247                                         | (174,247)                                            |
| Contributions – employee                                                                  | --                                               | --                                              | --                                                   |
| Net investment income                                                                     | --                                               | 88,443                                          | (88,443)                                             |
| Benefit payments, including refunds of employee contributions                             | (21,398)                                         | (21,398)                                        | --                                                   |
| Administrative expense                                                                    | --                                               | (6,451)                                         | 6,451                                                |
| Other                                                                                     | --                                               | --                                              | --                                                   |
| Net changes                                                                               | 208,782                                          | 234,841                                         | (26,059)                                             |
| Balances at September 30, 2020 <sup>2</sup>                                               | <u>\$1,823,570</u>                               | <u>\$1,053,140</u>                              | <u>\$770,430</u>                                     |
| <b>B. <u>Sensitivity of the Net Pension Liability to Changes in the Discount Rate</u></b> |                                                  |                                                 |                                                      |
|                                                                                           | <b>1% Decrease<br/>(6.375%)</b>                  | <b>Current Discount Rate<br/>(7.375%)</b>       | <b>1% Increase<br/>(8.375%)</b>                      |
|                                                                                           | \$1,038,443                                      | \$770,430                                       | \$549,484                                            |

<sup>1</sup> Entry Age Normal liabilities calculated using ages and service amounts as of January 1, 2020 are used to measure TPL as of September 30, 2019. The balances as of September 30, 2019 constitute measurements of the NPL for the fiscal year ending June 30, 2020.

<sup>2</sup> Entry Age Normal liabilities calculated using ages and service amounts as of January 1, 2021 are used to measure TPL as of September 30, 2020. The balances as of September 30, 2020 constitute measurements of the NPL for the fiscal year ending June 30, 2021.

## Section 4: GASB 68 Reporting Information

*The numbers shown in Exhibit 2 are based on a September 30, 2020 measurement date which would make them applicable to the Fiscal Year beginning July 1, 2020 and ending June 30, 2021.*

### Exhibit 2 – Pension Expense and Deferred Outflows/Inflows of Resources Related to Pensions

#### A. Pension expense for the year ended June 30, 2021

|                                                                                                      |               |           |
|------------------------------------------------------------------------------------------------------|---------------|-----------|
| Service cost                                                                                         | \$131,652     |           |
| Interest on TPL                                                                                      | 128,011       |           |
| Employee contributions                                                                               | - -           |           |
| Administrative expenses                                                                              | 6,451         |           |
| Expected return on assets                                                                            | (65,748)      |           |
| Expensed portion of current year period differences between expected and actual experience in TPL    | (4,913)       |           |
| Expensed portion of current year period assumption changes                                           | - -           |           |
| Current year plan changes                                                                            | - -           |           |
| Expensed portion of current year period differences between projected and actual investment earnings | (4,539)       |           |
| Current year recognition of deferred inflows and outflows established in prior years                 | <u>14,927</u> |           |
| Total expense                                                                                        |               | \$205,841 |

#### B. Deferred outflows/inflows of resources related to pensions

|                                                                                               | Deferred Outflows of Resources | Deferred Inflows of Resources |
|-----------------------------------------------------------------------------------------------|--------------------------------|-------------------------------|
| Differences between expected and actual experience                                            | 58,515                         | (32,076)                      |
| Changes of assumptions                                                                        | 37,755                         | - -                           |
| Net difference between projected and actual earnings on pension plan investments <sup>1</sup> | <u>- -</u>                     | <u>(10,948)</u>               |
| Total                                                                                         | <u>96,270</u>                  | <u>(43,024)</u>               |

<sup>1</sup> Individual period investment outflows and inflows as listed in Exhibit 2F are being shown netted in accordance with GASB 68 paragraph 33b.

## Section 4: GASB 68 Reporting Information

### Exhibit 2 – Pension Expense and Deferred Outflows/Inflows of Resources Related to Pensions (continued)

#### C. Projected recognition of deferred outflows/(inflows)

|                      | Year<br>Established | Outstanding<br>Balance at<br>July 1, 2020 | Amount<br>Recognized<br>During FYE<br>June 30, 2021 | Outstanding<br>Balance at<br>June 30, 2021 | Deferred Outflows/(Inflows) Recognized in Future Years |          |          |          |         |                        |
|----------------------|---------------------|-------------------------------------------|-----------------------------------------------------|--------------------------------------------|--------------------------------------------------------|----------|----------|----------|---------|------------------------|
|                      |                     |                                           |                                                     |                                            | 2022                                                   | 2023     | 2024     | 2025     | 2026    | 2027 and<br>Thereafter |
| Fiscal Year Outflows |                     |                                           |                                                     |                                            |                                                        |          |          |          |         |                        |
| Total Outflows       |                     | 137,568                                   | 24,765                                              | 112,803                                    | 24,765                                                 | 24,765   | 24,765   | 19,254   | 19,254  | - -                    |
| Fiscal Year Inflows  |                     |                                           |                                                     |                                            |                                                        |          |          |          |         |                        |
| Total Inflows        |                     | (78,847)                                  | (19,290)                                            | (59,557)                                   | (18,334)                                               | (13,499) | (11,254) | (11,254) | (5,216) | - -                    |
| Total                |                     | 58,721                                    | 5,475                                               | 53,246                                     | 6,431                                                  | 11,266   | 13,511   | 8,000    | 14,038  | - -                    |

## Section 4: GASB 68 Reporting Information

### Exhibit 2 – Pension Expense and Deferred Outflows/Inflows of Resources Related to Pensions (continued)

#### D. Projected recognition of deferred outflows/(inflows) due to differences between expected and actuarial experience in TPL

|                      | Year<br>Established | Outstanding<br>Balance at<br>July 1, 2020 | Amount                                    |                                            | Deferred Outflows/(Inflows) Recognized in Future Years |         |         |         |         |                        |
|----------------------|---------------------|-------------------------------------------|-------------------------------------------|--------------------------------------------|--------------------------------------------------------|---------|---------|---------|---------|------------------------|
|                      |                     |                                           | Recognized<br>During FYE<br>June 30, 2021 | Outstanding<br>Balance at<br>June 30, 2021 | 2022                                                   | 2023    | 2024    | 2025    | 2026    | 2027 and<br>Thereafter |
| Fiscal Year Outflows |                     |                                           |                                           |                                            |                                                        |         |         |         |         |                        |
| Demographic          | 2019                | 16,092                                    | 2,682                                     | 13,410                                     | 2,682                                                  | 2,682   | 2,682   | 2,682   | 2,682   | --                     |
| Demographic          | 2020                | 54,126                                    | 9,021                                     | 45,105                                     | 9,021                                                  | 9,021   | 9,021   | 9,021   | 9,021   | --                     |
| Total Outflows       |                     | 70,218                                    | 11,703                                    | 58,515                                     | 11,703                                                 | 11,703  | 11,703  | 11,703  | 11,703  | --                     |
| Fiscal Year Inflows  |                     |                                           |                                           |                                            |                                                        |         |         |         |         |                        |
| Demographic          | 2017                | (7,495)                                   | (1,499)                                   | (5,996)                                    | (1,499)                                                | (1,499) | (1,499) | (1,499) | --      | --                     |
| Demographic          | 2018                | (1,812)                                   | (302)                                     | (1,510)                                    | (302)                                                  | (302)   | (302)   | (302)   | (302)   | --                     |
| Demographic          | 2021                | (29,483)                                  | (4,913)                                   | (24,570)                                   | (4,914)                                                | (4,914) | (4,914) | (4,914) | (4,914) | --                     |
| Total Inflows        |                     | (38,790)                                  | (6,714)                                   | (32,076)                                   | (6,715)                                                | (6,715) | (6,715) | (6,715) | (5,216) | --                     |
| Total                |                     | 31,428                                    | 4,989                                     | 26,439                                     | 4,988                                                  | 4,988   | 4,988   | 4,988   | 6,487   | --                     |

## Section 4: GASB 68 Reporting Information

### Exhibit 2 – Pension Expense and Deferred Outflows/Inflows of Resources Related to Pensions (continued)

#### E. Projected recognition of deferred outflows/(inflows) due to assumption changes

|                      | Year<br>Established | Outstanding<br>Balance at<br>July 1, 2020 | Amount<br>Recognized<br>During FYE<br>June 30, 2021 | Outstanding<br>Balance at<br>June 30, 2021 | Deferred Outflows/(Inflows) Recognized in Future Years |       |       |       |       |                        |
|----------------------|---------------------|-------------------------------------------|-----------------------------------------------------|--------------------------------------------|--------------------------------------------------------|-------|-------|-------|-------|------------------------|
|                      |                     |                                           |                                                     |                                            | 2022                                                   | 2023  | 2024  | 2025  | 2026  | 2027 and<br>Thereafter |
| Fiscal Year Outflows |                     |                                           |                                                     |                                            |                                                        |       |       |       |       |                        |
| Assumption           | 2018                | 4,128                                     | 688                                                 | 3,440                                      | 688                                                    | 688   | 688   | 688   | 688   | --                     |
| Assumption           | 2020                | 41,178                                    | 6,863                                               | 34,315                                     | 6,863                                                  | 6,863 | 6,863 | 6,863 | 6,863 | --                     |
| Total Outflows       |                     | 45,306                                    | 7,551                                               | 37,755                                     | 7,551                                                  | 7,551 | 7,551 | 7,551 | 7,551 | --                     |
| Fiscal Year Inflows  |                     |                                           |                                                     |                                            |                                                        |       |       |       |       |                        |
| Total Inflows        |                     | --                                        | --                                                  | --                                         | --                                                     | --    | --    | --    | --    | --                     |
| Total                |                     | 45,306                                    | 7,551                                               | 37,755                                     | 7,551                                                  | 7,551 | 7,551 | 7,551 | 7,551 | --                     |



## Section 4: GASB 68 Reporting Information

### Exhibit 2 – Pension Expense and Deferred Outflows/Inflows of Resources Related to Pensions (continued)

#### F. Projected recognition of deferred outflows/(inflows) due to differences between projected and actual investment earnings

|                      | Year<br>Established | Outstanding<br>Balance at<br>July 1, 2020 | Amount<br>Recognized<br>During FYE<br>June 30, 2021 | Outstanding<br>Balance at<br>June 30, 2021 | Deferred Outflows/(Inflows) Recognized in Future Years |         |         |         |      |                        |
|----------------------|---------------------|-------------------------------------------|-----------------------------------------------------|--------------------------------------------|--------------------------------------------------------|---------|---------|---------|------|------------------------|
|                      |                     |                                           |                                                     |                                            | 2022                                                   | 2023    | 2024    | 2025    | 2026 | 2027 and<br>Thereafter |
| Fiscal Year Outflows |                     |                                           |                                                     |                                            |                                                        |         |         |         |      |                        |
| Investment           | 2020                | 22,044                                    | 5,511                                               | 16,533                                     | 5,511                                                  | 5,511   | 5,511   | --      | --   | --                     |
| Total Outflows       |                     | 22,044                                    | 5,511                                               | 16,533                                     | 5,511                                                  | 5,511   | 5,511   | --      | --   | --                     |
| Fiscal Year Inflows  |                     |                                           |                                                     |                                            |                                                        |         |         |         |      |                        |
| Investment           | 2017                | (957)                                     | (957)                                               | --                                         | --                                                     | --      | --      | --      | --   | --                     |
| Investment           | 2018                | (9,670)                                   | (4,835)                                             | (4,835)                                    | (4,835)                                                | --      | --      | --      | --   | --                     |
| Investment           | 2019                | (6,735)                                   | (2,245)                                             | (4,490)                                    | (2,245)                                                | (2,245) | --      | --      | --   | --                     |
| Investment           | 2021                | (22,695)                                  | (4,539)                                             | (18,156)                                   | (4,539)                                                | (4,539) | (4,539) | (4,539) | --   | --                     |
| Total Inflows        |                     | (40,057)                                  | (12,576)                                            | (27,481)                                   | (11,619)                                               | (6,784) | (4,539) | (4,539) | --   | --                     |
| Total                |                     | (18,013)                                  | (7,065)                                             | (10,948)                                   | (6,108)                                                | (1,273) | 972     | (4,539) | --   | --                     |

## Section 4: GASB 68 Reporting Information

### Exhibit 3 – Schedule of Changes in the Net Pension Liability and Related Ratios for Last Two Fiscal Years

|                                                                              | Fiscal Year End    |                    |
|------------------------------------------------------------------------------|--------------------|--------------------|
|                                                                              | 2021               | 2020               |
| <i>Total pension liability</i>                                               |                    |                    |
| Service cost                                                                 | \$131,652          | \$116,634          |
| Interest                                                                     | 128,011            | 105,116            |
| Differences between expected and actual experience                           | (29,483)           | 63,146             |
| Changes of assumptions                                                       | --                 | 48,041             |
| Changes of benefit terms                                                     | --                 | --                 |
| Benefit payments, including refunds of employee contributions                | (21,398)           | (6,120)            |
| Net change in total pension liability                                        | 208,782            | 326,817            |
| Total pension liability - beginning                                          | 1,614,788          | 1,287,971          |
| Total pension liability - ending (a)                                         | <u>\$1,823,570</u> | <u>\$1,614,788</u> |
| <i>Plan fiduciary net position</i>                                           |                    |                    |
| Contributions - employer                                                     | \$174,247          | \$152,496          |
| Contributions - employee                                                     | --                 | --                 |
| Net investment income                                                        | 88,443             | 26,557             |
| Benefit payments, including refunds of employee contributions                | (21,398)           | (6,120)            |
| Administrative expense                                                       | (6,451)            | (5,907)            |
| Other                                                                        | --                 | --                 |
| Net change in fiduciary net position                                         | 234,841            | 167,026            |
| Plan fiduciary net position - beginning                                      | 818,299            | 651,273            |
| Plan fiduciary net position - ending (b)                                     | <u>\$1,053,140</u> | <u>\$818,299</u>   |
| Net pension liability – ending: (a)-(b)                                      | <u>\$770,430</u>   | <u>\$796,489</u>   |
| Plan's fiduciary net position as a percentage of the total pension liability | 57.75%             | 50.68%             |
| Covered-employee payroll                                                     | \$1,638,190        | \$2,031,478        |
| Net pension liability as a percentage of covered-employee payroll            | 47.03%             | 39.21%             |

Prior years are shown in previous reports.

## Section 4: GASB 68 Reporting Information

### Exhibit 4 – Schedule of Contributions for Last Two Fiscal Years

|                                                                      | Fiscal Year End  |                        |
|----------------------------------------------------------------------|------------------|------------------------|
|                                                                      | 2021             | 2020                   |
| Actuarially determined contribution                                  | - - <sup>1</sup> | \$169,444              |
| Contributions in relation to the actuarially determined contribution | - - <sup>1</sup> | 169,444 <sup>2</sup>   |
| Contribution deficiency (excess)                                     | - - <sup>1</sup> | - -                    |
| Covered-employee payroll                                             | - - <sup>1</sup> | 2,031,478 <sup>3</sup> |
| Contributions as a percentage of covered-employee payroll            | - - <sup>1</sup> | 8.34%                  |

<sup>1</sup> 2021 information will be determined after fiscal year end and will be included in the 2022 valuation report.

<sup>2</sup> Contributions are recorded based on date of receipt into the GMEBS trust. Minor timing issues in receipt of monthly payments are not indicative of non-compliance with GMEBS funding policy. A plan is in compliance with the GMEBS funding policy if it pays either the dollar amount or the percentage of employee-covered payroll of the actuarially determined contributions.

<sup>3</sup> 2020 covered payroll is based on data collected as of September 30, 2019 for the 2020 actuarial valuation.

Prior years are shown in previous reports.

## Section 4: GASB 68 Reporting Information

### Exhibit 5 – Notes to Schedule of Contributions

|                                                                      |                                                                                                                                                                                                                                                                                                          |
|----------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Valuation Date                                                       | The actuarially determined contribution was determined as of January 1, 2021 with an interest adjustment to the fiscal year. Contributions in relation to this actuarially determined contribution will be reported for the fiscal year ending June 30, 2022.                                            |
| <i>Methods and assumptions used to determine contribution rates:</i> |                                                                                                                                                                                                                                                                                                          |
| Actuarial Cost Method                                                | Projected Unit Credit                                                                                                                                                                                                                                                                                    |
| Amortization Method                                                  | Closed level dollar for remaining unfunded liability; see Section 5, Exhibit II for additional detail                                                                                                                                                                                                    |
| Remaining Amortization Period                                        | Remaining amortization period varies for the bases, with a net effective amortization period of 21 years                                                                                                                                                                                                 |
| Asset Valuation Method                                               | Sum of actuarial value at beginning of year and the cash flow during the year plus the assumed investment return, adjusted by 10% of the amount that the value exceeds or is less than the market value at end of year. The actuarial value is adjusted, if necessary, to be within 20% of market value. |
| Actuarial Assumptions:                                               |                                                                                                                                                                                                                                                                                                          |
| Net Investment Rate of Return                                        | 7.375%                                                                                                                                                                                                                                                                                                   |
| Projected Salary Increases                                           | 2.25% plus service based merit increases                                                                                                                                                                                                                                                                 |
| Cost of Living Adjustments                                           | N/A                                                                                                                                                                                                                                                                                                      |
| Retirement Age                                                       | See Section 5, Exhibit III for summary of assumption and Section 4, Exhibit 6 for the history of changes to this assumption, if any.                                                                                                                                                                     |
| Mortality                                                            | See Section 5, Exhibit III for summary of assumption and Section 4, Exhibit 6 for the history of changes to this assumption, if any.                                                                                                                                                                     |
| Other information:                                                   | See Section 4, Exhibit 6 for the history of changes to plan provisions, if any.                                                                                                                                                                                                                          |

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## Section 4: GASB 68 Reporting Information

### Exhibit 6 – Actuarial Valuation History for Notes to Schedules

This exhibit describes assumption and benefit changes reflected in the last two fiscal years. For earlier changes, please see prior valuation reports.

#### *Changes of assumptions*

- Amounts reported for fiscal years ending in 2020 and later reflect the following assumption changes based on an actuarial study conducted in November and December of 2019:
  - The mortality table for healthy retirees and beneficiaries was changed from the sex-distinct RP-2000 Combined Healthy Mortality Table, set forward two years in age for males and one year for females to the sex-distinct Pri-2012 head-count weighted Healthy Retiree Mortality Table with rates multiplied by 1.25.
  - The mortality table for disabled participants was changed from the sex-distinct RP-2000 Disabled Retiree Mortality Table to the sex-distinct Pri-2012 head-count weighted Disabled Retiree Mortality Table with rates multiplied by 1.25.
  - The mortality table for active participants, terminated vested participants, and deferred beneficiaries was changed from the sex-distinct RP-2000 Combined Healthy Mortality Table, set forward two years in age for males and one year for females to the sex-distinct Pri-2012 head-count weighted Employee Mortality Table.
  - Future mortality improvement is based on projecting generationally from 2012 using 60% of the sex-distinct rates under the 2019 OASDI Trustees Report used for the intermediate alternative. Previously future mortality improvements were not explicitly projected.
  - The prior retirement assumption was based on the Plan's normal retirement eligibility. If normal retirement eligibility was only available on or after age 65, the prior assumption was 60% at ages 65 to 69 and 100% at age 70 and older. If normal retirement eligibility was available prior to age 65, the rates were 10% at ages 55 to 59, 20% at age 60, 25% at age 61, 35% at age 62, 40% at age 63, 45% at age 64, 50% at ages 65 to 69, and 100% at age 70 and older as long as a participant was at least eligible for early retirement.
  - The new assumption relates to when a given participant is eligible for normal retirement (either regular normal retirement or alternative normal retirement). Retirement rates do not apply if a participant is not eligible for either early or normal retirement. The retirement rates where normal retirement is available on or after age 65 are 5% at ages 55 to 59, 7% at ages 60 and 61, 20% at age 62, 10% at ages 63 and 64, 35% at age 65, 25% at ages 66 to 71 and 100% at ages 72 and older.
  - Where normal retirement is available to a given participant at age 62, 63, or 64, the new retirement rates are 3% when first eligible for early retirement through age 60, 10% at ages 61 to 64, 35% at age 65, 25% at ages 66 to 71 and 100% at ages 72 and older. In addition, in the first year a participant is eligible for normal retirement, the rate is increased by 30%.
  - Where normal retirement is available at age 60 or 61, the new retirement rates are 3% when first eligible for early retirement through age 59, 10% at ages 60 to 64, 35% at age 65, 25% at ages 66 to 71 and 100% at ages 72 and older. In addition, in the first year a participant is eligible for normal retirement, the rate is increased by 20%.



## Section 4: GASB 68 Reporting Information

- Where normal retirement is available prior to age 60, the new retirement rates are 3% when first eligible for early retirement through the year prior to normal retirement eligibility, 10% from normal retirement eligibility through age 59, 20% at age 60, 25% at age 61, 35% at age 62, 40% at age 63, 45% at age 64, 50% at age 65, 25% at ages 66 to 71 and 100% at ages 72 and older. In addition, in the first year a participant is eligible for normal retirement, the rate is increased by 10%.
- The turnover rates were changed from the greater of age-based rates and select rates for the first five years of service followed by age-based rates thereafter to service-based rates only.
- The disability rates were changed to 50% of the rates in the prior age-based table.
- The inflation assumption was decreased from 2.75% to 2.25%.
- The salary increase assumption was changed from a service-based salary scale starting at 8.25% for the first two years of service with an ultimate rate of 3.25% at ten years of service to a service-based scale starting at 8.50% for the first two years of service with an ultimate rate of 3.00% at 15 years of service.
- The investment return assumption was decreased from 7.50% to 7.375%.

### *Benefit changes*

- There were no changes in benefit provisions in the last two fiscal years.

## Section 5: Actuarial Valuation Basis

### Exhibit I – Summary of Actuarial Valuation Results

The valuation was made with respect to the following data supplied to us:

|                                                                                                |    |
|------------------------------------------------------------------------------------------------|----|
| 1. Pensioners as of the valuation date (including 0 beneficiaries)                             | 4  |
| 2. Participants inactive during year ended December 31, 2020 with vested rights                | 9  |
| 3. Participants active during the year ended December 31, 2020 (including 0 elected officials) | 30 |
| Fully vested                                                                                   | 18 |
| Not vested                                                                                     | 12 |

The actuarial factors as of the valuation date are as follows:

|                                                            |           |
|------------------------------------------------------------|-----------|
| 1. Normal cost, including administrative expenses          | \$123,410 |
| 2. Present value of future benefits                        | 2,501,248 |
| 3. Actuarial accrued liability                             | 1,525,468 |
| Pensioners and beneficiaries                               | \$366,511 |
| Inactive participants with vested rights                   | 182,420   |
| Active participants                                        | 976,537   |
| 4. Actuarial value of assets (\$1,053,140 at market value) | 1,023,778 |
| 5. Unfunded/(Surplus) actuarial accrued liability          | 501,690   |

## Section 5: Actuarial Valuation Basis

### Exhibit II – Table of Amortization Bases

| Type                   | Date Established | Initial Years | Initial Amount | Annual Payment | Years Remaining | Outstanding Balance |
|------------------------|------------------|---------------|----------------|----------------|-----------------|---------------------|
| Combined Base          | 01/01/2018       | 30            | \$376,052      | \$29,307       | 27.00           | \$364,215           |
| (Gain) / Loss          | 01/01/2019       | 15            | 14,928         | 1,564          | 13.00           | 13,738              |
| (Gain) / Loss          | 01/01/2020       | 15            | 102,894        | 10,772         | 14.00           | 98,916              |
| Assumption Change      | 01/01/2020       | 30            | 7,685          | 599            | 29.00           | 7,609               |
| (Gain) / Loss          | 01/01/2021       | 15            | 17,212         | 1,802          | 15.00           | 17,212              |
| Total                  |                  |               |                | \$44,044       |                 | \$501,690           |
| 30-year corridor       |                  |               |                | \$39,081       | 30.00           | \$501,690           |
| 10-year corridor       |                  |               |                | 67,681         | 10.00           | 501,690             |
| Effective Amortization |                  |               |                | 44,044         | 21.43           | 501,690             |

## Section 5: Actuarial Valuation Basis

### Exhibit III – Actuarial Assumptions and Actuarial Cost Method

The methods and assumptions used in the January 1, 2021 valuation were approved by the Board in December 2019 based on the results of an actuarial experience study for the period January 1, 2015 through June 30, 2019 conducted by Segal in November and December of 2019.

#### **Mortality Rates:**

*Healthy retirees and beneficiaries:*

Sex-distinct Pri-2012 head-count weighted Healthy Retiree Mortality Table with rates multiplied by 1.25

*Disabled participants:*

Sex-distinct Pri-2012 head-count weighted Disabled Retiree Mortality Table with rates multiplied by 1.25

*Active participants, terminated*

*vested participants, and*

*deferred beneficiaries:*

Sex-distinct Pri-2012 head-count weighted Employee Mortality Table

*Plan termination basis (all lives):*

1994 Group Annuity Reserving Unisex Table

The mortality tables (other than the one used for the plan termination basis) are projected generationally from 2012 to future years using 60% of the sex-distinct improvement rates under the 2019 OASDI Trustees Report used for the intermediate alternative.

## Section 5: Actuarial Valuation Basis

### Annuitant Mortality Rates:

| Age | Rate (%)     |                |               |                 |
|-----|--------------|----------------|---------------|-----------------|
|     | Healthy Male | Healthy Female | Disabled Male | Disabled Female |
| 55  | 1.00         | 0.62           | 3.01          | 2.09            |
| 60  | 1.32         | 0.82           | 3.28          | 2.45            |
| 65  | 1.64         | 1.15           | 3.97          | 3.02            |
| 70  | 2.54         | 1.75           | 5.39          | 3.95            |
| 75  | 4.20         | 2.96           | 7.74          | 5.47            |
| 80  | 7.11         | 5.17           | 11.50         | 7.99            |
| 85  | 12.11        | 8.98           | 17.33         | 12.33           |
| 90  | 20.41        | 15.57          | 25.65         | 20.14           |

### Mortality and Disability Rates before Retirement:

| Age | Rate (%)       |                  |                 |                   |
|-----|----------------|------------------|-----------------|-------------------|
|     | Male Mortality | Female Mortality | Male Disability | Female Disability |
| 20  | 0.06           | 0.02             | 0.03            | 0.02              |
| 25  | 0.06           | 0.03             | 0.03            | 0.03              |
| 30  | 0.06           | 0.03             | 0.03            | 0.03              |
| 35  | 0.08           | 0.04             | 0.03            | 0.03              |
| 40  | 0.09           | 0.06             | 0.07            | 0.04              |
| 45  | 0.12           | 0.08             | 0.11            | 0.06              |
| 50  | 0.18           | 0.12             | 0.17            | 0.09              |
| 55  | 0.29           | 0.18             | 0.25            | 0.18              |
| 60  | 0.44           | 0.27             | 0.33            | 0.28              |



## Section 5: Actuarial Valuation Basis

### Turnover Rates:

| Years of Service  | Rate (%) | Years of Service    | Rate (%) | Years of Service    | Rate (%) |
|-------------------|----------|---------------------|----------|---------------------|----------|
| 0 but less than 1 | 26.5     | 6 but less than 7   | 10.5     | 12 but less than 13 | 5.7      |
| 1 but less than 2 | 20.5     | 7 but less than 8   | 9.5      | 13 but less than 14 | 5.3      |
| 2 but less than 3 | 18.5     | 8 but less than 9   | 8.5      | 14 but less than 15 | 4.9      |
| 3 but less than 4 | 16.5     | 9 but less than 10  | 7.5      | 15 or more years    | 4.5      |
| 4 but less than 5 | 14.5     | 10 but less than 11 | 6.5      |                     |          |
| 5 but less than 6 | 12.5     | 11 but less than 12 | 6.1      |                     |          |

*Rates end upon eligibility for retirement.*

### Retirement Rates:

*The table below is based on a given participant's age when they first become eligible for regular or alternative normal retirement. Rates do not apply if the participant is not eligible for either early or normal retirement.*

| Age       | NRA attained before 60 | NRA attained between 60 and 64 | NRA attained after 64 |
|-----------|------------------------|--------------------------------|-----------------------|
| Under 55  | 3%/10% <sup>1</sup>    | 3%                             | 0%                    |
| 55-59     | 3%/10% <sup>1</sup>    | 3%                             | 5%                    |
| 60        | 20%                    | 3%/10% <sup>2</sup>            | 7%                    |
| 61        | 25%                    | 10%                            | 7%                    |
| 62        | 35%                    | 10%                            | 20%                   |
| 63        | 40%                    | 10%                            | 10%                   |
| 64        | 45%                    | 10%                            | 10%                   |
| 65        | 50%                    | 35%                            | 35%                   |
| 66-71     | 25%                    | 25%                            | 25%                   |
| 72 & over | 100%                   | 100%                           | 100%                  |

*The rates above are adjusted in the year the participant achieves NRA. If the NRA is under 60, the adjustment is +10%, if the NRA is 60 or 61, the adjustment is +20%, if the NRA is 62, 63, or 64, the adjustment is +30%, and if the NRA is 65 or over, there is no adjustment.*

<sup>1</sup> 3% prior to normal retirement eligibility, but 10% plus adjustment after normal retirement eligibility

<sup>2</sup> 3% if NRA is between 62 and 64, but 10% plus adjustment if NRA is 60 or 61

## Section 5: Actuarial Valuation Basis

|                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                 |                                                      |                                 |                                                      |  |                 |     |       |  |                      |     |       |  |                       |     |       |  |             |     |       |  |                     |    |       |  |      |    |  |  |       |      |  |
|---------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|------------------------------------------------------|---------------------------------|------------------------------------------------------|--|-----------------|-----|-------|--|----------------------|-----|-------|--|-----------------------|-----|-------|--|-------------|-----|-------|--|---------------------|----|-------|--|------|----|--|--|-------|------|--|
| <b>Retirement Age for Inactive Vested Participants:</b> | 65                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                 |                                                      |                                 |                                                      |  |                 |     |       |  |                      |     |       |  |                       |     |       |  |             |     |       |  |                     |    |       |  |      |    |  |  |       |      |  |
| <b>Form of Payment</b>                                  | Life Annuity                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                 |                                                      |                                 |                                                      |  |                 |     |       |  |                      |     |       |  |                       |     |       |  |             |     |       |  |                     |    |       |  |      |    |  |  |       |      |  |
| <b>Unknown Data for Participants:</b>                   | Same as those exhibited by Participants with similar known characteristics. If not specified, Participants are assumed to be male.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                 |                                                      |                                 |                                                      |  |                 |     |       |  |                      |     |       |  |                       |     |       |  |             |     |       |  |                     |    |       |  |      |    |  |  |       |      |  |
| <b>Percent Married:</b>                                 | 100%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                 |                                                      |                                 |                                                      |  |                 |     |       |  |                      |     |       |  |                       |     |       |  |             |     |       |  |                     |    |       |  |      |    |  |  |       |      |  |
| <b>Age of Spouse:</b>                                   | Females three years younger than males                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                 |                                                      |                                 |                                                      |  |                 |     |       |  |                      |     |       |  |                       |     |       |  |             |     |       |  |                     |    |       |  |      |    |  |  |       |      |  |
| <b>Benefit Election:</b>                                | All participants are assumed to elect the life annuity form of payment and the valuation includes the 36 months of guaranteed benefits. On a system-wide basis, the optional forms of payment are essentially actuarially equivalent.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                 |                                                      |                                 |                                                      |  |                 |     |       |  |                      |     |       |  |                       |     |       |  |             |     |       |  |                     |    |       |  |      |    |  |  |       |      |  |
| <b>Net Investment Return:</b>                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                 |                                                      |                                 |                                                      |  |                 |     |       |  |                      |     |       |  |                       |     |       |  |             |     |       |  |                     |    |       |  |      |    |  |  |       |      |  |
| On-going basis:                                         | <p>7.375%- On-going basis, based on long-term expected rate of return on pension plan investments</p> <p>The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The difference between the resulting rate and the rate on the ongoing basis is a margin for adverse deviation. Best estimates of arithmetic real rates of return for each major asset class included in the pension plan's target asset allocation as of March 31, 2020 (see the discussion of the pension plan's investment policy) are summarized in the following table:</p> <table><tr><td></td><td><b><u>Asset Class</u></b></td><td><b><u>Target Allocation</u></b></td><td><b><u>Long-Term Expected Real Rate of Return</u></b></td></tr><tr><td></td><td>Domestic equity</td><td>45%</td><td>6.40%</td></tr><tr><td></td><td>International equity</td><td>20%</td><td>7.05%</td></tr><tr><td></td><td>Domestic fixed income</td><td>20%</td><td>1.15%</td></tr><tr><td></td><td>Real estate</td><td>10%</td><td>4.50%</td></tr><tr><td></td><td>Global fixed income</td><td>5%</td><td>1.25%</td></tr><tr><td></td><td>Cash</td><td>0%</td><td></td></tr><tr><td></td><td>Total</td><td>100%</td><td></td></tr></table> |                                 | <b><u>Asset Class</u></b>                            | <b><u>Target Allocation</u></b> | <b><u>Long-Term Expected Real Rate of Return</u></b> |  | Domestic equity | 45% | 6.40% |  | International equity | 20% | 7.05% |  | Domestic fixed income | 20% | 1.15% |  | Real estate | 10% | 4.50% |  | Global fixed income | 5% | 1.25% |  | Cash | 0% |  |  | Total | 100% |  |
|                                                         | <b><u>Asset Class</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <b><u>Target Allocation</u></b> | <b><u>Long-Term Expected Real Rate of Return</u></b> |                                 |                                                      |  |                 |     |       |  |                      |     |       |  |                       |     |       |  |             |     |       |  |                     |    |       |  |      |    |  |  |       |      |  |
|                                                         | Domestic equity                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 45%                             | 6.40%                                                |                                 |                                                      |  |                 |     |       |  |                      |     |       |  |                       |     |       |  |             |     |       |  |                     |    |       |  |      |    |  |  |       |      |  |
|                                                         | International equity                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 20%                             | 7.05%                                                |                                 |                                                      |  |                 |     |       |  |                      |     |       |  |                       |     |       |  |             |     |       |  |                     |    |       |  |      |    |  |  |       |      |  |
|                                                         | Domestic fixed income                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 20%                             | 1.15%                                                |                                 |                                                      |  |                 |     |       |  |                      |     |       |  |                       |     |       |  |             |     |       |  |                     |    |       |  |      |    |  |  |       |      |  |
|                                                         | Real estate                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 10%                             | 4.50%                                                |                                 |                                                      |  |                 |     |       |  |                      |     |       |  |                       |     |       |  |             |     |       |  |                     |    |       |  |      |    |  |  |       |      |  |
|                                                         | Global fixed income                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 5%                              | 1.25%                                                |                                 |                                                      |  |                 |     |       |  |                      |     |       |  |                       |     |       |  |             |     |       |  |                     |    |       |  |      |    |  |  |       |      |  |
|                                                         | Cash                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 0%                              |                                                      |                                 |                                                      |  |                 |     |       |  |                      |     |       |  |                       |     |       |  |             |     |       |  |                     |    |       |  |      |    |  |  |       |      |  |
|                                                         | Total                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 100%                            |                                                      |                                 |                                                      |  |                 |     |       |  |                      |     |       |  |                       |     |       |  |             |     |       |  |                     |    |       |  |      |    |  |  |       |      |  |
| Plan termination basis:                                 | 1.36% (30-year Treasury Securities Rate as of August 2020, published in September 2020; 2.12% last year)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                 |                                                      |                                 |                                                      |  |                 |     |       |  |                      |     |       |  |                       |     |       |  |             |     |       |  |                     |    |       |  |      |    |  |  |       |      |  |

## Section 5: Actuarial Valuation Basis

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**Inflation:** 2.25%

**Salary Increases:**

| <b>Years of Service</b> | <b>Annual Rate (%)</b> |
|-------------------------|------------------------|
| 0-1                     | 8.50                   |
| 2                       | 5.50                   |
| 3                       | 5.25                   |
| 4                       | 5.00                   |
| 5                       | 4.75                   |
| 6                       | 4.50                   |
| 7                       | 4.25                   |
| 8                       | 4.00                   |
| 9                       | 3.75                   |
| 10-11                   | 3.50                   |
| 12-14                   | 3.25                   |
| 15 or more              | 3.00                   |

Note the above rates include inflation of 2.25%.

**Social Security Wage Base Increase:** 2.25%

**Cost of Living Adjustment:** N/A

## Section 5: Actuarial Valuation Basis

|                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|-----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Administrative Expenses:</b>   | Base fee - \$4,000<br>Per active and terminated vested participant - \$48<br>Per retiree and beneficiary - \$60<br>Percentage of the market value of assets - 0.06%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Actuarial Value of Assets:</b> | Sum of the actuarial value at the beginning of year and the cash flow during year plus the assumed investment return, adjusted by 10 percent of the amount that the value exceeds or is less than the market value at end of year. The actuarial value is adjusted, if necessary, to be within 20% of market value.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Actuarial Cost Method:</b>     | Projected Unit Credit Cost Method. Normal Cost and Actuarial Accrued Liability are calculated on an individual basis and are allocated by service.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Models:</b>                    | Segal valuation results are based on proprietary actuarial modeling software. The actuarial valuation models generate a comprehensive set of liability and cost calculations that are presented to meet regulatory, legislative and client requirements. Our Actuarial Technology and Systems unit, comprised of both actuaries and programmers, is responsible for the initial development and maintenance of these models. The models have a modular structure that allows for a high degree of accuracy, flexibility and user control. The client team programs the assumptions and the plan provisions, validates the models, and reviews test lives and results, under the supervision of the responsible actuary.                                                                                                                                                                                                                                                                                                                  |
| <b>Amortization:</b>              | The amortization of the unfunded actuarial accrued liability is level dollar over 30 years for the initial unfunded accrued liability, 15 years for actuarial gains and losses, 10 years for temporary retirement incentive programs, and 30 years for actuarial assumptions and cost methods. Generally, other plan changes are amortized over 20 years. However, if the funded percentage, measured using the actuarial value of assets and the actuarial accrued liability, is below 80%, the amortization period is shortened. Specifically, if the funded percentage is at least 70% but less than 80%, the amortization period is 15 years and if the funded percentage is less than 70%, the amortization period is 10 years. The total amortization must be within a corridor of the 10-year and the 30-year amortization of the unfunded/(surplus) actuarial accrued liability. In a year when the 10-year or 30-year corridor applies, the following year, the prior year bases are combined into one 10-year or 30-year base. |

## Section 5: Actuarial Valuation Basis

**Asset Data:**

GMEBS has supplied all asset data used in the valuation. The market value of assets is based on current values as of three months preceding the valuation date (September 30, 2020) and is assumed to be current through that date.

**Participant Data:**

The primary source of participant data for the current valuation is a census of all participants which was prepared by the employer through GMEBS. The data is typically collected three months prior to the valuation date and assumed to be current through that date.

**Changes in Methods  
and Assumptions:**

There have been no changes in methods or assumptions since the last valuation.



## Section 5: Actuarial Valuation Basis

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### Exhibit IV – Summary of Plan Provisions

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|                                  |                                                                                    |
|----------------------------------|------------------------------------------------------------------------------------|
| <b>EMPLOYER</b>                  | City of Flowery Branch                                                             |
| <b>SOCIAL SECURITY</b>           | No                                                                                 |
| <b>PARTICIPANT CONTRIBUTIONS</b> | No                                                                                 |
| <b>ORIGINAL EFFECTIVE DATE</b>   | 11-1-14                                                                            |
| <b>ELIGIBILITY REQUIREMENTS</b>  | Employees: no waiting period<br>Officials: not participating                       |
| <b>NORMAL RETIREMENT AGE</b>     | 65+5                                                                               |
| <b>EARLY RETIREMENT</b>          | 55+10                                                                              |
| <b>BENEFIT FORMULA</b>           | 2.00%                                                                              |
| <b>OFFICIALS' BENEFITS</b>       | --                                                                                 |
| <b>VESTING</b>                   | 5 years                                                                            |
| <b>DEATH BENEFITS</b>            | Automatic Option A – immediate participation<br><br>Term vest Auto A death benefit |
| <b>DISABILITY MINIMUM</b>        | --                                                                                 |
| <b>COST-OF-LIVING</b>            | --                                                                                 |

## Section 5: Actuarial Valuation Basis

### OTHER

Participants who are employed as of 11-1-14 will be entitled to receive up to 5 years of credit at no cost, which will be counted for all purposes.

3-Year Final Average Earnings

No changes in plan features since last valuation

9263450v1/07074.001



## FLOWERY BRANCH CITY COUNCIL

### EXECUTIVE SUMMARY



**SUBJECT:** Consider June 3, 2021 Meeting Minutes

**COUNCIL MEETING DATE:** July 15, 2021

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**HISTORY:**

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**FACTS AND ISSUES:**

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**OPTIONS:**

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**IF FUNDING IS INVOLVED, ARE FUNDS APPROVED IN THE CURRENT BUDGET:**

Yes

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**AMOUNT AND SOURCE OF FUNDS:**

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**RECOMMENDATION:**

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**SAMPLE MOTION:**

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**COLLABORATING DEPARTMENT:**

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**DEPARTMENT:**

**Prepared by:** Vickie Short

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#### ATTACHMENTS

- [June 3, 2021 Meeting Minutes.pdf](#)



**City of Flowery Branch  
City Council Meeting  
Thursday, June 3, 2021, 6:00PM  
City of Flowery Branch City Hall  
5410 W. Pine Street, Flowery Branch, GA 30542**



**CALL PUBLIC HEARING TO ORDER:**

Mayor Pro-Tem Joe Anglin called the meeting to order at 6:00pm.

Present: Mayor Pro-Tem Joe Anglin, Council Members, Ed Asbridge, Amy Farah and Chris Mundy

Absent: Mayor Mike Miller

Also present were Vickie Short, City Manager, Shelia Cooper, Assistant City Clerk, Ron Bennett, City Attorney, Rich Atkinson, Planning Director, Alisha Gamble, Finance Director, and Chris Hulsey, Police Chief.

**PLEDGE OF ALLEGIANCE:**

Mayor Pro-Tem Joe Anglin led the Pledge of Allegiance.

**PUBLIC HEARING:**

Consider a Rezoning Request submitted by South Hall, LLC. to rezone three parcels of land from Traditional Neighborhood District (TND) to Central Business District (CBD).

Mr. Atkinson explained the land exchange between the applicant and the City. The City plans to exchange Knight Drive and Church Street for a small townhome development. This is a land swap between the applicant and the City. This transaction is needed to accommodate the Farmer's Market Project. This is a time sensitive project and there is more information on this request that has been sent to the City for review.

**PUBLIC COMMENTS**

Ray Stanjevich 5627 Church Street, Flowery Branch, GA 30542

Mr. Stanjevich stated he moved from Suwanee one and a half years ago and wanted to continue with the small town feeling. He enjoys walking to the downtown businesses. He is concerned about parking and the downtown home feel. He feels it will change the whole aspect of the down-home area. He is opposed to this development.

Kelly McLincha 5628 Church Street, Flowery Branch, GA 30542

Mr. McLincha stated he is not opposed but has questions. He wants to know the plans for the City and what the City is doing with Knight Drive. What is the plan for the massive Pin Oak tree? He is redoing his retaining wall and has renovated his home and property and he wants to know what will go in there to enhance his property.

Meg McLincha 5628 Church Street, Flowery Branch, GA 30542

Mrs. McLincha stated that she has lived almost five years on Church Street and that she and her husband like the small-town feel. She stated she is concerned with the infrastructure with the downtown area and stated there is not enough room for two cars to pass and the safety of that aspect.

Mr. Anglin asked Mr. Atkinson to answer some of the concerns from the public comments. Mr. Atkinson stated he would meet with any of the citizens to discuss the project and the vision of this project. Mr. Atkinson stated he would do research on the tree. Mr. Atkinson explained that a portion of Knight Drive will be a part of the property of the townhomes and a portion of Knight Drive will be a part of the Farmer's Market. There will be 2 sets of seven townhomes.

Consider Ordinances #639 and #640 for an Annexation and Rezoning requests submitted by Curtis and Carol Iocca for 5575 McEver Road, (Tax Parcel #08111. 003001B)

Mr. Atkinson explained the annexation and rezoning of the applicant into the City. The rezoning from Hall County AIII to Flowery Branch A. The request is due to a failing septic system and soil issues. The applicant was allowed to connect to Flowery Branch sewer with an agreement to annex in as soon as feasible. There are no changes proposed to the residential property.

Mayor Pro-Tem Joe Anglin closed the public hearing at 6:18 pm.

**UNFINISHED BUSINESS - WORK SESSION:**

Second Reading of the Rezoning Request submitted by Mr. Bill Stark. Request is to rezone six parcels totaling 118 +/- acres from M-1 (Light Industrial) to R-3 (Multi-Family) with the intention to construct a residential community consisting of single family detached homes and townhomes. The request includes six (6) parcels and therefore requires six (6) corresponding ordinances. The ordinances are 625, 626, 627, 628 (encompassing phase one), and 629, 630 (encompassing phase two).

Mr. Atkinson presented the request to rezone six parcels from M1 to R3. There are Two Phases. Phase One is 48+/- acres; 49 single family detached; 140 townhomes. Phase Two is 69+/- acres; 138 single family detached. The applicant needs to have the entirety of the six parcels properly zoned for a higher density single family detached/townhome subdivision (R3) as part of the purchase agreement. The applicant is hesitant to acquire more land without having the proper



zoning designation in place. To achieve this goal, and still meet the City's desire for a cohesive two-phase development, staff recommends rezoning all six parcels to the requested R3 zoning but restricting Phase two (parcels 08117 002001 and 08134 000006) as follows:

1. No permits shall be issued unless connectivity with Phase One is achieved in a manner satisfactory to Flowery Branch Mayor and Council.
2. A revised site plan shall be submitted to Mayor and Council for approval prior to the issuance of any permits.
3. Elevations shall be submitted and approved by Mayor and Council prior to the issuance of any permits.
4. Ordinances 629 and 630 shall be amended to reflect the approved site plan, approved elevations, and all conditions as set forth by Mayor and Council.

**NEW BUSINESS -WORK SESSION:**

Consideration of Appraisals and Approval of Values for the Exchange of Real Property between the City of Flowery Branch and Heritage Group Homes, LLC.

Mr. Bennett presented the Exchange of Real Property between the City of Flowery Branch and Heritage Group Homes. There were no questions.

Consider a Rezoning Request submitted by South Hall, LLC. to rezone three parcels of land from Traditional Neighborhood District (TND) to Central Business District (CBD).

There were no questions.

Consider Ordinances #639 and #640 for an Annexation and Rezoning requests submitted by Curtis and Carol Iocca for 5575 McEver Road, (Tax Parcel #08111. 003001B)

There were no questions.

First Reading of Ordinance 279-C Amendment for Hotel-Motel Tax to 8%

Ms. Short gave an overview of Ordinance 279-C and advised that the City of Flowery Branch first approved a 5% Hotel-Motel Tax in September 2008. Resolution 20-004 allowed the submission of the increase to the State of Georgia. House Bill 649 enabled the City to increase the Tax to 8%. This ordinance is the official levying of the hotel tax. There were no questions.

