



**City of Flowery Branch  
City Council Meeting  
Thursday, December 15, 2022, 6:00 PM  
City of Flowery Branch City Hall  
5410 West Pine Street, Flowery Branch, GA 30542**



**CALL WORK SESSION TO ORDER:**

**PLEDGE OF ALLEGIANCE:**

**ADOPTION OF AGENDA:**

**PUBLIC HEARING:**

- A Public Hearing to consider Variance Requests submitted by Jason Jackson: Ordinance 678 for 6005 Lights Ferry Road, Ordinance 679 for 6006 Lights Ferry Road, Ordinance 680 for 6010 Lights Ferry Road, Ordinance 681 for 6014 Lights Ferry Road, Ordinance 682 for 6016 Lights Ferry Road, and Ordinance 683 for 6018 Lights Ferry Road, Flowery Branch, GA.  
[Variance Staff Report .pdf](#)

**UNFINISHED BUSINESS - WORK SESSION:**

- Work Session to discuss Ordinance 674, a request for a Conditional Use Permit (CUP) submitted by Coro Realty to build and operate a Self-Storage Facility at 6401 McEver Road.  
[Combined Information.pdf](#)  
[Shamrock CUP Ordinance RB.pdf](#)  
[Staff report 4601 McEver Self-Storage.pdf](#)  
[IMG-20221116-WA0000.jpg](#)  
[IMG-20221116-WA0001.jpg](#)

**NEW BUSINESS -WORK SESSION:**

- FY2022 Audit Presentation by Rushton LLC.  
[Executive Summary - FY2022 Audit Presentation Final.pdf](#)  
[Audit Presentation.pdf](#)
- Consideration of FY2024 Budget Calendar  
[FY2024 Budget Executive Summary.pdf](#)  
[Budget Calendar Phases FY24 DRAFT.pdf](#)
- Consideration of Rejecting All Bids for Wastewater Reclamation Facility Received on July 15, 2022 and Issue a Request for Qualifications (RFQ) for Construction Manager at Risk (CMAR).  
[ES - rejecting all WRF bids and RFQ CMAR.pdf](#)
- Consideration of Purchasing Two (2) Fleet Vehicles Using SPLOST VIII Funds for Public Safety and the Local Resources Fund for Community Development.  
[2022 Request to purchase 2 New Fleet Vehicles.pdf](#)
- Consideration of Resolution 22-022 Fourth Quarter Budget Amendment FY2022  
[Attachment A - Resolution 21-015 Budget Amendment Form.pdf](#)

[Attachment B - Budget Adjustment Descriptions 4th QTR.pdf](#)  
[Department Details for Adjustments 4th QTR.pdf](#)  
[Resolution 22-022 Executive Summary.pdf](#)  
[Resolution 22-022.pdf](#)  
[RESOLUTION 22-022 PRESENTATION 9-2-2021.pdf](#)

**DEPARTMENT REPORTS:** - a. City Manager Report

- b. City Clerk Report
- c. Community Relations Report
- d. Finance Department Report
- e. Planning Department Report
- f. Police Department Report
- g. Attorney Report
- h. Council Report

**ADJOURNMENT WORK SESSION:**

**VOTING SESSION AGENDA**

**CALL VOTING SESSION TO ORDER:**

**PUBLIC COMMENTS:** - Please limit to two minutes

**CONSENT AGENDA:**

**UNFINISHED BUSINESS - VOTING SESSION:**

- Consider the Second Read of Ordinance 672, a request submitted by BLT Martin Road, LLC for a Conditional Use Permit (CUP) to construct a self-storage facility at 4153 Falcon Parkway.  
[CUP Information 4153 Falcon Parkway.pdf](#)  
[FLOWERY BRANCH ELEVATIONS BASE-Layout2.pdf](#)  
[Flowery Branch\\_Preliminary Landscape Plan.pdf](#)  
[FloweryBranchSitePlan102822.pdf](#)  
[FLOWERY BRANCH ELEVATIONS BASE-Layout1.pdf](#)  
[Staff report Falcon Self-Storage.pdf](#)  
[Falon self-storage CUP Ordinance.pdf](#)
- Consider Second Reading of Ordinance No. 677 Establishing Director of Public Works and Utilities, Manager of Public Works, and Manager of Public Utilities  
[Ordinance Establishing Dir PW and Utilities \(TDP edits\).pdf](#)  
[ES - Ord establishing Director of Public Works and Utilities.pdf](#)

**NEW BUSINESS - VOTING SESSION:**

- Consideration of FY2024 Budget Calendar  
[FY2024 Budget Executive Summary.pdf](#)  
[Budget Calendar Phases FY24 DRAFT.pdf](#)
- Consideration of Rejecting All Bids for Wastewater Reclamation Facility Received on July 15, 2022 and Issue a Request for Qualifications (RFQ) for Construction Manager at Risk (CMAR).  
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- Consideration of Purchasing Two (2) Fleet Vehicles Using SPLOST VIII Funds for Public Safety and the Local Resources Fund for Community Development.  
[2022 Request to purchase 2 New Fleet Vehicles.pdf](#)
- Consideration of Resolution 22-022 Fourth Quarter Budget Amendment FY2022  
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[Resolution 22-022 Executive Summary.pdf](#)  
[Resolution 22-022.pdf](#)  
[RESOLUTION 22-022 PRESENTATION 9-2-2021.pdf](#)

**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 Public Hearing to consider Variance Requests submitted by Jason Jackson: Ordinance 678 for 6005 Lights Ferry Road, Ordinance 679 for 6006 Lights Ferry Road, Ordinance 680 for 6010 Lights Ferry Road, Ordinance 681 for 6014 Lights Ferry Road, Ordinance 682 for 6016 Lights Ferry Road, and Ordinance 683 for 6018 Lights Ferry Road, Flowery Branch, GA.

**COUNCIL MEETING DATE:** December 15, 2022

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#### HISTORY:

The six (6) subject properties are all zoned R-2 (Residential Detached Single Family):

Sec. 6.3. - R-2, Residential, Detached Single Family, Moderate-Density District.

(a)Purpose and Description. This zoning district is intended to implement the "Single-family residential" 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 "suburban residential" character area established in the comprehensive plan.

(b)Character. The designs of subdivisions in this district include cul-de-sacs and curvilinear streets. Houses are set back a significant distance from the street. Streets are built to relatively wide standard when compared with traditional neighborhoods. Access to this district is predominantly by automobile but pedestrian mobility is accommodated.

(c)Permitted and Conditional Uses. Permitted and conditional uses shall be as provided in Table 6.1, "Permitted and Conditional Uses in Agricultural and Conventional Residential Zoning Districts." Land use in this district consists predominantly of detached, single-family dwellings on their own lots at a moderate density (no more than approximately three dwelling units per acre). Site-built dwellings only are permitted (no manufactured homes). Other uses that are compatible with a low-density, residential environment such as recreational, educational, and religious facilities, are permitted or conditional uses.

(d)Dimensional Requirements. Dimensional requirements shall be as provided in Table 6.2, "Dimensional Requirements in Agricultural and Conventional Residential Zoning Districts." Dimensional requirements such as minimum building setbacks and maximum building coverage are intended to provide for yards surrounding each dwelling.

Applicant reviewed options on how to best develop these parcels while meeting the intent of the Flowery Branch Zoning Ordinance. There is an original plat that appears to still be valid (shown below) that designates the lots as legal non-conforming. This means they are legal but do not meet the current zoning designation (R-2 in this case) thus rendering them unbuildable under current zoning. In other words, the lots are legally platted, but they cannot be altered - making new home construction impossible.

Rezoning is problematic as the options are limited. The Central Business District is intended for the downtown area. The subject properties are close to downtown, but staff feels they are too far away to be considered for CBD. Traditional Neighborhood District is too restrictive for the properties as it requires parking in the rear or side yards. The other option is to create larger lots to meet the standard R-2 zoning requirements.

Ultimately, the applicant decided to pursue building on the legal lots as recorded. In order to meet the R-2 designation, and the original plat, applicant must request three variances. The variances are from the requirements set forth in Article 6, Table 6.2, of the City's zoning ordinance.

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#### FACTS AND ISSUES:



Applicant requests the following variances from Table 6.2 of the FB zoning ordinance:

- 1. Reduction in minimum required lot size from 15,000 square feet to 7,000 square feet.
- 2. Reduction in minimum required lot width from 75 feet to 50 feet.
- 3. Reduction in required side setback from 10 feet to 5 feet.

The request is for the following addresses:  
6005, 6006, 6010, 6014, 6016, and 6018 Lights Ferry Road

**OPTIONS:**

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

No

**AMOUNT AND SOURCE OF FUNDS:**

**RECOMMENDATION:**

No action at this time. Public Hearing Only.

**SAMPLE MOTION:**

No motion at this time

**COLLABORATING DEPARTMENT:**

**DEPARTMENT:** Planning

**Prepared by:** Shelia Cooper

**ATTACHMENTS**

- [Variance Staff Report .pdf](#)



**Variance Request(s)  
Staff Report  
December 15, 2022**

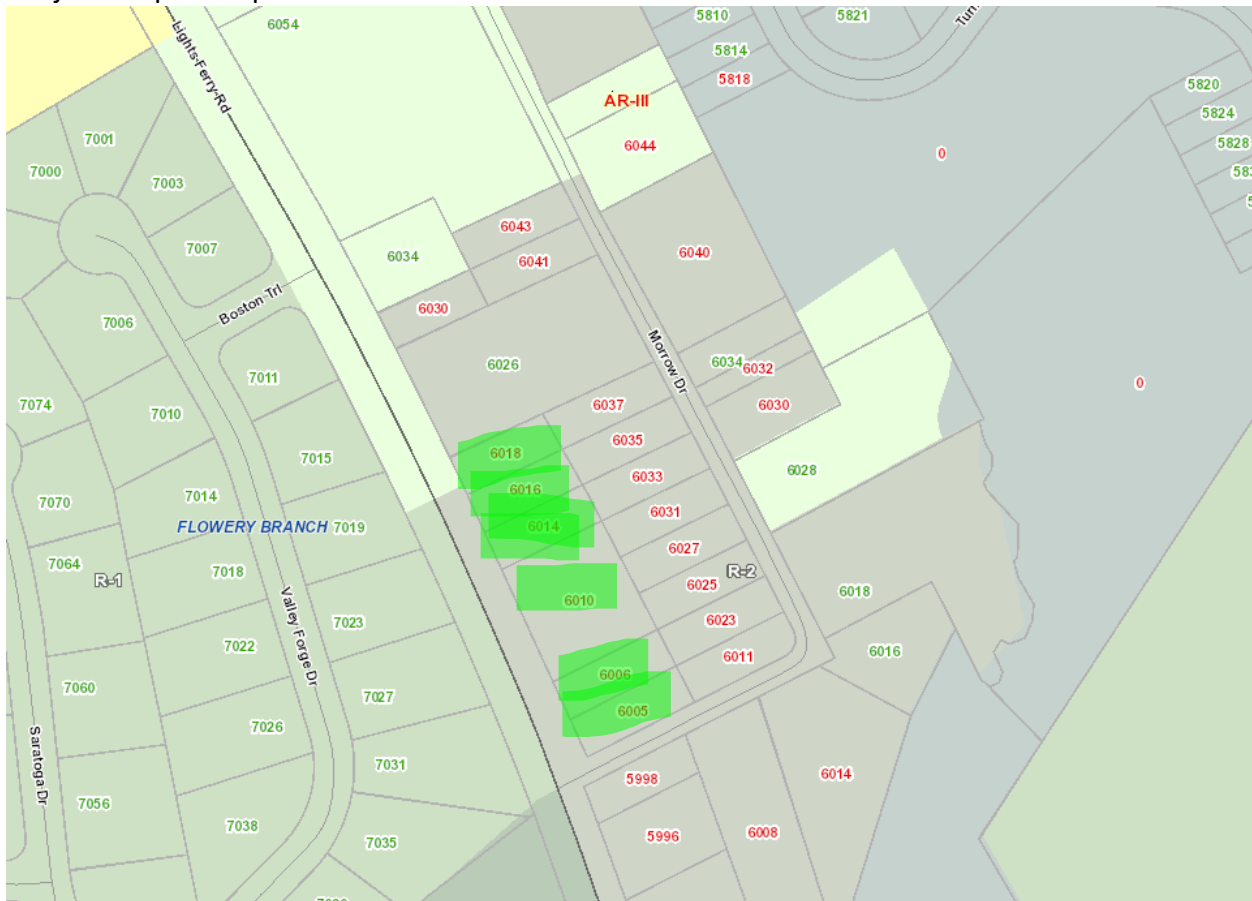
**Variance Ordinance #'s 678, 679, 680, 681, 682, & 683**

**Applicant:** Jason Jackson, Global Flooring and Building Material

**Request:** Variances from the Flowery Branch Zoning Ordinance Article 6. Table 6.2

**Subject Properties:** 6005, 6006, 6010, 6014, 6016, and 6018 Lights Ferry Road

Subject Properties per GIS:



The six (6) subject properties are all zoned R-2 (Residential Detached Single Family):

**Sec. 6.3. - R-2, Residential, Detached Single Family, Moderate-Density District.**



(a)*Purpose and Description.* This zoning district is intended to implement the "Single-family residential" 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 "suburban residential" character area established in the comprehensive plan.

(b)*Character.* The designs of subdivisions in this district include cul-de-sacs and curvilinear streets. Houses are set back a significant distance from the street. Streets are built to relatively wide standard when compared with traditional neighborhoods. Access to this district is predominantly by automobile but pedestrian mobility is accommodated.

(c)*Permitted and Conditional Uses.* Permitted and conditional uses shall be as provided in Table 6.1, "Permitted and Conditional Uses in Agricultural and Conventional Residential Zoning Districts." Land use in this district consists predominantly of detached, single-family dwellings on their own lots at a moderate density (no more than approximately three dwelling units per acre). Site-built dwellings only are permitted (no manufactured homes). Other uses that are compatible with a low-density, residential environment such as recreational, educational, and religious facilities, are permitted or conditional uses.

(d)*Dimensional Requirements.* Dimensional requirements shall be as provided in Table 6.2, "Dimensional Requirements in Agricultural and Conventional Residential Zoning Districts." Dimensional requirements such as minimum building setbacks and maximum building coverage are intended to provide for yards surrounding each dwelling.

Applicant reviewed options on how to best develop these parcels (and possibly more in the area) while meeting the intent of the Flowery Branch Zoning Ordinance. There is an original plat that appears to still be valid (shown below) that designates the lots as legal non-conforming. This means they are legal but do not meet the current zoning designation (R-2 in this case) thus rendering them unbuildable under current zoning. In other words, the lots are legally platted, but they cannot be altered - making new home construction impossible.

Rezoning is problematic as the options are limited. The Central Business District is intended for the downtown area. The subject properties are close to downtown, but staff feels they are too far away to be considered for CBD. Traditional Neighborhood District is too restrictive for the properties as it requires parking in the rear or side yards. The other option is to create larger lots to meet the standard R-2 zoning requirements.

Ultimately, the applicant decided to pursue building on the legal lots as recorded. In order to meet the R-2 designation, and the original plat, applicant must request three variances. The variances are from the requirements set forth in Article 6, Table 6.2, of the City's zoning ordinance.



Table 6.2

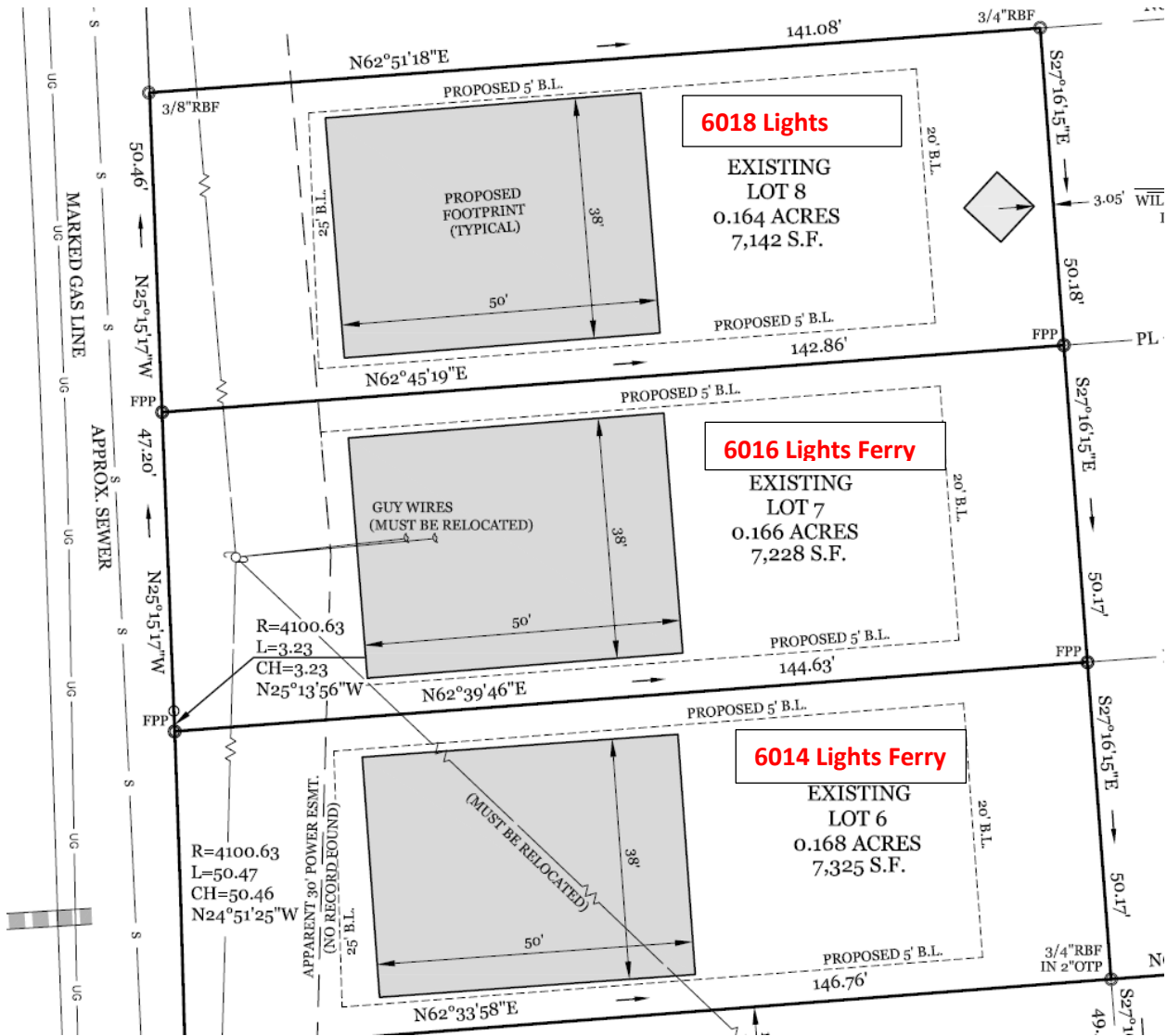
| Requirement (measurement unit)                                                                                                       | A                                  | R-1    | R-2    |
|--------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|--------|--------|
| Maximum height (feet)                                                                                                                | 75                                 | 35     | 35     |
| Maximum height (number of stories)                                                                                                   | 3                                  | 3      | 3      |
| Maximum density (units per acre)                                                                                                     | 0.333                              | 2.18   | 3      |
| Minimum lot size for detached single-family dwelling (square feet) (1)                                                               | 130,680                            | 20,000 | 15,000 |
| Minimum lot size for two-family dwelling (square feet) (1)                                                                           | N/A                                | N/A    | N/A    |
| Minimum lot size for other uses (square feet) (1)                                                                                    | 130,680                            | 43,560 | 15,000 |
| Minimum lot width (feet)                                                                                                             | 200                                | 90     | 75     |
| Minimum heated floor area per dwelling unit (square feet)                                                                            | 1,500                              | 2,200  | 1,800  |
| Minimum heated floor area per dwelling unit, ground floor of a dwelling (square feet)                                                | 750                                | 1,100  | 900    |
| Minimum front yard setback from lot line, all principal buildings (feet)                                                             | 80                                 | 35     | 25     |
| Minimum side setback, interior lot line, all principal buildings (feet)                                                              | 25                                 | 20     | 10     |
| Minimum side setback, corner lot, all principal buildings (feet)                                                                     | 60                                 | 35     | 25     |
| Minimum rear setback, all principal buildings (feet)                                                                                 | 35                                 | 25     | 20     |
| Minimum setback, all principal or accessory buildings and structures abutting an R-1, R-2, or R-3 district (feet)                    | Side and rear setbacks shall apply | 50     | 50     |
| Minimum width of natural buffer abutting R-1, R-2, or R-3 district (feet)                                                            | None                               | None   | None   |
| Minimum landscape strip required along rights-of-way for any nonresidential use if permitted (width in feet)                         | 15                                 | 15     | 10     |
| Minimum landscape strip required along rights-of-way for any apartment or condominium (multi-family residential) use (width in feet) | N/A                                | N/A    | N/A    |
| Minimum landscape strip required along side property lines for any nonresidential use if permitted (width in feet)                   | 5                                  | 5      | 5      |
| Maximum coverage of principal and accessory buildings (percent of lot)                                                               | 25                                 | 25     | 35     |
| Minimum landscaped open space, all principal uses except detached, single-family residential lots (percent)                          | 20                                 | 20     | 15     |

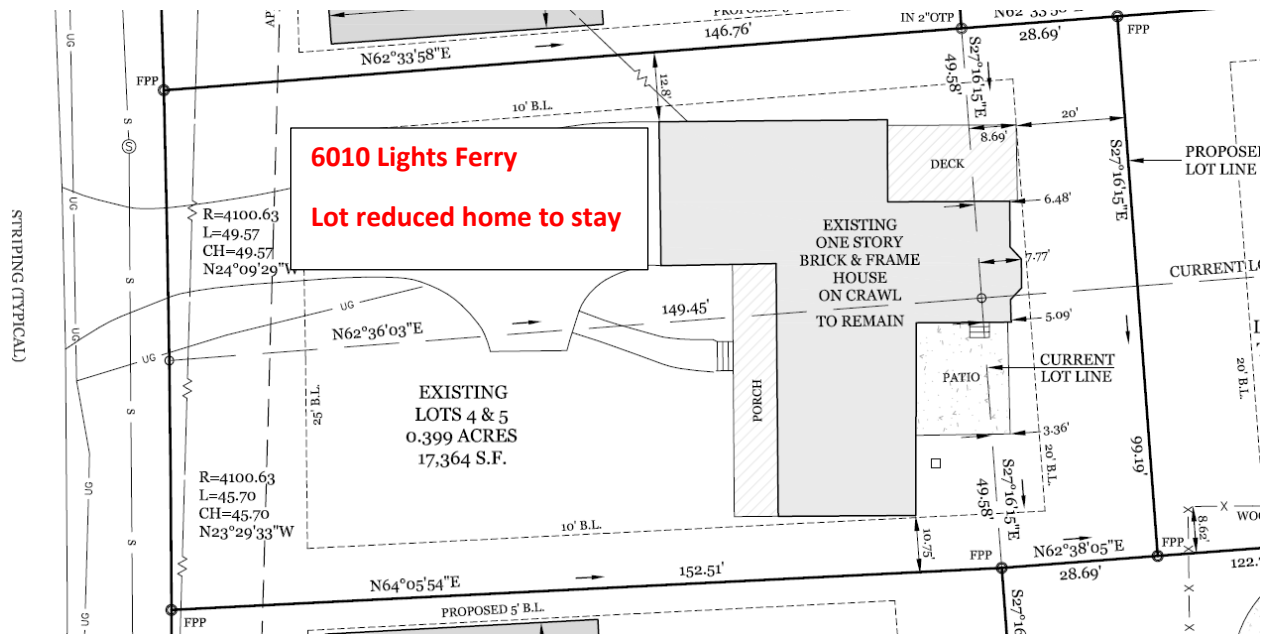
Variance requests are for each parcel. The requests are as follows:

1. Reduction in minimum required lot size from 15,000 square feet to 7,000 square feet.
2. Reduction in minimum required lot width from 75 feet to 50 feet.
3. Reduction in required side setback from 10 feet to 5 feet.

Applicant requests to construct 5 or 6 homes. 6005 Lights Ferry may not be buildable and the home at 6010 Lights Ferry will remain.







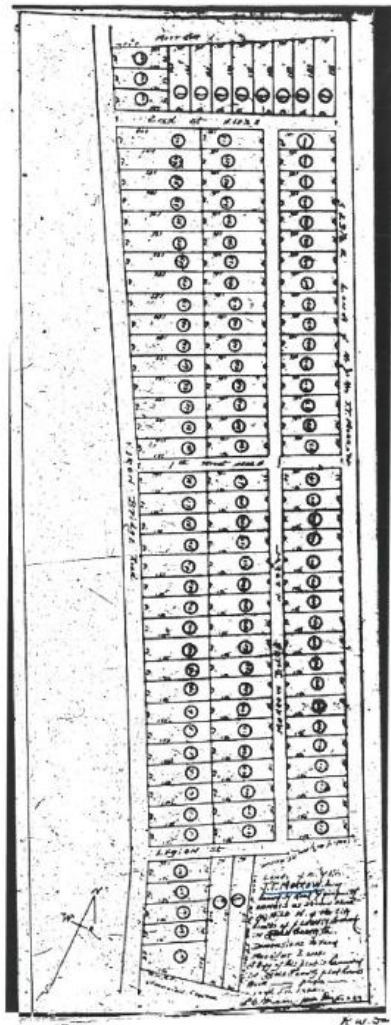






This is in line with the original recorded plat:

Morrow Subdivision  
Plat Book 10 page 154



put on Schedule



#### Sec. 37.5. Criteria for Granting Variances.

Any applicant requesting consideration of a variance to any provision of the zoning ordinance shall provide a written justification that one or more of the following condition(s) exist. The City Council shall not approve a variance application unless it shall have adopted findings that one or more of the following conditions exist:

- (a) There are extraordinary and exceptional conditions or practical difficulties pertaining to the particular piece of property in question because of its size, shape or topography that are not applicable to other lands or structures in the same district; **Legal non-conforming lots that cannot be built upon as currently required by Flowery Branch Zoning Ordinance.**
- (b) A literal interpretation of the provisions of this ordinance would effectively deprive the applicant of rights commonly enjoyed by other properties of the district in which the property is located; **The lots cannot be built upon and meet the requirements of R-2 zoning.**
- (c) Granting the variance requested will not confer upon the property of the applicant any special privileges that are denied to other properties of the district in which the applicant's property is located;
- (d) The requested variance will be in harmony with the purpose and intent of this ordinance and will not be injurious to the neighborhood or to the general welfare;
- (e) The special circumstances are not the result of the actions of the applicant;
- (f) The variance requested is the minimum variance that will make possible the proposed use of the land, building, or structure in the use district proposed; and
- (g) The variance shall not permit a use of land, buildings or structures, which is not permitted by right in the zoning district or overlay district involved.

Staff recommends approval with the following conditions:

1. Applicant's development shall comply with all stormwater management requirements of Article 12 of the Subdivision and Land Development Code per Section 1203.
2. Applicant shall record a final plat in accordance with Article 8 of the Subdivision and Land Development Code.



3. A landscape plan for each individual lot and the development as a whole shall be submitted to staff at the time of any land disturbance application.
4. Applicant shall construct new homes in accordance with the elevations submitted and attached hereto and shall meet all requirements of the zoning ordinance in terms of architectural standards





## FLOWERY BRANCH CITY COUNCIL

### EXECUTIVE SUMMARY



**SUBJECT:** Work Session to discuss Ordinance 674, a request for a Conditional Use Permit (CUP) submitted by Coro Realty to build and operate a Self-Storage Facility at 6401 McEver Road.

**COUNCIL MEETING DATE:** December 15, 2022

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#### HISTORY:

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#### FACTS AND ISSUES:

The applicant is requesting a conditional use permit to develop a climate controlled self-storage facility at 6401 McEver Road. The subject property is currently zoned Highway Business (HB) and a CUP is required for this use in this zoning district.

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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 - Work Session only

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#### SAMPLE MOTION:

No motion at this time - work session only.

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#### COLLABORATING DEPARTMENT:

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**DEPARTMENT:** Planning

**Prepared by:** Shelia Cooper

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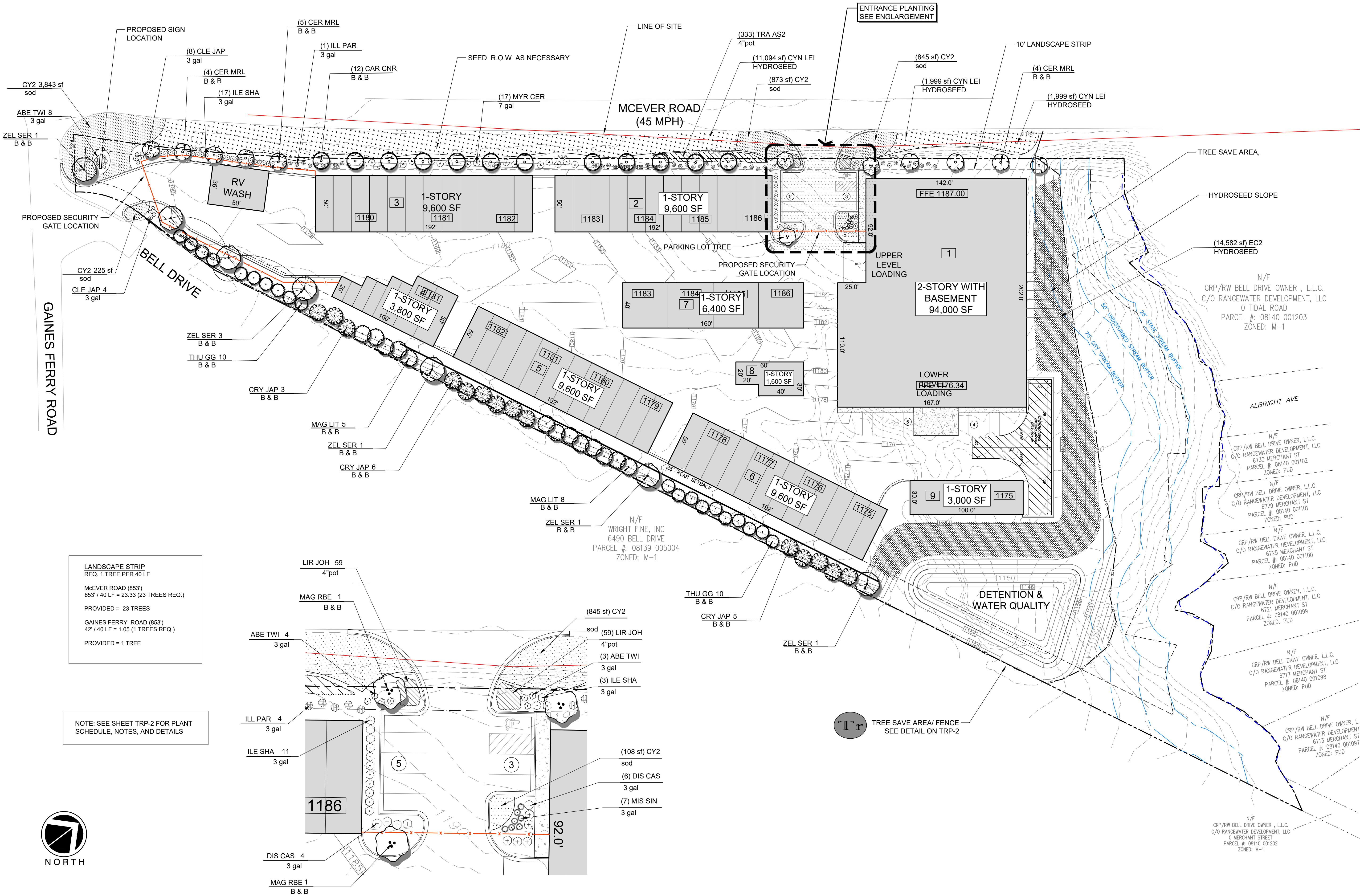
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#### ATTACHMENTS

- [Combined Information.pdf](#)
- [Shamrock CUP Ordinance RB.pdf](#)
- [Staff report 4601 McEver Self-Storage.pdf](#)

- [IMG-20221116-WA0000.jpg](#)
- [IMG-20221116-WA0001.jpg](#)





LANDSCAPE STRIP  
REQ. 1 TREE PER 40 LF

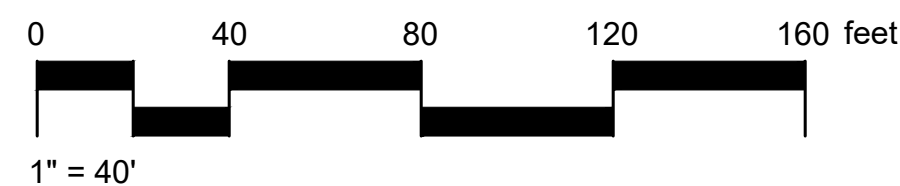
McEVER ROAD (853')  
853' / 40 LF = 23.33 (23 TREES REQ.)

PROVIDED = 23 TREES

GAINES FERRY ROAD (853')  
42' / 40 LF = 1.05 (1 TREES REQ.)

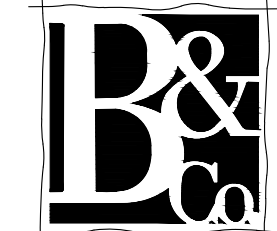
PROVIDED = 1 TREE

NOTE: SEE SHEET TRP-2 FOR PLANT  
SCHEDULE, NOTES, AND DETAILS



ENTRANCE - ENLARGEMENT  
SCALE: 1" = 20'

24 HOUR CONTACT:  
SEAMUS BURKE (770) 745-4820



**Brunson & Company**  
LANDSCAPE ARCHITECTS  
903 BOMBAY LANE  
ROSOWELL, GA 30076  
770.864.1987

**CORO REALTY**  
3715 Northside Parkway NW  
Bldg 400-100  
Atlanta, GA 30327

OWNER:

**McEVER STORAGE  
TREE REPLACEMENT PLANS**

Prepared For:  
**CORO REALTY**

**6401 MCEVER ROAD  
LAND LOT 139 & 140, 8TH DISTRICT  
CITY OF FLOWERY BRANCH, HALL COUNTY, GEORGIA**



SEAL:

THIS DRAWING IS AND SHALL REMAIN THE PROPERTY OF  
BRUNSON & COMPANY, L.L.C. AND SHALL NOT BE  
REPRODUCED OR COPIED IN ANY FORM WITHOUT WRITTEN  
CONSENT. BRUNSON & COMPANY, L.L.C. ASSUMES NO  
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PLAN.

REVISIONS

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DRAWING TITLE:

**TREE & LANDSCAPE  
PLANS**

DATE:

PROJECT #

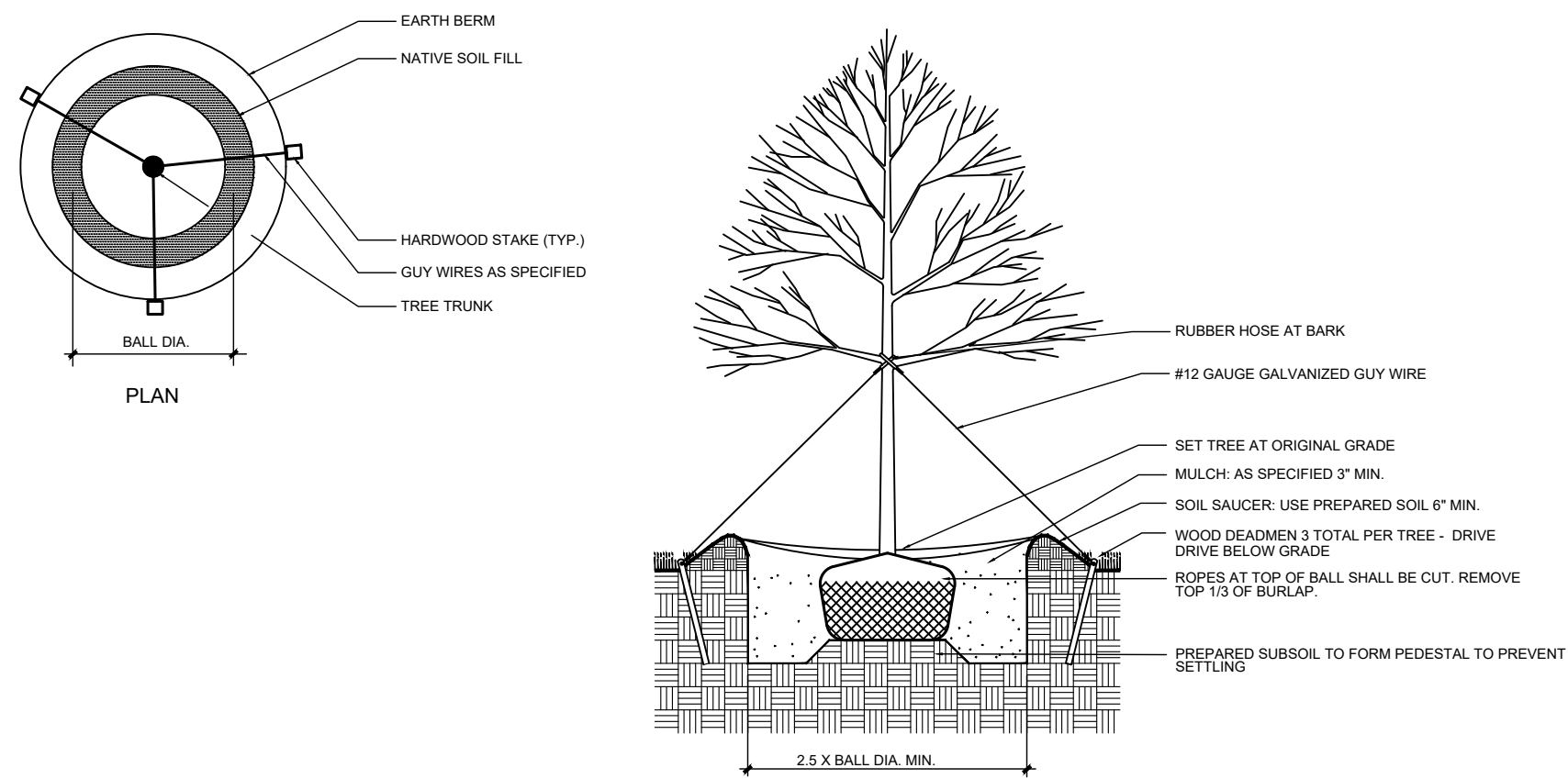
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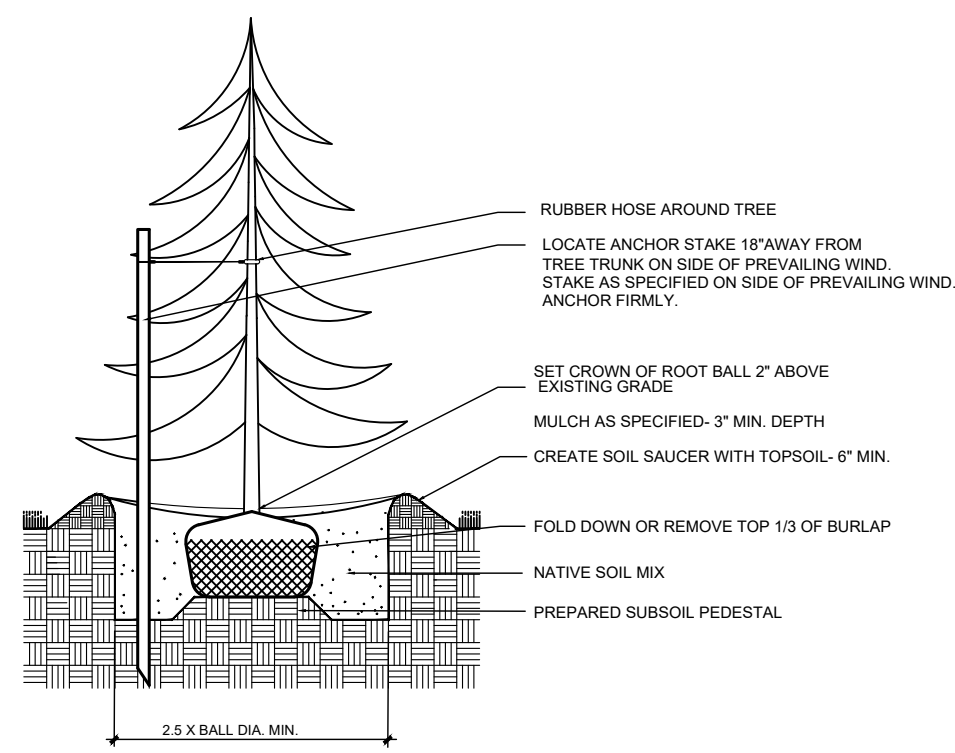
SHEET REF #

**TRP-1**

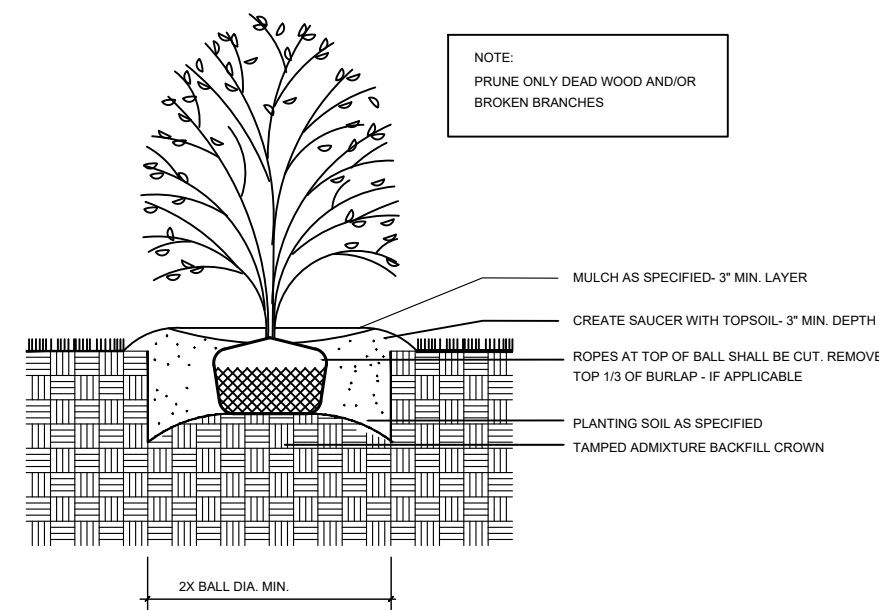




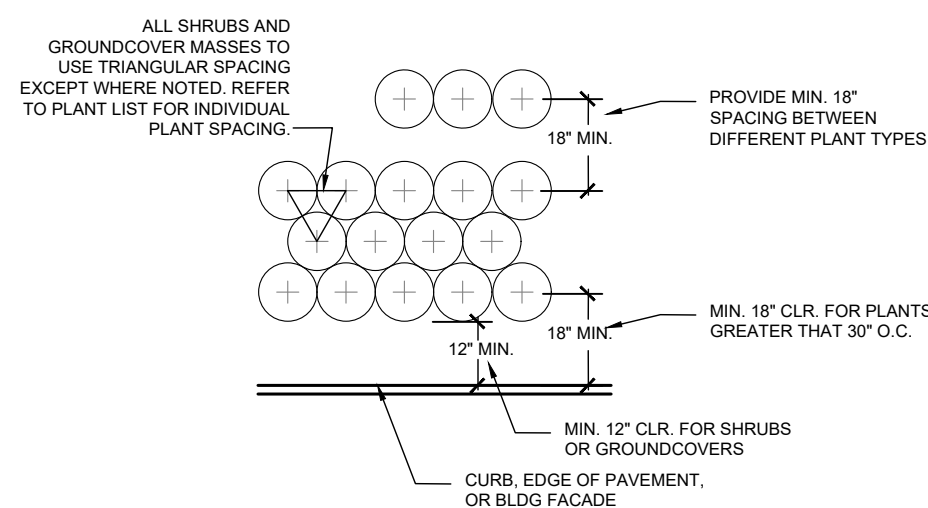
1 DECIDUOUS TREE - DETAIL  
NTS  
DETAIL-FILE



2 EVERGREEN TREE - DETAIL  
NTS  
DETAIL-FILE

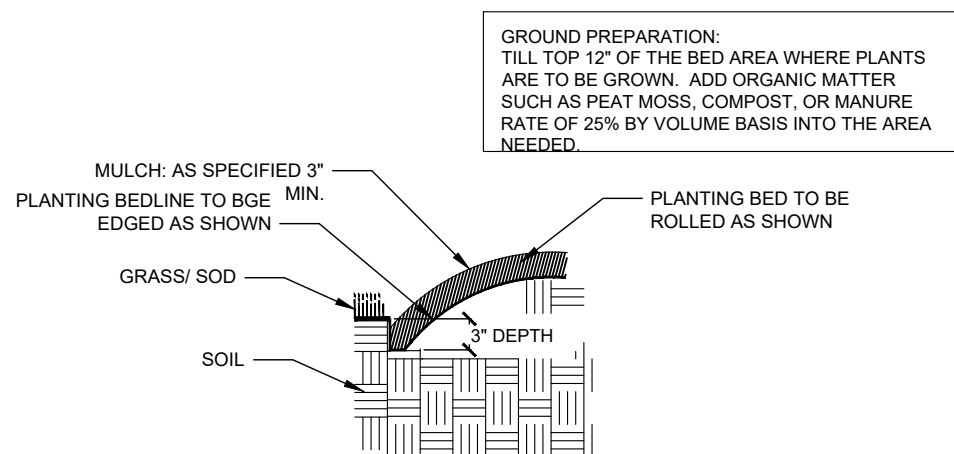


3 SHRUB PLANTING - DETAIL  
NTS  
DETAIL-FILE



4 TYPICAL SHRUB / GROUNDCOVER SPACING  
N.T.S.  
1

LANDSCAPE STRIP  
REQ. 1 TREE PER 40 LF  
  
McEVER ROAD (853')  
853' / 40 LF = 23.33 (23 TREES REQ.)  
  
PROVIDED = 23 TREES  
  
GAINES FERRY ROAD (853')  
42' / 40 LF = 1.05 (1 TREES REQ.)  
  