Resolution 21-006: I-985 Digital Sign Repairs Budget Adjustment

Mrs. Gamble presented Resolution 21-006; I-985 sign needing repairs. This was not included as a part of the City-Wide Signs Project due to budget constraints. Mrs. Gamble explained that there were available funds in the Parks Department budget and requested to move \$42,000 to Public Works/Capital Items by a department-to-department budget transfer request. Mrs. Gamble advised that FORMETCO (FTX) was the only company who provided a quote and was the original installer of the current, inoperable sign. To save costs, staff requested to stay with FORMETCO.

Mr. Asbridge questioned the original cost of the Flowery Branch sign and Mrs. Gamble explained that she could not find any documentation on the original cost. Mrs. Gamble explained that in 2015 there were upgrades to the sign and the cost was \$19,000.00. Mr. Asbridge wanted to know when the sign was installed, and Mrs. Gamble replied 2008. Ms. Short stated it would be best to replace the sign but because of budget restraints, it would be a tremendous amount of money. The proposed sign would be a bigger screen and accessible from our City office. Ms. Short stated the sign was originally installed in 2008 and that the Atlanta Falcons and Stonebridge had contributed to the cost of the sign.

Mr. Anglin asked if the sign might still be under warranty, but it was advised it was not. Mr. Atkinson stated that he could not get a company to come look at the outdated computer components for repair or quote. Council would like more information and research on this resolution.

### **DEPARTMENT REPORTS:**

#### City Manager Report:

Occupation licenses (business licenses) are currently in the renewal process with 45 already completed. For the month of May, the Planning Department issued 85 building permits with an anticipation of receiving the beginning issuance of The Beacon subdivision along McEver Road.

Staff met with Bob Troxler with Infratec with a time frame for the sewer plant expansion:

June 22<sup>nd</sup> Legal Ad to Finance

June 30<sup>th</sup> End of Advertisement

June 30<sup>th</sup> Bid Opening at City Hall 2:00 pm.

Aug 19<sup>th</sup> Award of Bid

Work to commence as soon as possible.

#### Wastewater Plant Program Management Proposal:

Clark, Patterson, and Lee have provided a proposal to staff to oversee the plant expansion project. Staff is currently reviewing the proposal and anticipates a quick turnaround on the approval.

#### Woodfield Apartments Lift station repairs:

Clark, Patterson, and Lee will be leading this project. It has been suggested that this overhaul be completed this summer since school will not be in session. It is important to note that this project is in the beginning stages and could be affected by the continued limitations of construction materials and components needed. There is not an urgency to this repair in providing service to the area.

#### Wastewater Treatment Plant:

#### Wastewater Treatment Plant Interim Improvements

Black and Veatch will provide a proposal for evaluation as well as proposal for costs of completion of work. Further improvements are needed until the plant is expanded.

FY2021 - Financial Update, Quarter Ending March 31, 2021

Mrs. Gamble presented the Financial Update and reported the Second Quarter activity should reflect 75% average collected and expensed as of 3/31/2021. This is dependent on when revenue is received, or expenses are incurred. The financial report is for an interim period and are not audited statements.

**ADJOURNMENT WORK SESSION:**

Mayor Pro-Tem Anglin adjourned the work session at 6:45pm.

**VOTING SESSION AGENDA**

**CALL VOTING SESSION TO ORDER:**

Mayor Pro-Tem Anglin called the voting session to order at 6:45pm.

**PUBLIC COMMENTS:**

Kelly McLincha – 5628 Church Street, Flowery Branch, GA 30542

Mr. McLincha would like to understand the vacancies of staff at City Hall.

**CONSENT AGENDA:**

There was a motion made to approve the Consent Agenda.

MOTION: Amy Farah

SECOND: Leslie Jarchow

AYES: Ed Asbridge, Amy Farah, Leslie Jarchow, Chris Mundy

NAYS:

Motion Carried

**UNFINISHED BUSINESS - VOTING SESSION:**

Second Reading of the Rezoning Request submitted by Mr. Bill Stark. Request is to rezone six parcels totaling 118 +/- acres from M-1 (Light Industrial) to R-3 (Multi-Family) with the intention to construct a residential community consisting of single family detached homes and townhomes. The request includes six (6) parcels and therefore requires six (6) corresponding ordinances. The ordinances are 625, 626, 627, 628 (encompassing phase one), and 629, 630 (encompassing phase two).

Mr. Bennett read the captions to Ordinance's 625,626,627,628,629 and 630.

There was a motion made to deny the Rezoning Request submitted by Bill Stark, Ordinances 625,626,627,628,629, and 630.

MOTION: Ed Asbridge  
SECOND: Leslie Jarchow  
AYES: Ed Asbridge, Amy Farah, Leslie Jarchow, Chris Mundy  
NAYS: None  
Motion Carried

**NEW BUSINESS - VOTING SESSION:**

Consider a Rezoning Request submitted by South Hall, LLC. to rezone three parcels of land from Traditional Neighborhood District (TND) to Central Business District (CBD).

Mr. Bennett read the caption for the rezoning request submitted by South Hall, LLC.

There was a motion made to approve Rezoning Request submitted by South Hall, LLC to rezone three parcels of land from Traditional Neighborhood District (TND) to Central Business District (CBD). Council has questions and concerns regarding the tree and elevations before the second read.

MOTION: Leslie Jarchow  
SECOND: Amy Farah  
AYES: Ed Asbridge, Amy Farah, Leslie Jarchow, Chris Mundy  
NAYS: None  
Motion Carried

Consider Ordinance #639 for an Annexation request submitted by Curtis and Carol Iocca for 5575 McEver Road, (Tax Parcel #08111 003001B).

Mr. Bennett read the caption for Ordinance #639.

There was a motion to approve Ordinance #639 for an annexation request submitted by Curtis and Carol Iocca for 5575 McEver Road, (Tax Parcel #08111 003001B).

MOTION: Amy Farah  
SECOND: Chris Mundy  
AYES: Ed Asbridge, Amy Farah, Leslie Jarchow, Chris Mundy  
NAYS: None  
Motion Carried

Consider Ordinance #640 for a Rezoning request submitted by Curtis and Carol Iocca for 5575 McEver Road, (Tax Parcel #08111 003001B).

Mr. Bennett read the caption for Ordinance #640 for a rezoning request submitted by Curtis and Carol Iocca for 5575 McEver Road, (Tax Parcel #08111 003001B).

There was a motion to approve Ordinance #640 for a rezoning request submitted by Curtis and Carol Iocca for 5575 McEver Road, (Tax Parcel #08111 003001B).

MOTION: Chris Mundy  
SECOND: Ed Asbridge  
AYES: Ed Asbridge, Amy Farah, Leslie Jarchow, Chris Mundy  
NAYS: None  
Motion Carried

First Reading of Ordinance 279-C Amendment for Hotel-Motel Tax to 8%

Mr. Bennett read the caption for Ordinance 279-C Amendment for Hotel-Motel Tax to 8%.

There was a motion to approve Ordinance 279-C Amendment for Hotel-Motel Tax to 8%.

MOTION: Chris Mundy  
SECOND: Ed Asbridge  
AYES: Ed Asbridge, Amy Farah, Leslie Jarchow, Chris Mundy  
NAYS: None  
Motion Carried

Resolution 21-006: I-985 Digital Sign Repairs Budget Adjustment

Mr. Bennett read the caption for Resolution 21-006; I-985 Digital Sign Repairs Budget Adjustment.

There was a motion to table Resolution 21-006 until the June 17, 2021, meeting.

MOTION: Amy Farah  
SECOND: Chris Mundy  
AYES: Ed Asbridge, Amy Farah, Leslie Jarchow, Chris Mundy  
NAYS: None  
Motion Carried



**EXECUTIVE SESSION:**

There was a motion made to enter executive session at 7:34 pm for matters related to pending or potential litigation.

MOTION: Amy Farah  
SECOND: Leslie Jarchow  
AYES: Ed Asbridge, Amy Farah, Leslie Jarchow, Chris Mundy  
NAYS: None  
Motion Carried

There was a motion made to reconvene open session at 8:01 pm.

MOTION: Chris Mundy  
SECOND: Leslie Jarchow  
AYES: Ed Asbridge, Amy Farah, Leslie Jarchow, Chris Mundy  
NAYS: None  
Motion Carried

**ADJOURNMENT:**

There was a motion made to adjourn at 8:02 pm.

MOTION: Ed Asbridge  
SECOND: Amy Farah  
AYES: Ed Asbridge, Amy Farah, Leslie Jarchow, Chris Mundy  
NAYS: None  
Motion Carried

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Mayor – Mike Miller

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Date

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Assistant City Clerk – Shelia Cooper



## FLOWERY BRANCH CITY COUNCIL

### EXECUTIVE SUMMARY



**SUBJECT:** Consider June 10, 2021 Meeting Minutes 9 am

**COUNCIL MEETING DATE:** July 15, 2021

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**HISTORY:**

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**FACTS AND ISSUES:**

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**OPTIONS:**

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**IF FUNDING IS INVOLVED, ARE FUNDS APPROVED IN THE CURRENT BUDGET:**

Yes

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**AMOUNT AND SOURCE OF FUNDS:**

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**RECOMMENDATION:**

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**SAMPLE MOTION:**

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**COLLABORATING DEPARTMENT:**

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**DEPARTMENT:**

**Prepared by:** Vickie Short

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#### ATTACHMENTS

- [June 10, 2021 Meeting Minutes 9 am.pdf](#)



**City of Flowery Branch  
Special Called City Council Meeting  
Thursday, June 10, 2021, 9:00AM  
City of Flowery Branch City Hall  
5410 W. Pine Street, Flowery Branch, GA 30542**



**CALL PUBLIC MEETING TO ORDER:**

Mayor Mike Miller called the special called city council meeting to order at 9:06 am.

Present: Mayor James Miller and Council Members, Joe Anglin, Ed Asbridge, Amy Farah, Leslie Jarchow, and Chris Mundy

Also present were Vickie Short, City Manager, Ron Bennett, City Attorney, Alisha Gamble, Finance Director, and Chere Rucker, Accounts Payable Clerk

**PLEDGE OF ALLEGIANCE:**

Mayor Miller led the Pledge of Allegiance.

**PUBLIC HEARING:**

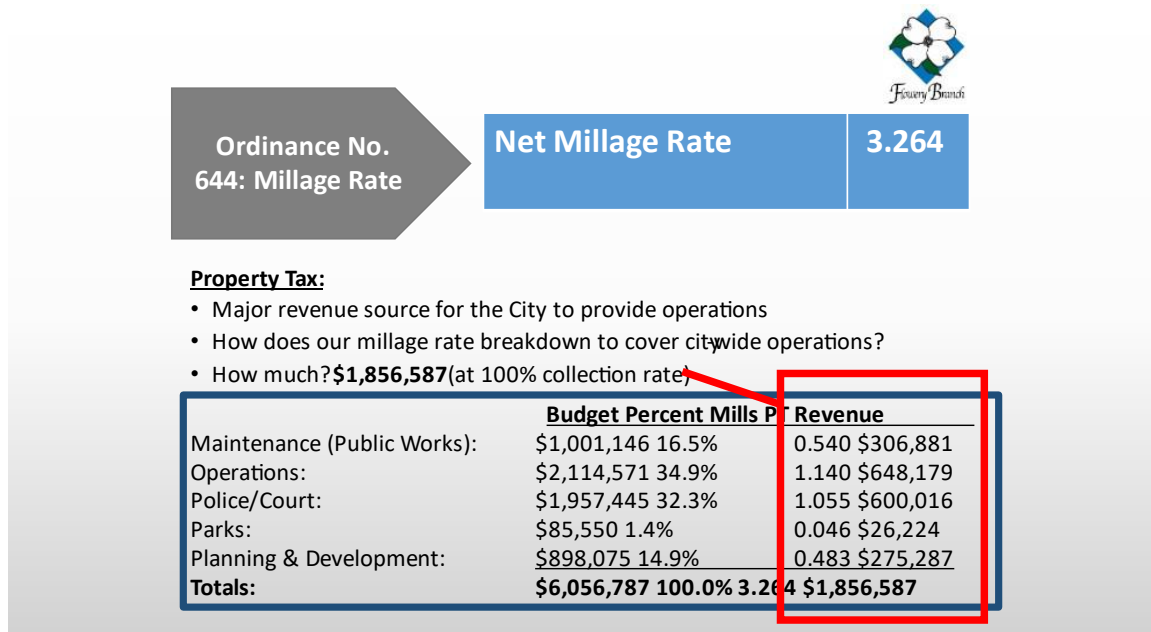
**First Public Hearing – Ordinance 644 – To adopt ad valorem tax rate for Tax Year 2021/Fiscal Year 2022**

Mrs. Gamble presented Ordinance 644 and gave a summary of the millage history for the City from 2002 to 2021. Over the past 19 years, there were three periods of millage rate fluctuations:

- 2002 to 2003: 1.81 millage rate
- 2004 to 2005: increase from 1.81 to 2.837 for a total increase of 1.027 mills.
- 2013 to 2014: increase from 2.837 to 3.337 for a total increase of 0.50 mills.
- 2015 to 2016 decrease from 3.337 to 3.264 for a total decrease of 0.073 mills.
  
- From fiscal year 2016 to 2021, the City's millage rate has been 3.264 mills. Staff is recommending 3.264 mills for fiscal year 2022.
- According to the Hall County Tax Assessors Office, the average fair market value of a home in our area is estimated at \$275,000 which is assessed at 40% of market value calculates to \$359.04 per taxpayer. This is an increase of \$11.18 per taxpayer. 3.264 mills will generate \$1,810,173 in tax revenue for the City to provide services for citizens of Flowery Branch. \$1,810,173 is based on a 97.5% collection rate.

- Keeping the millage rate at 3.264 mills, new or improved properties are estimated to increase revenue by \$162,573 and reassessment of existing real property estimated to increase revenue by \$84,067.
- Major general fund revenues have been reduced 10-25% in FY 2021 due to COVID-19. For FY2022, it is raised back to normal collection rates due to minimal impact from COVID-19.

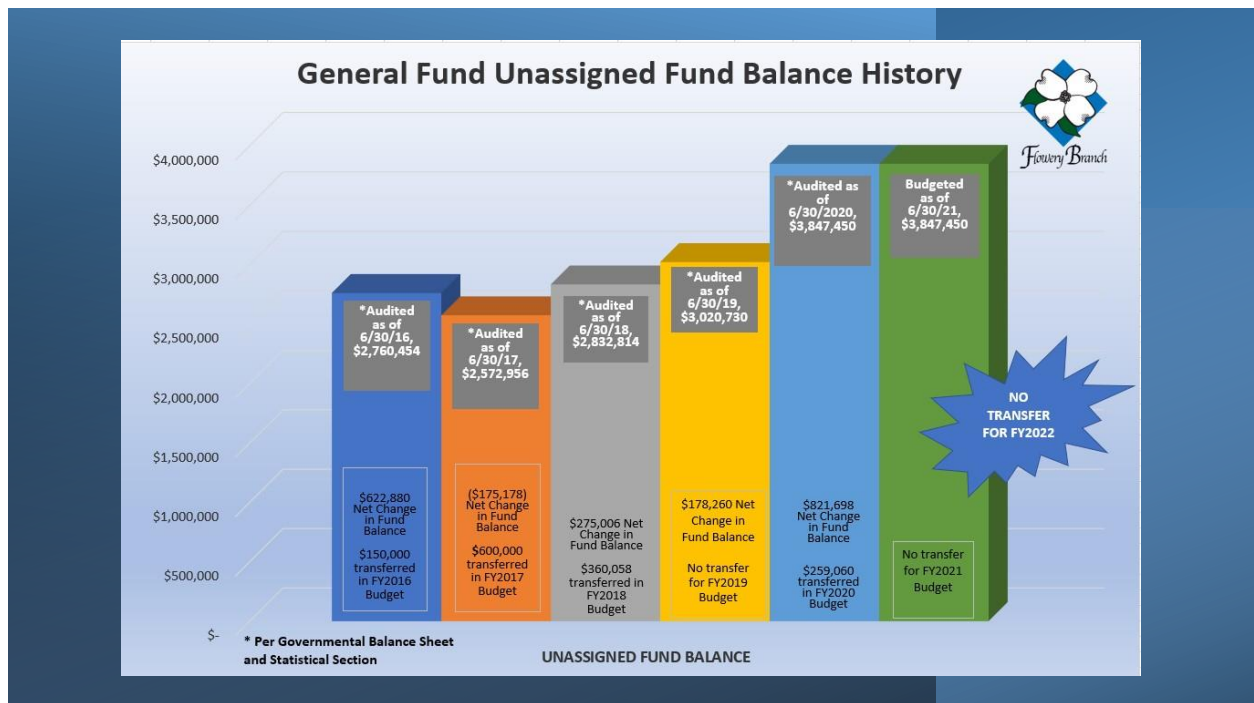
As indicated in the picture below, Property Tax is a major revenue source for the City to provide operations.



First Public Hearing – Resolution 21-005 – To Adopt the Fiscal Year 2022 Annual Budget

**General Fund Expenditures**

- 2% COLA and 1.75% STEP adjustment for existing employees
- Addition of 7 new positions in the following departments: Finance (1), Police (2), Public Works (2), Planning (1), Tourism (1)
- Overall General Fund Budget = increase of 18.10%, which places us back to normal range before COVID-19.



- The above chart shows the unassigned fund balance history for the general fund. The Government Finance Officers Association recommends no less than 2 months reserves of expenses, but our Council voted to take a more conservative approach and maintain 4.5 months of reserves each year. This budget does present coverage of the 4.5 months of reserves for expenditures.
- We are not budgeting any use of the fund balance in this proposed budget.

### **Water and Wastewater Fund Revenues and Expenses**

- Water and Wastewater Revenue and Expenses show an increase as our community continues to grow with the collection of service charges and fees from water and sewer utility connections. Expenses are on the rise due to three new proposed positions, 2% COLA and 1.75% STEP for existing employees, and increased cost in sludge disposal, chemical and engineering costs as our plant is expanding.
- Council has voted to maintain 6 months of expenditure reserves each year. This budget does encompass coverage of the 6 months of reserves for expenditures.

### **Tax Allocation District (TAD) and Hotel-Motel Tax**

- The Tax Allocation District Budget is focused on the Downtown Development projects that are beginning this month. This budget includes the 5 million in debt that will cover these downtown developments.
- The Hotel-Motel Fund Budget was decreased significantly last year due to COVID-19. This fund is back to a normal range.



**Tax Allocation District Capital Improvement Plan**

| <b>TAX ALLOCATION DISTRICT (CAPITAL IMPROVEMENT PLAN)</b> |                  |                |                |                |                |
|-----------------------------------------------------------|------------------|----------------|----------------|----------------|----------------|
|                                                           | <b>2022</b>      | <b>2023</b>    | <b>2024</b>    | <b>2025</b>    | <b>2026</b>    |
| <b>CAPITAL PROJECTS:</b>                                  |                  |                |                |                |                |
| Pine Street Park & Streetscaping                          | 589,465          |                |                |                |                |
| Market Pavillion Park & Streetscaping                     | 1,331,249        |                |                |                |                |
| Pine Street Improvements                                  | 586,932          |                |                |                |                |
| Old Town Bike-Pedestrian Path                             | 1,010,081        |                |                |                |                |
| Mitchell Street Improvements                              | 851,126          |                |                |                |                |
| Downtown Stormwater Improvements                          | 714,866          |                |                |                |                |
| TRG Annual Tax Increment Loan Payment                     | 30,000           |                |                |                |                |
| Revenue Bonds 2020 Debt Payment                           | 158,800          | 268,794        | 345,494        | 394,794        | 397,444        |
| Fiscal Agent Fees                                         | 3,000            | 3,000          | 3,000          |                |                |
| TAD Fund Reserves                                         |                  |                |                |                |                |
| <b>TOTAL CAPITAL PROJECTS</b>                             | <b>5,275,519</b> | <b>271,794</b> | <b>348,494</b> | <b>394,794</b> | <b>397,444</b> |
| <b>SOURCE OF FUNDS:</b>                                   |                  |                |                |                |                |
| TAD Collections                                           | 105,000          | 124,700        | 152,057        | 185,914        | 200,921        |
| TAD Revenue Bonds Proceeds                                | 5,095,519        |                |                |                |                |
| Transfer In - General Fund                                | 70,000           | 83,133         | 101,371        | 123,942        | 133,948        |
| Interest Revenue                                          | 5,000            | 3,000          | 3,000          |                |                |
| TAD Fund Reserves                                         |                  | 60,961         | 92,066         | 84,938         | 62,575         |
| <b>TOTAL SOURCE OF FUNDS:</b>                             | <b>5,275,519</b> | <b>271,794</b> | <b>348,494</b> | <b>394,794</b> | <b>397,444</b> |

- The above chart shows the Tax Allocation District Capital Improvement Plan.
- Once all the projects are complete, any remaining funding available will be utilized to develop the Old Town Bike Pedestrian Path to provide connectivity to the downtown businesses and parks.

**SPLOST VIII Capital Projects Fund**

- This is a six-year program which includes \$5.7 million for roads, streets, bridges, and sidewalks. We are in the second year of this six-year program.
- Public Works vehicles, facilities, and equipment for \$383,000.
- Park facilities, land, and equipment for \$415,000.
- Public safety vehicles and equipment for \$276,000.

**Local Resources Fund**

- Expenditures include various miles of road paving for FY2022 along with Mitchell Street Improvements, City Wide Sign Project, Downtown Streetscapes and Parks, and City Building Generators Project.

**Water Sewer Capital Projects Fund**

- For the Water Sewer Capital Projects Fund, the 2022 projects and future projects focus on the plant expansion and water line improvements projects. Projects noted on this schedule may change as we progress through these infrastructure improvements over the next two years.

The City-wide budget change for the recommended fiscal year is 102%. Note the large change is due to the increase to normal activity from the COVID-19 reductions of 10-25% last year plus the Debt proceeds included in this budget.

Staff recommends approval of Resolution 21-005, to adopt the fiscal year 2022 budget.

**PUBLIC COMMENTS:**

There were no public comments.

**ADDITIONAL COMMENTS:**

Councilman Mundy inquired about the collection rate. Mrs. Gamble advised it is usually over 98% but for FY2022 it is 110%.

Councilman Mundy asked if the Hotel-Motel Tax is back up to the pre-COVID, and he wanted to clarify if it reflects the 8% increase. Mrs. Gamble responded that it does reflect the 8% increase.

Councilman Anglin verified that expenses are manageable.

Councilman Anglin asked for clarification on local resources fund \$300,000 for FY2022, the Exit 12 road improvements funds will be held.

**ADJOURNMENT:**

There was a motion to adjourn at 9:24 am.

MOTION: Chris Mundy  
SECOND: Amy Farah  
AYES: Joe Anglin, Ed Asbridge, Amy Farah, Leslie Jarchow, Chris Mundy  
NAYS: None  
Motion carried

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Mayor – Mike Miller

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Date

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Assistant City Clerk – Shelia Cooper



## FLOWERY BRANCH CITY COUNCIL

### EXECUTIVE SUMMARY



**SUBJECT:** Consider June 10, 2021 Meeting Minutes 6 pm

**COUNCIL MEETING DATE:** July 15, 2021

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**HISTORY:**

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**FACTS AND ISSUES:**

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**OPTIONS:**

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**IF FUNDING IS INVOLVED, ARE FUNDS APPROVED IN THE CURRENT BUDGET:**

Yes

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**AMOUNT AND SOURCE OF FUNDS:**

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**RECOMMENDATION:**

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**SAMPLE MOTION:**

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**COLLABORATING DEPARTMENT:**

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**DEPARTMENT:** Administration

**Prepared by:** Vickie Short

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#### ATTACHMENTS

- [June 10, 2021 Meeting Minutes 6 pm.pdf](#)



**City of Flowery Branch  
City Council Meeting  
Thursday, June 10, 2021, 6:00 PM  
City of Flowery Branch City Hall  
5410 W. Pine Street, Flowery Branch, GA 30542**



**CALL PUBLIC HEARING TO ORDER:**

Mayor Mike Miller called the City Council meeting to order at 6:07 pm.

Present: Mayor James Miller and Council Members, Joe Anglin, Ed Asbridge, Amy Farah, Leslie Jarchow, and Chris Mundy

Also present were Vickie Short, City Manager, Shelia Cooper, Assistant City Clerk, Ron Bennett, City Attorney, and Alisha Gamble, Finance Director

**PLEDGE OF ALLEGIANCE:**

Mayor Miller led the Pledge of Allegiance.

**PUBLIC HEARING:**

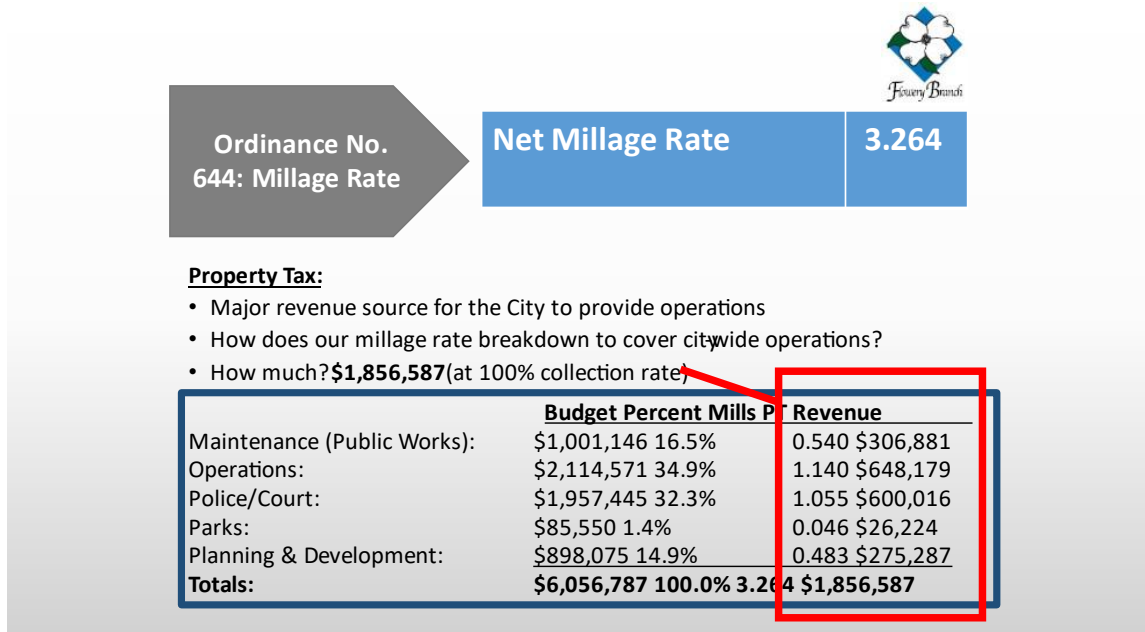
**Second Public Hearing – Ordinance 644 – To adopt an ad valorem tax rate for the Tax Year 2021/Fiscal Year 2022**

Mrs. Gamble presented Ordinance 644 and gave a summary of the millage history for the City from 2002 to 2021. Over the past 19 years, there were three periods of millage rate fluctuations:

- 2002 to 2003: 1.81 millage rate
- 2004 to 2005: increase from 1.81 to 2.837 for a total increase of 1.027 mills.
- 2013 to 2014: increase from 2.837 to 3.337 for a total increase of 0.50 mills.
- 2015 to 2016 decrease from 3.337 to 3.264 for a total decrease of 0.073 mills.
  
- From fiscal year 2016 to 2021, the City's millage rate has been 3.264 mills. Staff is recommending 3.264 mills for fiscal year 2022.
- According to the Hall County Tax Assessors Office, the average fair market value of a home in our area is estimated at \$275,000 which is assessed at 40% of market value calculates to \$359.04 per taxpayer. This is an increase of \$11.18 per taxpayer. 3.264 mills will generate \$1,810,173 in tax revenue for the City to provide services for citizens of Flowery Branch. \$1,810,173 is based on a 97.5% collection rate.

- Keeping the millage rate at 3.264 mills, new or improved properties are estimated to increase revenue by \$162,573 and reassessment of existing real property estimated to increase revenue by \$84,067.
- Major general fund revenues have been reduced 10-25% in FY 2021 due to COVID-19. For FY2022, it is raised back to normal collection rates due to minimal impact from COVID-19.

As indicated in the picture below, Property Tax is a major revenue source for the City to provide operations.

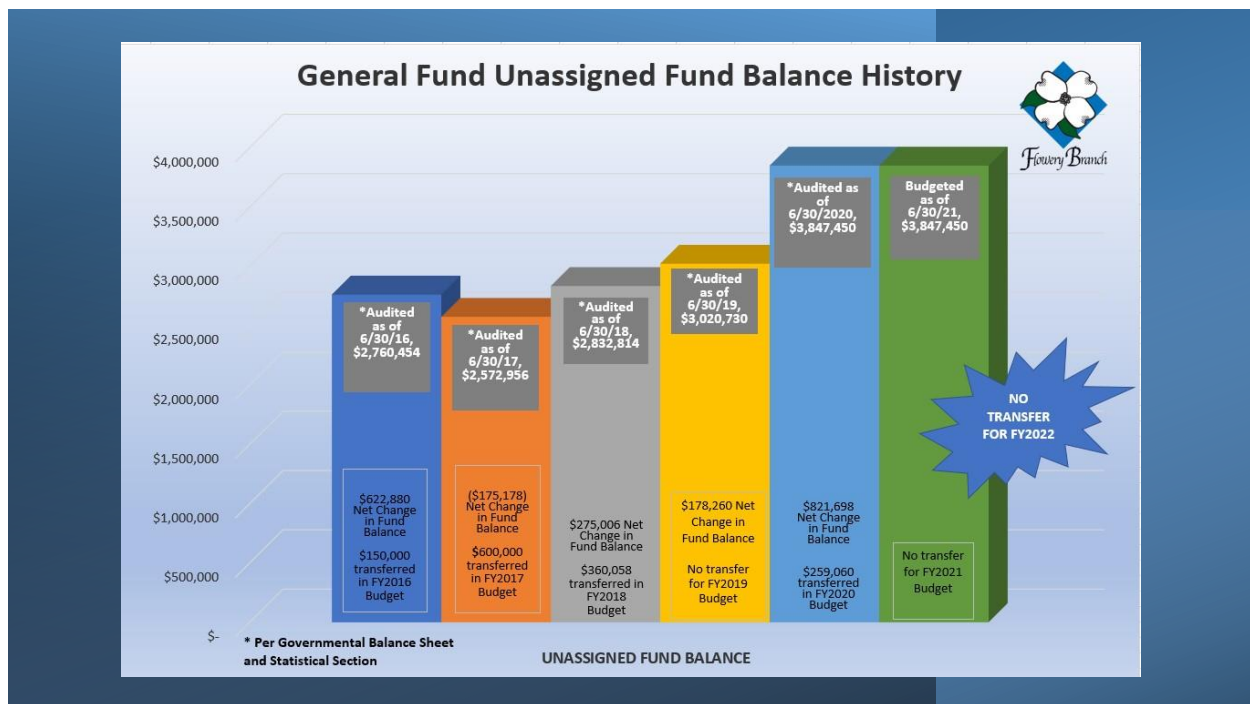


First Public Hearing – Resolution 21-005 – To Adopt the Fiscal Year 2022 Annual Budget

**General Fund Expenditures**

- 2% COLA and 1.75% STEP adjustment for existing employees
- Addition of 7 new positions in the following departments: Finance (1), Police (2), Public Works (2), Planning (1), Tourism (1)
- Overall General Fund Budget = increase of 18.10%, which places us back to normal range before COVID-19.





- The above chart shows the unassigned fund balance history for the general fund. The Government Finance Officers Association recommends no less than 2 months reserves of expenses, but our Council voted to take a more conservative approach and maintain 4.5 months of reserves each year. This budget does present coverage of the 4.5 months of reserves for expenditures.
- We are not budgeting any use of the fund balance in this proposed budget.

### **Water and Wastewater Fund Revenues and Expenses**

- Water and Wastewater Revenue and Expenses show an increase as our community continues to grow with the collection of service charges and fees from water and sewer utility connections. Expenses are on the rise due to three new proposed positions, 2% COLA and 1.75% STEP for existing employees, and increased cost in sludge disposal, chemical and engineering costs as our plant is expanding.
- Council has voted to maintain 6 months of expenditure reserves each year. This budget does encompass coverage of the 6 months of reserves for expenditures.

### **Tax Allocation District (TAD) and Hotel-Motel Tax**

- The Tax Allocation District Budget is focused on the Downtown Development projects that are beginning this month. This budget includes the 5 million in debt that will cover these downtown developments.
- The Hotel-Motel Fund Budget was decreased significantly last year due to COVID-19. This fund is back to a normal range.

**Tax Allocation District Capital Improvement Plan**

| <b>TAX ALLOCATION DISTRICT (CAPITAL IMPROVEMENT PLAN)</b> |                  |                |                |                |                |
|-----------------------------------------------------------|------------------|----------------|----------------|----------------|----------------|
|                                                           | <b>2022</b>      | <b>2023</b>    | <b>2024</b>    | <b>2025</b>    | <b>2026</b>    |
| <b>CAPITAL PROJECTS:</b>                                  |                  |                |                |                |                |
| Pine Street Park & Streetscaping                          | 589,465          |                |                |                |                |
| Market Pavillion Park & Streetscaping                     | 1,331,249        |                |                |                |                |
| Pine Street Improvements                                  | 586,932          |                |                |                |                |
| Old Town Bike-Pedestrian Path                             | 1,010,081        |                |                |                |                |
| Mitchell Street Improvements                              | 851,126          |                |                |                |                |
| Downtown Stormwater Improvements                          | 714,866          |                |                |                |                |
| TRG Annual Tax Increment Loan Payment                     | 30,000           |                |                |                |                |
| Revenue Bonds 2020 Debt Payment                           | 158,800          | 268,794        | 345,494        | 394,794        | 397,444        |
| Fiscal Agent Fees                                         | 3,000            | 3,000          | 3,000          |                |                |
| TAD Fund Reserves                                         |                  |                |                |                |                |
| <b>TOTAL CAPITAL PROJECTS</b>                             | <b>5,275,519</b> | <b>271,794</b> | <b>348,494</b> | <b>394,794</b> | <b>397,444</b> |
| <b>SOURCE OF FUNDS:</b>                                   |                  |                |                |                |                |
| TAD Collections                                           | 105,000          | 124,700        | 152,057        | 185,914        | 200,921        |
| TAD Revenue Bonds Proceeds                                | 5,095,519        |                |                |                |                |
| Transfer In - General Fund                                | 70,000           | 83,133         | 101,371        | 123,942        | 133,948        |
| Interest Revenue                                          | 5,000            | 3,000          | 3,000          |                |                |
| TAD Fund Reserves                                         |                  | 60,961         | 92,066         | 84,938         | 62,575         |
| <b>TOTAL SOURCE OF FUNDS:</b>                             | <b>5,275,519</b> | <b>271,794</b> | <b>348,494</b> | <b>394,794</b> | <b>397,444</b> |

- The above chart shows the Tax Allocation District Capital Improvement Plan.
- Once all the projects are complete, any remaining funding available will be utilized to develop the Old Town Bike Pedestrian Path to provide connectivity to the downtown businesses and parks.

**SPLOST VIII Capital Projects Fund**

- This is a six-year program which includes \$5.7 million for roads, streets, bridges, and sidewalks. We are in the second year of this six-year program.
- Public Works vehicles, facilities, and equipment for \$383,000.
- Park facilities, land, and equipment for \$415,000.
- Public safety vehicles and equipment for \$276,000.

**Local Resources Fund**

- Expenditures include various miles of road paving for FY2022 along with Mitchell Street Improvements, City Wide Sign Project, Downtown Streetscapes and Parks, and City Building Generators Project.

### **Water Sewer Capital Projects Fund**

- For the Water Sewer Capital Projects Fund, the 2022 projects and future projects focus on the plant expansion and water line improvements projects. Projects noted on this schedule may change as we progress through these infrastructure improvements over the next two years.

The City-wide budget change for the recommended fiscal year is 102%. Note the large change is due to the increase to normal activity from the COVID-19 reductions of 10-25% last year plus the Debt proceeds included in this budget.

Staff recommends approval of Resolution 21-005, to adopt the fiscal year 2022 budget.

### **PUBLIC COMMENTS:**

Mike Parker 6728 Willowbrook Trail, Flowery Branch, GA 30542

Mr. Parker wanted to thank the City Council for the job they were doing even though he is not a resident in the city limits. He provided two letters that were sent to the Gainesville Times from a couple of elderly citizens regarding not getting their driver's license at Hall County Driver's Services in a timely manner. He made a couple statements regarding the budget and the impacts of the budget on the community. He also wanted to thank Mayor Miller for his ten years of service to the City of Flowery Branch Community.

### **ADJOURNMENT PUBLIC HEARING:**

Mayor Miller adjourned the public hearing at 6:29 pm.

### **CALL WORK SESSION TO ORDER:**

Mayor Miller called the work session to order at 6:29 pm.

### **UNFINISHED BUSINESS - WORK SESSION:**

First Read to consider a request submitted by Fall Leaf Residential, LLC. to annex and rezone 6495 and 6509 McEver Road with the intent to develop and construct a townhome community.

Mr. Bennett presented this request to annex and rezone 6495 and 6509 McEver Road.

- Annex into the City of Flowery Branch
- Rezone two parcels of land totaling 25+/- acres from Hall County HB and A-III to Flowery Branch R-3
- Construct a townhome 173-unit subdivision.

Timeline below for the Annexation and Rezoning of 6495 and 6509 McEver Road

- April 1, 2021; Public Hearing without citizen objection
- April 7, 2021; Hall County Objects to the annexation

- April 8 – Current; City Staff, applicant, and Hall County try to resolve issues to ensure project can go forward.
- Reduction in units from 173 to 128, one proposed entrance instead of two, details to be included in the Second Read.
- June 10, 2021; First Read
- June 17, 2021; Tentative Second Read of proposed project

Council had questions regarding the annexation and rezoning regarding the site plans and requested to have those plans by Wednesday, June 16, 2021, to allow enough time for Council to review. Mr. Anglin and Mrs. Farah requested a portfolio to review comparable projects this company has done.

Mr. Tommy Barnes, a representative of the applicant, answered that he does not have any work comparable to this project. Mr. Barnes stated he designed this specifically for the applicant. Mr. Barnes stated they have done a similar project in Woodstock, and he will try to get pictures of that development. Council asked about the builder and Mr. Barnes stated that they have two builders that are local to the City of Flowery Branch and do quality work.

#### **ADJOURNMENT WORK SESSION:**

Mayor Miller adjourned the work session at 6:40 pm.

#### **VOTING SESSION AGENDA**

#### **CALL VOTING SESSION TO ORDER:**

Mayor Miller called the voting session to order at 6:40 pm.

#### **UNFINISHED BUSINESS - VOTING SESSION:**

Ordinance 635 - Consider a request submitted by Fall Leaf Residential, LLC. to annex 6495 McEver Road with the intent to develop and construct a townhome community.

Attorney Bennett read the caption to Ordinance 635.

There was a motion made to approve the first reading of Ordinance 635.

MOTION: Ed Asbridge

SECOND: Chris Mundy

AYES: Joe Anglin, Ed Asbridge, Amy Farah, Leslie Jarchow, Chris Mundy

NAYS: None

Motion carried

Ordinance 636 - Consider a request submitted by Fall Leaf Residential, LLC. to annex 6509 McEver Road with the intent to develop and construct a townhome community.

Attorney Bennett read the caption to Ordinance 636.

There was a motion made to approve the first reading of Ordinance 636.

MOTION: Ed Asbridge  
SECOND: Leslie Jarchow  
AYES: Joe Anglin, Ed Asbridge, Amy Farah, Leslie Jarchow, Chris Mundy  
NAYS: None  
Motion carried

Ordinance 637 - Consider a request submitted by Fall Leaf Residential, LLC. to rezone 6495 McEver Road with the intent to develop and construct a townhome community.

Attorney Bennett read the caption to Ordinance 637.

There was a motion made to approve the first reading of Ordinance 637.

MOTION: Joe Anglin  
SECOND: Chris Mundy  
AYES: Joe Anglin, Ed Asbridge, Amy Farah, Leslie Jarchow, Chris Mundy  
NAYS: None  
Motion carried

Ordinance 638 - Consider a request submitted by Fall Leaf Residential, LLC. to rezone 6509 McEver Road with the intent to develop and construct a townhome community.

Attorney Bennett read the caption to Ordinance 638.

There was a motion made to approve the first reading of Ordinance 638.

MOTION: Chris Mundy  
SECOND: Joe Anglin  
AYES: Joe Anglin, Ed Asbridge, Amy Farah, Leslie Jarchow, Chris Mundy  
NAYS: None  
Motion carried

**NEW BUSINESS - VOTING SESSION:**

Consideration of Ordinance 644 – To adopt an ad valorem tax rate for Tax Year 2021/Fiscal Year 2022.

Attorney Bennett read the caption to Ordinance 644.



MOTION: Leslie Jarchow

SECOND: Amy Farah

AYES: Joe Anglin, Ed Asbridge, Amy Farah, Leslie Jarchow, Chris Mundy

NAYS: None

Motion carried

Mayor Miller would like to thank Renee Carden for working tirelessly at the Farmer's Market. He thanked her and the City Staff for their help in the groundbreaking of the Farmer's Market. He also thanked especially Alisha Gamble and Vickie Short for handling the budget and he was very appreciative of the entire staff for working very hard during these trying times.

**ADJOURNMENT:**

There was a motion made to adjourn at 6:54 pm.

MOTION: Amy Farah

SECOND: Ed Asbridge

AYES: Joe Anglin, Ed Asbridge, Amy Farah, Leslie Jarchow, Chris Mundy

NAYS: None

Motion carried

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Mayor – Mike Miller

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Date

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Assistant City Clerk – Shelia Cooper



**FLOWERY BRANCH CITY COUNCIL**

**EXECUTIVE SUMMARY**



**SUBJECT:** Consider June 17, 2021 Meeting Minutes

**COUNCIL MEETING DATE:** July 15, 2021

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**HISTORY:**

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**FACTS AND ISSUES:**

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**OPTIONS:**

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**IF FUNDING IS INVOLVED, ARE FUNDS APPROVED IN THE CURRENT BUDGET:**

Yes

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**AMOUNT AND SOURCE OF FUNDS:**

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**RECOMMENDATION:**

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**SAMPLE MOTION:**

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**COLLABORATING DEPARTMENT:**

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**DEPARTMENT:** Administration

**Prepared by:** Vickie Short

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**ATTACHMENTS**

- [June 17, 2021 Meeting Minutes.pdf](#)



**City of Flowery Branch  
City Council Meeting  
Thursday, June 17, 2021, 6:00 PM  
City of Flowery Branch City Hall  
5410 W. Pine Street, Flowery Branch, GA 30542**



**CALL PUBLIC HEARING TO ORDER:**

Mayor Mike Miller called the council meeting to order at 6:01 pm.

Present: Mayor Miller and Council Members Joe Anglin, Ed Asbridge, Amy Farah, Leslie Jarchow, and Chris Mundy

Also present were Vickie Short, City Manager, Shelia Cooper, Assistant City Clerk, Ron Bennett, City Attorney, Alisha Gamble, Finance Director, Rich Atkinson, City Planner, Bill Whidden, Public Works Director, and Chris Hulse, Police Chief

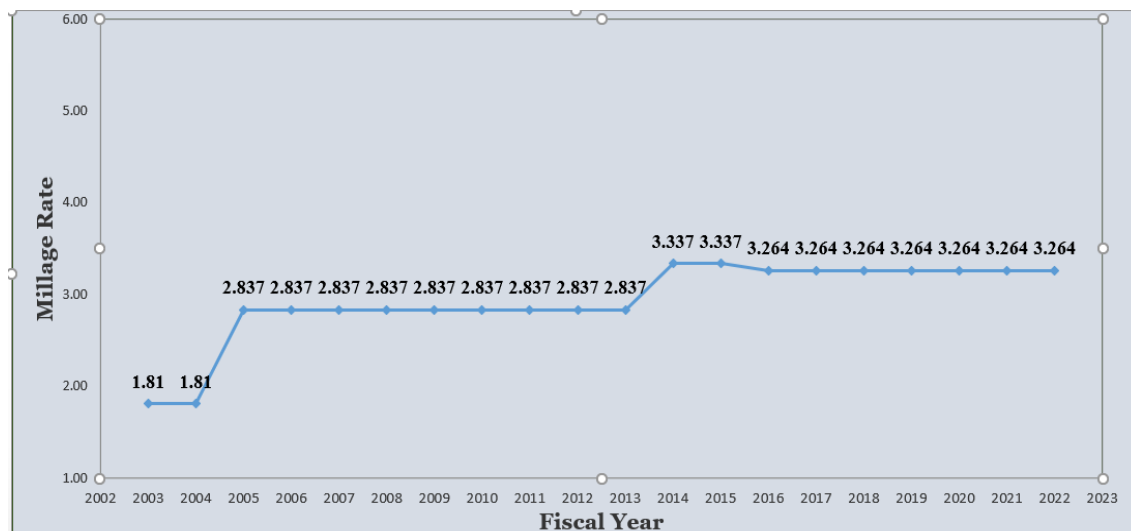
**PLEDGE OF ALLEGIANCE:**

Mayor Miller led the Pledge of Allegiance.

**PUBLIC HEARING:**

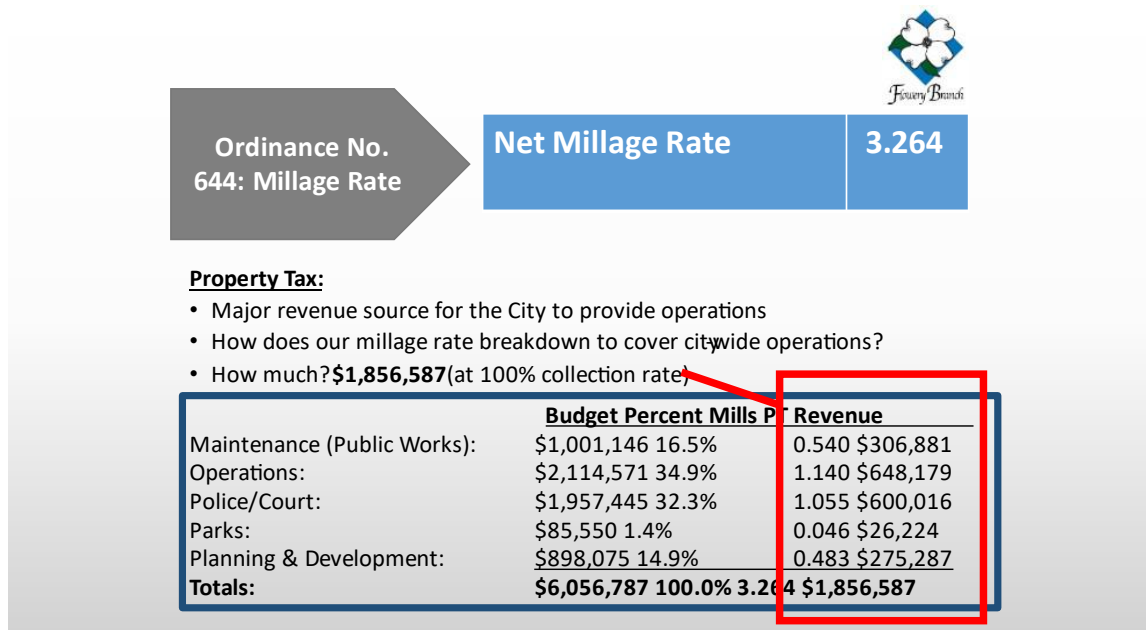
*Final Public Hearing - Ordinance 644 – To adopt an ad valorem tax rate for Tax Year 2021/Fiscal Year 2022*

Mrs. Gamble presented Ordinance 644 and gave a summary of the millage history for the City from 2002 to 2021. Over the past 19 years, there were three periods of millage rate fluctuations:



- 2004 to 2005: increase from 1.81 to 2.837 for a total increase of 1.027 mills.
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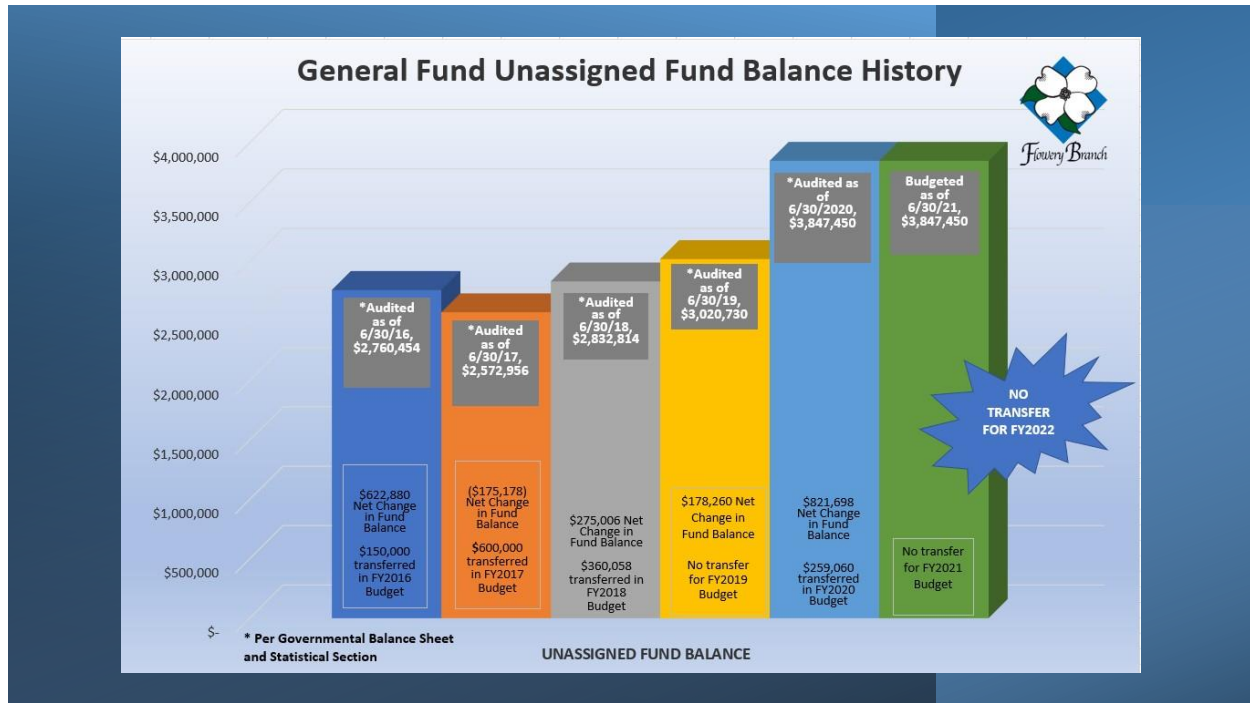


*Final Public Hearing - Resolution 21-005 - To Adopt the Fiscal Year 2022 Annual Budget*

**General Fund Expenditures**

- 2% COLA and 1.75% STEP adjustment for existing employees
- Addition of 7 new positions in the following departments: Finance (1), Police (2), Public Works (2), Planning (1), Tourism (1)

- Overall General Fund Budget = increase of 18.10%, which places us back to normal range before COVID-19.



- The above chart shows the unassigned fund balance history for the general fund. The Government Finance Officers Association recommends no less than 2 months reserves of expenses, but our Council voted to take a more conservative approach and maintain 4.5 months of reserves each year. This budget does present coverage of the 4.5 months of reserves for expenditures.
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- Water and Wastewater Revenue and Expenses show an increase as our community continues to grow with the collection of service charges and fees from water and sewer utility connections. Expenses are on the rise due to three new proposed positions, 2% COLA and 1.75% STEP for existing employees, and increased cost in sludge disposal, chemical and engineering costs as our plant is expanding.
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- The Tax Allocation District Budget is focused on the Downtown Development projects that are beginning this month. This budget includes the 5 million in debt that will cover these downtown developments.



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- Public Works vehicles, facilities, and equipment for \$383,000.
- Park facilities, land, and equipment for \$415,000.
- Public safety vehicles and equipment for \$276,000.

### **Local Resources Fund**

- Expenditures include various miles of road paving for FY2022 along with Mitchell Street Improvements, City Wide Sign Project, Downtown Streetscapes and Parks, and City Building Generators Project.

### **Water Sewer Capital Projects Fund**

- For the Water Sewer Capital Projects Fund, the 2022 projects and future projects focus on the plant expansion and water line improvements projects. Projects noted on this schedule may change as we progress through these infrastructure improvements over the next two years.

The City-wide budget change for the recommended fiscal year is 102%. Note the large change is due to the increase to normal activity from the COVID-19 reductions of 10-25% last year plus the Debt proceeds included in this budget.

Staff recommends approval of Resolution 21-005, to adopt the fiscal year 2022 budget.

### **PUBLIC COMMENTS:**

There were no public comments.

### **UNFINISHED BUSINESS - WORK SESSION:**

Consider Ordinances #639 and #640 for an Annexation and Rezoning requests submitted by Curtis and Carol Iocca for 5575 McEver Road, (Tax Parcel #08111. 003001B)

Mr. Atkinson explained the annexation and rezoning of the applicant into the City. The rezoning from Hall County AIII to Flowery Branch A. The request is due to a failing septic system and soil issues. The applicant was allowed to connect to Flowery Branch sewer with an agreement to annex in as soon as feasible. There are no changes proposed to the residential property.

Consider a request submitted by Fall Leaf Residential, LLC. to annex and rezone 6495 and 6509 McEver Road with the intent to develop and construct a townhome community.

Mr. Atkinson advised that the applicant had made a formal request to withdraw the request to annex and rezone 6495 and 6509 McEver Road with the intent to develop and construct a townhome community.

Consideration of Appraisals and Approval of Values for the Exchange of Real Property between the City of Flowery Branch and Heritage Group Homes, LLC.

Mr. Bennett presented that the appraisal was submitted in 2019 but that he felt it appropriate to accept this appraisal. Mr. Bennett clarified that there would be no money exchange for the land swap. The City is considering using the land for a park.

Resolution 21-006: I-985 Digital Sign Repairs Budget Adjustment

Ms. Short advised that this resolution needs to be tabled due to time restraints.

**NEW BUSINESS -WORK SESSION:**

Approve Resolution 21-008 - 2nd and 3rd Quarter Amendment to the Budget for FY2021 as Previously Adopted on June 25, 2020.

Mrs. Gamble presented Resolution 21-008 and summarized with:

- A balanced budget is required by Georgia Law on Local Government Budgets (36-81-3) and Government Finance Officers Association (GFOA) Best Practices
- Requests will be presented quarterly (if needed) with the presentation of the quarterly financials to ensure the City stays in compliance with balanced budget requirements.
- For more information, please visit: <http://www.audits.ga.gov/NALGAD/36812-6.html>

Farmer's Market Promotion Grant

Ms. Short presented the Farmer's Market Grant Promotion Program.

The poster is titled "Grant Research" in a large, green, sans-serif font. It features three main sections. The first section on the left has a green background with the "USDA United States Department of Agriculture" logo. The second section in the middle has a white background with the "T Mobile HOMETOWN GRANT" logo and a photograph of a town street. The third section on the right has a green background with the "Flowering Branch FARMERS MARKET" logo. Each section lists grant details and requirements.

**Grant Research**

**USDA**  
United States  
Department of Agriculture

**Farmers Market Promotion Program**

- Assist with promoting new market facility to farmers and ranchers in the region
- Pay for Market Manager training and other educational resources
- Help build the market and vendor's presence online

10% match required. Grants up to \$500,000 available

**T Mobile HOMETOWN GRANT**  
INVESTING BIG IN SMALL TOWNS

**T Mobile Hometown Grant Program**

- \$25 Million in grants over 5 years
- Used to enhance public spaces downtown
- May be used to build, rebuild or refresh community spaces in towns with populations under 50,000 people

No match required. Grants up to \$50,000 available

**Flowering Branch FARMERS MARKET**

**DEPARTMENT REPORTS:**

City Manager Report:

- The Finance Department is working on the completion of the Budget Book with a deadline of June 30<sup>th</sup>.
- Public Works reports all City property improvements such as the Depot and Railroad Avenue are underway.

- The Police Department is working on City Park issues with trash and other activities. The City has installed a camera for monitoring. Two additional interviews have taken place for the new positions in the next fiscal year.
- The Wastewater Treatment Plant expects equipment destruction to be completed this week to allow for interim plan improvements needed.

Council Member Ed Asbridge

- Appreciated the staff for working hard on the budget.

Mayor Miller Report:

- Dunkin Ribbon Cutting was Friday, June 11 and is now officially opened.

**ADJOURNMENT WORK SESSION:**

Mayor Miller adjourned the work session at 6:37 pm.

**VOTING SESSION AGENDA**

**CALL VOTING SESSION TO ORDER:**

Mayor Miller called the voting session to order at 6:37 pm.

**PUBLIC COMMENTS:**

Calvin Tanner, 5505 Gainesville Street, Flowery Branch, GA 30542

Mr. Tanner asked to Mayor and Council to approve the Conditional Use Permit that was previously granted to him for his auto repair business in a residentially zoned area.

Gail Tomlinson, Whole Being Café, 5510 Main Street, Flowery Branch, GA 30542

Ms. Tomlinson owns Whole Being Café and lives at 7091 Valley Forge Drive. She has lived in the city for 18 years. Ms. Tomlinson asked for an update on the construction and road paving that will take place on Main Street.

Charles Mull, 5918 Mitchell Street, Flowery Branch, GA 30542

Mr. Mull stated that Mitchell Street is a mess and would like a timeline for the Mitchell Street project. He stated he has signed an easement with Georgia Power.

Ray Stanjevich, 5627 Church Street, Flowery Branch, GA 30542

Mr. Stanjevich stated he and Suzanne, his wife, purchased their house and he and all his neighbors are opposed to the townhome development that is being proposed to go on Church

Street. He has several questions regarding the zoning and the development of the townhomes. He is concerned about the aesthetics of the townhomes and traffic concerns.

Meg McLincha, 5628 Church Street, Flowery Branch, GA 30542

Ms. McLincha is concerned about the recent trash that is in the park. She would like to know the plans for the trash and if there are any improvements planned for Church Street.

**CONSENT AGENDA:**

- Official Adoption of the Comprehensive Plan
- Consider May 20, 2021, Meeting Minutes
- Consider Mayor Miller Per Diem

There was a motion made to approve Consent Agenda:

MOTION: Chris Mundy  
SECOND: Leslie Jarchow  
AYES: Joe Anglin, Ed Asbridge, Amy Farah, Leslie Jarchow, Chris Mundy  
NAYS: None  
Motion carried

**UNFINISHED BUSINESS - VOTING SESSION:**

*Consideration of Appraisals and Approval of Values for the Exchange of Real Property between the City of Flowery Branch and Heritage Group Homes, LLC.*

There was a motion made to approve the appraisals and values for the Exchange of Real Property between the City of Flowey Branch and Heritage Group Homes, LLC.

MOTION: Ed Asbridge  
SECOND: Leslie Jarchow  
AYES: Joe Anglin, Ed Asbridge, Amy Farah, Leslie Jarchow, Chris Mundy  
NAYS: None  
Motion carried



Final Public Hearing - Ordinance 644 – To adopt an ad valorem tax rate for Tax Year 2021/Fiscal Year 2022

Mr. Bennett read the caption.

There was a motion made to approve Ordinance 644 to adopt an ad valorem tax rate for Tax Year 2021/Fiscal Year 2022.

MOTION: Amy Farah  
SECOND: Joe Anglin  
AYES: Joe Anglin, Ed Asbridge, Amy Farah, Leslie Jarchow, Chris Mundy  
NAYS: None  
Motion carried

Final Public Hearing - Resolution 21-005 - To Adopt the Fiscal Year 2022 Annual Budget

Mr. Bennett read the caption.

There was a motion made to approve Resolution 21-005 to adopt the Fiscal Year 2022 Annual Budget.

MOTION: Joe Anglin  
SECOND: Leslie Jarchow  
AYES: Joe Anglin, Ed Asbridge, Amy Farah, Leslie Jarchow, Chris Mundy  
NAYS: None  
Motion carried

Consider Ordinance #639 for an Annexation request submitted by Curtis and Carol Iocca for 5575 McEver Road, (Tax Parcel #08111. 003001B)

Mr. Bennett read the caption.

There was a motion made to approve Ordinance #639 for an Annexation request submitted by Curtis and Carol Iocca for 5575 McEver Road, (Tax Parcel #08111 003001B).

MOTION: Ed Asbridge  
SECOND: Leslie Jarchow  
AYES: Joe Anglin, Ed Asbridge, Amy Farah, Leslie Jarchow, Chris Mundy  
NAYS: None  
Motion carried

Consider Ordinance #640 for a Rezoning request submitted by Curtis and Carol Iocca for 5575 McEver Road, (Tax Parcel #08111. 003001B)

Mr. Bennett read the caption.

There was a motion made to approve Ordinance #640 for a Rezoning request submitted by Curtis and Carol Iocca for 5575 McEver Road, (Tax Parcel #08111 003001B).

MOTION: Joe Anglin  
SECOND: Chris Mundy  
AYES: Joe Anglin, Ed Asbridge, Amy Farah, Leslie Jarchow, Chris Mundy  
NAYS: None  
Motion carried

Consider a request submitted by Fall Leaf Residential, LLC. to formally withdraw the application for Annexation and Rezoning of 6495 and 6509 McEver Road with the intent to develop and construct a townhome community.

Mr. Bennett read the caption.

There was a motion made to withdraw the application for Annexation and Rezoning of 6495 and 6509 McEver Road with the intent to develop and construct a townhome community.

MOTION: Chris Mundy  
SECOND: Joe Anglin  
AYES: Joe Anglin, Ed Asbridge, Amy Farah, Leslie Jarchow, Chris Mundy  
NAYS: None  
Motion carried

Resolution 21-006: I-985 Digital Sign Repairs Budget Adjustment

There was a motion made to deny Resolution 21-006 I-985 Digital Sign Repairs Budget Adjustment.

MOTION: Amy Farah  
SECOND: Leslie Jarchow  
AYES: Joe Anglin, Ed Asbridge, Amy Farah, Leslie Jarchow, Chris Mundy  
NAYS: None  
Motion carried

**NEW BUSINESS - VOTING SESSION:**

Approve Resolution 21-008 - 2nd and 3rd Quarter Amendment to the Budget for FY2021 as Previously Adopted on June 25, 2020.

There was a motion made to approve Resolution 21-008 – 2<sup>nd</sup> and 3<sup>rd</sup> Quarter Amendment to the Budget for FY2021 as Previously Adopted on June 25, 2020.

MOTION: Chris Mundy  
SECOND: Leslie Jarchow  
AYES: Joe Anglin, Ed Asbridge, Amy Farah, Leslie Jarchow, Chris Mundy  
NAYS: None  
Motion carried

Farmer's Market Promotion Grant

There was a motion to authorize City Staff to apply for Farmer's Market Grants to T-Mobile and USDA.

MOTION: Amy Farah  
SECOND: Joe Anglin  
AYES: Joe Anglin, Ed Asbridge, Amy Farah, Leslie Jarchow, Chris Mundy  
NAYS: None  
Motion carried

**EXECUTIVE SESSION:**

There was a motion made to enter executive session at 7:14 pm.

MOTION: Amy Farah  
SECOND: Leslie Jarchow  
AYES: Joe Anglin, Ed Asbridge, Amy Farah, Leslie Jarchow, Chris Mundy  
NAYS: None  
Motion carried

There was a motion made to reconvene open session at 7:56 pm.

MOTION: Leslie Jarchow  
SECOND: Chris Mundy  
AYES: Joe Anglin, Ed Asbridge, Amy Farah, Leslie Jarchow, Chris Mundy  
NAYS: None  
Motion carried

**ADJOURNMENT:**

There was a motion made to adjourn at 7:56 pm.

MOTION: Chris Mundy

SECOND: Leslie Jarchow

AYES: Joe Anglin, Ed Asbridge, Amy Farah, Leslie Jarchow, Chris Mundy

NAYS: None

Motion carried

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Mayor – Mike Miller

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Date

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Assistant City Clerk – Shelia Cooper



## FLOWERY BRANCH CITY COUNCIL

### EXECUTIVE SUMMARY



**SUBJECT:** Consider Clark, Patterson, and Lee proposal for the management services of the construction of the City's wastewater treatment plant.

**COUNCIL MEETING DATE:** July 15, 2021

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**HISTORY:**

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**FACTS AND ISSUES:**

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**OPTIONS:**

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**IF FUNDING IS INVOLVED, ARE FUNDS APPROVED IN THE CURRENT BUDGET:**

No

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**AMOUNT AND SOURCE OF FUNDS:**

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**RECOMMENDATION:**

Approve

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**SAMPLE MOTION:**

Make a motion to allow Vickie Short, the Interim City Manager, to sign the proposal for Clark, Patterson and Lee to provide management services of the construction of the City's wastewater treatment plant.

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**COLLABORATING DEPARTMENT:**

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**DEPARTMENT:** Administration

**Prepared by:** Vickie Short

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**ATTACHMENTS**

- [CPL Sewer Expansion Management Proposal.pdf](#)





July 8, 2021

Ms. Vicki Short, Interim City Manager  
City of Flowery Branch  
PO Box 757  
5410 Pine Street  
Flowery Branch, GA. 30542

VIA EMAIL

RE: City of Flowery Branch  
Wastewater Treatment Plant Program Management Services Proposal

Dear Ms. Short:

CPL Architecture, Engineering, and Planning is pleased to provide this proposal to provide program management services for the construction of the city's wastewater treatment plant, as follows:

**Scope of Work**

1. CPL will represent the city during periodic Owner, Architect, Contractor (OAC) meetings.
2. CPL will manage the project(s) schedule and project budget, including:
  - Reviewing Infratech's applications for payment.
  - Ensuring that Infratech accomplishes the scope of work defined in its task orders with the city.
  - Provide the city with project status and updates.
  - Assist with bidding administration.
  - Working with Infratech Consulting to review contractor applications for payment.
  - Reviewing contractor proposed change orders.
  - Managing contractor submittal and RFI processes.
3. CPL will perform other duties as assigned by staff.

**Fee Proposal**

CPL will perform the above referenced scope of work hourly as indicated in the hourly rates listed in Appendix 'B'. Rich Edinger's time will be billed at \$180/hour. We estimate this work will not exceed \$45,000 over the 26-month permitting, bidding and construction period.

We will not exceed the estimated budget without authorization from the City. Direct expenses will be billed at cost plus 15%. Direct expenses include, but are not limited to, reproduction cost, courier service, mileage, telephone/fax cost, etc.

**TERMS AND CONDITIONS:**

This agreement shall be administered in accordance with the Terms and Conditions listed in Appendix "A" and the hourly rates listed in Appendix "B" attached hereto.

This document together with the exhibits and/or appendices identified herein constitutes the entire understanding between Flowery Branch and CPL with respect to the work to be performed by CPL for the benefit of Flowery Branch and may only be modified in writing signed by both parties.

3011 Sutton Gate Dr.  
Suite 130  
Suwanee, GA 30024  
770.831.9000 TEL  
CPLTeam.com

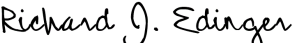
City of Flowery Branch  
Wastewater Treatment Plant Program Management Services Proposal  
July 8, 2021  
Page 2 of 5

Please sign and return the enclosed copy of this letter if this document satisfactorily sets forth the understanding of the arrangement between Flowery Branch and CPL. Receipt of the signed agreement will serve as our notice to proceed. This Contract will be open for acceptance for sixty days from the date of this letter.

We look forward to working with you on this project.

Sincerely,

**CPL ARCHITECTURE ENGINEERING & PLANNING**

DocuSigned by:  
  
DA066B7A3BD341A...  
Richard J. Edinger, P.E.  
Vice President

cc: file

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Vickie Short, Interim City Manager

Invoice Instructions:

Add the following project identifier or Purchase Order No. \_\_\_\_\_

Send our Invoice to the following email address: chere@flowerybranchga.org

Reference the following physical address: PO Box 757  
5410 Pine Street  
Flowery Branch, GA 30542

## APPENDIX "A" TERMS AND CONDITIONS

1. CPL Architecture, Engineering, and Planning (hereinafter CPL) shall perform the services defined in this Letter Agreement and Client agrees to pay CPL for said services as set forth in the agreement. In providing services under this Agreement, CPL shall perform in a manner consistent with and limited to that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances at the same time and in the same or similar locality. CPL makes no warranty, express or implied, as to its professional services rendered under this Agreement. Accordingly, the Client should prepare and plan for clarifications and modifications, which may impact both the cost and schedule of the Project.
2. All documents including Drawings and Specifications prepared by CPL are instruments of service in respect to the Project. They are not intended or represented to be suitable for reuse by Client or others on extensions of the Project or on any other project. Any reuse without written verification or adaptation by CPL for the specific purpose intended will be at Client's sole risk and without liability or legal exposure to CPL; and Client shall indemnify and hold harmless CPL from all claims, damages, losses, and expenses including attorneys' fees arising out of or resulting therefrom. Any such verification or adaptation will entitle CPL to further compensation at rates to be agreed upon by Client and CPL.
3. Client agrees to additionally compensate CPL for services resulting from significant changes in general scope of Project, for revising previously accepted reports, studies, design documents, or Contract Documents, or for delays caused by others rather than CPL.
4. Construction cost estimates prepared by CPL represents CPL's best judgment as professionals familiar with the construction industry. It is recognized, however, that CPL has no control over cost of labor, materials, or equipment, over contractors' methods of determining bid prices, or over competitive bidding or market conditions. CPL cannot and does not guarantee that proposals, bids, or actual construction costs will not vary from cost estimates prepared by CPL.
5. If requested by Client or if required by the scope of services of the Agreement, CPL shall visit the site at intervals appropriate to the stage of construction to become generally familiar with the progress and quality of the work and to determine in general if the work is proceeding in accordance with the Contract Documents. However, CPL shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the work. CPL shall not have control or charge of and shall not be responsible for construction means, methods, techniques, sequences, or procedures, or for safety precautions and programs in connection with the Work, for the acts or omissions of the contractor, subcontractors, or any other persons performing any of the work, or for the failure of any of them to carry out the work in accordance with the Contract Documents.
6. Surveying will be provided as stated in the Agreement. Surveying provided on an hourly basis will be charged with a 4-hour minimum at the hourly rates in effect at the time the service is performed. Replacement of survey markers resulting from contractor disturbance or vandalism will be accomplished on an hourly basis.
7. The cost of permits, fees, toll telephone calls, courier service, reproduction of reports, Drawings, and Specifications, transportation in connection with the Project, and other out of pocket expenses will be reimbursed to CPL by Client at cost plus 15%.
8. CPL shall submit monthly statements for services rendered and for reimbursable expenses incurred. Statements will be based upon CPL's time of billing. Payment is due upon receipt of CPL's Statement. If Client fails to make any payment due CPL for services and expenses within 30 days after the date of CPL's statement therefore, the amounts due CPL shall include a charge at the rate of 1.5% per month (18% per annum), or portion thereof, from said 30th day, and, in addition, CPL may, after giving 7 days' written notice to Client, suspend services under this Agreement until CPL has been paid in full all amounts due CPL are collected through an attorney or collection agency, Client shall pay all fees and costs of collection.
9. This Agreement may be terminated by either party upon 7 days' written notice should the other party fail substantially to perform in accordance with its terms through no fault to the party initiating termination, or in the event Project is cancelled. In the event of termination, CPL shall be paid the compensation plus Reimbursable Expenses due for services performed to termination date.
10. This Agreement shall be governed by the laws of the State Georgia. In recognition of the relative risks and benefits of the Project to both the Client and the Consultant, the risks have been allocated such that the Client agrees, to the fullest extent permitted by law, to limit the liability of the Consultant and Consultant's officers, directors, partners, employees, shareholders, owners and subconsultants for any and all claims, losses, costs, damages of any nature whatsoever or claims expenses from any cause or causes, including attorneys' fees and costs and expert-witness fees and costs, so that the total aggregate liability of the Consultant and Consultant's officers, directors, partners, employees, shareholders, owners and subconsultants shall not exceed \$15,000 or the Consultant's total fee for services rendered on this Project, whichever is greater. It is intended that this limitation apply to any and all liability or cause of action, including without limitation active and passive negligence, however alleged or arising, unless otherwise prohibited by law. In no event shall the Consultant's liability exceed the amount of available insurance proceeds. In the event the Client does not wish to limit the Consultant's professional liability, the Consultant agrees to waive this limitation upon written notice from the Client and agreement of the Client to pay 25% of the Consultant's total fee within five (5) calendar days after this agreement is fully executed. This additional fee is in consideration of the greater risk involved in performing work for which there is no limitation of liability.

City of Flowery Branch  
Wastewater Treatment Plant Program Management Services Proposal  
July 8, 2021  
Page 4 of 5

11. The services to be performed by CPL under this Agreement are intended solely for the benefit of the Client. Nothing contained herein shall confer any rights upon or create any duties on the part of CPL toward any persons not a party to this Agreement including, but not limited to, any contractor, subcontractor, supplier, or the agents, officers, employees, insurers, or sureties of any of them.

12. Client and CPL each binds himself and his partners, successors, executors, administrators, and assigns to the other party to this Agreement and to the partners, successors, executors, administrators, and assigns of such other party, in respect to all covenants of this Agreement. Neither Client nor CPL shall assign, sublet, or transfer his interest in this Agreement without the written consent of the other; however, CPL may employ others to assist in the carrying out of duties under this Agreement.

13. In the event the Client, the Client's contractors or subcontractors, or anyone for whom the Client is legally liable makes or permits to be made any changes to any reports, plans, specifications or other construction documents, including electronic files, prepared by CPL without obtaining CPL's prior written consent, the Client shall assume full responsibility for the results of such changes. Therefore, the Client agrees to waive any claim against CPL and to release CPL from any liability arising directly or indirectly from such changes. In addition, the Client agrees, to the fullest extent permitted by law, to indemnify and hold harmless CPL from any damages, liabilities or costs, including reasonable attorneys' fees and costs of defense, arising from such changes. The Client also agrees to include in any contracts for construction appropriate language that prohibits the Contractor or any subcontractors of any tier from making any changes or modifications to CPL's construction documents, including electronic files, without the prior written approval of CPL and that further requires the Contractor to indemnify both CPL and the Client from any liability or cost arising from such changes made without such proper authorization.

**APPENDIX "B"**  
**CPL HOURLY RATES**

|                                                         |                          |
|---------------------------------------------------------|--------------------------|
| <b>PRINCIPAL ENGINEER</b>                               | <b>\$210 - \$240/HR</b>  |
| <b>PROJECT MANAGER</b>                                  | <b>\$180 - \$210/HR</b>  |
| <b>SR. STAFF ENGINEER / SR. ARCHITECT / SR. PLANNER</b> | <b>\$ 145 - \$165/HR</b> |
| <b>STAFF ENGINEER / ARCHITECT / PLANNER</b>             | <b>\$ 125 - \$150/HR</b> |
| <b>JR. ENGINEER / JR. ARCHITECT / JR. PLANNER</b>       | <b>\$ 85 - \$125/HR</b>  |
| <b>DESIGNER / DRAFTPERSON</b>                           | <b>\$ 60 - \$70/HR</b>   |
| <b>JR. DESIGNER / JR. DRAFTPERSON / JR. PLANNER</b>     | <b>\$ 50 - \$55/HR</b>   |
| <b>SECRETARIAL</b>                                      | <b>\$ 45/HR</b>          |
| <b>AUTO MILEAGE</b>                                     | <b>IRS RATE + 15%</b>    |
| <b>MISCELLANEOUS</b>                                    | <b>COST PLUS 15%</b>     |

Last revised March 1, 2019



## FLOWERY BRANCH CITY COUNCIL

### EXECUTIVE SUMMARY



**SUBJECT:** Consider Black and Veatch Proposal for Capacity Study of Wastewater Treatment Facility

**COUNCIL MEETING DATE:** July 15, 2021

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**HISTORY:**

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**FACTS AND ISSUES:**

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**OPTIONS:**

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**IF FUNDING IS INVOLVED, ARE FUNDS APPROVED IN THE CURRENT BUDGET:**

No

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**AMOUNT AND SOURCE OF FUNDS:**

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**RECOMMENDATION:**

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**SAMPLE MOTION:**

Motion to allow Vickie Short, the Interim City Manager, to have Black and Veatch proceed on the Capacity Study of the Wastewater Treatment Facility.

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**COLLABORATING DEPARTMENT:**

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**DEPARTMENT:** Administration

**Prepared by:** Vickie Short

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**ATTACHMENTS**

- [Black & Veatch Proposal.pdf](#)





**BLACK & VEATCH**  
Building a **world** of difference.®

**Stephen L. Simpson, P.E., ENV S.P.**  
**Senior Project Manager**  
6 CONCOURSE PARKWAY, SUITE 1600  
ATLANTA, GA 30328  
770 521 8105 P  
678 923 6989 C

June 7, 2021

City of Flowery Branch  
Flowery Branch WWTP Interim  
Improvements

**B&V PN: CRM 128071**  
**B&V File: 11.1200**

Mr. Bob Troxler, PE  
Infratech Consultants, Inc  
1301 Hightower Trail  
Suite 130  
Atlanta, GA 30350

**Project Task Order**

Dear Bob:

Attached is the proposed scope of work and level of effort estimate as you requested to develop an interim improvements plan for the Flowery Branch WWTP to provide increased treatment capacity prior to the construction of the planned plant expansion.

As discussed, we believe we can accomplish the site meeting, technical evaluation and improvement sketches in one month from notice to proceed with the written preliminary engineering report following the improvement sketches deliverable by one month. This would enable the City to begin procuring construction services more quickly as discussed.

We understand that we would be working through subcontract with Infratec and believe that your standard form of contract with edits we suggested (with the 20-day window to pay) is acceptable.

We appreciate the opportunity to provide professional engineering services to the City of Flowery Branch and look forward to working with you. Please let me know if you have any questions.

Best Regards,  
BLACK & VEATCH

Stephen L. Simpson, P.E., ENV S.P.  
Senior Project Manager

Enclosure[s]

## **FLOWERY BRANCH WATER QUALITY RECLAMATION FACILITY CAPACITY STUDY**

### **1. Meetings and Site Visits**

Engineer shall coordinate project meetings, including documenting staff attendance, providing meeting minutes and following up on actions from meetings. The following meetings are included in the scope:

- 1.1. Site visit/Process Alternatives Meeting – Engineer will conduct an in-person site meeting at the Flowery Branch Water Quality Reclamation facility to review the scope of the study with City staff, to outline process alternatives, and agree on improvement approach.
- 1.2. Technical memo review meeting – Engineer shall conduct a review meeting on site to discuss the study outcome, preliminary engineering report and recommendations.

### **2. Establish Baseline Performance**

- 2.1. Data & information review – Engineer shall review influent, effluent and plant operational data as well as existing site drawings to establish current performance of the plant and its limitations.
- 2.2. Develop biowin model – Engineer shall develop a Biowin™ model of the plant that will be adjusted to match current performance to a level of accuracy sufficient to support evaluation of process alternatives. This effort will be based on existing plant data and no special sampling will be carried out.
- 2.3. Prepare current capacity statement – The outcome of this task will be a capacity statement that defines current capacity of the facility.

### **3. Alternatives Analysis**

- 3.1. Identify process alternatives – Engineer shall identify and document 2 potential process alternatives for discussion and review with the City at the process alternatives meeting. During the meeting, the desired process alternative will be selected for further analysis.
- 3.2. Evaluate process alternative – Engineer shall evaluate the desired process alternatives using the process model to predict expected performance with respect to flow and load.
- 3.3. Develop layout sketches – Engineer shall mark-up existing drawings in pdf format to document the required plant improvements for construction.
- 3.4. Prepare high-level hydraulic analysis – Engineer shall document the existing plant flexibility to use existing EQ under normal and peak flow conditions.

### **4. Prepare Technical Memorandum**

Engineer shall prepare a Technical Memorandum to summarize the analysis and document the recommendations for approval.



**BLACK & VEATCH**

**Flowery Branch WRF Interim Improvements  
Level of Effort Estimate**

| <b>Project Estimates</b>       |                                         | Principal     | Subject Matter Specialist | Senior Engineer | Engineer      | Total Hours | Total Cost         |
|--------------------------------|-----------------------------------------|---------------|---------------------------|-----------------|---------------|-------------|--------------------|
| <i>Billing Rates (\$/Hour)</i> |                                         | <b>240.00</b> | <b>227.00</b>             | <b>190.00</b>   | <b>150.00</b> |             |                    |
| <b>1.0</b>                     | <b>Meetings and Workshops</b>           | <b>8</b>      | <b>8</b>                  | <b>0</b>        | <b>0</b>      | <b>16</b>   | <b>\$3,736.00</b>  |
| 1.1                            | Site visit/Process alternatives Meeting | 4             | 4                         |                 |               | 8           | \$1,868.00         |
| 1.2                            | Technical memo review meeting           | 4             | 4                         |                 |               | 8           | \$1,868.00         |
| <b>2.0</b>                     | <b>Establish Baseline Performance</b>   | <b>4</b>      | <b>24</b>                 | <b>4</b>        | <b>16</b>     | <b>48</b>   | <b>\$9,568.00</b>  |
| 2.1                            | Data & information review               | 4             | 12                        | 4               | 16            | 36          | \$6,844.00         |
| 2.2                            | Develop blowin model                    |               | 8                         |                 |               | 8           | \$1,816.00         |
| 2.3                            | Prepare current capacity statement      |               | 4                         |                 |               | 4           | \$908.00           |
| <b>3.0</b>                     | <b>Process Alternatives Analysis</b>    | <b>8</b>      | <b>48</b>                 | <b>4</b>        | <b>24</b>     | <b>84</b>   | <b>\$17,176.00</b> |
| 3.1                            | Identify process alternatives           | 2             | 6                         |                 |               | 8           | \$1,842.00         |
| 3.2                            | Evaluate process alternative            | 2             | 16                        |                 |               | 18          | \$4,112.00         |
| 3.3                            | Develop layout sketches                 | 2             | 24                        |                 | 24            | 50          | \$9,528.00         |
| 3.4                            | Prepare high-level hydraulic analysis   | 2             | 2                         | 4               |               | 8           | \$1,694.00         |
| <b>4.0</b>                     | <b>Prepare Technical Memorandum</b>     | <b>4</b>      | <b>24</b>                 | <b>20</b>       | <b>32</b>     | <b>80</b>   | <b>\$15,008.00</b> |
| <b>TOTAL BUDGET</b>            |                                         |               |                           |                 |               |             |                    |
| <b>Total Hours</b>             |                                         | <b>24</b>     | <b>104</b>                | <b>28</b>       | <b>72</b>     | <b>228</b>  | <b>\$45,488.00</b> |
| <b>Total Expenses</b>          |                                         |               |                           |                 |               | -           | <b>\$100.00</b>    |
| <b>Total</b>                   |                                         |               |                           |                 |               | -           | <b>\$45,588.00</b> |





## FLOWERY BRANCH CITY COUNCIL

### EXECUTIVE SUMMARY



**SUBJECT:** Consider Resolution 21-009 - Mercer Group Professional Services Contract and Budget Amendment

**COUNCIL MEETING DATE:** July 15, 2021

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**HISTORY:**

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**FACTS AND ISSUES:**

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**OPTIONS:**

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**IF FUNDING IS INVOLVED, ARE FUNDS APPROVED IN THE CURRENT BUDGET:**

No

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**AMOUNT AND SOURCE OF FUNDS:**

\$21,700 from contingency

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**RECOMMENDATION:**

Approve Resolution 21-009 - Mercer Group Professional Services Contract and Budget Amendment

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**SAMPLE MOTION:**

I make a motion to approve for the Mayor to execute Resolution 21-009 executing the Mercer Group contract and authorizing the budget adjustment for said contract.

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**COLLABORATING DEPARTMENT:**

Finance

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**DEPARTMENT:** Administration

**Prepared by:** Vickie Short

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**ATTACHMENTS**

- [Resolution\\_21-009.pdf](#)
- [Attachment A - Budget Amendment Form.pdf](#)
- [Mercer Group Agreement.pdf](#)

**RESOLUTION NO.: 21-009**

**A RESOLUTION TO REQUEST APPROVAL OF PROFESSIONAL  
SERVICES CONTRACT WITH THE MERCER GROUP AND  
AMENDMENT TO THE FY2022 BUDGET**

**WHEREAS**, the City of Flowery Branch counsel is working on filling the City Manager position;

**WHEREAS**, the Counsel seeks authorization to establish professional services contract with the Mercer Group to advertise and market for candidates for the City Manager position for a total cost of \$21,700;

**WHEREAS**, the City Council approved a budget for fiscal year 2022 for the City of Flowery Branch on June 17, 2021 by Resolution 21-008; and

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

**WHEREAS**, this adjustment maintains a balanced budget for all funds.

**NOW, THEREFORE, BE IT RESOLVED THAT** the governing body for the City of Flowery Branch hereby approves for the Mayor to sign the professional services contract with the Mercer Group for a total cost of \$21,700; and

**NOW, THEREFORE, BE IT RESOLVED THAT** the governing body for the City of Flowery Branch hereby adopts the adjustment to the budget listed on Attachment A, attached hereto and made a part of the Resolution.

**RESOLVED this 15th day of July 2021.**

\_\_\_\_\_  
James M. Miller, Mayor

ATTEST:

\_\_\_\_\_  
Shelia Cooper, Assistant City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
E. Ronald Bennett, Jr., City Attorney



**City of Flowery Branch  
Request For Budget Adjustment**



**ATTACHMENT A**

Fund/Department: 100 Effective Date: 7/1/2021

| Account Number  | Account Name                         | Current Budget | Debit (Credit) | Revised Budget |
|-----------------|--------------------------------------|----------------|----------------|----------------|
|                 |                                      |                |                | -              |
| 100-0000-579000 | Contingency                          | 137,947        | (21,700)       | 116,247        |
| 100-1320-521204 | City Manager / Professional Services | -              | 21,700         | 21,700         |
|                 |                                      |                |                | -              |
|                 |                                      |                |                | -              |
|                 |                                      |                |                | -              |
|                 |                                      |                |                | -              |
|                 |                                      |                |                | -              |
|                 |                                      |                |                | -              |
|                 |                                      |                |                | -              |
|                 |                                      |                |                | -              |
|                 |                                      |                |                | -              |
|                 |                                      |                |                | -              |
|                 |                                      |                |                | -              |
|                 |                                      |                |                | -              |
|                 |                                      |                |                | -              |
|                 |                                      |                |                | -              |
|                 |                                      |                |                | -              |
|                 |                                      |                |                | -              |
|                 |                                      |                |                | -              |
|                 |                                      |                |                | -              |
|                 |                                      |                |                | -              |
|                 |                                      |                |                | -              |
|                 |                                      |                |                | -              |
|                 |                                      |                |                | -              |
|                 |                                      |                |                | -              |
|                 |                                      |                |                | -              |
|                 |                                      |                |                | -              |
|                 |                                      |                |                | -              |
| Totals          |                                      | \$ 137,947     | \$ -           | \$ 137,947     |

Justification: RESOLUTION 21-009: BUDGET AMENDMENT TO FY2022 APPROVED BUDGET FROM JUNE 17, 2021.  
(Mercer Group Contract)

Approvals: Finance Director: *Christa L. Gaudin* Date: 7/2/2021  
City Manager: \_\_\_\_\_ Date: \_\_\_\_\_  
Mayor: \_\_\_\_\_ Date: \_\_\_\_\_

|                                             |                         |
|---------------------------------------------|-------------------------|
| <i>Finance Department Use</i>               |                         |
| Posted By: _____                            | Date Posted: _____      |
| Council Action Required: Yes _____ No _____ | Budget Adjust. #: _____ |



## MERCER GROUP ASSOCIATES



REDDISH EXECUTIVE SEARCH, LLC

107 Indigo Lane  
Athens, GA 30606

(706) 614 4961  
alanreddish51@gmail.com

TO: Mayor and Council  
City of Flowery Branch

FR: Alan Reddish, Senior Associate  
Mercer Group Associates

RE: City Manager Search Proposal

DT: June 24, 2021

Thank you for allowing Reddish Executive Search Associates, dba Mercer Group Associates to provide a proposal to assist the City of Flowery Branch with its search for a City Manager. This appointment is an important decision, and the selection process should be conducted carefully to ensure that the person selected truly satisfies the unique needs of the City. Mercer Group Associates will provide a quality search process by partnering with the City to recruit a City Manager who embraces the values of the Flowery Branch community and has the requisite professional management experience necessary for success.

Mercer Group has extensive experience conducting executive level searches for local governments across the country. The team specifically assigned to your project, Alan Reddish and Lisa Ward, has conducted over 45 local government searches in Georgia in the last four years. They are former Georgia local government practitioners whose Georgia experience and knowledge base are unmatched by other firms.

Mr. Reddish and Ms. Ward will be the professionals you interact with throughout the entire search process and are available to be on-site three times during the search process (if allowed by Covid-19 restrictions). If additional on-site visits are needed, visits can be easily arranged since your project will be managed from our office in Athens. Biographical information about our team members is shown below along with a partial list of Georgia searches they have conducted.

### **W. Alan Reddish, Senior Associate**

Mr. Reddish specializes in Executive Search for the Mercer Group and will serve as the Project Manager for your search. He has over 35 years of experience as a local government manager serving as Manager in three Georgia communities, most recently retiring as Manager of the Unified Government of Athens-Clarke County after 15 years of service. In that capacity Mr. Reddish was responsible for an operating budget exceeding \$190 million, 1700 employees, and



three capital programs totaling over \$500 million. During his tenure as Manager, Mr. Reddish conducted many national searches to recruit and hire a professional team of department directors to ensure efficient delivery of services to the Athens-Clarke County community of 123,000, which is home to the University of Georgia. Positions filled included Asst. County Manager, Finance Director, Information Technology Director, Leisure Services Director, Police Chief, Fire Chief, Solid Waste Director, Economic Development Director, and Human Resources Director.

Mr. Reddish's professional career also includes three years of service as the Associate Director of the Carl Vinson Institute of Government at the University of Georgia. In that role he was responsible for the management of faculty and support staff that delivered 500 training and professional development programs annually to local and state government officials throughout Georgia.

Mr. Reddish holds a Bachelor's degree in Political Science from the University of Georgia and a Master's degree in Public Administration from Troy State University. He received the first *Pillar of the Profession Award* from the Georgia City/County Management Association which annually recognizes a person that has demonstrated a sustained commitment to personal and professional development along with mentoring, coaching, and counseling peers and other local government officials.

#### **Lisa A. Ward, Senior Associate**

Lisa Ward will serve as the Senior Consultant for this project. Ms. Ward has 30 years of combined government and human resources experience. She worked for many years at the Director level in various Human Resources functions of local government. Prior to becoming a member of the Mercer team, Ms. Ward was responsible for developing, implementing, and administering programs and policies for the nation's second largest Electric Membership Corporation (EMC). Ms. Ward handled all employee benefits administration, recruiting and retention strategies, as well as employee performance management, training, and development. She has been responsible for self-funded insurance programs including, health, dental, short-term disability, general liability, and worker's compensation, managing millions of dollars annually.

Ms. Ward retired June 1, 2008, as an officer from United States Air Force with 23 years of active and reserve military service. During her military career she served in three branches of the armed forces: Navy, Army and Air Force which provided her an in-depth understanding of the importance of diversity, confidentiality, and leadership development.

Ms. Ward has a Master's Degree in Public Administration (MPA) from the University of North Florida in Jacksonville, Florida and a Bachelor's Degree in Psychology from the University of Nebraska. In July 2016, Lisa attended the Senior Executive Institute (SEI) at the University of Virginia focusing on high performing organizations. She is a Human Resources professional and



holds her PHR and SHRM-CP certifications. Ms. Ward served as the President of the Athens-Area Society for Human Resources Management (AASHRM) from 2016-2018 and recently served on the ICMA Veteran's Task Force. She serves as a volunteer Guardian Ad Litem in her community advocating for children in need for the local court system. Ms. Ward also serves as a Board Member for the non-profit organization, Blessings in a Backpack, feeding children that would otherwise go without meals on the weekends.

**Partial List of Searches Conducted by the Mercer Group Associates—Georgia Team:**

City/County Managers and Administrators

- Roswell, Social Circle, Brunswick, Norcross, Cartersville, Clarkston, Glynn County, Avondale Estates, South Fulton, Fairburn
- Assistant Managers: Liberty County, Carrollton, Bryan County

Human Resources Directors

- Hall County, Richmond Hill, Bryan County, Savannah, Henry County, Clayton County Water Authority,

Public Works, Engineers, Stormwater Directors

- Lawrenceville, Savannah, Bryan County, Milton, Statesboro, Newnan, Valdosta

Planning/Community Development Directors

- Coweta County, Bryan County, Statesboro, Winder

Police Chiefs

- Columbus, Savannah, Chamblee, Forest Park, Valdosta

The proposed Professional Services Agreement and Scope of Services for your search is attached below as Attachment "A". We look forward to working with Flowery Branch on this important project. If you have any questions concerning our proposal, please give me a call at 706-614-4961 or email me at [alanreddish51@gmail.com](mailto:alanreddish51@gmail.com).

Sincerely,

W. Alan Reddish  
Senior Associate  
Mercer Group Associates



**PROFESSIONAL SERVICES AGREEMENT**

This AGREEMENT, made as of this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by and between **REDDISH EXECUTIVE SEARCH ASSOCIATES LLC, dba Mercer Group Associates** and the **CITY OF FLOWERY BRANCH** a municipal corporation of the state of Georgia.

**WITNESSETH:**

WHEREAS, the City of Flowery Branch (hereinafter referred to as "City") has made a request for a final proposal from Reddish Search Associates LLC, dba Mercer Group Associates (hereinafter referred to as "Mercer") to assist the City in conducting a search for a City Manager (hereinafter referred to as "Manager"); and

WHEREAS, the City selected Mercer's proposal as the proposal that best meets its needs and the City desires to hire Mercer to perform the search; and

WHEREAS, Mercer desires to provide professional assistance to the City as it undertakes its responsibility of hiring a City Manager.