PROVIDED = 1 TREE



5 PLANTING BED EDGE - SECTION  
3/4" ± 1'-0"  
DETAIL-FILE

#### GENERAL NOTES:

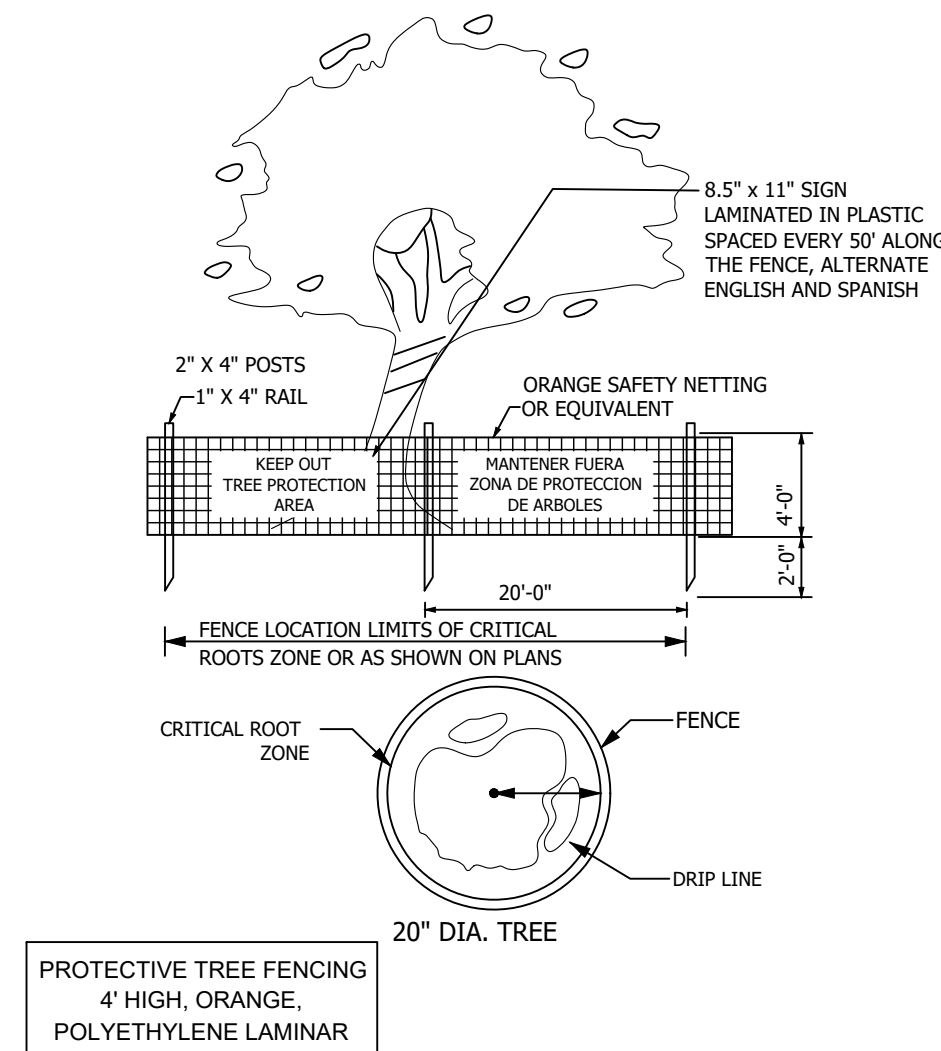
- THE SITE CONTRACTOR SHALL CONTACT THE APPROPRIATE UTILITY COMPANIES TO HAVE THE LOCATIONS OF THEIR UNDERGROUND UTILITIES MARKED PRIOR TO BEGINNING WORK. THE CONTRACTOR SHALL COORDINATE SERVICE ROUTING OF ALL GAS, TELEPHONE AND ELECTRICAL LINES WITH THE APPROPRIATE UTILITY COMPANY. CAUTION SHALL BE EXERCISED TO AVOID INTERRUPTION OF SERVICES. THE CONTRACTOR IS RESPONSIBLE FOR THE REPAIR OF ALL EXISTING UTILITIES DAMAGED DURING CONSTRUCTION. ALL CONSTRUCTION MUST COMPLY WITH EACH UTILITY'S STANDARDS AND SPECIFICATIONS AND NOT INTERFERE WITH TREE PLANTING SITES OR EXISTING TREES TO BE PRESERVED.
- THE OWNER SHALL BE RESPONSIBLE FOR THE MAINTENANCE OF ALL LANDSCAPING. LANDSCAPING SHALL BE MAINTAINED IN A GOOD CONDITION SO AS TO PRESENT A HEALTHY, NEAT AND ORDERLY APPEARANCE AT LEAST EQUAL TO THE ORIGINAL INSTALLATION. ANY DEAD VEGETATION AND LANDSCAPING MATERIAL OR ANY DAMAGED NON-LIVING LANDSCAPING MATERIALS SHALL BE PROMPTLY REPLACED.
- THE QUANTITIES SHOWN IN THE PLANT SCHEDULE ARE SOLELY FOR INFORMATION OF THE CONTRACTOR. THE CONTRACTOR SHALL VERIFY THE QUANTITIES SHOWN IN THE PLANT SCHEDULE WITH THE QUANTITIES SHOWN ON THE PLANTING PLAN. ALL DIFFERENCES IN THE QUANTITIES SHALL BE BROUGHT TO THE ATTENTION OF THE LANDSCAPE ARCHITECT FOR CLARIFICATION.
- DO NOT SCALE FROM THE DRAWING.
- FINAL LOCATIONS OF ALL PLANT MATERIAL SHALL BE SUBJECT TO THE APPROVAL OF THE OWNER'S REPRESENTATIVE. AFTER FLAGGING PLANT LOCATIONS AND PRIOR TO INSTALLATION, THE CONTRACTOR SHALL NOTIFY THE OWNER'S REPRESENTATIVE FOR INSPECTION.
- ALL PLANT MATERIALS SHALL CONFORM WITH THE LATEST EDITION OF AMERICAN STANDARDS OF NURSERY STOCK BY THE AMERICAN NURSERY AND LANDSCAPE ASSOCIATION. ALL PLANT MATERIAL SHALL MEET OR EXCEED THE SPECIFICATIONS OF THE FEDERAL, STATE AND COUNTY LAWS REQUIRING INSPECTION FOR DISEASE AND INSECT CONTROL. BOTANICAL NAMES SHALL TAKE PRECEDENCE OVER COMMON NAMES.
- THE CONTRACTOR SHALL REMOVE ALL DEAD WOOD, SUCKERS AND ALL BROKEN OR DAMAGED BRANCHES IN ACCORDANCE WITH AANS (AMERICAN ASSOCIATION OF NURSERYMEN STANDARDS) IN ORDER TO PRESERVE THE NATURAL CHARACTER OF THE TREE.
- ALL PLANTING PITS SHALL BE FREE OF ROCKS, GRAVEL AND OTHER DEBRIS. ALL PLANTING PITS SHALL BE PREPARED IN ACCORDANCE WITH THE PLANTING DETAILS.
- PLANT QUALITY, ALL PLANTS SHALL BE BOUND, FREE OF DISEASE OR PESTS AND SHALL HAVE A HEALTHY NORMAL ROOT SYSTEM.
- NO SUBSTITUTION OF PLANT SPECIES OR VARIETY SHALL BE MADE WITHOUT PRIOR WRITTEN PERMISSION OF THE LANDSCAPE ARCHITECT.
- MAINTENANCE OF PLANTS SHALL INCLUDE, BUT NOT NECESSARILY BE LIMITED TO WATERING, SPRAYING, MULCHING, PRUNING, MOWING, FERTILIZING, ETC. OR OTHER ACTIVITIES AS DIRECTED BY THE OWNER'S REPRESENTATIVE.
- FINAL ACCEPTANCE SHALL BE GRANTED BY THE OWNER'S REPRESENTATIVE UPON COMPLETION OF THE ENTIRE PROJECT. THE CONTRACTOR SHALL PROMPTLY MAKE ALL REPLACEMENT BEFORE, DURING AND AT THE END OF THE GUARANTEE PERIOD AS DIRECTED BY THE OWNER'S REPRESENTATIVE.
- ALL PLANT MATERIAL THAT DIES, TURNS BROWN, OR DEFOOLIATES BOTH PRIOR TO THE FINAL ACCEPTANCE OF THE WORK AND DURING THE GUARANTEE PERIOD SHALL BE PROMPTLY REMOVED FROM THE SITE AND REPLACED WITH MATERIAL OF THE SAME SPECIES, VARIETY, QUANTITY, SIZE AND MEETING ALL PLANT SCHEDULE SPECIFICATIONS.
- BURLAP MATERIAL ON BALLED AND BURLAPPED PLANTS SHALL BE THE TYPE WHICH WILL DECAY WITHIN TWO YEARS (NO SYNTHETICS, PLASTIC, NYLON OR TREATED OR OTHER NON-NATURAL TYPES WILL BE ALLOWED.) AFTER SETTING BALLED AND BURLAPPED PLANTS IN THE PLANTING PIT, ALL BINDER TWINE SHALL BE CUT AND THE BURLAP REMOVED FROM THE TOP 1/3 (ONE-THIRD) OF THE ROOTBALL.
- THE OWNER'S REPRESENTATIVE RESERVES THE RIGHT TO REJECT AT ANY TIME UNTIL THE END OF THE GUARANTEE PERIOD ANY AND/OR ALL PLANT MATERIAL THAT DOES NOT MEET THE SPECIFICATIONS AS SET FORTH HERE AND IN THE PLANT SCHEDULE.
- ALL PLANT MATERIALS SHALL BE PLANTED AS PER THE PLANT DETAILS AND NOTES.
- ALL EXISTING TURF AND VEGETATION SHALL BE STRIPPED AND REMOVED PRIOR TO THE INSTALLATION OF ANY TURF AND PLANT MATERIAL. CARE SHALL BE TAKEN WHEN WORKING AROUND OR NEW PLANTS LABELED ON THE PLAN AS EXISTING OR TO REMAIN. ALL EXISTING PLANTS THAT ARE TO REMAIN, IF DAMAGED BY CONSTRUCTION, SHALL BE REPLACED BY THE CONTRACTOR AS DIRECTED BY THE OWNER'S REPRESENTATIVE.
- STANDARDS FOR TRANSPLANTING SHALL BE IN KEEPING WITH THOSE ESTABLISHED BY THE INTERNATIONAL SOCIETY OF ARBORICULTURE PUBLICATION, "TREE AND SHRUB TRANSPLANTING MANUAL" OR SIMILAR PUBLICATION. REFERENCE THE AMERICAN ASSOCIATION OF NURSERYMEN PUBLICATION "AMERICAN STANDARD FOR NURSERY STOCK" (ANSI 260, 1973) FOR PLANT MATERIAL QUALITY SPECIFICATIONS. REFERENCE THE LATEST EDITION OF THE "MANUAL FOR WOODY LANDSCAPE PLANTS, MICHAEL DIRR, ISA GUIDELINES AND ANSI STANDARDS, OR SIMILAR PUBLICATION ON SITE REQUIREMENTS FOR VARIOUS TREE SPECIES.
- THE LANDSCAPE CONTRACTOR SHALL COMPLETELY GUARANTEE ALL PLANT MATERIAL FOR A PERIOD OF ONE (1) YEAR BEGINNING AT THE DATE OF FINAL ACCEPTANCE. THE LANDSCAPE CONTRACTOR SHALL PROMPTLY MAKE ALL REPLACEMENTS BEFORE OF THE END OF THE GUARANTEE PERIOD (AS PER DIRECTION OF THE OWNER).
- THE OWNER AGREES TO PERFORM ALL LANDSCAPE MAINTENANCE (INCLUDING WATERING) THROUGHOUT THE ONE YEAR GUARANTEE PERIOD UNLESS OTHERWISE DETERMINED.
- ALL PLANTING BEDS TO BE MULCHED WITH 4" OF PINE STRAW UNLESS SPECIFIED SEPARATELY ON PLANS. ALL BEDS TO BE MULCHED IMMEDIATELY AFTER PLANTING.
- O.C. = PLANT ON CENTER
- LANDSCAPE CONTRACTOR SHALL BE RESPONSIBLE FOR PROVIDING POSITIVE DRAINAGE AT 2% MINIMUM IN ALL PLANTED AREAS.

#### PLANT SCHEDULE - OVERALL

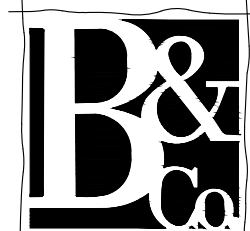
| TREES         | QTY       | COMMON / BOTANICAL NAME                                                   | CONT      | CAL      | SIZE        | SPACING  |
|---------------|-----------|---------------------------------------------------------------------------|-----------|----------|-------------|----------|
| CAR CNR       | 12        | COLLYNIAIR® AMERICAN HORNBEAM / CARPINUS CAROLINIANA 'COMTF1'             | B & B     | 2" CAL   |             | 20' O.C. |
| CER MRL       | 9         | MERLOT EASTERN REDBUD / CERCIS CANADENSIS 'MERLOT'                        | B & B     | 2" CAL   |             | 15' O.C. |
| CRY JAP       | 14        | JAPANESE CEDAR / CRYPTOMERIA JAPONICA                                     | B & B     |          | 6' HT. MIN. | 14' O.C. |
| MAG LIT       | 13        | DWARF SOUTHERN MAGNOLIA / MAGNOLIA GRANDIFLORA 'LITTLE GEM'               | B & B     |          | 6' HT. MIN. | 8' O.C.  |
| MAG RBE       | 3         | KELTYK® SWEETBAY MAGNOLIA / MAGNOLIA VIRGINIANA 'MVMTF'                   | B & B     | 2" CAL   | 9'-10' HT.  | AS SHOWN |
| THU GG        | 20        | GREEN GIANT ARBORVITAE / THUJA STANDISHII X PLICATA 'GREEN GIANT'         | B & B     |          | 6' HT. MIN. | 12' O.C. |
| ZEL SER       | 7         | SAWLEAF ZELKOVA / ZELKOVA SERRATA 'GREEN VASE'                            | B & B     | 2" CAL   | 10'-12' HT. | 60' O.C. |
| SHRUBS        | QTY       | COMMON / BOTANICAL NAME                                                   | CONT      | SIZE     | SPACING     |          |
| ABE TWI       | 15        | TWIST OF LIME ABELIA / ABELIA X GRANDIFLORA 'TWIST OF LIME' TM            | 3 GAL     |          | 3' O.C.     |          |
| CLE JAP       | 12        | CLEYERA / CLEYERA JAPONICA                                                | 3 GAL     |          | 3' O.C.     |          |
| DIS CAS       | 10        | BLUE CASCADE DISTYLIUM / DISTYLIUM X BLUE CASCADE                         | 3 GAL     |          | 3' O.C.     |          |
| ILE SHA       | 36        | SHAMROCK INKBERRY HOLLY / ILEX GLABRA 'SHAMROCK'                          | 3 GAL     |          | 4' O.C.     |          |
| ILL PAR       | 49        | ANISE TREE / ILLICIAM PARVIFLORUM                                         | 3 GAL     |          | 6' O.C.     |          |
| MIS SIN       | 7         | ADAGIO EULALIA GRASS / MISCANTHUS SINENSIS 'ADAGIO'                       | 3 GAL     |          | 3' O.C.     |          |
| MYR CER       | 19        | WAX MYRTLE / MYRICA CERIFERA                                              | 7 GAL     |          | 8' O.C.     |          |
| GROUND COVERS | QTY       | COMMON / BOTANICAL NAME                                                   | CONT      | SPACING  |             |          |
| CYN LEI       | 5,894 SF  | BERMUDAGRASS / CYNODON DACTYLON 'TIFGREEN'                                | SOD       |          |             |          |
| CYN LEI       | 13,093 SF | TIFWAY 419 BERMUDA GRASS / CYNODON DACTYLON X TRANSVAALENSIS 'TIFWAY 419' | HYDROSEED |          |             |          |
| EC2           | 14,582 SF | WEeping LOVEGRASS / ERAGROSTIS CURVULA                                    | HYDROSEED |          |             |          |
| LIR JOH       | 118       | LILY TURF / LIRIOPE MUSCARI 'JOHN BURCH'                                  | 4"POT     | 16" O.C. |             | 16" o.c. |
| TRA AS2       | 333       | ASIATIC JASMINE / TRACHELOSPERMUM ASIATICUM 'ASIATIC'                     | 4"POT     | 18" O.C. |             | 18" o.c. |

#### PLANT SCHEDULE LANDSCAPE STRIP

| TREES         | QTY       | COMMON / BOTANICAL NAME                                                   | CONT      | CAL      | SIZE       | SPACING  |
|---------------|-----------|---------------------------------------------------------------------------|-----------|----------|------------|----------|
| CAR CNR       | 12        | COLLYNIAIR® AMERICAN HORNBEAM / CARPINUS CAROLINIANA 'COMTF1'             | B & B     | 2" CAL   |            | 20' O.C. |
| CER MRL       | 9         | MERLOT EASTERN REDBUD / CERCIS CANADENSIS 'MERLOT'                        | B & B     | 2" CAL   |            | 15' O.C. |
| MAG RBE       | 2         | KELTYK® SWEETBAY MAGNOLIA / MAGNOLIA VIRGINIANA 'MVMTF'                   | B & B     | 2" CAL   | 9'-10' HT. | AS SHOWN |
| SHRUBS        | QTY       | COMMON / BOTANICAL NAME                                                   | CONT      | SIZE     | SPACING    |          |
| ABE TWI       | 7         | TWIST OF LIME ABELIA / ABELIA X GRANDIFLORA 'TWIST OF LIME' TM            | 3 GAL     |          | 3' O.C.    |          |
| CLE JAP       | 8         | CLEYERA / CLEYERA JAPONICA                                                | 3 GAL     |          | 3' O.C.    |          |
| ILE SHA       | 27        | SHAMROCK INKBERRY HOLLY / ILEX GLABRA 'SHAMROCK'                          | 3 GAL     |          | 4' O.C.    |          |
| ILL PAR       | 49        | ANISE TREE / ILLICIAM PARVIFLORUM                                         | 3 GAL     |          | 6' O.C.    |          |
| MYR CER       | 19        | WAX MYRTLE / MYRICA CERIFERA                                              | 7 GAL     |          | 8' O.C.    |          |
| GROUND COVERS | QTY       | COMMON / BOTANICAL NAME                                                   | CONT      | SPACING  |            |          |
| CYN LEI       | 1,718 SF  | BERMUDAGRASS / CYNODON DACTYLON 'TIFGREEN'                                | SOD       |          |            |          |
| CYN LEI       | 13,093 SF | TIFWAY 419 BERMUDA GRASS / CYNODON DACTYLON X TRANSVAALENSIS 'TIFWAY 419' | HYDROSEED |          |            |          |
| LIR JOH       | 118       | LILY TURF / LIRIOPE MUSCARI 'JOHN BURCH'                                  | 4"POT     | 16" O.C. |            | 16" o.c. |
| TRA AS2       | 719 SF    | ASIATIC JASMINE / TRACHELOSPERMUM ASIATICUM 'ASIATIC'                     | FLAT      |          |            |          |



Tr TREE PROTECTION FENCE - DETAIL  
NTS  
DETAIL-FILE



Brunson & Company  
LANDSCAPE ARCHITECTS

903 BOMBAY LANE  
ROSWELL, GA 30076

770 . 864 . 1987

CORO REALTY  
3715 Northside Parkway NW  
Bldg 400-100  
Atlanta , GA 30327

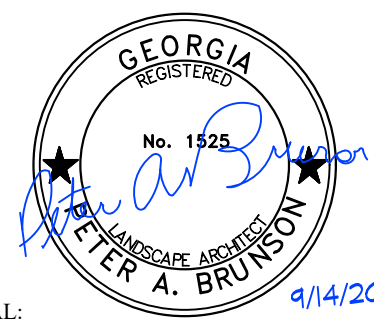
OWNER:

McEVER STORAGE  
TREE REPLACEMENT PLANS

Prepared For:  
CORO REALTY

6401 MCEVER ROAD

LAND LOT 139 & 140, 8TH DISTRICT  
CITY OF FLOWERY BRANCH, HALL COUNTY, GEORGIA



SEAL:

THIS DRAWING IS AND SHALL REMAIN THE PROPERTY OF BRUNSON & COMPANY, LLC AND SHALL NOT BE REPRODUCED OR COPIED IN ANY FORM WITHOUT WRITTEN CONSENT. BRUNSON & COMPANY, LLC ASSUMES NO LIABILITY FOR ANY ELEMENTS CONSTRUCTED FROM THIS PLAN.

#### REVISIONS

| NO. | DATE | DESCRIPTION |
|-----|------|-------------|
|     |      |             |
|     |      |             |
|     |      |             |
|     |      |             |

DRAWING TITLE:

LANDSCAPE  
SCHEDULE/DETAILS

DATE:

9.14.22

PROJECT #

22.083

SHEET REF #

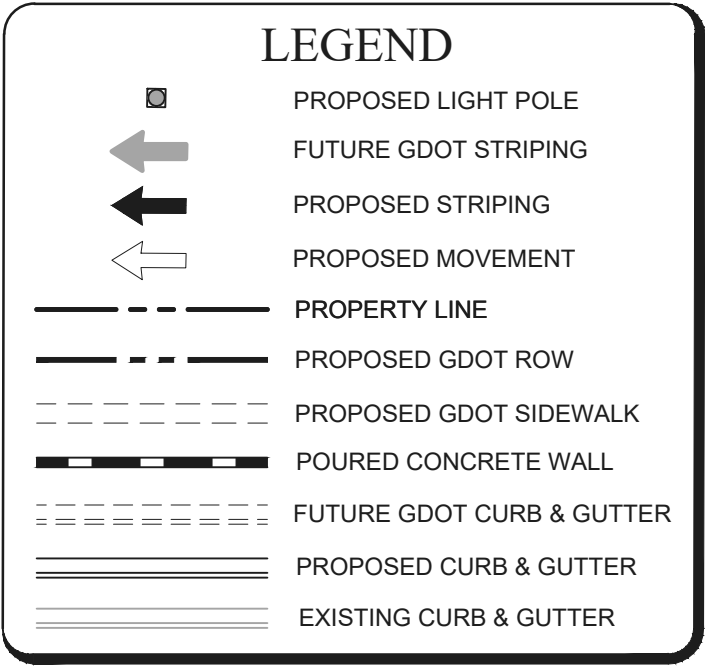
TRP-2

24 HOUR CONTACT:  
SEAMUS BURKE (770) 745-4820









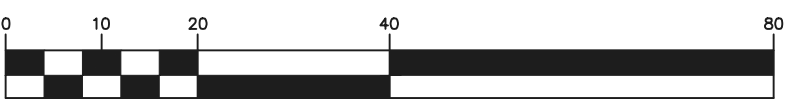
**\*\*\*CAUTION\*\*\***

THE UTILITIES SHOWN HEREON ARE FOR THE CONTRACTORS CONVENIENCE ONLY. THERE MAY BE OTHER UTILITIES NOT SHOWN ON THESE PLANS. THE ENGINEER ASSUMES NO RESPONSIBILITY FOR THE LOCATIONS SHOWN AND IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO VERIFY ALL UTILITIES WITHIN THE LIMITS OF THE WORK. ALL DAMAGE MADE TO EXISTING UTILITIES BY THE CONTRACTOR SHALL BE THE SOLE RESPONSIBILITY OF THE CONTRACTOR.



**Know what's below  
Call 811 or (800) 282-7411  
Before You Dig**

GRAPHIC SCALE



( IN FEET )  
1 inch = 20 ft.



MCEVER ROAD  
(45 MPH)

# GAINES FERRY ROAD

BELL DRIVE



|             |           |
|-------------|-----------|
| Project No. | P-2227    |
| Design By:  | WBD       |
| Drawn By:   | LBF       |
| Checked By: | WBD       |
| Date:       | 7/24/2022 |
| Scale:      | 1" = 20'  |

[illegible]

Coro Realty  
3715 Northside Parkway NW  
Building 400-100  
Atlanta, GA 30327  
Office: (404) 846-4019

**GRADING & DRAINAGE PLAN**  
**6401 MCEVER ROAD**  
 6401 MCEVER ROAD  
 LAND LOT 139 & 140, 8TH DISTRICT  
 CITY OF FLOWERY BRANCH, HALL COUNTY, GEORGIA

Drawing No.  
**C3.1**



MCEVER ROAD  
(45 MPH)

**\*\*\*CAUTION\*\*\***

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**GEORGIA811**  
Utilities Protection Center, Inc.

Know what's below  
Call 811 or (800) 282-7411  
Before You Dig

GRAPHIC SCALE

( IN FEET )  
1 inch = 20 ft.

The logo for Paradigm Engineering Services, Inc. features the word "paradigm" in a bold, lowercase, sans-serif font. Above the letters "i", "d", and "a" are three green squares of varying sizes. To the right of the word "paradigm" is the text "Engineering Services, Inc." in a smaller, uppercase, sans-serif font. Below this, the address "Seven Dunwoody Park Suite 1115 Atlanta, GA 30038" is listed, followed by the phone number "(770) 605-6030" and the website "www.Paradigmeng.net". The entire logo is enclosed in a rounded rectangular border.

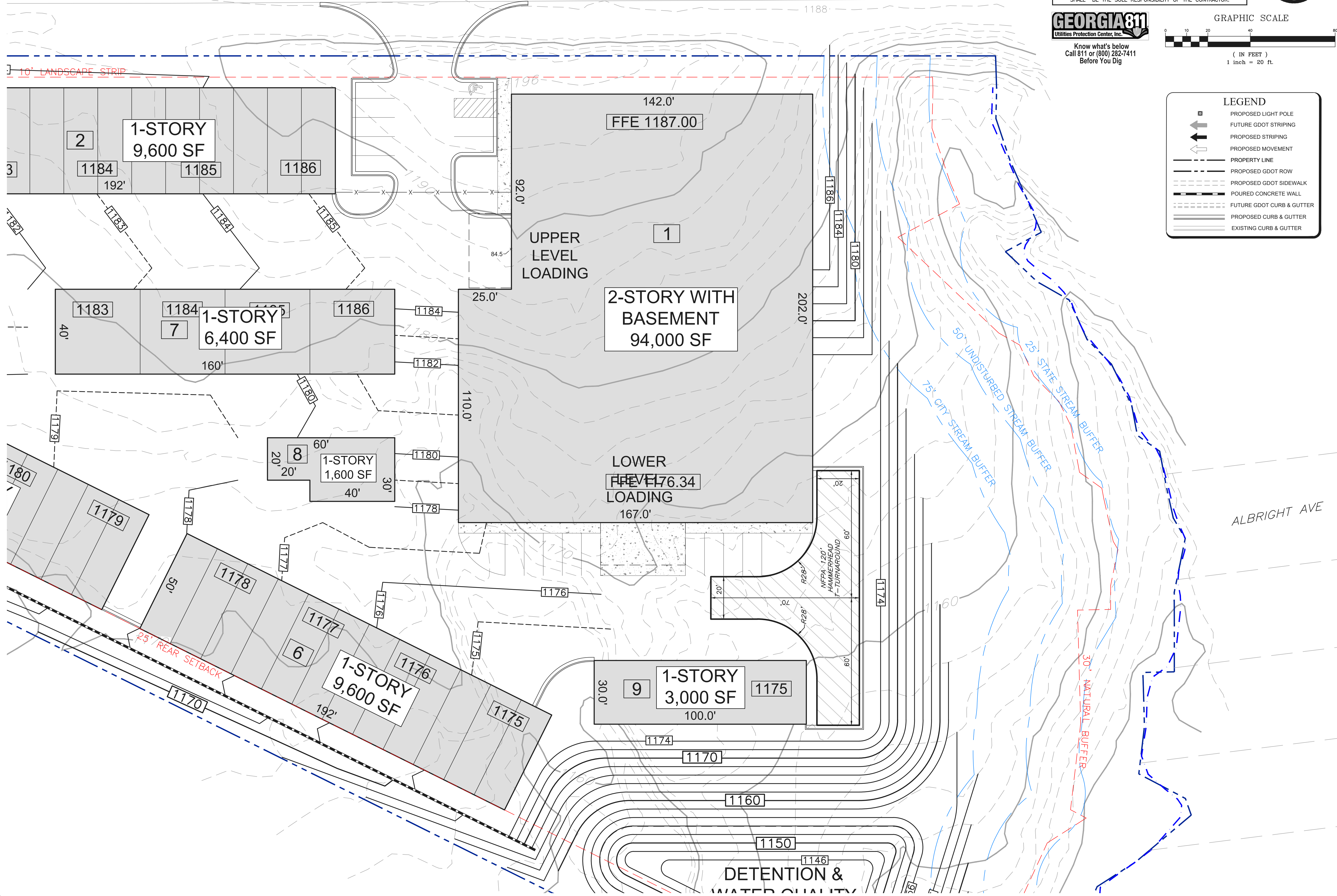
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|-------------|-----------|
| Project No. | P-2227    |
| Design By:  | WBD       |
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| Checked By: | WBD       |
| Date:       | 7/24/2022 |
| Scale:      | 1" = 20'  |

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Coro Realty  
3715 Northside Parkway NW  
Building 400-100  
Atlanta, GA 30327  
Office: (404) 846-4019

GRADING & DRAINAGE PLAN  
6401 MCEVER ROAD  
6401 MCEVER ROAD  
LAND LOT 139 & 140, 8TH DISTRICT  
CITY OF FLOWERY BRANCH, HALL COUNTY, GEORGIA

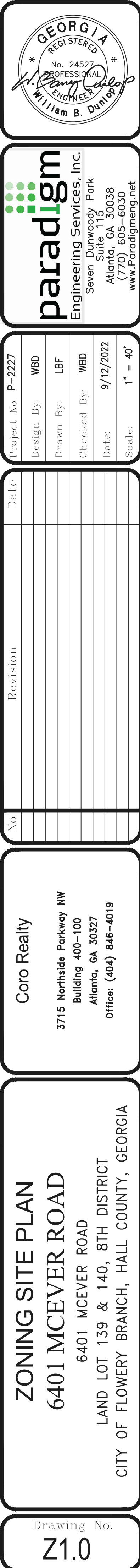
Drawing No.  
**C3.2**















**COVER SHEET**

Date: September 15, 2022

To: Mr. Rich Atkinson, Director of Planning & Community  
E-mail: [rich@flowerybranchga.org](mailto:rich@flowerybranchga.org)

Cc: Patrick Higgins [Architect]  
[pha380@bellsouth.net](mailto:pha380@bellsouth.net)

From: Diane Reid on behalf of Applicant Adam Holland, Coro Realty

Re: Self-Storage  
6401 McEver Road  
Land Lot 139 & 140, 8<sup>th</sup> District  
City of Flowery Branch,  
Hall County, GA

---

**COMMENTS:**

Enclosed please find the Conditional Use Application on behalf of Coro Realty, pertaining to the Self-Storage buildings located at 6401 McEver Road, Land Lot 139 & 140, 8<sup>th</sup> District, City of Flowery Branch, Hall County, GA.

**Contents:**

1. Cover sheet
2. Copy of Application Payment of \$350.00
3. Conditional Use Permit Application
  - a. Conflict of interest disclosure
  - b. Disclosure of campaign contributions
4. Letter of Intent - Detailed Description of Request
  - a. Appendix A – Z1.0 Site Zoning Plan
5. Development Statistics per the Flowery Branch Code of Ordinances; Appendix C, "Zoning Ordinance", Article 34 sections 34.6.
  - a. Appendix A – (2) Two Building renderings
6. Current survey of property
7. Legal Site Description
8. Site plans
  - a. C3.0, C3.1, C3.2 Civil Site and Grading Plans
  - b. C3.3 Detention Plan
  - c. SH.1 Site Survey
  - d. TRP-1, TRP-2 Landscape Plans
9. Analysis requirements per the Flowery Branch Code of Ordinances; Appendix C, "Zoning Ordinance", Article 34 sections 34. 7.

**SHAMROCK BUILDING SYSTEMS**

1298 CONCORD RD SE, SMYRNA, GA 30080 ■ P: 770-745-4822 ■ F: 770-745-4822

DATE:09/15/2022 CK#:26002 TOTAL:\$350.00\*\*\*\*\* BANK:CORO REALTY ADVISORS(234579)  
PAYEE:FLOWERY BRANCH PLANNING & COMMUNITY DEVELOPMENT(fbpced01)

| Property Address - Code           | Invoice - Date             | Description                          | Amount       |
|-----------------------------------|----------------------------|--------------------------------------|--------------|
| CORO REALTY ADVISORS LLC - cor110 | COR110-09/15/22 - 09/15/22 | APPLICATION FEE (LAKE LANIER STORAGE | 350.00       |
|                                   |                            |                                      | <hr/> 350.00 |

**CORO REALTY ADVISORS LLC**

3715 NORTHSIDE PKWY NW  
BLDG 400 STE 100  
ATLANTA, GA 30327

TRUIST BANK  
6343 ROSWELL RD NE  
ATLANTA, GA 30328

**26002**

64-1341/611

09/15/2022

**\$350.00\*\*\*\*\***

TO THE  
ORDER OF

**\*\*\*\* THREE HUNDRED FIFTY AND 00/100 DOLLARS**

**FLOWERY BRANCH PLANNING & COMMUNITY DEVELOPMENT**

5410 Pine Street  
Flowery Branch, GA 30542

---

CONTAINS AN ARTIFICIAL



## CONDITIONAL USE PERMIT APPLICATION

**City Provided Permit #**

**Date:** August 31, 2022

**Address of Request:**

6401 McEver Road

Tax Map # 08140 000092 Current Zoning: HB (Highway Business)

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

Currently a conforming use? Undeveloped

Any conditions of zoning, CUP's, etc.? Self Storage

### **Applicant Information**

Applicant: Adam Holland, Coro Realty

Address: 3715 Northside Parkway, NW, Building 400-100

E-mail address: aholland@cororealty.com

Phone number: (404)846-4019

Signature: 

Notary Seal:   
exp: 10-2-2023





**Property owner Information**

Property owner (please print): Stonebridge , LLC

Address: 117 Eagle Drive  
Hixon, TN 37343

E-mail address: jrichardson@lupton.com

Phone number: 423-747-0503

Signature: *[Handwritten Signature]*

Notary Seal:



*Rebecca Watson*  
*my Commission Expires: 7/27/2026*

**Applicant Information Required at Time of Submittal**

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

- Payment of \$350.00
- Legal description – one hard copy and on a flash drive
- Current survey of property – one hard copy and on a flash drive
- Site plan – one hard copy and on a flash drive
- Site plan shall meet the requirements of the Flowery Branch Code of Ordinances; Appendix C, "Zoning Ordinance", Article 34 sections 34.5
- Detailed description of request
- 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
- Conflict of interest disclosure (attached)
- Disclosure of campaign contributions (attached)



### **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

None

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

None

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

None

### **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



Received by City of Flowery Branch Staff on \_\_\_\_\_

Name: \_\_\_\_\_

Title \_\_\_\_\_





## LETTER OF INTENT – Conditional Use Permit

Director of Planning & Community Development  
5410 Pine Street  
P.O Box 757  
Flowery Branch, GA 30542

Development Project:  
Self-Storage  
6401 McEver Road,  
Flowery Branch,  
Hall County, GA  
September 15, 2022  
Project Ref: 2022-009

Dear Richard Atkinson,

The above captioned property is zoned Highway Business (HB) and requires a conditional use permit. This letter of intent is to identify the Conditional Use Permit Application ("Application") by Coro Realty Advisors, LLC ("Applicant") with respect to approximately 7.03 acres being property commonly known as 6401 McEver Road, Flowery Branch (the "City"), Georgia 30542, Tax Parcel Identification Number 08140 000092 (the "Property").

The Applicant is requesting a Conditional Use Permit ("CUP") for Property currently zoned HB (Highway Business) to develop a climate controlled self-storage facility containing 10 buildings totaling 148,200sf.

The Existing use(s) and zoning of the subject property and nearby properties are consistent with surrounding usages. The following represent land usages adjacent to the subject property:

- The full site is currently a vacant lot, commercially undeveloped, and wooded land (zoned HB Highway Business, Flowery Branch).
- To the north of the site there is a residential development (zoned as a PUD Planned Unit Development, Flowery Branch).
- To the east of the site is a boat storage facility (zoned M1 Industrial, Flowery Branch).

---

**Tel** 770-745-4822  
**Fax** 770-745-4822

1298 Concord Rd SE,  
Smyrna, GA 30080

[www.shamrockbuildingsystems.com](http://www.shamrockbuildingsystems.com)

---

- To the south of the site is Gaines Ferry Road followed by wooded land and Hall County Fire Station 8 (zoned AR-III, Agricultural-Residential, Hall County).
- To the West of the site is McEver Road followed by sports park (zoned R-I Residential, Hall County).

Self-storage use is authorized in underlying HB zoning by Conditional Use Permit. (See appendix A for Z1.0 Zoning Site Plan). The existing value of the property under the existing zoning district classification is appraised at \$882,100 at the current year fair market value. No change to existing zoning district is requested and the value can be discerned.

The proposed development will result in a low impact, quality constructed project, with architectural materials and landscaping meeting or exceeding City's existing regulations. The Conditional Use improvements would enhance the value of adjacent properties.

There is no change to the zoning district and therefore no possible development creation of an isolated zoning district unrelated to adjacent and nearby districts. Since the current use is allowed with the conditional use permit there is no possible effects on the character of the zoning district. The character of zoning district will be unchanged. The existing use is undeveloped land, the proposed Self Storage use is allowable by the underlying HB zoning as a conditional use. No change in zoning district map is requested.

The Civil engineering of the proposed development will meet or exceed all city and county regulations relating to drainage, soil erosion, sedimentation and have no deleterious effect on environment. The proposed development is not located in a flood zone nor will proposed grading increase any downstream flow. Storm detention and water quality will also meet or exceed city, county, and state regulations. No aspect of the proposed development will affect air quality.

The proposed Conditional Use is consistent with surrounding uses, M-1 Industrial, is in conformance with the Comprehensive Plan and permitted in underlying HB zoning and overall zoning scheme and this zoning ordinance.

The Applicant is requesting a CUP for Property currently zoned HB to develop a climate controlled self-storage facility containing 9 buildings totaling 147,200sf. The storage buildings are comprised of one 2-Story with a basement, climate controlled self-storage building and multiple single-story exterior access storage units.



Applicant respectfully requests that the Community Development Department (the "Department") recommend approval of the Application to the Planning Commission and the City Council. Applicant is happy to answer questions or provide any additional information that the Department and the City may have regarding this Application.

Sincerely,



Diane Reid  
Shamrock Building Systems, Inc.

DR:ph



**Shamrock**  
Building Systems, Inc.

9/15/2022

3

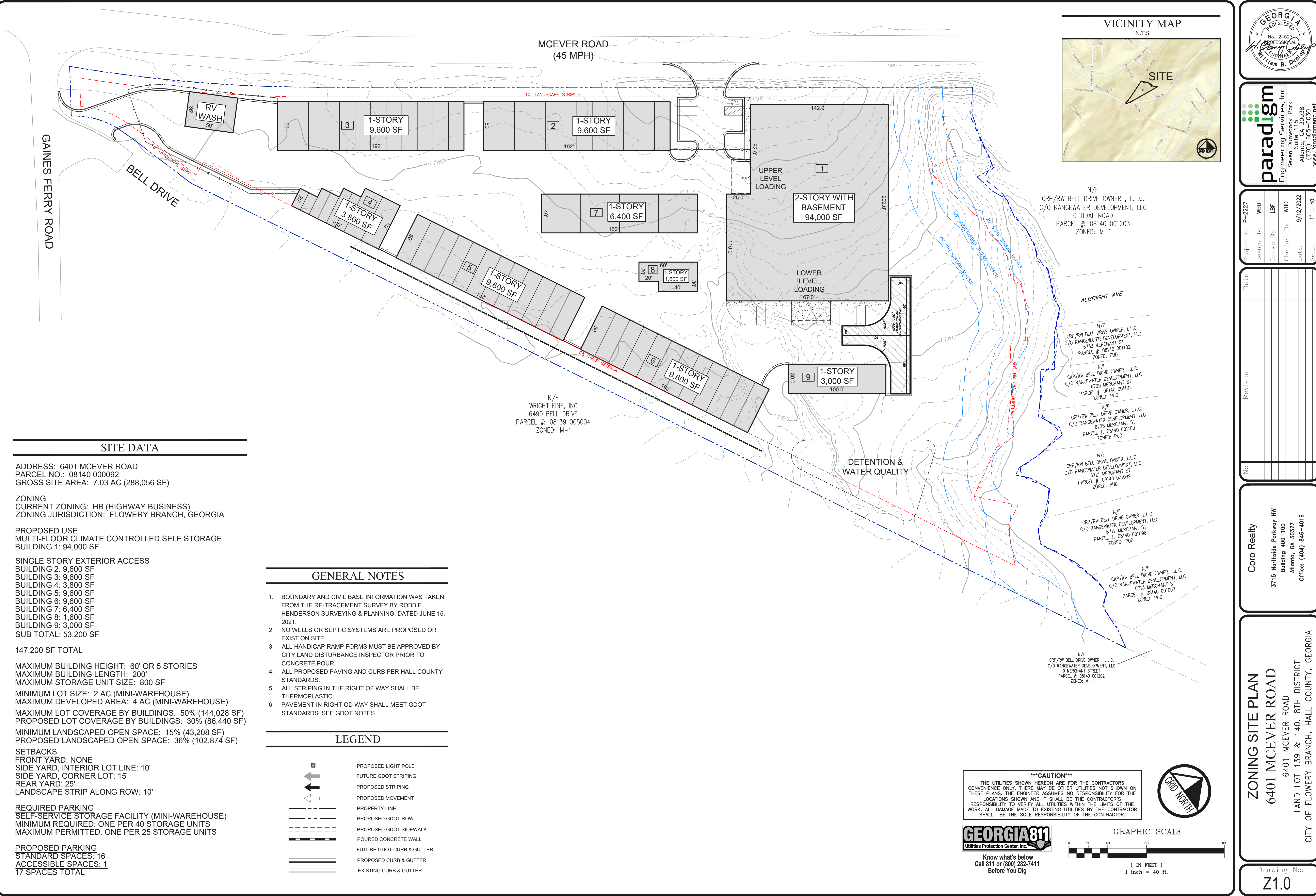


# Appendix A

- (2) Two Building renderings







SITE DATA

ADDRESS: 6401 MCEVER ROAD  
PARCEL NO.: 08140 000092  
GROSS SITE AREA: 7.03 AC (288,056 SF)

ZONING  
CURRENT ZONING: HB (HIGHWAY BUSINESS)  
ZONING JURISDICTION: FLOWERY BRANCH, GEORGIA

PROPOSED USE  
MULTI-FLOOR CLIMATE CONTROLLED SELF STORAGE  
BUILDING 1: 94,000 SF

SINGLE STORY EXTERIOR ACCESS  
BUILDING 2: 9,600 SF  
BUILDING 3: 9,600 SF  
BUILDING 4: 3,800 SF  
BUILDING 5: 9,600 SF  
BUILDING 6: 9,600 SF  
BUILDING 7: 6,400 SF  
BUILDING 8: 1,600 SF  
BUILDING 9: 3,000 SF  
SUB TOTAL: 53,200 SF

147,200 SF TOTAL

MAXIMUM BUILDING HEIGHT: 60' OR 5 STORIES  
MAXIMUM BUILDING LENGTH: 200'  
MAXIMUM STORAGE UNIT SIZE: 800 SF  
MINIMUM LOT SIZE: 2 AC (MINI-WAREHOUSE)  
MAXIMUM DEVELOPED AREA: 4 AC (MINI-WAREHOUSE)  
MAXIMUM LOT COVERAGE BY BUILDINGS: 50% (144,028 SF)  
PROPOSED LOT COVERAGE BY BUILDINGS: 30% (86,440 SF)  
MINIMUM LANDSCAPED OPEN SPACE: 15% (43,208 SF)  
PROPOSED LANDSCAPED OPEN SPACE: 36% (102,874 SF)

SETBACKS  
FRONT YARD: NONE  
SIDE YARD, INTERIOR LOT LINE: 10'  
SIDE YARD, CORNER LOT: 15'  
REAR YARD: 25'  
LANDSCAPE STRIP ALONG ROW: 10'

REQUIRED PARKING  
SELF-SERVICE STORAGE FACILITY (MINI-WAREHOUSE)  
MINIMUM REQUIRED: ONE PER 40 STORAGE UNITS  
MAXIMUM PERMITTED: ONE PER 25 STORAGE UNITS

PROPOSED PARKING  
STANDARD SPACES: 16  
ACCESSIBLE SPACES: 1  
17 SPACES TOTAL

GENERAL NOTES

- BOUNDARY AND CIVIL BASE INFORMATION WAS TAKEN FROM THE RE-TRACEMENT SURVEY BY ROBBIE HENDERSON SURVEYING & PLANNING, DATED JUNE 15, 2021.
- NO WELLS OR SEPTIC SYSTEMS ARE PROPOSED OR EXIST ON SITE.
- ALL HANDICAP RAMP FORMS MUST BE APPROVED BY CITY LAND DISTURBANCE INSPECTOR PRIOR TO CONCRETE POUR.
- ALL PROPOSED PAVING AND CURB PER HALL COUNTY STANDARDS.
- ALL STRIPING IN THE RIGHT OF WAY SHALL BE THERMOPLASTIC.
- PAVEMENT IN RIGHT OD WAY SHALL MEET GDOT STANDARDS. SEE GDOT NOTES.

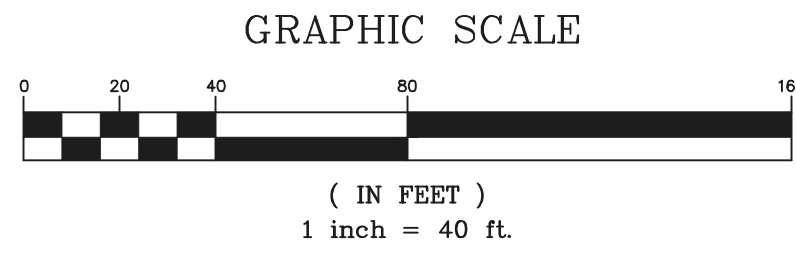
LEGEND

|  |                           |
|--|---------------------------|
|  | PROPOSED LIGHT POLE       |
|  | FUTURE GDOT STRIPING      |
|  | PROPOSED STRIPING         |
|  | PROPOSED MOVEMENT         |
|  | PROPERTY LINE             |
|  | PROPOSED GDOT ROW         |
|  | PROPOSED GDOT SIDEWALK    |
|  | POURED CONCRETE WALL      |
|  | FUTURE GDOT CURB & GUTTER |
|  | PROPOSED CURB & GUTTER    |
|  | EXISTING CURB & GUTTER    |

\*\*\*CAUTION\*\*\*  
THE UTILITIES SHOWN HEREON ARE FOR THE CONTRACTORS CONVENIENCE ONLY. THERE MAY BE OTHER UTILITIES NOT SHOWN ON THESE PLANS. THE ENGINEER ASSUMES NO RESPONSIBILITY FOR THE LOCATIONS SHOWN AND IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO VERIFY ALL UTILITIES WITHIN THE LIMITS OF THE WORK. ALL DAMAGE MADE TO EXISTING UTILITIES BY THE CONTRACTOR SHALL BE THE SOLE RESPONSIBILITY OF THE CONTRACTOR.



Know what's below  
Call 811 or (800) 282-7411  
Before You Dig



**paradigm**  
Engineering Services, Inc.  
Seven Dunwoody Park  
Atlanta, GA 30038  
(770) 605-6030  
www.Paradigmeng.net

|             |           |
|-------------|-----------|
| Project No. | P-2227    |
| Design By:  | WBD       |
| Drawn By:   | LF        |
| Checked By: | WBD       |
| Date:       | 9/12/2022 |
| Scale:      | 1" = 40'  |

| Date:    |  |
|----------|--|
| Revision |  |
| No       |  |

**Coro Realty**  
3715 Northside Parkway NW  
Building 400-100  
Atlanta, GA 30327  
Office: (404) 846-4019

**ZONING SITE PLAN**  
**6401 MCEVER ROAD**  
6401 MCEVER ROAD  
LAND LOT 139 & 140, 8TH DISTRICT  
CITY OF FLOWERY BRANCH, HALL COUNTY, GEORGIA

Drawing No.  
**Z1.0**





## DEVELOPMENT STATISTICS – Conditional Use Permit

Director of Planning & Community Development  
5410 Pine Street  
P.O Box 757  
Flowery Branch, GA 30542

Development Project:  
Self-Storage  
6401 McEver Road,  
Flowery Branch,  
Hall County, GA  
September 15, 2022  
Project Ref: 2022-009

Dear Richard Atkinson,

The above captioned property is zoned Highway Business (HB) and requires a conditional use permit. The Applicant is requesting a Conditional Use Permit ("CUP") for Property currently zoned HB (Highway Business) to develop a climate controlled self-storage facility containing 10 buildings totaling 148,200sf.

The development statistics and specifications are outlined on the civil site plans. Additional written details are specified in the sections below.

*1. Maximum and proposed height of any structure:*

Maximum Allowable Building Height: 60' Or 5 Stories

Proposed Height: 2-Story and basement: 36'-4" average grade plane to highest point of building.

Proposed Height: Storage Single-story: 22'-0" average grade plane to highest point of building.

Proposed Height: RV Wash: 22'-0" average grade plane to highest point of building.



2. *Maximum and proposed gross square footage of the building area:*

Maximum gross square footage of the building area = NA

Proposed Multi-Floor Climate Controlled Self Storage

Building 1: 31,333 sf

Lot Coverage (Total building- 2 stories plus basement= 94,000 Sf)

Single Story Exterior Access

Building 2: 9,600 sf

Building 3: 9,600 sf

Building 4: 3,800 sf

Building 5: 9,600 sf

Building 6: 9,600 sf

Building 7: 6,400 sf

Building 8: 1,600 sf

Building 9: 3,000 sf

Building 10 (RV Wash): 1,500 sf

Sub total: 54,700 sf

86,033 Sf Total Lot Coverage

148,200SF = Total Self-Storage Facility Containing 10 Buildings.

3. *See Appendix A for color renderings of proposed structures.*

4. *Material list (with percentages) of proposed structures:*

Building Number 1:

| Elevation | Total SF | Glass Windows<br>& Doors, SF/% | Brick, SF/% | EFIS, SF/% |
|-----------|----------|--------------------------------|-------------|------------|
| Front     | 4625     | 202/4.4%                       | 2416/52.2%  | 2007/43.4% |
| Right     | 6148     | 419/6.8%                       | 3700/60.2%  | 2029/33%   |
| Left      | 6542     | 0/0                            | 2920/44.6%  | 3622/55.4% |
| Rear      | 5463     | 92/1.7%                        | 2372/43.4%  | 2999/54.9% |

Building Numbers: 2-3-4-5-6-7-8-9-10

Front facing and right/left elevations 50% brick, 50% EFIS

Rear elevation 20% brick, 80% EFIS.

Note that front facing wall area of buildings 2-10 with storage unit or RV parking roll-up doors, exclusive of doors, shall be 50% brick, 50% EFIS,

Rear facing wall area with storage unit or RV parking roll-up doors, exclusive of doors, shall be 20% brick, 80% EFIS.

5. *Maximum and proposed lot coverage of building area (square feet and percent):*

Minimum Lot Size: 2 Ac (Mini-Warehouse)

Maximum Developed Area: 4 Ac (Mini-Warehouse)

Maximum Lot Coverage By Buildings: 50% (144,028 Sf)

Proposed Lot Coverage By Buildings: 30% (86,033 Sf)

6. *Minimum and proposed square footage of landscaped area (square feet and percent):*

Minimum Landscaped Open Space: 15% (43,208 Sf)

Proposed Landscaped Open Space: 36% (102,874 Sf)

7. *Minimum and maximum and proposed number of parking spaces:*

Required Site Parking:

Self-Service Storage Facility (Mini-Warehouse)

Minimum Required: One Per 40 Storage Units

Maximum Permitted: One Per 25 Storage Units

Proposed Parking

Standard Spaces: 16

Accessible Spaces: 1

17 Spaces Total

8. *Other dimensional information as may be required by the Zoning Administrator.*

The setback requirements:

Front Yard: None

Side Yard, Interior Lot Line: 10'

Side Yard, Corner Lot: 15'

Rear Yard: 25'

Landscape Strip Along Row: 10'

Building Information:

Maximum Building Length: 200'

Maximum Storage Unit Size: 800 Sf



Applicant respectfully requests that the Community Development Department (the "Department") recommend approval of the Application to the Planning Commission and the City Council. Applicant is happy to answer questions or provide any additional information that the Department and the City may have regarding this Application.

Sincerely,



Diane Reid  
Shamrock Building Systems, Inc.

DR:mmi



# Appendix A

- (2) Two Building renderings







**McEver Road Self Storage**



# McEver Road Self Storage





**SURVEY NOTES:**  
THIS PLAT HAS BEEN PREPARED FOR THE EXCLUSIVE USE AND PURPOSE OF THE PERSON, PERSONS OR ENTITY NAMED HEREON, SAID CERTIFICATION DOES NOT EXTEND TO ANY UNNAMED PERSON WITHOUT AN EXPRESS RECERTIFICATION BY THE SURVEYOR.

THIS SURVEY IS SUBJECT TO ANY AND ALL EASEMENTS, R/W's, ETC., OF RECORD OR NOT OF RECORD, ABOVE OR BELOW GROUND. ALL MATTERS OF TITLE ARE EXCEPTED.

THE PUBLIC RECORDS REFERENCED HEREON REFLECT ONLY THOSE RECORDS NECESSARY TO ESTABLISH THE BOUNDARIES SHOWN HEREON, AND REFERENCE TO THE SAME DOES NOT AND IS NOT INTENDED TO CONSTITUTE A TITLE SEARCH OR TITLE OPINION.

THE SURVEYOR DOES NOT WARRANT THE EXISTENCE OR NONEXISTENCE OF ANY WETLANDS OR HAZARDOUS WASTE IN THE SURVEY AREA.

ACCORDING TO FIRM MAP NO. 13139C 0290G, DATED 04/04/2018, THIS PROPERTY IS NOT LOCATED WITHIN ZONE X.

THE NORTH MERIDIAN SHOWN HEREON IS BASED ON GRID NORTH, GA WEST ZONE.

**SURVEY NOTES:**  
1.) FIELD DATA:  
AVERAGE GPS HORIZONTAL SIGNAL ACCURACY: 0.035'  
2.) MEASUREMENTS WERE TAKEN WITH A CARLSON BRX6+ RECEIVER USING RTK METHODS PROCESSED WITH eGPS NETWORK.  
3.) PLAT PRECISION: 1'/965,281'  
4.) THIS PLAT HAS BEEN DONE FOR THE USE AND PURPOSE OF THE CLIENT ASCRIBED AND CONTRACTED WITH BELOW. ALL OTHER PARTIES ARE SUBSEQUENTLY PUT ON NOTICE AS TO THE LIMITED DEGREE OF RELIANCE UPON THIS PLAT BY THIRD PARTIES.  
5.) THE PUBLIC RECORDS REFERENCED HEREON REFLECT THOSE RECORDS NECESSARY TO THE BOUNDARY OF THE SUBJECT PROPERTY. THEY DO NOT CONSTITUTE A TITLE SEARCH. PROPERTY IS SUBJECT TO ALL RIGHT OF WAYS, EASEMENTS, AND RESTRICTIONS OF RECORD.  
6.) THE NORTH MERIDIAN SHOWN HEREON IS BASED ON GRID NORTH GA WEST ZONE OBTAINED BY GPS RTK METHODS.

SEE SURVEY FOR CALLERD HOLDINGS, LLC.  
BY THIS FIRM DATED MAY 14, 2020

SEE SURVEY FOR VAN PUGH BOAT STORAGE WRIGHT FINE INC.  
BY THIS FIRM DATED JULY 13, 2017

N/F CITY OF FLOWERY BRANCH LIFT STATION  
D.B. 6971, PG.32  
08140000217  
ZONED M1

**LEGEND**  
I.P.F. = IRON PIN FOUND  
I.P.S. = IRON PIN SET  
CTP = CRIMP TOP PIPE  
R/W = RIGHT OF WAY  
P/L = PROPERTY LINE  
C/L = CENTER LINE  
B/L = BUILDING LINE  
L.L. = LAND LOT  
L.L.L. = LAND LOT LINE  
P.P. = POWER POLE  
-P- = POWER LINE  
N/F = NOW OR FORMERLY  
D.B. = DEED BOOK  
P.B. = PLAT BOOK  
PG. = PAGE

THIS SURVEY WAS PREPARED IN CONFORMITY WITH THE TECHNICAL STANDARDS FOR PROPERTY SURVEYS IN GEORGIA AS SET FORTH IN CHAPTER 180-7 OF THE RULES OF THE GEORGIA BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS AND LAND SURVEYORS AND AS SET FORTH IN THE GEORGIA PLAT ACT O.C.G.A. 15-6-67, AUTHORITY O.C.G.A. SECS. 15-6-67, 43-15-4, 43-15-6, 43-15-19, 43-15-22.

\*ANY STREAM OR STATE WATER LOCATED ON THIS PROPERTY MAY BE SUBJECT TO A 50 FOOT UNDISTURBED NATURAL VEGETATIVE BUFFER AND A 75 FOOT IMPERVIOUS SURFACE SETBACK.  
\*IF PROPERTY IS LOCATED IN THE NORTH OCONEE WATERSHED DISTRICT, THEN ADDITIONAL STREAM BUFFERS MAY BE REQUIRED FOR COMPLIANCE.  
A PORTION OF THIS PROPERTY IS LOCATED IN A FLOOD HAZARD AREA AS SHOWN ON FLOOD INSURANCE RATE MAP 13139C 0089G, HALL COUNTY GEORGIA, DATED 04/04/2018.  
\*THIS PROPERTY IS NOT LOCATED IN THE HALL COUNTY FUTURE FLOOD ZONE PER HALL COUNTY GIS.  
IF RESIDENTIAL PROPERTY IS SUBDIVIDED INTO SEVEN LOTS OF MORE WITH ALL LOTS ACCESSING EXISTING HALL COUNTY, GEORGIA ROADS, THEN STORMWATER MANAGEMENT IS REQUIRED FOR COMPLIANCE.

GAINES FERRY ROAD (80'R/W)

MCEVER ROAD (80'R/W)

TRACT 1  
282866 Sq. Feet  
6.494 Acres  
"NO BUILDINGS"

CITY OF FLOWERY BRANCH  
S 60°32'22" W 1010.43'

BELL DRIVE (50'R/W)

TRACT 2  
33953 Sq. Feet  
0.779 Acres

GAINES FERRY ROAD (50'R/W)

NORFOLK SOUTH RAILROAD (R/W VARIES)

| LINE | BEARING       | DISTANCE |
|------|---------------|----------|
| L1   | S 57°31'08" E | 15.72'   |
| L2   | S 54°31'52" E | 13.75'   |
| L3   | S 74°24'55" E | 20.76'   |
| L4   | S 79°36'31" E | 19.50'   |
| L5   | S 79°11'05" E | 17.54'   |
| L6   | S 05°46'23" W | 19.17'   |
| L7   | N 77°38'15" E | 20.54'   |
| L8   | N 63°53'00" E | 17.47'   |
| L9   | S 80°19'21" E | 20.39'   |
| L10  | N 79°25'30" E | 16.32'   |
| L11  | S 82°08'57" E | 21.68'   |
| L12  | S 66°29'07" E | 14.41'   |
| L13  | N 69°33'58" E | 12.96'   |
| L14  | S 66°31'24" E | 16.57'   |
| L15  | S 68°15'04" E | 15.48'   |
| L16  | S 86°13'48" E | 11.26'   |
| L17  | S 44°20'40" E | 25.81'   |
| L18  | S 55°55'27" E | 37.56'   |
| L19  | S 32°56'46" E | 14.79'   |
| L20  | S 57°26'47" E | 25.46'   |
| L21  | S 49°14'26" E | 22.51'   |
| L22  | N 61°54'47" E | 24.79'   |
| L23  | S 75°19'12" E | 8.36'    |
| L24  | S 05°59'17" E | 34.29'   |
| L25  | S 01°24'33" W | 21.47'   |
| L26  | S 31°01'09" E | 8.50'    |
| L27  | N 45°28'56" E | 15.97'   |
| L28  | N 63°51'50" E | 22.08'   |
| L29  | S 50°44'22" E | 23.15'   |
| L30  | S 29°49'56" E | 21.86'   |
| L31  | S 66°37'23" E | 14.65'   |
| L32  | N 61°29'58" E | 40.48'   |
| L33  | N 74°27'42" E | 30.38'   |
| L34  | N 88°23'09" E | 14.75'   |
| L35  | S 37°22'52" E | 12.80'   |
| L36  | S 83°51'45" E | 10.75'   |
| L37  | S 88°56'11" E | 20.65'   |
| L38  | S 79°35'18" E | 18.89'   |
| L39  | S 60°19'51" W | 63.83'   |
| L40  | S 69°14'42" W | 16.68'   |
| L41  | S 57°43'14" W | 51.16'   |
| L42  | N 69°14'42" E | 14.38'   |
| L43  | S 38°31'28" E | 30.78'   |
| L44  | S 34°11'27" E | 29.04'   |
| L45  | S 25°45'28" E | 27.05'   |
| L46  | S 19°55'19" E | 16.36'   |
| L47  | S 08°07'18" E | 17.51'   |

| CURVE | RADIUS   | ARC LENGTH | CHORD LENGTH | CHORD BEARING |
|-------|----------|------------|--------------|---------------|
| C1    | 1502.60' | 256.10'    | 255.79'      | N 38°53'04" E |
| C2    | 4462.86' | 73.14'     | 73.14'       | S 71°23'59" W |
| C3    | 98.55'   | 54.11'     | 53.43'       | S 50°28'24" W |
| C4    | 48.55'   | 24.00'     | 23.76'       | N 50°44'46" E |
| C5    | 4412.96' | 11.29'     | 11.29'       | N 71°00'47" E |

**SURVEYOR'S CERTIFICATE**

This survey is a retracement of an existing parcel of land and does not subdivide or create a new parcel or change any real property boundaries. The recording information of the document(s), map(s), plat(s) or other instrument(s) which created the parcel(s) are stated hereon. RECORDATION OF THIS SURVEY DOES NOT IMPLY APPROVAL OF THE LOCAL JURISDICTION, AVAILABILITY OF PERMITS, COMPLIANCE WITH LOCAL REGULATIONS OR REQUIREMENTS, NOR SUITABILITY FOR ANY USE OR PURPOSE OF THE LAND. Further, the undersigned land surveyor certifies that this map, plat or plan complies with the minimum technical standards for property surveys in Georgia as set forth in Chapter 180-7 of the Rules of the Georgia Board of Registration for Professional Engineers and Land Surveyors and as set forth in the Georgia Plat Act O.C.G.A. 15-6-67.

RLS #2985



Surveyed by:

**ROBBIE HENDERSON**  
Surveying & Planning  
3040 PILGRIM MILL ROAD  
CUMMING, GA 30041  
PH: 706-654-2015  
COA LSF #001242

Thou shall not remove thy neighbor's landmark, which they of old time have set in thine inheritance, which thou shall inherit in the land that the Lord thy God giveth thee to possess it.

Deuteronomy 19:14

RE-TRACEMENT SURVEY FOR:

ESTATE OF BETH LUFTON

|        |      |          |           |       |       |             |               |
|--------|------|----------|-----------|-------|-------|-------------|---------------|
| STATE  | GA   | SCALE    | 1"= 100'  | JOB # | 21054 | FIELD DATE: | JUNE 10, 2021 |
| COUNTY | HALL | LAND LOT | 139 & 140 | DIST  | 8th   | SECT.       |               |
|        |      |          |           |       |       | PLAT DATE:  | JUNE 15, 2021 |

SH.1 of 1





## LEGAL SITE DESCRIPTION – Conditional Use Permit

Director of Planning & Community Development  
5410 Pine Street  
P.O Box 757  
Flowery Branch, GA 30542

Development Project:  
Self-Storage  
6401 McEver Road,  
Flowery Branch,  
Hall County, GA  
September 15, 2022  
Project Ref: 2022-009

Dear Richard Atkinson,

Below is the legal Site Description:

All that tract or parcel of land lying and being in Land Lot 139 and 140 of the 8th District of Hall County, Georgia, and being particularly describe as follows:

Beginning at a point on the north east corner of the intersection of Gaines Ferry Road having a right of way of 50 feet with Mcever Road, having a right-of-way of 80 feet. Said point is the POINT OF BEGINNING.

Thence with a curve to the left and an arc length of 256.10 feet and a radius of 1502.60 feet being subtended by a chord of North 38 Degrees 53 Minutes 04 Seconds East with a distance of 255.79 feet to a point;

thence North 34 Degrees 05 Minutes 33 Seconds East a distance of 674.05 feet to a point;

thence South 57 Degrees 31 Minutes 08 Seconds East a distance of 15.72 feet to a point;

thence South 54 Degrees 31 Minutes 52 Seconds East a distance of 13.75 feet to a point;

---

**Tel** 770-745-4822  
**Fax** 770-745-4822

1298 Concord Rd SE,  
Smyrna, GA 30080

[www.shamrockbuildingsystems.com](http://www.shamrockbuildingsystems.com)

---

thence South 74 Degrees 24 Minutes 55 Seconds East a distance of 20.76 feet to a point;

thence South 79 Degrees 36 Minutes 31 Seconds East a distance of 19.50 feet to a point;

thence South 79 Degrees 11 Minutes 05 Seconds East a distance of 17.54 feet to a point;

thence South 05 Degrees 46 Minutes 23 Seconds West a distance of 19.17 feet to a point;

thence North 77 Degrees 38 Minutes 15 Seconds East a distance of 20.54 feet to a point;

thence North 63 Degrees 53 Minutes 00 Seconds East a distance of 17.47 feet to a point;

thence South 80 Degrees 19 Minutes 21 Seconds East a distance of 20.39 feet to a point;

thence North 79 Degrees 25 Minutes 30 Seconds East a distance of 16.32 feet to a point;

thence South 82 Degrees 08 Minutes 57 Seconds East a distance of 21.68 feet to a point;

thence South 66 Degrees 29 Minutes 07 Seconds East a distance of 14.41 feet to a point;

thence North 69 Degrees 33 Minutes 58 Seconds East a distance of 12.96 feet to a point;

thence South 66 Degrees 31 Minutes 24 Seconds East a distance of 16.57 feet to a point;

thence South 68 Degrees 15 Minutes 04 Seconds East a distance of 15.48 feet to a point;

thence South 86 Degrees 13 Minutes 48 Seconds East a distance of 11.26 feet to a point;

thence South 44 Degrees 20 Minutes 40 Seconds East a distance of 25.81 feet to a point;

thence South 55 Degrees 55 Minutes 27 Seconds East a distance of 37.56 feet to a point;

thence South 32 Degrees 56 Minutes 46 Seconds West a distance of 14.79 feet to a point;

thence South 57 Degrees 26 Minutes 47 Seconds East a distance of 25.46 feet to a point;

thence South 49 Degrees 14 Minutes 26 Seconds East a distance of 22.51 feet to a point;

thence North 61 Degrees 54 Minutes 47 Seconds East a distance of 24.79 feet to a point;

thence South 75 Degrees 19 Minutes 12 Seconds East a distance of 8.36 feet to a point;

thence South 05 Degrees 59 Minutes 17 Seconds East a distance of 34.29 feet to a point;

thence South 01 Degrees 24 Minutes 33 Seconds West a distance of 21.47 feet to a point;

thence South 31 Degrees 01 Minutes 09 Seconds East a distance of 8.50 feet to a point;

thence North 45 Degrees 28 Minutes 56 Seconds East a distance of 15.97 feet to a point;

thence North 63 Degrees 51 Minutes 50 Seconds East a distance of 22.08 feet to a point;

thence South 50 Degrees 44 Minutes 22 Seconds East a distance of 23.15 feet to a point;

thence South 29 Degrees 49 Minutes 56 Seconds East a distance of 21.86 feet to a point;

thence South 66 Degrees 37 Minutes 23 Seconds East a distance of 14.65 feet to a point;

thence North 61 Degrees 29 Minutes 58 Seconds East a distance of 40.48 feet to a point;

thence North 74 Degrees 27 Minutes 42 Seconds East a distance of 30.38 feet to a point;

thence North 88 Degrees 23 Minutes 09 Seconds East a distance of 14.75 feet to a point;

thence South 37 Degrees 22 Minutes 52 Seconds East a distance of 12.80 feet to a point;

thence South 83 Degrees 51 Minutes 45 Seconds East a distance of 10.75 feet to a point;



thence South 88 Degrees 56 Minutes 11 Seconds East a distance of 20.65 feet to a point;

thence South 79 Degrees 35 Minutes 18 Seconds East a distance of 18.89 feet to a point;

thence South 60 Degrees 32 Minutes 22 Seconds West a distance of 1010.43 feet to a point;

thence South 60 Degrees 19 Minutes 51 Seconds West a distance of 63.83 feet to a point;

thence with a curve to the left and an arc length of 73.14 feet and a radius of 4462.86 feet being subtended by a chord of South 71 Degrees 23 Minutes 59 Seconds West with a distance of 73.14 feet to a point;

thence South 69 Degrees 14 Minutes 42 Seconds West a distance of 16.68 feet to a point;

thence with a curve to the left and an arc length of 54.11 feet and a radius of 98.55 feet being subtended by a chord of South 50 Degrees 28 Minutes 24 Seconds West with a distance of 53.43 feet to a point;

thence North 57 Degrees 43 Minutes 14 Seconds West a distance of 51.16 feet to a point and the POINT OF BEGINNING.

Said tract contains 282,866 square feet, 6.494 acres.



## ANALYSIS REQUIREMENTS – Conditional Use Permit

Mr. Rich Atkinson, Director of Planning & Community  
Community Development Department  
City of Flowery Branch  
PO Box 757  
5410 Pine Street  
Flowery Branch, Ga 30542

Development Project:  
Self-Storage  
6401 McEver Road,  
Flowery Branch,  
Hall County, GA  
September 15, 2022  
Project Ref: 2022-009

### Via Electronic Delivery and Hard Copy

Re: Conditional Use Permit Application ("**Application**") by Coro Realty Advisors, LLC ("**Applicant**") with respect to approximately 7.03 acres being property commonly known as 6401 McEver Road, Flowery Branch (the "**City**"), Georgia 30542, Tax Parcel Identification Number 08140 000092 (the "**Property**")

### Zoning Impact Analysis (Section 34.7)

Applicant is requesting a Conditional Use Permit ("CUP") for Property currently zoned HB (Highway Business) to develop a climate controlled self-storage facility containing 10 buildings totaling 148,200sf over 7.03 acres.

---

**Tel** 770-745-4822  
**Fax** 770-745-4822

1298 Concord Rd SE,  
Smyrna, GA 30080

[www.shamrockbuildingsystems.com](http://www.shamrockbuildingsystems.com)

---

**A. Whether the proposal will permit a use that is suitable in view of the use and development of adjacent and nearby property?**

The Property's location along McEver Road near Gaines Ferry Rd provide convenient access to major thoroughfares and close proximity to I-985. The Property backs up to Bell Drive and the railroad tracks and is immediately adjacent to an existing Boat Storage facility. The proposed CUP will allow for a low intensity neighborhood serving commercial use that will serve as a transition from the boat storage to residential uses to the north in accordance with the 2041 Comprehensive Plan.

**B. Whether the proposal will adversely affect the existing use or usability of adjacent or nearby property?**

The proposed CUP will positively affect the existing use of nearby properties by activating a dormant site with a neighborhood serving transitional use in accordance with the Mixed-Use Neighborhood character area under the 2041 Comprehensive Plan.

**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?**

The Property is an undeveloped mid-block site currently zoned HB (Highway Business). The current HB zoning allows for the proposed use with a CUP which is being requested by the Applicant. While a climate controlled self-storage facility may require a CUP, the intensity of the use is less than many permitted uses under the existing HB zoning, thus mitigating the impact to surrounding neighborhood.

**D. Whether the proposal will result in a use which would or could cause an excessive or burdensome use of existing streets, transportation facilities, utilities, or schools?**

The Subject Property is in an appropriate location for the proposed development, which is adjacent to an existing boat storage facility and would act as a transitional use to the residential subdivision to the north. The Subject Property sits on a major thoroughfare with multiple outlets with easy access to north and southbound state routes.





**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 map?**

The proposal is in conformity with the policy and intent of the 2041 Comprehensive Plan. The proposed CUP is consistent with the Comprehensive Plan designation of Mixed-Use Neighborhood. The City's 2041 Comprehensive Plan describes the Mixed-Use Neighborhood character area as containing commercial development near significant intersections that serves the surrounding neighborhoods. The proposed climate controlled self-storage facility would provide a needed service to the surrounding neighborhoods while acting as a transitional use between the boat storage and nearby residential.

**F. Whether there are other existing or changing conditions affecting the use and development of the property which gives supporting grounds for either approval or disapproval of the proposal?**

The Property's location along McEver Road with easy access to major state routes and I-985 combined with it being a low intensity transitional use will be a benefit to the surrounding community. Further, the proposal will activate a dormant site and provide transitional use in accordance with the policy and intent of the 2041 Comprehensive Plan.

Applicant respectfully requests that the Community Development Department (the "Department") recommend approval of the Application to the Planning Commission and the City Council. Applicant is happy to answer questions or provide any additional information that the Department and the City may have regarding this Application.

Sincerely,



Diane Reid  
Shamrock Building Systems, Inc.

DR:sa

**SURVEY NOTES:**  
THIS PLAT HAS BEEN PREPARED FOR THE EXCLUSIVE USE AND PURPOSE OF THE PERSON, PERSONS OR ENTITY NAMED HEREON, SAID CERTIFICATION DOES NOT EXTEND TO ANY UNNAMED PERSON WITHOUT AN EXPRESS RECERTIFICATION BY THE SURVEYOR.

THIS SURVEY IS SUBJECT TO ANY AND ALL EASEMENTS, R/W's, ETC., OF RECORD OR NOT OF RECORD, ABOVE OR BELOW GROUND. ALL MATTERS OF TITLE ARE EXCEPTED.

THE PUBLIC RECORDS REFERENCED HEREON REFLECT ONLY THOSE RECORDS NECESSARY TO ESTABLISH THE BOUNDARIES SHOWN HEREON, AND REFERENCE TO THE SAME DOES NOT AND IS NOT INTENDED TO CONSTITUTE A TITLE SEARCH OR TITLE OPINION.

THE SURVEYOR DOES NOT WARRANT THE EXISTENCE OR NONEXISTENCE OF ANY WETLANDS OR HAZARDOUS WASTE IN THE SURVEY AREA.

ACCORDING TO FIRM MAP NO. 13139C 0290G, DATED 04/04/2018, THIS PROPERTY IS NOT LOCATED WITHIN ZONE X.

THE NORTH MERIDIAN SHOWN HEREON IS BASED ON GRID NORTH, GA WEST ZONE.

**SURVEY NOTES:**  
1.) FIELD DATA:  
AVERAGE GPS HORIZONTAL SIGNAL ACCURACY: 0.035'  
2.) MEASUREMENTS WERE TAKEN WITH A CARLSON BRX6+ RECEIVER USING RTK METHODS PROCESSED WITH eGPS NETWORK.  
3.) PLAT PRECISION: 1'/965,281'  
4.) THIS PLAT HAS BEEN DONE FOR THE USE AND PURPOSE OF THE CLIENT ASCRIBED AND CONTRACTED WITH BELOW. ALL OTHER PARTIES ARE SUBSEQUENTLY PUT ON NOTICE AS TO THE LIMITED DEGREE OF RELIANCE UPON THIS PLAT BY THIRD PARTIES.  
5.) THE PUBLIC RECORDS REFERENCED HEREON REFLECT THOSE RECORDS NECESSARY TO THE BOUNDARY OF THE SUBJECT PROPERTY. THEY DO NOT CONSTITUTE A TITLE SEARCH. PROPERTY IS SUBJECT TO ALL RIGHT OF WAYS, EASEMENTS, AND RESTRICTIONS OF RECORD.  
6.) THE NORTH MERIDIAN SHOWN HEREON IS BASED ON GRID NORTH GA WEST ZONE OBTAINED BY GPS RTK METHODS.

SEE SURVEY FOR CALLERO HOLDINGS, LLC.  
BY THIS FIRM DATED MAY 14, 2020

SEE SURVEY FOR VAN PUGH BOAT STORAGE WRIGHT FINE INC.  
BY THIS FIRM DATED JULY 13, 2017

N/F  
CITY OF  
FLOWERY BRANCH  
LIFT STATION  
D.B. 6971, PG.32  
08140000217  
ZONED M1

1/2" R.O.D.

GRID NORTH GA. WEST

**LEGEND**

I.P.F. = IRON PIN FOUND  
I.P.S. = IRON PIN SET  
CTP = CRIMP TOP PIPE  
R/W = RIGHT OF WAY  
P/L = PROPERTY LINE  
C/L = CENTER LINE  
B/L = BUILDING LINE  
L.L. = LAND LOT  
L.L.L. = LAND LOT LINE  
P.P. = POWER POLE  
-P- = POWER LINE  
N/F = NOW OR FORMERLY  
D.B. = DEED BOOK  
P.B. = PLAT BOOK  
PG. = PAGE

THIS SURVEY WAS PREPARED IN CONFORMITY WITH THE TECHNICAL STANDARDS FOR PROPERTY SURVEYS IN GEORGIA AS SET FORTH IN CHAPTER 180-7 OF THE RULES OF THE GEORGIA BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS AND LAND SURVEYORS AND AS SET FORTH IN THE GEORGIA PLAT ACT O.C.G.A. 15-6-67, AUTHORITY O.C.G.A. SECS. 15-6-67, 43-15-4, 43-15-6, 43-15-19, 43-15-22.

\*ANY STREAM OR STATE WATER LOCATED ON THIS PROPERTY MAY BE SUBJECT TO A 50 FOOT UNDISTURBED NATURAL VEGETATIVE BUFFER AND A 75 FOOT IMPERVIOUS SURFACE SETBACK.  
\*IF PROPERTY IS LOCATED IN THE NORTH OCONEE WATERSHED DISTRICT, THEN ADDITIONAL STREAM BUFFERS MAY BE REQUIRED FOR COMPLIANCE.  
A PORTION OF THIS PROPERTY IS LOCATED IN A FLOOD HAZARD AREA AS SHOWN ON FLOOD INSURANCE RATE MAP 13139C 0089G, HALL COUNTY GEORGIA, DATED 04/04/2018.  
\*THIS PROPERTY IS NOT LOCATED IN THE HALL COUNTY FUTURE FLOOD ZONE PER HALL COUNTY GIS.  
IF RESIDENTIAL PROPERTY IS SUBDIVIDED INTO SEVEN LOTS OF MORE WITH ALL LOTS ACCESSING EXISTING HALL COUNTY, GEORGIA ROADS, THEN STORMWATER MANAGEMENT IS REQUIRED FOR COMPLIANCE.

GAINES FERRY ROAD (80'R/W)

MCEVER ROAD (80'R/W)

TRACT 1  
282866 Sq. Feet  
6.494 Acres  
"NO BUILDINGS"

CITY OF FLOWERY BRANCH  
S 60°32'22" W 1010.43'

UNINCORPORATED HALL COUNTY

BELL DRIVE (50'R/W)

TRACT 2  
33953 Sq. Feet  
0.779 Acres

GAINES FERRY ROAD (50'R/W)

NORFOLK SOUTH RAILROAD (R/W VARIES)

| LINE | BEARING       | DISTANCE |
|------|---------------|----------|
| L1   | S 57°31'08" E | 15.72'   |
| L2   | S 54°31'52" E | 13.75'   |
| L3   | S 74°24'55" E | 20.76'   |
| L4   | S 79°36'31" E | 19.50'   |
| L5   | S 79°11'05" E | 17.54'   |
| L6   | S 05°46'23" W | 19.17'   |
| L7   | N 77°38'15" E | 20.54'   |
| L8   | N 63°53'00" E | 17.47'   |
| L9   | S 80°19'21" E | 20.39'   |
| L10  | N 79°25'30" E | 16.32'   |
| L11  | S 82°08'57" E | 21.68'   |
| L12  | S 66°29'07" E | 14.41'   |
| L13  | N 69°33'58" E | 12.96'   |
| L14  | S 66°31'24" E | 16.57'   |
| L15  | S 68°15'04" E | 15.48'   |
| L16  | S 86°13'48" E | 11.26'   |
| L17  | S 44°20'40" E | 25.81'   |
| L18  | S 55°55'27" E | 37.56'   |
| L19  | S 32°56'46" E | 14.79'   |
| L20  | S 57°26'47" E | 25.46'   |
| L21  | S 49°14'26" E | 22.51'   |
| L22  | N 61°54'47" E | 24.79'   |
| L23  | S 75°19'12" E | 8.36'    |
| L24  | S 05°59'17" E | 34.29'   |
| L25  | S 01°24'33" W | 21.47'   |
| L26  | S 31°01'09" E | 8.50'    |
| L27  | N 45°28'56" E | 15.97'   |
| L28  | N 63°51'50" E | 22.08'   |
| L29  | S 50°44'22" E | 23.15'   |
| L30  | S 29°49'56" E | 21.86'   |
| L31  | S 66°37'23" E | 14.65'   |
| L32  | N 61°29'58" E | 40.48'   |
| L33  | N 74°27'42" E | 30.38'   |
| L34  | N 88°23'09" E | 14.75'   |
| L35  | S 37°22'52" E | 12.80'   |
| L36  | S 83°51'45" E | 10.75'   |
| L37  | S 88°56'11" E | 20.65'   |
| L38  | S 79°35'18" E | 18.89'   |
| L39  | S 60°19'51" W | 63.83'   |
| L40  | S 69°14'42" W | 16.68'   |
| L41  | N 57°43'14" W | 51.16'   |
| L42  | N 69°14'42" E | 14.38'   |
| L43  | S 38°31'28" E | 30.78'   |
| L44  | S 34°11'27" E | 29.04'   |
| L45  | S 25°45'28" E | 27.05'   |
| L46  | S 19°55'19" E | 16.36'   |
| L47  | S 08°07'18" E | 17.51'   |

| CURVE | RADIUS   | ARC LENGTH | CHORD LENGTH | CHORD BEARING |
|-------|----------|------------|--------------|---------------|
| C1    | 1502.60' | 256.10'    | 255.79'      | N 38°53'04" E |
| C2    | 4462.86' | 73.14'     | 73.14'       | S 71°23'59" W |
| C3    | 98.55'   | 54.11'     | 53.43'       | S 50°28'24" W |
| C4    | 48.55'   | 24.00'     | 23.76'       | N 50°44'46" E |
| C5    | 4412.96' | 11.29'     | 11.29'       | N 71°00'47" E |

**SURVEYOR'S CERTIFICATE**

This survey is a retracement of an existing parcel of land and does not subdivide or create a new parcel or change any real property boundaries. The recording information of the document(s), map(s), plat(s) or other instrument(s) which created the parcel(s) are stated hereon. RECORDATION OF THIS SURVEY DOES NOT IMPLY APPROVAL OF THE LOCAL JURISDICTION, AVAILABILITY OF PERMITS, COMPLIANCE WITH LOCAL REGULATIONS OR REQUIREMENTS, NOR SUITABILITY FOR ANY USE OR PURPOSE OF THE LAND. Further, the undersigned land surveyor certifies that this map, plat or plan complies with the minimum technical standards for property surveys in Georgia as set forth in Chapter 180-7 of the Rules of the Georgia Board of Registration for Professional Engineers and Land Surveyors and as set forth in the Georgia Plat Act O.C.G.A. 15-6-67.

RLS #2985



Surveyed by:

**ROBBIE HENDERSON**  
Surveying & Planning  
3040 PILGRIM MILL ROAD  
CUMMING, GA 30041  
PH: 706-654-2015  
COA LSF #001242

Thou shall not remove thy neighbor's landmark, which they of old time have set in thine inheritance, which thou shall inherit in the land that the Lord thy God giveth thee to possess it.

Deuteronomy 19:14

SH.1 OF 1

Public Hearing Published 10/05/2022  
Public Hearing 11/03/2022

First Reading 12/01/2022  
Adopted **TBD**

#### **ORDINANCE NO. 674**

**AN ORDINANCE APPROVING A CONDITIONAL USE PERMIT (CUP) TO OPERATE A SELF-STORAGE FACILITY ON A PARCEL OF REAL PROPERTY OWNED BY STONEBRIDGE, LLC, IDENTIFIED AS 6401 MCEVER ROAD, TAX PARCEL 08140 000092, TOTALING 7.03 +/- ACRES AND AS SHOWN ON ATTACHED EXHIBIT “A”, AND AS DESCRIBED ON ATTACHED EXHIBIT “B” AND AS CONDITIONED ON ATTACHED EXHIBIT “C”; PROVIDING FOR SEVERABILITY, REPEALING CONFLICTING ORDINANCES, PROVIDING FOR AN EFFECTIVE DATE AND FOR ALL OTHER LAWFUL PURPOSES.**

**WHEREAS**, Stonebridge LLC owns a parcel of land totaling 7.03 +/- acres identified as Parcel Tax Identification No. 08140 000092, as shown on Exhibit “A”, and as described on Exhibit “B”; and

**WHEREAS**, Mr. Adam Holland, Coro Realty, has submitted to the City Council of Flowery Branch, Georgia, a written and signed application requesting a conditional use permit (CUP); and

**WHEREAS**, the City Council held a public hearing at the meeting of November 3, 2022 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 conditional use permit request 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 without the issuance of a conditional use permit however, an alternative use is appropriately considered.



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 generally 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 a development with or without a conditional use permit.
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 issuance of a conditional use permit 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. APPROVAL OF CUP AND LEGAL DESCRIPTIONS.**

A conditional use permit to operate a self-storage facility is hereby granted for the subject parcel, as shown on Exhibit “A” and as legally described in Exhibit “B”, subject to the conditions set forth in Exhibit “C”. Said Exhibits are incorporated by reference as if fully set forth herein.

## **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 **TBD**, 2022.

**SECTION 6. REPEALER.**

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

Approved this **TBD**.

---

Edward R. Asbridge, Mayor

---

Shelia R. Cooper, City Clerk

APPROVED AS TO FORM

---

E. Ronald Bennett, Jr., City Attorney

## 56



## Exhibit "B"

All that tract or parcel of land lying and being in Land Lot 139 and 140 of the 8th District of Hall County, Georgia, and being particularly describe as follows:

Beginning at a point on the north east corner of the intersection of Gaines Ferry Road having a right of way of 50 feet with Mciever Road, having a right-of-way of 80 feet. Said point is the POINT OF BEGINNING.

Thence with a curve to the left and an arc length of 256.10 feet and a radius of 1502.60 feet being subtended by a chord of North 38 Degrees 53 Minutes 04 Seconds East with a distance of 255.79 feet to a point;

thence North 34 Degrees 05 Minutes 33 Seconds East a distance of 674.05 feet to a point;

thence South 57 Degrees 31 Minutes 08 Seconds East a distance of 15.72 feet to a point;

thence South 54 Degrees 31 Minutes 52 Seconds East a distance of 13.75 feet to a point;

thence South 74 Degrees 24 Minutes 55 Seconds East a distance of 20.76 feet to a point;

thence South 79 Degrees 36 Minutes 31 Seconds East a distance of 19.50 feet to a point;

thence South 79 Degrees 11 Minutes 05 Seconds East a distance of 17.54 feet to a point;

thence South 05 Degrees 46 Minutes 23 Seconds West a distance of 19.17 feet to a point;

thence North 77 Degrees 38 Minutes 15 Seconds East a distance of 20.54 feet to a point;

thence North 63 Degrees 53 Minutes 00 Seconds East a distance of 17.47 feet to a point;

thence South 80 Degrees 19 Minutes 21 Seconds East a distance of 20.39 feet to a point;

thence North 79 Degrees 25 Minutes 30 Seconds East a distance of 16.32 feet to a point;

thence South 82 Degrees 08 Minutes 57 Seconds East a distance of 21.68 feet to a point;

thence South 66 Degrees 29 Minutes 07 Seconds East a distance of 14.41 feet to a point;

thence North 69 Degrees 33 Minutes 58 Seconds East a distance of 12.96 feet to a point;

thence South 66 Degrees 31 Minutes 24 Seconds East a distance of 16.57 feet to a point;

thence South 68 Degrees 15 Minutes 04 Seconds East a distance of 15.48 feet to a point;

thence South 86 Degrees 13 Minutes 48 Seconds East a distance of 11.26 feet to a point;

thence South 44 Degrees 20 Minutes 40 Seconds East a distance of 25.81 feet to a point;

thence South 55 Degrees 55 Minutes 27 Seconds East a distance of 37.56 feet to a point;

thence South 32 Degrees 56 Minutes 46 Seconds West a distance of 14.79 feet to a point;

thence South 57 Degrees 26 Minutes 47 Seconds East a distance of 25.46 feet to a point;

thence South 49 Degrees 14 Minutes 26 Seconds East a distance of 22.51 feet to a point;

thence North 61 Degrees 54 Minutes 47 Seconds East a distance of 24.79 feet to a point;

thence South 75 Degrees 19 Minutes 12 Seconds East a distance of 8.36 feet to a point;

thence South 05 Degrees 59 Minutes 17 Seconds East a distance of 34.29 feet to a point;

thence South 01 Degrees 24 Minutes 33 Seconds West a distance of 21.47 feet to a point;

thence South 31 Degrees 01 Minutes 09 Seconds East a distance of 8.50 feet to a point;

thence North 45 Degrees 28 Minutes 56 Seconds East a distance of 15.97 feet to a point;

thence North 63 Degrees 51 Minutes 50 Seconds East a distance of 22.08 feet to a point;

thence South 50 Degrees 44 Minutes 22 Seconds East a distance of 23.15 feet to a point;

thence South 29 Degrees 49 Minutes 56 Seconds East a distance of 21.86 feet to a point;

thence South 66 Degrees 37 Minutes 23 Seconds East a distance of 14.65 feet to a point;

thence North 61 Degrees 29 Minutes 58 Seconds East a distance of 40.48 feet to a point;

thence North 74 Degrees 27 Minutes 42 Seconds East a distance of 30.38 feet to a point;

thence North 88 Degrees 23 Minutes 09 Seconds East a distance of 14.75 feet to a point;

thence South 37 Degrees 22 Minutes 52 Seconds East a distance of 12.80 feet to a point;

thence South 83 Degrees 51 Minutes 45 Seconds East a distance of 10.75 feet to a point;



thence South 88 Degrees 56 Minutes 11 Seconds East a distance of 20.65 feet to a point;

thence South 79 Degrees 35 Minutes 18 Seconds East a distance of 18.89 feet to a point;

thence South 60 Degrees 32 Minutes 22 Seconds West a distance of 1010.43 feet to a point;

thence South 60 Degrees 19 Minutes 51 Seconds West a distance of 63.83 feet to a point;

thence with a curve to the left and an arc length of 73.14 feet and a radius of 4462.86 feet being subtended by a chord of South 71 Degrees 23 Minutes 59 Seconds West with a distance of 73.14 feet to a point;

thence South 69 Degrees 14 Minutes 42 Seconds West a distance of 16.68 feet to a point;

thence with a curve to the left and an arc length of 54.11 feet and a radius of 98.55 feet being subtended by a chord of South 50 Degrees 28 Minutes 24 Seconds West with a distance of 53.43 feet to a point;

thence North 57 Degrees 43 Minutes 14 Seconds West a distance of 51.16 feet to a point and the POINT OF BEGINNING.

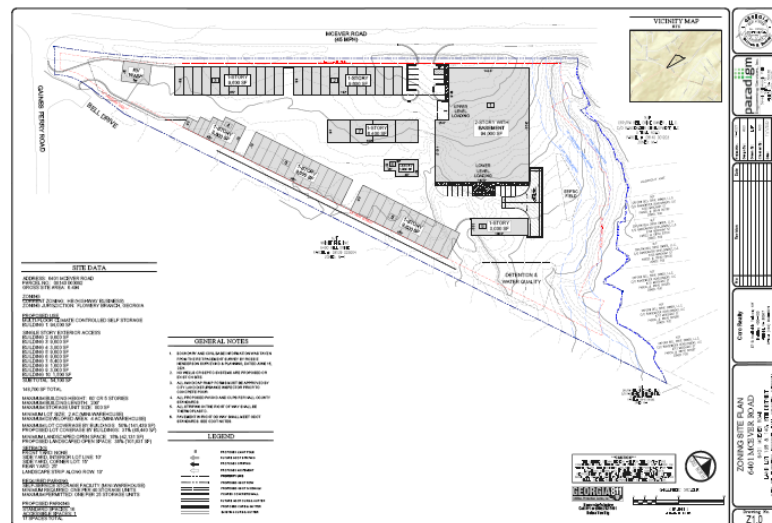
Said tract contains 282,866 square feet, 6.494 acres.



## Exhibit “C”

### Conditions of Condition Use Permit

1. The property shall be developed in substantial conformance with the site plan dated 11/1/2022 prepared Barry Dunlop and submitted to the Flowery Branch Community Development Department on 11/16/2022 and as shown below:



2. Property shall be gated and fully enclosed with a wrought iron fence with brick pillars and shall substantially adhere to the conceptual picture below:



3. Development shall adhere to requirements set forth in the Flowery Branch Zoning Ordinance Article 14, Section 14.11. except for 14.11.(e) which shall be superseded by above condition number two regarding the fencing requirements.



**Applicant:** Coro Realty

**Property Owner:** Stonebridge, LLC

**Subject Property:** 6401 McEver Road; Parcel ID#08140 000092

**Request:** Conditional Use Permit (CUP) to construct and operate a self-storage business in HB zoning

**Current Use:** Vacant

**Character Area:** Industrial Employment

---

**Code:**

Per the City of Flowery Branch Zoning Ordinance an HB zoned property who wishes to operate a self-storage business is required to obtain a conditional use permit.

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

*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.

*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 facades are softened with landscaping and low-lying identification signs.

*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.

*Dimensional Requirements* . Dimensional requirements shall be as provided in Table 9.2, "Dimensional Requirements in Nonresidential Zoning Districts."

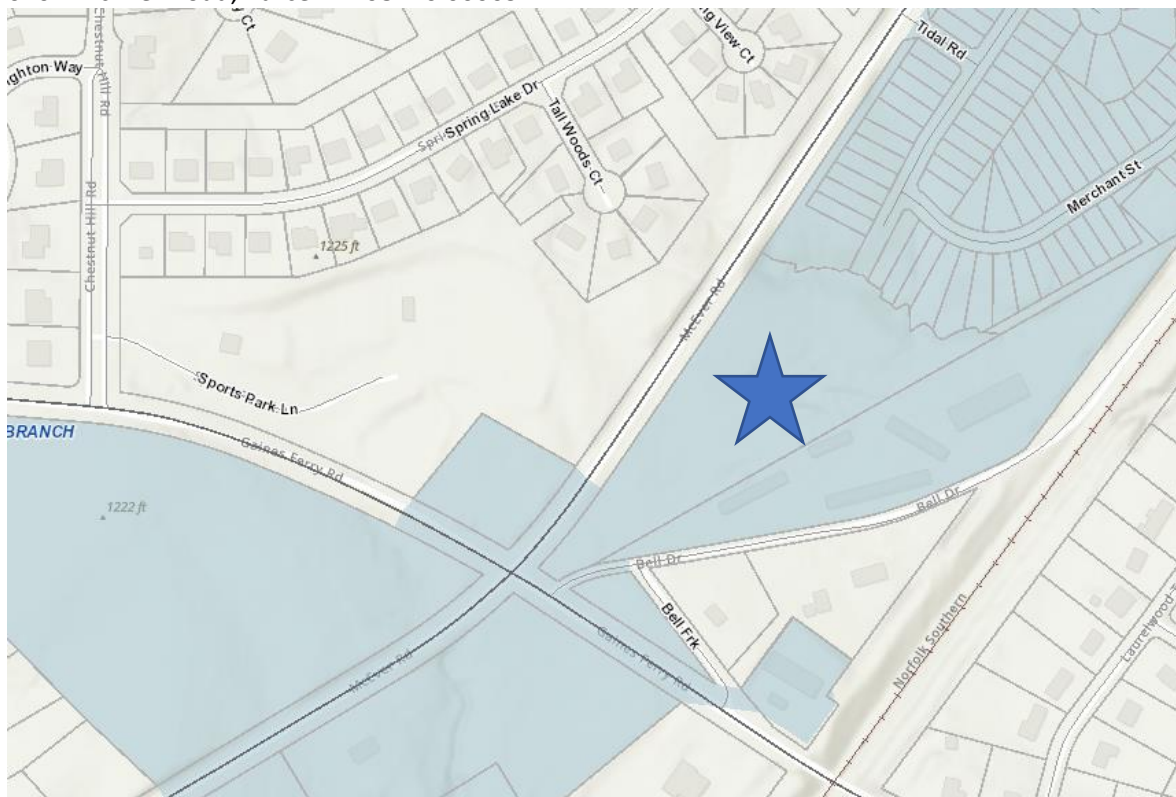


**Table 9.1**  
**Permitted and Conditional Uses in Nonresidential Zoning Districts**  
**(P = Permitted Use C = Conditional Use X = Prohibited)**

|                                                    |     |      |    |    |     |     |     |
|----------------------------------------------------|-----|------|----|----|-----|-----|-----|
| School, trade                                      | C   | C    | X  | X  | X   | C   | C   |
| Self-service storage facility (mini-warehouse)     | X   | X    | X  | C  | X   | P   | P   |
| Service and fuel-filling station                   | X   | X    | X  | P  | X   | P   | P   |
| Showroom                                           | X   | X    | X  | X  | X   | P   | P   |
| Slaughterhouse                                     | X   | X    | X  | X  | X   | X   | C   |
| Solid waste handling and/or transfer facility      | X   | X    | X  | X  | X   | X   | C   |
| Special event facility                             | C   | P    | C  | P  | X   | X   | X   |
| Taxi cab and limousine service                     | X   | X    | X  | C  | X   | C   | C   |
| Tattoo Parlor                                      | X   | X    | X  | P  | X   | C   | C   |
| Temporary use approved by the Zoning Administrator | P   | P    | P  | P  | P   | P   | P   |
| Therapeutic camp                                   | X   | C    | X  | X  | X   | X   | X   |
| Tow service                                        | X   | X    | X  | P  | X   | C   | P   |
| Truck stop or truck terminal                       | X   | X    | X  | C  | X   | X   | P   |
| Utility company                                    | P   | P    | X  | P  | X   | P   | P   |
| Use                                                | O-P | INST | NS | HB | CBD | M-1 | M-2 |
| Utility company substation                         | P   | P    | P  | P  | P   | P   | P   |
| Vehicle emission testing facility                  | X   | X    | X  | P  | X   | P   | P   |

**Property:**

**6401 McEver Road; Parcel ID#08140 000092:**







## CUP Requirements:

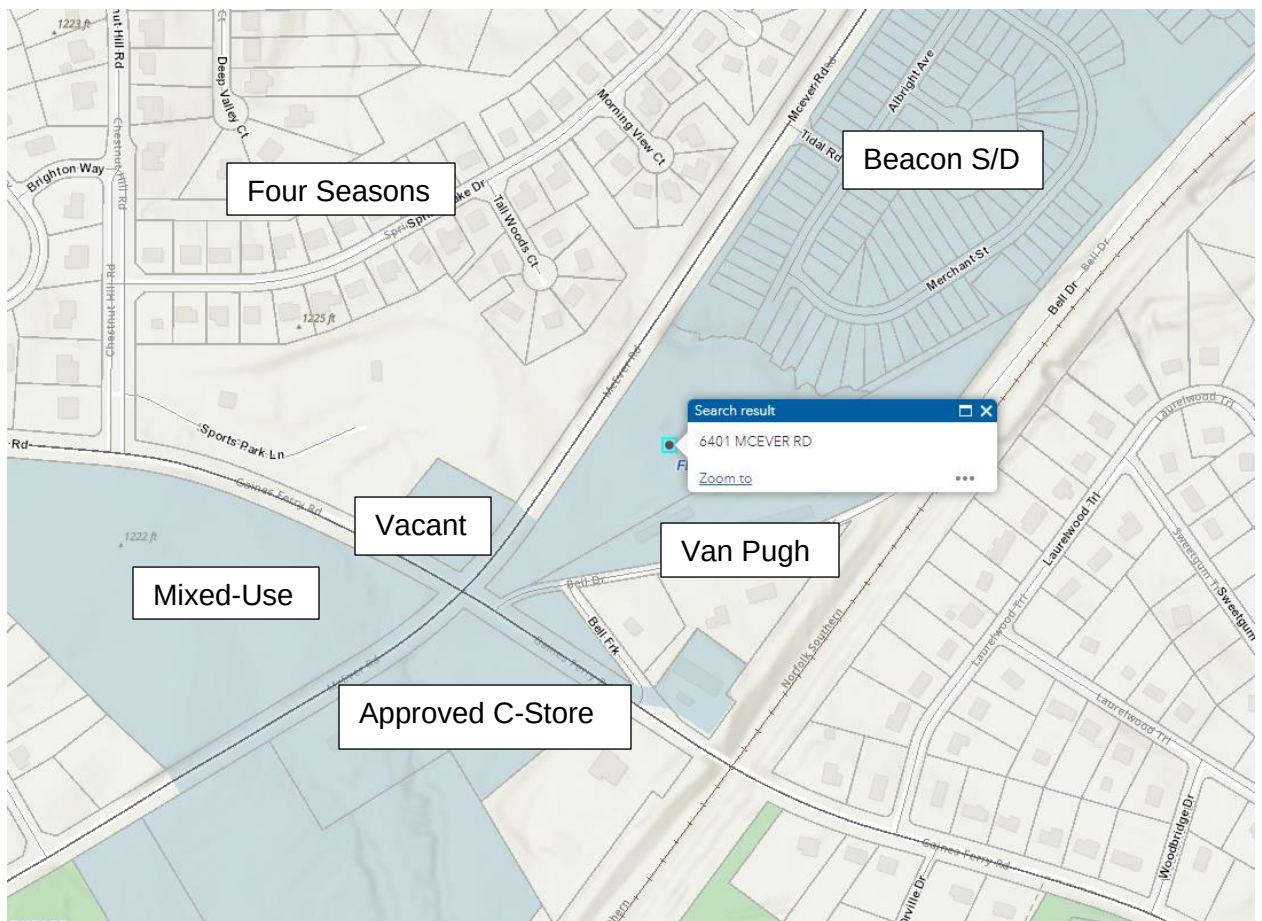
### Sec. 34.7. Analysis Requirements.