NOW THEREFORE, in consideration of the following mutual covenants and other good and valuable consideration, the receipt and adequacy of which is hereby acknowledged by all parties hereto, Mercer and the City hereby agree as follows:

1. Mercer agrees to work with the City to conduct an effective search process for filling the position of City Manager in accordance with the Scope of Services outlined and attached (Appendix "A") and made a part of this agreement.
2. The City agrees to compensate Mercer for its services with a base fee of \$17,500 (seventeen thousand five hundred dollars). The City also agrees to reimburse Mercer for direct expenses incurred such as advertising, third-party background checks, consultant travel/lodging, report preparation and other reasonable incidentals. Cost for direct expenses will not exceed \$4,200 (four thousand two hundred dollars) without written approval of the City. The cost for final candidates to travel to Flowery Branch for interviews or other reasons required by the City is not included in this agreement. Those costs may be paid by the City directly to the candidates on a reimbursement basis and are difficult to estimate because they are dependent upon the number of candidates the City selects to interview, and the distance candidates must travel for the interviews.

The City agrees to pay one-third of the base fee (\$5,833.33) at the time notice to proceed



is given to Mercer; one-third (\$5,833.33) when applications are closed and Mercer provides a recommended list of semi-finalists to the City to be approved for more intensive review by Mercer; and the final one-third (\$5,833.33) when interview packages of the semi-finalist, recommended by Mercer and approved by the City, are delivered to the City and interview dates are established by Mercer in coordination with the City. All payments for agreed upon services shall be due and payable upon the submittal of an invoice by Mercer describing services completed.

3. The City and Mercer both agree that this Agreement shall be governed by the laws of the State of Georgia.
4. The City and Mercer agree that Reddish Executive Search Associates LLC, dba Mercer Group Associates is an independent contractor to the City and Mercer acknowledges that it will not be the recipient of any benefits granted to employees by the City.
5. Mercer confirms that the firm presently is a member of the E-Verify program and will apply the E-Verify process during the entire duration of this contract to ensure the firm does not employ or sub-contract with persons who are illegal aliens or who otherwise cannot legally work in the United States.
6. Mercer confirms that the firm is an equal opportunity employer and assures equal opportunity based on ability and fitness for all employees, contractors, and applicants regardless of race, color, religion, sex or sexual orientation, age, marital or veteran's status, national origin, or the presence of any sensory, mental, or physical disability. Our equal employment policy is disseminated to all applicants, employees, and contractors. The intent of this policy applies to internal operations, recruitment, and consulting activities conducted by the firm.
7. The City and Mercer both agree that in the event any dispute arises between the parties, the complaining party shall promptly notify the other of the dispute in writing. Each party shall respond to the other party in writing within ten (10) working days of the receipt of such notice.
8. The City and Mercer both agree that any amendments to this Agreement shall be made in writing and executed by both parties. No proposed amendment which is not in writing and executed by both parties shall affect the terms of this agreement.
9. The parties shall have the right at either party's convenience to terminate this Agreement following ten (10) days written notice to the affected party. Should either party terminate this agreement, the City shall only be obligated to pay Mercer for those services rendered as of the date of termination.





**REDDISH EXECUTIVE SEARCH ASSOCIATES, LLC**  
**dba Mercer Group Associates**

*W. Alan Reddish*

**W. Alan Reddish**  
**Senior Associate**

**CITY OF FLOWERY BRANCH, GA**

**BY:** \_\_\_\_\_

(Name and Title)

**Attest:** \_\_\_\_\_



## Appendix "A"

### Scope of Services: Flowery Branch City Manager

#### PROJECT TEAM

The following Mercer team members will be responsible for assisting the City with its search for a City Manager.

##### **W. Alan Reddish, Senior Associate**

Mr. Reddish specializes in Executive Search for the Mercer Group and will serve as the Project Manager and primary contact for this search. He focuses his work on the State of Georgia having completed dozens of Georgia local government executive searches over the past four years.

Mr. Reddish has over 35 years of experience as a local government manager serving as Manager in three Georgia communities, most recently retiring as Manager of the Unified Government of Athens-Clarke County after 15 years of service. In that capacity Mr. Reddish was responsible for an operating budget exceeding \$190 million, 1700 employees, and three capital programs totaling over \$500 million. During his tenure as Manager, Mr. Reddish conducted many national searches to recruit and hire a professional team of department directors to ensure efficient delivery of services to the Athens-Clarke County community of 123,000, which is home to the University of Georgia.

Mr. Reddish's professional career also includes three years of service as the Associate Director of the Carl Vinson Institute of Government at the University of Georgia. In that role he was responsible for the management of faculty and support staff that delivered 500 training and professional development programs annually to local and state government officials throughout Georgia.

Mr. Reddish holds a Bachelor's degree in Political Science from the University of Georgia and a Master's degree in Public Administration from Troy State University. He received the first *Pillar of the Profession Award* from the Georgia City/County Management Association which annually recognizes a person that has demonstrated a sustained commitment to personal and professional development along with mentoring, coaching, and counseling peers and other local government officials.

##### **Lisa Ward, Senior Associate**

Lisa Ward will serve as the Senior Consultant for this project. She has 30 years of combined government and human resources experience. Ms. Ward worked for many years at the



Director level in various functions of local government related to Human Resources. Prior to becoming a member of the Mercer team, Ms. Ward was responsible for developing, implementing, and administering programs and policies for the nation's second largest Electric Membership Corporation (EMC). Ms. Ward handled all employee benefits administration, recruiting and retention strategies, as well as employee performance management, training, and development. She has been responsible for self-funded insurance programs including, health, dental, short-term disability, general liability, and worker's compensation, managing millions of dollars annually.

Ms. Ward retired June 1, 2008, as an officer from United States Air Force with 23 years of active and reserve military service. During her military career she served in three branches of the armed forces: Navy, Army and Air Force which provided her an in-depth understanding of the importance of diversity, confidentiality, and leadership development.

Ms. Ward has a Master's Degree in Public Administration (MPA) from the University of North Florida in Jacksonville, Florida and a Bachelor's Degree in Psychology from the University of Nebraska. In July 2016, Lisa attended the Senior Executive Institute (SEI) at the University of Virginia focusing on high performing organizations. She is a Human Resources professional and holds her PHR and SHRM-CP certifications. Ms. Ward served as the President of the Athens-Area Society for Human Resources Management (AASHRM) from 2016-2018 and recently served on the ICMA Veteran's Task Force.

## **WORK PLAN**

Mercer Group's work plan will be interactive with the City throughout the entire search process. Mercer will be on-site (as permitted by Covid-19 restrictions) during the Position Analysis, Candidate Screening, and Interview phases of the Work Plan described below. Additional visits easily can be scheduled since your project will be managed from our Athens office. The City Manager search will be a national search but will demonstrate sensitivity to candidates that have local and regional qualifications.

**Position Analysis:** Mercer will conduct individual interviews with the Mayor & Council and other stakeholders identified by the Mayor to determine the goals, future plans, major local issues, desirable qualities of the new City Manager, expected leadership style, minimum training and experience required. Based on those interviews/meetings and review of the job description adopted by the City, Mercer will prepare a draft position profile in the form of a recruitment brochure designed to attract highly qualified applicants. The profile will include information about the City, services provided, major issues to be addressed, the position duties and responsibilities, minimum qualifications, and selection criteria. The final profile will be approved by the City in order to arrive at a general agreement regarding the specifications for the position. The completed recruitment brochure will be used primarily in an electronic format attached to all national, regional, and state announcements concerning the City Manager search.



**Recruitment Process:** Mercer will work with the City to determine which advertising options are most likely to produce quality applicants for the position. These ads will be primarily electronic postings on national and state websites related to professional journals, professional newsletters, and other websites typically viewed by management professionals. These outreach efforts will include postings specifically focused on creating a diverse candidate pool for the City's consideration. Mercer will also make direct contact with persons in management positions listed in the Mercer Group's data base. This data base includes potential candidates who are currently serving as City/County Managers/Administrators, Assistant Administrators/Managers, and other upper-level management professionals. Mercer will also rely heavily on our personal contacts with management professionals we have developed relationships with during recent searches who may meet the City's requirements. The formal recruitment process will be not less than 30 days to ensure many qualified candidates are aware of the opportunity and have adequate time to apply.

**Resume Review:** All resumes/applicants will be received directly by Mercer. Mercer will review and analyze each applicant's background and experience against the approved position profile criteria. Applicants not meeting the minimum requirements will be placed in "hold" status and will not continue to be actively considered. Mercer will acknowledge all resumes received and keep candidates informed of their status as the process evolves.

**Candidate Screening:** An initial screening of the most promising candidates will be conducted by Mercer through telephone/video interviews and preliminary reference checks to assess educational background, technical knowledge, experience level, management style, and personality traits. Once the initial screening is completed, Mercer will select a short list of 5-7 candidates that appear to be the most qualified and most closely match the position profile criteria. A summary of those candidates' resumes and background information, gathered by Mercer to date, will be shared with the City to determine if the candidates meet expectations and therefore should be evaluated further by Mercer. The City will be asked to select 4-5 semi-finalists for extensive background checks by Mercer and ultimately to be interviewed assuming they successfully complete the Mercer background checks. If none of these candidates are satisfactory to the City, Mercer will continue the search process at no additional cost to the City except direct reimbursable expenses.

**Background Checks:** Mercer will conduct a more intensive background check of candidates identified as qualified (i.e. semi-finalists) by the City to verify the accuracy of information related to academic credentials, past employment, financial stability, criminal history and driving record. Additional references will be contacted to better assess each candidate's work experiences and a social media/internet review will be conducted to ensure no candidate background "surprises" surface later. The results of the background checks, reference checks, and social media search along with all resumes and other application materials gathered by Mercer will be shared with



the City in report format prior to interviews being conducted so that interviewers can prepare for interviewing the recommended City Manager semi-finalists.

**Interview Process:** Mercer, working with the City, will arrange interview times with the final 4-5 semi-finalist in accordance with an interview process approved by the City. At the discretion of the City, the process may include interview panels of professional peers and City Department Directors, in addition to interviews with the Mayor and Council. If requested by the City, psychological testing and position assessment center reviews can be arranged by Mercer, at an additional cost. These are outside partnerships which will require coordination with other entities for scheduling purposes and may extend the selection timeline. Mercer will also provide recommended questions to be used in the interview process to produce consistency of information received from each candidate and to ensure appropriateness of questions asked. Mercer will act as facilitators for the interviews and will participate in the interview process at any level directed by the City. Guidelines and suggestions for conducting a successful interview will be discussed with all interviewers before the interview process begins. Mercer will provide observations and insights about each candidate after the interviews.

**Follow-Up:** Mercer will assist, if requested by the City, in the negotiations of an employment agreement to include salary, benefits, and other conditions of employment with the candidate chosen by the City. Final approval of all aspects of the terms of employment rests with the City. An employment agreement draft will be provided to the City Attorney for review if requested. In the event an employment agreement cannot be negotiated with the selected candidate, Mercer will work with the City to select an alternate candidate.

## **COMMITMENTS AND GUARANTEES**

Mercer commits to properly handle all media inquiries. Unless otherwise directed, it is our standard practice to advise all media that we are working on behalf of the City and that any public statements should come directly from the Mayor's Office. We will maintain confidentiality of candidate information and recommend that the City do the same to the degree possible under Georgia law. Mercer will suggest actions and timelines for actions by the City that we believe will ensure that the City always remains in compliance with Georgia Open Meetings/Records Acts; however, all final decisions of compliance rest with the City as advised by the City Attorney. Mercer will formally notify all unsuccessful candidates who were interviewed or will provide a draft letter the Mayor may wish to use to officially notify candidates not selected.

Mercer will provide the City with timely status reports of the progress of the search. These email updates will include status of the recruitment efforts, steps being taken to meet the stated timeline, and a summary of expenses incurred to date. We will coordinate all our needed



support from the City through the City Clerk unless otherwise directed, for such items as arranging interviews, providing public documents such as budgets and employee benefits information, gathering information for the recruitment brochure, and processing Mercer Group invoices for payment of services.

The Mercer Group will not recruit candidates from the City for two years after completion of the search assignment without the full agreement of the City. We will never recruit a candidate whom we placed with the City as long as he/she is employed by the City without the full agreement of the City. If the candidate we placed with the City leaves for any reason (including termination) during the 12-month period following the date of placement, Mercer will conduct another candidate search and charge the City for only the out-of-pocket expenses required to make the new placement.

## **PROJECT TIMELINE**

Mercer will focus its resources and efforts with a goal of having a City Manager selected within 90 days after receiving notice to proceed. Please note this does not include any waiting time that may be required by Georgia Open Records/Meetings Acts. Below is a breakdown of the Work Plan items noted above and associated days needed to complete the critical elements of the search.

Upon receipt of Notice to Proceed from the City, Mercer will develop a project calendar of events that will identify specific dates to complete the search within the 90-day schedule. The work calendar will remain flexible throughout the search process to meet the needs of the City and to reduce the number of days needed to complete the process if possible. Upon approval of this proposal, Mercer is prepared to negotiate a specific start date that meets the needs of the City and considers other Mercer Group commitments already in place.

|                                                            |                      |
|------------------------------------------------------------|----------------------|
| <b>1. Interview Mayor &amp; Council/Position Analysis:</b> | <b>14 days</b>       |
| <b>2. Recruitment Process:</b>                             | <b>40 days</b>       |
| <b>3. Resume Review &amp; Candidate Screening:</b>         | <b>10 days</b>       |
| <b>4. Candidate Background Checks:</b>                     | <b>21 days</b>       |
| <b>5. Interview/Selection Process:</b>                     | <b>3 days</b>        |
| <b>6. Negotiate Conditional Employment Agreement:</b>      | <b><u>2 days</u></b> |
| <b>Total</b>                                               | <b>90 days</b>       |





## FLOWERY BRANCH CITY COUNCIL

### EXECUTIVE SUMMARY



**SUBJECT:** Woodfield Conservation Easement

**COUNCIL MEETING DATE:** July 15, 2021

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**HISTORY:**

A condition of the Woodfield zoning required the Developer to execute and provide the City with a Uniform Deed of Conservation and Trail Easement. The acquisition of this easement will allow for interconnectivity of Flowery Branch Middle School to the north and the Hickman and Stonebridge Village properties to the south and facilitate the overall development of the South Hall portion of the Highlands to Islands Trail System. Staff recommends authorizing the mayor to sign the Uniform Deed of Conservation and Trail Easement.

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**FACTS AND ISSUES:**

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**OPTIONS:**

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**IF FUNDING IS INVOLVED, ARE FUNDS APPROVED IN THE CURRENT BUDGET:**

Yes

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**AMOUNT AND SOURCE OF FUNDS:**

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**RECOMMENDATION:**

Approve

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**SAMPLE MOTION:**

Motion to grant authorization to the Mayor to sign the Uniform Deed of Conservation and Trail Easement.

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**COLLABORATING DEPARTMENT:**

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**DEPARTMENT:** Administration

**Prepared by:** Vickie Short

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**ATTACHMENTS**

- [582- Rezoning 4496 Hog Mountain - Woodfield Development.pdf](#)
- [GHMPO-Trail-Study.pdf](#)

- [Flowery Branch Apartments Owner, LLC of Conservation & Trail Easement.pdf](#)

Public Hearing Published 5/30/19  
Public Hearing 8/15/19

First Reading 8/15/19  
Adopted 9/19/19

## **ORDINANCE NO. 582**

**AN ORDINANCE AMENDING THE ZONING MAP OF THE CITY OF FLOWERY BRANCH, GEORGIA, BY REZONING 32.5 +/- ACRES OF LAND OWNED BY FLOWERY BRANCH LAND, LLC. COMMONLY KNOWN AS 4496 HOG MOUNTAIN ROAD AND IDENTIFIED AS TAX PARCEL 08097000001A, AS SHOWN ON ATTACHED EXHIBIT "A", AS DESCRIBED ON ATTACHED EXHIBIT "B", BY REZONING SAID TRACT OF LAND FROM A (AGRICULTURAL) TO R-3 (MULTI-FAMILY RESIDENTIAL) AND HB (HIGHWAY BUSINESS) SUBJECT TO THE CONDITIONS SET FORTH IN ATTACHED EXHIBIT "C"; PROVIDING FOR SEVERABILITY, REPEALING CONFLICTING ORDINANCES, PROVIDING FOR AN EFFECTIVE DATE AND FOR ALL OTHER LAWFUL PURPOSES.**

**WHEREAS**, Flowery Branch Land, LLC., owns all that tract or parcel of land being considered for rezoning totaling 32.5 +/- acres identified as Parcel Tax Identification No. 08097000001A, as shown on Exhibit "A", and as described on Exhibit "B"; and

**WHEREAS**, the City Council of the City of Flowery Branch has considered the application as submitted by Planners and Engineers Collaborative, Inc., and in conjunction with the standards set forth in Article 34 - Section 34.7 of Zoning Ordinance No. 348 of the City of Flowery Branch, Georgia; and

**WHEREAS**, Planners and Engineers Collaborative, Inc., has submitted to the City Council of Flowery Branch, Georgia, a written and signed application requesting to be rezoned and whereas a survey and complete description of the land to be rezoned is included in the application; and

**WHEREAS**, the City Council held a public hearing at the meeting of August 15th, 2019, duly noticed as prescribed by law and published in the Gainesville Times, regarding said application, as shall be set forth in the minutes of said meeting.

**NOW THEREFORE, THE COUNCIL OF THE CITY OF FLOWERY BRANCH HEREBY ORDAINS AS FOLLOWS:**

### **SECTION 1. FINDINGS:**

The City Council finds that the proposed rezoning of the parcel from Flowery Branch A (Agricultural) to Flowery Branch M-3 (Residential Multi-Family) and HB (Highway Business) is consistent with the adopted standards for governing the exercise of the zoning power consistent with O.C.G.A. § 36-66-5 and requirements of the Zoning Ordinance as identified below.

1. The proposal will permit a use that is suitable in view of the use and development of adjacent and nearby property.

2. The proposal is not expected to adversely affect the existing use or usability of adjacent or nearby property.
3. The property could be used in accordance with the existing regulations and has a reasonable economic use as currently zoned A.
4. The development if approved and constructed is not expected to result in a use which will or could cause an excessive or burdensome use of existing streets, transportation facilities, utilities, or schools.
5. The proposal is in conformity with the policy and intent of the comprehensive plan including the character area map and future land use plan map.
6. The proposal is considered appropriate in view of existing use(s) and zoning of the subject property and nearby properties.
7. No determination has been made by staff with regard to the value differential between development under the current zonings as opposed to proposed.
8. A proposed development will not be a deterrent to the value or improvement of development of adjacent property in accordance with existing regulations.
9. There are no known adverse effects that would result from the change in zoning district map, or change in use, on the character of a zoning district.
10. Development as proposed is not expected to impact on the environment, including but not limited to, drainage, soil erosion and sedimentation, flooding, air quality and water quality. Compliance with city subdivision and land development regulations will be required, which include but are not limited to soil erosion and sedimentation, stormwater, and flood damage prevention.

**SECTION 2. LEGAL DESCRIPTION:**

The rezoning of the subject parcel, as shown on Exhibit “A” and as legally described in Exhibit “B”, from A (Agricultural) to M-3 (Multi-Family Residential) and HB (Highway Business). Said Exhibits are incorporated.

**SECTION 3. AMENDMENT OF THE ZONING MAP:**

This Ordinance is enacted as an amendment to the Zoning Map of Flowery Branch, Georgia. Accordingly, the Zoning Administrator is hereby authorized to update the Official Map consistent with Article 3 of the Zoning Ordinance.

**SECTION 4. SEVERABILITY:**

Should any section or provision of this Ordinance be declared invalid or unconstitutional by any court of competent jurisdiction, such declaration shall not affect the validity of this Ordinance as a whole or any part thereof which is not specifically declared to be invalid or unconstitutional.

**SECTION 5. EFFECTIVE DATE:**

The effective date of this Ordinance shall be September 19, 2019.

**SECTION 6. REPEALER:**

All ordinances and parts of ordinances in conflict herewith are hereby repealed to the extent of the conflict.

Approved this 19<sup>th</sup> day of September 2019.

  
James M. Miller, Mayor

  
Melissa McCain M.M.C., City Clerk

APPROVED AS TO FORM

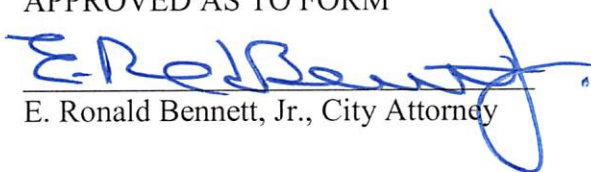
  
E. Ronald Bennett, Jr., City Attorney



Exhibit "A"

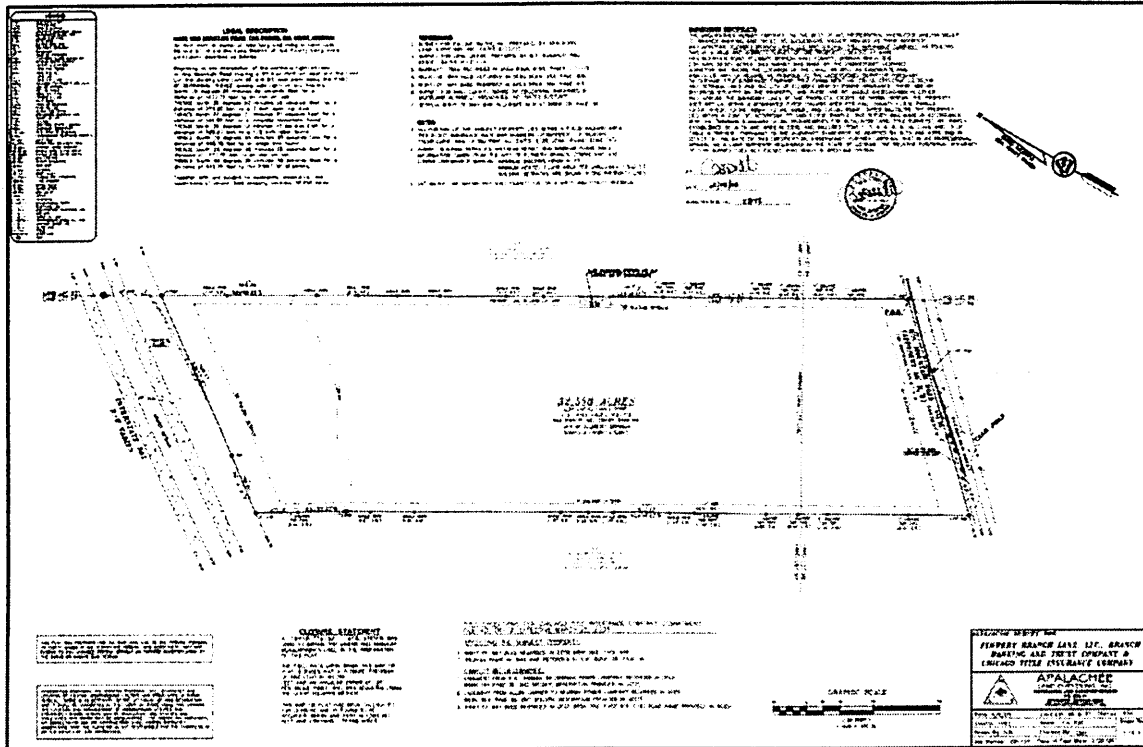


Exhibit "B"

### Legal Description – PROPOSED HB (HIGHWAY BUSINESS) COMMERCIAL TRACT

ALL THAT TRACT OR PARCEL OF LAND lying and being in Land Lot 96 of the 8<sup>th</sup> District, Hall County, Georgia and being more particularly described as follows:

To find the TRUE POINT OF BEGINNING, commence at an iron pin found at the intersection of the westerly right-of-way line of Hog Mountain Road and the Land Lot Line common to Land Lots 94 & 96; thence along said westerly right-of-way line of Hog Mountain Road the following courses and distances: South 15 degrees 44 minutes 25 seconds East a distance of 56.51 feet to a point and the TRUE POINT OF BEGINNING, from the TRUE POINT OF BEGINNING as thus established; thence continue Southerly along said line, a distance of 386.15 feet to a point; thence leaving said right-of-way line, South 62 degrees 30 minutes 6 seconds West a distance of 302.38 feet to a point; thence North 16 degrees 11 minutes 29 seconds West a distance of 445.42 feet to a point; thence North 73 degrees 48 minutes 31 seconds East a distance of 299.56 feet to a point and the TRUE POINT OF BEGINNING.

Said tract containing 2.84 acres more or less.



**Legal Description – PROPOSED R-3 RESIDENTIAL TRACT**

**ALL THAT TRACT OR PARCEL OF LAND lying and being in Land Lots 96 & 97 of the 8<sup>th</sup> District, Hall County, Georgia and being more particularly described as follows:**

**BEGINNING at an iron pin found at the intersection of the westerly right-of-way line of Hog Mountain Road and the Land Lot Line common to Land Lots 94 & 96; thence along said westerly right-of-way line of Hog Mountain Road South 15 degrees 44 minutes 25 seconds East a distance of 56.51 feet to a point; thence leaving said right-of-way line South 73 degrees 48 minutes 31 seconds West a distance of 299.56 feet to a point; thence South 16 degrees 11 minutes 29 seconds East a distance of 445.42 feet to a point; thence North 62 degrees 30 minutes 6 seconds East a distance of 302.38 feet to a point; thence along said right-of-way line South 15 degrees 44 minutes 25 seconds East a distance of 230.04 feet to a point; thence leaving said right-of-way line North 89 degrees 18 minutes 2 seconds West a distance of 1,872.33 feet to a point; thence South 89 degrees 18 minutes 10 seconds West a distance of 275.00 feet to a point; thence North 22 degrees 19 minutes 50 seconds West a distance of 184.60 feet to a point; thence North 23 degrees 38 minutes 10 seconds West a distance of 526.57 feet to a point; thence South 89 degrees 36 minutes 45 seconds East a distance of 468.38 feet to a point; thence South 89 degrees 17 minutes 25 seconds East a distance of 1,777.70 feet to a point and the TRUE POINT OF BEGINNING.**

**Said tract containing 29.71 acres more or less.**

**Legal Description - OVERALL**

**14496 Hog Mountain Road, Tax Parcel NO. 08097 000001A**

**All that tract or parcel of land lying and being in Land Lots 96 and 97 of the 8<sup>th</sup> Land District of Hall County being more particularly described as follows:**

**Beginning at the intersection of the northerly right-of-way of Hof Mountain Road (having a 80 foot right-of way) and the Land Lot line dividing Land Lot 96 and 93, said point being the POINT OF BEGINNING; THENCE leaving said right-of-way heading North 29 degrees 26 minutes 42 seconds West for a distance of 1872.33 feet to an iron pin set;**

**THENCE North 30 degrees 50 minutes 30 seconds West for a distance of 275.00 feet to a 3 inch open top pipe;**

**THENCE North 37 degrees 31 minutes 30 seconds East for a distance of 184.60 feet to a concrete monument found;**

**THENCE North 36 degrees 13 minutes 10 seconds East for a distance of 526.57 feet to a ½ inch rebar found;**

**THENCE South 29 degrees 45 minutes 25 seconds East for a distance of 468.38 feet to an angle iron found;**

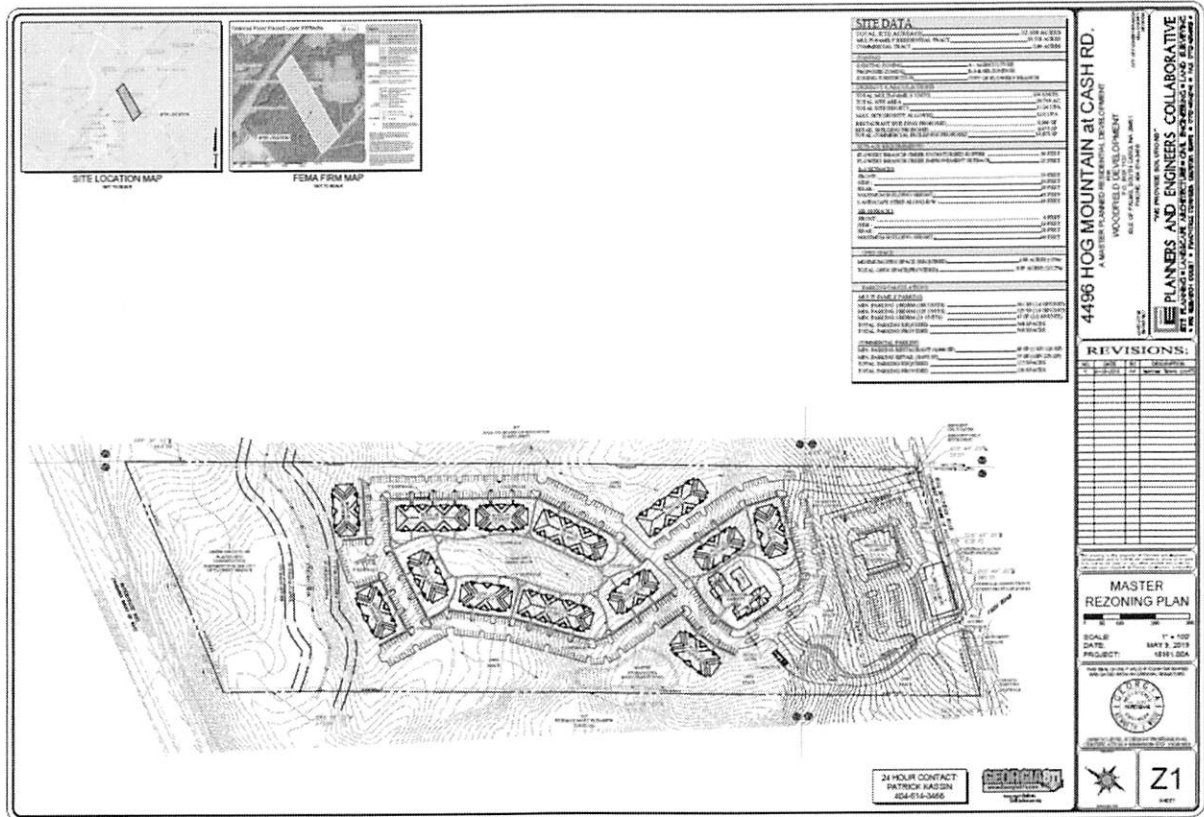
**THENCE South 29 degrees 26 minutes 05 seconds East for a distance of 1777.70 feet to an iron pin set;**

**THENCE South 44 degrees 06 minutes 55 seconds West for a distance of 672.70 feet to the POINT OF BEGINNING.**

**Together with and subject to covenants, easements, and restrictions of record. Said property contains 32.558 acres.**

Exhibit "C"  
Conditions of Zoning

1. Development shall be generally consistent with the site plan as shown below. Any significant changes to the site plan will require City Council approval.



2. Streets, sidewalks, and all stormwater facilities shall be privately owned and maintained.
3. Overall signage plan shall be submitted and approved by the Department of Community Development.
4. Overall lighting plan shall be submitted and approved by the Department of Community Development.
5. The Developer and City shall enter into the Development Agreement related to certain transportation system improvements.
6. Prior to the issuance of a Building Permit, the Developer shall execute and provide to the City for its execution the City of Flowery Branch Uniform Deed of Conservation and Trail Easement in substantially the same form as the attached. Upon the City's execution of the Easement, the Developer shall record the Easement and provide the City with a copy of the recorded Easement. The City's approval and execution of the Easement shall not impact the issuance of the Developer's Building Permit or any other necessary City permit, license, or approval.
7. Building materials shall be predominately brick, stacked stone, and/or cement siding (hardi-plank).

8. Elevations for all buildings must be approved by the Department of Community Development and the City Council prior to the issuance of a building permit.
9. The developer shall have the right to adjust the mix of one-bedroom and two-bedroom residential units in response to market conditions. Three-bedroom units shall be limited to no more than 10% of the total number of residential units at project build-out. Up to five (5) additional three-bedroom residential units may be constructed with the approval of the Director of Planning and Community Development. If the developer seeks to construct more than five (5) additional three-bedroom units, City Council approval shall be required.





Gainesville-Hall Metropolitan Planning Organization

# Gainesville Trail Study

February 2019

PREPARED BY:





## **Gainesville - Hall Metropolitan Planning Organization**

### **A Resolution by the Gainesville-Hall Metropolitan Planning Organization Policy Committee Adopting the Gainesville Trail Study**

**WHEREAS**, the Gainesville-Hall Metropolitan Planning Organization (GHMPO) is the designated Metropolitan Planning Organization for transportation planning within the Gainesville Metropolitan Area Boundary which includes all of Hall County and a portion of Jackson County following the 2010 Census; and

**WHEREAS**, the Fixing America's Surface Transportation (FAST) Act directs GHMPO to increase the accessibility and mobility options available;

**WHEREAS**, the FAST Act furthermore directs GHMPO to enhance the integration and connectivity of the transportation system, across and between modes;

**WHEREAS**, the Gainesville Trail Study makes recommendations to improve the area's pedestrian and bicycle infrastructure and connectivity;

**NOW, THERE, BE IT RESOLVED** that the Gainesville-Hall Metropolitan Planning Organization adopts the Gainesville Trail Study.

A motion was made by PC member Danny Donagan and seconded by PC member Lamar Scroggs and approved this the 12<sup>th</sup> of February, 2019.

  
\_\_\_\_\_  
Mayor Mike Miller, Chairperson  
Policy Committee

Subscribed and sworn to me this the February 12, 2019.

Emily Foote  
Notary Public  
Hall County  
State of Georgia  
My commission expires July 31, 2022

  
\_\_\_\_\_  
Notary Public  
My commission expires 7/31/2022



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# Acknowledgements

The Gainesville Trail Study was prepared for the Gainesville-Hall Metropolitan Planning Organization (GHMPO) and the City of Gainesville, Georgia by Alta Planning + Design. Funding for this study was provided by GHMPO through Work Program #4: System Planning, Sub-element 4.7 - Special Transportation Studies with local matching funds from the City of Gainesville.

GHMPO acknowledges the Project Management Team members and agency staff who provided valuable input through the study:

## **Project Management Team**

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Rusty Ligon, City of Gainesville, Community Development Director

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Sam Baker, Transportation Planning Manager  
Srikanth Yamala, Director

## **Alta Planning + Design Consulting Team**

Britt Storck, Project Manager

Mike Repsch, Principal-In-Charge

Kat Maines, Deputy Project Manager

GHMPO would like to thank all interested stakeholders and members of the public who provided valuable input, comments, and suggestions to the study.

*The opinions, findings, and conclusions of this publication are those of the author(s) and not necessarily those of the Department of Transportation, State of Georgia, or the Federal Highway Administration. Prepared in Cooperation with the Department of Transportation and the Federal Highway Administration.*



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# Introduction



## Introduction

With over 37,900<sup>1</sup> residents, Gainesville is far more than just the seat of Hall County. Gainesville is a culturally diverse place with a historic town center, several higher education institutions, waterfront access to Lake Lanier, significant industrial activity, and strong neighborhoods. It has several high-quality multi-use trails, and a sophisticated mountain bike trail network. Connecting this network of trails will further establish Gainesville as a regional recreation hub for walking and biking.

With this study, the City of Gainesville and the Gainesville-Hall Metropolitan Planning Organization (GHMPO) are taking the next step toward implementing this vision. The purpose of this study is to explore potential alignments connecting the Midtown Greenway to the Chicopee Trail, and prepare GHMPO and the City to move forward with design and fundraising. It includes an existing conditions assessment, alignment alternatives, a preferred alignment, and implementation strategy. The recommended trail system will ultimately provide a continuous, off-street, paved trail loop connecting places such as the University of North Georgia, Hall County Government Center, Flat Creek, Lee Gilmer Airport, Chicopee Woods, Chicopee Village, Industrial Boulevard, and Midtown Greenway.

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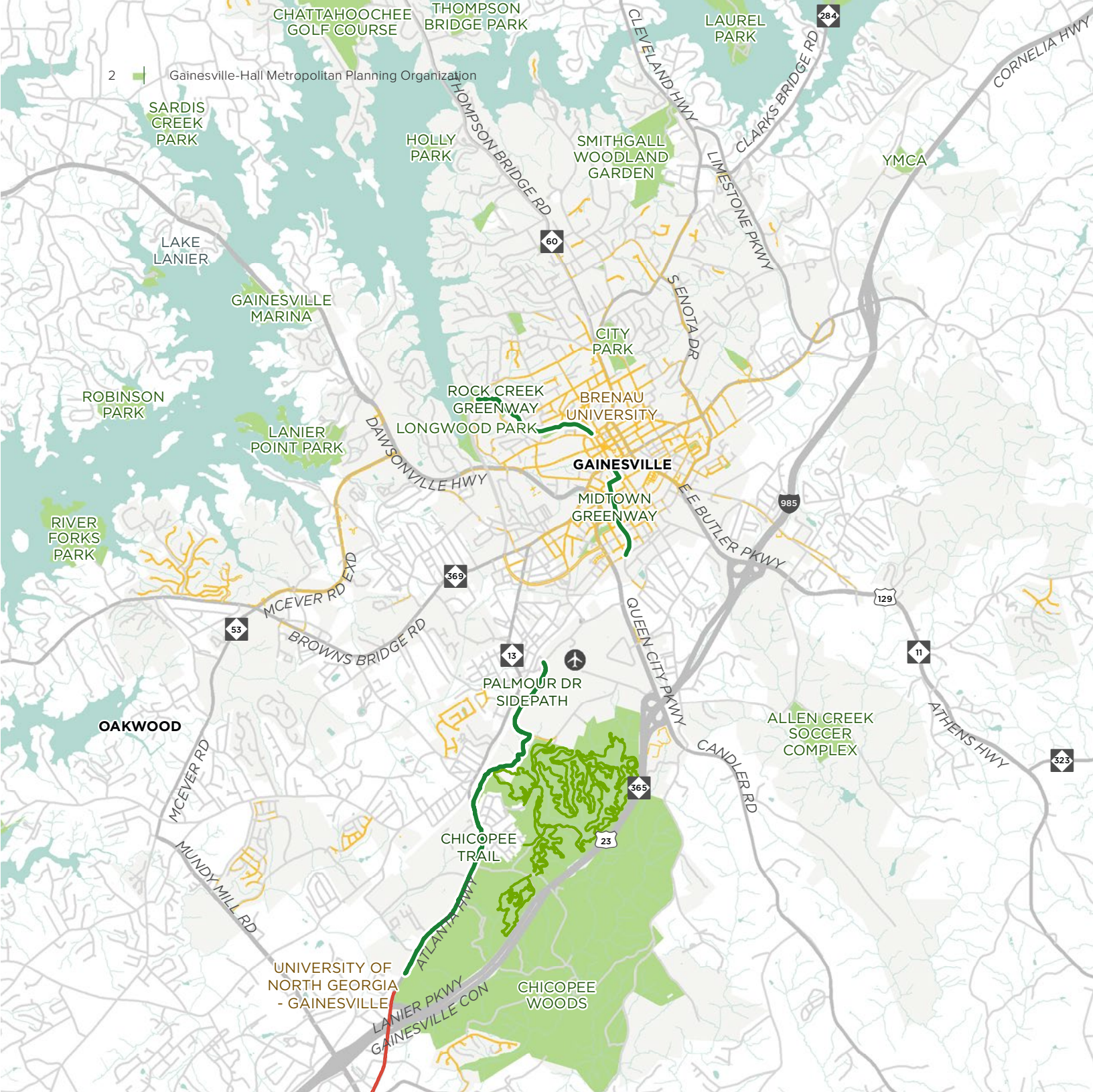
**The purpose of this study is to explore the potential trail connections between the Midtown Greenway to the Chicopee Trail and establish consensus around a preferred alignment and implementation strategy.**

---

---

<sup>1</sup> US Census Bureau American Community Survey 2016 5-year estimates





## EXISTING ACTIVE TRANSPORTATION NETWORK

- Sidewalks
- Unpaved Trails
- Paved Trails
- Bike Lanes
- Parks

0 1 2 MILES





## Trails are a priority for the City of Gainesville

Trails accomplish many of Gainesville's stated goals related to transportation, recreation and preservation. Gainesville's Comprehensive Plan, adopted in 2017, sets a long-range vision for the City and guides development decisions affecting change through 2040. The Comprehensive Plan envisions Gainesville as, "a green, walkable community that values and preserves its natural environment."<sup>2</sup> The Comprehensive Plan outlines the following goals for walking and biking:

**“1. Goal: Network.** Implement an interconnected bicycle and pedestrian network that meets community needs in a cost-effective and coordinated manner.

**2. Goal: Safety, accessibility, and convenience.** Create and maintain a safe, accessible, and convenient environment for bicycling and walking.

**3. Goal: Improvements.** Improve the quality of life through the provision of a bicycling and pedestrian network with supporting amenities.

**4. Goal: Pedestrian connections.** Individual developments, except for detached, single-family lots, should provide direct pedestrian access ways to all public sidewalks or multi-use trails when located on a public street abutting the property to be developed.”<sup>3</sup>



*The City also designed and secured GDOT funding for the next phase of Midtown Greenway construction, from Martin Luther King Jr. Drive to Industrial Drive.*

Gainesville has already begun adding high-quality trail segments. The first phase of the Midtown Greenway opened in 2010. The greenway trail extends southeast from downtown Gainesville, following an old rail alignment, through parks and the historic industrial structures. The City also has designed and secured funding to extend the trail three blocks from Martin Luther King Jr. Drive to Industrial Drive. Six years later, the Chicopee Trail added another three miles of paved trail, running south from Lee Gilmer Airport through Chicopee Woods, and along Atlanta Hwy to University of North Georgia.

<sup>2</sup> City of Gainesville, GA, Gainesville 2040 Comprehensive Plan, Chapter 3: Goals and Policies, 22.

<sup>3</sup> City of Gainesville, GA, Gainesville 2040 Comprehensive Plan, Chapter 3: Goals and Policies, 29.

## Planning Process

In 2017, the Gainesville-Hall Metropolitan Planning Organization, in partnership with the City of Gainesville, City of Oakwood, City of Flowery Branch, and Hall County, received transportation funding through the Federal Highway Administration's Federal Metropolitan Planning (PL) Fund for two trail studies: one in Gainesville, and one in South Hall County. The grant covered planning funds for two trail corridor studies. In January 2018, GHMPO hired a consultant team of engineers, planners, and landscape architects. The two studies were done in parallel, with a joint Gainesville/South Hall project management team. For this reason, there was a unified public involvement strategy for both studies.

Hall County, City of Oakwood, City of Flowery Branch, and City of Gainesville staff served on the project management team and contributed throughout the project. The study began with investigation. Throughout the Spring of 2018, the consultant team conducted fieldwork, interviewed key stakeholders, launched a project website, and hosted a pop up event at the Spring Chicken Festival. Public project information was available in both English and Spanish, and Spanish speaking staff were present at public events to engage Gainesville's large Hispanic community.

The study recommendations were developed in partnership with GHMPO, the City of Gainesville, the City of Flowery Branch, and Hall County staff. Draft recommendations were presented to the public at an open

house on November 1, 2018, and then refined based on community feedback.

## Project Benefits

In addition to implementing adopted goals, policies, and recommendations in the *Gainesville 2040 Comprehensive Plan*, closing this gap will provide several key benefits to Gainesville residents and visitors.

### TRAILS CONNECT PEOPLE TO DESTINATIONS

Beautiful trails that provide access to great destinations mean you can have your cake and eat it too. The Highlands to Islands Trail network will provide access to town centers, schools, employment centers, and neighborhoods.

### TRAILS CREATE VALUE AND GENERATE ECONOMIC ACTIVITY

Trails are a top amenity to homebuyers and studies have found a positive correlation between walkability and housing prices, suggesting that trails increase nearby land values.<sup>4,5</sup> In addition, households in automobile-dependent communities devote 50% more to transportation (more than \$8,500 annually) than households in communities with more accessible land use and more multimodal transportation systems (less than \$5,500 annually), so households that have viable active transportation options

4 National Association of Realtors and National Association of Home Builders. (2002). Consumer's Survey on Smart Choices for Home Buyers.

5 CEOs for Cities. (2010) Walking the Walk: How Walkability Raises Home Values in U.S. Cities.)

have more income to spend in the local market.<sup>6</sup>

Recreational amenities such as trails are increasingly seen as regional economic development tools that generate value through:

- Recreational spending (bicycle rentals, food & drink, sporting equipment)
- Tourism (spending by out-of-state users on lodging, transportation, dining)
- Spillover impacts (additional jobs and worker spending)
- Fiscal impacts (sales tax revenue generated)
- Increased property values
- Property tax revenue (benefiting municipalities and school districts)

### **TRAILS CREATE HEALTHY COMMUNITIES**

A growing number of studies show that the design of our communities—including neighborhoods, towns, transportation systems, parks, trails and other public recreational facilities—affects people's ability to reach the recommended daily 30 minutes of moderately intense physical activity (60 minutes for youth). Over 20% of Hall County residents do not meet recommended activity levels, and over 25% qualify as obese. The increased rate of disease associated with inactivity reduces

quality of life for individuals and increases medical costs for families, companies, and local governments. The Centers for Disease Control has determined that creating and improving places to be active could result in a 25% increase in the number of people who exercise at least three times a week.

This is significant considering that for people who are inactive, even small increases in physical activity can bring measurable health benefits. The establishment of a safe and reliable transportation network that offers opportunities for bicycling will have a positive impact on the health of nearby residents.

---

**In April 2016, Hall County had the inaugural Highlands to Islands 5k run on the newly opened Chicopee Section of the Highlands to Islands Trail. Events like this make the trail more visible while creating community around active lifestyles.**

---

<sup>6</sup> Barbara McCann (2000), Driven to Spend; The Impact of Sprawl on Household Transportation Expenses, STPP (www.transact.org).

## TRAILS PROTECT THE ENVIRONMENT

Trails protect the environment by reducing dependence on emissions-producing vehicles, and by creating protected natural corridors. Natural greenway corridors that connect to and contain large areas of open space serve important functions for our natural ecosystems by:

- Creating a natural buffer that protects waterways from soil erosion and pollution caused by agricultural and roadway runoff.
- Linking wildlife and habitat that is fragmented by development, thereby supporting greater biodiversity.
- Protecting and restoring natural floodplains along rivers and streams (FEMA estimates that implementation of floodplain ordinances prevents \$1.1 B in flood damage annually).

---

**A citizen who lives in a community that allows him or her to run most errands by bicycling or walking can save about 500 gallons of fuel, or 10,000 pounds of CO<sub>2</sub> each year. A bicycle commuter who rides five miles to work, four days a week, avoids 2,000 miles of driving a year—the equivalent of 100 gallons of gasoline saved and 2,000 pounds of CO<sub>2</sub> emissions avoided. CO<sub>2</sub> savings of this magnitude reduce the average American's carbon footprint by about 5 percent.**

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# What the community wants



## Overview

*This study is based on a thorough process of asking questions and listening to community members about their personal priorities and vision for Gainesville’s trail system. Community members submitted feedback through an online survey, a public open house, and a pop up event at the Spring Chicken Festival. Through the public engagement process, community members shared their desire for more recreational and transportation opportunities. Hall County residents are excited about the prospect of a countywide trail network.*

## Project Management Team

The project management team convened four times throughout the project to monitor progress, and coordinate plans and priorities from the local jurisdictions. This group consisted of representatives from the following organizations:

- Gainesville-Hall MPO (GHMPO)
- City of Gainesville, Community Development Department
- City of Oakwood, Community Development Department
- City of Flowery Branch, City Manager
- Hall County, Engineering Division
- City of Gainesville Public Works, Engineering Division

## Project Website and Online Survey

A project website—[Gainesville.AltaProjects.Net](https://Gainesville.AltaProjects.Net)—was posted at the outset of the project. It included all project deliverables and resources related to trails. It also included an online survey in both Spanish and English.