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 City Council in the decision-making process.

- (a) Whether the proposal will permit a use that is suitable in view of the use and development of adjacent and nearby property. *The subject property is currently zoned commercial (HB). The use (self-storage) is suitable for the area. Additionally, the Beacon subdivision is adjacent to the subject property and residents may utilize the units.*
- (b) Whether the proposal will adversely affect the existing use or usability of adjacent or nearby property. *A commercial use at this location is suitable and will not adversely affect nearby properties. Currently zoned Highway Business, a retail use was envisioned for this site but has not come to fruition.*
- (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. *Currently zoned HB (Highway Business) many commercial uses are suitable. The property has a reasonable economic use with or without the issuance of this CUP.*
- (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. *No, the use would not be burdensome on infrastructure or the school system.*
- (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. *The current character area for this site is "mixed-use". This character area calls for a mix of commercial and residential with walkability and connectivity between uses. This use provides the commercial element to the existing residential, but connectivity is not achievable due to existing streams on the property. The proposal meets the basic intent of the comprehensive plan.*
- (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 site is zoned commercial and although retail was preferred, self-storage may be more in demand under the current economic climate that does not appear to be conducive to brick and mortar retail.*



- (g) Existing use(s) and zoning of the subject property and nearby properties. The subject property has a residential neighborhood to the north, an approved convenience store site to the south, Van Pugh boat storage to the east, and a vacant commercial piece to the west. Additionally, there is an approved mixed-use project on the southwest corner of McEver Road and Gaines Ferry Road and an established residential subdivision (Four Seasons) is also near the subject property.



- (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. N/A

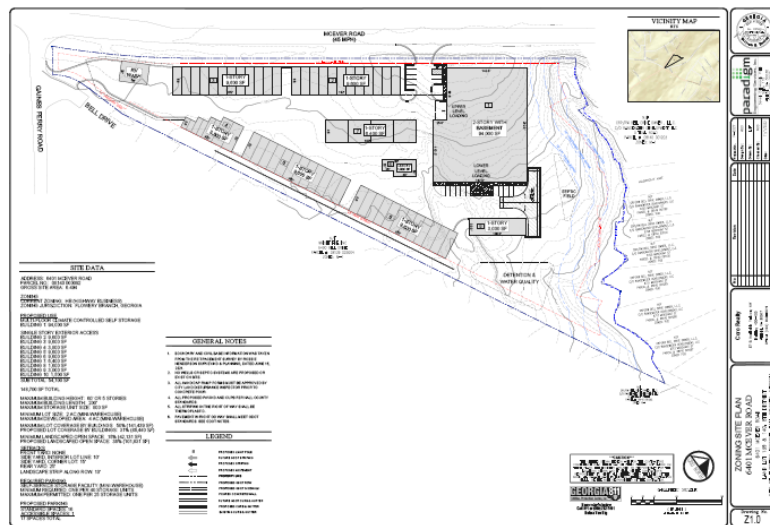


- (i) Whether a proposed zoning map amendment or conditional use approval will be a deterrent to the value or improvement of development of adjacent property in accordance with existing regulations. **The use should not be a deterrent to the adjacent properties.**
- (j) The possible creation of an isolated zoning district unrelated to adjacent and nearby districts **A CUP does not create a new zoning designation.**
- (k) Possible effects of the change in zoning district map, or change in use, on the character of a zoning district. **None.**
- (l) The possible impact on the environment, including but not limited to, drainage, soil erosion and sedimentation, flooding, air quality and water quality. **None. It will be designed and built to current standards.**
- (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 use meets the intent of the zoning ordinance.**

#### Staff Recommendation:

It is staff's recommendation that the CUP request to construct and operate a self-storage facility should be approved with the following conditions:

1. The property shall be developed in general conformance with the site plan dated 11/1/2022 prepared Barry Dunlop and submitted to the Flowery Branch Community Development Department on 11/16/2022 and as shown below:







2. Property shall be gated and fully enclosed with a wrought iron fence with brick pillars and shall generally adhere to the conceptual picture below:



3. Development shall adhere to requirements set forth in the Flowery Branch Zoning Ordinance Article 14, Section 14.11. except for 14.11.(e) which shall be superseded by above condition number two regarding the fencing requirements.









## FLOWERY BRANCH CITY COUNCIL

### EXECUTIVE SUMMARY



**SUBJECT:** FY2022 Audit Presentation by Rushton LLC.

**COUNCIL MEETING DATE:** December 15, 2022

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#### **HISTORY:**

According to State Law O.C.G.A 36-81-7, the City shall provide for and cause to be made an annual audit of the financial affairs and transactions of all funds and activities of the local government for each fiscal year of the local government. Each annual audit report of a local unit of government shall be completed and a copy of the report forwarded to the state auditor within 180 days after the close of the unit's fiscal year. In addition to the audit report, the local unit of government shall forward to the state auditor, within 30 days after the audit report due date, written comments on the findings and recommendations in the report, including a plan for corrective action taken or planned and comments on the status of corrective action taken on prior findings. The City has historically had this audit performed by Walker, Pierce, and Tuck, however; a bid was issued and Rushton LLC. was awarded the contract to perform the audit through fiscal year 2026.

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#### **FACTS AND ISSUES:**

Rushton LLC. performed the FY2022 audit and will present the report to Council. Finance will deliver copies of the report to Mayor and Council and the necessary documents to the state auditor. The Finance Department will also upload the report to the City's website and mobile app after the presentation for public viewing.

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#### **OPTIONS:**

N/A

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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:**

Discussion Only

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#### **SAMPLE MOTION:**

N/A

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#### **COLLABORATING DEPARTMENT:**

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**DEPARTMENT:** Finance

**Prepared by:** Shelia Cooper

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**ATTACHMENTS**

- [Executive Summary - FY2022 Audit Presentation Final.pdf](#)
- [Audit Presentation.pdf](#)

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

**SUBJECT:** FY2022 Audit Presentation by Ruston LLC.

**DATE:** December 15, 2022

**BUDGET INFORMATION:**  
ANNUAL-  
CAPITAL-

☐ RECOMMENDATION  
☐ POLICY DISCUSSION  
☒ STATUS REPORT  
☐ OTHER

**COUNCIL ACTION REQUESTED ON:** Discussion Only

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**PURPOSE:**

FY2022 Audit Presentation by Rushton LLC.

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**HISTORY:**

According to State Law O.C.G.A 36-81-7, the City shall provide for and cause to be made an annual audit of the financial affairs and transactions of all funds and activities of the local government for each fiscal year of the local government. Each annual audit report of a local unit of government shall be completed and a copy of the report forwarded to the state auditor within 180 days after the close of the unit's fiscal year. In addition to the audit report, the local unit of government shall forward to the state auditor, within 30 days after the audit report due date, written comments on the findings and recommendations in the report, including a plan for corrective action taken or planned and comments on the status of corrective action taken on prior findings. The City has historically had this audit performed by Walker, Pierce, and Tuck, however; a bid was issued and Rushton LLC. was awarded the contract to perform the audit through fiscal year 2026.

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---

**FACTS AND ISSUES:**

Rushton LLC. performed the FY2022 audit and will present the report to Council. Finance will deliver copies of the report to Mayor and Council and the necessary documents to the state auditor. The Finance Department will also upload the report to the City's website and mobile app after the presentation for public viewing.

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**OPTIONS:**

N/A

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**RECOMMENDED SAMPLE MOTION:**

N/A

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**DEPARTMENT:** Administration

**Prepared by:** Matthew Hamby

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***Report to Mayor and Council  
For the fiscal year ended June 30, 2022***

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***December 15, 2022***

# AUDIT OPINION – Pages 1-3

## **Unmodified Opinion**

In our opinion, the financial statements present fairly, in all material respects, the financial position of the City of Flowery Branch, Georgia, as of June 30, 2022, and the respective changes in financial position and, where applicable, cash flows for the year then ended.

## **Auditing Standards**

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

## **City of Flowery Branch's Responsibilities**

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

## **Rushton's Responsibilities**

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

# Government-wide Statements

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

Two statements:

- Statement of Net Position – Pages 15 and 16
  - Presents the assets, deferred outflows of resources, liabilities, deferred inflows of resources, and residual net position of the City
- Statement of Activities – Page 17
  - Presents the results of operations of the City



# Net Position and Change – Last 3 Fiscal Years

|             | Net Position                     |            |              |            |                        |
|-------------|----------------------------------|------------|--------------|------------|------------------------|
| Fiscal Year | Net Investment in Capital Assets | Restricted | Unrestricted | Total      | Change in Net Position |
| 2020        | 19,891,932                       | 910,049    | 15,160,719   | 35,962,700 | 5,382,571              |
| 2021        | 16,172,521                       | 7,335,267  | 18,653,059   | 42,160,847 | 6,198,147              |
| 2022        | 22,205,056                       | 6,874,928  | 17,624,382   | 46,704,366 | 4,543,519              |
|             |                                  |            |              |            |                        |

# General Fund

## Revenues

- Increased \$236,861, 3.7%
  - Property taxes increased by \$402,027
  - Local option sales taxes increased by \$162,626
  - Franchise taxes increased by \$157,282
  - Licenses and permits decreased \$457,525 due to decreased building permits

## Expenditures

- Increased \$610,091, 15.0%
  - City manager expenditures decreased \$122,856 due to personal services
  - General administration expenditures increased \$159,959 due to personal services and contract services
  - Patrol expenditures increased \$223,083 due to personal services

## Unassigned Fund Balance

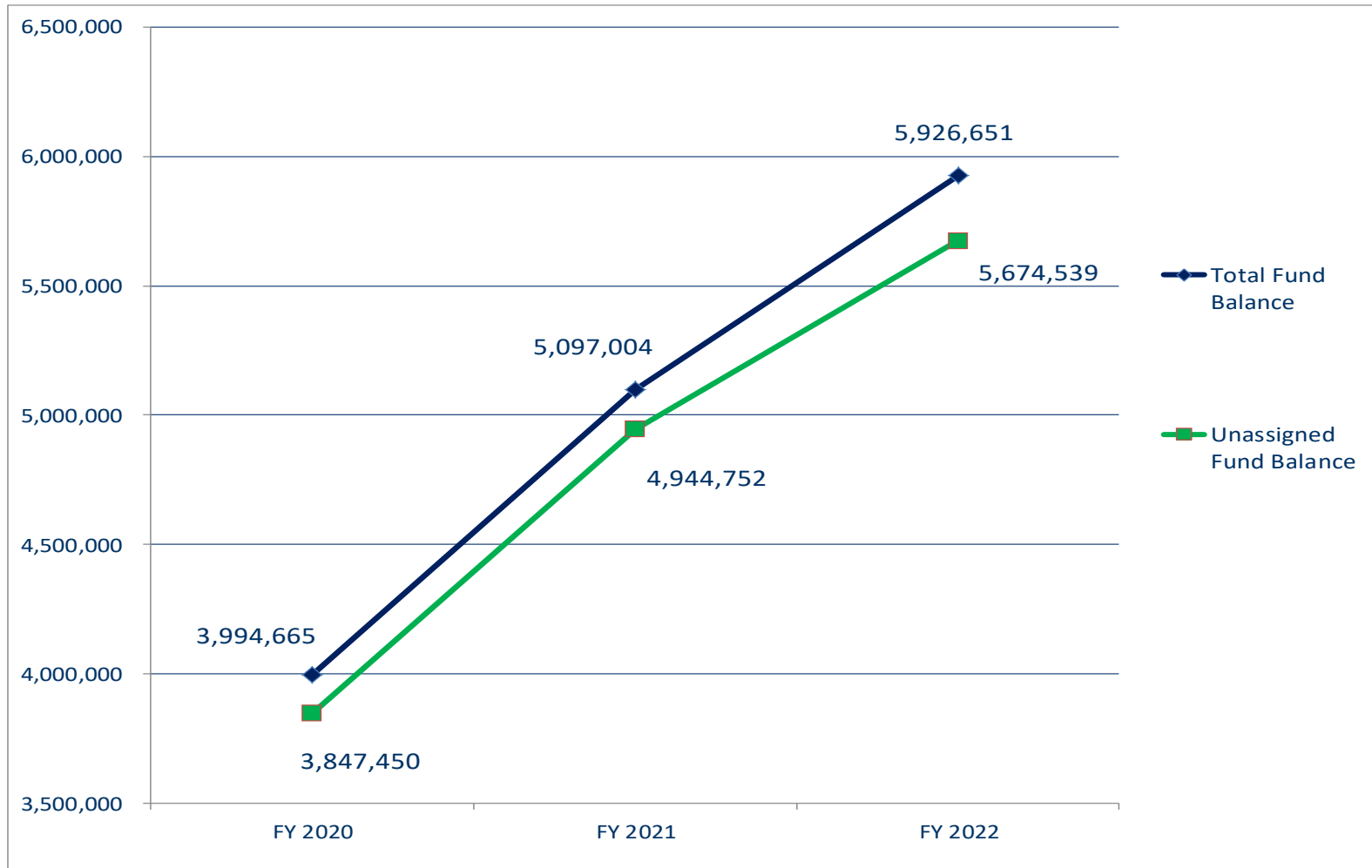
- FY 2022, \$5,674,539, 122% of expenditures (14.6 months)
- FY 2021, \$4,944,752, 122% of expenditures (14.6 months)

# General Fund - Revenues and Expenditures Last 3 Fiscal Years



# General Fund - Fund Balance

## Last 3 Fiscal Years





# Water and Sewer Fund

## Operating Revenues

- Decreased \$475,419, 8.9%
  - Water charges increased \$193,710
  - Sewer charges increased \$409,941
  - Tap fees decreased \$186,582
  - Development charges decreased \$881,159

## Operating Expenses

- Increased \$255,430, 10.9%
  - Personal services increased \$44,707
  - Costs of sales and services increased \$180,505
  - Depreciation increased \$30,218

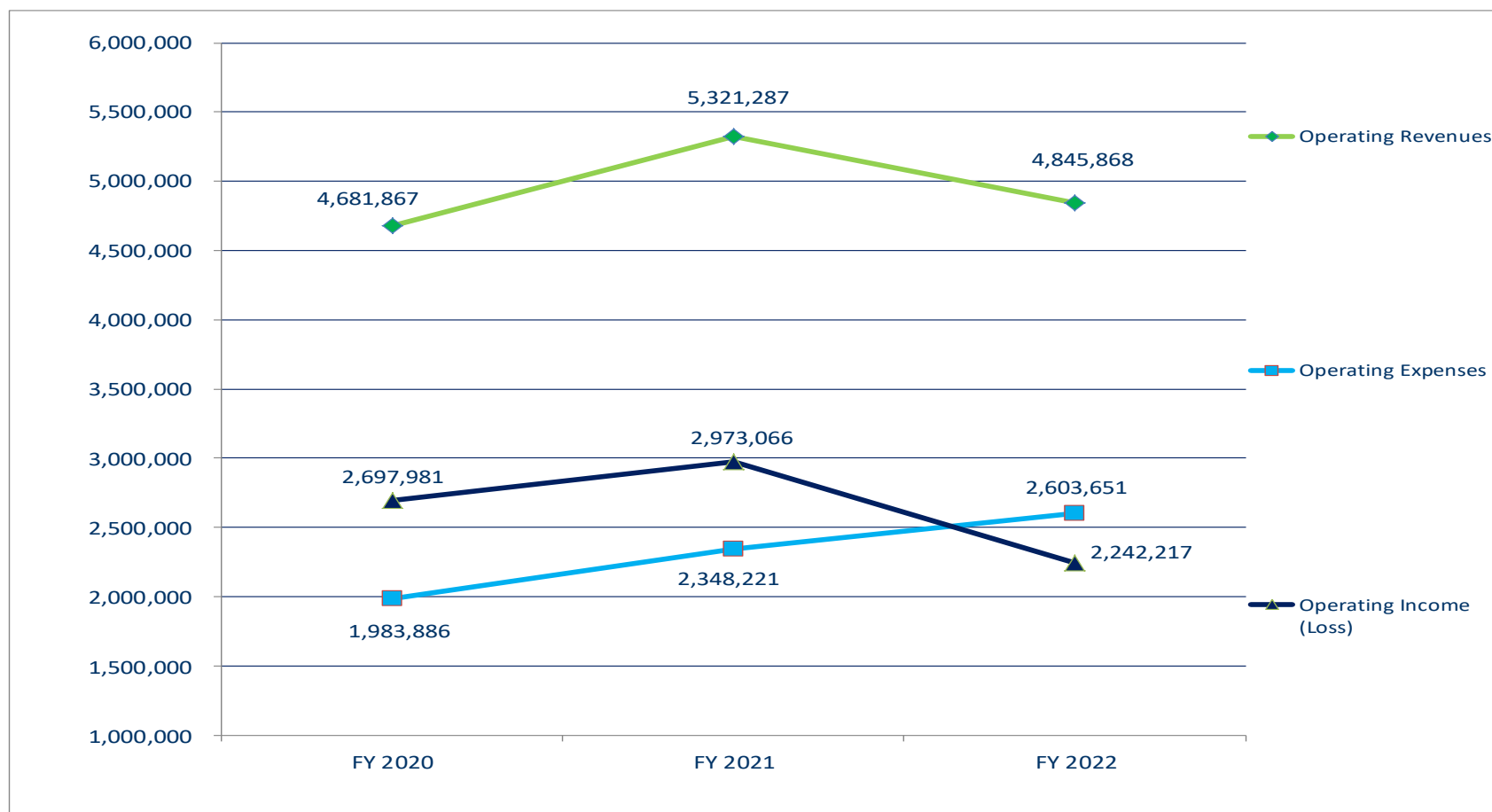
## Interest Expense

- FY 2022 - \$53,013
- FY 2021 - \$348,944

## Unrestricted Net Position

- FY 2022 - \$8,675,355
- FY 2021 - \$6,437,691

# Water and Sewer Fund Operating Revenues and Expenses Last 3 Fiscal Years



# Schedule of Projects Financed with Special Purpose Local Option Sales Tax – Page 105

## **\$737,273 Expended**

- \$78,583 for SPLOST VII
- \$658,690 for SPLOST VIII

# Report on Internal Control, Compliance, and Other Matters – Pages 96-97

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

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

No material weaknesses and one significant deficiency were noted in the internal controls of the City of Flowery Branch, Georgia. No instances of material noncompliance or other matters that are required to be reported were noted.



# Report on Compliance and Internal Controls over Major Programs – Pages 98-100

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

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

No material weaknesses or significant deficiencies were noted in the internal controls of the City of Flowery Branch, Georgia over the compliance requirements applicable to the major programs.

# Current Reporting Changes

## **GASB 87**

The Governmental Accounting Standards Board (GASB) has issued Statement No. 87, *Leases*. Effective for the City of Flowery Branch for the fiscal year ended June 30, 2022.

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

# Future Reporting Changes

## GASB 96

The Governmental Accounting Standards Board (GASB) has issued Statement No. 96, *Subscription-Based Information Technology Arrangements*. Effective for the City of Flowery Branch for the fiscal year ended June 30, 2023.

The statement provides guidance on the accounting and financial reporting for subscription-based information technology arrangements (SBITA) for end-users (governments). The statement (1) defines a SBITA; (2) establishes that a SBITA results in a right-to-use subscription asset—an intangible asset—and a corresponding subscription liability; (3) provides the capitalization criteria for outlays other than subscription payments, including implementation costs of a SBITA; and (4) requires note disclosures regarding a SBITA. To the extent relevant, the standards for SBITAs are based on the standards established in Statement No. 87, *Leases*.

**Clay L. Pilgrim, CPA, CFE, CFF**

[cpilgrim@rushton.cpa](mailto:cpilgrim@rushton.cpa)

[www.rushton.cpa](http://www.rushton.cpa)

770.287.7800







## FLOWERY BRANCH CITY COUNCIL

### EXECUTIVE SUMMARY



**SUBJECT:** Consideration of FY2024 Budget Calendar

**COUNCIL MEETING DATE:** December 15, 2022

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#### **HISTORY:**

The budget process occurs every year, from December through June. The Budget Team presents the calendar each year in December for Council review and requested adoption.

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#### **FACTS AND ISSUES:**

The budget process begins in December by preparing the Capital Improvement Plan and Operating Budget to be released to Department Directors for review. This budget year will begin with training for each Department Director on the new tools that will be utilized during the process. Trainings are scheduled to begin in January 2023. Meetings between the Budget Team and Department Directors to discuss any changes needed for the upcoming fiscal year will begin in February 2023. The Budget Team consists of the Finance Director, Budget and Purchasing Manager, and the City Manager.

Any follow up meetings to review the Operating Budget or the Capital Improvement Plan will be scheduled during the month of March 2023. The budget presentation to Mayor and Council will be on May 18, 2023, at 6:00 pm during the regularly scheduled Council Meeting. Public Hearings 1 & 2 are scheduled for a special called meeting on June 8, 2023, at 9:00 am and 6:00 pm. The 3rd Public Hearing will be held at the regularly scheduled Council Meeting on June 15, 2023, at 6:00 pm.

Note: Three public hearings are required for a millage rate increase.

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#### **OPTIONS:**

1. To adopt the FY2023 Annual Budget.
2. Suggest other alternatives.

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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:**

Adopt the FY2024 proposed Budget Calendar

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#### **SAMPLE MOTION:**

I make a motion to adopt the proposed FY2024 Budget Calendar as presented.

OR

I make a motion to adopt the proposed FY2024 with the following revisions: \_\_\_\_\_.

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**COLLABORATING DEPARTMENT:**

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**DEPARTMENT:** Finance

**Prepared by:** Shelia Cooper

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**ATTACHMENTS**

- [FY2024 Budget Executive Summary.pdf](#)
- [Budget Calendar Phases FY24 DRAFT.pdf](#)

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

**SUBJECT:** Request Adoption of Proposed FY2024 Budget Calendar

**DATE:** December 12, 2022

**(X) RECOMMENDATION**

**( ) POLICY DISCUSSION**

**BUDGET INFORMATION:**

**( ) STATUS REPORT**

**ANNUAL-**

**CAPITAL-**

**COUNCIL ACTION REQUESTED ON:** December 15, 2022

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**PURPOSE:** The proposed FY2024 Budget Calendar provides a basic plan for preparing, reviewing, and adopting the City of Flowery Branch budget for the upcoming fiscal year.

---

**HISTORY:** The budget process occurs every year, from December through June. The Budget Team presents the calendar each year in December for Council review and requested adoption.

---

**FACTS AND ISSUES:**

The budget process begins in December by preparing the Capital Improvement Plan and Operating Budget to be released to Department Directors for review. This budget year will begin with training for each Department Director on the new tools that will be utilized during the process. Trainings are scheduled to begin in January 2023. Meetings between the Budget Team and Department Directors to discuss any changes needed for the upcoming fiscal year will begin in February 2023. The Budget Team consists of the Finance Director, Budget and Purchasing Manager, and the City Manager.

Any follow up meetings to review the Operating Budget or the Capital Improvement Plan will be scheduled during the month of March 2023. The budget presentation to Mayor and Council will be on May 18, 2023, at 6:00 pm during the regularly scheduled Council Meeting. Public Hearings 1 & 2 are scheduled for a special called meeting on June 8, 2023, at 9:00 am and 6:00 pm. The 3<sup>rd</sup> Public Hearing will be held at the regularly scheduled Council Meeting on June 15, 2023, at 6:00 pm.

Note: Three public hearings are required if the millage rate is not rolled back.

---

**OPTIONS:**

1. To adopt the FY2023 Annual Budget.
  2. Suggest other alternatives.
-

---

---

**RECOMMENDED SAMPLE MOTION:**

I make a motion to adopt the proposed FY2024 Budget Calendar as presented.

OR

I make a motion to adopt the proposed FY2024 with the following revisions: \_\_\_\_\_.

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**DEPARTMENT:** Finance

**Prepared by:** Krystle Hightower

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**CITY OF FLOWERY BRANCH  
FY 2024 BUDGET CALENDAR  
(JULY 1, 2023 - JUNE 30, 2024)**

**PHASE 1 - BUDGET PROCESS INITIATION**

| Date                                                                                                                       | Time      | Event                                                                                                                                                   | Location                  |
|----------------------------------------------------------------------------------------------------------------------------|-----------|---------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|
| 1/5/2023                                                                                                                   |           | Open the FY2024 budget workbooks for the the Operating and Capital budget                                                                               | City Hall Main Conf. Room |
| Schedule and provide training to Department Directors on process for completing budget workbooks.<br>Dates and times below |           |                                                                                                                                                         |                           |
| 1/10/2023                                                                                                                  | Tuesday   | 9:00 AM Water/Wastewater<br>10:00 AM Public Works<br>11:00 AM Planning and Development<br>1:00 PM Tourism<br>2:00 PM City Clerk<br>3:00 PM City Manager | City Hall Main Conf. Room |
| 1/11/2023                                                                                                                  | Wednesday | 10:00 AM Police                                                                                                                                         | City Hall Main Conf. Room |
| 1/11/2023 - 2/3/2023                                                                                                       |           | Department Directors independently work on budgets with Finance assisting as requested                                                                  |                           |

**PHASE 2 -DEPARTMENT PRESENTATIONS/REVIEWS**

|                                                                  |          |                                                                                                           |                           |
|------------------------------------------------------------------|----------|-----------------------------------------------------------------------------------------------------------|---------------------------|
| Budget workbooks reviewed with Finance.<br>Dates and times below |          |                                                                                                           |                           |
| 2/6/2023                                                         | Monday   | 10:00-11:00 AM Water/ Wastewater<br>1:00-1:30 PM Planning & Community Development<br>2:00-2:30 PM Tourism | City Hall Main Conf. Room |
| 2/7/2023                                                         | Tuesday  | 9:00-9:30 AM Finance<br>10:30-11:30 AM Police<br>1:00-2:00 PM Public Works<br>2:30-3:00 PM City Manager   | City Hall Main Conf. Room |
| 2/9/2023                                                         | Thursday | 10:00-10:30 AM City Clerk                                                                                 |                           |
| 2/18/2023                                                        | Saturday | 9:00 AM - 4:00 PM Council Retreat for Strategic Planning                                                  | TBD                       |
| March                                                            |          | Follow up meetings as deemed necessary                                                                    | City Hall                 |

**PHASE 3 - COUNCIL PRESENTATIONS**

|                                                                                             |          |                                                                            |           |
|---------------------------------------------------------------------------------------------|----------|----------------------------------------------------------------------------|-----------|
| 5/18/2023                                                                                   | Thursday | 6:00 PM Budget presentation to Mayor and Council (Regular Council Meeting) | City Hall |
| Ad & Website Date: 5/17/2023 - Budget Presentation Ad (Due to Time by Wednesday, 5/10/2023) |          |                                                                            |           |

**PHASE 4 - COUNCIL ADOPTION**

|                                                                                                                                               |          |                                                |           |
|-----------------------------------------------------------------------------------------------------------------------------------------------|----------|------------------------------------------------|-----------|
| 6/8/2023                                                                                                                                      | Thursday | 9:00 AM Public Budget Hearing (Called Meeting) | City Hall |
| Ad & Website Date: 5/31/2023 - Public Hearing Ad (Due to Times by Wednesday, 5/24/2023)                                                       |          |                                                |           |
| 6/8/2023                                                                                                                                      | Thursday | 6:00 PM Public Budget Hearing (Called Meeting) | City Hall |
| Ad & Website Date: 5/31/2023 - Public Hearing Ad (Due to Times by Wednesday, 5/24/2023)                                                       |          |                                                |           |
| 6/15/2023                                                                                                                                     | Thursday | 6:00 PM Public Hearing (Regular Meeting)       | City Hall |
| Ad & Website Date: 6/7/2023 - Public Hearing Ad (Due to Times by Wednesday, 5/31/2023)<br>Adoption of Millage Ordinance and Budget Resolution |          |                                                |           |



## FLOWERY BRANCH CITY COUNCIL

### EXECUTIVE SUMMARY



**SUBJECT:** Consideration of Rejecting All Bids for Wastewater Reclamation Facility Received on July 15, 2022 and Issue a Request for Qualifications (RFQ) for Construction Manager at Risk (CMAR).

**COUNCIL MEETING DATE:** December 15, 2022

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#### HISTORY:

The City of Flowery Branch engaged with Infratec Consultants on February 16, 2017 with task order FBR19001 to design an expansion of its wastewater treatment plant. Infratec Consultants designed the project and it was let on May 25, 2022. Bids were received on July 15, 2022 on this design.

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#### FACTS AND ISSUES:

The city secured a loan with GEFA for \$23.3M for the engineering and construction of the new WRF. The low bid for the project, a 2.2MGD wastewater treatment plant was \$52M. The city received three bids on the project ranging from \$52,095,000 to \$56,980,000. After much review and a value-engineering effort performed by ESG, Engineering, Inc., the recommendation is to reject all bids, redesign the project (a separate item to be considered by council), and issue a request for qualifications (RFQ) for a Construction Manager at Risk (CMAR). CMAR is an alternate deliver approach (from design build, or design, bid, build). By utilizing this approach, the city will bring on a contractor for the project early in the process and the contractor will work very closely with the city and the city's engineer. Estimations of costs will be given during the design phase, and the contractor will provide a guaranteed maximum price at 80% design. The construction manager will be presented to council for award after the RFQ responses are received.

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#### OPTIONS:

- 1) Reject all bids and direct staff to issue a "request for qualifications" for a Construction Manager at Risk.
- 2) Do not reject all bids and go with the low bid and the current design.
- 3) Reject all bids and direct staff to proceed with a different type of design.

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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:

Reject All Bids for Wastewater Reclamation Facility Received on July 15, 2022 and Issue a Request for Qualifications (RFQ) for Construction Manager at Risk (CMAR).

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#### SAMPLE MOTION:

I make a motion to reject all bids received for the wastewater reclamation facility on July 15, 2022 and direct staff to issue an RFQ for CMAR.

**COLLABORATING DEPARTMENT:**

Water/Wastewater

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**DEPARTMENT:** Administration

**Prepared by:** Shelia Cooper

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**ATTACHMENTS**

- [ES - rejecting all WRF bids and RFQ CMAR.pdf](#)



## FLOWERY BRANCH CITY COUNCIL EXECUTIVE SUMMARY

**SUBJECT:** Consideration of Rejecting All Bids for Wastewater Reclamation Facility Received on July 15, 2022 and Issue a Request for Qualifications (RFQ) for Construction Manager at Risk (CMAR).

**DATE:** December 5, 2022

**BUDGET INFORMATION:**  
ANNUAL-  
CAPITAL-

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

**COUNCIL ACTION REQUESTED ON:** December 15, 2022

---

**PURPOSE:** To request consideration of council rejecting all bids received for the Wastewater Reclamation Facility (WRF) and obtain direction on issuing a request for qualifications for a Construction Manager at Risk (CMAR).

---

**HISTORY:** The City of Flowery Branch engaged with Infratec Consultants on February 16, 2017 with task order FBR19001 to design an expansion of its wastewater treatment plant. Infratec Consultants designed the project and it was let on May 25, 2022. Bids were received on July 15, 2022 on this design.

---

**FACTS AND ISSUES:** The city secured a loan with GEFA for \$23.3M for the engineering and construction of the new WRF. The low bid for the project, a 2.2MGD wastewater treatment plant was \$52M. The city received three bids on the project ranging from \$52,095,000 to \$56,980,000. After much review and a value-engineering effort performed by ESG, Engineering, Inc., the recommendation is to reject all bids, redesign the project (a separate item to be considered by council), and issue a request for qualifications (RFQ) for a Construction Manager at Risk (CMAR). CMAR is an alternate deliver approach (from design build, or design, bid, build). By utilizing this approach, the city will bring on a contractor for the project early in the process and the contractor will work very closely with the city and the city's engineer. Estimations of costs will be given during the design phase, and the contractor will provide a guaranteed maximum price at 80% design. The construction manager will be

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presented to council for award after the RFQ responses are received.

---

---

**OPTIONS:**

- 1) Reject all bids and direct staff to issue a “request for qualifications” for a Construction Manager at Risk.
  - 2) Do not reject all bids and go with the low bid and the current design.
  - 3) Reject all bids and direct staff to proceed with a different type of design.
- 
- 

**SAMPLE MOTION:** I make a motion to reject all bids received for the wastewater reclamation facility on July 15, 2022 and direct staff to issue an RFQ for CMAR.

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**DEPARTMENT:** Administration

**PREPARED BY:** Tonya D. Parrish



## FLOWERY BRANCH CITY COUNCIL

### EXECUTIVE SUMMARY



**SUBJECT:** Consideration of Purchasing Two (2) Fleet Vehicles Using SPLOST VIII Funds for Public Safety and the Local Resources Fund for Community Development.

**COUNCIL MEETING DATE:** December 15, 2022

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#### **HISTORY:**

The last time the Police Department purchased a fleet vehicle was in FY 2021. SPLOST VIII has funding for public safety vehicles.

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#### **FACTS AND ISSUES:**

The three (3) additional positions approved for the police department in July 2022 and a vehicle with engine issues have all put the police department in a bind. Planning Director Mr. Atkinson and City Manager Parrish did approve of reassigning one (1) vehicle that was not a city-marked vehicle for the Task Force Position earlier this fiscal year. Mr. Atkinson's vehicle now needs to be replaced for the Inspector position. Therefore, the city needs two vehicles, one for the police department and one for the inspector.

The price for the public safety vehicle is approximately \$44,900 and the city will use State Contract #99999-001-SPD0000183. The price for the inspections vehicle is approximately \$38,500 and will be purchased under state contract #99999-SPD-ES40199373.

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#### **OPTIONS:**

Approve or deny the request to purchase the two (2) new vehicles.

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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:**

\$45,000 SPLOST VIII, \$38,500 Local Resources Fund

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#### **RECOMMENDATION:**

Approve Purchasing Two (2) Fleet Vehicles Using SPLOST VIII Funds for Public Safety and the Local Resources Fund for Community Development.

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#### **SAMPLE MOTION:**

I make a motion to approve the two (2) new fleet vehicles with funding coming from SPLOST VIII and the Local Resources Fund.

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#### **COLLABORATING DEPARTMENT:**

Planning

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**DEPARTMENT:** Police

**Prepared by:** Shelia Cooper

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**ATTACHMENTS**

- [2022 Request to purchase 2 New Fleet Vehicles.pdf](#)

**FLOWERY BRANCH CITY COUNCIL**

**EXECUTIVE SUMMARY**

**SUBJECT:** Purchase of Two (2) New Vehicles

**DATE:** 12/15/2022

☒ **RECOMMENDATION**

☐ **POLICY DISCUSSION**

**BUDGET INFORMATION:**

☐ **STATUS REPORT**

**ANNUAL-** N/A

☐ **OTHER**

**CAPITAL-** N/A

**COUNCIL ACTION REQUESTED ON:** December 15, 2022

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**PURPOSE:** Flowery Branch City Council to consider purchasing two (2) fleet vehicles using SPLOST funds for Public Safety and the Local Resources Fund for Community Development.

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**HISTORY:** The last time the Police Department purchased a fleet vehicle was in FY 2021. SPLOST VIII has funding for public safety vehicles.

---

---

**FACTS AND ISSUES:** The three (3) additional positions approved for the police department in July 2022 and a vehicle with engine issues have all put the police department in a bind. Planning Director Mr. Atkinson and City Manager Parrish did approve of reassigning one (1) vehicle that was not a city-marked vehicle for the Task Force Position earlier this fiscal year. Mr. Atkinson's vehicle now needs to be replaced for the Inspector position. Therefore, the city needs two vehicles, one for the police department and one for the inspector.

The price for the public safety vehicle is approximately \$44,900 and the city will use State Contract #99999-001-SPD0000183. The price for the inspections vehicle is approximately \$38,500 and will be purchased under state contract #99999-SPD-ES40199373.

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**OPTIONS:** Approve or deny the request to purchase the two (2) new vehicles.

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**RECOMMENDED SAMPLE MOTION:** I make a motion to approve the two (2) new fleet vehicles with funding coming from SPLOST VIII and the Local Resources Fund.

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**DEPARTMENT:** Flowery Branch Police Department

**Prepared by:** Chief Christopher Hulsey

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**ATTACHMENTS:**

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## FLOWERY BRANCH CITY COUNCIL

### EXECUTIVE SUMMARY



**SUBJECT:** Consideration of Resolution 22-022 Fourth Quarter Budget Amendment FY2022

**COUNCIL MEETING DATE:** December 15, 2022

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#### **HISTORY:**

A budget is balanced when the sum of estimated revenues and appropriated fund balances is equal to expenditure/expense appropriations for each applicable fund. Revenue estimates and governmental needs change throughout the year which requires approval from Council for said budget amendments.

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#### **FACTS AND ISSUES:**

See attachment A and B for 4th quarter details.

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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 Resolution 22-022 Fourth Quarter Budget Amendment FY2022

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#### **SAMPLE MOTION:**

I make a motion for the City Council to authorize approval of Resolution 22-022, 4th Quarter Amendment to the Budget for FY2022 as Previously Adopted on June 17, 2021, as presented in Attachment A and B.

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#### **COLLABORATING DEPARTMENT:**

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**DEPARTMENT:** Finance

**Prepared by:** Shelia Cooper

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#### **ATTACHMENTS**

- [Attachment A - Resolution 21-015 Budget Amendment Form.pdf](#)
- [Attachment B - Budget Adjustment Descriptions 4th QTR.pdf](#)
- [Department Details for Adjustments 4th QTR.pdf](#)

- [Resolution 22-022 Executive Summary.pdf](#)
- [Resolution 22-022.pdf](#)
- [RESOLUTION 22-022 PRESENTATION 9-2-2021.pdf](#)



**ATTACHMENT A**

Effective Date: 6/30/2022

*Justification:* RESOLUTION 22-022: BUDGET AMENDMENT TO FY2022 APPROVED BUDGET FROM JUNE 17, 2021.  
(See Attachment B for Details)

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

**ATTACHMENT B  
QUARTERLY BUDGET ADJUSTMENT RESOLUTION  
ADJUSTMENT DESCRIPTIONS**

**GENERAL FUND**

**GENERAL FUND**

Notable adjustments, which did not affect the total budget, are as follows:

- Various department adjustments to accommodate budget to actual expenses. See the attached detailed listing.

Requested non-departmental adjustments are as follows:

- Increase City Manager and City Clerk salary to adjust for end of year totals.

**SPECIAL REVENUE FUNDS**

**GRANTS FUND**

No adjustments are needed for the quarter ending June 30, 2022.

**TAX ALLOCATION DISTRICT FUND**

No adjustments are needed for the quarter ending June 30, 2022.

**HOTEL MOTEL TAX FUND**

Notable adjustments, which did affect the total budget, are as follows:

- Convention Visitors Bureau adjustment for the quarter ending June 30, 2022 to reflect tax revenue received.

**CAPITAL PROJECT FUNDS**

**WATER/WASTEWATER CAPITAL PROJECTS FUND**

No notable adjustments are needed for the quarter ending June 30, 2022.

**SPLOST VII CAPITAL PROJECTS FUND**

Notable adjustments, which did affect the total budget, are as follows:

- \$7,493 adjustment to SPLOST VIII – Public Works truck purchase from SPLOST VIII as vehicle cost more than projected.

**ATTACHMENT B  
QUARTERLY BUDGET ADJUSTMENT RESOLUTION  
ADJUSTMENT DESCRIPTIONS**

**LOCAL RESOURCES CAPITAL PROJECTS FUND**

No notable adjustments are needed for the quarter ending June 30, 2022.

**ENTERPRISE FUNDS**

**WATER AND WASTEWATER OPERATING FUND**

Notable adjustments, which did not affect the total budget, are as follows:

- Various department adjustments to accommodate budget to actual expenses. See the attached detailed listing.





City of Flowery Branch

# Budget Adjustment Report

## Adjustment Detail

For Date Range: 04/01/2022 - 06/30/2022

| Account Number                                       | Account Name                                   |               |            | Original Budget | Budget Adjustments | Current Budget |
|------------------------------------------------------|------------------------------------------------|---------------|------------|-----------------|--------------------|----------------|
| Adjustment Number                                    | Adjustment Description                         | Packet Number | Post Date  |                 | Amount             |                |
| Budget Code: FY2022R - Revised Budget Fiscal: FY2022 |                                                |               |            |                 |                    |                |
| Fund: 100 - GENERAL FUND                             |                                                |               |            |                 |                    |                |
| Revenue                                              |                                                |               |            |                 |                    |                |
| <a href="#">100-0000-313100</a>                      | LOST                                           |               |            | -1,300,000.00   | -11,613.00         | -1,311,613.00  |
| BA0000502                                            | General Fund Final Budget Year end             | GLPKT12571    | 06/30/2022 |                 | -11,613.00         |                |
| <a href="#">100-0000-381100</a>                      | Rent - Depot                                   |               |            | 0.00            | -4,100.00          | -4,100.00      |
| BA0000436                                            | Depot/Community Reoom Adjustments              | GLPKT11129    | 05/26/2022 |                 | -4,100.00          |                |
| <a href="#">100-0000-399900</a>                      | Budgeted Fund Balance                          |               |            | 0.00            | -9,332.00          | -9,332.00      |
| BA0000433                                            | City Clerk Adjustments                         | GLPKT11129    | 05/26/2022 |                 | -5,680.00          |                |
| BA0000434                                            | City Manager Adjustments                       | GLPKT11129    | 05/26/2022 |                 | -952.00            |                |
| BA0000435                                            | Traffic Signal Adjustment                      | GLPKT11129    | 05/26/2022 |                 | -2,700.00          |                |
| Revenue Total:                                       |                                                |               |            | -1,300,000.00   | -25,045.00         | -1,325,045.00  |
| Expense                                              |                                                |               |            |                 |                    |                |
| <a href="#">100-1110-511100</a>                      | Council / Salaries                             |               |            | 24,000.00       | 2,600.00           | 26,600.00      |
| BA0000415                                            | Mayor and Council Adjustments                  | GLPKT10985    | 05/10/2022 |                 | 2,600.00           |                |
| <a href="#">100-1110-512200</a>                      | Council / FICA & Medicare                      |               |            | 1,836.00        | 199.00             | 2,035.00       |
| BA0000415                                            | Mayor and Council Adjustments                  | GLPKT10985    | 05/10/2022 |                 | 199.00             |                |
| <a href="#">100-1110-521100</a>                      | Council / Retreat                              |               |            | 6,000.00        | -1,750.00          | 4,250.00       |
| BA0000401                                            | Council Supplies Adjustment                    | GLPKT10780    | 04/14/2022 |                 | -250.00            |                |
| BA0000415                                            | Mayor and Council Adjustments                  | GLPKT10985    | 05/10/2022 |                 | -684.00            |                |
| BA0000441                                            | Correction to BA0000415 Adjustments from 5.... | GLPKT11225    | 05/10/2022 |                 | -816.00            |                |
| <a href="#">100-1110-523500</a>                      | Council / Travel Expense                       |               |            | 3,500.00        | -1,599.00          | 1,901.00       |
| BA0000398                                            | Council Supplies and Materials Adjustment      | GLPKT10738    | 04/11/2022 |                 | -300.00            |                |
| BA0000415                                            | Mayor and Council Adjustments                  | GLPKT10985    | 05/10/2022 |                 | -1,000.00          |                |
| BA0000441                                            | Correction to BA0000415 Adjustments from 5.... | GLPKT11225    | 05/10/2022 |                 | -299.00            |                |
| <a href="#">100-1110-531100</a>                      | Council / Supplies & Material (EDC)            |               |            | 3,000.00        | 550.00             | 3,550.00       |
| BA0000398                                            | Council Supplies and Materials Adjustment      | GLPKT10738    | 04/11/2022 |                 | 300.00             |                |
| BA0000401                                            | Council Supplies Adjustment                    | GLPKT10780    | 04/14/2022 |                 | 250.00             |                |
| <a href="#">100-1130-511100</a>                      | City Clerk / Salary                            |               |            | 69,607.00       | 6,247.00           | 75,854.00      |
| BA0000502                                            | General Fund Final Budget Year end             | GLPKT12571    | 06/30/2022 |                 | 6,247.00           |                |
| <a href="#">100-1130-512100</a>                      | City Clerk / Health Insurance                  |               |            | 10,000.00       | 3,100.00           | 13,100.00      |
| BA0000433                                            | City Clerk Adjustments                         | GLPKT11129    | 05/26/2022 |                 | 3,100.00           |                |
| <a href="#">100-1130-512200</a>                      | City Clerk / FICA & Medicare                   |               |            | 5,234.00        | 1,275.00           | 6,509.00       |
| BA0000433                                            | City Clerk Adjustments                         | GLPKT11129    | 05/26/2022 |                 | 1,275.00           |                |
| <a href="#">100-1130-523220</a>                      | City Clerk / Cell Phone                        |               |            | 480.00          | 279.00             | 759.00         |
| BA0000433                                            | City Clerk Adjustments                         | GLPKT11129    | 05/26/2022 |                 | 220.00             |                |
| BA0000455                                            | City Clerk Cell Phone and Dues Adj.            | GLPKT11443    | 06/30/2022 |                 | 59.00              |                |
| <a href="#">100-1130-523500</a>                      | City Clerk / Travel Expenses                   |               |            | 2,500.00        | 141.00             | 2,641.00       |
| BA0000433                                            | City Clerk Adjustments                         | GLPKT11129    | 05/26/2022 |                 | 200.00             |                |
| BA0000455                                            | City Clerk Cell Phone and Dues Adj.            | GLPKT11443    | 06/30/2022 |                 | -59.00             |                |
| <a href="#">100-1130-523600</a>                      | City Clerk / Dues & Fees                       |               |            | 200.00          | 355.00             | 555.00         |
| BA0000433                                            | City Clerk Adjustments                         | GLPKT11129    | 05/26/2022 |                 | 220.00             |                |
| BA0000455                                            | City Clerk Cell Phone and Dues Adj.            | GLPKT11443    | 06/30/2022 |                 | 135.00             |                |
| <a href="#">100-1130-523700</a>                      | City Clerk / Education & Training              |               |            | 2,500.00        | 300.00             | 2,800.00       |
| BA0000433                                            | City Clerk Adjustments                         | GLPKT11129    | 05/26/2022 |                 | 300.00             |                |
| <a href="#">100-1130-531100</a>                      | City Clerk / Supplies & Materials              |               |            | 1,000.00        | -135.00            | 865.00         |
| BA0000455                                            | City Clerk Cell Phone and Dues Adj.            | GLPKT11443    | 06/30/2022 |                 | -135.00            |                |

# Budget Adjustment Report

For Date Range: 04/01/2022 - 06/30/2022

| Account Number                  | Account Name                                   |               |            | Original Budget | Budget Adjustments | Current Budget |
|---------------------------------|------------------------------------------------|---------------|------------|-----------------|--------------------|----------------|
| Adjustment Number               | Adjustment Description                         | Packet Number | Post Date  |                 | Amount             |                |
| <a href="#">100-1130-531600</a> | City Clerk / Small Equipment                   |               |            | 500.00          | 365.00             | 865.00         |
| BA0000433                       | City Clerk Adjustments                         | GLPKT11129    | 05/26/2022 |                 | 365.00             |                |
| <a href="#">100-1310-511100</a> | Mayor / Salary                                 |               |            | 6,000.00        | 1,500.00           | 7,500.00       |
| BA0000415                       | Mayor and Council Adjustments                  | GLPKT10985    | 05/10/2022 |                 | 1,500.00           |                |
| <a href="#">100-1310-511101</a> | Mayor / Meeting Per Diem                       |               |            | 3,000.00        | -1,000.00          | 2,000.00       |
| BA0000415                       | Mayor and Council Adjustments                  | GLPKT10985    | 05/10/2022 |                 | -1,000.00          |                |
| <a href="#">100-1310-512200</a> | Mayor / FICA & Medicare                        |               |            | 459.00          | 229.00             | 688.00         |
| BA0000415                       | Mayor and Council Adjustments                  | GLPKT10985    | 05/10/2022 |                 | 184.00             |                |
| BA0000426                       | Mayor FICA & Medicare Adjustment               | GLPKT11078    | 05/20/2022 |                 | 45.00              |                |
| <a href="#">100-1310-523500</a> | Mayor / Travel Expense                         |               |            | 2,000.00        | -729.00            | 1,271.00       |
| BA0000415                       | Mayor and Council Adjustments                  | GLPKT10985    | 05/10/2022 |                 | -684.00            |                |
| BA0000426                       | Mayor FICA & Medicare Adjustment               | GLPKT11078    | 05/20/2022 |                 | -45.00             |                |
| <a href="#">100-1310-523700</a> | Mayor / Education & Training                   |               |            | 1,500.00        | -1,500.00          | 0.00           |
| BA0000443                       | Uniform and Promotional items                  | GLPKT11270    | 06/13/2022 |                 | -1,500.00          |                |
| <a href="#">100-1310-531100</a> | Mayor / Supplies & Material                    |               |            | 500.00          | 1,350.00           | 1,850.00       |
| BA0000443                       | Uniform and Promotional items                  | GLPKT11270    | 06/13/2022 |                 | 1,350.00           |                |
| <a href="#">100-1310-531700</a> | Mayor / Uniforms                               |               |            | 100.00          | 150.00             | 250.00         |
| BA0000443                       | Uniform and Promotional items                  | GLPKT11270    | 06/13/2022 |                 | 150.00             |                |
| <a href="#">100-1320-511100</a> | City Manager/ Salary                           |               |            | 46,830.00       | 2,994.00           | 49,824.00      |
| BA0000407                       | City Manager FICA, Education Training, and Car | GLPKT10902    | 04/29/2022 |                 | -2,372.00          |                |
| BA0000502                       | General Fund Final Budget Year end             | GLPKT12571    | 06/30/2022 |                 | 5,366.00           |                |
| <a href="#">100-1320-512200</a> | City Manager/ FICA & Medicare                  |               |            | 3,499.00        | 3,193.00           | 6,692.00       |
| BA0000394                       | City Manager adjustments                       | GLPKT10717    | 04/07/2022 |                 | 1,568.00           |                |
| BA0000407                       | City Manager Car, Education, Dues, FICA        | GLPKT10902    | 04/29/2022 |                 | 673.00             |                |
| BA0000434                       | City Manager Adjustments                       | GLPKT11129    | 05/26/2022 |                 | 952.00             |                |
| <a href="#">100-1320-512220</a> | City Manager / Long Term Disability            |               |            | 301.00          | 75.00              | 376.00         |
| BA0000427                       | City Manager Adjustments LTD, Education        | GLPKT11078    | 05/20/2022 |                 | 75.00              |                |
| <a href="#">100-1320-512400</a> | City Manager / Retirement                      |               |            | 4,803.00        | -7,063.00          | -2,260.00      |
| BA0000394                       | City Manager adjustments                       | GLPKT10717    | 04/07/2022 |                 | -7,063.00          |                |
| <a href="#">100-1320-512910</a> | City Manager / Car Allowance                   |               |            | 6,000.00        | 1,001.00           | 7,001.00       |
| BA0000407                       | City Manager Car, Education, Dues, FICA        | GLPKT10902    | 04/29/2022 |                 | 924.00             |                |
| BA0000456                       | City Manager Car and Cell Phone Adj.           | GLPKT11443    | 06/30/2022 |                 | 77.00              |                |
| <a href="#">100-1320-512920</a> | City Manager/Moving Expenses                   |               |            | 0.00            | 5,000.00           | 5,000.00       |
| BA0000394                       | City Manager adjustments                       | GLPKT10717    | 04/07/2022 |                 | 5,000.00           |                |
| <a href="#">100-1320-523220</a> | City Manager / Cell Phone                      |               |            | 0.00            | 560.00             | 560.00         |
| BA0000394                       | City Manager adjustments                       | GLPKT10717    | 04/07/2022 |                 | 480.00             |                |
| BA0000456                       | City Manager Car and Cell Phone Adj.           | GLPKT11443    | 06/30/2022 |                 | 80.00              |                |
| <a href="#">100-1320-523500</a> | City Manager / Travel Expenses                 |               |            | 0.00            | -245.00            | -245.00        |
| BA0000427                       | City Manager Adjustments LTD, Education        | GLPKT11078    | 05/20/2022 |                 | -75.00             |                |
| BA0000427                       | City Manager Adjustments LTD, Education        | GLPKT11078    | 05/20/2022 |                 | -170.00            |                |
| <a href="#">100-1320-523600</a> | City Manager/ Dues & Fees                      |               |            | 0.00            | 33.00              | 33.00          |
| BA0000394                       | City Manager adjustments                       | GLPKT10717    | 04/07/2022 |                 | 15.00              |                |
| BA0000407                       | City Manager Car, Education, Dues, FICA        | GLPKT10902    | 04/29/2022 |                 | 175.00             |                |
| BA0000456                       | City Manager Car and Cell Phone Adj.           | GLPKT11443    | 06/30/2022 |                 | -157.00            |                |
| <a href="#">100-1320-523700</a> | City Manager / Edu. & Train.                   |               |            | 0.00            | 770.00             | 770.00         |
| BA0000407                       | City Manager Car, Education, Dues, FICA        | GLPKT10902    | 04/29/2022 |                 | 600.00             |                |
| BA0000427                       | City Manager Adjustments LTD, Education        | GLPKT11078    | 05/20/2022 |                 | 170.00             |                |
| <a href="#">100-1500-511100</a> | Admin / Salaries                               |               |            | 180,000.00      | 9,015.00           | 189,015.00     |
| BA0000457                       | Admin June Adj.                                | GLPKT11443    | 06/30/2022 |                 | 9,015.00           |                |
| <a href="#">100-1500-512100</a> | Admin / Health Insurance                       |               |            | 56,544.00       | 247.00             | 56,791.00      |
| BA0000457                       | Admin June Adj.                                | GLPKT11443    | 06/30/2022 |                 | 247.00             |                |
| <a href="#">100-1500-512200</a> | Admin / FICA & Medicare                        |               |            | 13,918.00       | 1,240.00           | 15,158.00      |
| BA0000457                       | Admin June Adj.                                | GLPKT11443    | 06/30/2022 |                 | 1,240.00           |                |

# Budget Adjustment Report

For Date Range: 04/01/2022 - 06/30/2022

| Account Number                  | Account Name                               |               |            | Original Budget | Budget Adjustments | Current Budget |
|---------------------------------|--------------------------------------------|---------------|------------|-----------------|--------------------|----------------|
| Adjustment Number               | Adjustment Description                     | Packet Number | Post Date  |                 | Amount             |                |
| <a href="#">100-1500-521204</a> | Admin / Prof. Svs / Eng / Appraisals       |               |            | 28,000.00       | 30,000.00          | 58,000.00      |
| BA0000416                       | IT Change to Vc3 - Contract Adjustment     | GLPKT11022    | 04/01/2022 |                 | 30,000.00          |                |
| <a href="#">100-1500-521240</a> | Admin / Legal Fees                         |               |            | 125,000.00      | -43,938.00         | 81,062.00      |
| BA0000416                       | IT Change to Vc3 - Contract Adjustment     | GLPKT11022    | 04/01/2022 |                 | -30,000.00         |                |
| BA0000457                       | Admin June Adj.                            | GLPKT11443    | 06/30/2022 |                 | -11,358.00         |                |
| BA0000468                       | Admin Budget Adjustments June              | GLPKT11465    | 06/30/2022 |                 | -2,580.00          |                |
| <a href="#">100-1500-521300</a> | Admin / Website & Software Maintenance     |               |            | 13,100.00       | 1,141.00           | 14,241.00      |
| BA0000419                       | Website & Software Maint. Adjustment       | GLPKT11028    | 05/18/2022 |                 | 300.00             |                |
| BA0000457                       | Admin June Adj.                            | GLPKT11443    | 06/30/2022 |                 | 841.00             |                |
| <a href="#">100-1500-521310</a> | Admin / IT Services                        |               |            | 16,500.00       | 1,619.00           | 18,119.00      |
| BA0000468                       | Admin Budget Adjustments June              | GLPKT11465    | 06/30/2022 |                 | 1,619.00           |                |
| <a href="#">100-1500-523201</a> | Admin / Cell Phones                        |               |            | 720.00          | 15.00              | 735.00         |
| BA0000457                       | Admin June Adj.                            | GLPKT11443    | 06/30/2022 |                 | 15.00              |                |
| <a href="#">100-1500-523300</a> | Admin / Advertising                        |               |            | 3,000.00        | 617.00             | 3,617.00       |
| BA0000468                       | Admin Budget Adjustments June              | GLPKT11465    | 06/30/2022 |                 | 617.00             |                |
| <a href="#">100-1500-523500</a> | Admin / Travel Expenses                    |               |            | 7,000.00        | 3,000.00           | 10,000.00      |
| BA0000439                       | Admin Travel Adjustment                    | GLPKT11182    | 06/01/2022 |                 | 3,000.00           |                |
| <a href="#">100-1500-523600</a> | Admin / Dues & Fees                        |               |            | 8,000.00        | 144.00             | 8,144.00       |
| BA0000468                       | Admin Budget Adjustments June              | GLPKT11465    | 06/30/2022 |                 | 144.00             |                |
| <a href="#">100-1500-523602</a> | Admin / Accountant Consulting Fees         |               |            | 10,000.00       | -3,000.00          | 7,000.00       |
| BA0000439                       | Admin Travel Adjustment                    | GLPKT11182    | 06/01/2022 |                 | -3,000.00          |                |
| <a href="#">100-1500-523603</a> | Admin / Muni Code                          |               |            | 10,000.00       | -1,655.00          | 8,345.00       |
| BA0000399                       | Admin Small Equipment Adjustment           | GLPKT10738    | 04/11/2022 |                 | -705.00            |                |
| BA0000413                       | Admin Adjustment for Small Equipment       | GLPKT10952    | 05/05/2022 |                 | -650.00            |                |
| BA0000419                       | Website & Software Maint. Adjustment       | GLPKT11028    | 05/18/2022 |                 | -300.00            |                |
| <a href="#">100-1500-531100</a> | Admin / Supplies & Materials               |               |            | 4,000.00        | 64.00              | 4,064.00       |
| BA0000468                       | Admin Budget Adjustments June              | GLPKT11465    | 06/30/2022 |                 | 64.00              |                |
| <a href="#">100-1500-531600</a> | Admin / Small Equipment                    |               |            | 10,000.00       | 1,491.00           | 11,491.00      |
| BA0000399                       | Admin Small Equipment Adjustment           | GLPKT10738    | 04/11/2022 |                 | 705.00             |                |
| BA0000413                       | Admin Adjustment for Small Equipment       | GLPKT10952    | 05/05/2022 |                 | 650.00             |                |
| BA0000468                       | Admin Budget Adjustments June              | GLPKT11465    | 06/30/2022 |                 | 136.00             |                |
| <a href="#">100-1565-521010</a> | City Hall & Bldg's / Security              |               |            | 6,000.00        | 1,364.00           | 7,364.00       |
| BA0000447                       | City Hall Bldg's Security Adjustment       | GLPKT11334    | 06/17/2022 |                 | 1,200.00           |                |
| BA0000465                       | City Hall & Bldgs Security Adjustment      | GLPKT11465    | 06/30/2022 |                 | 164.00             |                |
| <a href="#">100-1565-522100</a> | City Hall & Bldg's / Cleaning              |               |            | 19,500.00       | 2,400.00           | 21,900.00      |
| BA0000444                       | Floor deep clean Budget adjustment         | GLPKT11272    | 06/13/2022 |                 | 2,400.00           |                |
| <a href="#">100-1565-522140</a> | City Hall & Bldg's / Lawn Maintenance      |               |            | 12,000.00       | 1,225.00           | 13,225.00      |
| BA0000428                       | City Hall/Bldg's Lawn Adjustment           | GLPKT11078    | 05/20/2022 |                 | 400.00             |                |
| BA0000445                       | City Hall Bldg's Lawn Maint. Adjustment    | GLPKT11334    | 06/17/2022 |                 | 825.00             |                |
| <a href="#">100-1565-522200</a> | City Hall & Bldg's / Repairs & Maintenance |               |            | 35,000.00       | -2,842.00          | 32,158.00      |
| BA0000428                       | City Hall/Bldg's Lawn Adjustment           | GLPKT11078    | 05/20/2022 |                 | -400.00            |                |
| BA0000444                       | Floor deep clean Budget adjustment         | GLPKT11272    | 06/13/2022 |                 | -2,400.00          |                |
| BA0000458                       | City Hall Supplies Adj                     | GLPKT11443    | 06/30/2022 |                 | -42.00             |                |
| <a href="#">100-1565-522210</a> | City Hall & Bldg's / Pest / Termite        |               |            | 7,500.00        | -349.00            | 7,151.00       |
| BA0000428                       | City Hall/Bldg's Adjustment                | GLPKT11078    | 05/20/2022 |                 | -185.00            |                |
| BA0000465                       | City Hall & Bldgs Security Adjustment      | GLPKT11465    | 06/30/2022 |                 | -164.00            |                |
| <a href="#">100-1565-522220</a> | City Hall & Bldg's / Repairs & Maint.      |               |            | 25,000.00       | 4,324.00           | 29,324.00      |
| BA0000446                       | City Hall Bldg's AC Repairs Adjustment     | GLPKT11334    | 06/17/2022 |                 | 4,324.00           |                |
| <a href="#">100-1565-523200</a> | City Hall & Bldg's / Communications        |               |            | 25,000.00       | -1,226.00          | 23,774.00      |
| BA0000467                       | City Hall Supplies & Materials Adju        | GLPKT11465    | 06/30/2022 |                 | -1,226.00          |                |
| <a href="#">100-1565-531100</a> | City Hall & Bldg's/ Supplies & Materials   |               |            | 4,000.00        | 1,753.00           | 5,753.00       |
| BA0000417                       | City Hall & Bldg's Cleaning Supplies       | GLPKT11028    | 05/16/2022 |                 | 300.00             |                |
| BA0000428                       | City Hall/Bldg's Adjustment                | GLPKT11078    | 05/20/2022 |                 | 185.00             |                |

# Budget Adjustment Report

For Date Range: 04/01/2022 - 06/30/2022

| Account Number                  | Account Name                           |               |            | Original Budget | Budget Adjustments | Current Budget |
|---------------------------------|----------------------------------------|---------------|------------|-----------------|--------------------|----------------|
| Adjustment Number               | Adjustment Description                 | Packet Number | Post Date  |                 | Amount             |                |
| BA0000458                       | City Hall Supplies Adj                 | GLPKT11443    | 06/30/2022 |                 | 42.00              |                |
| BA0000467                       | City Hall Supplies & Materials Adju    | GLPKT11465    | 06/30/2022 |                 | 1,226.00           |                |
| <a href="#">100-1565-531211</a> | City Hall & Bldg's / Water & Sewer     |               |            | 13,000.00       | -4,324.00          | 8,676.00       |
| BA0000446                       | City Hall Bldg's AC Repairs Adjustment | GLPKT11334    | 06/17/2022 |                 | -4,324.00          |                |
| <a href="#">100-1565-531230</a> | City Hall & Bldg's / Electricity       |               |            | 35,000.00       | -1,200.00          | 33,800.00      |
| BA0000447                       | City Hall Bldg's Security Adjustment   | GLPKT11334    | 06/17/2022 |                 | -1,200.00          |                |
| <a href="#">100-1565-531700</a> | City Hall & Bldg's - Other Expenses    |               |            | 15,000.00       | -1,125.00          | 13,875.00      |
| BA0000417                       | City Hall & Bldg's Cleaning Supplies   | GLPKT11028    | 05/16/2022 |                 | -300.00            |                |
| BA0000445                       | City Hall Bldg's Adjustments           | GLPKT11334    | 06/17/2022 |                 | -825.00            |                |
| <a href="#">100-2650-521201</a> | Solicitor                              |               |            | 8,700.00        | 300.00             | 9,000.00       |
| BA0000459                       | Solicitor Adj.                         | GLPKT11443    | 06/30/2022 |                 | 300.00             |                |
| <a href="#">100-2650-521202</a> | Public Defender                        |               |            | 8,700.00        | -300.00            | 8,400.00       |
| BA0000459                       | Solicitor Adj.                         | GLPKT11443    | 06/30/2022 |                 | -300.00            |                |
| <a href="#">100-2650-521300</a> | Court / CJT & SSI Software & Support   |               |            | 30,000.00       | -2,000.00          | 28,000.00      |
| BA0000397                       | Prison Costs Adjustment                | GLPKT10738    | 04/11/2022 |                 | -2,000.00          |                |
| <a href="#">100-2650-531705</a> | Prison Costs                           |               |            | 6,000.00        | 2,000.00           | 8,000.00       |
| BA0000397                       | Prison Costs Adjustment                | GLPKT10738    | 04/11/2022 |                 | 2,000.00           |                |
| <a href="#">100-3210-521201</a> | PD Admin / Public Relations            |               |            | 5,000.00        | 556.00             | 5,556.00       |
| BA0000469                       | PD Admin Budget Adjustment June 2022   | GLPKT11465    | 06/30/2022 |                 | 556.00             |                |
| <a href="#">100-3210-521310</a> | PD / IT Services                       |               |            | 16,500.00       | 1,919.00           | 18,419.00      |
| BA0000469                       | PD Admin Budget Adjustment June 2022   | GLPKT11465    | 06/30/2022 |                 | 1,919.00           |                |
| <a href="#">100-3210-522206</a> | PD / Towing of Vehicles                |               |            | 300.00          | 50.00              | 350.00         |
| BA0000420                       | PD Towing Adjustment                   | GLPKT11049    | 05/19/2022 |                 | 50.00              |                |
| <a href="#">100-3210-523200</a> | PD / Communications                    |               |            | 12,258.00       | -2,301.00          | 9,957.00       |
| BA0000460                       | PD Radio and Supplies Adj.             | GLPKT11443    | 06/30/2022 |                 | -101.00            |                |
| BA0000469                       | PD Admin Budget Adjustment June 2022   | GLPKT11465    | 06/30/2022 |                 | -2,200.00          |                |
| <a href="#">100-3210-523203</a> | PD / Radio's for Vehicles              |               |            | 4,500.00        | 101.00             | 4,601.00       |
| BA0000460                       | PD Radio and Supplies Adj.             | GLPKT11443    | 06/30/2022 |                 | 101.00             |                |
| <a href="#">100-3210-523221</a> | PD / Cell Phones                       |               |            | 15,900.00       | -2,332.00          | 13,568.00      |
| BA0000460                       | PD Radio and Supplies Adj.             | GLPKT11443    | 06/30/2022 |                 | -115.00            |                |
| BA0000469                       | PD Admin Budget Adjustment June 2022   | GLPKT11465    | 06/30/2022 |                 | -2,217.00          |                |
| <a href="#">100-3210-523400</a> | PD/ Printing & Binding                 |               |            | 1,500.00        | 225.00             | 1,725.00       |
| BA0000395                       | PD Adjustment for Printing/Binding     | GLPKT10723    | 04/08/2022 |                 | 100.00             |                |
| BA0000410                       | PD Business Card Adjustment            | GLPKT10902    | 04/29/2022 |                 | 125.00             |                |
| <a href="#">100-3210-531100</a> | PD/ Supplies & Materials               |               |            | 8,500.00        | 115.00             | 8,615.00       |
| BA0000460                       | PD Radio and Supplies Adj.             | GLPKT11443    | 06/30/2022 |                 | 115.00             |                |
| <a href="#">100-3210-531110</a> | PD/ Office Supplies                    |               |            | 5,000.00        | -225.00            | 4,775.00       |
| BA0000395                       | PD Adjustment for Printing/Binding     | GLPKT10723    | 04/08/2022 |                 | -100.00            |                |
| BA0000410                       | PD Business Card Adjustment            | GLPKT10902    | 04/29/2022 |                 | -125.00            |                |
| <a href="#">100-3210-531270</a> | PD / Gasoline                          |               |            | 77,000.00       | 1,892.00           | 78,892.00      |
| BA0000420                       | PD Towing Adjustment                   | GLPKT11049    | 05/19/2022 |                 | -50.00             |                |
| BA0000469                       | PD Admin Budget Adjustment June 2022   | GLPKT11465    | 06/30/2022 |                 | 1,942.00           |                |
| <a href="#">100-3223-511100</a> | Patrol/ Salaries                       |               |            | 774,982.00      | -14,000.00         | 760,982.00     |
| BA0000408                       | Patrol Overtime Adjustment             | GLPKT10902    | 04/29/2022 |                 | -14,000.00         |                |
| <a href="#">100-3223-511300</a> | Patrol/ Overtime                       |               |            | 18,811.00       | 14,000.00          | 32,811.00      |
| BA0000408                       | Patrol Overtime Adjustment             | GLPKT10902    | 04/29/2022 |                 | 14,000.00          |                |
| <a href="#">100-3223-512200</a> | Patrol / FICA & Medicare               |               |            | 59,191.00       | 5,500.00           | 64,691.00      |
| BA0000429                       | Patrol FICA & Medicare Adjustment      | GLPKT11078    | 05/23/2022 |                 | 5,500.00           |                |
| <a href="#">100-3223-512400</a> | Patrol / Retirement                    |               |            | 66,614.00       | -5,500.00          | 61,114.00      |
| BA0000429                       | Patrol FICA & Medicare Adjustment      | GLPKT11078    | 05/23/2022 |                 | -5,500.00          |                |
| <a href="#">100-4210-521200</a> | PWs / Legal Fees                       |               |            | 15,000.00       | 7,000.00           | 22,000.00      |
| BA0000440                       | Public Works Legal Adjustment          | GLPKT11182    | 06/01/2022 |                 | 2,500.00           |                |

# Budget Adjustment Report

For Date Range: 04/01/2022 - 06/30/2022

| Account Number                  | Account Name                                |               |            | Original Budget | Budget Adjustments | Current Budget |
|---------------------------------|---------------------------------------------|---------------|------------|-----------------|--------------------|----------------|
| Adjustment Number               | Adjustment Description                      | Packet Number | Post Date  |                 | Amount             |                |
| BA0000448                       | Public Works Legal Fees Adjustment          | GLPKT11334    | 06/17/2022 |                 | 4,500.00           |                |
| <a href="#">100-4210-521311</a> | PWs / IT Services                           |               |            | 16,500.00       | 1,712.00           | 18,212.00      |
| BA0000471                       | Public Works Adjustment June 2022           | GLPKT11465    | 06/30/2022 |                 | 1,712.00           |                |
| <a href="#">100-4210-522200</a> | PWs / Repairs & Maintenance                 |               |            | 9,000.00        | -2,186.00          | 6,814.00       |
| BA0000461                       | PW Cell Adjustment                          | GLPKT11443    | 06/30/2022 |                 | -60.00             |                |
| BA0000471                       | Public Works Adjustment June 2022           | GLPKT11465    | 06/30/2022 |                 | -2,126.00          |                |
| <a href="#">100-4210-522205</a> | PWs / Vehicle Repairs & Maint.              |               |            | 12,000.00       | 414.00             | 12,414.00      |
| BA0000471                       | Public Works Adjustment June 2022           | GLPKT11465    | 06/30/2022 |                 | 414.00             |                |
| <a href="#">100-4210-522260</a> | PWs / Stormwater Management                 |               |            | 135,061.00      | -2,500.00          | 132,561.00     |
| BA0000440                       | Public Works Legal Adjustment               | GLPKT11182    | 06/01/2022 |                 | -2,500.00          |                |
| <a href="#">100-4210-523221</a> | PWs / Cell Phones                           |               |            | 2,100.00        | 60.00              | 2,160.00       |
| BA0000461                       | PW Cell Adjustment                          | GLPKT11443    | 06/30/2022 |                 | 60.00              |                |
| <a href="#">100-4210-523700</a> | PWs / Education & Training                  |               |            | 5,000.00        | -4,500.00          | 500.00         |
| BA0000448                       | Public Works Legal Fees Adjustment          | GLPKT11334    | 06/17/2022 |                 | -4,500.00          |                |
| <a href="#">100-4270-523210</a> | Traffic Signal / AT&T                       |               |            | 3,000.00        | 2,700.00           | 5,700.00       |
| BA0000435                       | Traffic Signal Adjustment                   | GLPKT11129    | 05/26/2022 |                 | 2,700.00           |                |
| <a href="#">100-5530-522200</a> | Depot & Comm Rm/Caboose Repairs & Maint.    |               |            | 10,500.00       | -1,200.00          | 9,300.00       |
| BA0000396                       | Depot Adjustment for Supplies               | GLPKT10723    | 04/08/2022 |                 | -1,200.00          |                |
| <a href="#">100-5530-523200</a> | Depot / Communications                      |               |            | 4,200.00        | 1,375.00           | 5,575.00       |
| BA0000436                       | Depot/Community Reoom Adjustments           | GLPKT11129    | 05/26/2022 |                 | 1,375.00           |                |
| <a href="#">100-5530-531100</a> | Depot & Comm Room/ Supplies & Materials     |               |            | 3,000.00        | 3,925.00           | 6,925.00       |
| BA0000396                       | Depot Adjustment for Supplies               | GLPKT10723    | 04/08/2022 |                 | 1,200.00           |                |
| BA0000436                       | Depot/Community Reoom Adjustments           | GLPKT11129    | 05/26/2022 |                 | 2,725.00           |                |
| <a href="#">100-6110-523600</a> | C&R / Dues & Fees (ASCAP)                   |               |            | 350.00          | 45.00              | 395.00         |
| BA0000472                       | C&R Dues & Fees Adjustment                  | GLPKT11465    | 06/30/2022 |                 | 45.00              |                |
| <a href="#">100-6110-523900</a> | C&R / Porta John Rentals & Cleaning Service |               |            | 5,850.00        | -45.00             | 5,805.00       |
| BA0000472                       | C&R Dues & Fees Adjustment                  | GLPKT11465    | 06/30/2022 |                 | -45.00             |                |
| <a href="#">100-6110-531190</a> | C&R / Concert Expenses                      |               |            | 4,000.00        | 2,000.00           | 6,000.00       |
| BA0000442                       | Concert expense budget increase             | GLPKT11269    | 06/13/2022 |                 | 2,000.00           |                |
| <a href="#">100-6110-531192</a> | C&R / LLCVB Event Support                   |               |            | 8,250.00        | -2,000.00          | 6,250.00       |
| BA0000442                       | Concert expense budget increase             | GLPKT11269    | 06/13/2022 |                 | -2,000.00          |                |
| <a href="#">100-7400-512100</a> | PCD/ Health Insurance                       |               |            | 29,772.00       | 1,161.00           | 30,933.00      |
| BA0000462                       | Planning Ins Adj                            | GLPKT11443    | 06/30/2022 |                 | 1,161.00           |                |
| <a href="#">100-7400-521201</a> | PCD / Professional Sys & Projects           |               |            | 100,000.00      | -67,487.00         | 32,513.00      |
| BA0000404                       | Planning Code Enforcement Adjustment        | GLPKT10851    | 04/22/2022 |                 | -8,600.00          |                |
| BA0000412                       | Planning Legal Fees Adjustment              | GLPKT10952    | 05/05/2022 |                 | -25,000.00         |                |
| BA0000449                       | Planning IT Services                        | GLPKT11334    | 06/17/2022 |                 | -560.00            |                |
| BA0000451                       | Planning - Website & Software Adjustment    | GLPKT11334    | 06/20/2022 |                 | -400.00            |                |
| BA0000466                       | Plan Review Budget Adjustment               | GLPKT11465    | 06/30/2022 |                 | -5,738.00          |                |
| BA0000473                       | Planning Adjustments June 2022              | GLPKT11465    | 06/30/2022 |                 | -27,189.00         |                |
| <a href="#">100-7400-521205</a> | PCD/ Comprehensive Plan                     |               |            | 75,000.00       | -31,161.00         | 43,839.00      |
| BA0000422                       | Planning Contracted Services Adjustment     | GLPKT11078    | 05/20/2022 |                 | -30,000.00         |                |
| BA0000462                       | Planning Ins Adj                            | GLPKT11443    | 06/30/2022 |                 | -1,161.00          |                |
| <a href="#">100-7400-521209</a> | PCD / Contracted Services (S&E)             |               |            | 85,000.00       | 53,684.00          | 138,684.00     |
| BA0000422                       | Planning Contracted Services Adjustment     | GLPKT11078    | 05/20/2022 |                 | 30,000.00          |                |
| BA0000473                       | Planning Adjustments June 2022              | GLPKT11465    | 06/30/2022 |                 | 23,684.00          |                |
| <a href="#">100-7400-521240</a> | PCD/ Legal Fees                             |               |            | 40,000.00       | 5,946.00           | 45,946.00      |
| BA0000412                       | Planning Legal Fees Adjustment              | GLPKT10952    | 05/05/2022 |                 | 5,000.00           |                |
| BA0000473                       | Planning Adjustments June 2022              | GLPKT11465    | 06/30/2022 |                 | 946.00             |                |
| <a href="#">100-7400-521247</a> | PCD / Plan Review Expenses                  |               |            | 25,000.00       | 25,738.00          | 50,738.00      |
| BA0000412                       | Planning Legal Fees Adjustment              | GLPKT10952    | 05/05/2022 |                 | 20,000.00          |                |
| BA0000466                       | Plan Review Budget Adjustment               | GLPKT11465    | 06/30/2022 |                 | 5,738.00           |                |
| <a href="#">100-7400-521270</a> | PCD/ Code Enforcement & Abatement           |               |            | 0.00            | 8,600.00           | 8,600.00       |



# Budget Adjustment Report

For Date Range: 04/01/2022 - 06/30/2022

| Account Number                  | Account Name                             |               |            | Original Budget | Budget Adjustments | Current Budget |
|---------------------------------|------------------------------------------|---------------|------------|-----------------|--------------------|----------------|
| Adjustment Number               | Adjustment Description                   | Packet Number | Post Date  |                 | Amount             |                |
| BA0000404                       | Planning Code Enforcement Adjustment     | GLPKT10851    | 04/22/2022 |                 | 8,600.00           |                |
| <a href="#">100-7400-521300</a> | PCD / Website & Software Maintenance     |               |            | 18,800.00       | 400.00             | 19,200.00      |
| BA0000451                       | Planning - Website & Software Adjustment | GLPKT11334    | 06/20/2022 |                 | 400.00             |                |
| <a href="#">100-7400-521310</a> | PCD / IT Services                        |               |            | 16,500.00       | 3,119.00           | 19,619.00      |
| BA0000449                       | Planning IT Services                     | GLPKT11334    | 06/17/2022 |                 | 560.00             |                |
| BA0000473                       | Planning Adjustments June 2022           | GLPKT11465    | 06/30/2022 |                 | 2,559.00           |                |
| <a href="#">100-7400-523200</a> | PCD/ Communications                      |               |            | 500.00          | 150.00             | 650.00         |
| BA0000430                       | Planning Communications Adjustment       | GLPKT11078    | 05/23/2022 |                 | 150.00             |                |
| <a href="#">100-7400-523221</a> | PCD/ Cell Phones                         |               |            | 2,600.00        | -150.00            | 2,450.00       |
| BA0000430                       | Planning Communications Adjustment       | GLPKT11078    | 05/23/2022 |                 | -150.00            |                |
| <a href="#">100-7400-523300</a> | PCD/ Advertising                         |               |            | 5,000.00        | -47.00             | 4,953.00       |
| BA0000473                       | Planning Adjustments June 2022           | GLPKT11465    | 06/30/2022 |                 | -47.00             |                |
| <a href="#">100-7400-523600</a> | PCD/ Dues & Fees                         |               |            | 1,000.00        | 47.00              | 1,047.00       |
| BA0000473                       | Planning Adjustments June 2022           | GLPKT11465    | 06/30/2022 |                 | 47.00              |                |
| <a href="#">100-7400-523700</a> | PCD/ Education & Training                |               |            | 4,150.00        | -300.00            | 3,850.00       |
| BA0000431                       | Planning Gasoline Adjustment             | GLPKT11078    | 05/23/2022 |                 | -300.00            |                |
| <a href="#">100-7400-531270</a> | PCD/ Gasoline                            |               |            | 300.00          | 300.00             | 600.00         |
| BA0000431                       | Planning Gasoline Adjustment             | GLPKT11078    | 05/23/2022 |                 | 300.00             |                |
| <a href="#">100-7540-521310</a> | Tourism / IT Services                    |               |            | 0.00            | 2,565.00           | 2,565.00       |
| BA0000474                       | Tourism IT Services Adjustment June 2022 | GLPKT11465    | 06/30/2022 |                 | 2,565.00           |                |
| <a href="#">100-7540-523400</a> | Tourism / Printing & Binding             |               |            | 3,000.00        | -765.00            | 2,235.00       |
| BA0000474                       | Tourism IT Services Adjustment June 2022 | GLPKT11465    | 06/30/2022 |                 | -765.00            |                |
| <a href="#">100-7540-523500</a> | Tourism / Travel Expenses                |               |            | 3,000.00        | -2,220.00          | 780.00         |
| BA0000403                       | Tourism Adjustment Small Equipment       | GLPKT10851    | 04/22/2022 |                 | -250.00            |                |
| BA0000411                       | Tourism Small Equipment Copier Fees      | GLPKT10902    | 04/29/2022 |                 | -170.00            |                |
| BA0000474                       | Tourism IT Services Adjustment June 2022 | GLPKT11465    | 06/30/2022 |                 | -1,800.00          |                |
| <a href="#">100-7540-531600</a> | Tourism / Small Equipment                |               |            | 0.00            | 420.00             | 420.00         |
| BA0000403                       | Tourism Adjustment Small Equipment       | GLPKT10851    | 04/22/2022 |                 | 250.00             |                |
| BA0000411                       | Tourism Small Equipment Copier Fees      | GLPKT10902    | 04/29/2022 |                 | 170.00             |                |

|                        |                     |                  |                     |
|------------------------|---------------------|------------------|---------------------|
| <b>Expense Total:</b>  | <b>2,651,020.00</b> | <b>25,045.00</b> | <b>2,676,065.00</b> |
| <b>Fund 100 Total:</b> | <b>1,351,020.00</b> | <b>0.00</b>      | <b>1,351,020.00</b> |

## Fund: 275 - TOURISM / HOTEL - MOTEL F

|                                 |                                       |            |            |                   |                   |                   |
|---------------------------------|---------------------------------------|------------|------------|-------------------|-------------------|-------------------|
| <b>Revenue</b>                  |                                       |            |            |                   |                   |                   |
| <a href="#">275-0000-391275</a> | CVB Hotel Tax Rev - CVB's Portion     |            |            | -51,000.00        | -41,000.00        | -92,000.00        |
| BA0000400                       | CVB Monthly Adjustment                | GLPKT10738 | 04/11/2022 |                   | -6,000.00         |                   |
| BA0000501                       | Hote Motel Budget adjustment year end | GLPKT12570 | 06/30/2022 |                   | -35,000.00        |                   |
| <b>Revenue Total:</b>           |                                       |            |            | <b>-51,000.00</b> | <b>-41,000.00</b> | <b>-92,000.00</b> |
| <b>Expense</b>                  |                                       |            |            |                   |                   |                   |
| <a href="#">275-7540-572000</a> | Convention Visitors Bureau            |            |            | 51,000.00         | 41,000.00         | 92,000.00         |
| BA0000400                       | CVB Monthly Adjustment                | GLPKT10738 | 04/11/2022 |                   | 6,000.00          |                   |
| BA0000501                       | Hote Motel Budget adjustment year end | GLPKT12570 | 06/30/2022 |                   | 35,000.00         |                   |
| <b>Expense Total:</b>           |                                       |            |            | <b>51,000.00</b>  | <b>41,000.00</b>  | <b>92,000.00</b>  |
| <b>Fund 275 Total:</b>          |                                       |            |            | <b>0.00</b>       | <b>0.00</b>       | <b>0.00</b>       |

## Fund: 308 - WATER/ SEWER CAPITAL PROJECTS FUND

|                                 |                                      |            |            |             |                   |                   |
|---------------------------------|--------------------------------------|------------|------------|-------------|-------------------|-------------------|
| <b>Revenue</b>                  |                                      |            |            |             |                   |                   |
| <a href="#">308-0000-399900</a> | Budgeted Retained Earnings           |            |            | 0.00        | -12,990.00        | -12,990.00        |
| BA0000432                       | Increase Well Testing Project #50330 | GLPKT11105 | 05/19/2022 |             | -12,990.00        |                   |
| <b>Revenue Total:</b>           |                                      |            |            | <b>0.00</b> | <b>-12,990.00</b> | <b>-12,990.00</b> |

# Budget Adjustment Report

For Date Range: 04/01/2022 - 06/30/2022

| Account Number                        | Account Name                                    | Packet Number | Post Date              | Original Budget      | Budget Adjustments<br>Amount | Current Budget       |
|---------------------------------------|-------------------------------------------------|---------------|------------------------|----------------------|------------------------------|----------------------|
| <b>Adjustment Number</b>              | <b>Adjustment Description</b>                   |               |                        |                      |                              |                      |
| <b>Expense</b>                        |                                                 |               |                        |                      |                              |                      |
| <a href="#">308-0000-541640</a>       | Test Well 4 & 5                                 |               |                        | 50,000.00            | 12,990.00                    | 62,990.00            |
| BA0000432                             | Increase Well Testing Project #50330            | GLPKT11105    | 05/19/2022             |                      | 12,990.00                    |                      |
|                                       |                                                 |               | <b>Expense Total:</b>  | <b>50,000.00</b>     | <b>12,990.00</b>             | <b>62,990.00</b>     |
|                                       |                                                 |               | <b>Fund 308 Total:</b> | <b>50,000.00</b>     | <b>0.00</b>                  | <b>50,000.00</b>     |
| <b>Fund: 320 - SPLOST FUND</b>        |                                                 |               |                        |                      |                              |                      |
| <b>Revenue</b>                        |                                                 |               |                        |                      |                              |                      |
| <a href="#">320-0000-313508</a>       | SPLOST VIII                                     |               |                        | -1,175,103.00        | -7,493.00                    | -1,182,596.00        |
| BA0000454                             | Public Works truck purchase more than expect... | GLPKT11383    | 06/23/2022             |                      | -7,493.00                    |                      |
|                                       |                                                 |               | <b>Revenue Total:</b>  | <b>-1,175,103.00</b> | <b>-7,493.00</b>             | <b>-1,182,596.00</b> |
| <b>Expense</b>                        |                                                 |               |                        |                      |                              |                      |
| <a href="#">320-0000-542300</a>       | VIII -Public Works Vehicles & Equipment         |               |                        | 30,000.00            | 7,493.00                     | 37,493.00            |
| BA0000454                             | Public Works truck purchase more than expect... | GLPKT11383    | 06/23/2022             |                      | 7,493.00                     |                      |
|                                       |                                                 |               | <b>Expense Total:</b>  | <b>30,000.00</b>     | <b>7,493.00</b>              | <b>37,493.00</b>     |
|                                       |                                                 |               | <b>Fund 320 Total:</b> | <b>-1,145,103.00</b> | <b>0.00</b>                  | <b>-1,145,103.00</b> |
| <b>Fund: 505 - WATER / SEWER FUND</b> |                                                 |               |                        |                      |                              |                      |
| <b>Revenue</b>                        |                                                 |               |                        |                      |                              |                      |
| <a href="#">505-0000-399900</a>       | Budgeted Retained Earnings                      |               |                        | 0.00                 | -8,000.00                    | -8,000.00            |
| BA0000437                             | Well Buildings Adjustment                       | GLPKT11129    | 05/26/2022             |                      | -8,000.00                    |                      |
|                                       |                                                 |               | <b>Revenue Total:</b>  | <b>0.00</b>          | <b>-8,000.00</b>             | <b>-8,000.00</b>     |
| <b>Expense</b>                        |                                                 |               |                        |                      |                              |                      |
| <a href="#">505-1500-521204</a>       | Admin - Professional Services                   |               |                        | 40,000.00            | -1,686.00                    | 38,314.00            |
| BA0000475                             | W/S Admin Adjustment June 2022                  | GLPKT11465    | 06/30/2022             |                      | -1,686.00                    |                      |
| <a href="#">505-1500-521300</a>       | W/S Admin / Website & Software Maintenance      |               |                        | 14,300.00            | 125.00                       | 14,425.00            |
| BA0000453                             | W/S Admin Adjustment for Website & Software     | GLPKT11334    | 06/20/2022             |                      | 125.00                       |                      |
| <a href="#">505-1500-521310</a>       | W/S Admin / IT Services                         |               |                        | 16,500.00            | 1,619.00                     | 18,119.00            |
| BA0000475                             | W/S Admin Adjustment June 2022                  | GLPKT11465    | 06/30/2022             |                      | 1,619.00                     |                      |
| <a href="#">505-1500-523210</a>       | W/S Admin - Call Notifications Expense          |               |                        | 1,000.00             | 67.00                        | 1,067.00             |
| BA0000475                             | W/S Admin Adjustment June 2022                  | GLPKT11465    | 06/30/2022             |                      | 67.00                        |                      |
| <a href="#">505-1500-523250</a>       | W&S Admin Shipping & Postage                    |               |                        | 14,100.00            | -125.00                      | 13,975.00            |
| BA0000453                             | W/S Admin Adjustment for Website & Software     | GLPKT11334    | 06/20/2022             |                      | -125.00                      |                      |
| <a href="#">505-4300-512100</a>       | S/ Health Insurance                             |               |                        | 83,198.00            | -1,325.00                    | 81,873.00            |
| BA0000424                             | Planning - Communications Adjustment            | GLPKT11078    | 05/20/2022             |                      | -1,165.00                    |                      |
| BA0000425                             | Wastewater Long Term Disability Adjustment      | GLPKT11078    | 05/20/2022             |                      | -160.00                      |                      |
| <a href="#">505-4300-512220</a>       | S/ - Long Term Disability                       |               |                        | 1,421.00             | 207.00                       | 1,628.00             |
| BA0000425                             | Wastewater Long Term Disability Adjustment      | GLPKT11078    | 05/20/2022             |                      | 160.00                       |                      |
| BA0000464                             | Sewer LTD Adj                                   | GLPKT11443    | 06/30/2022             |                      | 47.00                        |                      |
| <a href="#">505-4300-521204</a>       | S / Engineering Fees                            |               |                        | 45,000.00            | -5,047.00                    | 39,953.00            |
| BA0000405                             | Sewer Repairs Adjustment                        | GLPKT10851    | 04/25/2022             |                      | -5,000.00                    |                      |
| BA0000464                             | Sewer LTD Adj                                   | GLPKT11443    | 06/30/2022             |                      | -47.00                       |                      |
| <a href="#">505-4300-522200</a>       | S/ Repairs & Maintenance                        |               |                        | 100,000.00           | 5,000.00                     | 105,000.00           |
| BA0000405                             | Sewer Repairs Adjustment                        | GLPKT10851    | 04/25/2022             |                      | 5,000.00                     |                      |
| <a href="#">505-4300-523200</a>       | S/ Communications                               |               |                        | 5,520.00             | 1,165.00                     | 6,685.00             |
| BA0000424                             | Planning - Communications Adjustment            | GLPKT11078    | 05/20/2022             |                      | 1,165.00                     |                      |
| <a href="#">505-4300-531100</a>       | S/ Supplies & Materials                         |               |                        | 25,000.00            | 3,713.00                     | 28,713.00            |
| BA0000414                             | Wastewater Budget Adjustment                    | GLPKT10952    | 05/06/2022             |                      | 2,000.00                     |                      |
| BA0000476                             | Sewer Adjustments June 2022                     | GLPKT11465    | 06/30/2022             |                      | 1,713.00                     |                      |
| <a href="#">505-4300-531270</a>       | S/ Gasoline & Diesel                            |               |                        | 10,000.00            | 108.00                       | 10,108.00            |
| BA0000476                             | Sewer Adjustments June 2022                     | GLPKT11465    | 06/30/2022             |                      | 108.00                       |                      |
| <a href="#">505-4300-531600</a>       | S/ Small Equip. & Lab Equip.                    |               |                        | 15,000.00            | -3,821.00                    | 11,179.00            |
| BA0000414                             | Wastewater Budget Adjustment                    | GLPKT10952    | 05/06/2022             |                      | -2,000.00                    |                      |
| BA0000476                             | Sewer Adjustments June 2022                     | GLPKT11465    | 06/30/2022             |                      | -1,821.00                    |                      |

# Budget Adjustment Report

For Date Range: 04/01/2022 - 06/30/2022

| Account Number                  | Account Name                                 |               |            | Original Budget | Budget Adjustments | Current Budget |
|---------------------------------|----------------------------------------------|---------------|------------|-----------------|--------------------|----------------|
| Adjustment Number               | Adjustment Description                       | Packet Number | Post Date  |                 | Amount             |                |
| <a href="#">505-4334-522200</a> | L/S Repairs & Maint.                         |               |            | 60,000.00       | 2,000.00           | 62,000.00      |
| BA0000414                       | Wastewater Budget Adjustment                 | GLPKT10952    | 05/06/2022 |                 | 2,000.00           |                |
| <a href="#">505-4334-523200</a> | L/S Communications                           |               |            | 3,300.00        | -2,500.00          | 800.00         |
| BA0000438                       | L/S Electricity Adjustment                   | GLPKT11182    | 06/01/2022 |                 | -2,500.00          |                |
| <a href="#">505-4334-531210</a> | L/S Water                                    |               |            | 6,000.00        | -3,975.00          | 2,025.00       |
| BA0000414                       | Wastewater Budget Adjustment                 | GLPKT10952    | 05/06/2022 |                 | -2,000.00          |                |
| BA0000438                       | L/S Electricity Adjustment                   | GLPKT11182    | 06/01/2022 |                 | -1,975.00          |                |
| <a href="#">505-4334-531230</a> | L/S Electricity                              |               |            | 40,000.00       | 6,189.00           | 46,189.00      |
| BA0000438                       | L/S Electricity Adjustment                   | GLPKT11182    | 06/01/2022 |                 | 5,975.00           |                |
| BA0000477                       | Lift Station Electricity Adjustment          | GLPKT11465    | 06/30/2022 |                 | 214.00             |                |
| <a href="#">505-4334-531240</a> | L/S Propane Gas                              |               |            | 3,500.00        | -1,714.00          | 1,786.00       |
| BA0000438                       | L/S Electricity Adjustment                   | GLPKT11182    | 06/01/2022 |                 | -1,500.00          |                |
| BA0000477                       | Lift Station Electricity Adjustment          | GLPKT11465    | 06/30/2022 |                 | -214.00            |                |
| <a href="#">505-4400-511100</a> | W/ Salaries                                  |               |            | 313,331.00      | -600.00            | 312,731.00     |
| BA0000409                       | Water Long Term Disability                   | GLPKT10902    | 04/29/2022 |                 | -600.00            |                |
| <a href="#">505-4400-512200</a> | W/ FICA & Medicare                           |               |            | 24,068.00       | 7.00               | 24,075.00      |
| BA0000463                       | Water Ins. Adj.                              | GLPKT11443    | 06/30/2022 |                 | 7.00               |                |
| <a href="#">505-4400-512220</a> | W/ - Long Term Disability                    |               |            | 1,375.00        | 672.00             | 2,047.00       |
| BA0000409                       | Water Long Term Disability                   | GLPKT10902    | 04/29/2022 |                 | 600.00             |                |
| BA0000463                       | Water Ins. Adj.                              | GLPKT11443    | 06/30/2022 |                 | 72.00              |                |
| <a href="#">505-4400-523221</a> | W/ Cell Phones                               |               |            | 2,500.00        | -79.00             | 2,421.00       |
| BA0000463                       | Water Ins. Adj.                              | GLPKT11443    | 06/30/2022 |                 | -79.00             |                |
| <a href="#">505-4400-531100</a> | W/ Supplies & Materials                      |               |            | 15,000.00       | -188.00            | 14,812.00      |
| BA0000478                       | Water Gasoline & Diesel Adjustment June 2022 | GLPKT11465    | 06/30/2022 |                 | -188.00            |                |
| <a href="#">505-4400-531270</a> | W/ Gasoline & Diesel                         |               |            | 10,000.00       | 188.00             | 10,188.00      |
| BA0000478                       | Water Gasoline & Diesel Adjustment June 2022 | GLPKT11465    | 06/30/2022 |                 | 188.00             |                |
| <a href="#">505-4420-522200</a> | Well Buildings - Repairs/Maint               |               |            | 2,000.00        | 7,500.00           | 9,500.00       |
| BA0000437                       | Well Buildings Adjustment                    | GLPKT11129    | 05/26/2022 |                 | 8,000.00           |                |
| BA0000450                       | Wells & Water Tanks Electricity              | GLPKT11334    | 06/17/2022 |                 | -500.00            |                |
| <a href="#">505-4420-523900</a> | Wells & Water Tanks R&M/Inspections          |               |            | 25,000.00       | -4,300.00          | 20,700.00      |
| BA0000450                       | Wells & Water Tanks Electricity              | GLPKT11334    | 06/17/2022 |                 | -4,300.00          |                |
| <a href="#">505-4420-531230</a> | Wells & Water Tanks - Electricity            |               |            | 49,000.00       | 5,300.00           | 54,300.00      |
| BA0000450                       | Wells & Water Tanks Electricity              | GLPKT11334    | 06/17/2022 |                 | 5,300.00           |                |
| <a href="#">505-4420-531990</a> | Wells & Water Tanks - Chemicals              |               |            | 9,000.00        | -500.00            | 8,500.00       |
| BA0000450                       | Wells & Water Tanks Electricity              | GLPKT11334    | 06/17/2022 |                 | -500.00            |                |
| Expense Total:                  |                                              |               |            | 935,113.00      | 8,000.00           | 943,113.00     |
| Fund 505 Total:                 |                                              |               |            | 935,113.00      | 0.00               | 935,113.00     |
| Budget Code FY2022R Total:      |                                              |               |            | 1,191,030.00    | 0.00               | 1,191,030.00   |

**Description****Fund Summary**

| Description                                  | Fund | Original Budget       | Budget Adjustments | Current Budget      |
|----------------------------------------------|------|-----------------------|--------------------|---------------------|
| <b>Budget Code: FY2022R - Revised Budget</b> |      | <b>Fiscal: FY2022</b> |                    |                     |
|                                              | 100  | 1,351,020.00          | 0.00               | 1,351,020.00        |
|                                              | 275  | 0.00                  | 0.00               | 0.00                |
|                                              | 308  | 50,000.00             | 0.00               | 50,000.00           |
|                                              | 320  | -1,145,103.00         | 0.00               | -1,145,103.00       |
|                                              | 505  | 935,113.00            | 0.00               | 935,113.00          |
| <b>Budget Code FY2022R Total:</b>            |      | <b>1,191,030.00</b>   | <b>0.00</b>        | <b>1,191,030.00</b> |

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

**SUBJECT:** Resolution 22-022: Fourth Quarter Amendment to the Budget for FY2022 as Previously Adopted on June 17, 2021.