171 people filled out the online surveys about their vision for the Gainesville and South Hall trail system. The majority of trail respondents are in favor of the trail system. Respondents envision a recreational trail that brings communities and families together in a safe space for exercise and fun.

---

**“Anyone wanting to have a safe place to be outside, get exercise, and encourage a healthy lifestyle for their families [will be using the trail].”**

---

Community members want their trail system to immerse them in nature, with ample separation from motor vehicles. Connectivity to destinations is key to their vision. Respondents would like the trail to connect to several destinations including schools, workplaces, local businesses, parks, and natural areas like Lake Lanier.

---

**“I would like to be able to ride my bike to the store, to school, to shop and more. I would like my family to use the path to get to parks or other venues for more fun.”**

---

While respondents were enthusiastic about a trail network, there are also concerns. One critical concern among the comments is safety: respondents want a safe space to enjoy with their families. Maintenance is also a concern; respondents want the trail to remain clear of trash and debris. Finally, some are skeptical about implementation, fearing that building the system will take too long or will not happen at all.

## Pop Up Event Surveys

Eight individuals filled out comment cards regarding their vision for the Gainesville and South Hall trails at a pop-up event held at the Spring Chicken Festival on April 28th. Respondents envision a long-distance, interconnected trail system that has ample



*Flyers for the Spring Chicken Festival*

trailheads with parking and wayfinding to help people access the trails. Respondents also envision the trail connecting to local businesses like restaurants, breweries, and bike shops. A few anticipate those who do not have a car using the trail system as a means of commute to school or work.

Respondents prefer trails independent of the road network, that provide access to nature. They envision the trail as an opportunity to experience the outdoors, connect to parks, and learn more about the environment. Health and exercise is also a common theme among respondents. They visualize the trails as a recreational space for walking, running, and biking.

---

**“The trail will be a place for people to exercise, walk with friends, and get outside.”**

---

All respondents were in favor of a trail system, but some had concerns about trail maintenance and safety. Respondents envision a clean, safe space for families away from cars that provides ample lighting.

## Stakeholder Interviews

The consultant team conducted interviews with stakeholders who contribute in some way to active transportation, recreation, or specific destinations along the trail network. These conversations were crucial to the assembly of Gainesville's collective knowledge and attitude toward trails.

Results of the interviews included feedback on new development areas, user demographics, important connections, and several issues such as connecting across the railroad. There were also many opportunities discussed, such as connecting to the area's universities and health care systems, and potential partnership opportunities.

Table 1: Stakeholder Interviewees

| Organization                                            |
|---------------------------------------------------------|
| Highlands to Islands leadership                         |
| Lee Gilmer Memorial Airport                             |
| University of North Georgia (UNG) Facilities Department |
| Elachee Nature Center                                   |
| Brenau University                                       |
| Stone Capital Group, LLC                                |
| North Georgia Healthcare                                |
| City of Gainesville                                     |

## Public Open House

A public open house was held at the Spout Springs Public Library on November 1, 2018 from 5:00 pm to 7:00 pm. Approximately 50 people were in attendance. Posters provided information on schematics for each trail segment, and the project staff were available to answer questions and have conversations with the public. Feedback for the vast majority of segments was positive, with residents communicating support for the projects. The only community concerns were about the alignment near the Sterling on the Lake community. In response to this feedback, the alignment was adjusted to follow the edge of the neighborhood instead of connecting through it.

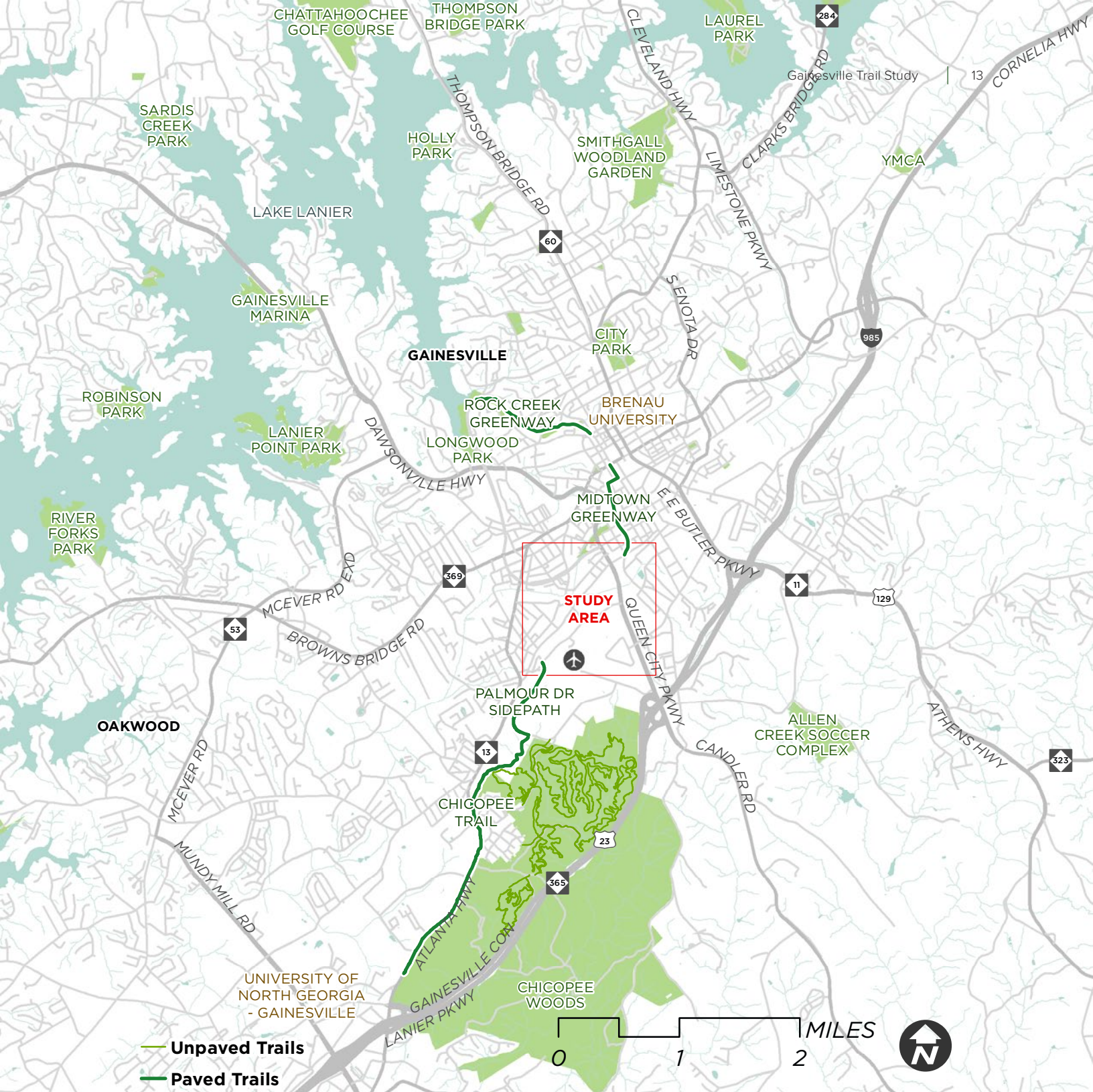


Flyers for the Public Open House



# Inventory





## Study Area

The Highlands to Islands Multi-Use Trail is a planned county-wide trail system with various segments already open for use. The City of Gainesville study area is targeting the network gap between the Midtown Greenway, which terminates at Industrial Blvd. to the north, and the Chicopee Trail which ends at Palmour Drive to the south, adjacent to the Lee Gilmer Memorial Airport. Connecting these two trail segments would allow for two major sections of the trail network that have already been constructed to be joined together.

## Gainesville...by the numbers

### POPULATION

Population of **37,906**<sup>1</sup> 

**15%** growth   
% population growth between 2010 and 2016<sup>1</sup>

**6%** projected growth   
% projected population growth by 2021<sup>2</sup>

### DEMOGRAPHICS

**42%**   
of the population is Hispanic<sup>1</sup>

**68%**  
of the population is White<sup>1</sup>

**16%**   
of the population is Black<sup>1</sup>

### COMMUTE

**23 minutes**   
Average commute time<sup>1</sup>

**2.0%**   
% of people who walk to work<sup>1</sup>

**0.1%**   
% of people who bike to work<sup>1</sup>

### HEALTH

**4.1 score**   
Rank on the Community Health Needs Index that ranges between 1 and 5. A higher score indicates greater need.<sup>2</sup>

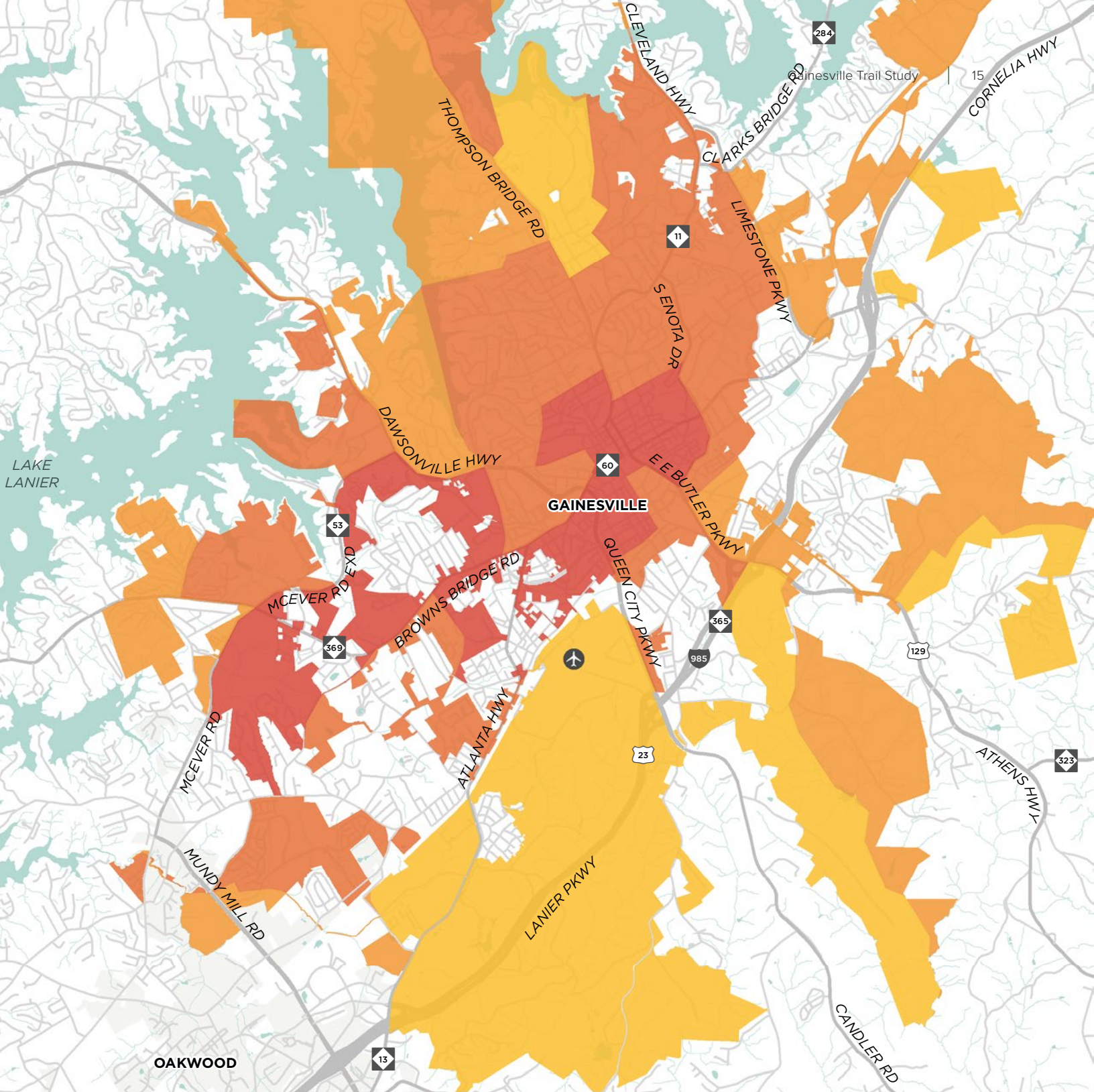
**6 census tracts**   
Identified as food deserts<sup>3</sup>

<sup>1</sup> US Census Bureau American Community Survey 2016 5-year estimates

<sup>2</sup> Northeast Georgia Medical Center 2016 Community Needs Assessment Survey

<sup>3</sup> Economic Research Service (ERS), U.S. Department of Agriculture (USDA). Food Access Research Atlas





## POPULATION DENSITY BY CENSUS BLOCK

People per Square Mile

- < 500
- 500 - 1000
- 1001 - 2500
- 2501 - 5000

0 1 2 MILES



## Population Characteristics

Gainesville is home to

**37,906**  
people<sup>1</sup>

This population grew 15% 2010-2016, and is expected to grow another 6% by the year 2021.<sup>1,2</sup>

### Poverty

In Gainesville, Hispanic and Black residents are disproportionately affected by poverty. Approximately 37% of Hispanics and 38% of Black residents live below the poverty line whereas only 29% of the overall city population lives in poverty.<sup>1</sup>

### Education

Overall, Gainesville residents vary in their educational attainment. Most Hispanic residents do not have a high school diploma. For Black residents, most at least graduated high school, and nearly 40% have some higher education.<sup>1</sup>

<sup>1</sup> US Census Bureau American Community Survey 2016 5-year estimates

<sup>2</sup> Northeast Georgia Medical Center 2016 Community Needs Assessment Survey

Figure 2: Median Income<sup>1</sup>

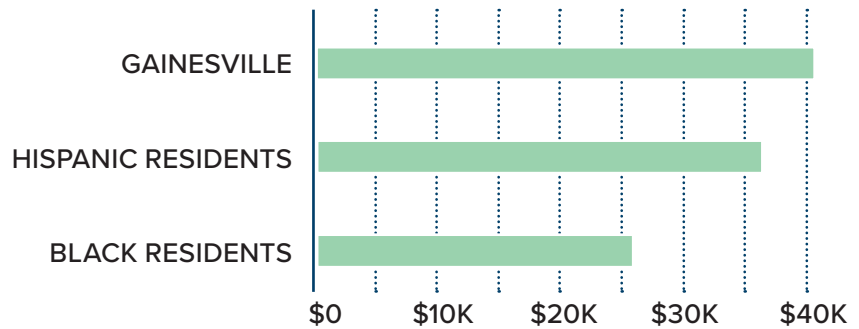


Figure 3: Below Poverty Level<sup>1</sup>

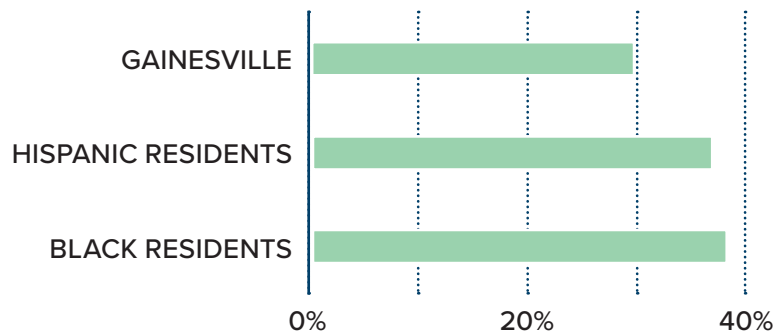
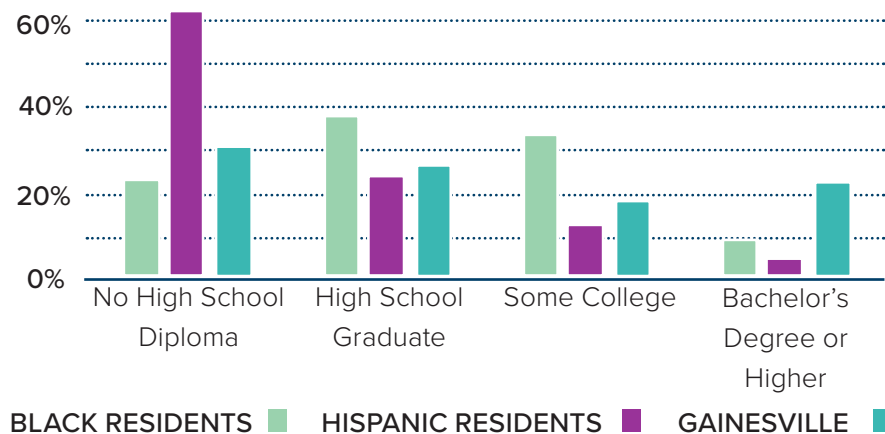


Figure 4: Educational Attainment<sup>1</sup>



## Commuting Characteristics

Only **2%** of commuters travel on foot or via bike   
 Single-occupancy vehicle commuters represent **73%** of commuters.<sup>1</sup>

One limitation to this data is that it excludes non-commuting trips like picking up groceries or going to dinner.

Non-commuting trips account for **84%** of all trips.<sup>2</sup>

For Gainesville residents, the average commute is

**23 minutes**<sup>1</sup> 

Figure 5: Alternative Mode Share<sup>1</sup>

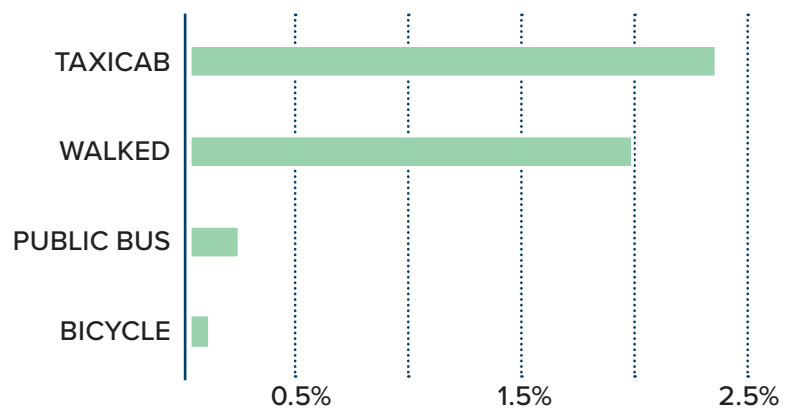
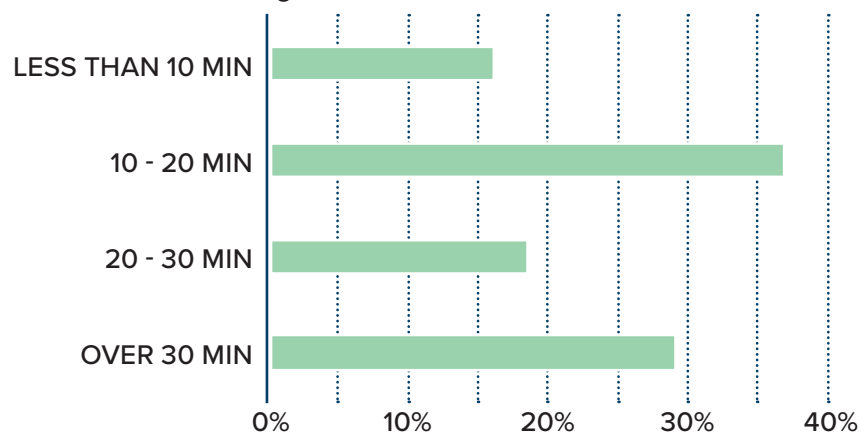


Figure 6: Commute Times<sup>1</sup>



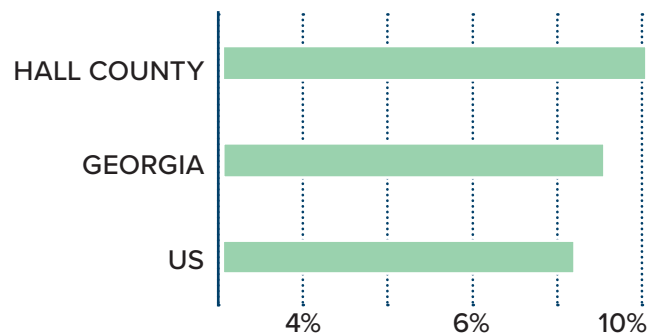
<sup>1</sup> US Census Bureau American Community Survey 2016 5-year estimates

<sup>2</sup> Northeast Georgia Medical Center 2016 Community Needs Assessment Survey

## Food Access Issues

Hall county exceeds both the state and the nation in the percentage of those who have limited access to healthy foods (Figure 7).<sup>1</sup> Furthermore, there are six census tracts identified as food deserts (shown on facing page), all of which cover parts of the city of Gainesville.<sup>2</sup>

Figure 7: Proportion of Residents with Limited Access to Healthy Foods<sup>1</sup>



**6** census tracts  
identified as food deserts<sup>2</sup>

**12%** of Gainesville Residents  
do not have access to a car<sup>3</sup>

Food deserts are areas that are low-income and have limited access to grocery stores. Specifically, 'low-income' includes areas that have a 20% or higher rate of poverty. In an urban setting like Gainesville, limited access indicates that a considerable portion of the population (at least 500 people or 33%) lives more than a mile from a supermarket.<sup>4</sup>

In addition to income and distance, limited vehicle access also exacerbates food access issues. Limited vehicle access food deserts have at least 100 households without access to a car. Out of the six existing food deserts, Hall county has three limited vehicle access food deserts, all of which cover extensive areas of Gainesville.<sup>4</sup>

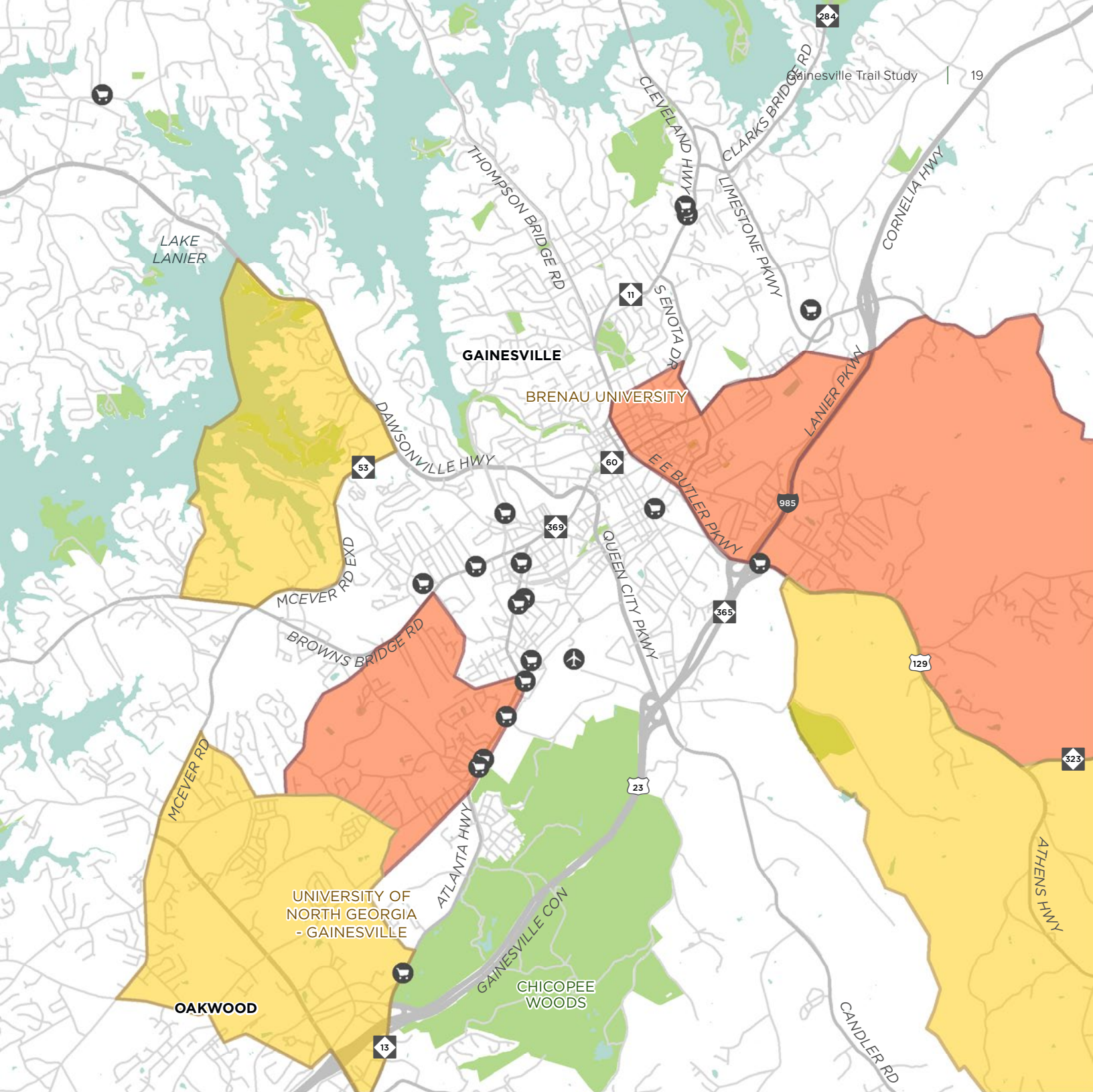
1 County Health Rankings, Hall County 2015

2 Economic Research Service (ERS), U.S. Department of Agriculture (USDA). Food Access Research Atlas

3 US Census Bureau American Community Survey 2016 5-year estimates

4 Alana Rhone et al. ERS. USDA. Low-Income and Low-Supermarket-Access Census Tracts, 2010-2015. January 2017.

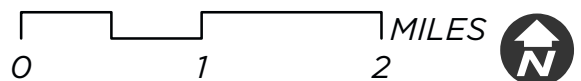




## FOOD DESERTS

- Low-Income and Low-Access\* Tracts
- Adequate Vehicle Access
- Low Vehicle Access
- Parks

\*Low-Access indicates that a significant portion of the population (more than 500 people or 33%) lives more than 1 mile from a grocery store.





## Points of Interest

The map to the right highlights some of Gainesville's points of interest, including cultural destinations, schools, national historic districts, commercial and retail centers, and parks. Gainesville's cultural points of interest are primarily concentrated in the historic downtown. These destinations include the Quinlan Visual Arts Center, the North Georgia History Center, as well as the Gainesville Square. Other cultural destinations are scattered around the city. In addition to cultural centers, Gainesville is home to six National Historic Districts.

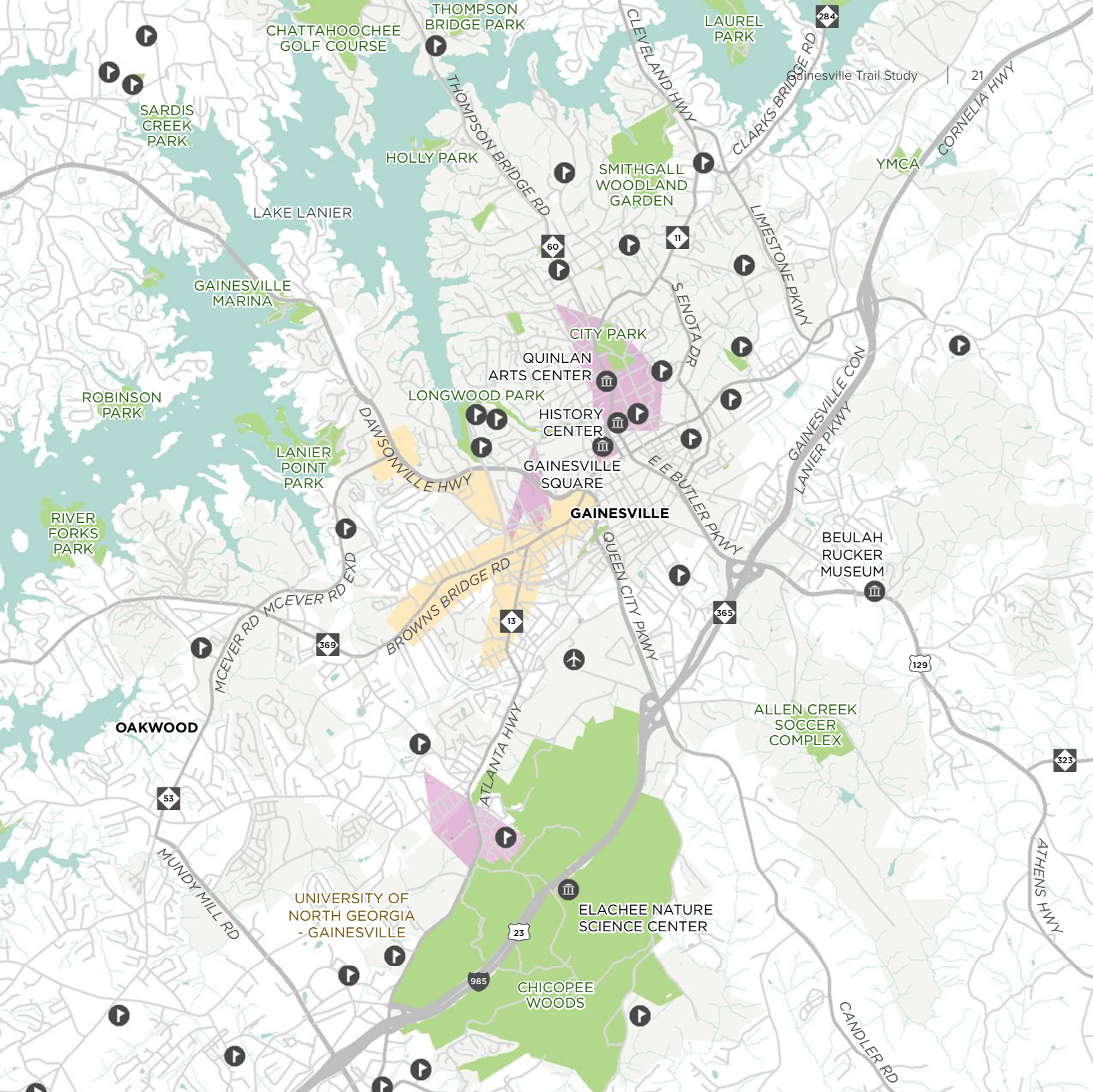
Gainesville is anchored by two universities: Brenau University in downtown Gainesville and a University of North Georgia campus in south Gainesville.

Furthermore, Gainesville has two primary retail and commercial centers: Lakeshore Mall and the Browns Bridge Road & Atlanta Highway corridor. Located on Dawsonville Hwy, Lakeshore Mall is central hub of shopping, dining, and entertainment. The Browns Bridge Road & Atlanta Highway corridor hosts diverse commercial and retail ranging from Mexican grocery stores to seafood markets.

**Within city limits, Gainesville is home to almost 3,500 acres of parkland.** Its largest park, the Chicopee Woods Park Area, is over 2,600 acres and includes the Elachee Nature Science Center, an extensive mountain bike trail network, a public golf course, and an agriculture demonstration pavilion.<sup>1</sup>

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<sup>1</sup> Elachee Nature Science Center. <https://www.elachee.org/the-nature-center/about-elachee/our-history/>



## POINTS OF INTEREST

-  Cultural Destinations
-  Schools
-  National Historic Districts
-  Commercial and Retail Centers
-  Parks

0 1 2 MILES

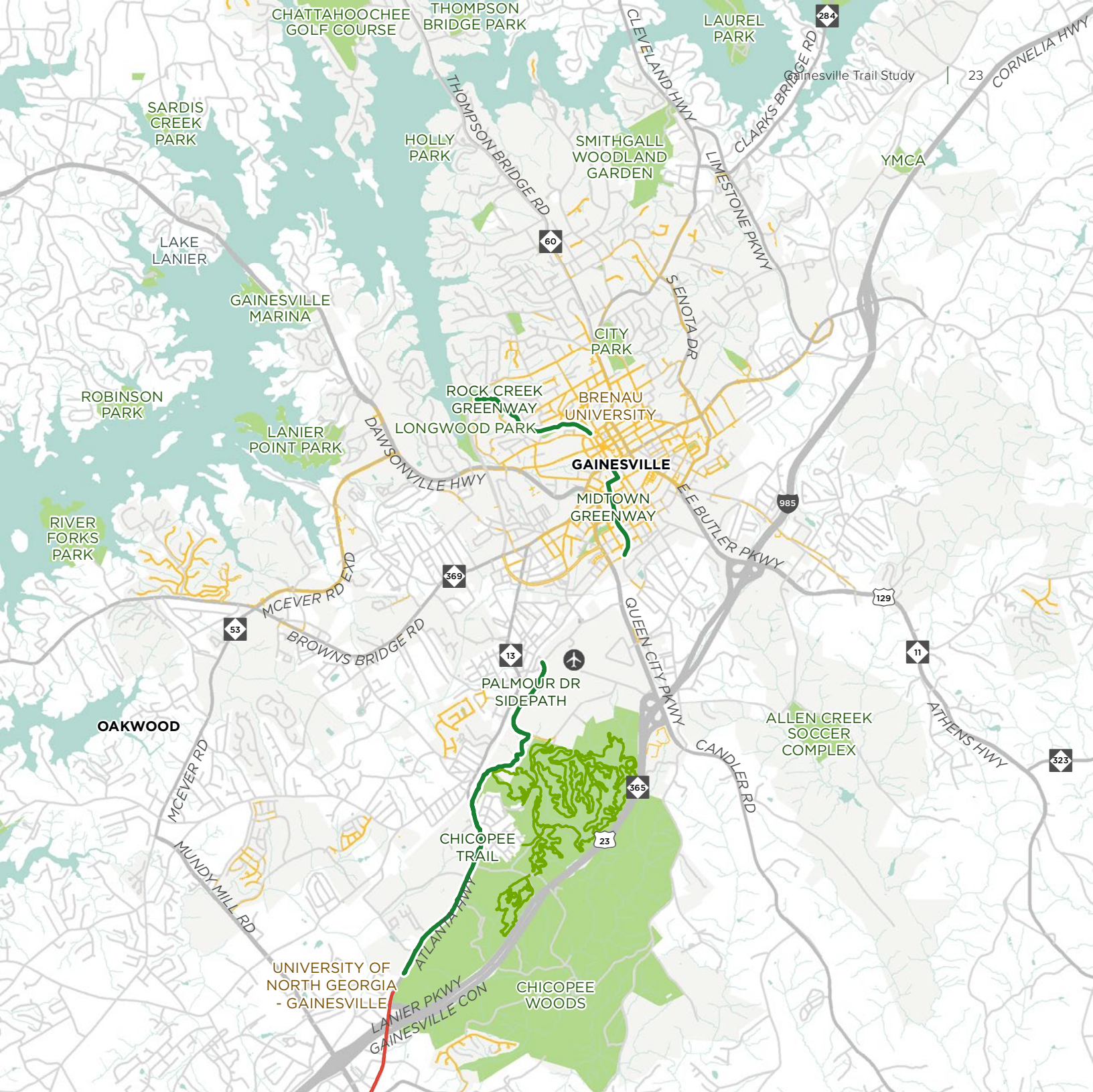


## Existing Active Transportation Network

The existing network of active transportation, consisting of sidewalks, bike lanes, and trails, is characterized by strong nodes, but a lack of connectivity. The map to the right shows significant sidewalk coverage throughout downtown Gainesville and within some neighborhoods. Continuous sidewalks are present along McEver Rd, a major arterial street. There is only one dedicated bike lane at the southern tip of the city along Atlanta Hwy.

There are approximately 5 miles of paved trails in the City of Gainesville. These trails include Rock Creek Greenway, Midtown Greenway, Palmour Drive Connector, and the Chicopee Section of the Highlands to Islands Trail system. In addition to the paved trails, Gainesville has an impressive 21-mile network of unpaved, mountain bike trails within Chicopee Woods Park.





## EXISTING ACTIVE TRANSPORTATION NETWORK

- Sidewalks
- Unpaved Trails
- Paved Trails
- Bike Lanes
- Parks

0 1 2 MILES

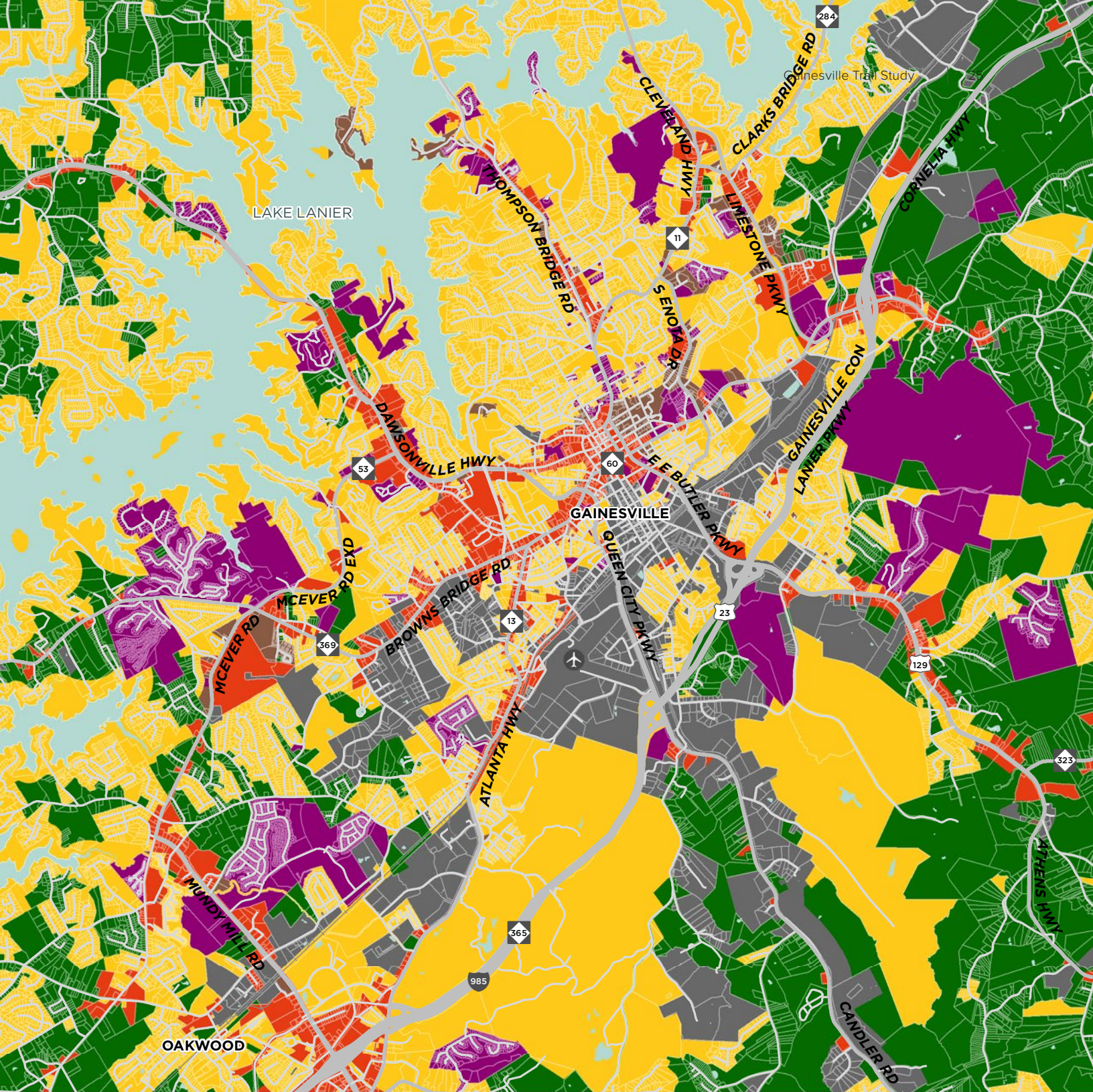


## Land Use

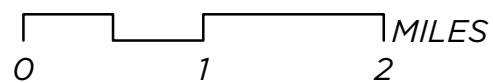
Land use classifications for parcels within Gainesville are shown on the facing map. The study area is primarily zoned residential. Industrial uses are also prominent, particularly along the multiple railroad lines that extend through the core. Downtown Gainesville supports institutional uses with Brenau University. Furthermore, the downtown district is also a significant hub of commercial uses. Highly-trafficked corridors like Mundy Mill Rd, Atlanta Hwy, Dawsonville Hwy, and Browns Bridge Rd serve primarily as commercial zones as well.

Overall, land uses are highly separated with only a few areas zoned mixed use. Trail networks between these various, separated land uses can provide more connectivity. Trails serve as connections between otherwise separated neighborhoods, commercial districts, employment centers, schools, and parks. These connections between land uses provide residents the opportunity to use alternative forms of transportation to reach destinations.





## EXISTING LAND USE





## Environmentally Sensitive Areas

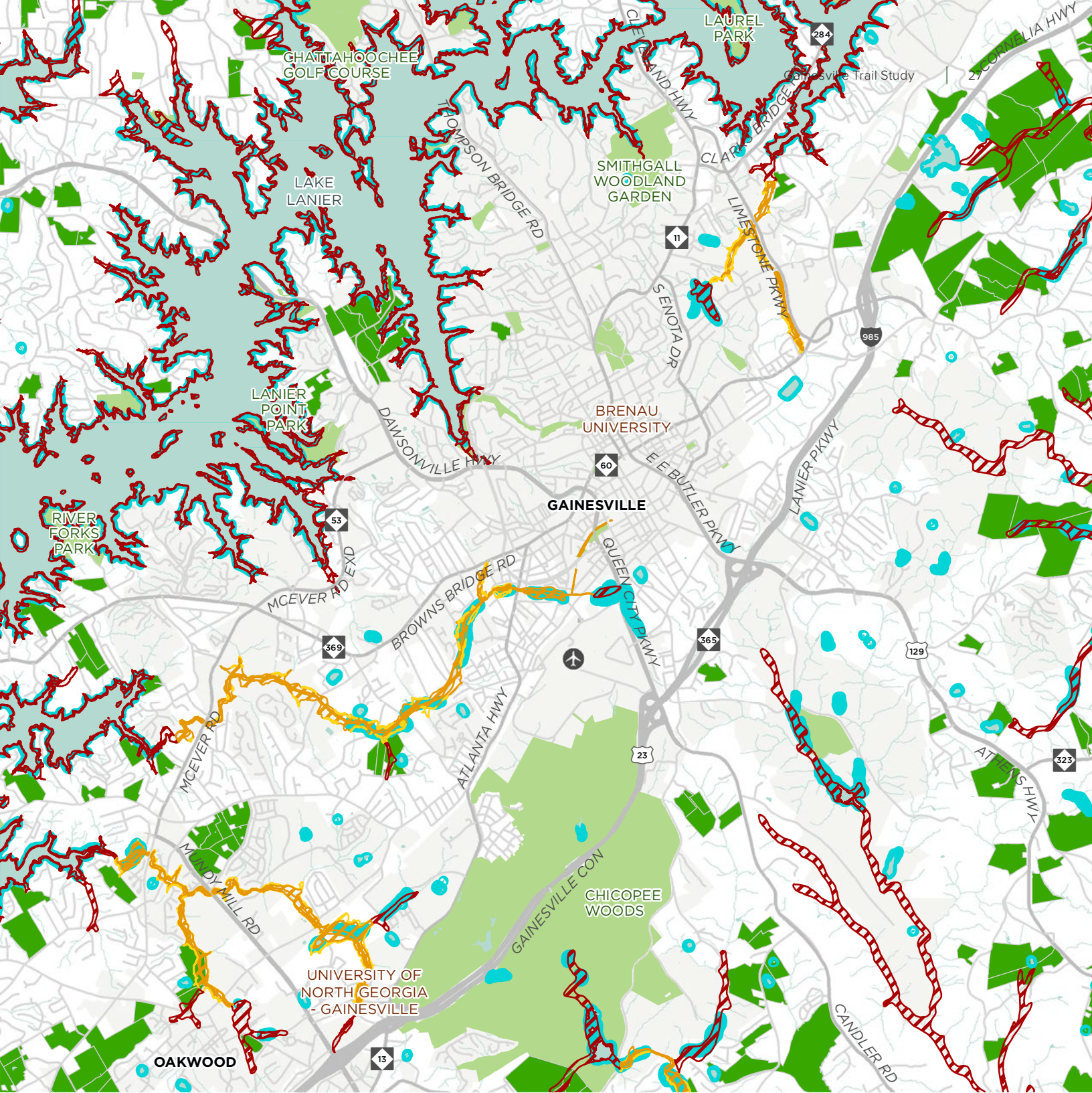
Gainesville possesses incredible environmental resources. The city borders Lake Lanier and is thus located within the Lake Lanier watershed. The area has a system of creeks and streams feeding into the lake. Water ecosystems in urbanized areas like Gainesville are particularly vulnerable to pollution and other stressors.

The map to the right identifies these sensitive areas, specifically wetlands and floodplains. Both of these natural features serve vital environmental functions. Wetlands are unique ecosystems inundated by water. They store and purify water as well as serve as critical habitat for unique plant and animal species. Floodplains act as a buffer between riparian corridors and adjacent land and buildings. Developing on floodplains poses flood risk to the project but also increases flood risk to the adjacent areas outside the flood zone. The severe risk category indicates areas incredibly prone to flooding. A 100-year floodplain identifies areas that are highly likely to flood during a 100-year storm, or a storm that has a 1% chance of occurring in any given year. 500-year floodplains signify areas at risk of flooding during a 500-year storm, or one that has 0.2% chance (1 in 500 chance) of occurring in a given year.

Because of these vital functions, both wetlands and floodplains are considered environmentally sensitive areas. Development

on wetlands also requires further analysis and permitting. Therefore, it is important to identify these areas because trail development can require additional documentation and have lasting impacts on these vital natural resources.

The map also shows conservation use property. Conservation use assessments grant property tax breaks to those who own agricultural, forested, or environmentally sensitive land. The favorable tax treatment incentivizes land owners to protect environmental resources on their land rather than redeveloping it. There are several Gainesville properties assessed as conservation use, indicating that these are environmentally sensitive resources. In addition to private land, public parks often serve conservation purposes. For example, the Chicopee Woods Nature Preserve protects over 1,400 acres of old growth forest. Trail development through these conservation lands might provide a unique experience, but also impact these sensitive areas.



## ENVIRONMENTALLY SENSITIVE AREAS

- |                                                                                                         |                                                                                                               |
|---------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|
|  Severe Risk         |  Wetlands                  |
|  100-Year Floodplain |  Conservation Use Property |
|  500-Year Floodplain |  Water Bodies              |

0 1 2 MILES



## Easements

Easements grant the right to use another's property without having to purchase property in fee. The map on the facing page shows Gainesville's utility easements. Identifying these existing publicly-held easements is a key strategy to developing trail networks.

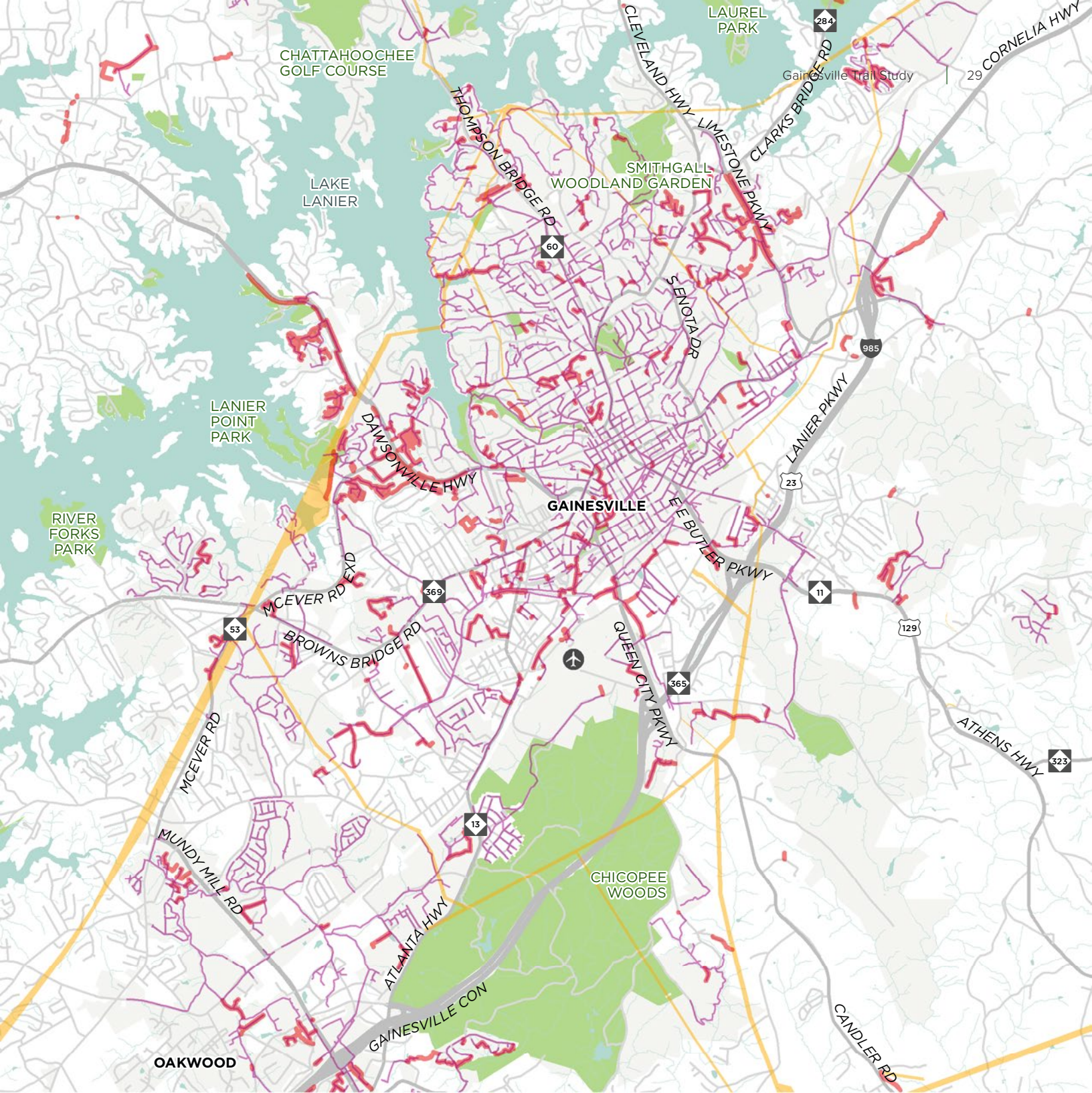
Specifically, utility easements, including sewer and power lines, provide trail development opportunities on often underused space. Utility companies typically locate their services along continuous, linear spaces; these long corridors are often incredibly suitable for trails.<sup>1</sup>

Furthermore, developing trails along utility easements can be cost-effective. Easements alleviate the need to purchase the full ownership rights of property, and therefore are more cost-effective. South Gainesville has numerous sewer and utility easements that prove useful in establishing trail alignments.

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<sup>1</sup> Rails to Trails Conservancy. "Utilities." <https://www.railstotrails.org/build-trails/trail-building-toolbox/basics/utilities/>





## UTILITY EASEMENTS

- Sewer Lines
- Sewer Easements
- Utility Easements

0 1 2 MILES





## Opportunities and Constraints

Fieldwork, GIS mapping, and input from the public and Project Management Team helped to identify existing opportunities and constraints for trail development within in the designated study area between the southern terminus of the Midtown Greenway and the northern terminus of the Palmour Sidepath. This section presents an overview of the key assets that would support a local trail system and the challenges that will need to be addressed for successful implementation.

- 1** Public parcel along trail presents opportunity for green space and/or stormwater management.



- 2** Design & funding secured for Midtown Greenway extension from MLK Jr Blvd to Industrial Dr.



- 3** Constrained right-of-way.



- 4** High demand for pedestrian infrastructure along Industrial Blvd; desire lines appear where sidewalks do not exist.



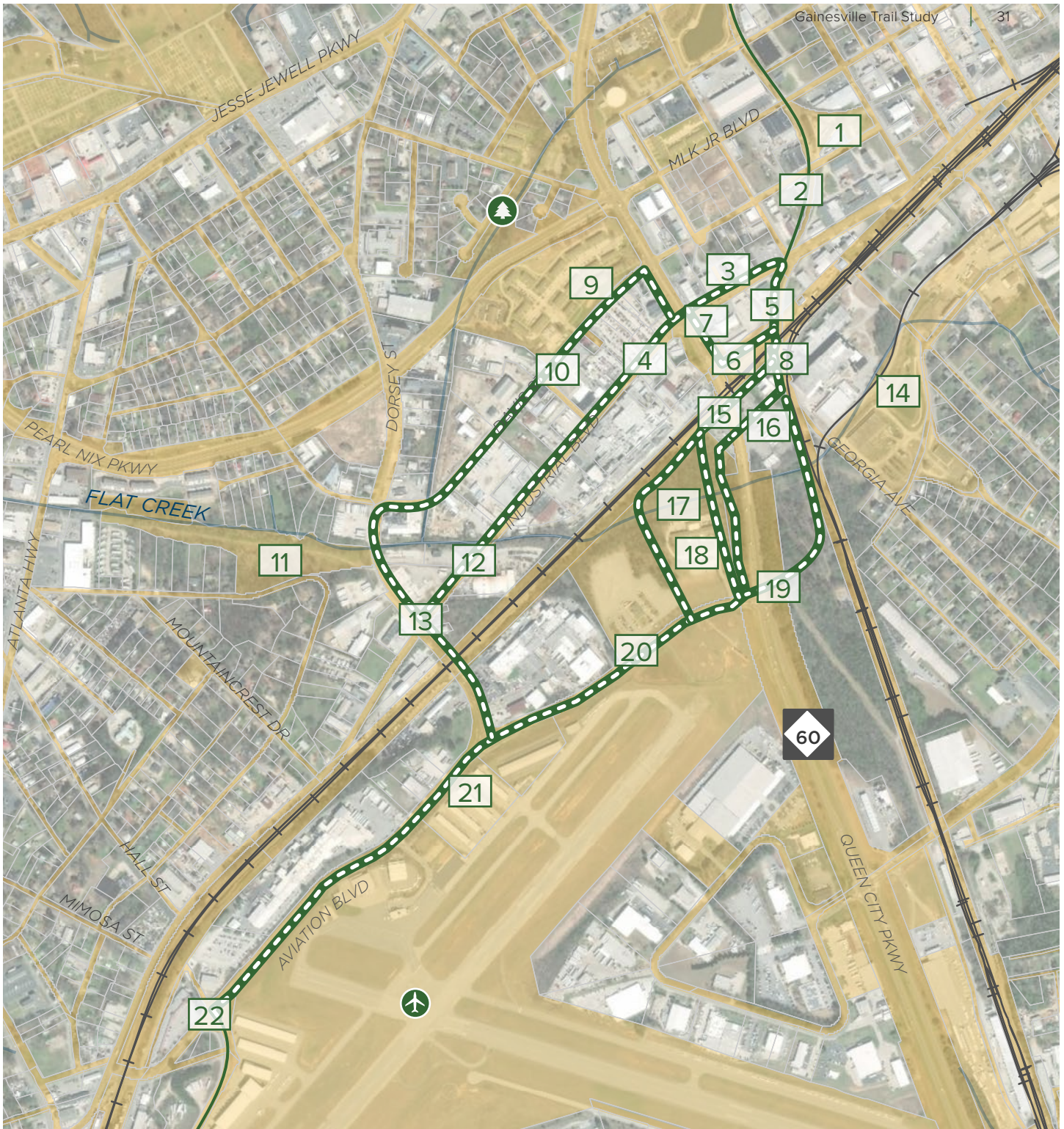
- 5** Drainage improvements likely required.



- 6** Public parcel provides opportunity to keep trail off street.

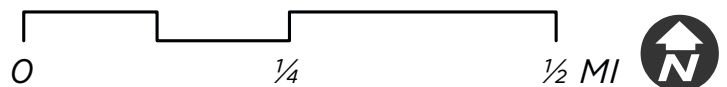






## Opportunities and Constraints

- Potential Alignments
- Existing Paved Trails
- ★ Destination
- 🌳 Park
- ✈️ Airports
- Streams
- Publicly Owned Parcels





- 7** Very steep grade would require ramp to connect to Queen City Pkwy at Industrial Blvd.



- 10** Davis St has existing bus service and traffic calming features.



- 8** Upgrades required to existing at-grade rail crossing.



- 11** Flat Creek restoration project underway.



- 9** Hall County public housing site with workforce training facility.



- 12** Sidepath on west side of Industrial Blvd would require utility coordination and potential relocation.



- 13** Intersection of Dorsey at Industrial currently has no pedestrian accommodations.



- 14** Potential redevelopment area; several parcels owned by City of Gainesville.



- 15** Queen City Pkwy underpass provides separated crossing, adjacent to railroad tracks.



- 16** Work with Newhall News Papers to determine routing through parcel.



- 17** Creek crossing - requires boardwalk or trail bridge.

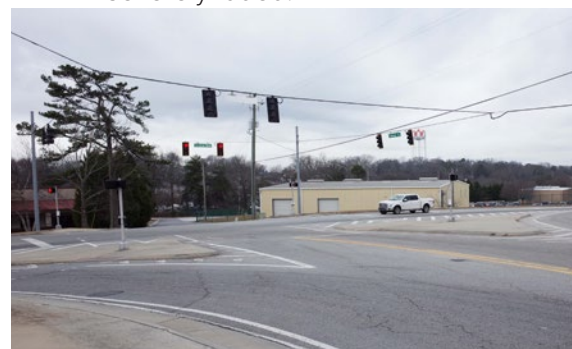
- 18** Parcel owned by state, shared by Georgia Department of Driver Services and the Gainesville Probation Office.

- 19** Potential tunnel underneath Queen City Pkwy would provide grade-separated crossing.

- 20** AADT of 8,800 on Aviation Blvd is low enough to accommodate a four-to-three lane road diet.

- 21** Aligning trail along city-owned airport parcel would require significant grading, drainage improvements and utility relocation.

- 22** Aviation Blvd. and Palmour intersection has pedestrian signal heads but crosswalk markings are severely faded.





The background image shows a park scene with a paved path, grass, and trees. A person is walking on the path, and another person is standing nearby. In the background, there is a building with a sign that says "CITY OF CHICAGO".

# IV.

## Recommendations



## Connecting to Gainesville's Midtown Greenway

Both an in-field evaluation and remote analysis was performed to assess alternatives for connecting the Palmour Dr. Connector Trail to the Midtown Greenway. The most direct connections were considered, as well as existing service areas, available public land, development cost, safety and geographic barriers.

Each alternative was vetted with City staff and the public to determine general preference with consideration to the criteria listed above. The alternatives assessment follows.

## Preferred Alignment

The recommended alignment for the Gainesville trail connection is to continue the trail north along Aviation Blvd. Two options were explored for routing along Aviation Blvd:

1. Reduce number of travel lanes based on low traffic volumes and extend curb on west side. This option would require more extensive coordination with business owners on the west side of Aviation Blvd.
2. Retain all travel lanes and install sidepath on Airport side along fence. This option would require extensive grading and installation of retaining walls, stormwater devices, and relocation of perimeter fencing at airport.

### QUEEN CITY PKWY CROSSING ALTERNATIVES

In order to route the trail along Aviation Blvd, it must first cross Queen City Pkwy, a high speed, high volume road that poses a relatively high crash risk to potential trail users. There are two options for crossing Queen City Pkwy in the map to the right. Both are undercrossings, but one utilizes city ROW and the existing rail undercrossing (red line), and one requires a new tunnel further south that would connect directly to Aviation Blvd (orange line). GDOT has established a minimum award amount at \$1,000,000 for the TAP grants.

-  Georgia Ave Sidepath: Utilizes city-owned land on west side of Georgia Ave. Will require enhancements to existing at-grade rail crossing. Cost estimate: \$178,000

-  QCP Crossing Option A: This represents one of two options for crossing underneath Queen City Pkwy. Utilizes city-owned right of way through the existing Queen City Pkwy undercrossing. Passes briefly through state-owned land before reconnecting with Queen City Pkwy right of way. There is sufficient right of way on either side of Queen City Pkwy to have a wide trail with landscaped buffer. Cost estimate: \$306,000

-  QCP Crossing Option B: This represents the second of two options for crossing underneath Queen City Pkwy. Requires coordination with two private landowners, and construction of a new tunnel underneath Queen City Pkwy. Cost Estimate: \$2,348,000

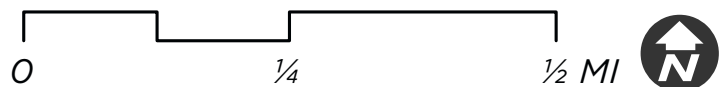
-  Aviation Sidepath: Due to grade challenges and utility placement, the preferred implementation strategy for this stretch is to do a 4-to-3 lane road diet and repurpose one of the NE-bound lanes as trail. Cost Estimate: \$871,000

The preferred alignment is detailed on the next page.



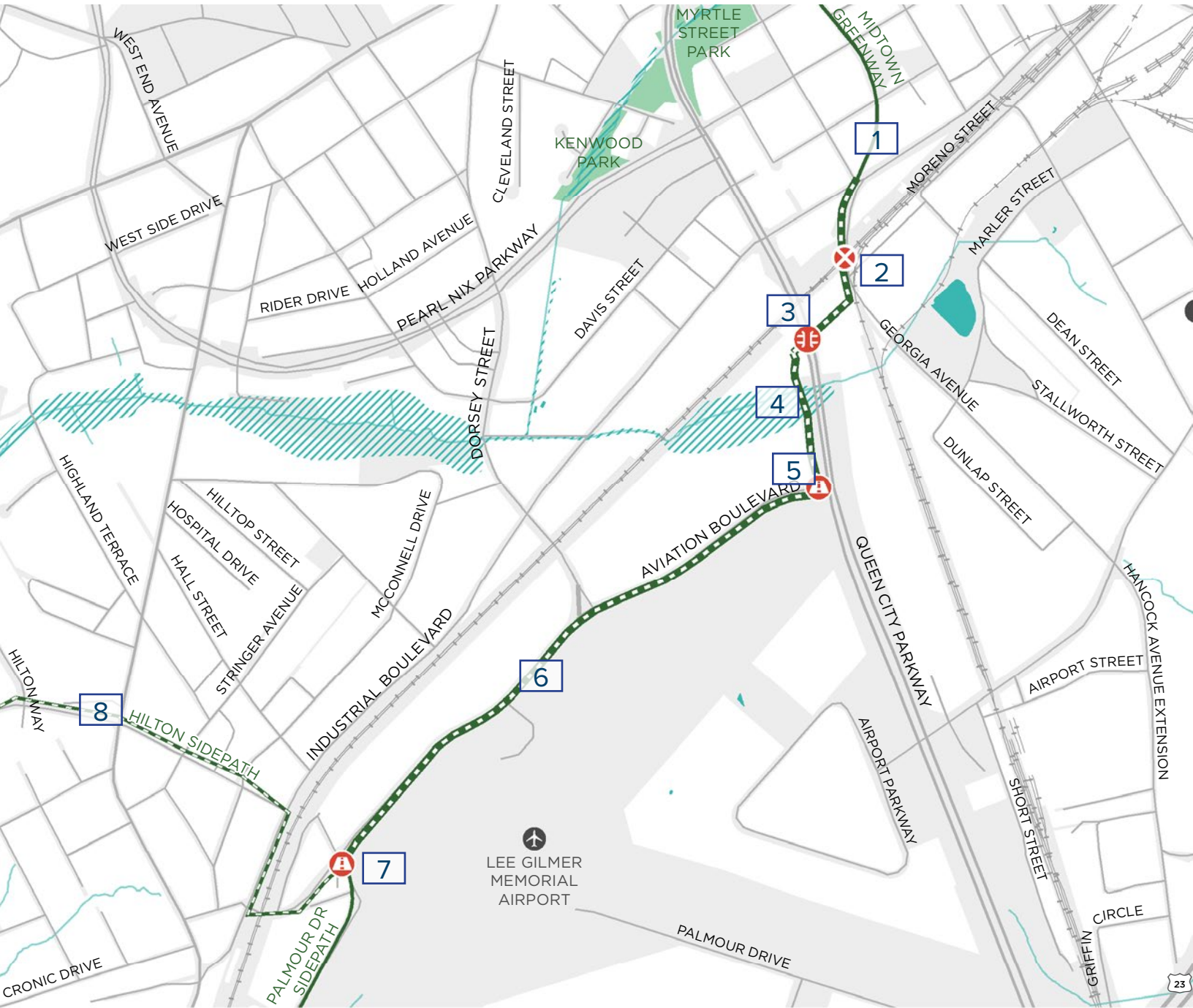
## Queen City Pkwy Crossing Options

- Georgia Ave Sidepath
- QCP Crossing Option A
- QCP Crossing Option B
- Aviation Sidepath
- Existing Paved Trails
- Park
- ✈ Airports
- Streams
- Publicly Owned Parcels





## Airport Connector Trail



- Intersection Improvement
- Rail Crossing
- Trail Underpass
- Airport Connector
- Other Proposed Trail
- Existing Trails
- 100-Year Floodplain
- Publicly Owned Parcels/ ROW

0 1/4 1/2 MILES



The Airport Connector Trail extends from the existing Palmour Dr. Connector Trail east along Aviation Blvd. Due to grade challenges and utility placement on the east side of Aviation Blvd., the preferred implementation strategy for the trail is a 4-to-3 lane reconfiguration and repurpose one of the westbound lanes as trail. At the Queen City Parkway intersection, the trail will extend north and easterly between state property and roadway. The trail will pass beneath the Queen City Pkwy. bridge, continuing along Georgia Ave. and crossing the railroad at grade, and connect to the Midtown Greenway.

- 1 Connect with existing Midtown Greenway
- 2 Coordinate with Norfolk Southern at railroad crossing for at-grade crossing modification to convey trail use
- 3 There is ample overhead clearance to extend trail beneath Queen City Pkwy. and no structural improvements are required
- 4 Install 18” culvert at drainage area
- 5 Bench trail into slope between the roadway and state property
- 6 Reduce travel lanes from 4 to 3 and repurpose eastbound lane into shared-use path with new curb and gutter
- 7 See recommendations for Industrial Blvd at Palmour Dr on page 42.
- 8 For details on the Hilton Sidepath, see the *GHMPO South Hall Trails Study*

| PROPERTY TYPE    | LENGTH | % OF PHASE | AFFECTED PARCELS |
|------------------|--------|------------|------------------|
| Utility Easement | 201    | 3%         | N/A              |
| ROW              | 6,068  | 89%        | N/A              |
| Public Parcels   | 337    | 5%         | 3                |
| Private Land     | 203    | 3%         | 1                |

Approximate length: **1.29 miles**  
Estimated Cost: **\$1.5M with road diet; \$3M without road diet**



## Georgia Avenue

The trail will continue from the southern terminus of the Midtown Greenway across Industrial Blvd and follow the south side of Georgia Ave. The trail will occupy part of an underutilized parcel owned by the city. The trail will be 12 ft wide with a 6 ft buffer. There will be no change to the roadway.





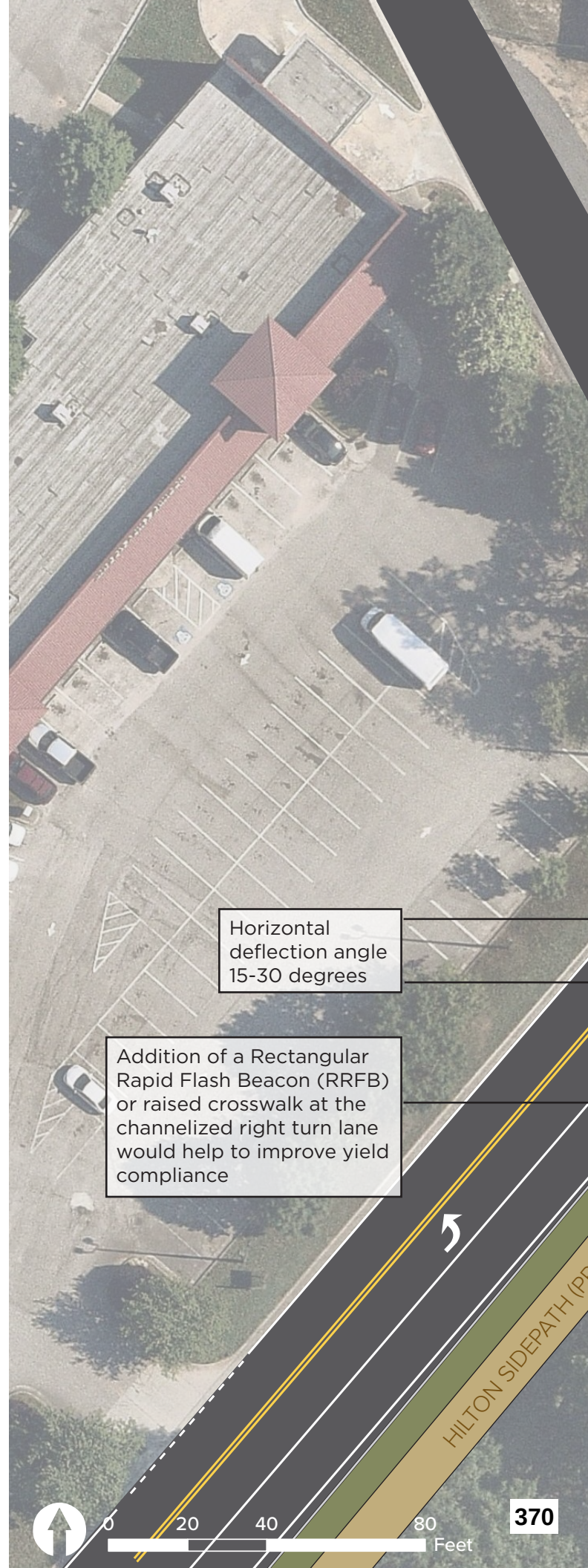




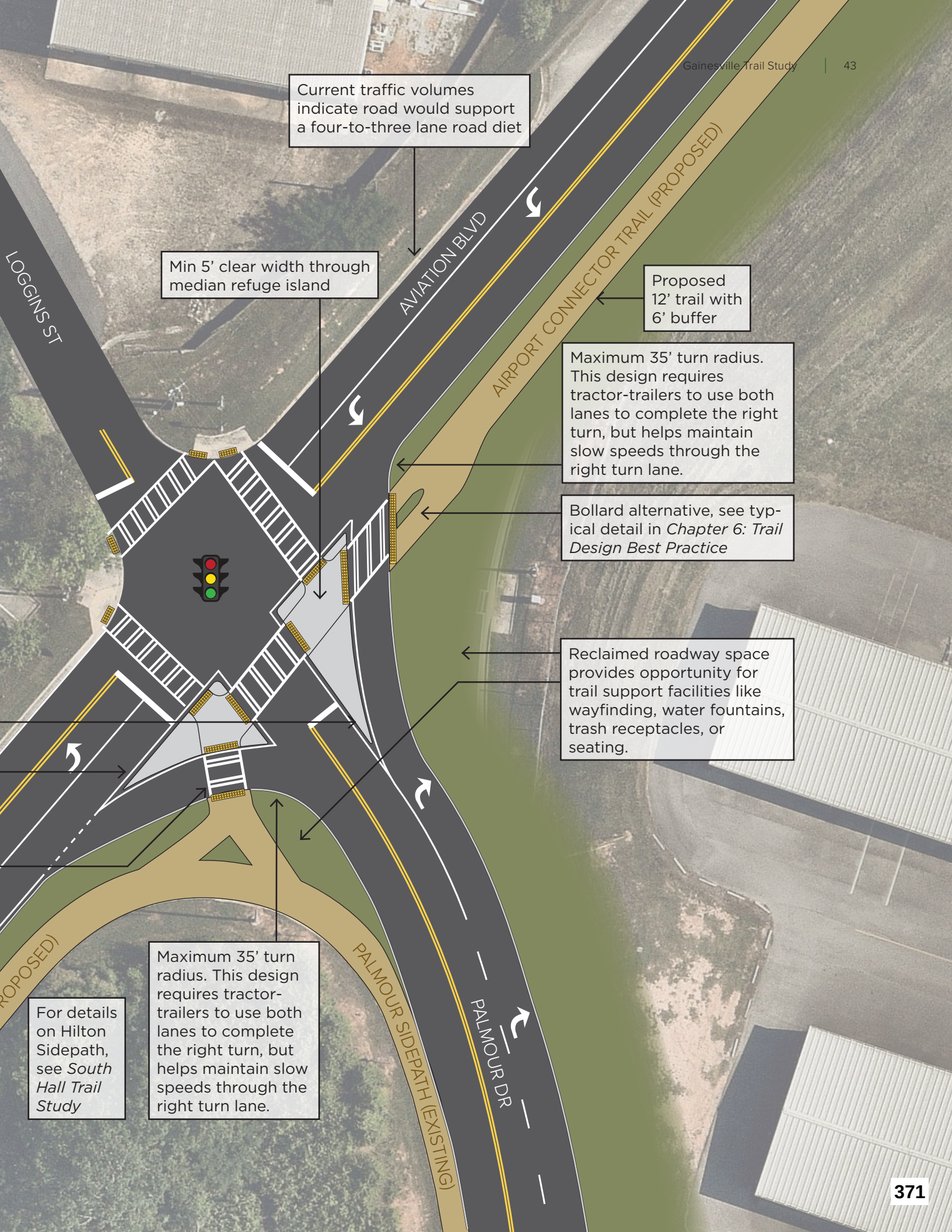
## Palmour Drive at Aviation Blvd

The diagram at right shows the southern terminus of the Airport Connector Trail at the intersection of Aviation Blvd and Palmour Dr. This is an important intersection for the success of the trail network because it represents the intersection of three trails: the proposed Airport Connector Trail, the proposed Hilton Sidepath (proposed as part of South Hall Trail Study), and the existing Palmour Drive Sidepath.

The intersection currently features channelized turn lanes with wide radii, and large median refuge islands. There are pedestrian signal heads, but the existing crosswalk markings are severely faded. Because of the high volume of heavy vehicles, this study proposes keeping the channelized-turn lane configuration, with upgrades to make it more comfortable and safe for trail users. The proposed concept shows reduced turn radii at the channelized turn lanes, high visibility crosswalk markings, and the new configuration with a four-to-three lane road diet.







Current traffic volumes indicate road would support a four-to-three lane road diet

Min 5' clear width through median refuge island

Proposed 12' trail with 6' buffer

Maximum 35' turn radius. This design requires tractor-trailers to use both lanes to complete the right turn, but helps maintain slow speeds through the right turn lane.

Bollard alternative, see typical detail in *Chapter 6: Trail Design Best Practice*

Reclaimed roadway space provides opportunity for trail support facilities like wayfinding, water fountains, trash receptacles, or seating.

Maximum 35' turn radius. This design requires tractor-trailers to use both lanes to complete the right turn, but helps maintain slow speeds through the right turn lane.

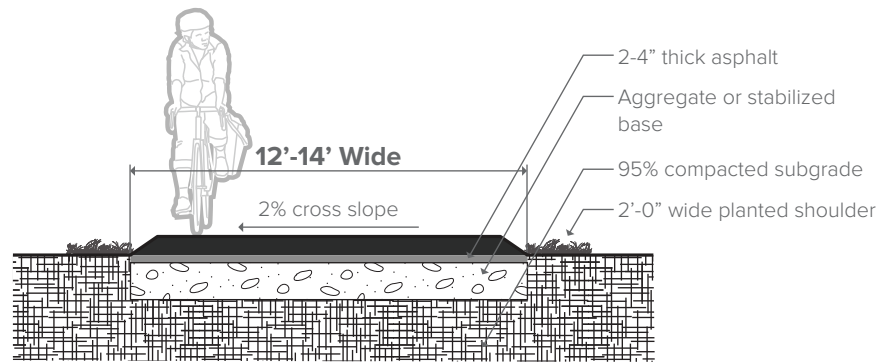
For details on Hilton Sidepath, see *South Hall Trail Study*

## Surface Type

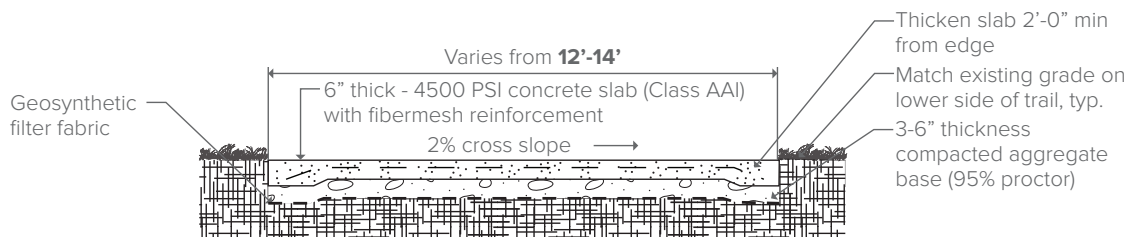
Based on the physical site analysis and the metrics of shared-use path design, a 12-foot-wide asphalt trail with a two-foot-wide shoulder is recommended, per AASHTO. The section along Aviation Blvd. will likely be concrete since new curb and gutter will be installed. See Chapter 6 for additional design guidance.

## Railroad Crossings

There is one at-grade railroad crossing modification proposed. Due to the extensive pedestrian activity observed at the existing railroad crossing, there are opportunities to improve bicycle and pedestrian safety, visibility, and accessibility when the trail is in place. Potential solutions may include installation of pedestrian scale gates and signage and controlling access with fencing on the north and south sides



**Asphalt Shared Use Path**



NOTE:

Some areas may contain exceptionally weak subgrade materials which will require additional soil stabilization measures per direction of geotechnical consultant.

**Soft Subgrade Area Concrete Trail**



of the intersection. All railroad crossing improvements will require design review and approval from Norfolk Southern. Railroad crossings should be the focus of future detailed engineering study and recommendations made using at-grade crossing modification permit procedures.

## Trail Safety

*“CPTED is the proper design and effective use of the built environment which may lead to a reduction in the fear and incidence of crime, and an improvement of the quality of life.”*

*- National Institute for Crime Prevention*

CPTED is a proactive crime fighting technique in which the design and effective use of the built environment can lead to a reduction in the fear of and incidents of crime and asocial behavior, and an improvement in quality of life. In contrast to the approach of addressing crime concerns by implementing visually affronting security or target-hardening measures such as locks, hard barriers, security gates, and security patrols, CPTED promotes high quality and visually pleasing solutions as first responses that aim to enhance the legitimate use of space. CPTED can be applied without interfering with the normal use of the space. It is easy to apply and can be economical to implement, especially if it is done early at the planning and design stages of a project. It is very important to realize CPTED principles only reduce the opportunity for crime; crime prevention and social programs are also

important for tackling the underlying cause of crime in communities. These steps work in conjunction to create a safe environment to work, live or play.

The Principles of CPTED are:

- Natural Surveillance
- Natural Access Control
- Territorial Reinforcement
- Maintenance

### Natural surveillance

Increasing visibility by occupants, neighbors and casual observers increases the detection of unwanted behaviour. For instance, if a high opaque fence blocks the view of a trail, the lack of visibility may invite bad behavior. Conversely, the use of transparent fencing that allows an unobstructed view of the area by users or passers-by may discourage unwanted behavior. Positive natural surveillance along trails includes maintaining open sightlines both laterally and longitudinally, using transparent fencing



*Adjacent buildings provide eyes on the trail*

where fencing is desired, keeping vegetation maintained, and working with adjacent businesses, residents, and other uses to provide unobstructed views to the trail (“eyes on the trail”). Trail lighting, used in combination with other CPTED principles, can be a successful strategy for improving natural surveillance by other users and adjacent uses.

### **Natural access control**

Natural access control employs both real and symbolic barriers—including fences, berms, and vegetation—to define and limit access to an adjacent building or other use along trails. For example, if there are adjacent apartments along a trail, a low berm or vegetated buffer could be planted that still allows natural surveillance from the buildings onto the trail but provides user access control between the apartments and the trail, delineating the two uses.



*The berm and staircase limit access to homes without having a fence*

### **Territorial reinforcement**

This is the process of establishing a sense of ownership, responsibility, and accountability for the public trail, and to impress upon visitors that a space is cherished by its neighbors. Users pay more attention to and defend a particular space if they feel psychological ownership of it. Territorial reinforcement measures, which may be physical or symbolic, tell people they are in a defined public space. Territorial reinforcement along trails can use colour, texture, and hardscape variations to signify that the trail is public. Branding techniques used by the City are also successful strategies, such as signage and wayfinding systems. Public art on trails is also a positive method of territorial reinforcement, as it provides a message of public or civic space to users.



*The fencing reinforces the public facility*

## Maintenance

Neglected property can encourage mistreatment, while well-maintained property will elicit proper treatment. This strategy directly impacts the fear of crime in a community due to residents' perceptions of responsibility and caring in the neighborhood. Examples of proper maintenance include the immediate removal of graffiti or repair of vandalism, keeping landscape regularly maintained to limit areas of concealment, weed abatement, tread repair and painting worn adjacent buildings.

## SECURITY LIGHTING ON TRAILS

When used in combination with other CPTED principles, lighting can be an effective tactic for improving security and reducing the likelihood of unwanted behavior. Lighting provides a choice for how to use trails during non-daylight hours. The goal of lighting trails for security is to make a place unattractive or uncomfortable to offenders while also providing a sense of security and attracting the intended use of trails. Properly lit trails should be easy to observe, eliminate potential hazards at intersections or access points, attract use and enhance other environmental design techniques.

When considering lighting on trails, the appropriate quality and quantity of lighting must be used. Artistic or low-level landscape lighting, while attractive, is not security lighting. Security lighting must be able to aid in the identification or detection of potential unwanted behavior. Contrast, glare, illumination, lighting controls and colour rendering will provide the best opportunity to reduce unwanted behaviour and welcome the intended use of the trail.



*The decision to implement trail lighting is based on cost, demand, and trail context*





V.

# Implementation Strategy

## Overview

Trail implementation and management can be effective and efficient with support from partnerships with a variety of public, private, non-profit, and community organizations at the local, regional, and national levels. Through the combined resources of existing staff, new funding sources, and new community partners and volunteers, the following are strategies for advancing best practices in implementation and management for the Gainesville Trail system.

## Acquisition Strategy

Several options are available for Gainesville to acquire necessary property for future trails. Options include amending local zoning and subdivision ordinances to ensure that, as developments are planned and reviewed, the greenway corridors identified in this plan are protected. This strategy would entail amending development regulations to have developers set aside land for trails whenever a development proposal overlaps with the Gainesville trail corridors. Gainesville staff should ensure that an effective review of all bicycle and pedestrian elements of proposed developments takes place.

In addition, local policies can be revised so that all new sewer and utility easements allow for public access as a matter of right. Although many utility easements do not currently prohibit trail development, they do require the approval of underlying landowners, increasing the complexity of trail development in these easements.

Trail right-of-way (ROW) acquisition can be accomplished through a number of other methods where trail recommendations run through currently developed areas. Wherever acquisition is successful, property owners should be approached and informed by the implementing agency in advance of the design process.

## Current Property Information Along the Corridor

Using existing parcel information in GIS, general ownership information was inventoried for each project segment. This information is useful because it gives the City and other project partners the composition of ownership along the corridor. Knowing the nature of current ownership affects the value of the corridor and other project constraints, and can also influence acquisition costs. Acquisition costs were not developed as part of this study. The nature of the property



analysis was not exhaustive as it was limited to the public information on record and is, thus, for informational purposes only. Property law is a very complex topic, and even after a search of the available public information, there may still be uncertainty regarding ownership that can only be addressed through a legal investigation by a right-of-way specialist, title company, or attorney. Nonetheless, the information collected for the parcels along Gainesville trail corridors provides a relevant and current picture of the status of ownership along the corridors.

Inventory and Analysis of Property Information

All properties adjacent to the proposed Gainesville trail corridors were compiled and organized into ownership categories. This information will be helpful as the trail is developed to determine acquisition cost and strategy depending on the prevailing owner.

Ownership information for parcels along trail corridors is described by one of the following categories:

- Property is located within GDOT right-of-way (will require encroachment agreement)
- Property is located within public utility (will require modification to existing easement agreement with utility and underlying property owner)
- Property is located on public land (no acquisition necessary)

- Property is located on private land (will require acquisition of public trail easement with private owner)

Some parcels along the trail corridors will impact multiple categories; for example, if a public sidewalk is widened to comply with shared-use path standards, while the existing public facility is within GDOT ROW, widening it will encroach into adjacent private property. As a result, both GDOT and the private property owner will require coordination and acquisition. This condition is further detailed in the Appendix. An aggregate breakdown of property type for all Gainesville trails is found in the table on this page.

Table 2: Trail Length by Property Ownership Type

| PROPERTY TYPE    | LENGTH | % OF PHASE | AFFECTED PARCELS |
|------------------|--------|------------|------------------|
| Utility Easement | 201    | 3%         | N/A              |
| ROW              | 6,068  | 89%        | N/A              |
| Public Parcels   | 337    | 5%         | 3                |
| Private Land     | 203    | 3%         | 1                |

|  <b>CONCEPTUAL COST ESTIMATE</b>   |          |          |       |              |                                        |                       |
|---------------------------------------------------------------------------------------------------------------------|----------|----------|-------|--------------|----------------------------------------|-----------------------|
| DESCRIPTION: GAINESVILLE TRAILS STUDY WITH AVIATION BOULEVARD ROAD DIET<br>PROJECT NUMBER: 2018-001<br>COUNTY: HALL |          |          |       |              |                                        |                       |
| TOWN/CITY: GAINESVILLE<br>ESTIMATE BY: BMB<br>DATE: 8/22/2018<br>REVISED:<br>CHECKED BY:                            |          |          |       |              |                                        |                       |
| Line Number                                                                                                         | ITEM     | QUANTITY | UNITS | PRICE        | DESCRIPTION                            | AMOUNT                |
|                                                                                                                     | 150-1000 | 1        | LS    | \$32,000.00  | TRAFFIC CONTROL                        | \$32,000.00           |
|                                                                                                                     | 151-0000 | 1        | LS    | \$53,200.00  | MOBILIZATION                           | \$53,200.00           |
|                                                                                                                     | 201-1500 | 1        | LS    | \$21,300.00  | CLEARING & GRUBBING                    | \$21,300.00           |
|                                                                                                                     | 210-0100 | 1        | LS    | \$296,070.00 | GRADING COMPLETE -                     | \$296,070.00          |
|                                                                                                                     | 310-1101 | 2303     | TN    | \$40.00      | GR AGGR BASED CRS, INCL MATL           | \$92,120.00           |
|                                                                                                                     | 441-0106 | 7400     | SY    | \$60.00      | CONC SIDEWALK, 6 IN                    | \$444,000.00          |
|                                                                                                                     | 441-6012 | 4300     | LF    | \$30.00      | CONC CURB & GUTTER, 6 IN X 24 IN, TP 2 | \$129,000.00          |
|                                                                                                                     | 515-2015 | 750      | LF    | \$50.00      | METAL SAFETY RAIL                      | \$37,500.00           |
|                                                                                                                     | 550-1180 | 125      | LF    | \$60.00      | STORM DRAIN PIPE, 18 IN, H 1-10        | \$7,500.00            |
|                                                                                                                     | 668-1100 | 5        | EA    | \$4,000.00   | CATCH BASIN, GP 1                      | \$20,000.00           |
|                                                                                                                     | 668-4300 | 5        | EA    | \$4,000.00   | STORM SEWER MANHOLE, TP 1              | \$20,000.00           |
|                                                                                                                     | 670-4000 | 4        | EA    | \$2,500.00   | RELOCATE EXIST FIRE HYDRANT            | \$10,000.00           |
|                                                                                                                     | 700-6910 | 4        | AC    | \$1,500.00   | PERMANENT GRASSING                     | \$6,000.00            |
| <b>SUBTOTAL</b>                                                                                                     |          |          |       |              |                                        | <b>\$1,168,690.00</b> |
| MINOR ITEMS                                                                                                         |          |          |       |              |                                        | 10.0% \$116,869.00    |
| <b>ITEMS COST</b>                                                                                                   |          |          |       |              |                                        | <b>\$1,285,559.00</b> |
| INFLATION FACTOR 2 YEARS                                                                                            |          |          |       |              |                                        | 4.0% \$104,901.61     |
| <b>CONSTRUCTION TOTALS</b>                                                                                          |          |          |       |              |                                        | <b>\$1,390,460.61</b> |
| CONTINGENCIES                                                                                                       |          |          |       |              |                                        | 10.0% \$139,046.06    |
| UTILITIES                                                                                                           |          |          |       |              |                                        | 1.0% \$13,904.61      |
| RIGHTS OF WAY                                                                                                       |          |          |       |              |                                        | 0.0% \$0.00           |
| <b>TOTAL ESTIMATED COST</b>                                                                                         |          |          |       |              |                                        | <b>\$1,543,411.28</b> |

## Development Costs

An order-of-magnitude cost estimate was generated for the Gainesville trail. The total cost of the Gainesville trail segment is \$1.5M. Costs include all land development items as well as ancillary facilities such as trailheads and amenities, as appropriate. Not included in the cost estimates are: survey, acquisition costs, permitting fees, and any other items not indicated. A detailed conceptual cost estimate is on the page that follows.

## Design and Construction

While this feasibility study has closely examined the prospect of developing a shared-use path system in Gainesville, it is only the beginning. In order to prepare each phase of the trail for implementation, funding must be secured, easements acquired, surveys developed, and design and permitting must take place. These items can vary in their time requirements depending on conditions throughout each phase of the corridor but can be generally estimated and are shown on the following table. The design process can be a complicated and technical undertaking for linear projects such as trails, and a qualified consultant should always be employed.

## Permitting

The construction of any trail will require permits for construction. Depending on the final alignment location for the Gainesville trail, there may be coordination with various agencies at the state and federal level.

## Project Development Criteria

- River Basin – Upper Chattahoochee
- Watershed Protection Overlays – None
- Development Tier - Industrial
- Riparian Buffers - The Georgia Erosion and Sedimentation Act of 1975 (O.C.G.A. 12-7) and its subsequent amendments require that primary and secondary trout streams maintain an undisturbed riparian buffer of 50', and all other streams maintain a minimum buffer of 25' (measured from where vegetation is wrested by normal stream flow).

## Surface Waters

To obtain the necessary water quality certifications, the GEPD NPDES application will need to be completed and submitted in addition to a Stormwater Pollution Prevention Plan (SWPPP) developed in accordance with current local and state (GEPD) guidelines.

A field delineation will be required to identify the Flat Creek tributary that crosses

beneath Queen City Pkwy. USACE and GEPD concurrence is required to verify the delineation.

## Permitting Assessment, Anticipated Impacts, and Mitigation:

The Flat Creek tributary may be required to comply with the nutrient reduction and mitigation requirements associated with the associated stream buffer rules and Gainesville's development ordinance.

The Gainesville trail segment is located in a short section of 100-year floodplain, and requires a culvert to cross the stream. Because the area is mostly developed with little available room for treatment options, it should be anticipated that the projects may have to purchase nutrient offset credits prior to construction.

It is not anticipated that the Gainesville trail will require 404/401 permits from the USACE and/or GEPD.

## FEMA Compliance

Flat Creek and its tributaries are located within a FEMA detailed study area with an established floodway. Therefore, coordination will be required with the City's Floodplain Administrator, the Georgia Floodplain

Mapping Program, and FEMA. Any structures (including stormwater structure devices) that result in a changes in water surface elevation greater than 0.02 feet, floodway width or location, or floodway water surface elevations will require FEMA approval through the CLOMR / Letter of Map Revision (LOMR) process. The amount of trail located within the floodplain is very minimal for the Gainesville trail. However, the level of compliance required is highly dependent on the surveyed location of the alignment option. In all cases during this trail study, efforts were made to route trail segments outside floodway.

## Funding

It is important to pursue support from a variety of public and private sources at the local, regional, and national levels. Supporting organizations can also include a mosaic of partnerships between public and non-profit agencies. By diversifying the support base, a community can ensure the longevity and reliability of a trail system. This will help in marketing the Gainesville trail system and its supporting organizations, creating a community-wide sense of ownership and enthusiasm toward it, and serving as a vital component of an active, healthy community.

State funding through GDOT's Transportation Alternatives Program (TAP) was pursued for the Gainesville Trail project by city staff during

the preparation of this study. Award of the grant has not been determined. Further detail on recommended funding sources can be found in the Appendix.

## Operations and Maintenance

### Guiding Principles for Effective Operations and Maintenance

The Gainesville trail system should be regarded and maintained as a public resource. The condition of the trail reflects the relationship between the trail, trail managers and the surrounding community. A well-maintained trail will serve the community for generations to come. The following guiding principles will help assure the preservation of a first class trail:

- Good maintenance begins with sound planning and design.
- Foremost, protect life, property, and the environment.
- Promote and maintain a quality outdoor recreation and transportation experience.
- Develop a management plan that is reviewed and updated annually with tasks, operational policies, standards, and routine and remedial maintenance goals.
- Develop a maintenance plan that is reviewed and updated annually and includes regular inspection schedules.
- Maintain construction and design quality control, and conduct regular inspections.

- Include field crews, police, and fire/rescue personnel in both the design review and on-going management process.
- Maintain an effective, responsive public feedback system, and promote public participation.
- Be a good neighbor to adjacent properties.
- Operate a cost-effective program with sustainable funding sources.

A management plan provides a basic foundation for Gainesville trail development tasks that need to be undertaken by the City and other partners once design development begins and the trail is opened for use. A benchmark structure, including a series of work items and tasks that need to be completed in order, is recommended to maintain Gainesville's trail network as an attractive, safe, and secure public amenity.

## Trail Facility Management and Administration

For a successful trail facility to be developed, it is critical for those involved in the operations and maintenance to understand their role in supporting and managing the trail. The Gainesville trails will be developed and maintained primarily by the City of Gainesville. Listed below are the key departments and organizations that will play a role in the implementation and management of the trail.

### **GAINESVILLE-HALL METROPOLITAN PLANNING ORGANIZATION (GHMPO)**

MPOs are responsible for leading regional

transportation initiatives and coordinating transportation grant funding. In the event additional coordination is needed for other roles, the GHMPO could serve as a facilitator of meetings, especially if it involves the Mayor or City Manager of partner cities.