**DATE:** December 12, 2022

**BUDGET INFORMATION:**  
ANNUAL-  
CAPITAL-

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

**COMMISSION ACTION REQUESTED ON:** December 15, 2022

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**PURPOSE:** To approve Resolution 22-022, 4<sup>th</sup> Quarter Amendment to the Budget for FY2022 as Previously Adopted on June 17, 2021.

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**HISTORY:** A budget is balanced when the sum of estimated revenues and appropriated fund balances is equal to expenditure/expense appropriations for each applicable fund. Revenue estimates and governmental needs change throughout the year which requires approval from Council for said budget amendments.

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**FACTS AND ISSUES:**

- See attachment A and B for 4th quarter details.
- 
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**RECOMMENDED SAMPLE MOTION:** I make a motion for the City Council to authorize approval of Resolution 22-022, 4th Quarter Amendment to the Budget for FY2022 as Previously Adopted on June 17, 2021, as presented in Attachment A and B.

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**DEPARTMENT:** Finance

**Prepared by:** Krystle Hightower

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**RESOLUTION NO.: 22-022**

**TO AMEND THE BUDGET FOR FISCAL YEAR 2022 AS PREVIOUSLY ADOPTED ON  
JUNE 17, 2021.**

**WHEREAS**, the City Council approved a budget for fiscal year 2021 for the City of Flowery Branch on June 17, 2021 by Resolution 21-005; and

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

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

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

**RESOLVED this 15th day of December 2022.**

\_\_\_\_\_  
Edward R. Asbridge, Mayor

ATTEST:

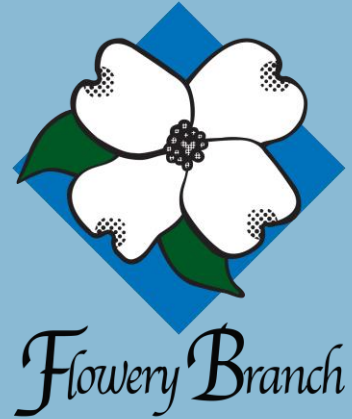
\_\_\_\_\_  
Shelia Cooper, City Clerk

APPROVED AS TO FORM:

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

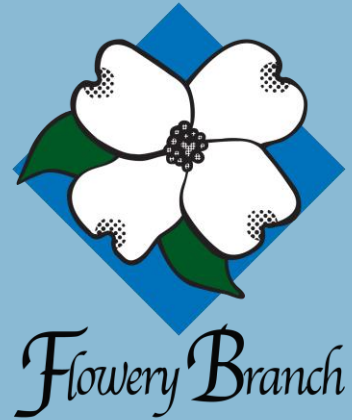
# Resolution 22-022: Explanation:

- 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.
- <http://www.audits.ga.gov/NALGAD/36812-6.html>
- Adjustment Requests Form (Attachment A)



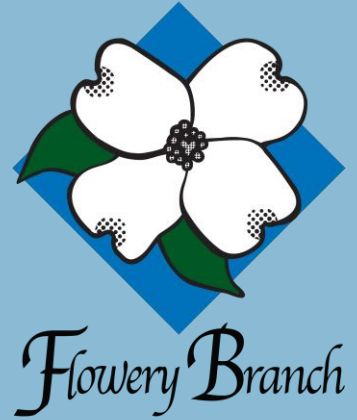
# Resolution 22-022: Explanation:

- First Amendment – General Fund
  - Increase City Manager salary to reflect actual costs for FY2022. The total adjustment amount is \$5,366.
  - Increase City Clerk salary to reflect actual costs for FY2022. To total adjustment amount is \$6,247.
- Second Amendment – Hotel Motel Fund
  - Adjustment to the Convention Visitors Bureau (CVB) to reflect received tax revenue. The total adjustment amount is \$41,000.



# Resolution 22-022: Explanation:

- Third Amendment – SPLOST
  - SPLOST VIII project for Public Works Vehicles & Equipment required additional funding for the purchase of a truck. The total adjustment amount is \$7,493.



# Resolution 22-022: Attachment A

|                                                            |                                       |                       |                       |                       |
|------------------------------------------------------------|---------------------------------------|-----------------------|-----------------------|-----------------------|
| Fund/Department:                                           | 100, 275, and 320                     |                       | Effective Date:       | 6/30/2022             |
|                                                            |                                       |                       |                       |                       |
| <b>Account Number</b>                                      | <b>Account Name</b>                   | <b>Current Budget</b> | <b>Debit (Credit)</b> | <b>Revised Budget</b> |
| 100-1130-511100                                            | City Clerk / Salary                   | 69,607                | 6,247                 | 75,854                |
| 100-1320-511100                                            | City Manager / Salary                 | 88,458                | 5,366                 | 93,824                |
| 100-0000-313100                                            | LOST                                  | (1,300,000)           | (11,613)              | (1,311,613)           |
| (For year end adjustment for these two roles)              |                                       |                       |                       | -                     |
|                                                            |                                       |                       |                       | -                     |
| 275-7540-57200                                             | Convention Visitors Bureau            | 51,000                | 41,000                | 92,000                |
| 275-0000-391275                                            | CVB Hotel Tax Revenue - CVB's Portion | (51,000)              | (41,000)              | (92,000)              |
| (For April 2022 adjustment to account for CVB tax revenue) |                                       |                       |                       |                       |
|                                                            |                                       |                       |                       | -                     |
| 320-0000-542300                                            | VIII - Public Works Vehicles & Equip. | 30,000                | 7,493                 | 37,493                |
| 320-0000-313508                                            | SPLOST VIII                           | (1,175,103)           | (7,493)               | (1,182,596)           |
| (For Public Works vehicle that exceeded anticipated costs) |                                       |                       |                       |                       |
|                                                            |                                       |                       |                       |                       |



# Resolution 22-022: Attachment B



- Includes –
  - Explanations for the amendments as previously presented
  - Report of quarterly departmental adjustments – for review by Council
    - Approved at the City Manager/Finance Director Level
- Conclusion –
  - Request to approve Resolution 22-022: FY2022 4th Quarter Budget Amendments as presented.
  - Questions?



## FLOWERY BRANCH CITY COUNCIL

### EXECUTIVE SUMMARY



**SUBJECT:** Consider the Second Read of Ordinance 672, a request submitted by BLT Martin Road, LLC for a Conditional Use Permit (CUP) to construct a self-storage facility at 4153 Falcon Parkway.

**COUNCIL MEETING DATE:** December 15, 2022

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#### HISTORY:

This parcel was rezoned from Agriculture (A) to Highway Business (HB) in 2020. The rezoning was requested to allow the construction of a retail strip center (see attached 2020 REZONING staff report Falcon Parkway). The applicant wishes to construct a self-storage facility instead of the retail center. The self-storage use requires a conditional use permit (CUP) in the Highway Business (HB) zoning district.

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#### FACTS AND ISSUES:

Schedule

October 20 Public Hearing

November 3 Work Session (if requested)

November 17 Tabled

December 1 First Vote

December 15 Possible Second 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:

Approve the second read of Ordinance 672.

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#### SAMPLE MOTION:

I make a motion to approve the second reading of Ordinance 672.

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#### COLLABORATING DEPARTMENT:

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**DEPARTMENT:** Planning

**ATTACHMENTS**

- [CUP Information 4153 Falcon Parkway.pdf](#)
- [FLOWERY BRANCH ELEVATIONS BASE-Layout2.pdf](#)
- [Flowery Branch\\_Preliminary Landscape Plan.pdf](#)
- [FloweryBranchSitePlan102822.pdf](#)
- [FLOWERY BRANCH ELEVATIONS BASE-Layout1.pdf](#)
- [Staff report Falcon Self-Storage.pdf](#)
- [Falon self-storage CUP Ordinance.pdf](#)



## CONDITIONAL USE PERMIT APPLICATION

City Provided Permit #

Date: 08/10/2022

**Address of Request:**

4153 FALCON PARKWAY FLOWERY BRANCH GA 30542

Tax Map # 150044 A002024 Current Zoning: HB

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

Currently a conforming use? YES

Any conditions of zoning, CUP's, etc.? YES

**Applicant Information**

Applicant: BLT MARTIN ROAD, LLC

Address: 1776 PEACHTREE STREET, SUITE 100, ATLANTA GA 30309

E-mail address: jhan-a@tm-grp.com

Phone number: 770-436-7196

Signature: [Handwritten Signature]

Notary Seal:





### Property owner Information

Property owner (please print): BLT MARTIN ROAD, LLC

Address: 1776 PEACHTREE STREET, SUITE 100, ATLANTA GA 30309

E-mail address: jhaman@tpa-srp.com

Phone number: 770-436-7194

Signature: 

Notary Seal:



### Applicant Information Required at Time of Submittal

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

- Payment of \$350.00
- Legal description – one hard copy and on a flash drive
- Current survey of property – one hard copy and on a flash drive
- Site plan – one hard copy and on a flash drive
- Site plan shall meet the requirements of the Flowery Branch Code of Ordinances; Appendix C, "Zoning Ordinance", Article 34 sections 34.5
- Detailed description of request
- 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
- Conflict of interest disclosure (attached)
- Disclosure of campaign contributions (attached)





### **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

NONE

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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

NONE

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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

NONE

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### **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

NA

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NA

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NA

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NA

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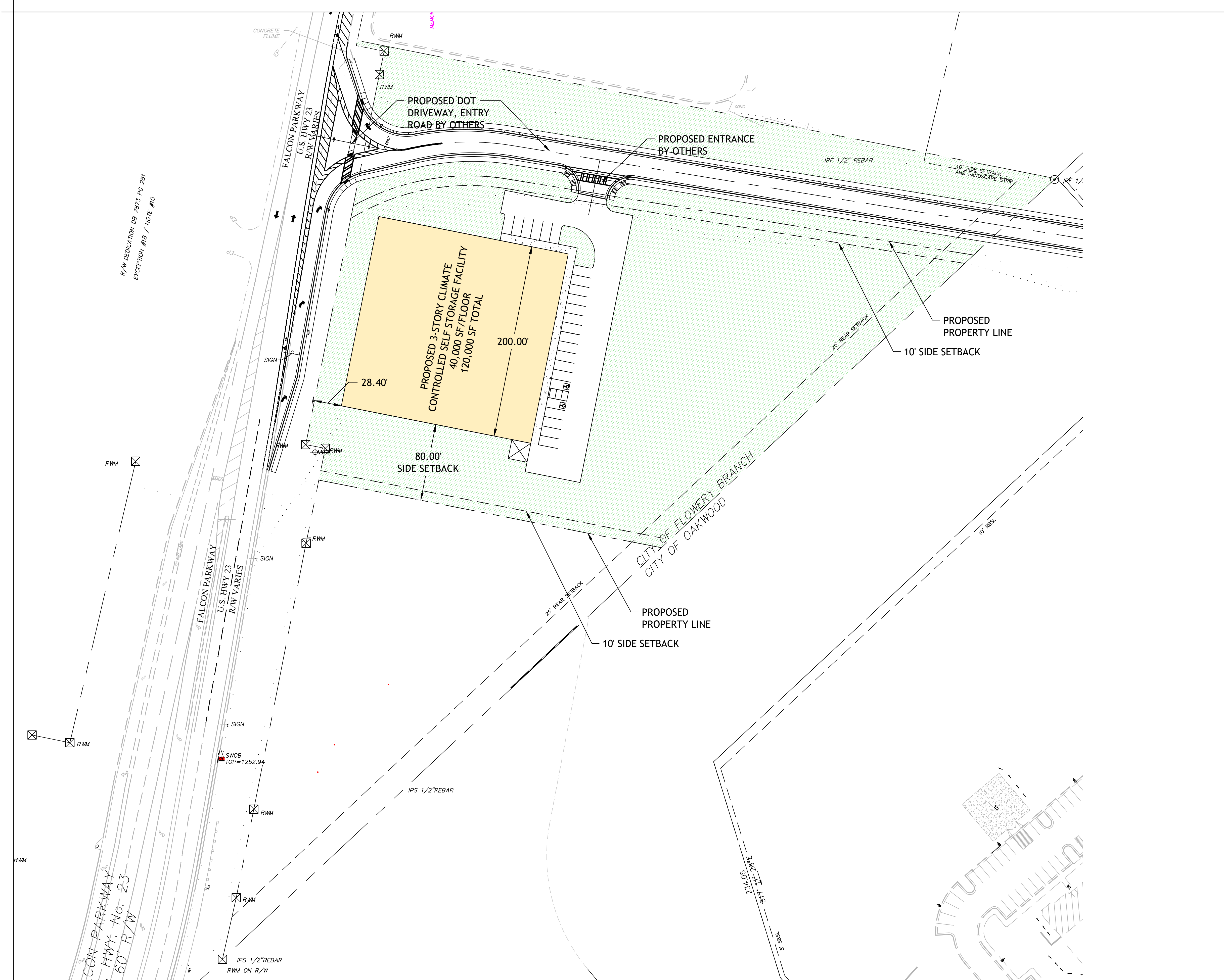


Received by City of Flowery Branch Staff on \_\_\_\_\_

Name: \_\_\_\_\_

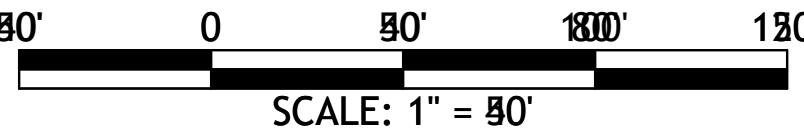
Title \_\_\_\_\_





| SITE DATA                                           |                 |                   |
|-----------------------------------------------------|-----------------|-------------------|
| STREET LOCATION: FALCON PARKWAY, FLOWERY BRANCH, GA |                 |                   |
| SITE AREA: 4.00 AC.                                 |                 |                   |
| CURRENT ZONING: HB - HIGHWAY BUSINESS               |                 |                   |
| BUILDING AREA: 120,000 SQ.FT. (927 UNITS)           |                 |                   |
| ZONING REQUIREMENTS                                 | REQUIRED        | PROPOSED          |
| LOT AREA                                            | 4.00 AC*        | 4.00 AC           |
| LANDSCAPE REQUIREMENT                               |                 |                   |
| MIN OPEN SPACE                                      | 15% (26,136 SF) | ±66% (114,513 SF) |
| MAXIMUM LOT COVERAGE                                | 50% (87,120 SF) | 23% (40,000 SF)   |
| MAXIMUM BUILDING HEIGHT                             | 60 FT.          | ±50 FT.           |
| MAXIMUM BUILDING LENGTH                             | 200 FT.*        | 200 FT.           |
| MAXIMUM BUILDING STORIES                            | 5               | 3                 |
| BUILDING SETBACKS                                   |                 |                   |
| FRONT                                               | NONE            | 28.40 FT.         |
| SIDE                                                | 10 FT.          | 80 FT.            |
| REAR                                                | 25 FT.          | 155 FT.           |
| LANDSCAPING SETBACKS                                |                 |                   |
| FRONT                                               | 10 FT.          | 28 FT.            |
| PARKING STALL SIZE                                  | 9 FT. x 18 FT.  | 10 FT. x 20 FT.   |
| DRIVE AISLE WIDTH                                   |                 |                   |
| ONE WAY (90° PARKING)                               | 24 FT           | 26 FT             |
| PARKING (SEE BELOW)                                 |                 |                   |
| SELF STORAGE:                                       |                 |                   |
| 1 SPACE/40 UNITS (MIN)                              | 24 (MIN)        | 22 STANDARD       |
| 1 SPACE/25 UNITS (MAX)                              | 37 (MAX)        | 2 ADA             |
|                                                     |                 | 24 TOTAL          |

\* PER ARTICLE 14, SECTION 14.11



4153 FALCON PAKRWAY,  
FLOWERY BRANCH, GA  
CONCEPTUAL SITE PLAN  
AUGUST 13, 2022

BT STORAGE



NOTES

1. THE UNDERGROUND UTILITIES SHOWN HAVE BEEN LOCATED FROM FIELD SURVEY INFORMATION AND EXISTING DRAWINGS. THIS SURVEYOR MAKES NO GUARANTEE THAT THE UNDERGROUND UTILITIES SHOWN COMPRISE ALL SUCH UTILITIES IN THE AREA, EITHER IN SERVICE OR ABANDONED. THE SURVEYOR FURTHER DOES NOT WARRANT THAT THE UNDERGROUND UTILITIES SHOWN ARE IN THE EXACT LOCATION INDICATED ALTHOUGH HE DOES CERTIFY THAT THEY ARE LOCATED AS ACCURATELY AS POSSIBLE FROM INFORMATION SUPPLIED AND TO THE SURVEYOR'S BEST KNOWLEDGE ARE APPROXIMATELY AS SHOWN. THE SURVEYOR HAS NOT PHYSICALLY LOCATED THE UNDERGROUND UTILITIES.

2. I HAVE EXAMINED THE FEDERAL EMERGENCY MANAGEMENT AGENCY FLOOD INSURANCE RATE MAP FOR THE CITY OF FLOWERY BRANCH, HALL COUNTY, GEORGIA AND INCORPORATED AREAS, COMMUNITY PANEL NUMBER 130333, MAP 13139 C 0284 G, PANEL 284 OF 377, EFFECTIVE DATE APRIL 4, 2018 AND FOUND NO PORTION OF THE PROPERTY SHOWN HEREON TO FALL WITHIN A DESIGNATED FLOOD ZONE "A" OR "AE" (AREAS OF 100 YEAR FLOOD). THE PROPERTY SHOWN HEREON TO FALLS WITHIN A DESIGNATED FLOOD ZONE "X" (AREAS DETERMINED TO BE OUTSIDE THE 0.2% ANNUAL CHANCE FLOOD).

3. THE ORTHOMETRIC HEIGHTS (ELEVATIONS AND CONTOURS) SHOWN HEREON WERE DETERMINED BY GPS OBSERVATIONS AND WERE ADJUSTED BY PLANNERS AND ENGINEERS COLLABORATIVE IN NOVEMBER 2018. NORTH AMERICAN DATUM OF 1983 (NAD83), NORTH AMERICAN VERTICAL DATUM OF 1988 (NAV88), GEORGIA WEST ZONE STATE PLANE COORDINATES.

4. THE TERM "CERTIFICATION" RELATING TO PROFESSIONAL ENGINEERING AND LAND SURVEYING SERVICES SHALL MEAN A SIGNED STATEMENT BASED UPON FACTS AND KNOWLEDGE KNOWN TO THE REGISTRANT AND IS NOT A GUARANTEE OR WARRANTY, EITHER EXPRESSED OR IMPLIED.

5. THE UNDERGROUND UTILITIES SHOWN HEREON WERE DETERMINED BY LOCATING PAINT MARKINGS CREATED BY SUBSURFACE UTILITY INVESTIGATIONS, LLC. - PHONE-(770) 557-4142.

6. NO ZONING INFORMATION PROVIDED FOR BUILDING SETBACKS.

7. NO DESIGNATED PARKING SPACES ON SUBJECT PROPERTY.

8. NO PARTY WALLS LOCATED ON SUBJECT PROPERTY.

9. FALCON PARKWAY ROAD IMPROVEMENTS ARE RECENT. NO EVIDENCE OF RECENT EARTH MOVING WORK, BUILDING CONSTRUCTION, OR BUILDING ADDITIONS OBSERVED ON THE SUBJECT PROPERTY IN THE PROCESS OF CONDUCTING THE FIELDWORK.

10. EXCEPTION #18, RIGHT OF WAY DEDICATION IN DB 7883 PG 251 SHOWS THE LOCATION OF EXISTING R/W AS PER STATE OF GEORGIA DEPARTMENT OF TRANSPORTATION MAINLINE PLAN SR 13 (FALCON PKWY) PROJECT: NH500-0000-001 4251 PARCEL 26, JANE WOOD BANKS R/A, ETAL C/O REGIONS BARK TRUST DEPT. IN THE SURVEYORS OPINION, THESE PLANS SHOW THE EXISTING R/W AND RIGHT OF WAY BEING DEDICATED INCORRECTLY SHIFTED NORTH. A PORTION OF THE SUBJECT PROPERTY ON THE PLANS IS SHOWN ON THE SOUTH ADJOINER. RIGHT OF WAY MONUMENTS FOUND IN THE FIELD CONFIRM THIS AND ARE SHOWN. RIGHT OF WAY ALONG FALCON PARKWAY IS SHOWN AS A 90 FOOT OFFSET ALONG THE SOUTH MOST 2 CALLS AS SHOWN IN THE RIGHT OF WAY PLANS. AN EFFORT WAS MADE TO CONTACT ENGINEER OF RIGHT OF WAY PLANS BY PHONE AND EMAIL UNSUCCESSFULLY.

11. TOPOGRAPHY ON SITE IS FIELD RUN AND HAS BEEN MENDED WITH LIDAR UAV AERIAL TOPOGRAPHY TO THE SOUTH PERFORMED IN 2018.

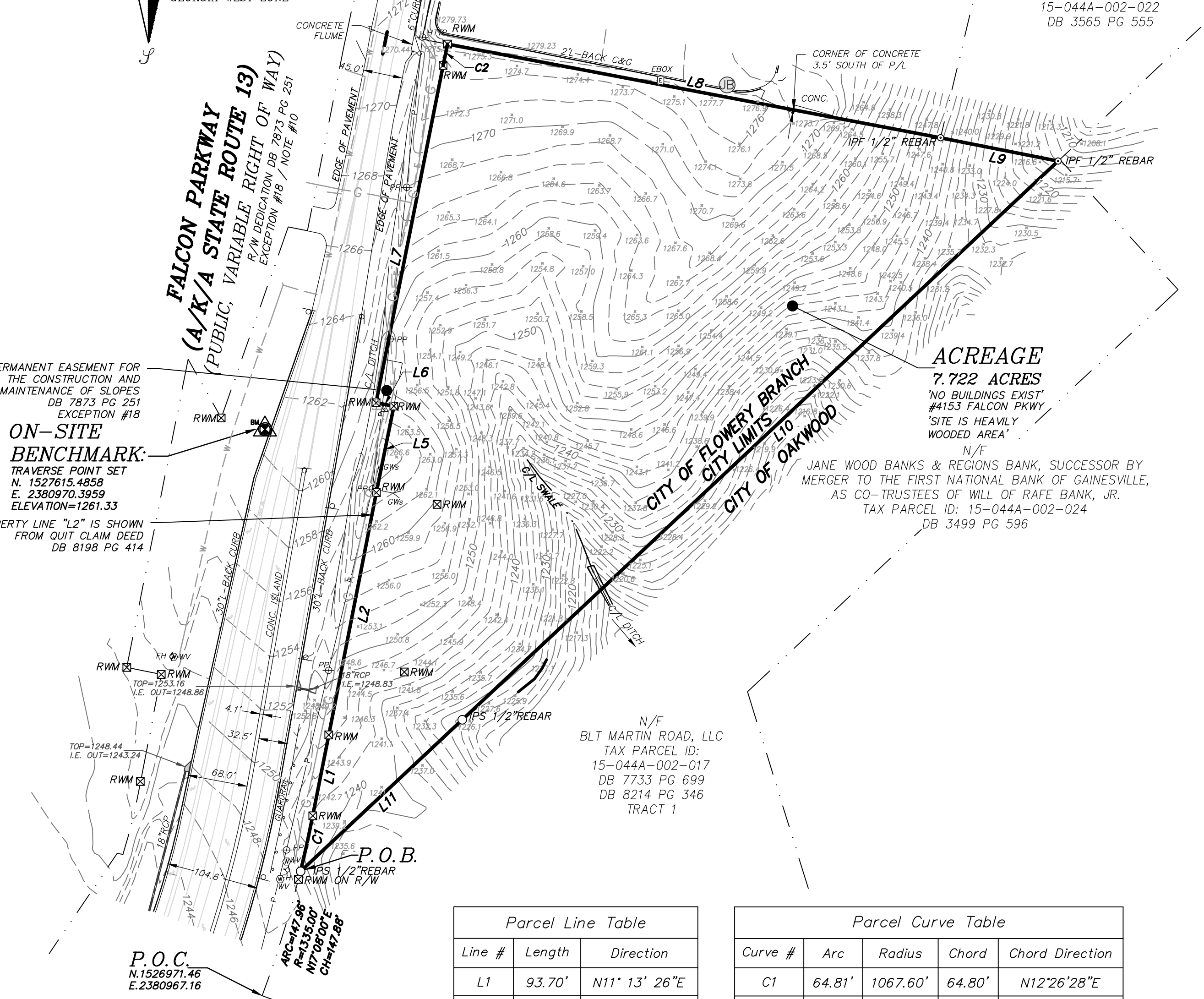
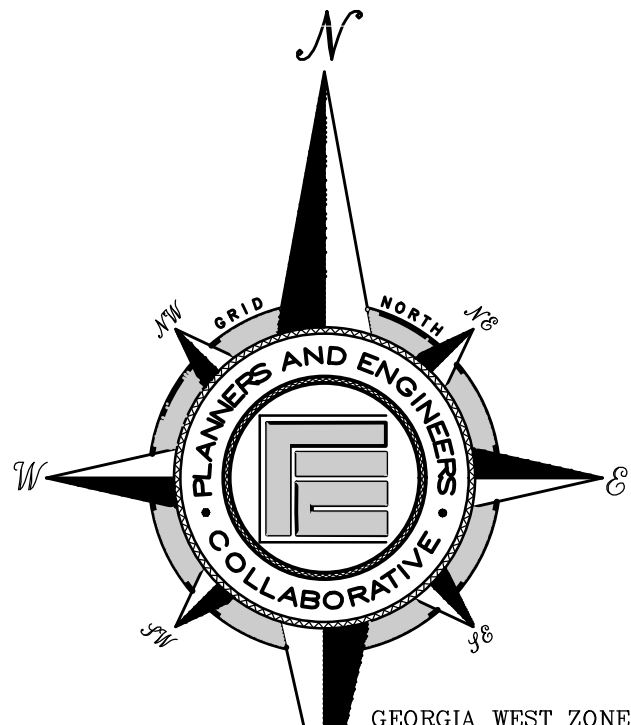
LEGAL DESCRIPTION

ALL THAT TRACT OR PARCEL OF LAND lying and being in Flowery Branch GMD #1270, City of Flowery Branch, Hall County, Georgia and being more particularly described as follows:

COMMENCING at the point located at the intersection of the Northerly Right of Way of Martin Road (Public, Variable R/W) and the Southeasterly Right of Way of Falcon Parkway (A/K/A State Route 13, Public, Variable Right of Way) having Georgia State Plain coordinates (NAD83, Georgia West Zone) of N.1526971.46 & E.2380967.16; thence leaving said intersection and following along said Southeasterly Right of Way Line of Falcon Parkway (A/K/A State Route 13) along a curve turning to the left with an arc length of 147.96 feet, having a radius of 1335.00 feet, being subtended by a chord bearing of North 17 degrees 08 minutes 00 seconds East, and a chord length of 147.88 feet to a 1/2" iron pin set, which is the TRUE POINT OF BEGINNING.

Thence continuing along said Southeasterly Right of Way Line of Falcon Parkway (A/K/A State Route 13) the following courses and distances: with a curve turning to the left with an arc length of 64.81 feet, with a radius of 1067.60 feet, with a chord bearing of North 12 degrees 26 minutes 28 seconds East, with a chord length of 64.80 feet to a right of way monument found; thence North 11 degrees 13 minutes 26 seconds East a distance of 93.70 feet to a right of way monument found; thence North 11 degrees 06 minutes 32 seconds East a distance of 280.86 feet to a right of way monument found; thence North 11 degrees 25 minutes 42 seconds East a distance of 100.29 feet to a right of way monument found; thence North 79 degrees 16 minutes 16 seconds West a distance of 20.61 feet to a right of way monument found; thence North 11 degrees 14 minutes 39 seconds East a distance of 391.04 feet to a right of way monument found; thence with a curve turning to the right with an arc length of 24.85 feet, with a radius of 2794.79 feet, with a chord bearing of North 11 degrees 45 minutes 30 seconds East, with a chord length of 24.85 feet to a right of way monument found; thence leaving said Southeasterly Right of Way Line of Falcon Parkway (A/K/A State Route 13) South 79 degrees 13 minutes 59 seconds East a distance of 570.76 feet to a 1/2" rebar found; thence South 78 degrees 47 minutes 05 seconds East a distance of 136.23 feet to a 1/2" rebar found on the City Limits of Flowery Branch; thence following along said City Limits of Flowery Branch the following courses and distances: South 46 degrees 51 minutes 01 seconds West a distance of 928.91 feet to a 1/2" rebar set; thence South 46 degrees 51 minutes 01 seconds West a distance of 252.05 feet to a 1/2" rebar set on said Southeasterly Right of Way Line of Falcon Parkway (A/K/A State Route 13, which is the TRUE POINT OF BEGINNING.

Said parcel having an area of 7.722 acres more or less.



| Parcel Line Table |         |               |
|-------------------|---------|---------------|
| Line #            | Length  | Direction     |
| L1                | 93.70'  | N11° 13' 26"E |
| L2                | 280.86' | N11° 06' 32"E |
| L3                | OMITTED | OMITTED       |
| L4                | OMITTED | OMITTED       |
| L5                | 100.29' | N11° 25' 42"E |
| L6                | 20.61'  | N79° 16' 16"W |
| L7                | 391.04' | N11° 14' 39"E |
| L8                | 570.76' | S79° 13' 59"E |
| L9                | 136.23' | S78° 47' 05"E |
| L10               | 928.91' | S46° 51' 01"W |
| L11               | 252.05' | S46° 51' 01"W |

| Parcel Curve Table |        |          |        |                 |
|--------------------|--------|----------|--------|-----------------|
| Curve #            | Arc    | Radius   | Chord  | Chord Direction |
| C1                 | 64.81' | 1067.60' | 64.80' | N12°26'28"E     |
| C2                 | 24.85' | 2794.79' | 24.85' | N11°45'30"E     |

STRUCTURE LEGEND

| CABLE / TV         |                              | SEWER                       |                                 |
|--------------------|------------------------------|-----------------------------|---------------------------------|
|                    | Cable / TV Marker            |                             | Grease Trap                     |
|                    | Cable / TV Pedestal          |                             | Sanitary Sewer Manhole          |
|                    | Cable / TV Manhole           |                             | Cleanout                        |
|                    | Cable / TV Handhole          |                             | Sanitary Sewer Vent Pipe        |
|                    | Cable / TV Cable Box         |                             | Sanitary Sewer Marker           |
| ELECTRIC/POWER     |                              |                             | Sanitary Sewer Force Main Valve |
|                    | Transformer                  |                             | Sanitary Sewer Lift Station     |
|                    | Guy Wire                     | SITE / TOPOGRAPHIC FEATURES |                                 |
|                    | Electric Meter               |                             | Street Sign                     |
|                    | Power Pole/Utility Pole      |                             | Air Condition Unit              |
|                    | Street Light/Light Pole      |                             | Bollard                         |
|                    | Electric Panel               |                             | Mailbox                         |
|                    | Electric Box                 |                             | Satellite Dish                  |
|                    | Electric Manhole             |                             | Flag Pole                       |
|                    | Electric Handhole            |                             | Monitoring Well                 |
|                    | Spot Light                   |                             | Antenna                         |
| FIBER OPTIC        |                              |                             | Column                          |
|                    | Fiber Optic Marker           |                             | Camera Pole / Camera            |
|                    | Fiber Optic Manhole          |                             | Bore Hole Location              |
|                    | Fiber Optic Pedestal         |                             | Mile Post                       |
| GAS                |                              |                             | Rail Road Mile Post             |
|                    | Gas Meter                    | STORM / DRAINAGE            |                                 |
|                    | Gas Valve                    |                             | Storm Structure Lid             |
|                    | Gas Fill Cap                 |                             | Drop Inlet                      |
|                    | Gas Manhole                  |                             | Catch Basin                     |
|                    | Gas Marker                   |                             | Single Wing Catch Basin         |
|                    | Gas Pressure Relief Valve    |                             | Double Wing Catch Basin         |
|                    | Gas Vault                    |                             | Weir Inlet                      |
|                    | Gas Vent Pipe                |                             | Head Wall                       |
|                    | Gas Something )              |                             | Junction Box                    |
| PAVEMENT MARKING   |                              |                             | Curb Inlet                      |
|                    | Pavement Marking             |                             | Flared-in Section               |
|                    | Pavement Marking             |                             | Down Spout                      |
|                    | Turn Arrow Left/Right        | TELEPHONE                   |                                 |
|                    | Turn Arrow Left              |                             | Telephone Terminal Box          |
|                    | Turn Arrow Right             |                             | Telephone Marker                |
|                    | Turn Arrow Straight          |                             | Telephone Handhole Box          |
|                    | Traffic Arrow Straight/Left  |                             | Telephone Manhole               |
|                    | Traffic Arrow Straight/Right |                             | Telephone Cabinet               |
|                    | Traffic Arrow U-Turn         | TRAFFIC                     |                                 |
|                    | Handicap Pavement Marking    |                             | Overhead Traffic Signal         |
|                    | Bike Lane Pavement Marking   |                             | Telephone Handhole Box          |
| PROPERTY MONUMENTS |                              |                             | Traffic Signal Pole             |
|                    | Right-of-Way Monument Found  |                             | Traffic Signal Loop Control Box |
|                    | Concrete Monument Found      | WATER                       |                                 |
|                    | Iron Pin Set                 |                             | Fire Hydrant                    |
|                    | Iron Pin Found (Rebar found) |                             | Irrigation Control Valve        |
|                    | PK Nail Found                |                             | Water Meter                     |
|                    | Point                        |                             | Water Valve                     |
|                    | Benchmark                    |                             | Fire Department Connection      |
| MISCELLANEOUS      |                              |                             | Water Vault                     |
|                    | Land Lot Symbol              |                             | Pressure Irrigation Valve       |
|                    |                              |                             | Water Vent Pipe                 |
|                    |                              |                             | Water Valve Marker              |
|                    |                              |                             | Water Marker                    |
|                    |                              |                             | Water Manhole                   |
|                    |                              |                             | Water Air Release Valve         |
|                    |                              |                             | Water Back Flow Preventer       |
|                    |                              |                             | Sprinkler Head                  |
|                    |                              |                             | Sprinkler Valve                 |

LINETYPES

| PROPERTY                    |                   | EXISTING OVERHEAD |                     |
|-----------------------------|-------------------|-------------------|---------------------|
|                             | Adjacent Property |                   | Electric Line       |
|                             | Property Line     |                   | Electric            |
|                             | Center of Creek   |                   | Fiber Optic         |
| FENCE LINES                 |                   |                   | Gas                 |
|                             | Barb Wire Fence   |                   | Telecommunications  |
|                             | Chain Link Fence  |                   | Water               |
|                             | Wood Fence        |                   | Television          |
|                             | Woven Wire Fence  |                   | Storm Drainage Line |
| SITE / TOPOGRAPHIC FEATURES |                   |                   | Sanitary Sewer      |
|                             | Guardrail         |                   |                     |

ABBREVIATIONS

|         |                          |        |                          |
|---------|--------------------------|--------|--------------------------|
| APPROX. | Approximate              | I.E.   | Invert Elevation         |
| #4      | 1/2" Rebar               | IPF    | Iron Pin Found           |
| C&G     | Curb and Gutter          | IPS    | Iron Pin Set             |
| CLF     | Chain Link Fence         | LP     | Light Pole               |
| CMP     | Corrugated Metal Pipe    | MM     | Monitoring Well          |
| CO      | Clean Out                | N/F    | Now or Formerly          |
| CPP     | Corrugated Plastic Pipe  | OTP    | Open Top Pipe            |
| DI      | Drop Inlet               | PB     | Plot Book                |
| DE      | Drainage Easement        | Page   | Page                     |
| EOP     | Edge of Pavement         | PKF    | PK Nail Found            |
| EPN     | Electric Power Pole      | PKS    | PK Nail Set              |
| EPAN    | Electric Panel           | POB    | Point of Beginning       |
| ESMT    | Easement                 | PCC    | Point of Commencement    |
| FES     | Flared End Section       | PVC    | Polyvinyl Chloride Pipe  |
| FEE     | Finish Floor Elevation   | RBC    | Rebar Capped             |
| FH      | Fire Hydrant             | RCP    | Reinforced Concrete Pipe |
| FLGP    | Flag Pole                | RWM    | Right of Way Monument    |
| GA      | Georgia                  | SSE    | Sanitary Sewer Easement  |
| GM      | Gas Meter                | SSMH   | Sanitary Sewer Manhole   |
| GW      | Guy Wire                 | TRAN   | Transformer              |
| HDR     | Hand Rail                | VCP    | Vitrified Clay Pipe      |
| H.W.    | Hard Wood                | W.D.F. | Wood Fence               |
| HW      | Headwall                 | WM     | Water Meter              |
| ICV     | Irrigation Control Valve | WV     | Water Valve              |



TITLE EXCEPTIONS

Chicago Title Insurance Company Issuing Office File Number 3509-0002 with a commitment date of June 3, 2019 was used in the preparation of this survey and the listed exceptions are as follows:

10. All matters shown on that plat recorded at Plat Book 114, Page 12, Hall County, Georgia records. Comment: Affects all of subject property, as shown on survey.

11. Right of Way Deed from Rafe Banks, Jr. et al to State Highway Department of Georgia dated April 20, 1953, recorded in Deed Book 142, Page 126, aforesaid records. Comment: May affect. The location cannot be determined from the record document. Subsequent right of way dedications have been recorded to buy additional right of way.

12. Right of Way Deed from Rafe Banks, Jr. et al to State Highway Department of Georgia dated May 26, 1955, recorded in Deed Book 154, Page 178, aforesaid records. Comment: May affect. The location cannot be determined from the record document. Subsequent right of way dedications have been recorded to buy additional right of way.

13. Right of Way Deed from Rafe Banks, Jr. et al to Hall County dated July 5, 1966, recorded in Deed Book 332, Page 415, aforesaid records. Comment: May affect. The location cannot be determined from the record document. Subsequent right of way dedications have been recorded to buy additional right of way.

14. Right of Way Deeds from Regions Bank and Jane Wood Banks as CoTrustees, et al. to Hall County dated July 3, 2002, recorded in Deed Book 4243, Page 162, aforesaid records. Comment: Does not affect. Right of Way take is on the northwest side of State Route 13.

15. Right of Way Deeds from Regions Bank and Jane Wood Banks as CoTrustees, et al. to Hall County dated July 3, 2002, recorded in Deed Book 4243, Page 170, aforesaid records. Comment: Does not affect. Right of Way take is on the northwest side of State Route 13.

16. Right of Way Deeds from Regions Bank and Jane Wood Banks as CoTrustees, et al. to Hall County dated July 3, 2002, recorded in Deed Book 4243, Page 170, aforesaid records. Comment: Does not affect. Right of Way take is on the northwest side of State Route 13.

17. Easement from The McCrary Family Partnership, L.P. et al. to Georgia Power Company dated December 18, 2002, recorded in Deed Book 4458, Page 627, aforesaid records. Comment: Does not affect. Easement is on the northwest side of State Route 13.

18. Declaration of Taking Department of Transportation vs. Burwell Investments, Ltd. Dated February 17, 2017, recorded in Deed Book 7873, Page 251, aforesaid records. Comment: Affects. Right of Way take and Permanent Easement shown on survey.

The field data upon which this map or plat is based has a closure precision of one foot in 61,203 feet and an angular error of 00° 00' -04" per angle point and was adjusted using the compass adjustment rule.

This map or plat has been calculated for closure and is found to be accurate to within one foot in 5,919,020 feet.

EQUIPMENT USED:

ANGULAR: TOPCON TOTAL STATION

LINEAR: TOPCON TOTAL STATION

To BLANCHARD REAL ESTATE AND CHICAGO TITLE INSURANCE COMPANY:

This is to certify that this map or plat and the survey on which it is based were made in accordance with the 2016 Minimum Standard Detail Requirements for ALTA/NSPS Land Title Surveys, jointly established and adopted by ALTA and NSPS, and includes Items 1-4, 8, 9, 10, 13, and 16 of Table A thereof. The field work was completed on: 4/30/20

Date of Map or Plat: 4/27/2020, LAST REVISED 7/21/2020.

PLANNERS AND ENGINEERS COLLABORATIVE  
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■ SITE PLANNING ■ LANDSCAPE ARCHITECTURE  
■ CIVIL ENGINEERING ■ LAND SURVEYING  
350 RESEARCH COURT PEACHTREE CORNERS, GEORGIA 30092  
(770)451-2741 ■ WWW.PECATL.COM  
C.O.A.-LSFR00004

| REV | DATE     | DESCRIPTION                     | BY |
|-----|----------|---------------------------------|----|
| 5   |          |                                 |    |
| 4   |          |                                 |    |
| 3   |          |                                 |    |
| 2   |          |                                 |    |
| 1   | 07/21/20 | REVISE RW PER QC DB 8198 PG 414 | MN |

LAND LOT(S) GMD #1270  
DISTRICT FLOWERY BRANCH

ALTA/NSPS LAND TITLE SURVEY  
FOR

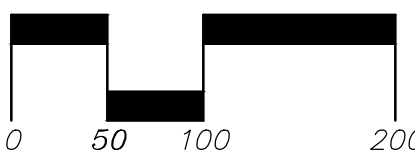
BLANCHARD REAL ESTATE AND  
CHICAGO TITLE INSURANCE COMPANY  
CITY OF FLOWERY BRANCH

HALL COUNTY  
GEORGIA



DRAWN BY: MN  
CHECKED BY: JH  
FILE NO.: 17211.01  
DATE: 4/27/2020  
SCALE: 1"=100'

DATE OF FIELD WORK: 4/30/20





# BLT MARTIN ROAD, LLC

October 4, 2022

**Mr. Rich Atkinson**  
**Flowery Branch Community Development**  
**5410 Pine Street**  
**Flowery Branch, GA 30542**

**RE:** Conditional Use Permit Application  
Tax Map 15044A002024

Mr. Atkinson:

In accordance with Flowery Branch Code of Ordinances; Appendix C – Zoning Ordinance, Article 34, section 4(e), please accept this letter of intent as part of the aforementioned rezoning application:

It is our intent to apply for a conditional use permit to construct a multi-story, climate-controlled storage facility. This request would follow all development guidelines outlined in the Flowery Branch Code of Ordinances and Zoning Ordinance 20-609.

This parcel was rezoned in 2020 from Agricultural (A) to Highway Business (HB). At that time, we believed the market conditions supported a small retail development as indicated in our rezoning application. Since then, our belief that the most highest and best use for the parcel is a best in class climate controlled storage facility. This is due to shifting population demographics, the maturation of the submarket (including the retail pads along Martin Road in the City of Oakwood) and the completion of a first phase and commencement of a second phase of multifamily development adjacent to the site. Further, in the time since the original rezoning, the site has been marketed heavily for a retail user without any success. This indicates that the market will not, as originally contemplated, support the retail development however there is a storage operator ready to commence development on the site.