Other roles may include:

- Provide updates to City staff on opportunities for facility development that coincide with other capital or maintenance projects.
- Work actively to ensure bicycle and pedestrian projects are funded through the State prioritization process (STIP).

### **CITY OF GAINESVILLE ADMINISTRATION**

City Administration provides leadership and funding obligations and budget items for capital improvements. City management should adopt a budget for expenditures of funding that support local trail development. City staff should be prepared to provide supporting materials to the administration for the budget process, including any bicycling, walking, and trail-related reports, user estimates, and benchmarking statistics.

### **GAINESVILLE PARKS AND RECREATION DEPARTMENT**

Gainesville officials ensure that the public's health and safety are protected during the normal use of any city-owned property,



Table 4: Routine and Remedial Maintenance

| Type                                   | Task                                                                                                                                                                                                                                                                                  |
|----------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Facility Maintenance</b>            | Sweeping                                                                                                                                                                                                                                                                              |
|                                        | Trash Removal                                                                                                                                                                                                                                                                         |
| <b>Vegetation Management</b>           | Tree and shrub trimming and pruning                                                                                                                                                                                                                                                   |
|                                        | Mowing of vegetation                                                                                                                                                                                                                                                                  |
|                                        | Mulching and edging                                                                                                                                                                                                                                                                   |
|                                        | Invasive species control                                                                                                                                                                                                                                                              |
| <b>Facility Repair or Replacement</b>  | Replenish gravel, mulch, or other materials                                                                                                                                                                                                                                           |
|                                        | Repaint/restripe/restrain                                                                                                                                                                                                                                                             |
|                                        | Repave/seal                                                                                                                                                                                                                                                                           |
|                                        | Replace asphalt or concrete                                                                                                                                                                                                                                                           |
|                                        | Remove encroaching debris along paved trail/sidewalk edges                                                                                                                                                                                                                            |
|                                        | Regrade to prevent or eliminate low spots and drainage issues                                                                                                                                                                                                                         |
|                                        | Add culverts, bridges, boardwalks, retaining walls, etc. to prevent or eliminate drainage and/or erosion issues                                                                                                                                                                       |
|                                        | Reroute trail, if necessary, to avoid environmentally sensitive or overused areas and any safety issues                                                                                                                                                                               |
| <b>Seasonal Maintenance</b>            | Remove leaf debris, snow, or ice from all network facilities as soon as possible. Leaf debris is potentially hazardous when wet, and special attention should be given to facilities with heavier usage.                                                                              |
|                                        | Ice control and the removal of ice build-up is a continual factor because of the freeze-thaw cycle. Ice control is most important on grade changes and curves. Ice can be removed or gravel/ice melt applied. After ice is gone, leftover gravel should be swept as soon as possible. |
|                                        | Remove leaf litter from network facilities via raking, blowing, mulching, etc. as needed to sustain the safe usability of all network facilities and prevent any storm water drainage or erosion issues                                                                               |
|                                        | Remove snow and ice from network facilities, via plowing, shoveling, picking, salt, sand, etc. by 6 AM the morning following a storm                                                                                                                                                  |
| <b>Habitat Enhancement and Control</b> | Plant vegetation, such as trees and shrubs                                                                                                                                                                                                                                            |
|                                        | Take preventative measures to protect landscape features from wildlife, such as installing fencing around sensitive or newly planted plant materials                                                                                                                                  |
|                                        | Apply herbicide to eliminate any problem plant species, such as poison ivy, kudzu, etc.                                                                                                                                                                                               |
|                                        | Apply herbicide to maintain facility edges and prevent encroaching vegetation, such as along trails and sidewalks                                                                                                                                                                     |
|                                        | Deter interaction between facility users and facility inhabitants, such as feeding the wildlife, etc.                                                                                                                                                                                 |

including parks and trails. The Gainesville Parks and Recreation Department would have the overall responsibility for trail construction, operations, and maintenance.

Other roles may include:

- Coordinate across jurisdictional boundaries to provide trail network connectivity to Gainesville.
- Enforce trail design standards and uniformity for all future trail construction projects.
- Lead greenway programmatic activities to encourage trail use and community pride.
- Conduct evaluation activities along trails such as user preference surveys and counts.

### **POLICE/SHERIFF'S DEPARTMENTS**

The Gainesville Sheriff's Department patrols all public property including parks and recreation facilities in unincorporated Gainesville. For Flowery Branch and Oakwood, the local PD will patrol trail portions in their jurisdictions. When segments of Gainesville trail are constructed, police patrol should increase in the first six months to monitor use and hours of operation along the trail.

### **HIGHLANDS TO ISLANDS**

Highlands to Islands has helped promote the advancement of trails in the Gainesville region. The organization, a 501 (c)3, seeks to raise active living, health, and quality of life through various efforts including advocacy,

education, facilitation, and campaigning. Highlands to Islands should continue to play a role during the development of the Gainesville network by helping to organize promotional events, assisting with fundraising, and raising awareness for increased trail use and programming.

### **ROLE OF THE PRIVATE SECTOR AND NON-PROFITS**

Private organizations can play a significant role in the development and management of trail systems; local, regional, and national organizations provide various types of help. Local organizations can make in-kind donations, volunteer labor, and construct and maintain sections of a trail. Regional and national organizations can provide similar types of support including the provisioning of grants and other funding schemes. When new businesses or subdivisions are constructed near or adjacent to a trail facility, they may agree to share responsibility in supporting operations and maintenance, as well as providing access and dedicating open space.

After a trail is constructed, other developments, adjacent to or nearby, may take place and affect trail usage. Agreements can be established for new neighborhood, subdivision, and business development in such areas to help support trail maintenance, operations, and access. This type of support may include annual fees, in-kind donations, and day-to-day operations and maintenance responsibilities.

To various degrees, partnerships between

other private, public, and non-profit agencies can also be formed in creating a diversified, stable support system for the trail network. For Gainesville the following partners have been identified:

- Brenau University
- University of North Georgia (UNG)
- Northeast Georgia Healthcare System (NGHS)
- Lee Gilmer Airport
- Stone Capital Group

## Facility Maintenance

Trail maintenance shall include the removal of all debris, trash, litter, obnoxious and unsafe human-made structures, vegetation and other foreign matter. Trailheads, points of public access, and other activity areas shall be maintained in a clean and usable condition at all times. The primary concern for pathway maintenance shall always be public safety.

All trail facilities shall be maintained in a safe and usable manner during hours of operation, and in accordance with applicable Americans with Disability Act policies. Rough edges, severe bumps or depressions, cracked or uneven pavement, gullies, rills and washed out tread surface shall be repaired in a timely manner by Gainesville and/or its designee. Volunteer vegetation occurring in the trail tread should be removed in such a manner so that the trail surface is maintained as a continuous, even and clean surface. Graffiti should be removed and vandalized elements

of the trail and trail amenities should be repaired in a timely manner.

Vegetation within the trail corridor should be managed to promote safety, serve as habitat for wildlife, buffer public use from private property when possible, enhance water quality, and preserve the unique aesthetic values of the natural landscape. Removal of native vegetation should be done with clear purpose and discretion. The objective in controlling growth of vegetation shall be to maintain clear and open lines of sight along the trail at all times, at intersections with roadways and driveways, and along roadways.

Vegetation removal within the trail development zone should be accomplished to eliminate potential hazards that could occur from natural growth. To promote safe use of the trail, all vegetation should be clear-cut to a minimum distance of 3 feet from the edge of the trail tread, and 8 feet of overhead clearance. Selective clearing of vegetation should be conducted, in cooperation with Gainesville maintenance staff within a zone that is defined as being between three to ten feet from the edge of the pathway.

At any point along Gainesville Trails, a user should have an unobstructed view, along the centerline of the pathway, 250 feet ahead and behind his/her position. The only exception to this policy is where terrain or trail curvature is a limiting factor. Gainesville is responsible for the cutting and removal

of vegetation. Removal of vegetation within the trail right-of-way by an individual other than these agencies or their designee, is deemed unlawful and subject to fines and/or prosecution.

The tasks on the previous page should be performed on a regular basis to keep all network facilities in good, usable condition. Maintenance tasks should be conducted more frequently for trail facilities where use is the most concentrated. Methods such as trail use counts, sketch plan analysis methods for estimating demand, public survey results, and public meeting comments can be used to determine which areas are the most heavily used and may require the most maintenance attention. The frequency of required maintenance tasks should be established as new phases are implemented and should be reviewed and updated annually to reflect any changes in usage, safety issues, or other concerns.

### LIFE CYCLE OF FACILITIES

The following is a guide to the anticipated life expectancy of trail facilities, furnishings and amenities:

**Table 3: Trail Component Life Cycles**

| Trail Component          | Life Cycle    |
|--------------------------|---------------|
| Asphalt Trails           | 10 - 15 years |
| Concrete Trails          | 20+ years     |
| Thermoplastic Crosswalks | 3 - 5 years   |
| Aluminum Trail Signage   | 7 - 10 years  |
| Trash Receptacles        | 7 - 10 years  |

## Action Items

### Present Findings to City Council

Before proceeding further, Gainesville staff should present the Gainesville Trail study to City Council for review and adoption.

### Engage a Professional Engineering Firm

Identify a consultant or consultant team to develop a complete design package for the corridor.

### Engage Property Owners

City staff, project partners, and the consultant team should together determine the best strategy to reach out to adjacent property owners along the corridor to obtain approval of final design, including Lee Gilmer Airport, Newhall Newspapers, and Georgia Department of Health.

### Finalize the Route

Following public input, City staff should organize a team meeting to review this document in detail, along with the results of the previous two steps, and confirm the details of the final routing and recommended improvements.

## **Complete Design**

Once the route is finalized, the consultant team should complete a full design of the trail and produce a comprehensive set of construction documents that follow the standards required for federal funding.

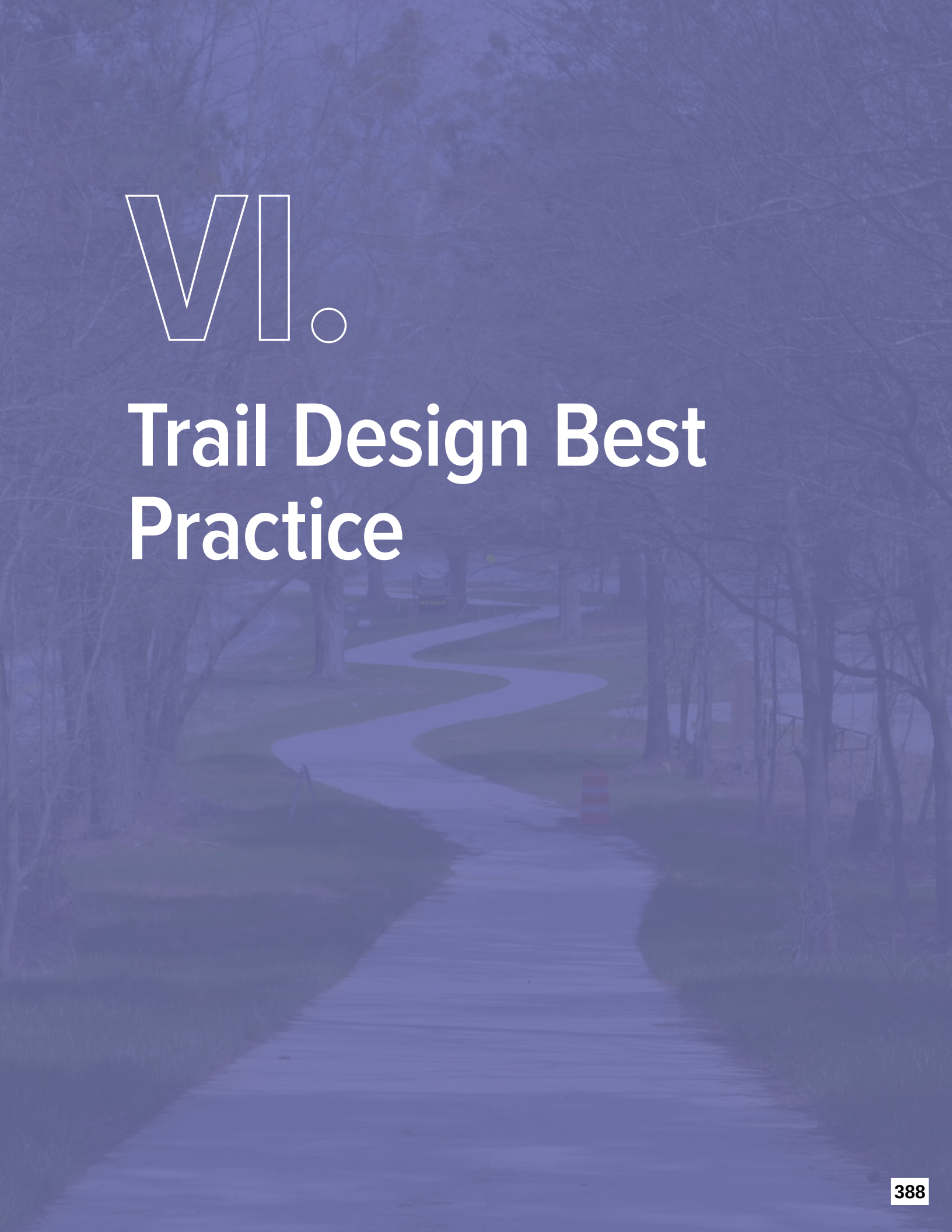
## **Construct the Trail**

Once construction documents are produced, the trail can then be constructed with the any federal funds that have been set aside for this project and any local funds required to supplement those funds.

## **Perform Ongoing Maintenance and Patrolling**

Once the trail is on the ground, City staff should continue to maintain and patrol the trail in accordance with the recommendations outlined in this chapter and in Chapter 6.





VI.

# Trail Design Best Practice

## Guidance Basis

The sections that follow serve as an inventory of shared use path and trail design treatments and provide guidelines for their development. These treatments and design guidelines are important because they are the tools for creating a safe and accessible community. The guidelines are not, however, a substitute for a more thorough evaluation by a landscape architect or engineer, upon implementation of facility improvements.

### National Guidance

The following standards and guidelines are referred to in this guide:

- The Federal Highway Administration's (FHWA) *Manual on Uniform Traffic Control Devices (MUTCD)* defines the standards used by road managers nationwide to install and maintain traffic control devices on all public streets, highways, bikeways, and private roads open to public traffic.
- American Association of State Highway and Transportation Officials (AASHTO) *Guide for the Development of Bicycle Facilities* (2012) provides guidance on dimensions, use, and layout of specific bicycle facilities.
- The National Association of City Transportation Officials' (NACTO) *Urban Bikeway Design Guide* (2012) is the newest publication of nationally recognized bikeway design standards, and offers guidance on the current state of the practice designs.
- The AASHTO *A Policy on Geometric Design of Highways and Streets* (2011) commonly referred to as the "Green Book," contains the current design research and practices for highway and street geometric design.
- *Trails for the 21st Century* (1993) guides communities on how to convert unused railway and canal corridors into trails for pedestrians, cyclists, horseback riders, and others.

### State Guidance

Statewide guidance is provided by the Georgia Department of Transportation (GDOT).

- The *Design Policy Manual* (2018) is the primary resource for design guidelines and standards of GDOT.
- The *Pedestrian and Streetscape Guide* (2018) provides guidance on design of walkways and pedestrian support facilities. It does not provide standards or specifications.

## Design Needs of Trail Users

Trail users include pedestrians (including those using mobility devices and pushing strollers), and cyclists. By understanding the unique characteristics and needs of all trail users, a facility designer can provide quality facilities and minimize user risk.

### Types of Pedestrians

Pedestrians have a variety of characteristics and the trail network should accommodate a variety of needs, abilities, and possible impairments.

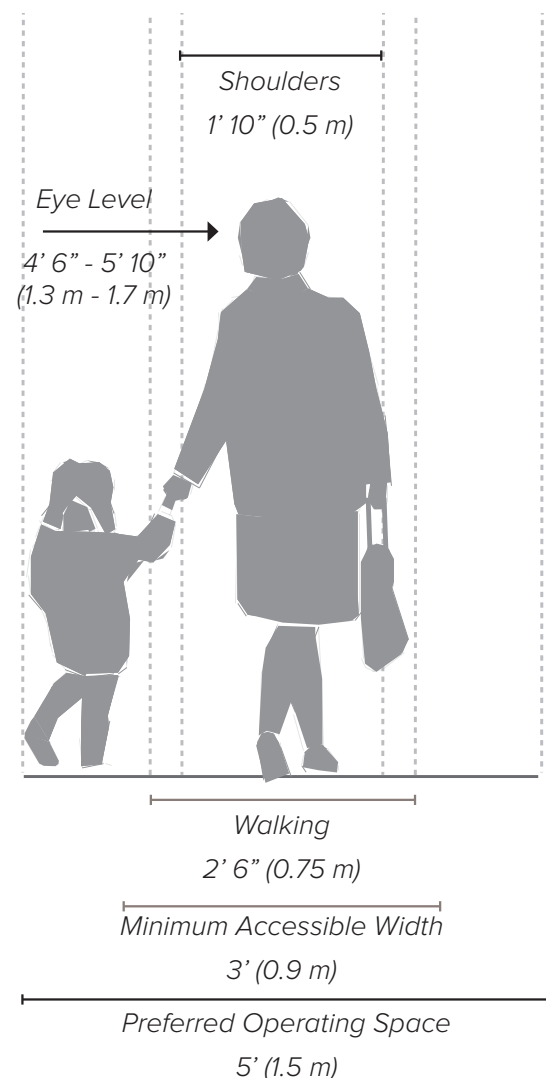
Age is one major factor that affects pedestrians' physical characteristics, walking

speed, and environmental perception. Children have low eye height and walk at slower speeds than adults. They also perceive the environment differently at various stages of their cognitive development. Older adults walk more slowly and may require assistive devices for walking stability, sight, and hearing.

Table 5: Pedestrian Characteristics by Age

| Age          | Characteristics                                                                                              |
|--------------|--------------------------------------------------------------------------------------------------------------|
| <b>0-4</b>   | Learning to walk<br>Requires constant adult supervision<br>Developing peripheral vision and depth perception |
| <b>5-8</b>   | Increasing independence, but still requires supervision<br>Poor depth perception                             |
| <b>9-13</b>  | Susceptible to "darting out" in roadways<br>Insufficient judgment<br>Sense of invulnerability                |
| <b>14-18</b> | Improved awareness of traffic environment<br>Insufficient judgment                                           |
| <b>19-40</b> | Active, aware of traffic environment                                                                         |
| <b>41-65</b> | Slowing of reflexes                                                                                          |
| <b>65+</b>   | Difficulty crossing street<br>Vision loss<br>Difficulty hearing vehicles approaching from behind             |

Figure 8: Pedestrian Dimensions



## Disabled Pedestrian Design Considerations

The table below summarizes common physical and cognitive impairments, how they affect personal mobility, and recommendations for improved pedestrian-friendly design.

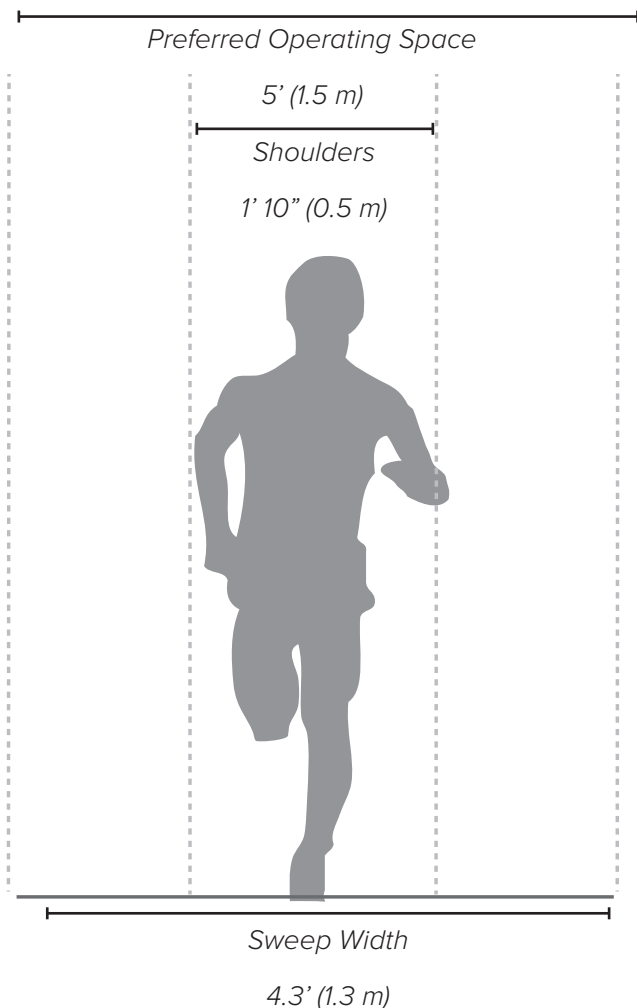
Table 6: Disabled Pedestrian Design Considerations (AASHTO Pedestrian Guide 2004)

| Impairment                                                          | Effect on Mobility                                                                                                              | Design Solution                                                                                                                                                   |
|---------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Physical Impairment Necessitating Wheelchair and Scooter Use</b> | Difficulty propelling over uneven or soft surfaces.                                                                             | Firm, stable surfaces and structures, including ramps or beveled edges.                                                                                           |
|                                                                     | Cross-slopes cause wheelchairs to veer downhill or tip sideways.                                                                | Cross-slopes of less than two percent.                                                                                                                            |
|                                                                     | Require wider path of travel.                                                                                                   | Sufficient width and maneuvering space.                                                                                                                           |
| <b>Physical Impairment Necessitating Walking Aid Use</b>            | Difficulty negotiating steep grades and cross slopes; decreased stability and tripping hazard.                                  | Cross-slopes of less than two percent. Smooth, non-slippery travel surface.                                                                                       |
|                                                                     | Slower walking speed and reduced endurance; reduced ability to react.                                                           | At trail crossings, longer pedestrian signal cycles, shorter crossing distances, median refuges, and street furniture.                                            |
| <b>Hearing Impairment</b>                                           | Less able to detect oncoming hazards at locations with limited sight lines.                                                     | At trail crossings, longer pedestrian signal cycles, clear sight distances, highly visible pedestrian signals and markings.                                       |
| <b>Vision Impairment</b>                                            | Limited perception of path ahead and obstacles; reliance on memory; reliance on non-visual indicators (e.g. sound and texture). | Accessible text (larger print and raised text), accessible pedestrian signals (APS), guide strips and detectable warning surfaces, safety barriers, and lighting. |
| <b>Cognitive Impairment</b>                                         | Varies greatly. Can affect ability to perceive, recognize, understand, interpret, and respond to information.                   | Signs with pictures, universal symbols, and colors, rather than text.                                                                                             |

## Design Needs of Runners

Running is an important recreation and fitness activity commonly performed on shared use paths. Many runners prefer softer surfaces (such as rubber, bare earth or crushed rock) to reduce impact. Runners can change their speed and direction frequently. If high volumes are expected, controlled interaction or separation of different types of users should be considered.

Figure 9: Runner Dimensions

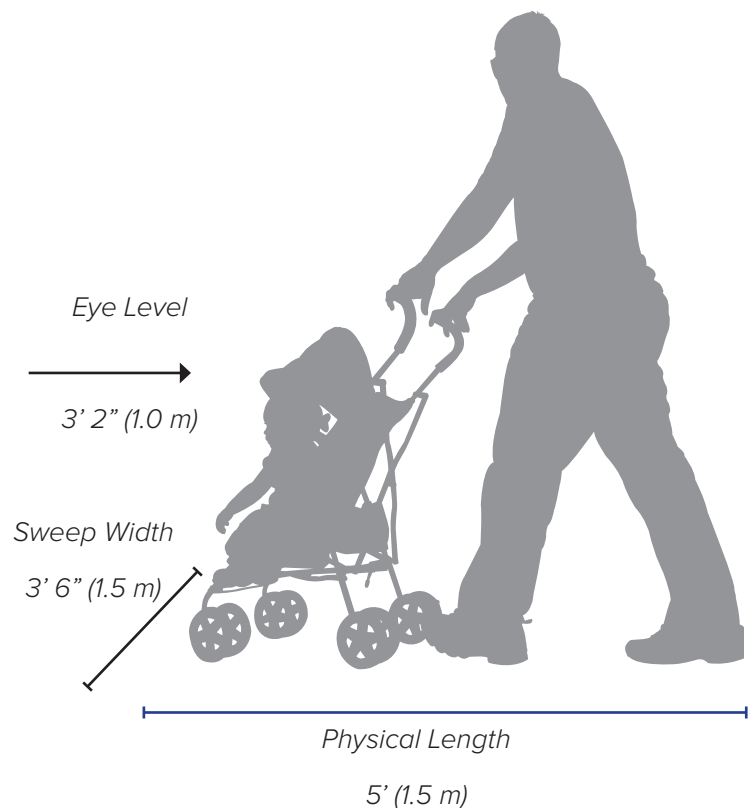


## Design Needs of Strollers

Strollers are wheeled devices pushed by pedestrians to transport babies or small children. Stroller models vary greatly in their design and capacity. Some strollers are designed to accommodate a single child, others can carry 3 or more. Design needs of strollers depend on the wheel size, geometry and ability of the adult who is pushing the stroller.

Strollers commonly have small pivoting front wheels for easy maneuverability, but these wheels may limit their use on unpaved surfaces or rough pavement. Curb ramps are valuable to these users. Lateral overturning is one main safety concern for stroller users.

Figure 10: Stroller Dimensions





Design Needs of Wheelchair Users

As the American population ages, the number of people using mobility assistive devices (such as manual wheelchairs, powered wheelchairs) increases.

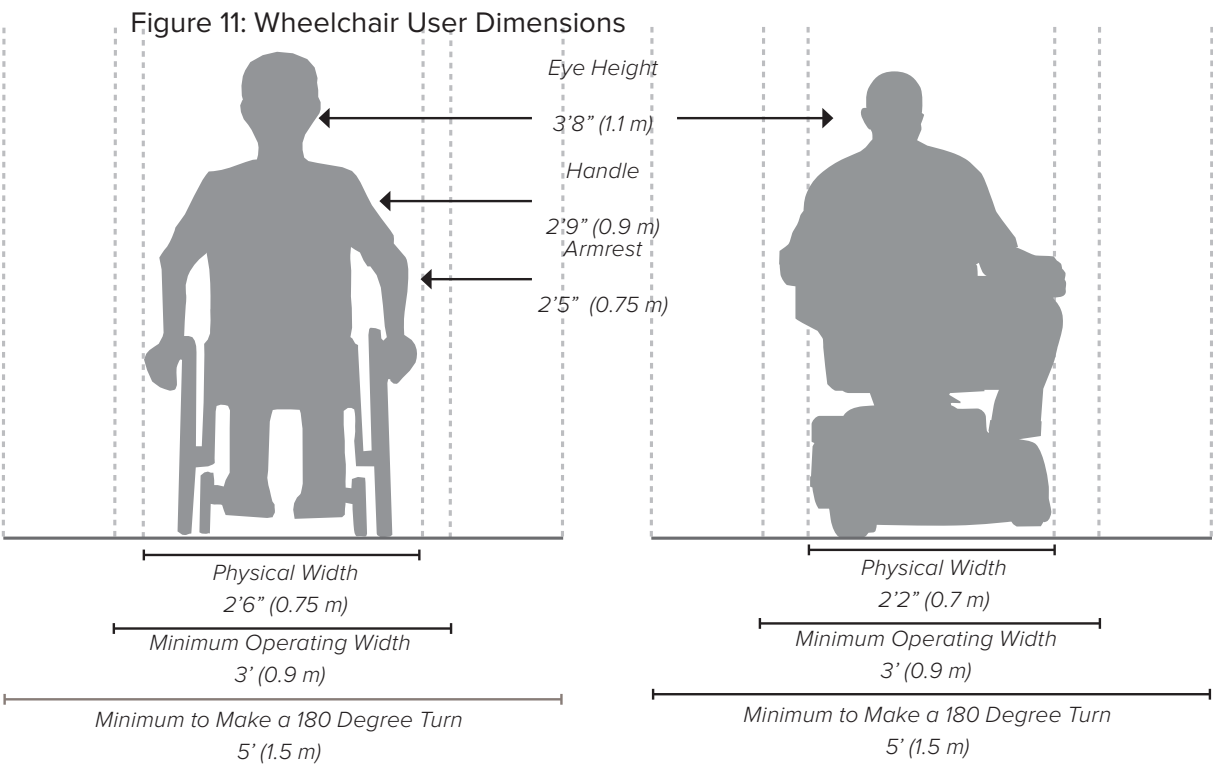
Manual wheelchairs are self-propelled devices. Users propel themselves using push rims attached to the rear wheels. Braking is done through resisting wheel movement with the hands or arm. Alternatively, a second individual can control the wheelchair using handles attached to the back of the chair.

Power wheelchairs use battery power to move the wheelchair. The size and weight of power wheelchairs limit their ability to negotiate obstacles without a ramp. Various control units are available that enable users to control the wheelchair movement, based on their ability (e.g., joystick control, breath controlled, etc).

Maneuvering around a turn requires additional space for wheelchair devices. Providing adequate space for 180 degree turns at appropriate locations is an important element of accessible design.

Table 7: Wheelchair User Design Considerations

| Effect on Mobility                                  | Design Solution                                                         |
|-----------------------------------------------------|-------------------------------------------------------------------------|
| Difficulty propelling over uneven or soft surfaces. | Firm, stable surfaces and structures, including ramps or beveled edges. |
| Cross-slopes cause wheelchairs to veer downhill.    | Cross-slopes of less than two percent.                                  |
| Require wider path of travel.                       | Sufficient width and maneuvering space.                                 |



## Design Needs of Cyclists

Bicyclists and their bicycles exist in a variety of sizes and configurations. These variations occur in the types of bicycle (such as a conventional bicycle, a recumbent bicycle or a tricycle), and behavioral characteristics (such as the comfort level of the cyclist). The trail design should consider reasonably expected bicycle types and utilize the appropriate dimensions.

The figure to the right illustrates the operating space and physical dimensions of a typical adult bicyclist, which are the basis for typical facility design. Bicyclists require clear space to operate within a facility. This is why the minimum operating width is greater than the physical dimensions of the bicyclist. Bicyclists prefer five feet or more operating width, although four feet may be minimally acceptable.

In addition to the design dimensions of a typical bicycle, there are many other commonly used pedal-driven cycles and accessories to consider when planning and designing bicycle facilities. The most common types include tandem bicycles, recumbent bicycles, and trailer accessories.

Figure 12: Bicycle Rider Dimensions

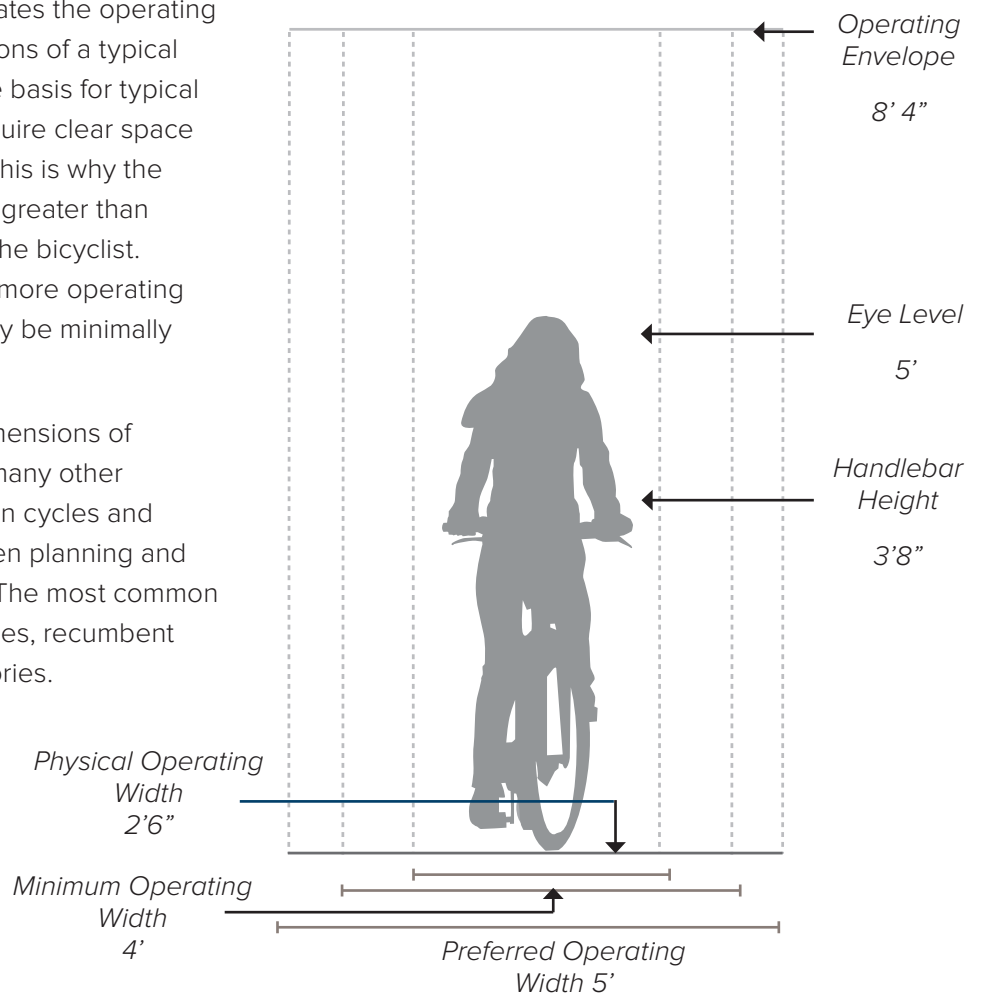
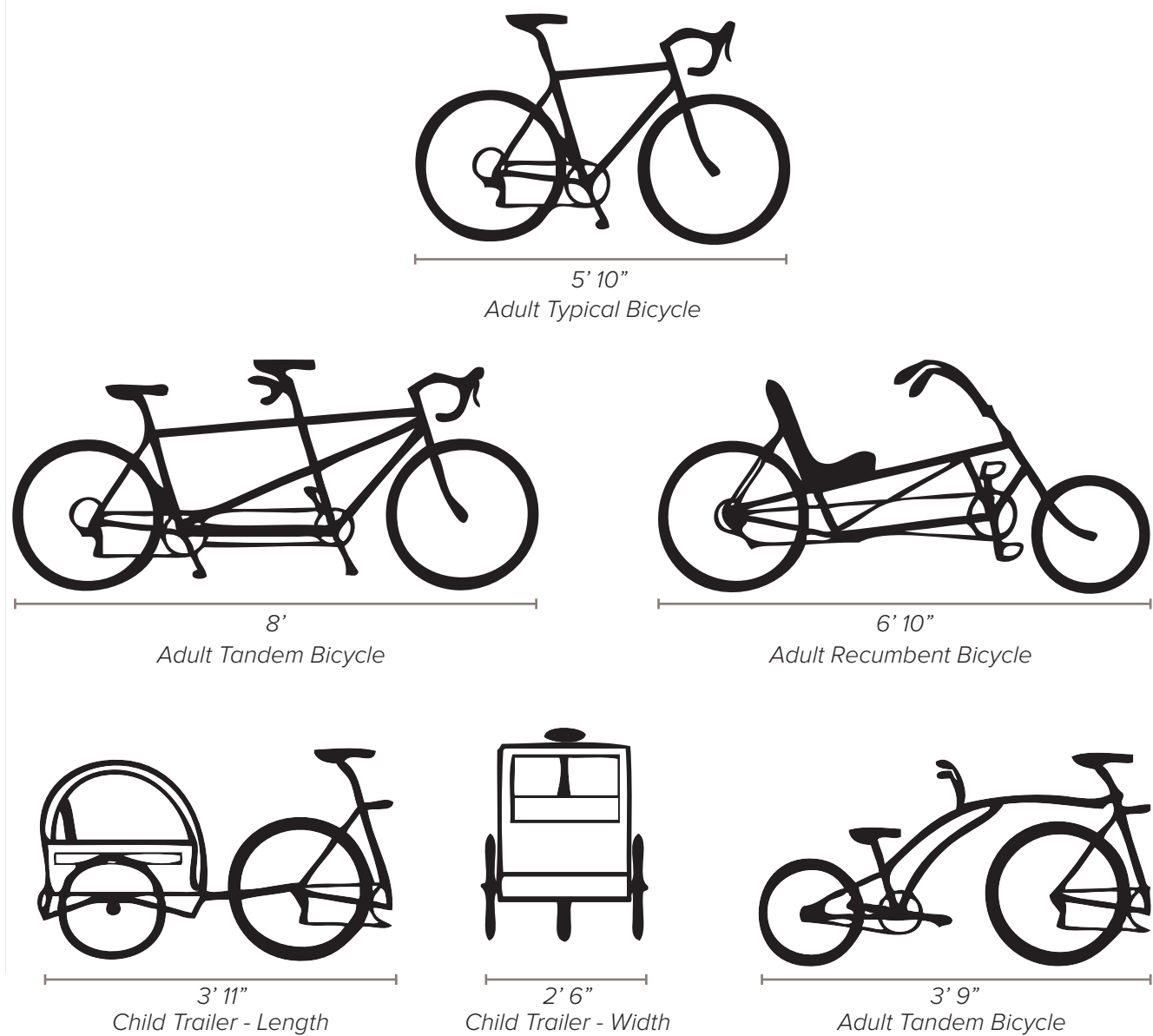


Figure 13: Cycles and Accessories Dimensions



Source: AASHTO Guide for the Development of Bicycle Facilities, 4th Edition

## Shared Use Path Design Practices

Shared use paths can provide a desirable facility, particularly for recreation, and users of all skill levels preferring separation from traffic. Shared use paths should generally provide directional travel opportunities not provided by existing roadways.

### Typical Application

- In abandoned rail corridors (commonly referred to as Rails-to-Trails or Rail-Trails).
- In active rail corridors, trails can be built adjacent to active railroads (referred to as Rails-with-Trails).
- In utility corridors, such as powerline and sewer corridors.
- In waterway corridors, such as along canals, drainage ditches, rivers and beaches.
- Within roadway right-of-way.

### Design Features

- 12 feet is the recommended width for shared use paths. A separate track (5' minimum) can be provided for pedestrian use. 10 feet is recommended width for low traffic paths.
- 8 feet is the minimum width allowed for a two-way bicycle path and is allowed for neighborhood accessways or places with limited space and for limited lengths.
- A 2 foot or greater shoulder on both sides of the path should be provided. An additional foot of lateral clearance (total of 3') is required by the MUTCD for the



installation of signage or other furnishings.

- Clearance to overhead obstructions should be 8 feet minimum, with 10 feet recommended.
- When striping is required, use a 4 inch dashed yellow centerline stripe with 4 inch solid white edge lines.
- Solid centerlines can be provided on tight or blind corners, and on the approaches to roadway crossings.
- Use of bollards should be avoided when possible. If bollards are used at intersections and access points, they should be colored brightly and/or supplemented with reflective materials to be visible at night.

## Shared Use Paths in Active Rail Corridors

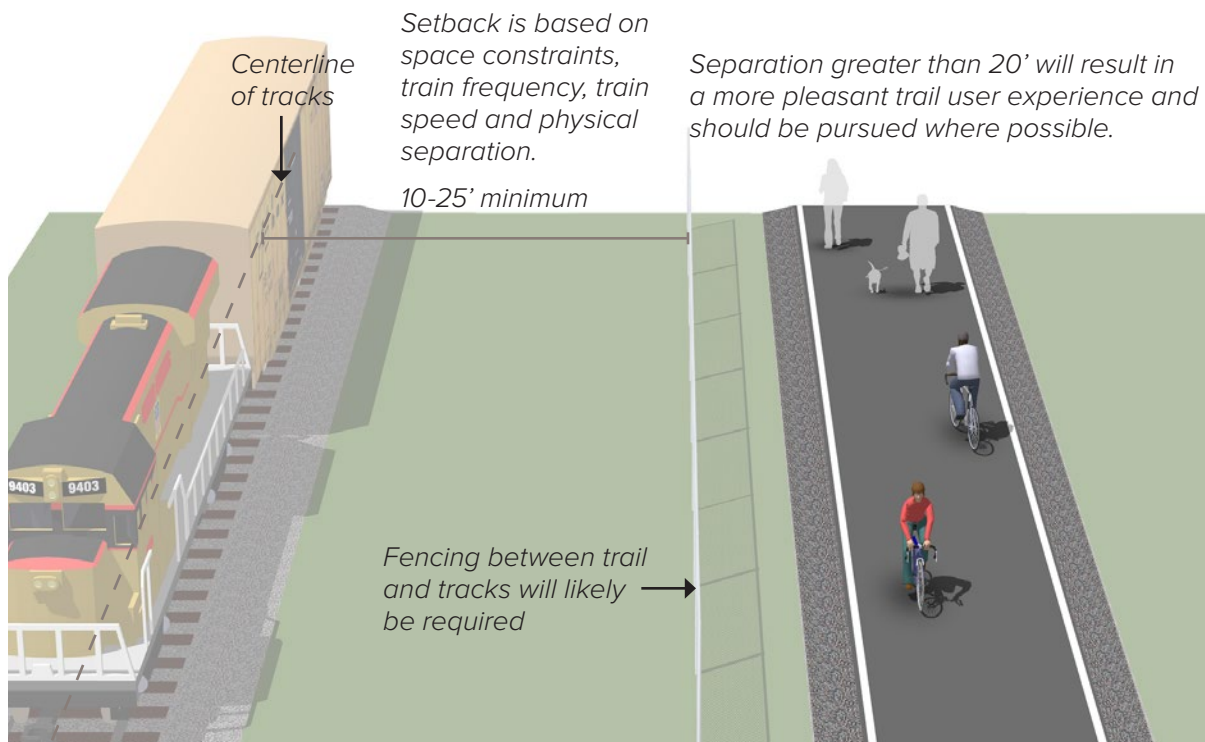
Rails-with-Trails projects typically consist of paths adjacent to active railroads within railroad right-of-way. It should be noted that some constraints could impact the feasibility of rail-with-trail projects. In some cases, space needs to be preserved for future planned freight, transit or commuter rail service.

### Typical Application

- Along active rail corridors

### Design Features

- Shared use paths in active rail corridors should meet or exceed general design standards. If additional width allows, wider paths, and landscaping are desirable.
- If required, fencing should be a minimum of 5 feet in height with higher fencing than usual next to sensitive areas such as switching yards. Whenever feasible, provide transparent fencing. Setbacks from the active rail line will vary depending on the speed and frequency of trains, and available right-of-way.





## Shared Use Paths in Riparian Corridors

Riparian and waterway corridors often offer excellent shared use path development and gap closure opportunities. These corridors include canals, drainage ditches, rivers, and beaches and offer excellent transportation and recreation opportunities for trail users of all ages and skills.

### Typical Application

- Along riparian and waterway corridors

### Design Features

Any access point to the path should be well-defined with appropriate signage designating the pathway as a shared use facility and prohibiting motor vehicles.

Public access to the shared use path may be prohibited during the following events:

- Canal/flood control channel or other utility maintenance activities
- Inclement weather or the prediction of storm conditions



## Shared Use Paths in Utility Corridors

Utility corridors often offer space for shared use path and trail development. Utility corridors typically include powerline and sewer corridors. These corridors offer excellent transportation and recreation opportunities for trail users of all ages and skills.

### Typical Application

- Along underground utilities such as water, sewer, natural gas, or buried electric or optic lines.
- Along above-ground utility corridors such as telephone, cable, or overhead electric.

- Utility companies benefit from this arrangement by having uninterrupted, easily accessible route to their utility service.
- Individual utility companies may have their own policies and guidelines about buffer requirements.

### Design Features

Shared use paths in utility corridors should meet or exceed general design practices. If additional width allows, wider paths, and landscaping are desirable.

Any access point to the path should be well-defined with appropriate signage designating the pathway as a shared use facility and prohibiting motor vehicles.



## Neighborhood Accessways

Neighborhood accessways provide residential areas with direct bicycle and pedestrian access to parks, trails, greenspaces, and other recreational areas. They most often serve as small trail connections to and from the larger trail network, typically having their own right-of-way and easements.

### Typical Application

- Neighborhood accessways should be designed into new subdivisions. For existing subdivisions, neighborhood and homeowner association groups are encouraged to identify locations where such connects would be desirable.

### Design Features

- Neighborhood accessways should remain open to the public.
- Trail pavement shall be at least 8 feet wide to accommodate emergency and maintenance vehicles, meet ADA requirements and be considered suitable for multi-use.
- Trail widths should be designed to be less than 8 feet wide only when necessary to protect large mature native trees over 18" in caliper, wetlands or other ecologically sensitive areas.
- Access trails should slightly meander whenever possible.



## Boardwalks

Boardwalks are typically required when crossing wetlands or other sensitive natural areas. A number of low-impact support systems are also available that reduce the disturbance within wetland areas to the greatest extent possible.

### Typical Application

- Boardwalks should be constructed of composite decking that forms the top layer of the boardwalk. The composite decking made from recycled material has gained popularity in recent years since it lasts much longer than wood, especially in wet conditions.
- In general, building in wetlands is subject to regulations and mitigation and should be avoided.

### Design Features

- A boardwalk width should be a minimum of 10 feet when no rail is used. A 12 feet width is preferred in areas with average anticipated use and whenever rails are used.
- When the height of a boardwalk exceeds 30", railings are required.
- If access by vehicles is desired, boardwalks should be designed to structurally support the weight of a small truck or a light-weight vehicle.



## Marked Crossing

A marked/unsignalized crossing typically consists of a marked crossing area, signage, and other markings to slow or stop traffic. The approach to designing crossings at mid-block locations depends on an evaluation of vehicular traffic, line of sight, pathway traffic, use patterns, vehicle speed, road type, road width, and other safety issues such as proximity to major attractions.