The development will include inter-parcel access to the road currently being constructed to serve the second phase of the multifamily development. During the initial rezoning application, the site layout contemplated inter-parcel connectivity to the retail development along Martin Road, however upon further study, the only viable location for stormwater facilities is in the portion of the site that would allow for that connectivity. However, in keeping with the spirit of the initial rezoning, we are foregoing a new driveway on any public right-of-way and are instead proposing to use the permitted driveway depicted on the site plan.

Very truly yours,



Shawn Gleason



# BLT MARTIN ROAD, LLC

October 4, 2022

**Mr. Rich Atkinson**  
**Flowery Branch Community Development**  
**5410 Pine Street**  
**Flowery Branch, GA 30542**

**RE:** Conditional Use Permit Application  
Tax Map 15044A002024

Mr. Atkinson:

In accordance with Flowery Branch Code of Ordinances; Appendix C – Zoning Ordinance, Article 34, section 34.7, please accept this site analysis as part of the aforementioned rezoning application:

1. Will the proposal permit a use that is suitable in view of the use and development of adjacent and nearby property
  - a. Yes. The proposal is to allow for a best in class multistory climate controlled storage facility which will support the increased residential density in the submarket. The façade of the structure will, pending staff comments, align with the look and finish of the existing first phase and in-progress second phase and will meet all development guidelines of both the Flowery Branch Code of ordinances for building and site conditions, as well as Zoning Ordinance 20-609 in terms of building finish.
2. Will the proposal adversely affect the existing use or useability of adjacent or nearby property?
  - a. No. The proposal would allow the subject parcel to be developed into a use that is symbiotic to those to the east. The parcel to the north is commercially zoned and currently in use as a cemetery and the parcels to the south/southeast are underdevelopment into commercial outparcels with various end users and uses.
3. Can the subject parcel be used in accordance with the existing regulations and have a reasonable economic use as currently zoned.
  - a. Yes. The underlying zoning currently allows the use as conditional. Therefore, the parcel can be used in accordance with the existing regulations. The parcel has been actively, but unsuccessfully, marketed for retail users for the last 2 years. Currently, there is an active user who is prepared to develop the site into a best in class, multistory, climate controlled self-storage facility.
4. Will the proposal result in a use which will or could cause an excessive or burdensome use of existing streets, transportation facilities, utilities, or schools.
  - a. No. As a use, self-storage has a minimal, if any, impact on traffic, utilities and schools.
5. Is the proposal 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?

# BLT MARTIN ROAD, LLC

- a. Yes. The site is noted as an activity center on the character area map. The activity center uses and intensities notes: “a wide range of uses is contemplated in this character area, except for heavy industry and residential. The character area is the proper place for big box retail, shopping centers, lodging and auto-related uses. Commercial intensities are within a range of 15,000 to 38,000 sf of building space/acre (FAR of 0.34 to 0.85). Five story height limit.

As currently designed, the 3 story, 120,000 square foot facility has a FAR of 0.689 and a intensity of 30,000 square feet of building space/acre.

Further, the future land use map notes the site as ‘commercial’.

6. Are there 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.
  - a. Yes. The site has been marketed actively, but unsuccessfully, for a retail user for the last 2 years. Currently, there is an active and engaged operator who is prepared to develop the site into a best in class, multistory, climate controlled self storage facility.
7. What are the existing use(s) and zoning of the subject property and nearby properties.
  - a. Subject Property
    - i. Zoned – Highway Business (HB)
    - ii. Use – Undeveloped
  - b. Property to the north
    - i. Zoned – Highway Business (HB)
    - ii. Use – Memorial Park South Funeral Home
  - c. Property to the South/East (lies within the city of Oakwood)
    - i. Zoned - Planned commercial development (PCD)
    - ii. Use – Retail outparcels with varying users and uses
  - d. Property to the West (opposite Falcon Parkway)
    - i. Zoned – Agricultural (A)
    - ii. Use – Undeveloped
8. What is the current value of the property under the existing zoning district classification to 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.
  - a. The request for the parcel is not to change the zoning, but to allow a conditional use. To the best of our knowledge, the parcel appear to have been wooded and undeveloped since 1944. The proposed conditional use would allow the site to immediately be developed into a best in class multistory climate controlled storage facility.
9. Will a zoning map amendment be a deterrent to the value or improvement of development of adjacent property in accordance with existing regulations?
  - a. N/A. The proposal does not include a zoning map amendment, only for a conditional use permit to a use that is allowed with the same under the current zoning classification.

# BLT MARTIN ROAD, LLC

10. Does the zoning map amendment create an isolated zoning district unrelated to adjacent and nearby districts?
  - a. N/A. The proposal does not include a zoning map amendment, only for a conditional use permit to a use that is allowed with the same under the current zoning classification.
11. Will the change in zoning district map impact the character of a zoning district?
  - a. N/A. The proposal does not include a zoning map amendment, only for a conditional use permit to a use that is allowed with the same under the current zoning classification.
12. What would the possible impact to the environment be including, but not limited to, drainage, soils erosion and sedimentation, flooding, air quality and water quality?
  - a. The City of Flowery Branch has already approved grading and infrastructure plans for the site which include negative stormwater impact mitigation (both downstream flooding and water quality) as well as permanent stabilization of all slopes and disturbed areas. Further, the use will not have any impact to air quality or other environmental concerns.
13. What relation does the proposed zoning map amendment have on the purpose of the overall zoning scheme and Flowery Branch zoning ordinance?
  - a. The proposal does not include a zoning map amendment, only for a conditional use permit to a use that is allowed with the same under the current zoning classification. However, the use is in keeping with both the Character Area Map and Future Land Use Map of Flowery Branch.

Very truly yours,



Shawn Gleason

### ***LEGAL DESCRIPTION***

*ALL THAT TRACT OR PARCEL OF LAND lying and being in Flowery Branch GMD #1270, City of Flowery Branch, Hall County, Georgia and being more particularly described as follows:*

*COMMENCING at the point located at the intersection of the Northerly Right of Way of Martin Road (Public, Variable R/W) and the Southeasterly Right of Way of Falcon Parkway (A/K/A State Route 13, Public, Variable Right of Way) having Georgia State Plane coordinates (NAD83, Georgia West Zone) of N.1526971.46 & E.2380967.16; thence leaving said intersection and following along said Southeasterly Right of Way Line of Falcon Parkway (A/K/A State Route 13) along a curve turning to the left with an arc length of 147.96 feet, having a radius of 1335.00 feet, being subtended by a chord bearing of North 17 degrees 08 minutes 00 seconds East, and a chord length of 147.88 feet to a 1/2" iron pin set, which is the TRUE POINT OF BEGINNING.*

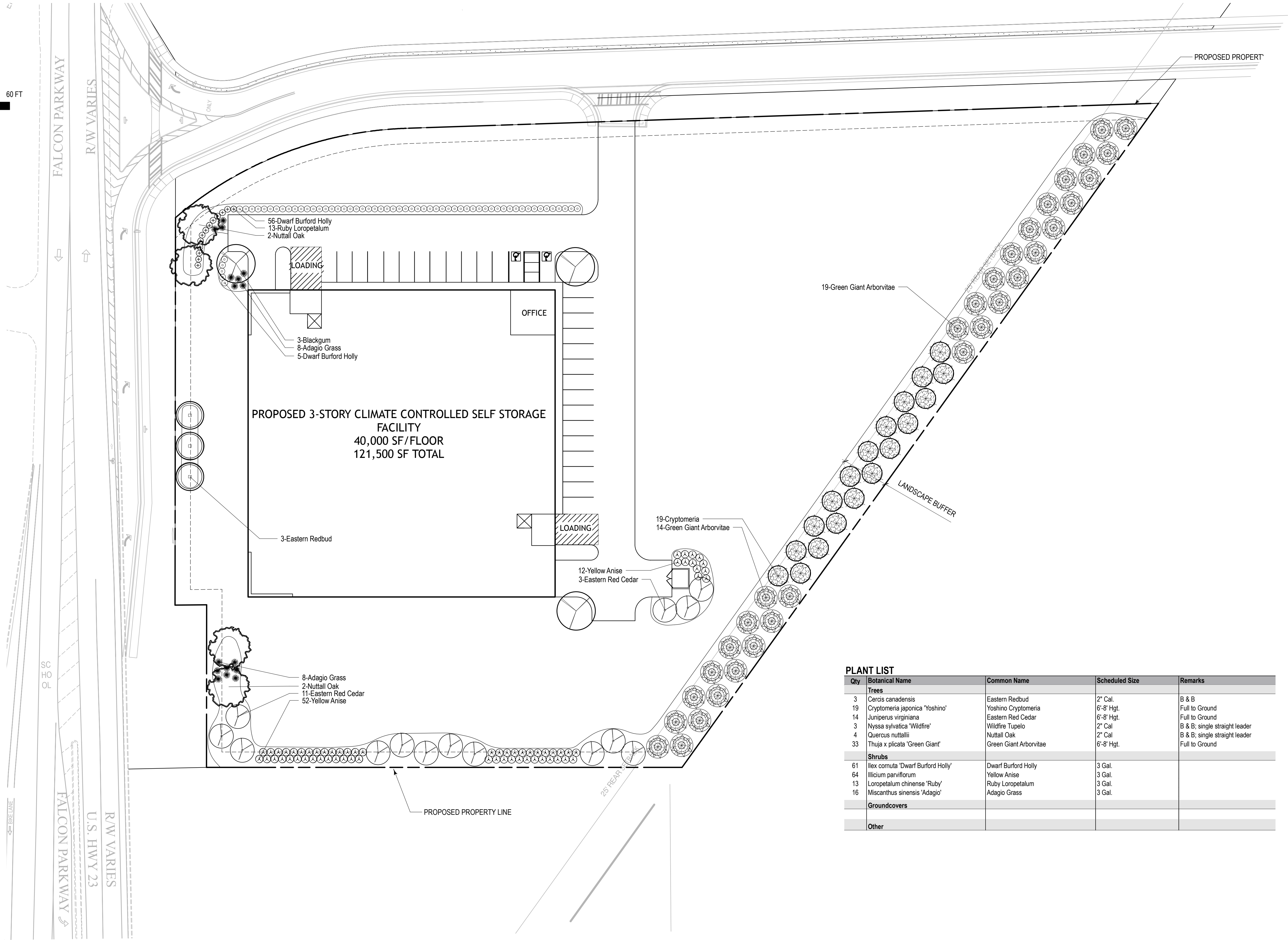
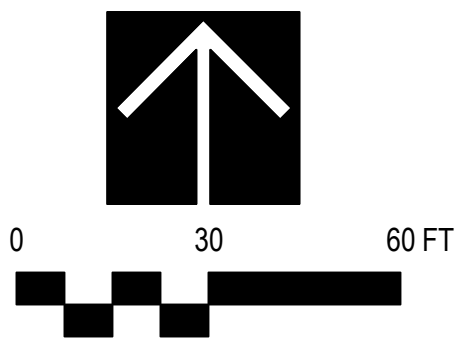
*Thence continuing along said Southeasterly Right of Way Line of Falcon Parkway (A/K/A State Route 13) the following courses and distances: with a curve turning to the left with an arc length of 64.81 feet, with a radius of 1067.60 feet, with a chord bearing of North 12 degrees 26 minutes 28 seconds East, with a chord length of 64.80 feet to a right of way monument found; thence North 11 degrees 13 minutes 26 seconds East a distance of 93.70 feet to a right of way monument found; thence North 50 degrees 10 minutes 29 seconds East a distance of 111.87 feet to a right of way monument found; thence North 11 degrees 03 minutes 53 seconds East a distance of 194.05 feet to a right of way monument found; thence North 78 degrees 55 minutes 35 seconds West a distance of 70.35 feet to a right of way monument found; thence North 11 degrees 25 minutes 42 seconds East a distance of 100.29 feet to a right of way monument found; thence North 79 degrees 16 minutes 16 seconds West a distance of 20.61 feet to a right of way monument found; thence North 11 degrees 14 minutes 39 seconds East a distance of 391.04 feet to a right of way monument found; thence with a curve turning to the right with an arc length of 24.85 feet, with a radius of 2794.79 feet, with a chord bearing of North 11 degrees 45 minutes 30 seconds East, with a chord length of 24.85 feet to a right of way monument found; thence leaving said Southeasterly Right of Way Line of Falcon Parkway (A/K/A State Route 13) South 79 degrees 13 minutes 59 seconds East a distance of 570.76 feet to a 1/2" rebar found; thence South 78 degrees 47 minutes 05 seconds East a distance of 136.23 feet to a 1/2" rebar found on the City Limits of Flowery Branch; thence following along said City Limits of Flowery Branch the following courses and distances: South 46 degrees 51 minutes 01 seconds West a distance of 928.91 feet to a 1/2" rebar set; thence South 46 degrees 51 minutes 01 seconds West a distance of 252.05 feet to a 1/2" rebar set on said Southeasterly Right of Way Line of Falcon Parkway (A/K/A State Route 13, which is the TRUE POINT OF BEGINNING.*

*Said parcel having an area of 7.338 acres more or less.*









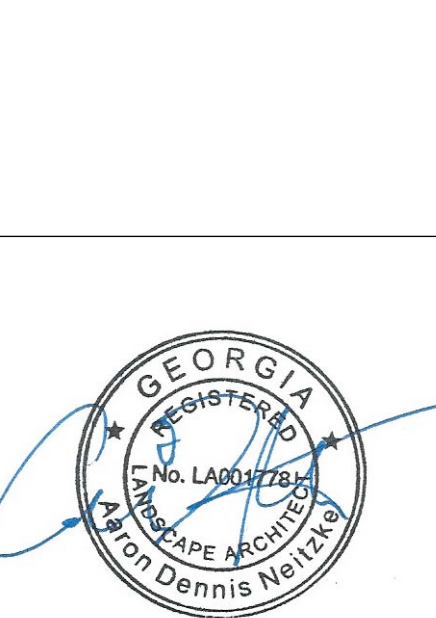
| PLANT LIST   |                                    |                        |                |                               |
|--------------|------------------------------------|------------------------|----------------|-------------------------------|
| Qty          | Botanical Name                     | Common Name            | Scheduled Size | Remarks                       |
| Trees        |                                    |                        |                |                               |
| 3            | Cercis canadensis                  | Eastern Redbud         | 2" Cal.        | B & B                         |
| 19           | Cryptomeria japonica 'Yoshino'     | Yoshino Cryptomeria    | 6'-8' Hgt.     | Full to Ground                |
| 14           | Juniperus virginiana               | Eastern Red Cedar      | 6'-8' Hgt.     | Full to Ground                |
| 3            | Nyssa sylvatica 'Wildfire'         | Wildfire Tupelo        | 2" Cal         | B & B; single straight leader |
| 4            | Quercus nuttallii                  | Nuttall Oak            | 2" Cal         | B & B; single straight leader |
| 33           | Thuja x plicata 'Green Giant'      | Green Giant Arborvitae | 6'-8' Hgt.     | Full to Ground                |
| Shrubs       |                                    |                        |                |                               |
| 61           | Ilex cornuta 'Dwarf Burford Holly' | Dwarf Burford Holly    | 3 Gal.         |                               |
| 64           | Illicium parviflorum               | Yellow Anise           | 3 Gal.         |                               |
| 13           | Loropetalum chinense 'Ruby'        | Ruby Loropetalum       | 3 Gal.         |                               |
| 16           | Miscanthus sinensis 'Adagio'       | Adagio Grass           | 3 Gal.         |                               |
| Groundcovers |                                    |                        |                |                               |
| Other        |                                    |                        |                |                               |



Manley Land Design, Inc.  
51 Old Canton Street  
Alpharetta, Georgia 30009  
770.442.8171 tel

CLIENT:  
**BLANCHARD**  
1776 Peachtree Street NW, Suite 210N  
Atlanta, GA 30309

**STORAGE FACILITY**  
FALCON PARKWAY  
FLOWERY BRANCH, GEORGIA 30542



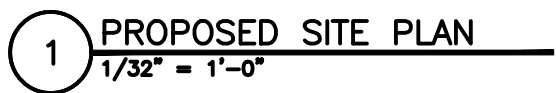
REVISION SCHEDULE:  
NO. DATE BY DESCRIPTION

MLD PROJECT #: 2022282  
DRAWN BY: ADN  
CHECKED BY: AN  
DATE: 11/18/22

**Preliminary Landscape Plan**

**L-100**





FLOWERY BRANCH  
SELF STORAGE  
4153 FALCON PARKWAY  
FLOWERY BRANCH, GA

[illegible]

# A1.0



[illegible]

DATE: 10/19/22  
FOR: PRELIMINARY  
DESIGN  
PROJECT #: 1002.36



**Applicant:** BLT Martin Road, LLC

**Property Owner:** BLT Martin Road, LLC

**Subject Property:** 4153 Falcon Parkway; Parcel ID#150044 A002024

**Request:** Conditional Use Permit (CUP) to construct and operate a self-storage business in HB zoning

**Current Use:** Vacant

**Character Area:** Industrial Employment

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**Code:**

Per the City of Flowery Branch Zoning Ordinance an HB zoned property who wishes to operate a self-storage business is required to obtain a conditional use permit.

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

*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.

*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 facades are softened with landscaping and low-lying identification signs.

*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.

*Dimensional Requirements* . Dimensional requirements shall be as provided in Table 9.2, "Dimensional Requirements in Nonresidential Zoning Districts."

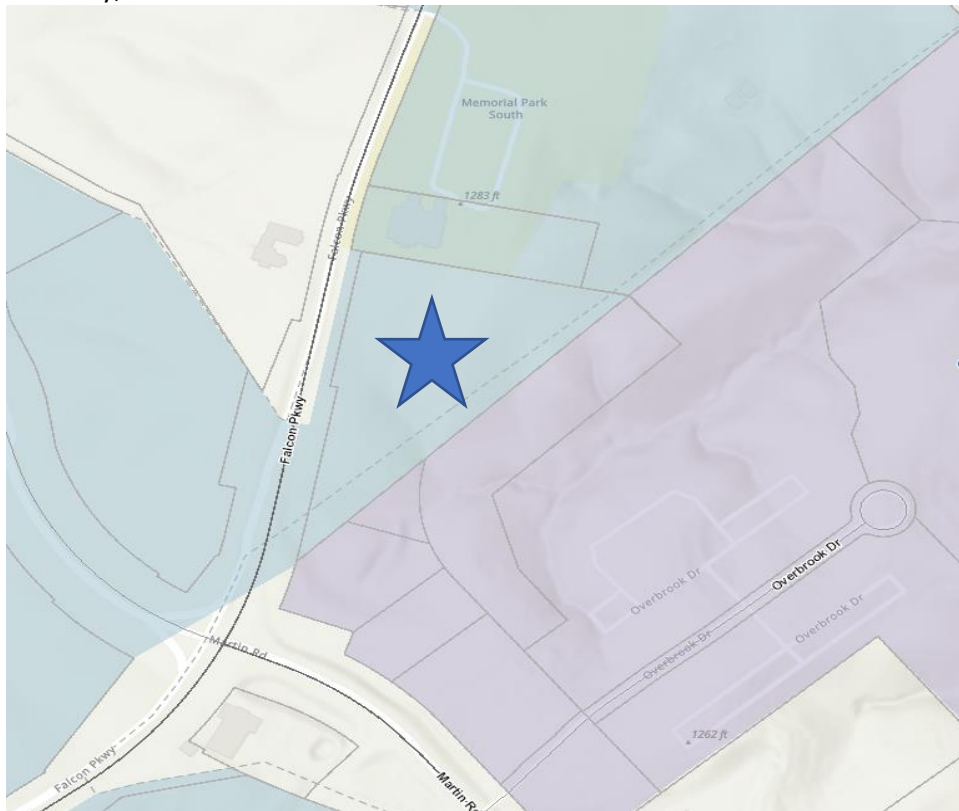


**Table 9.1**  
**Permitted and Conditional Uses in Nonresidential Zoning Districts**  
**(P = Permitted Use C = Conditional Use X = Prohibited)**

|                                                    |     |      |    |    |     |     |     |
|----------------------------------------------------|-----|------|----|----|-----|-----|-----|
| School, trade                                      | C   | C    | X  | X  | X   | C   | C   |
| Self-service storage facility (mini-warehouse)     | X   | X    | X  | C  | X   | P   | P   |
| Service and fuel-filling station                   | X   | X    | X  | P  | X   | P   | P   |
| Showroom                                           | X   | X    | X  | X  | X   | P   | P   |
| Slaughterhouse                                     | X   | X    | X  | X  | X   | X   | C   |
| Solid waste handling and/or transfer facility      | X   | X    | X  | X  | X   | X   | C   |
| Special event facility                             | C   | P    | C  | P  | X   | X   | X   |
| Taxi cab and limousine service                     | X   | X    | X  | C  | X   | C   | C   |
| Tattoo Parlor                                      | X   | X    | X  | P  | X   | C   | C   |
| Temporary use approved by the Zoning Administrator | P   | P    | P  | P  | P   | P   | P   |
| Therapeutic camp                                   | X   | C    | X  | X  | X   | X   | X   |
| Tow service                                        | X   | X    | X  | P  | X   | C   | P   |
| Truck stop or truck terminal                       | X   | X    | X  | C  | X   | X   | P   |
| Utility company                                    | P   | P    | X  | P  | X   | P   | P   |
| Use                                                | O-P | INST | NS | HB | CBD | M-1 | M-2 |
| Utility company substation                         | P   | P    | P  | P  | P   | P   | P   |
| Vehicle emission testing facility                  | X   | X    | X  | P  | X   | P   | P   |

**Property:**

**4153 Falcon Parkway; Parcel ID#150044 A002024:**







## CUP Requirements:

### 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 City Council in the decision-making process.

- (a) Whether the proposal will permit a use that is suitable in view of the use and development of adjacent and nearby property. *The subject property lies within a commercially zoned area. The use (self-storage) is suitable for the area. Additionally, there are new Oakwood apartments that may utilize the units.*
- (b) Whether the proposal will adversely affect the existing use or usability of adjacent or nearby property. *A commercial use at this location is suitable and will not adversely affect nearby properties. Currently zoned Highway Business, a retail use was envisioned for this site but has not come to fruition.*
- (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. *Currently zoned HB (Highway Business) many commercial uses are suitable. The property has a reasonable economic use with or without the issuance of this CUP.*
- (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. *No, the use would not be burdensome on infrastructure or the school system.*
- (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. *The current character area for this site is "Industrial Employment". A self-storage facility is an inherently allowed use in the M-1 and M-2 zoning districts. The Comprehensive Plan specifically states the uses in these zoning districts are appropriate. Therefore, the proposed use is in conformity with the Comprehensive Plan.*
- (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 site is zoned commercial and although retail was preferred, self-storage may be more in demand under the current economic climate that does not appear to be conducive to brick and mortar retail.*



- (g) Existing use(s) and zoning of the subject property and nearby properties. *The subject property has a cemetery to the north, vacant agriculturally zoned property to the west (across Falcon Parkway), Hall County Board of Education to the south (across Martin Road), and a mixed-use development to the east (in Oakwood).*
- (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. *N/A*
- (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. *The use should not be a deterrent in any manner to the adjacent properties.*
- (j) The possible creation of an isolated zoning district unrelated to adjacent and nearby districts *A CUP does not create a new zoning designation.*
- (k) Possible effects of the change in zoning district map, or change in use, on the character of a zoning district. *None.*
- (l) The possible impact on the environment, including but not limited to, drainage, soil erosion and sedimentation, flooding, air quality and water quality. *None. It will be designed and built to current standards.*
- (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 use meets the intent of the zoning ordinance.*

**Staff Recommendation:**

It is staff's recommendation that the CUP request to construct and operate a self-storage facility submitted by BLT Martin Road, LLC should be approved.

Public Hearing Published 10/05/2022  
Public Hearing 11/03/2022

First Reading 12/01/2022  
Adopted 12/15/2022

## **ORDINANCE NO. 672**

**AN ORDINANCE APPROVING A CONDITIONAL USE PERMIT (CUP) TO OPERATE A SELF-STORAGE FACILITY ON A PARCEL OF REAL PROPERTY OWNED BY BLT MARTIN ROAD, LLC, IDENTIFIED AS 4153 FALCON PARKWAY, TAX PARCEL 150044 A002024 TOTALING 7.22 +/- ACRES AND AS SHOWN ON ATTACHED EXHIBIT “A”, AND AS DESCRIBED ON ATTACHED EXHIBIT “B” AND AS CONDITIONED ON ATTACHED EXHIBIT “C”; PROVIDING FOR SEVERABILITY, REPEALING CONFLICTING ORDINANCES, PROVIDING FOR AN EFFECTIVE DATE AND FOR ALL OTHER LAWFUL PURPOSES.**

**WHEREAS**, BLT Martin Road, LLC owns a parcel of land totaling 7.22 +/- acres identified as Parcel Tax Identification No. 150044 A002024, as shown on Exhibit “A”, and as described on Exhibit “B”; and

**WHEREAS**, BLT Martin Road, LLC has submitted to the City Council of Flowery Branch, Georgia, a written and signed application requesting a conditional use permit (CUP); and

**WHEREAS**, the City Council held a public hearing at the meeting of November 3, 2022 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 conditional use permit request 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 without the issuance of a conditional use permit however, an alternative use is appropriately considered.

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 generally 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 a development with or without a conditional use permit.
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 issuance of a conditional use permit 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. APPROVAL OF CUP AND LEGAL DESCRIPTIONS.**

A conditional use permit to operate a self-storage facility is hereby granted for the subject parcel, as shown on Exhibit “A” and as legally described in Exhibit “B”, subject to the conditions set forth in Exhibit “C”. Said Exhibits are incorporated by reference as if fully set forth herein.

## **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 December 15, 2022.

**SECTION 6. REPEALER.**

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

Approved this 15<sup>th</sup> day of December 2022.

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Edward R. Asbridge, Mayor

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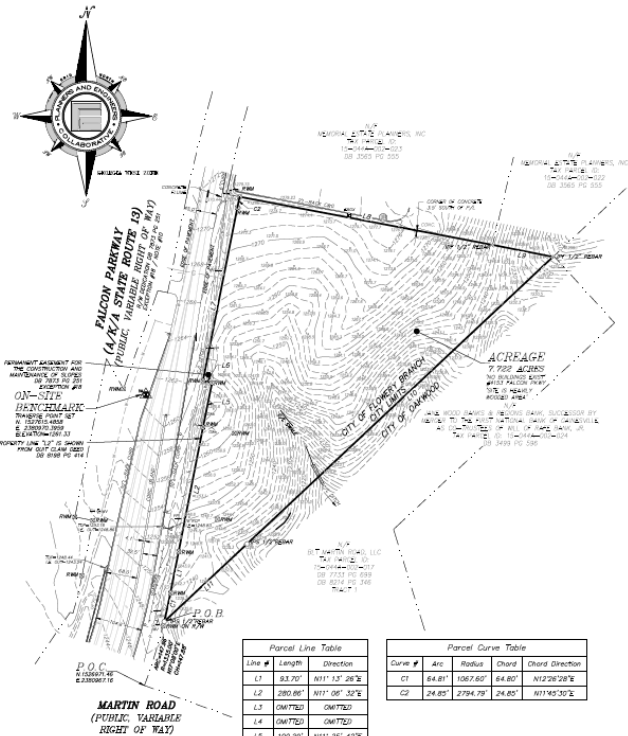
Shelia R. Cooper, City Clerk

APPROVED AS TO FORM

---

E. Ronald Bennett, Jr., City Attorney



[illegible]

| Parcel Line Table |         |               |
|-------------------|---------|---------------|
| Line #            | Length  | Direction     |
| L1                | 93.70'  | N11° 13' 28"E |
| L2                | 280.06' | N11° 06' 32"E |
| L3                | 0m7720  | 0m7720        |
| L4                | 0m7720  | 0m7720        |
| L5                | 100.29' | N11° 25' 42"E |
| L6                | 20.61'  | N79° 16' 16"W |
| L7                | 391.04' | N11° 14' 39"E |
| L8                | 570.76' | S79° 13' 59"E |
| L9                | 136.23' | S78° 47' 05"E |
| L10               | 928.91' | S46° 51' 01"W |
| L11               | 252.05' | S46° 51' 01"W |

| Curve # | Arc    | Radius   | Chord  | Chord Direction |
|---------|--------|----------|--------|-----------------|
| C1      | 64.81' | 1067.60' | 64.80' | N12°26'28"E     |
| C2      | 24.85' | 2794.79' | 24.85' | N71°45'30"E     |

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| STRUCTURE LEGEND |                                                                       |
|------------------|-----------------------------------------------------------------------|
|                  | Double line                                                           |
|                  | Single line                                                           |
|                  | Dashed line                                                           |
|                  | Dash-dot line                                                         |
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|                  | Thick dashed line with diagonal                                       |

[illegible]

***LEGAL DESCRIPTION***

*ALL THAT TRACT OR PARCEL OF LAND lying and being in Flowery Branch GMD #1270, City of Flowery Branch, Hall County, Georgia and being more particularly described as follows:*

*COMMENCING at the point located at the intersection of the Northerly Right of Way of Martin Road (Public, Variable R/W) and the Southeasterly Right of Way of Falcon Parkway (A/K/A State Route 13, Public, Variable Right of Way) having Georgia State Plane coordinates (NAD83, Georgia West Zone) of N.1526971.46 & E.2380967.16; thence leaving said intersection and following along said Southeasterly Right of Way Line of Falcon Parkway (A/K/A State Route 13) along a curve turning to the left with an arc length of 147.96 feet, having a radius of 1335.00 feet, being subtended by a chord bearing of North 17 degrees 08 minutes 00 seconds East, and a chord length of 147.88 feet to a 1/2" iron pin set, which is the TRUE POINT OF BEGINNING.*

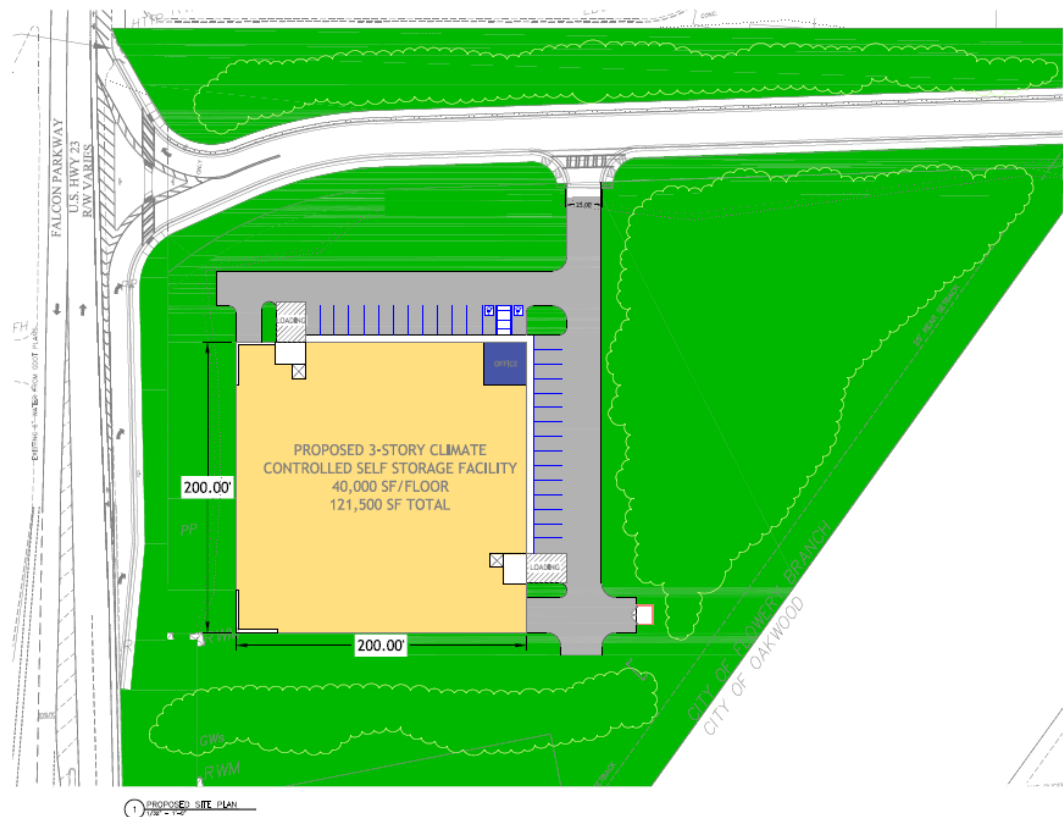
*Thence continuing along said Southeasterly Right of Way Line of Falcon Parkway (A/K/A State Route 13) the following courses and distances: with a curve turning to the left with an arc length of 64.81 feet, with a radius of 1067.60 feet, with a chord bearing of North 12 degrees 26 minutes 28 seconds East, with a chord length of 64.80 feet to a right of way monument found; thence North 11 degrees 13 minutes 26 seconds East a distance of 93.70 feet to a right of way monument found; thence North 11 degrees 06 minutes 32 seconds East a distance of 280.86 feet to a right of way monument found; thence North 11 degrees 25 minutes 42 seconds East a distance of 100.29 feet to a right of way monument found; thence North 79 degrees 16 minutes 16 seconds West a distance of 20.61 feet to a right of way monument found; thence North 11 degrees 14 minutes 39 seconds East a distance of 391.04 feet to a right of way monument found; thence with a curve turning to the right with an arc length of 24.85 feet, with a radius of 2794.79 feet, with a chord bearing of North 11 degrees 45 minutes 30 seconds East, with a chord length of 24.85 feet to a right of way monument found; thence leaving said Southeasterly Right of Way Line of Falcon Parkway (A/K/A State Route 13) South 79 degrees 13 minutes 59 seconds East a distance of 570.76 feet to a 1/2" rebar found; thence South 78 degrees 47 minutes 05 seconds East a distance of 136.23 feet to a 1/2" rebar found on the City Limits of Flowery Branch; thence following along said City Limits of Flowery Branch the following courses and distances: South 46 degrees 51 minutes 01 seconds West a distance of 928.91 feet to a 1/2" rebar set; thence South 46 degrees 51 minutes 01 seconds West a distance of 252.05 feet to a 1/2" rebar set on said Southeasterly Right of Way Line of Falcon Parkway (A/K/A State Route 13, which is the TRUE POINT OF BEGINNING.*

*Said parcel having an area of 7.722 acres more or less.*

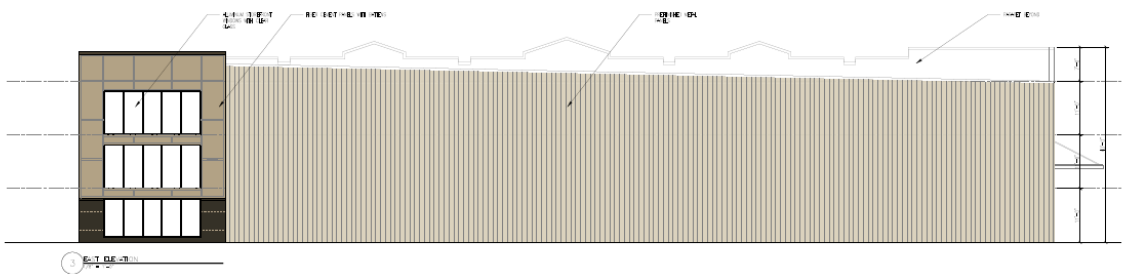
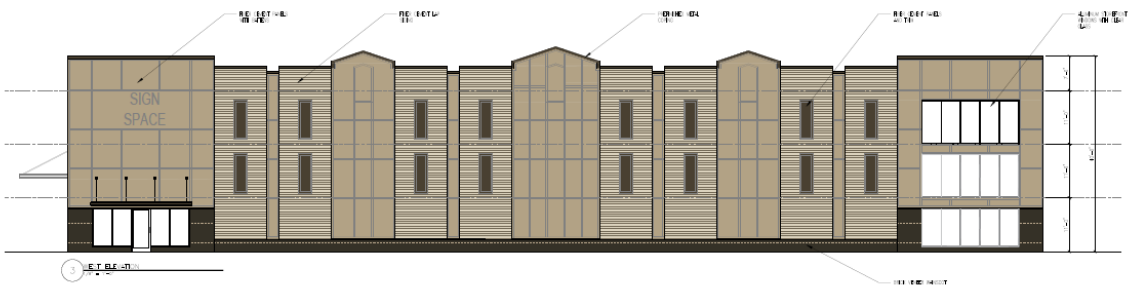
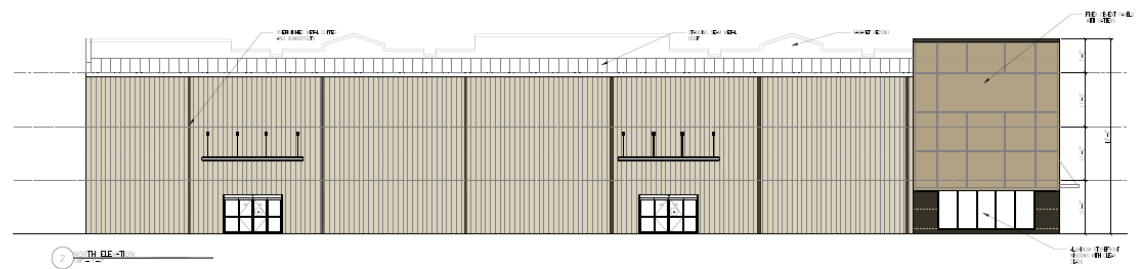
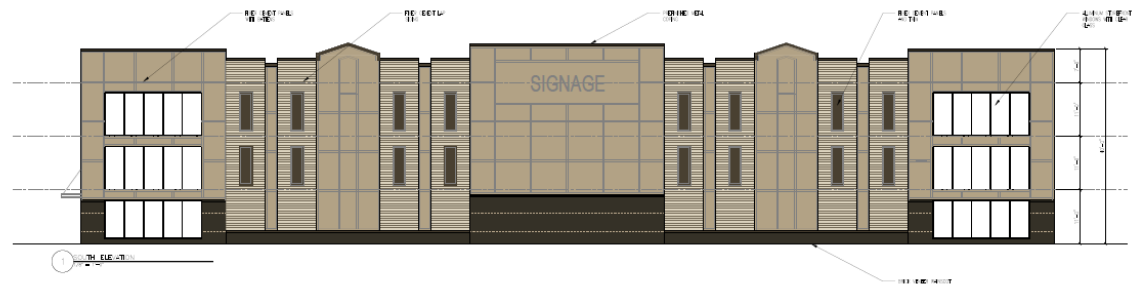
## Exhibit “C”

### Conditions of Condition Use Permit

1. The property shall be developed in substantial conformance with the site plan dated 10/19/2022 prepared Arch L. Trulock and submitted to the Flowery Branch Community Development Department on 11/18/2022 and as shown below:



2. Development shall adhere to requirements set forth in the Flowery Branch Zoning Ordinance Article 14, Section 14.11.
3. A landscape plan must be submitted for approval at time of land disturbance review. Said plan shall add significant coverage to help screen the facility from Martin Road and the Oakwood residential project.
4. Project must be sodded prior to the issuance of a certificate of occupancy.
5. Building shall significantly adhere to elevations as submitted by the applicant and shown below:





## FLOWERY BRANCH CITY COUNCIL



### EXECUTIVE SUMMARY

**SUBJECT:** Consider Second Reading of Ordinance No. 677 Establishing Director of Public Works and Utilities, Manager of Public Works, and Manager of Public Utilities

**COUNCIL MEETING DATE:** December 15, 2022

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#### HISTORY:

Historically, the City of Flowery Branch has had a Director of Public Works and a Water and Wastewater Director.

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#### FACTS AND ISSUES:

For more efficient, effective operations, the need has arisen to establish a Director of Public Works and Utilities that is to be over the departments of Public Works, Water and Wastewater. The functions and duties of the departments are closely related and the employees of each department cross over into the other – especially with water and sewer lines. By creating these positions, there would no longer be two separate directors for the functions, the departments would only have one director. However, there would be two manager positions created, and each manager would be responsible for the day-to-day operations of the department. No additional headcount is requested.

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#### OPTIONS:

- 1) Approve the ordinance establishing the Director of Public Works and Utilities, Manager of Public Works, and Manager of Public Utilities.
- 2) Do not approve the ordinance establishing the Director of Public Works and Utilities, Manager of Public Works, and Manager of Public Utilities and leave the current department structure / organizational chart as is currently.

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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:

Water Wastewater Fund and General Fund

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#### RECOMMENDATION:

Approve the second reading of Ordinance 677 establishing Director of Public Works and Utilities, Manager of Public Works and Manager of Public Utilities.

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#### SAMPLE MOTION:

I make a motion approve the second read of Ordinance 677 establishing the Director of Public Works and Utilities, Manager of Public Works and Manager of Public Utilities.

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#### COLLABORATING DEPARTMENT:

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**DEPARTMENT:** Administration



**Prepared by:** Shelia Cooper

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**ATTACHMENTS**

- [Ordinance Establishing Dir PW and Utilities \(TDP edits\).pdf](#)
- [ES - Ord establishing Director of Public Works and Utilities.pdf](#)

**First Reading: December 1, 2022**  
**Second Reading and Adoption: December 15, 2022**

**ORDINANCE NO. 677**

**AN ORDINANCE ESTABLISHING THE POSITIONS OF DIRECTOR OF PUBLIC WORKS AND UTILITIES, MANAGER OF PUBLIC WORKS AND MANAGER OF PUBLIC UTILITIES; PROVIDING FOR SEVERABILITY; REPEALING CONFLICTING ORDINANCES; ESTABLISHING AN EFFECTIVE DATE; AND FOR ALL OTHER LAWFUL PURPOSES.**

**WHEREAS** the City of Flowery Branch is authorized by O.C.G.A. § 36-35-3(a) to adopt clearly reasonable ordinances, resolutions, or regulations relating to its property, affairs and local government for which no provision has been made by general law and which are not inconsistent with the Constitution or any Charter provision applicable thereto; and

**WHEREAS** Section 3.1(a) of the Charter of the City of Flowery Branch provides that the city council, by ordinance, shall prescribe the functions or duties and establish, abolish, or alter all nonelective offices, positions of employment, departments and agencies of the city, as necessary for the proper administration of the affairs and government of the city; and

**WHEREAS** the city council deems it necessary for the proper administration of the affairs and government of the city to establish the positions of Director of Public Works and Utilities, Manager of Public Works and Manager of Public Utilities.

**NOW THEREFORE** the Council of the City of Flowery Branch hereby ordains as follows:

**Section 1.** The position of Director of Public Works and Utilities, which shall be a fulltime department head position, is hereby established.

**Section 2.** The positions of Manager of Public Works and Manager of Public Utilities is hereby established.

**Section 3.** No additional headcount is authorized.

**Section 4.** The functions and duties of such employment positions shall be established by the job specifications provided by the City Manager, as amended from time to time, at a pay range to be determined by the City Manager within the current Public Works, Water, and Sewer budgets. The FY2023 budget for the Public Works, Water and Sewer Departments is not adjusted.

**Section 5.** The City Manager shall have the authority to hire/terminate the position of Director of Public Works and Utilities. The Director of Public Works and

Utilities, with the consent of the City Manager, shall have the authority to hire/terminate the positions of Manager of Public Works and Manager of Public Utilities.

**Section 6.** If any paragraph, subparagraph, sentence, clause, phrase or any portion of this Ordinance shall be declared invalid or unconstitutional by any court of competent jurisdiction or if the provisions of any part of this Ordinance as applied to any particular situation or set of circumstances shall be declared invalid or unconstitutional, such invalidity shall not be construed to affect the portions of this Ordinance not so held to be invalid, or the application of the 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 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 7.** All ordinances in conflict with the terms of this Ordinance are hereby repealed to the extent of the conflict.

**Section 8.** This Ordinance shall be effective upon adoption by the City Council of the City of Flowery Branch, Georgia.

SO ORDAINED this \_\_\_\_\_ day of December, 2022.

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Edward R. Asbridge, Mayor

ATTEST:

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Shelia Cooper, City Clerk

APPROVED AS TO FORM:

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E. Ronald Bennett, Jr., City Attorney



**FLOWERY BRANCH CITY COUNCIL  
EXECUTIVE SUMMARY**

**SUBJECT:** Ordinance No. 677 establishing Director of Public Works and Utilities, Manager of Public Works, and Manager of Public Utilities

**DATE:** November 23, 2022

**BUDGET INFORMATION:**  
ANNUAL-  
CAPITAL-

**(X)RECOMMENDATION**  
**( ) POLICY DISCUSSION**  
**( ) STATUS REPORT**  
**( ) OTHER**

**COUNCIL ACTION REQUESTED ON:** December 1 and 15, 2022

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**PURPOSE:** To establish a Director of Public Works and Utilities, Manager of Public Works and Manager of Public Utilities.

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**HISTORY:** Historically, the City of Flowery Branch has had a Director of Public Works and a Water and Wastewater Director.

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**FACTS AND ISSUES:** For more efficient, effective operations, the need has arisen to establish a Director of Public Works and Utilities that is to be over the departments of Public Works, Water and Wastewater. The functions and duties of the departments are closely related and the employees of each department cross over into the other – especially with water and sewer lines. By creating these positions, there would no longer be two separate directors for the functions, the departments would only have one director. However, there would be two manager positions created, and each manager would be responsible for the day-to-day operations of the department. No additional headcount is requested.

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**OPTIONS:**

- 1) Approve the ordinance establishing the Director of Public Works and Utilities, Manager of Public Works, and Manager of Public Utilities.
  - 2) Do not approve the ordinance establishing the Director of Public Works and Utilities, Manager of Public Works, and Manager of Public Utilities and leave the current department structure / organizational chart as is currently.
- 
- 

**RECOMMENDED SAMPLE MOTION:**

I make a motion approve the first read of Ordinance 677 establishing the Director of Public Works and Utilities, Manager of Public Works and Manager of Public Utilities.

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**DEPARTMENT:** Administration

**Prepared by:** Tonya Parrish

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## FLOWERY BRANCH CITY COUNCIL

### EXECUTIVE SUMMARY



**SUBJECT:** Consideration of FY2024 Budget Calendar

**COUNCIL MEETING DATE:** December 15, 2022

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#### **HISTORY:**

The budget process occurs every year, from December through June. The Budget Team presents the calendar each year in December for Council review and requested adoption.

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#### **FACTS AND ISSUES:**

The budget process begins in December by preparing the Capital Improvement Plan and Operating Budget to be released to Department Directors for review. This budget year will begin with training for each Department Director on the new tools that will be utilized during the process. Trainings are scheduled to begin in January 2023. Meetings between the Budget Team and Department Directors to discuss any changes needed for the upcoming fiscal year will begin in February 2023. The Budget Team consists of the Finance Director, Budget and Purchasing Manager, and the City Manager.

Any follow up meetings to review the Operating Budget or the Capital Improvement Plan will be scheduled during the month of March 2023. The budget presentation to Mayor and Council will be on May 18, 2023, at 6:00 pm during the regularly scheduled Council Meeting. Public Hearings 1 & 2 are scheduled for a special called meeting on June 8, 2023, at 9:00 am and 6:00 pm. The 3rd Public Hearing will be held at the regularly scheduled Council Meeting on June 15, 2023, at 6:00 pm.

Note: Three public hearings are required for a millage rate increase.

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#### **OPTIONS:**

1. To adopt the FY2023 Annual Budget.
2. Suggest other alternatives.

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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:**

Adopt the FY2024 proposed Budget Calendar

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#### **SAMPLE MOTION:**

I make a motion to adopt the proposed FY2024 Budget Calendar as presented.

OR

I make a motion to adopt the proposed FY2024 with the following revisions: \_\_\_\_\_.

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**COLLABORATING DEPARTMENT:**

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**DEPARTMENT:** Finance

**Prepared by:** Shelia Cooper

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**ATTACHMENTS**

- [FY2024 Budget Executive Summary.pdf](#)
- [Budget Calendar Phases FY24 DRAFT.pdf](#)

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

**SUBJECT:** Request Adoption of Proposed FY2024 Budget Calendar

**DATE:** December 12, 2022

**(X) RECOMMENDATION**

**( ) POLICY DISCUSSION**

**BUDGET INFORMATION:**

**( ) STATUS REPORT**

**ANNUAL-**

**CAPITAL-**

**COUNCIL ACTION REQUESTED ON:** December 15, 2022

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**PURPOSE:** The proposed FY2024 Budget Calendar provides a basic plan for preparing, reviewing, and adopting the City of Flowery Branch budget for the upcoming fiscal year.