### Typical Application

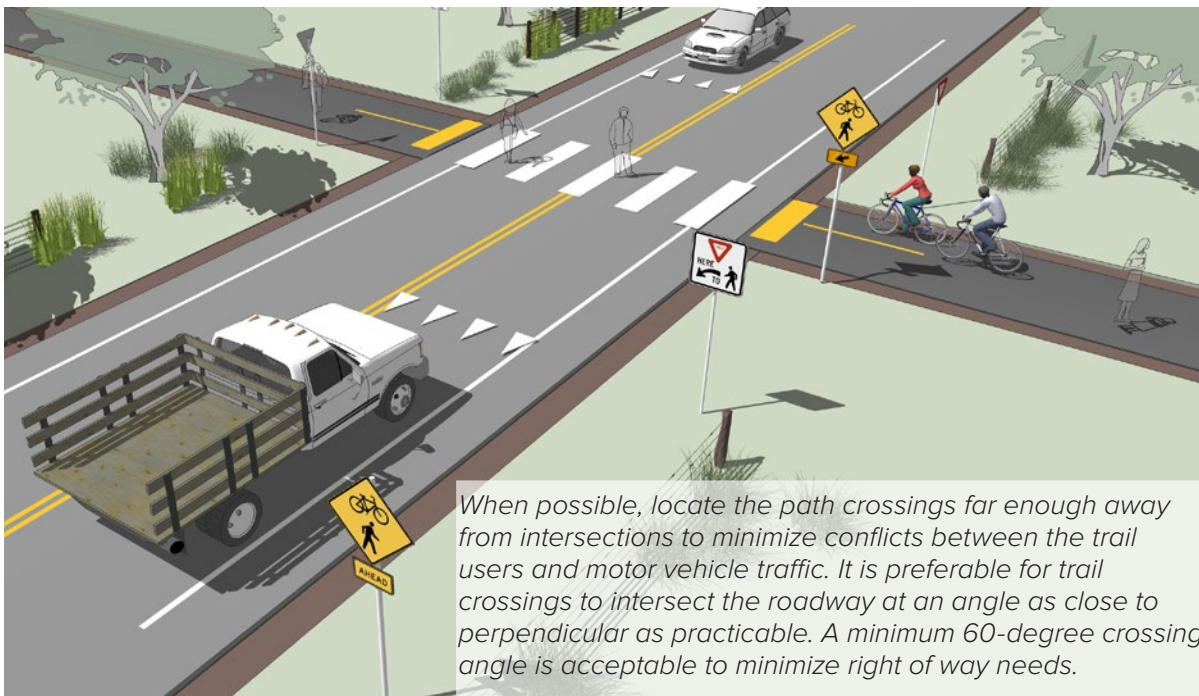
- Maximum Traffic Volumes
  - $\leq 9,000$ -12,000 Average Daily Traffic (ADT) volume
- Maximum travel speed of 35 MPH

### Minimum Sight Lines

- 25 MPH zone: 155 ft
- 35 MPH zone: 250 ft
- 45 MPH zone: 360 ft

### Design Features

- On roadways with low to moderate traffic volumes ( $<12,000$  ADT) and a need to control traffic speeds, a raised crosswalk may be the most appropriate crossing design to improve pedestrian visibility and safety.



*When possible, locate the path crossings far enough away from intersections to minimize conflicts between the trail users and motor vehicle traffic. It is preferable for trail crossings to intersect the roadway at an angle as close to perpendicular as practicable. A minimum 60-degree crossing angle is acceptable to minimize right of way needs.*



## Median Crossing

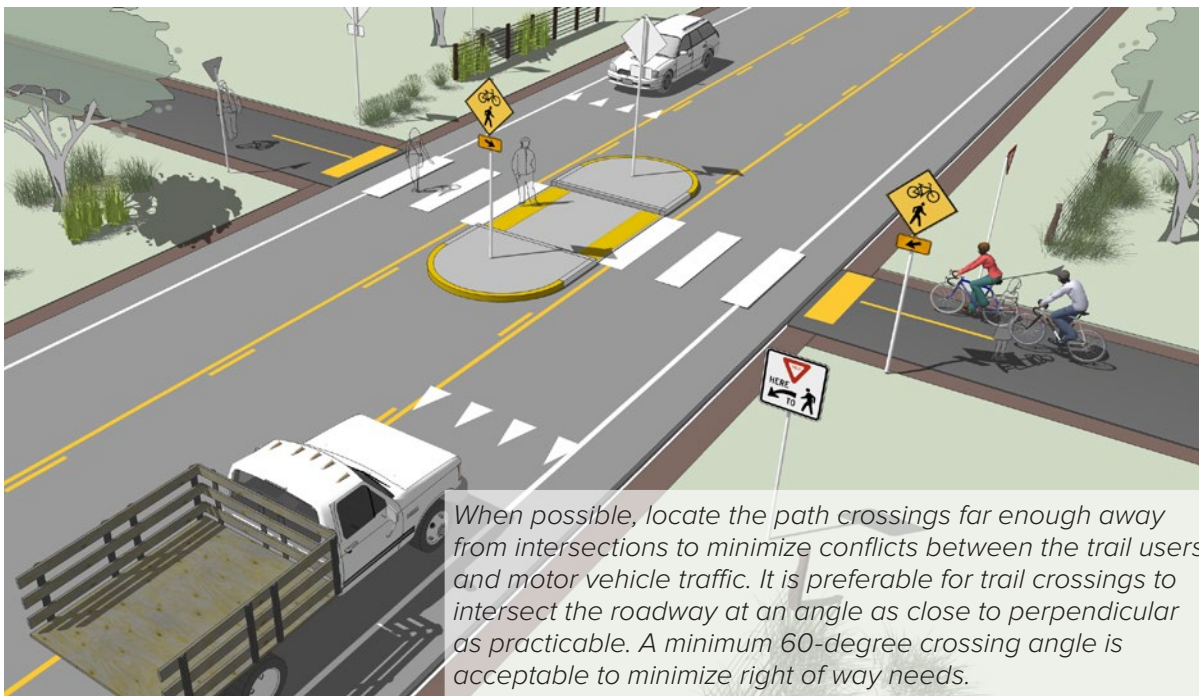
On roadways with higher volumes, higher speeds and multi-lanes of vehicular traffic, a median crossing is preferred. A median refuge island can improve user safety by providing pedestrians and bicyclists space to perform the safe crossing of one side of the street at a time.

### Typical Application

- Maximum Traffic Volumes
  - Up to 15,000 ADT on two-lane roads, preferably with a median
  - Up to 12,000 ADT on four-lane roads with median

### Design Features

- Unsignalized crossings of multi-lane arterials over 15,000 ADT may be possible with features such as sufficient crossing gaps (more than 60 per hour), median refuges, and/or active warning devices like rectangular rapid flash beacons or in-pavement flashers, and excellent sight distance. For more information see the discussion of active warning beacons on subsequent pages.



*When possible, locate the path crossings far enough away from intersections to minimize conflicts between the trail users and motor vehicle traffic. It is preferable for trail crossings to intersect the roadway at an angle as close to perpendicular as practicable. A minimum 60-degree crossing angle is acceptable to minimize right of way needs.*

## Rectangular Rapid Flashing Beacons (RRFBs)

Rectangular Rapid Flash Beacons (RRFB) are a type of active warning beacon used at unsignalized crossings. They are designed to increase motor vehicle yielding compliance on multi-lane or high-volume roadways. RRFBs are user actuated lights that supplement warning signs at unsignalized intersections or mid-block crossings.

### Typical Application

- Guidance for marked/unsignalized crossings applies.
- RRFBs shall not be used at crosswalks controlled by YIELD signs, STOP signs, or traffic control signals.
- RRFBs initiate operation based on user actuation and cease operation at a predetermined time after the user actuation or, with passive detection, after the user clears the crosswalk.

### Design Features

- RRFBs either utilize solar power to emit light, or can be wired to a traditional power source.



## Pedestrian Hybrid Beacons

A pedestrian hybrid beacon, formerly known as a High-intensity Activated Crosswalk (HAWK), consists of a signal-head with two red lenses over a single yellow lens on the major street and pedestrian and/or bicycle signal heads for the mid-block trail crossing. There are no signal indications on the trail approaches.

### Typical Application

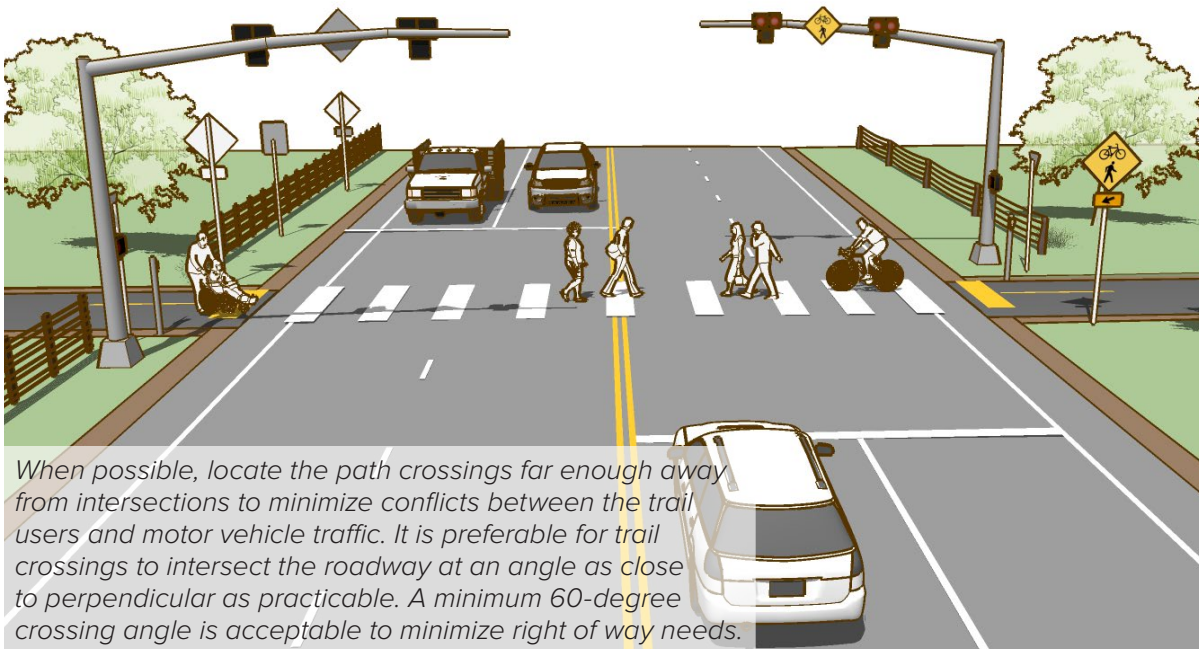
- Hybrid beacons may be used at mid-block crossing locations, as seen in the rendering below.
- Used to improve non-motorized crossings of major streets in locations where side-

street volumes do not support installation of a conventional traffic signal.

### Design Features

Hybrid beacons may be installed without meeting traffic control signal warrants if roadway speed and volumes are excessive for comfortable user crossing.

- If installed within a signal system, signal engineers should evaluate the need for the hybrid signal to be coordinated with other signals.
- Parking and other sight obstructions should be prohibited for at least 100 feet in advance of and at least 20 feet



## Route Users to Signalized Crossing

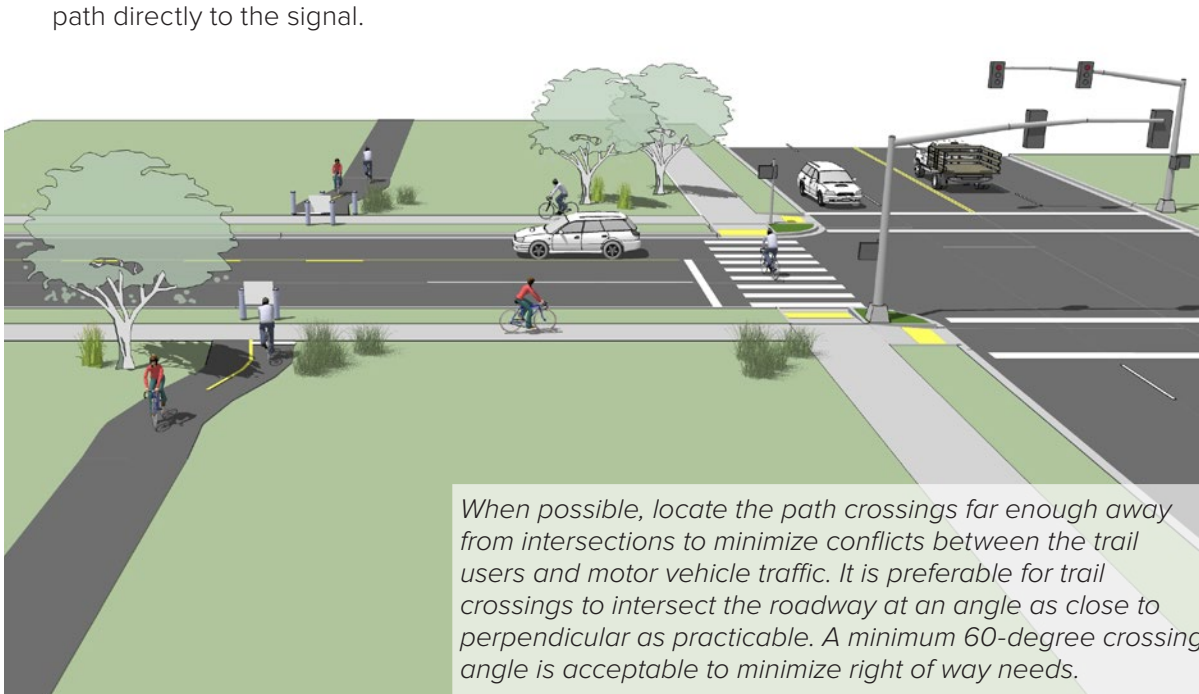
Path crossings within approximately 400 feet of an existing signalized intersection with pedestrian crosswalks are typically diverted to the signalized intersection to avoid traffic operation problems when located so close to an existing signal.

### Typical Application

- For this restriction to be effective, barriers and signing may be needed to direct path users to the signalized crossing. If no pedestrian crossing exists at the signal, modifications should be made.
- Path crossings should not be provided within approximately 400 ft of an existing signalized intersection. If possible, route path directly to the signal.

### Design Features

- In the US, the minimum distance a marked crossing can be from an existing signalized intersection varies from approximately 250 to 660 feet.
- Engineering judgment and the context of the location should be taken into account when choosing the appropriate allowable setback. Pedestrians are particularly sensitive to out of direction travel and undesired mid-block crossing may become prevalent if the distance is too great.



## Full Traffic Signal Crossing

Signalized crossings provide the most protection for crossing path users through the use of a red-signal indication to stop conflicting motor vehicle traffic.

A full traffic signal installation treats the path crossing as a conventional 4-way intersection and provides standard red-yellow-green traffic signal heads for all legs of the intersection.

### Typical Application

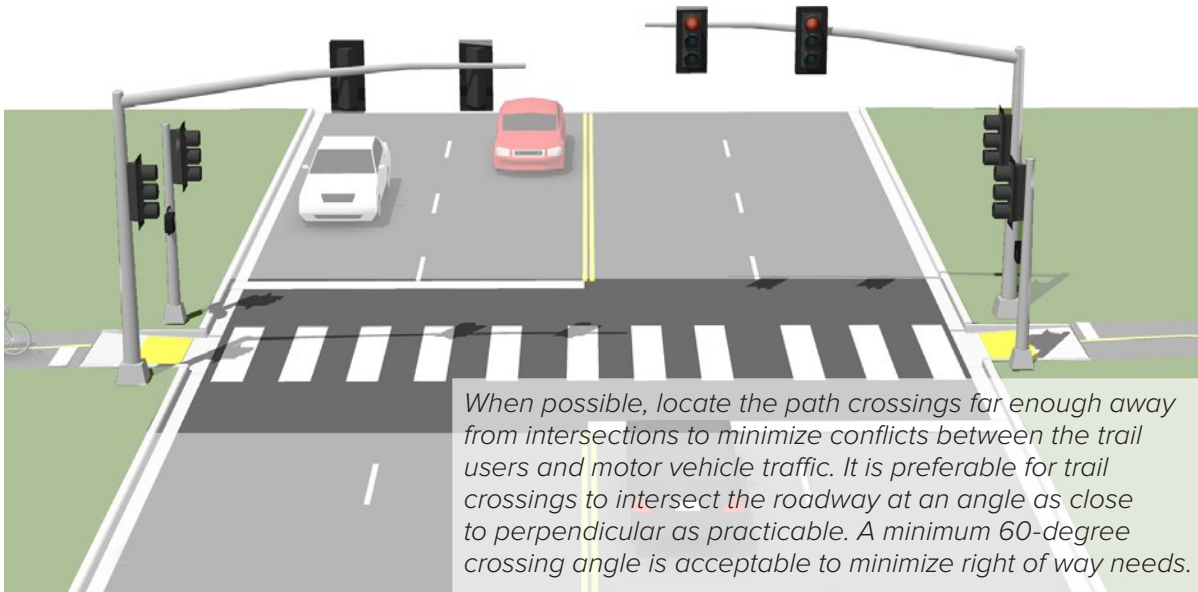
Full traffic signal installations must meet MUTCD pedestrian, school or modified warrants. Additional guidance for signalized crossings:

- Located more than 300 feet from an existing signalized intersection

- Roadway travel speeds of 40 MPH and above
- Roadway ADT exceeds 15,000 vehicles

### Design Features

- Shared use path signals are normally activated by push buttons but may also be triggered by embedded loop, infrared, microwave or video detectors. The maximum delay for activation of the signal should be two minutes, with minimum crossing times determined by the width of the street.
- Each crossing requires additional review by a registered engineer.





## Overpass

Grade-separated crossings provide critical non-motorized system links by joining areas separated by barriers such as railroads, waterways, and highway corridors. In most cases, these structures are built in response to user demand for safe crossings where they previously did not exist. There are no minimum roadway characteristics for considering grade separation.

### Typical Application

- Where shared-use paths cross high-speed and high-volume roadways where an at-grade signalized crossing is not feasible or desired, or where crossing railways or waterways.
- Depending on the type of facility or the desired user group, grade separation may be considered in many types of projects.

### Design Features

- Overpasses should be at least 8 feet wide with 14 feet preferred and additional width provided at scenic viewpoints.
- Railing height must be a minimum of 42 inches for overpasses.
- Centerline stripe is recommended for grade-separated facility.



## Trail Bridges

Multi-use trail bridges (also ‘bicycle/pedestrian bridges’) are most often used to provide trail access over natural features such as streams and rivers, where a culvert or boardwalk is not an option. The type and size of bridges can vary widely depending on the trail type and specific site requirements.

### Typical Application

Some bridges often used for multi-use trails include suspension bridges, prefabricated span bridges and simple log bridges. When determining a bridge design for multi-use trails, it is important to consider emergency and maintenance vehicle access.

### Design Features

- The clear width of the bridge should allow for 2 feet of clearance on each end of the pathway.
- Bridge deck height should match that of the path surface to provide a smooth transition.
- Bicycle and shared use paths should include a 54” guard rail where hazardous conditions exist.
- A minimum vertical clearance of 10 ft is desirable for motor vehicle access. Minimum height is 42”.
- Maximum opening between railing posts is 6”.
- A trail bridge should support 6.25 tons if motor vehicle access is permitted. (AASHTO 2002)



## Underpass

Bicycle/pedestrian underpasses provide critical non-motorized system links by joining areas separated by barriers such as railroads and highway corridors. In most cases, these structures are built in response to user demand for safe crossings where they previously did not exist.

### Typical Application

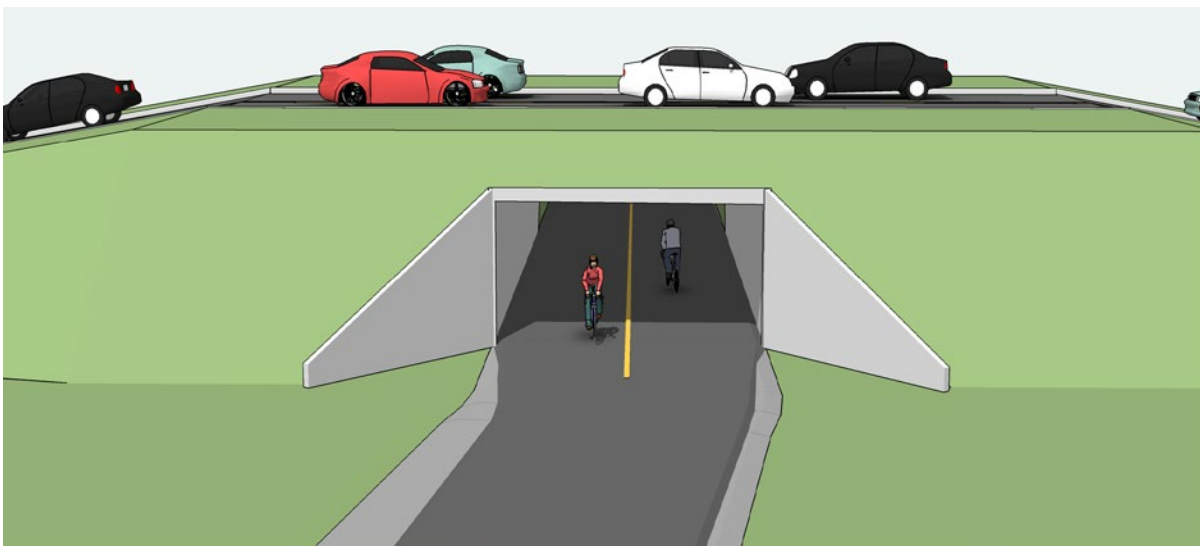
- To provide continuity of a shared use path where a barrier exists. (AASHTO 2013)
- There are no minimum roadway characteristics for considering grade separation. Depending on the type of facility or the desired user group grade separation may be considered in many types of projects.

### Design Features

- 14 foot minimum width, greater widths preferred for lengths over 60 feet in constrained conditions.
- 10 foot minimum height.
- A balanced proportion of 1.5:1 width to height is desired.
- The underpass should have a centerline stripe even if the rest of the path does not have one.

### Further Considerations

Safety is a major concern with underpasses. Shared use path users may be temporarily out of sight from public view and may experience poor visibility themselves. To mitigate safety concerns, an underpass should be designed to be spacious, well-lit, equipped with emergency cell phones at each end and completely visible for its entire length from end to end.(AASHTO 2013)



## Bollard Alternatives

Bollards are physical barriers designed to restrict motor vehicle access to the multi-use path. Unfortunately, physical barriers are often ineffective at preventing access, and create obstacles to legitimate trail users. Alternative design strategies use signage, landscaping and curb cut design to reduce the likelihood of motor vehicle access.

### Typical Application

- “No Motor Vehicles” signage (MUTCD R5-3) may be used to reinforce access rules.
- At intersections, split the path tread into two sections separated by low landscaping.
- Vertical curb cuts should be used to discourage motor vehicle access.

- Consider targeted surveillance and enforcement at specific intrusion locations.

### Design Features

- Split tread into two sections in advance of the crossing.
- Add vertical curb cut design at ramps
- Low landscaping preserves visibility and emergency access

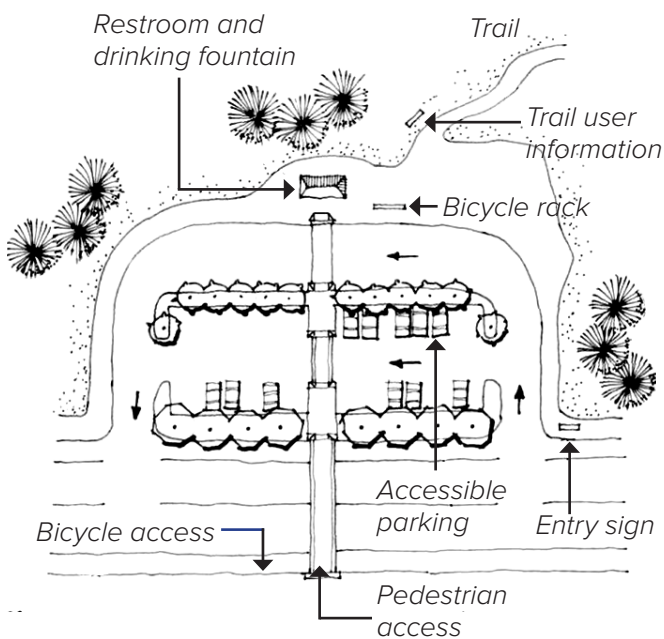


## Trailheads

Good access to a path system is a key element for its success. Trailheads serve the local and regional population arriving to the path system by car, transit, bicycle or other modes. Trailheads provide essential access to the shared use path system and include amenities like parking for vehicles and bicycles, restrooms (at major trailheads), and posted maps.

### Typical Application

- Major trailheads should include automobile and bicycle parking, trail information (maps, user guidelines, wildlife information, etc.), garbage receptacles and restrooms.

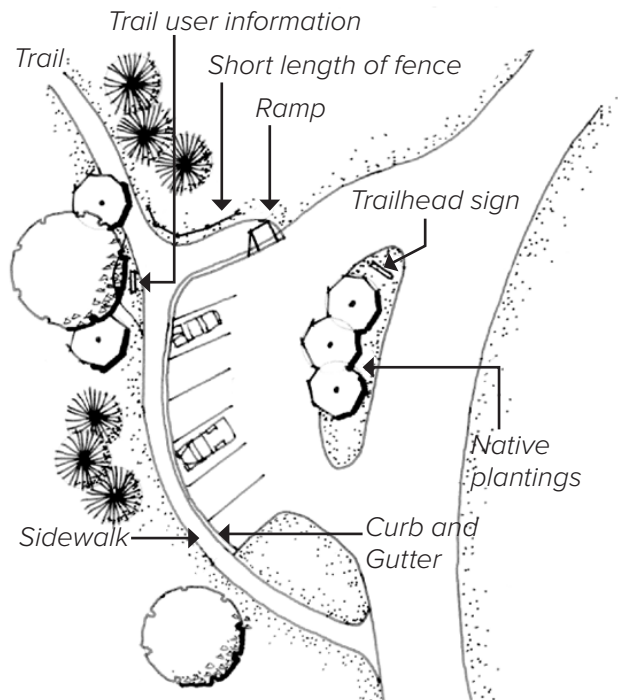


**Major Trailhead**

- Minor trailheads can provide a subset of these amenities.

### Design Features

- A trailhead should be a welcoming introduction to a path and its design should reflect that of accessibility, safety, and sustainability. Water flow from the parking lot, regional specific (native) plantings, and adequate lighting are all important elements to consider in the trailhead site design.
- Parking lot design must consider the safety of trail users. Layout and site grading are important for the successful circulation of cars, bikes, and people.



**Minor Trailhead**



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Gainesville-Hall Metropolitan Planning Organization

# Gainesville Trail Study

**UPON RECORDING RETURN TO:**  
**Troutman Sanders LLP**  
**600 Peachtree Street, N.E.**  
**Suite 3000**  
**Atlanta, Georgia 30308**  
**Attention: David C. Kirk**

**STATE OF GEORGIA**

**COUNTY OF HALL**

**CITY OF FLOWERY BRANCH**  
**UNIFORM DEED OF CONSERVATION AND TRAIL EASEMENT**

THIS INDENTURE, made the \_\_\_\_\_ day of \_\_\_\_\_ in the year two thousand and \_\_\_\_\_ (20\_\_\_\_), between FLOWERY BRANCH APARTMENTS OWNER, LLC, a Delaware limited liability company, whose address is P.O. Box 1127, Isle of Palms, South Carolina 29451, as party or parties of the first part (hereinafter called "Grantor"), and the CITY OF FLOWERY BRANCH, a Georgia Municipal Corporation, as party or parties of the second part (hereinafter called "Grantee") (the words "Grantor" and "Grantee" to include their respective successors and assigns where the context requires or permits).

**WITNESSETH:**

**WHEREAS**, Grantee herein participated in preparing a plan published by the Gainesville-Hall Metropolitan Planning Organization in February 2019 for the development of a series of trails, paths, and walkways throughout South Hall County, including portions of the City of Flowery Branch (hereinafter called the "South Hall Trail Study"); and

**WHEREAS**, Grantor is the owner of all that tract or parcel of land lying and being in Land Lot 97 of the 8<sup>th</sup> Land District of Hall County, Georgia, being more particularly depicted on the

Survey contained in Exhibit "A" attached hereto and incorporated herein by this reference (hereinafter called the "Easement Property"); and

**WHEREAS**, Grantor desires to grant to Grantee a Conservation and Trail Easement in and to the Easement Property to permit the Easement Property to be utilized as a portion of the Grantee's public trail and park system; and

**WHEREAS**, Grantee is a governmental body empowered to hold an interest in real property under the laws of the State of Georgia; and

**WHEREAS**, Grantee is a "qualified organization" within the meaning of Section 170(h)(3) of the Internal Revenue Code of 1986, as amended (the "Code"), as defined by Clause (v) of Section 170(b)(1)(A), and Section 170(c)(1); and

**WHEREAS**, Grantee is a qualified "holder" within the meaning of Official Code of Georgia Annotated Section 44-10-2(2)(A); and

**WHEREAS**, Grantee, by recording this Deed of Conservation and Trail Easement accepts the grant and dedication of the Easement Property under the terms hereinafter specified.

**NOW, THEREFORE**, in consideration of Ten Dollars (\$10.00) and other valuable consideration, Grantor has donated, granted, remised, released, and conveyed, and by these presents does hereby donate, grant, remise, release, and convey unto Grantee a perpetual Conservation and Trail Easement in, to and through the Easement Property described in Exhibit "A," subject to the following terms, conditions, restrictions, and reservations:

(a) The Easement Property shall be used for conservation and public recreation purposes and uses only, including, without limitation, walking, hiking, jogging, bicycle riding, bird watching, picnicking, nature studies, and environmental education activities. Members of the general public shall have free access and use of the Easement Property for the purposes herein specified, subject to the laws and ordinances of Grantee and Grantee's plan for the South Hall Trail System; provided, this instrument shall not be construed to permit the City or the public at large to access any property of the Grantor other than the Easement Property; and provided further, this Conservation and Trail Easement is granted subject to all general utility, sewer, drainage, and other easements, restrictions, and encumbrances of record affecting the Easement Property now and in the future.

(b) Grantee shall have the right to construct and install within the Easement Property, trails or multi-use paths of either pervious or impervious surfaces, paths, and walkways, together with directional and instructive signs, trail markers, litter receptacles, gates, trail bridges, shelters, boardwalks, exercise stations, restroom facilities, utilities, lights, sewerage easements, vehicular access for construction and maintenance purposes, parking facilities, stream bank reclamation and any other modifications, in Grantee's sole discretion, necessary to improve the environment and trail system, and other convenience facilities consistent with Grantee's plan for the South Hall Trail System. Notwithstanding the foregoing, Grantor and Grantee acknowledge and agree that the Easement Property as currently described is an approximately 4-acre property, to the northwest

of and commencing at the centerline of an unnamed creek, of which the parties hereto intend that the Grantee will use for the location of a trail, and that before Grantee commences any of the work or improvements in the Easement Property described above in this subsection (b), including without limitation the construction of any trail or multi-use path, Grantee shall have the Survey updated by a Surveyor reasonably satisfactory to Grantor, to provide a metes and bounds legal description of the approximately twenty-foot (20') wide strip of land within the Easement Property to be utilized by Grantee for the location of a trail or multi-use path.

(c) Grantee shall have the sole right and responsibility to control, operate, and maintain any trail or multi-use path it constructs or shall cause to be constructed within the Easement Property. To the extent allowed by law, Grantee agrees to hold Grantor harmless from liability for personal injury or property damage arising out of the use of the Easement Property for conservation and trail system purposes; provided, however, this paragraph shall not be construed as a waiver of Grantee's sovereign immunity or waiver of any defense to or any law limiting the liability of either Grantor or Grantee, including but not limited to Official Code of Georgia Annotated Title 51, Chapter 3, Article 2, and Title 44, Chapter 10, Articles 1 and 2, and their respective subsections, and shall not be deemed to create rights upon which any third party may rely; and provided, further, Grantor shall not be held harmless from liability caused by the active conduct or instrumentalities of Grantor, its agents, invitees, or contractors; or by acts of Grantor, its agents, invitees, or contractors which violate the terms and conditions of this Conservation and Trail Easement or for the willful or malicious failure to guard or warn against a dangerous condition, use, structure, or activity.

(d) Grantor and Grantee acknowledge and agree that Grantor retains and owns certain additional property comprising approximately 28.5 acres in Land Lots 96 and 97 of the 8<sup>th</sup> Land District of Hall County, Georgia, (hereinafter called the "Retained Property") located immediately southeast of and adjacent to the Easement Property. Together, the Easement Property and Retained Property constitute an approximately 32.5-acre tract of land referred to herein as the "Property." Both the Retained Property and Property are more particularly depicted on the Survey contained in Exhibit "A" attached hereto and incorporated herein by this reference. The full acreage of the Property shall be used for purposes of calculating the maximum density of residential development and maximum lot coverage that may occur on the Retained Property.

(e) For the benefit of Grantor and its successors and assigns and the Retained Property, as well as adjacent properties, Grantor hereby reserves the right to continue to use the Easement Property for all purposes not inconsistent with this Conservation and Trail Easement and Grantee's operation of any trail or multi-use path it constructs or shall cause to be constructed within the Easement Property, including but not limited to the construction of a gravity flow sanitary sewer line traversing the Easement Property in a generally northeast to southwest direction and the construction of trail and bridge connections to any multi-use path or trail on the Easement Property from the Retained Property.

(f) The general purpose of this Conservation and Trail Easement is to assure that in the future there is property that retains its present natural, scenic, aesthetic, watershed, wildlife, forest, and habitat condition, and is accessible to members of the general public for recreational and education purposes. Grantee shall have the right to cut trees, grade, and when necessary construct



roads for construction and maintenance of the Easement Property. In all such activities Grantee will attempt to preserve the natural habitat of the Easement Property. Neither Grantor nor Grantee shall have the right to mine the surface or subsurface of the Easement Property in compliance with Code Section 170(h)(5)(B).

(g) The construction of the South Hall Trail System and any and all features thereof, including utilities, pathways, bridges, and other amenities shall be constructed and maintained by Grantee at no cost to Grantor.

(h) The Conservation and Trail Easement may be connected to contiguous portions of the South Hall Trail System that are located on property adjacent to the Easement Property.

(i) No representation is made by Grantee as to the tax implications to Grantor of this transaction.

(j) The covenants, terms, and conditions, and restrictions of this Conservation and Trail Easement shall be binding upon and shall inure to the benefit of, the parties hereto and their respective heirs, executors, administrators, personal representatives, successors and assigns, and shall continue as an easement and servitude running with the Easement Property in perpetuity and enforceable against Grantor and all present and future owners, tenants, and other holders of any interest in the Easement Property.

(k) Nothing contained herein will result in a forfeiture or reversion of Grantor's title, in any respect, and any condition, restriction or other matter contained herein shall be construed as a covenant.

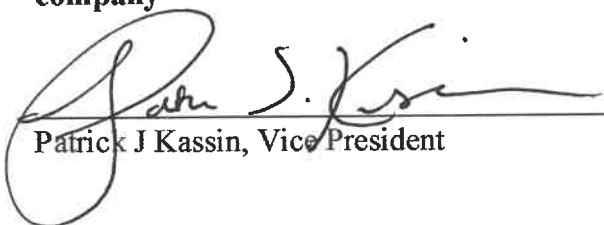
**[Signatures follow on the next page.]**

IN WITNESS WHEREOF, the Grantor has signed and sealed this Deed of Conservation and Trail Easement, the day and year above written.

Signed, sealed and delivered in the presence of:

**GRANTOR**

**FLOWERY BRANCH APARTMENTS  
OWNER, LLC, a Delaware limited liability  
company**

  
Patrick J Kasson, Vice President

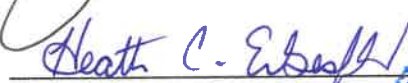
ATTEST: \_\_\_\_\_

(corporate seal)

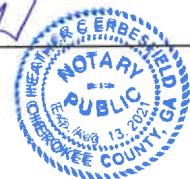
\_\_\_\_\_, Secretary

Witness

  
\_\_\_\_\_

  
Heath C. Eubank

NOTARY PUBLIC



**GRANTEE**

**CITY OF FLOWERY BRANCH, GEORGIA**

\_\_\_\_\_  
James Miller, Mayor

ATTEST: \_\_\_\_\_  
City Clerk

**APPROVED AS TO FORM:**

BY: \_\_\_\_\_  
City Attorney

DATE: \_\_\_\_\_

EXHIBIT A

DEPICTION OF PROPERTY, EASEMENT PROPERTY, AND RETAINED PROPERTY



## FLOWERY BRANCH CITY COUNCIL

### EXECUTIVE SUMMARY



**SUBJECT:** Consider Resolution 21-010: Local Recovery Assistance Funds Under the American Rescue Plan Act of 2021.

**COUNCIL MEETING DATE:** July 15, 2021

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#### HISTORY:

- On March 11, 2021, the American Rescue Plan Act of 2021 was signed into law by President Biden.
- \$350 billion is now available to assist state, local, territorial, and tribal governments to address the negative impacts of COVID-19.
- Flowerly Branch is considered a “Non-Entitlement Unit” meaning we have a current population of less than 50,000 and we will receive our funding directly through the state.

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#### FACTS AND ISSUES:

- The City of Flowerly Branch has been awarded a total of \$3,108,858.
- 50% is set to deposit this month (FY2022); \$1,554,429.
- The remaining 50% will be deposited 1 year in July of FY2023.
- Staff is currently reviewing the plan requirements in comparison with our FY2022 budget and capital improvement plan for eligible projects.
- Staff will present a list of proposed projects to Council for consideration and approval of use of funding at the August 5th work session.

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#### OPTIONS:

Approve Resolution 21-010 approving and authorizing the Finance Director, Interim City Manager and Mayor to execute certain documents required to apply for and accept local recovery assistance funds under the American Rescue Plan Act of 2021; providing an effective date; and for other purposes.

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#### IF FUNDING IS INVOLVED, ARE FUNDS APPROVED IN THE CURRENT BUDGET:

No

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#### AMOUNT AND SOURCE OF FUNDS:

American Rescue Plan funding

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#### RECOMMENDATION:

Approve Resolution 21-010 approving and authorizing the Finance Director, Interim City Manager and Mayor to execute certain documents required to apply for and accept local recovery assistance funds under the American Rescue Plan Act of 2021; providing an effective date; and for other purposes.

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#### SAMPLE MOTION:

I make a motion for the City Council to approve Resolution 21-010 approving and authorizing the Finance Director, Interim City Manager and Mayor to execute certain documents required to apply for and accept local recovery assistance funds under the American Rescue Plan Act of 2021; providing an effective date; and for other purposes.

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**COLLABORATING DEPARTMENT:**

Finance

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**DEPARTMENT:** Finance

**Prepared by:** Vickie Short

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**ATTACHMENTS**

- [Executive Summary - Resolution 21-010 American Rescue Plan Act of 2021.pdf](#)
- [Resolution 21-010 Application and Acceptance of American Rescue Plan Act Funds.pdf](#)



**FLOWERY BRANCH CITY COUNCIL**  
**EXECUTIVE SUMMARY**

**SUBJECT:** Resolution 21-010: Local Recovery Assistance Funds Under the American Rescue Plan Act of 2021

**DATE:** 7/6/2021

**BUDGET INFORMATION:**  
ANNUAL-  
CAPITAL-

☒ **RECOMMENDATION**  
☐ **POLICY DISCUSSION**  
☐ **STATUS REPORT**  
☐ **OTHER**

**COUNCIL ACTION REQUESTED ON:** July 15, 2021

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**PURPOSE:** Consider a Resolution approving and authorizing the Finance Director, Interim City Manager and Mayor to execute certain documents required to apply for and accept local recovery assistance funds under the American Rescue Plan Act of 2021; providing an effective date; and for other purposes.

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**HISTORY:**

- On March 11, 2021, the American Rescue Plan Act of 2021 was signed into law by President Biden.
  - \$350 billion is now available to assist state, local, territorial, and tribal governments to address the negative impacts of COVID-19.
  - Flowery Branch is considered a “Non-Entitlement Unit” meaning we have a current population of less than 50,000 and we will receive our funding directly through the state.
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**FACTS AND ISSUES:**

- The City of Flowery Branch has been awarded a total of \$3,108,858.
  - 50% is set to deposit this month (FY2022); \$1,554,429.
  - The remaining 50% will be deposited 1 year in July of FY2023.
  - Staff is currently reviewing the plan requirements in comparison with our FY2022 budget and capital improvement plan for eligible projects.
  - Staff will present a list of proposed projects to Council for consideration and approval of use of funding at the August 5<sup>th</sup> work session.
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**OPTIONS:** Approve Resolution 21-010 approving and authorizing the Finance Director, Interim City Manager and Mayor to execute certain documents required to apply for and accept local recovery assistance funds under the American Rescue Plan Act of 2021; providing an effective

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date; and for other purposes.

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**RECOMMENDED SAMPLE MOTION:**

I make a motion for the City Council to approve Resolution 21-010 approving and authorizing the Finance Director, Interim City Manager and Mayor to execute certain documents required to apply for and accept local recovery assistance funds under the American Rescue Plan Act of 2021; providing an effective date; and for other purposes.

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**DEPARTMENT:** Administration and Finance

**Prepared by:** Alisha Gamble

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**RESOLUTION NO.: 21-010**

**A RESOLUTION APPROVING AND AUTHORIZING THE FINANCE DIRECTOR, INTERIM CITY MANAGER AND MAYOR TO EXECUTE CERTAIN DOCUMENTS REQUIRED TO APPLY FOR AND ACCEPT LOCAL RECOVERY ASSISTANCE FUNDS UNDER THE AMERICAN RESCUE PLAN ACT; PROVIDING AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.**

**WHEREAS**, Congress authorized the disbursement of Coronavirus State and Local Fiscal Recovery Funds under the American Rescue Plan Act (“ARPA”) to aid local government in responding to and recovering from the coronavirus pandemic; and

**WHEREAS**, said funds will be distributed to the City of Flowery Branch by the Georgia Office of Planning & Budget following the completion of an application for funding as well as registration with certain federal programs, including the System for Award Management (“SAM”) program, and compliance with the guidelines, terms and conditions specified by the United States Department of Treasury; and

**WHEREAS**, the City desires to authorize the Finance Director, Interim City Manager and Mayor to complete and execute all documents required online for the disbursement of funds, to establish an fund and account for the receipt of said funds, to authorize the Mayor to execute originals of all documents required to participate in the ARPA program and to ratify actions taken by the Mayor, Finance Director and Interim City Manager;

**WHEREAS**, the City desires to develop a program specifying the use of funds disbursed to the City under the ARPA program and requests the Interim City Manager and Finance Director to prepare a list of recommended eligible uses for submittal to the Mayor and Council for its approval;

**BE IT THEREFORE RESOLVED** by the Council for the City of Flowery Branch that it authorizes the Mayor, Finance Director and Interim City Manager to execute all documents necessary to apply for, accept, deposit, and report on local recovery assistance dollars under the ARPA program, ratifies said documents and directs the Finance Director and Interim City Manager to provide the Mayor and Council quarterly reports on the ARPA program and the City’s participation in said program following approval by the City of eligible projects. This resolution shall be effective immediately upon adoption.

**RESOLVED this 15<sup>th</sup> day of July 2021.**

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James M. Miller, Mayor

ATTEST:

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Shelia Cooper, Assistant City Clerk

APPROVED AS TO FORM:

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E. Ronald Bennett, Jr., City Attorney



## FLOWERY BRANCH CITY COUNCIL

### EXECUTIVE SUMMARY



**SUBJECT:** Consider Ordinance #646 Salary Increase for Mayor and Council

**COUNCIL MEETING DATE:** July 15, 2021

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**HISTORY:**

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**FACTS AND ISSUES:**

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**OPTIONS:**

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**IF FUNDING IS INVOLVED, ARE FUNDS APPROVED IN THE CURRENT BUDGET:**

No

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**AMOUNT AND SOURCE OF FUNDS:**

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**RECOMMENDATION:**

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**SAMPLE MOTION:**

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**COLLABORATING DEPARTMENT:**

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**DEPARTMENT:** Administration

**Prepared by:** Vickie Short

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#### ATTACHMENTS

- [Ordinance 646 Mayor and Council Salary Increase.docx](#)
- [Mayor-Council Salaries Analysis- Jan 2020.xlsx](#)

**ORDINANCE NO. 646**

**AN ORDINANCE TO FIX THE SALARY, COMPENSATION, AND EXPENSES OF THE MAYOR AND COUNCIL MEMBERS; TO ESTABLISH AN EFFECTIVE DATE; TO PROVIDE FOR SEVERABILITY; TO REPEAL CONFLICTING ORDINANCES; AND FOR ALL OTHER LAWFUL PURPOSES.**

**WHEREAS**, the City Council of the City of Flowery Branch, Georgia is authorized by O.C.G.A. § 36-35-4 to fix the salary, compensation and expenses of the members of the City's governing authority; and

**WHEREAS**, Section 2.7(c) of the Charter of the City of Flowery Branch, Georgia authorizes the City Council to fix the salary, compensation and expenses of the mayor and each member of the council in accordance with O.C.G.A. § 36-35-3.

**THE CITY COUNCIL OF THE CITY OF FLOWERY BRANCH HEREBY ORDAINS**, by the authority of O.C.G.A. § 36-35-3, O.C.G.A. § 36-35-4 and Charter Sec. 2.7(c) as follows:

**Section 1. Salary/Compensation of the Mayor and Council Members.**

Section 2.7(a)(1) of the Charter is hereby deleted in its entirety and replaced with the following:

"The salary of the Mayor of the City of Flowery Branch, Georgia shall be set at \$750.00 per month for each month of the calendar year that the Mayor serves. The salary for each Councilmember of the City of Flowery Branch, Georgia shall be set at \$600.00 per month for each month that the Councilmember serves."

**Section 2. Effective Date.**

The effective date of this Ordinance shall be January 1, 2022.

**Section 3. Severability.**

If any paragraph, subparagraph, sentence, clause, phrase or any portion of this Ordinance should be declared invalid or unconstitutional by any court of competent jurisdiction or if the provisions of any part of this Ordinance is applied to any particular situation or set of circumstances shall be declared invalid or unconstitutional by any court of competent jurisdiction, such invalidity shall not be construed to effect the portions of this Ordinance not so held to be invalid, or the application of this Ordinance to other circumstances not so held to be invalid. It is hereby declared to be the intent of the City Council of the City of Flowery Branch, Georgia to provide for separate and divisible parts, and it does hereby adopt any and all parts hereof as may not be held invalid for



any reason.

**Section 4. Repealer.**

All ordinances and parts of ordinances in conflict herewith are hereby repealed to the extent of the conflict.

Adopted this 5<sup>th</sup> day of August, 2021.

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James M. Miller, Mayor

ATTEST:

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Shelia Cooper, Assistant City Clerk

Approved as to form:

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E. Ronald Bennett, Jr., City Attorney

## MAYOR - COUNCIL SALARIES ANALYSIS

| City                         | Population | Area   | Mayor Wage  | Council Size |
|------------------------------|------------|--------|-------------|--------------|
| Flowery Branch               | 7,073      | 6.32   | 500/month   | 6            |
| Garden City                  | 8,900      | 14.3   | 500/month   | 6            |
| Holly Springs                | 11,281     | 6.7    | 1,000/month | 5            |
| Commerce                     | 6,788      | 11.8   | 225/month   | 5            |
| Auburn                       | 7,603      | 6.5    | 1,500/month | 4            |
| Loganville                   | 11,674     | 7.4    | 1,000/month | 6            |
| Jesup                        | 10,170     | 16.6   | 100/year    | 6            |
| Oakwood                      | 4,166      | 5.05   | 1,200/month | 5            |
| Lula                         | 2,882      | 4.3    | 300/month   | 5            |
| Gainesville                  | 40,000     | 33.9   | 500/month   | 5            |
| Averages                     | 11,054     | 11.287 | 673/month   | 5.3          |
| % Change from Flowery Branch | 56%        | 79%    | 35%         | -12%         |

\*\*Last approved increase in 1995.

\*\*\*Information updated as of Jan 2020.

| Council Wage | Participate in Retirement? |
|--------------|----------------------------|
| 400/month    |                            |
| 300/month    |                            |
| 500/month    |                            |
| 225/month    |                            |
| 400/month    |                            |
| 500/month    |                            |
| 100/year     |                            |
| 900/month    |                            |
| 100/month    |                            |
| 400/month    |                            |
| 373/month    |                            |
| -25%         |                            |