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**HISTORY:** The budget process occurs every year, from December through June. The Budget Team presents the calendar each year in December for Council review and requested adoption.

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**FACTS AND ISSUES:**

The budget process begins in December by preparing the Capital Improvement Plan and Operating Budget to be released to Department Directors for review. This budget year will begin with training for each Department Director on the new tools that will be utilized during the process. Trainings are scheduled to begin in January 2023. Meetings between the Budget Team and Department Directors to discuss any changes needed for the upcoming fiscal year will begin in February 2023. The Budget Team consists of the Finance Director, Budget and Purchasing Manager, and the City Manager.

Any follow up meetings to review the Operating Budget or the Capital Improvement Plan will be scheduled during the month of March 2023. The budget presentation to Mayor and Council will be on May 18, 2023, at 6:00 pm during the regularly scheduled Council Meeting. Public Hearings 1 & 2 are scheduled for a special called meeting on June 8, 2023, at 9:00 am and 6:00 pm. The 3<sup>rd</sup> Public Hearing will be held at the regularly scheduled Council Meeting on June 15, 2023, at 6:00 pm.

Note: Three public hearings are required if the millage rate is not rolled back.

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**OPTIONS:**

1. To adopt the FY2023 Annual Budget.
  2. Suggest other alternatives.
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**RECOMMENDED SAMPLE MOTION:**

I make a motion to adopt the proposed FY2024 Budget Calendar as presented.

OR

I make a motion to adopt the proposed FY2024 with the following revisions: \_\_\_\_\_.

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**DEPARTMENT:** Finance

**Prepared by:** Krystle Hightower

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**CITY OF FLOWERY BRANCH  
FY 2024 BUDGET CALENDAR  
(JULY 1, 2023 - JUNE 30, 2024)**

**PHASE 1 - BUDGET PROCESS INITIATION**

| Date                                                                                                                       | Time      | Event                                                                                                                                                   | Location                  |
|----------------------------------------------------------------------------------------------------------------------------|-----------|---------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|
| 1/5/2023                                                                                                                   |           | Open the FY2024 budget workbooks for the the Operating and Capital budget                                                                               | City Hall Main Conf. Room |
| Schedule and provide training to Department Directors on process for completing budget workbooks.<br>Dates and times below |           |                                                                                                                                                         |                           |
| 1/10/2023                                                                                                                  | Tuesday   | 9:00 AM Water/Wastewater<br>10:00 AM Public Works<br>11:00 AM Planning and Development<br>1:00 PM Tourism<br>2:00 PM City Clerk<br>3:00 PM City Manager | City Hall Main Conf. Room |
| 1/11/2023                                                                                                                  | Wednesday | 10:00 AM Police                                                                                                                                         | City Hall Main Conf. Room |
| 1/11/2023 - 2/3/2023                                                                                                       |           | Department Directors independently work on budgets with Finance assisting as requested                                                                  |                           |

**PHASE 2 -DEPARTMENT PRESENTATIONS/REVIEWS**

|                                                                  |          |                                                                                                           |                           |
|------------------------------------------------------------------|----------|-----------------------------------------------------------------------------------------------------------|---------------------------|
| Budget workbooks reviewed with Finance.<br>Dates and times below |          |                                                                                                           |                           |
| 2/6/2023                                                         | Monday   | 10:00-11:00 AM Water/ Wastewater<br>1:00-1:30 PM Planning & Community Development<br>2:00-2:30 PM Tourism | City Hall Main Conf. Room |
| 2/7/2023                                                         | Tuesday  | 9:00-9:30 AM Finance<br>10:30-11:30 AM Police<br>1:00-2:00 PM Public Works<br>2:30-3:00 PM City Manager   | City Hall Main Conf. Room |
| 2/9/2023                                                         | Thursday | 10:00-10:30 AM City Clerk                                                                                 |                           |
| 2/18/2023                                                        | Saturday | 9:00 AM - 4:00 PM Council Retreat for Strategic Planning                                                  | TBD                       |
| March                                                            |          | Follow up meetings as deemed necessary                                                                    | City Hall                 |

**PHASE 3 - COUNCIL PRESENTATIONS**

|                                                                                             |          |                                                                            |           |
|---------------------------------------------------------------------------------------------|----------|----------------------------------------------------------------------------|-----------|
| 5/18/2023                                                                                   | Thursday | 6:00 PM Budget presentation to Mayor and Council (Regular Council Meeting) | City Hall |
| Ad & Website Date: 5/17/2023 - Budget Presentation Ad (Due to Time by Wednesday, 5/10/2023) |          |                                                                            |           |

**PHASE 4 - COUNCIL ADOPTION**

|                                                                                                                                               |          |                                                |           |
|-----------------------------------------------------------------------------------------------------------------------------------------------|----------|------------------------------------------------|-----------|
| 6/8/2023                                                                                                                                      | Thursday | 9:00 AM Public Budget Hearing (Called Meeting) | City Hall |
| Ad & Website Date: 5/31/2023 - Public Hearing Ad (Due to Times by Wednesday, 5/24/2023)                                                       |          |                                                |           |
| 6/8/2023                                                                                                                                      | Thursday | 6:00 PM Public Budget Hearing (Called Meeting) | City Hall |
| Ad & Website Date: 5/31/2023 - Public Hearing Ad (Due to Times by Wednesday, 5/24/2023)                                                       |          |                                                |           |
| 6/15/2023                                                                                                                                     | Thursday | 6:00 PM Public Hearing (Regular Meeting)       | City Hall |
| Ad & Website Date: 6/7/2023 - Public Hearing Ad (Due to Times by Wednesday, 5/31/2023)<br>Adoption of Millage Ordinance and Budget Resolution |          |                                                |           |





## FLOWERY BRANCH CITY COUNCIL

### EXECUTIVE SUMMARY



**SUBJECT:** Consideration of Rejecting All Bids for Wastewater Reclamation Facility Received on July 15, 2022 and Issue a Request for Qualifications (RFQ) for Construction Manager at Risk (CMAR).

**COUNCIL MEETING DATE:** December 15, 2022

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#### HISTORY:

The City of Flowery Branch engaged with Infratec Consultants on February 16, 2017 with task order FBR19001 to design an expansion of its wastewater treatment plant. Infratec Consultants designed the project and it was let on May 25, 2022. Bids were received on July 15, 2022 on this design.

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#### FACTS AND ISSUES:

The city secured a loan with GEFA for \$23.3M for the engineering and construction of the new WRF. The low bid for the project, a 2.2MGD wastewater treatment plant was \$52M. The city received three bids on the project ranging from \$52,095,000 to \$56,980,000. After much review and a value-engineering effort performed by ESG, Engineering, Inc., the recommendation is to reject all bids, redesign the project (a separate item to be considered by council), and issue a request for qualifications (RFQ) for a Construction Manager at Risk (CMAR). CMAR is an alternate deliver approach (from design build, or design, bid, build). By utilizing this approach, the city will bring on a contractor for the project early in the process and the contractor will work very closely with the city and the city's engineer. Estimations of costs will be given during the design phase, and the contractor will provide a guaranteed maximum price at 80% design. The construction manager will be presented to council for award after the RFQ responses are received.

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#### OPTIONS:

- 1) Reject all bids and direct staff to issue a "request for qualifications" for a Construction Manager at Risk.
- 2) Do not reject all bids and go with the low bid and the current design.
- 3) Reject all bids and direct staff to proceed with a different type of design.

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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:

Reject All Bids for Wastewater Reclamation Facility Received on July 15, 2022 and Issue a Request for Qualifications (RFQ) for Construction Manager at Risk (CMAR).

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#### SAMPLE MOTION:

I make a motion to reject all bids received for the wastewater reclamation facility on July 15, 2022 and direct staff to issue an RFQ for CMAR.

**COLLABORATING DEPARTMENT:**

Water/Wastewater

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**DEPARTMENT:** Administration

**Prepared by:** Shelia Cooper

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**ATTACHMENTS**

- [ES - rejecting all WRF bids and RFQ CMAR.pdf](#)



## FLOWERY BRANCH CITY COUNCIL EXECUTIVE SUMMARY

**SUBJECT:** Consideration of Rejecting All Bids for Wastewater Reclamation Facility Received on July 15, 2022 and Issue a Request for Qualifications (RFQ) for Construction Manager at Risk (CMAR).

**DATE:** December 5, 2022

**BUDGET INFORMATION:**  
ANNUAL-  
CAPITAL-

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

**COUNCIL ACTION REQUESTED ON:** December 15, 2022

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**PURPOSE:** To request consideration of council rejecting all bids received for the Wastewater Reclamation Facility (WRF) and obtain direction on issuing a request for qualifications for a Construction Manager at Risk (CMAR).

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**HISTORY:** The City of Flowery Branch engaged with Infratec Consultants on February 16, 2017 with task order FBR19001 to design an expansion of its wastewater treatment plant. Infratec Consultants designed the project and it was let on May 25, 2022. Bids were received on July 15, 2022 on this design.

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**FACTS AND ISSUES:** The city secured a loan with GEFA for \$23.3M for the engineering and construction of the new WRF. The low bid for the project, a 2.2MGD wastewater treatment plant was \$52M. The city received three bids on the project ranging from \$52,095,000 to \$56,980,000. After much review and a value-engineering effort performed by ESG, Engineering, Inc., the recommendation is to reject all bids, redesign the project (a separate item to be considered by council), and issue a request for qualifications (RFQ) for a Construction Manager at Risk (CMAR). CMAR is an alternate deliver approach (from design build, or design, bid, build). By utilizing this approach, the city will bring on a contractor for the project early in the process and the contractor will work very closely with the city and the city's engineer. Estimations of costs will be given during the design phase, and the contractor will provide a guaranteed maximum price at 80% design. The construction manager will be

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presented to council for award after the RFQ responses are received.

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**OPTIONS:**

- 1) Reject all bids and direct staff to issue a “request for qualifications” for a Construction Manager at Risk.
  - 2) Do not reject all bids and go with the low bid and the current design.
  - 3) Reject all bids and direct staff to proceed with a different type of design.
- 
- 

**SAMPLE MOTION:** I make a motion to reject all bids received for the wastewater reclamation facility on July 15, 2022 and direct staff to issue an RFQ for CMAR.

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**DEPARTMENT:** Administration

**PREPARED BY:** Tonya D. Parrish



## FLOWERY BRANCH CITY COUNCIL

### EXECUTIVE SUMMARY



**SUBJECT:** Consideration of Purchasing Two (2) Fleet Vehicles Using SPLOST VIII Funds for Public Safety and the Local Resources Fund for Community Development.

**COUNCIL MEETING DATE:** December 15, 2022

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#### HISTORY:

The last time the Police Department purchased a fleet vehicle was in FY 2021. SPLOST VIII has funding for public safety vehicles.

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#### FACTS AND ISSUES:

The three (3) additional positions approved for the police department in July 2022 and a vehicle with engine issues have all put the police department in a bind. Planning Director Mr. Atkinson and City Manager Parrish did approve of reassigning one (1) vehicle that was not a city-marked vehicle for the Task Force Position earlier this fiscal year. Mr. Atkinson's vehicle now needs to be replaced for the Inspector position. Therefore, the city needs two vehicles, one for the police department and one for the inspector.

The price for the public safety vehicle is approximately \$44,900 and the city will use State Contract #99999-001-SPD0000183. The price for the inspections vehicle is approximately \$38,500 and will be purchased under state contract #99999-SPD-ES40199373.

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#### OPTIONS:

Approve or deny the request to purchase the two (2) new vehicles.

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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:

\$45,000 SPLOST VIII, \$38,500 Local Resources Fund

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#### RECOMMENDATION:

Approve Purchasing Two (2) Fleet Vehicles Using SPLOST VIII Funds for Public Safety and the Local Resources Fund for Community Development.

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#### SAMPLE MOTION:

I make a motion to approve the two (2) new fleet vehicles with funding coming from SPLOST VIII and the Local Resources Fund.

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#### COLLABORATING DEPARTMENT:

Planning

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**DEPARTMENT:** Police



**Prepared by:** Shelia Cooper

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**ATTACHMENTS**

- [2022 Request to purchase 2 New Fleet Vehicles.pdf](#)

**FLOWERY BRANCH CITY COUNCIL**

**EXECUTIVE SUMMARY**

**SUBJECT:** Purchase of Two (2) New Vehicles

**DATE:** 12/15/2022

☒ **RECOMMENDATION**

☐ **POLICY DISCUSSION**

**BUDGET INFORMATION:**

☐ **STATUS REPORT**

**ANNUAL-** N/A

☐ **OTHER**

**CAPITAL-** N/A

**COUNCIL ACTION REQUESTED ON:** December 15, 2022

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**PURPOSE:** Flowery Branch City Council to consider purchasing two (2) fleet vehicles using SPLOST funds for Public Safety and the Local Resources Fund for Community Development.

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**HISTORY:** The last time the Police Department purchased a fleet vehicle was in FY 2021. SPLOST VIII has funding for public safety vehicles.

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**FACTS AND ISSUES:** The three (3) additional positions approved for the police department in July 2022 and a vehicle with engine issues have all put the police department in a bind. Planning Director Mr. Atkinson and City Manager Parrish did approve of reassigning one (1) vehicle that was not a city-marked vehicle for the Task Force Position earlier this fiscal year. Mr. Atkinson's vehicle now needs to be replaced for the Inspector position. Therefore, the city needs two vehicles, one for the police department and one for the inspector.

The price for the public safety vehicle is approximately \$44,900 and the city will use State Contract #99999-001-SPD0000183. The price for the inspections vehicle is approximately \$38,500 and will be purchased under state contract #99999-SPD-ES40199373.

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**OPTIONS:** Approve or deny the request to purchase the two (2) new vehicles.

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**RECOMMENDED SAMPLE MOTION:** I make a motion to approve the two (2) new fleet vehicles with funding coming from SPLOST VIII and the Local Resources Fund.

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**DEPARTMENT:** Flowery Branch Police Department

**Prepared by:** Chief Christopher Hulsey

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**ATTACHMENTS:**

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## FLOWERY BRANCH CITY COUNCIL

### EXECUTIVE SUMMARY



**SUBJECT:** Consideration of Resolution 22-022 Fourth Quarter Budget Amendment FY2022

**COUNCIL MEETING DATE:** December 15, 2022

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#### **HISTORY:**

A budget is balanced when the sum of estimated revenues and appropriated fund balances is equal to expenditure/expense appropriations for each applicable fund. Revenue estimates and governmental needs change throughout the year which requires approval from Council for said budget amendments.

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#### **FACTS AND ISSUES:**

See attachment A and B for 4th quarter details.

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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 Resolution 22-022 Fourth Quarter Budget Amendment FY2022

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#### **SAMPLE MOTION:**

I make a motion for the City Council to authorize approval of Resolution 22-022, 4th Quarter Amendment to the Budget for FY2022 as Previously Adopted on June 17, 2021, as presented in Attachment A and B.

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#### **COLLABORATING DEPARTMENT:**

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**DEPARTMENT:** Finance

**Prepared by:** Shelia Cooper

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#### **ATTACHMENTS**

- [Attachment A - Resolution 21-015 Budget Amendment Form.pdf](#)
- [Attachment B - Budget Adjustment Descriptions 4th QTR.pdf](#)
- [Department Details for Adjustments 4th QTR.pdf](#)

- [Resolution 22-022 Executive Summary.pdf](#)
- [Resolution 22-022.pdf](#)
- [RESOLUTION 22-022 PRESENTATION 9-2-2021.pdf](#)





Flowerly Brand

**ATTACHMENT A**

Effective Date: 6/30/2022

*Justification:* RESOLUTION 22-022: BUDGET AMENDMENT TO FY2022 APPROVED BUDGET FROM JUNE 17, 2021.  
(See Attachment B for Details)

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

**ATTACHMENT B  
QUARTERLY BUDGET ADJUSTMENT RESOLUTION  
ADJUSTMENT DESCRIPTIONS**

**GENERAL FUND**

**GENERAL FUND**

Notable adjustments, which did not affect the total budget, are as follows:

- Various department adjustments to accommodate budget to actual expenses. See the attached detailed listing.

Requested non-departmental adjustments are as follows:

- Increase City Manager and City Clerk salary to adjust for end of year totals.

**SPECIAL REVENUE FUNDS**

**GRANTS FUND**

No adjustments are needed for the quarter ending June 30, 2022.

**TAX ALLOCATION DISTRICT FUND**

No adjustments are needed for the quarter ending June 30, 2022.

**HOTEL MOTEL TAX FUND**

Notable adjustments, which did affect the total budget, are as follows:

- Convention Visitors Bureau adjustment for the quarter ending June 30, 2022 to reflect tax revenue received.

**CAPITAL PROJECT FUNDS**

**WATER/WASTEWATER CAPITAL PROJECTS FUND**

No notable adjustments are needed for the quarter ending June 30, 2022.

**SPLOST VII CAPITAL PROJECTS FUND**

Notable adjustments, which did affect the total budget, are as follows:

- \$7,493 adjustment to SPLOST VIII – Public Works truck purchase from SPLOST VIII as vehicle cost more than projected.

**ATTACHMENT B  
QUARTERLY BUDGET ADJUSTMENT RESOLUTION  
ADJUSTMENT DESCRIPTIONS**

**LOCAL RESOURCES CAPITAL PROJECTS FUND**

No notable adjustments are needed for the quarter ending June 30, 2022.

**ENTERPRISE FUNDS**

**WATER AND WASTEWATER OPERATING FUND**

Notable adjustments, which did not affect the total budget, are as follows:

- Various department adjustments to accommodate budget to actual expenses. See the attached detailed listing.



City of Flowery Branch

# Budget Adjustment Report

## Adjustment Detail

For Date Range: 04/01/2022 - 06/30/2022

| Account Number                                       | Account Name                                   |               |            | Original Budget | Budget Adjustments | Current Budget |
|------------------------------------------------------|------------------------------------------------|---------------|------------|-----------------|--------------------|----------------|
| Adjustment Number                                    | Adjustment Description                         | Packet Number | Post Date  |                 | Amount             |                |
| Budget Code: FY2022R - Revised Budget Fiscal: FY2022 |                                                |               |            |                 |                    |                |
| Fund: 100 - GENERAL FUND                             |                                                |               |            |                 |                    |                |
| Revenue                                              |                                                |               |            |                 |                    |                |
| <a href="#">100-0000-313100</a>                      | LOST                                           |               |            | -1,300,000.00   | -11,613.00         | -1,311,613.00  |
| BA0000502                                            | General Fund Final Budget Year end             | GLPKT12571    | 06/30/2022 |                 | -11,613.00         |                |
| <a href="#">100-0000-381100</a>                      | Rent - Depot                                   |               |            | 0.00            | -4,100.00          | -4,100.00      |
| BA0000436                                            | Depot/Community Reoom Adjustments              | GLPKT11129    | 05/26/2022 |                 | -4,100.00          |                |
| <a href="#">100-0000-399900</a>                      | Budgeted Fund Balance                          |               |            | 0.00            | -9,332.00          | -9,332.00      |
| BA0000433                                            | City Clerk Adjustments                         | GLPKT11129    | 05/26/2022 |                 | -5,680.00          |                |
| BA0000434                                            | City Manager Adjustments                       | GLPKT11129    | 05/26/2022 |                 | -952.00            |                |
| BA0000435                                            | Traffic Signal Adjustment                      | GLPKT11129    | 05/26/2022 |                 | -2,700.00          |                |
| Revenue Total:                                       |                                                |               |            | -1,300,000.00   | -25,045.00         | -1,325,045.00  |
| Expense                                              |                                                |               |            |                 |                    |                |
| <a href="#">100-1110-511100</a>                      | Council / Salaries                             |               |            | 24,000.00       | 2,600.00           | 26,600.00      |
| BA0000415                                            | Mayor and Council Adjustments                  | GLPKT10985    | 05/10/2022 |                 | 2,600.00           |                |
| <a href="#">100-1110-512200</a>                      | Council / FICA & Medicare                      |               |            | 1,836.00        | 199.00             | 2,035.00       |
| BA0000415                                            | Mayor and Council Adjustments                  | GLPKT10985    | 05/10/2022 |                 | 199.00             |                |
| <a href="#">100-1110-521100</a>                      | Council / Retreat                              |               |            | 6,000.00        | -1,750.00          | 4,250.00       |
| BA0000401                                            | Council Supplies Adjustment                    | GLPKT10780    | 04/14/2022 |                 | -250.00            |                |
| BA0000415                                            | Mayor and Council Adjustments                  | GLPKT10985    | 05/10/2022 |                 | -684.00            |                |
| BA0000441                                            | Correction to BA0000415 Adjustments from 5.... | GLPKT11225    | 05/10/2022 |                 | -816.00            |                |
| <a href="#">100-1110-523500</a>                      | Council / Travel Expense                       |               |            | 3,500.00        | -1,599.00          | 1,901.00       |
| BA0000398                                            | Council Supplies and Materials Adjustment      | GLPKT10738    | 04/11/2022 |                 | -300.00            |                |
| BA0000415                                            | Mayor and Council Adjustments                  | GLPKT10985    | 05/10/2022 |                 | -1,000.00          |                |
| BA0000441                                            | Correction to BA0000415 Adjustments from 5.... | GLPKT11225    | 05/10/2022 |                 | -299.00            |                |
| <a href="#">100-1110-531100</a>                      | Council / Supplies & Material (EDC)            |               |            | 3,000.00        | 550.00             | 3,550.00       |
| BA0000398                                            | Council Supplies and Materials Adjustment      | GLPKT10738    | 04/11/2022 |                 | 300.00             |                |
| BA0000401                                            | Council Supplies Adjustment                    | GLPKT10780    | 04/14/2022 |                 | 250.00             |                |
| <a href="#">100-1130-511100</a>                      | City Clerk / Salary                            |               |            | 69,607.00       | 6,247.00           | 75,854.00      |
| BA0000502                                            | General Fund Final Budget Year end             | GLPKT12571    | 06/30/2022 |                 | 6,247.00           |                |
| <a href="#">100-1130-512100</a>                      | City Clerk / Health Insurance                  |               |            | 10,000.00       | 3,100.00           | 13,100.00      |
| BA0000433                                            | City Clerk Adjustments                         | GLPKT11129    | 05/26/2022 |                 | 3,100.00           |                |
| <a href="#">100-1130-512200</a>                      | City Clerk / FICA & Medicare                   |               |            | 5,234.00        | 1,275.00           | 6,509.00       |
| BA0000433                                            | City Clerk Adjustments                         | GLPKT11129    | 05/26/2022 |                 | 1,275.00           |                |
| <a href="#">100-1130-523220</a>                      | City Clerk / Cell Phone                        |               |            | 480.00          | 279.00             | 759.00         |
| BA0000433                                            | City Clerk Adjustments                         | GLPKT11129    | 05/26/2022 |                 | 220.00             |                |
| BA0000455                                            | City Clerk Cell Phone and Dues Adj.            | GLPKT11443    | 06/30/2022 |                 | 59.00              |                |
| <a href="#">100-1130-523500</a>                      | City Clerk / Travel Expenses                   |               |            | 2,500.00        | 141.00             | 2,641.00       |
| BA0000433                                            | City Clerk Adjustments                         | GLPKT11129    | 05/26/2022 |                 | 200.00             |                |
| BA0000455                                            | City Clerk Cell Phone and Dues Adj.            | GLPKT11443    | 06/30/2022 |                 | -59.00             |                |
| <a href="#">100-1130-523600</a>                      | City Clerk / Dues & Fees                       |               |            | 200.00          | 355.00             | 555.00         |
| BA0000433                                            | City Clerk Adjustments                         | GLPKT11129    | 05/26/2022 |                 | 220.00             |                |
| BA0000455                                            | City Clerk Cell Phone and Dues Adj.            | GLPKT11443    | 06/30/2022 |                 | 135.00             |                |
| <a href="#">100-1130-523700</a>                      | City Clerk / Education & Training              |               |            | 2,500.00        | 300.00             | 2,800.00       |
| BA0000433                                            | City Clerk Adjustments                         | GLPKT11129    | 05/26/2022 |                 | 300.00             |                |
| <a href="#">100-1130-531100</a>                      | City Clerk / Supplies & Materials              |               |            | 1,000.00        | -135.00            | 865.00         |
| BA0000455                                            | City Clerk Cell Phone and Dues Adj.            | GLPKT11443    | 06/30/2022 |                 | -135.00            |                |

# Budget Adjustment Report

For Date Range: 04/01/2022 - 06/30/2022

| Account Number                  | Account Name                                   |               |            | Original Budget | Budget Adjustments | Current Budget |
|---------------------------------|------------------------------------------------|---------------|------------|-----------------|--------------------|----------------|
| Adjustment Number               | Adjustment Description                         | Packet Number | Post Date  |                 | Amount             |                |
| <a href="#">100-1130-531600</a> | City Clerk / Small Equipment                   |               |            | 500.00          | 365.00             | 865.00         |
| BA0000433                       | City Clerk Adjustments                         | GLPKT11129    | 05/26/2022 |                 | 365.00             |                |
| <a href="#">100-1310-511100</a> | Mayor / Salary                                 |               |            | 6,000.00        | 1,500.00           | 7,500.00       |
| BA0000415                       | Mayor and Council Adjustments                  | GLPKT10985    | 05/10/2022 |                 | 1,500.00           |                |
| <a href="#">100-1310-511101</a> | Mayor / Meeting Per Diem                       |               |            | 3,000.00        | -1,000.00          | 2,000.00       |
| BA0000415                       | Mayor and Council Adjustments                  | GLPKT10985    | 05/10/2022 |                 | -1,000.00          |                |
| <a href="#">100-1310-512200</a> | Mayor / FICA & Medicare                        |               |            | 459.00          | 229.00             | 688.00         |
| BA0000415                       | Mayor and Council Adjustments                  | GLPKT10985    | 05/10/2022 |                 | 184.00             |                |
| BA0000426                       | Mayor FICA & Medicare Adjustment               | GLPKT11078    | 05/20/2022 |                 | 45.00              |                |
| <a href="#">100-1310-523500</a> | Mayor / Travel Expense                         |               |            | 2,000.00        | -729.00            | 1,271.00       |
| BA0000415                       | Mayor and Council Adjustments                  | GLPKT10985    | 05/10/2022 |                 | -684.00            |                |
| BA0000426                       | Mayor FICA & Medicare Adjustment               | GLPKT11078    | 05/20/2022 |                 | -45.00             |                |
| <a href="#">100-1310-523700</a> | Mayor / Education & Training                   |               |            | 1,500.00        | -1,500.00          | 0.00           |
| BA0000443                       | Uniform and Promotional items                  | GLPKT11270    | 06/13/2022 |                 | -1,500.00          |                |
| <a href="#">100-1310-531100</a> | Mayor / Supplies & Material                    |               |            | 500.00          | 1,350.00           | 1,850.00       |
| BA0000443                       | Uniform and Promotional items                  | GLPKT11270    | 06/13/2022 |                 | 1,350.00           |                |
| <a href="#">100-1310-531700</a> | Mayor / Uniforms                               |               |            | 100.00          | 150.00             | 250.00         |
| BA0000443                       | Uniform and Promotional items                  | GLPKT11270    | 06/13/2022 |                 | 150.00             |                |
| <a href="#">100-1320-511100</a> | City Manager/ Salary                           |               |            | 46,830.00       | 2,994.00           | 49,824.00      |
| BA0000407                       | City Manager FICA, Education Training, and Car | GLPKT10902    | 04/29/2022 |                 | -2,372.00          |                |
| BA0000502                       | General Fund Final Budget Year end             | GLPKT12571    | 06/30/2022 |                 | 5,366.00           |                |
| <a href="#">100-1320-512200</a> | City Manager/ FICA & Medicare                  |               |            | 3,499.00        | 3,193.00           | 6,692.00       |
| BA0000394                       | City Manager adjustments                       | GLPKT10717    | 04/07/2022 |                 | 1,568.00           |                |
| BA0000407                       | City Manager Car, Education, Dues, FICA        | GLPKT10902    | 04/29/2022 |                 | 673.00             |                |
| BA0000434                       | City Manager Adjustments                       | GLPKT11129    | 05/26/2022 |                 | 952.00             |                |
| <a href="#">100-1320-512220</a> | City Manager / Long Term Disability            |               |            | 301.00          | 75.00              | 376.00         |
| BA0000427                       | City Manager Adjustments LTD, Education        | GLPKT11078    | 05/20/2022 |                 | 75.00              |                |
| <a href="#">100-1320-512400</a> | City Manager / Retirement                      |               |            | 4,803.00        | -7,063.00          | -2,260.00      |
| BA0000394                       | City Manager adjustments                       | GLPKT10717    | 04/07/2022 |                 | -7,063.00          |                |
| <a href="#">100-1320-512910</a> | City Manager / Car Allowance                   |               |            | 6,000.00        | 1,001.00           | 7,001.00       |
| BA0000407                       | City Manager Car, Education, Dues, FICA        | GLPKT10902    | 04/29/2022 |                 | 924.00             |                |
| BA0000456                       | City Manager Car and Cell Phone Adj.           | GLPKT11443    | 06/30/2022 |                 | 77.00              |                |
| <a href="#">100-1320-512920</a> | City Manager/Moving Expenses                   |               |            | 0.00            | 5,000.00           | 5,000.00       |
| BA0000394                       | City Manager adjustments                       | GLPKT10717    | 04/07/2022 |                 | 5,000.00           |                |
| <a href="#">100-1320-523220</a> | City Manager / Cell Phone                      |               |            | 0.00            | 560.00             | 560.00         |
| BA0000394                       | City Manager adjustments                       | GLPKT10717    | 04/07/2022 |                 | 480.00             |                |
| BA0000456                       | City Manager Car and Cell Phone Adj.           | GLPKT11443    | 06/30/2022 |                 | 80.00              |                |
| <a href="#">100-1320-523500</a> | City Manager / Travel Expenses                 |               |            | 0.00            | -245.00            | -245.00        |
| BA0000427                       | City Manager Adjustments LTD, Education        | GLPKT11078    | 05/20/2022 |                 | -75.00             |                |
| BA0000427                       | City Manager Adjustments LTD, Education        | GLPKT11078    | 05/20/2022 |                 | -170.00            |                |
| <a href="#">100-1320-523600</a> | City Manager/ Dues & Fees                      |               |            | 0.00            | 33.00              | 33.00          |
| BA0000394                       | City Manager adjustments                       | GLPKT10717    | 04/07/2022 |                 | 15.00              |                |
| BA0000407                       | City Manager Car, Education, Dues, FICA        | GLPKT10902    | 04/29/2022 |                 | 175.00             |                |
| BA0000456                       | City Manager Car and Cell Phone Adj.           | GLPKT11443    | 06/30/2022 |                 | -157.00            |                |
| <a href="#">100-1320-523700</a> | City Manager / Edu. & Train.                   |               |            | 0.00            | 770.00             | 770.00         |
| BA0000407                       | City Manager Car, Education, Dues, FICA        | GLPKT10902    | 04/29/2022 |                 | 600.00             |                |
| BA0000427                       | City Manager Adjustments LTD, Education        | GLPKT11078    | 05/20/2022 |                 | 170.00             |                |
| <a href="#">100-1500-511100</a> | Admin / Salaries                               |               |            | 180,000.00      | 9,015.00           | 189,015.00     |
| BA0000457                       | Admin June Adj.                                | GLPKT11443    | 06/30/2022 |                 | 9,015.00           |                |
| <a href="#">100-1500-512100</a> | Admin / Health Insurance                       |               |            | 56,544.00       | 247.00             | 56,791.00      |
| BA0000457                       | Admin June Adj.                                | GLPKT11443    | 06/30/2022 |                 | 247.00             |                |
| <a href="#">100-1500-512200</a> | Admin / FICA & Medicare                        |               |            | 13,918.00       | 1,240.00           | 15,158.00      |
| BA0000457                       | Admin June Adj.                                | GLPKT11443    | 06/30/2022 |                 | 1,240.00           |                |

# Budget Adjustment Report

For Date Range: 04/01/2022 - 06/30/2022

| Account Number                  | Account Name                               |               |            | Original Budget | Budget Adjustments | Current Budget |
|---------------------------------|--------------------------------------------|---------------|------------|-----------------|--------------------|----------------|
| Adjustment Number               | Adjustment Description                     | Packet Number | Post Date  |                 | Amount             |                |
| <a href="#">100-1500-521204</a> | Admin / Prof. Svs / Eng / Appraisals       |               |            | 28,000.00       | 30,000.00          | 58,000.00      |
| BA0000416                       | IT Change to Vc3 - Contract Adjustment     | GLPKT11022    | 04/01/2022 |                 | 30,000.00          |                |
| <a href="#">100-1500-521240</a> | Admin / Legal Fees                         |               |            | 125,000.00      | -43,938.00         | 81,062.00      |
| BA0000416                       | IT Change to Vc3 - Contract Adjustment     | GLPKT11022    | 04/01/2022 |                 | -30,000.00         |                |
| BA0000457                       | Admin June Adj.                            | GLPKT11443    | 06/30/2022 |                 | -11,358.00         |                |
| BA0000468                       | Admin Budget Adjustments June              | GLPKT11465    | 06/30/2022 |                 | -2,580.00          |                |
| <a href="#">100-1500-521300</a> | Admin / Website & Software Maintenance     |               |            | 13,100.00       | 1,141.00           | 14,241.00      |
| BA0000419                       | Website & Software Maint. Adjustment       | GLPKT11028    | 05/18/2022 |                 | 300.00             |                |
| BA0000457                       | Admin June Adj.                            | GLPKT11443    | 06/30/2022 |                 | 841.00             |                |
| <a href="#">100-1500-521310</a> | Admin / IT Services                        |               |            | 16,500.00       | 1,619.00           | 18,119.00      |
| BA0000468                       | Admin Budget Adjustments June              | GLPKT11465    | 06/30/2022 |                 | 1,619.00           |                |
| <a href="#">100-1500-523201</a> | Admin / Cell Phones                        |               |            | 720.00          | 15.00              | 735.00         |
| BA0000457                       | Admin June Adj.                            | GLPKT11443    | 06/30/2022 |                 | 15.00              |                |
| <a href="#">100-1500-523300</a> | Admin / Advertising                        |               |            | 3,000.00        | 617.00             | 3,617.00       |
| BA0000468                       | Admin Budget Adjustments June              | GLPKT11465    | 06/30/2022 |                 | 617.00             |                |
| <a href="#">100-1500-523500</a> | Admin / Travel Expenses                    |               |            | 7,000.00        | 3,000.00           | 10,000.00      |
| BA0000439                       | Admin Travel Adjustment                    | GLPKT11182    | 06/01/2022 |                 | 3,000.00           |                |
| <a href="#">100-1500-523600</a> | Admin / Dues & Fees                        |               |            | 8,000.00        | 144.00             | 8,144.00       |
| BA0000468                       | Admin Budget Adjustments June              | GLPKT11465    | 06/30/2022 |                 | 144.00             |                |
| <a href="#">100-1500-523602</a> | Admin / Accountant Consulting Fees         |               |            | 10,000.00       | -3,000.00          | 7,000.00       |
| BA0000439                       | Admin Travel Adjustment                    | GLPKT11182    | 06/01/2022 |                 | -3,000.00          |                |
| <a href="#">100-1500-523603</a> | Admin / Muni Code                          |               |            | 10,000.00       | -1,655.00          | 8,345.00       |
| BA0000399                       | Admin Small Equipment Adjustment           | GLPKT10738    | 04/11/2022 |                 | -705.00            |                |
| BA0000413                       | Admin Adjustment for Small Equipment       | GLPKT10952    | 05/05/2022 |                 | -650.00            |                |
| BA0000419                       | Website & Software Maint. Adjustment       | GLPKT11028    | 05/18/2022 |                 | -300.00            |                |
| <a href="#">100-1500-531100</a> | Admin / Supplies & Materials               |               |            | 4,000.00        | 64.00              | 4,064.00       |
| BA0000468                       | Admin Budget Adjustments June              | GLPKT11465    | 06/30/2022 |                 | 64.00              |                |
| <a href="#">100-1500-531600</a> | Admin / Small Equipment                    |               |            | 10,000.00       | 1,491.00           | 11,491.00      |
| BA0000399                       | Admin Small Equipment Adjustment           | GLPKT10738    | 04/11/2022 |                 | 705.00             |                |
| BA0000413                       | Admin Adjustment for Small Equipment       | GLPKT10952    | 05/05/2022 |                 | 650.00             |                |
| BA0000468                       | Admin Budget Adjustments June              | GLPKT11465    | 06/30/2022 |                 | 136.00             |                |
| <a href="#">100-1565-521010</a> | City Hall & Bldg's / Security              |               |            | 6,000.00        | 1,364.00           | 7,364.00       |
| BA0000447                       | City Hall Bldg's Security Adjustment       | GLPKT11334    | 06/17/2022 |                 | 1,200.00           |                |
| BA0000465                       | City Hall & Bldgs Security Adjustment      | GLPKT11465    | 06/30/2022 |                 | 164.00             |                |
| <a href="#">100-1565-522100</a> | City Hall & Bldg's / Cleaning              |               |            | 19,500.00       | 2,400.00           | 21,900.00      |
| BA0000444                       | Floor deep clean Budget adjustment         | GLPKT11272    | 06/13/2022 |                 | 2,400.00           |                |
| <a href="#">100-1565-522140</a> | City Hall & Bldg's / Lawn Maintenance      |               |            | 12,000.00       | 1,225.00           | 13,225.00      |
| BA0000428                       | City Hall/Bldg's Lawn Adjustment           | GLPKT11078    | 05/20/2022 |                 | 400.00             |                |
| BA0000445                       | City Hall Bldg's Lawn Maint. Adjustment    | GLPKT11334    | 06/17/2022 |                 | 825.00             |                |
| <a href="#">100-1565-522200</a> | City Hall & Bldg's / Repairs & Maintenance |               |            | 35,000.00       | -2,842.00          | 32,158.00      |
| BA0000428                       | City Hall/Bldg's Lawn Adjustment           | GLPKT11078    | 05/20/2022 |                 | -400.00            |                |
| BA0000444                       | Floor deep clean Budget adjustment         | GLPKT11272    | 06/13/2022 |                 | -2,400.00          |                |
| BA0000458                       | City Hall Supplies Adj                     | GLPKT11443    | 06/30/2022 |                 | -42.00             |                |
| <a href="#">100-1565-522210</a> | City Hall & Bldg's / Pest / Termite        |               |            | 7,500.00        | -349.00            | 7,151.00       |
| BA0000428                       | City Hall/Bldg's Adjustment                | GLPKT11078    | 05/20/2022 |                 | -185.00            |                |
| BA0000465                       | City Hall & Bldgs Security Adjustment      | GLPKT11465    | 06/30/2022 |                 | -164.00            |                |
| <a href="#">100-1565-522220</a> | City Hall & Bldg's / Repairs & Maint.      |               |            | 25,000.00       | 4,324.00           | 29,324.00      |
| BA0000446                       | City Hall Bldg's AC Repairs Adjustment     | GLPKT11334    | 06/17/2022 |                 | 4,324.00           |                |
| <a href="#">100-1565-523200</a> | City Hall & Bldg's / Communications        |               |            | 25,000.00       | -1,226.00          | 23,774.00      |
| BA0000467                       | City Hall Supplies & Materials Adju        | GLPKT11465    | 06/30/2022 |                 | -1,226.00          |                |
| <a href="#">100-1565-531100</a> | City Hall & Bldg's/ Supplies & Materials   |               |            | 4,000.00        | 1,753.00           | 5,753.00       |
| BA0000417                       | City Hall & Bldg's Cleaning Supplies       | GLPKT11028    | 05/16/2022 |                 | 300.00             |                |
| BA0000428                       | City Hall/Bldg's Adjustment                | GLPKT11078    | 05/20/2022 |                 | 185.00             |                |



# Budget Adjustment Report

For Date Range: 04/01/2022 - 06/30/2022

| Account Number                  | Account Name                           |               |            | Original Budget | Budget Adjustments | Current Budget |
|---------------------------------|----------------------------------------|---------------|------------|-----------------|--------------------|----------------|
| Adjustment Number               | Adjustment Description                 | Packet Number | Post Date  |                 | Amount             |                |
| BA0000458                       | City Hall Supplies Adj                 | GLPKT11443    | 06/30/2022 |                 | 42.00              |                |
| BA0000467                       | City Hall Supplies & Materials Adju    | GLPKT11465    | 06/30/2022 |                 | 1,226.00           |                |
| <a href="#">100-1565-531211</a> | City Hall & Bldg's / Water & Sewer     |               |            | 13,000.00       | -4,324.00          | 8,676.00       |
| BA0000446                       | City Hall Bldg's AC Repairs Adjustment | GLPKT11334    | 06/17/2022 |                 | -4,324.00          |                |
| <a href="#">100-1565-531230</a> | City Hall & Bldg's / Electricity       |               |            | 35,000.00       | -1,200.00          | 33,800.00      |
| BA0000447                       | City Hall Bldg's Security Adjustment   | GLPKT11334    | 06/17/2022 |                 | -1,200.00          |                |
| <a href="#">100-1565-531700</a> | City Hall & Bldg's - Other Expenses    |               |            | 15,000.00       | -1,125.00          | 13,875.00      |
| BA0000417                       | City Hall & Bldg's Cleaning Supplies   | GLPKT11028    | 05/16/2022 |                 | -300.00            |                |
| BA0000445                       | City Hall Bldg's Adjustments           | GLPKT11334    | 06/17/2022 |                 | -825.00            |                |
| <a href="#">100-2650-521201</a> | Solicitor                              |               |            | 8,700.00        | 300.00             | 9,000.00       |
| BA0000459                       | Solicitor Adj.                         | GLPKT11443    | 06/30/2022 |                 | 300.00             |                |
| <a href="#">100-2650-521202</a> | Public Defender                        |               |            | 8,700.00        | -300.00            | 8,400.00       |
| BA0000459                       | Solicitor Adj.                         | GLPKT11443    | 06/30/2022 |                 | -300.00            |                |
| <a href="#">100-2650-521300</a> | Court / CJT & SSI Software & Support   |               |            | 30,000.00       | -2,000.00          | 28,000.00      |
| BA0000397                       | Prison Costs Adjustment                | GLPKT10738    | 04/11/2022 |                 | -2,000.00          |                |
| <a href="#">100-2650-531705</a> | Prison Costs                           |               |            | 6,000.00        | 2,000.00           | 8,000.00       |
| BA0000397                       | Prison Costs Adjustment                | GLPKT10738    | 04/11/2022 |                 | 2,000.00           |                |
| <a href="#">100-3210-521201</a> | PD Admin / Public Relations            |               |            | 5,000.00        | 556.00             | 5,556.00       |
| BA0000469                       | PD Admin Budget Adjustment June 2022   | GLPKT11465    | 06/30/2022 |                 | 556.00             |                |
| <a href="#">100-3210-521310</a> | PD / IT Services                       |               |            | 16,500.00       | 1,919.00           | 18,419.00      |
| BA0000469                       | PD Admin Budget Adjustment June 2022   | GLPKT11465    | 06/30/2022 |                 | 1,919.00           |                |
| <a href="#">100-3210-522206</a> | PD / Towing of Vehicles                |               |            | 300.00          | 50.00              | 350.00         |
| BA0000420                       | PD Towing Adjustment                   | GLPKT11049    | 05/19/2022 |                 | 50.00              |                |
| <a href="#">100-3210-523200</a> | PD / Communications                    |               |            | 12,258.00       | -2,301.00          | 9,957.00       |
| BA0000460                       | PD Radio and Supplies Adj.             | GLPKT11443    | 06/30/2022 |                 | -101.00            |                |
| BA0000469                       | PD Admin Budget Adjustment June 2022   | GLPKT11465    | 06/30/2022 |                 | -2,200.00          |                |
| <a href="#">100-3210-523203</a> | PD / Radio's for Vehicles              |               |            | 4,500.00        | 101.00             | 4,601.00       |
| BA0000460                       | PD Radio and Supplies Adj.             | GLPKT11443    | 06/30/2022 |                 | 101.00             |                |
| <a href="#">100-3210-523221</a> | PD / Cell Phones                       |               |            | 15,900.00       | -2,332.00          | 13,568.00      |
| BA0000460                       | PD Radio and Supplies Adj.             | GLPKT11443    | 06/30/2022 |                 | -115.00            |                |
| BA0000469                       | PD Admin Budget Adjustment June 2022   | GLPKT11465    | 06/30/2022 |                 | -2,217.00          |                |
| <a href="#">100-3210-523400</a> | PD/ Printing & Binding                 |               |            | 1,500.00        | 225.00             | 1,725.00       |
| BA0000395                       | PD Adjustment for Printing/Binding     | GLPKT10723    | 04/08/2022 |                 | 100.00             |                |
| BA0000410                       | PD Business Card Adjustment            | GLPKT10902    | 04/29/2022 |                 | 125.00             |                |
| <a href="#">100-3210-531100</a> | PD/ Supplies & Materials               |               |            | 8,500.00        | 115.00             | 8,615.00       |
| BA0000460                       | PD Radio and Supplies Adj.             | GLPKT11443    | 06/30/2022 |                 | 115.00             |                |
| <a href="#">100-3210-531110</a> | PD/ Office Supplies                    |               |            | 5,000.00        | -225.00            | 4,775.00       |
| BA0000395                       | PD Adjustment for Printing/Binding     | GLPKT10723    | 04/08/2022 |                 | -100.00            |                |
| BA0000410                       | PD Business Card Adjustment            | GLPKT10902    | 04/29/2022 |                 | -125.00            |                |
| <a href="#">100-3210-531270</a> | PD / Gasoline                          |               |            | 77,000.00       | 1,892.00           | 78,892.00      |
| BA0000420                       | PD Towing Adjustment                   | GLPKT11049    | 05/19/2022 |                 | -50.00             |                |
| BA0000469                       | PD Admin Budget Adjustment June 2022   | GLPKT11465    | 06/30/2022 |                 | 1,942.00           |                |
| <a href="#">100-3223-511100</a> | Patrol/ Salaries                       |               |            | 774,982.00      | -14,000.00         | 760,982.00     |
| BA0000408                       | Patrol Overtime Adjustment             | GLPKT10902    | 04/29/2022 |                 | -14,000.00         |                |
| <a href="#">100-3223-511300</a> | Patrol/ Overtime                       |               |            | 18,811.00       | 14,000.00          | 32,811.00      |
| BA0000408                       | Patrol Overtime Adjustment             | GLPKT10902    | 04/29/2022 |                 | 14,000.00          |                |
| <a href="#">100-3223-512200</a> | Patrol / FICA & Medicare               |               |            | 59,191.00       | 5,500.00           | 64,691.00      |
| BA0000429                       | Patrol FICA & Medicare Adjustment      | GLPKT11078    | 05/23/2022 |                 | 5,500.00           |                |
| <a href="#">100-3223-512400</a> | Patrol / Retirement                    |               |            | 66,614.00       | -5,500.00          | 61,114.00      |
| BA0000429                       | Patrol FICA & Medicare Adjustment      | GLPKT11078    | 05/23/2022 |                 | -5,500.00          |                |
| <a href="#">100-4210-521200</a> | PWs / Legal Fees                       |               |            | 15,000.00       | 7,000.00           | 22,000.00      |
| BA0000440                       | Public Works Legal Adjustment          | GLPKT11182    | 06/01/2022 |                 | 2,500.00           |                |

# Budget Adjustment Report

For Date Range: 04/01/2022 - 06/30/2022

| Account Number                  | Account Name                                |               |            | Original Budget | Budget Adjustments | Current Budget |
|---------------------------------|---------------------------------------------|---------------|------------|-----------------|--------------------|----------------|
| Adjustment Number               | Adjustment Description                      | Packet Number | Post Date  |                 | Amount             |                |
| BA0000448                       | Public Works Legal Fees Adjustment          | GLPKT11334    | 06/17/2022 |                 | 4,500.00           |                |
| <a href="#">100-4210-521311</a> | PWs / IT Services                           |               |            | 16,500.00       | 1,712.00           | 18,212.00      |
| BA0000471                       | Public Works Adjustment June 2022           | GLPKT11465    | 06/30/2022 |                 | 1,712.00           |                |
| <a href="#">100-4210-522200</a> | PWs / Repairs & Maintenance                 |               |            | 9,000.00        | -2,186.00          | 6,814.00       |
| BA0000461                       | PW Cell Adjustment                          | GLPKT11443    | 06/30/2022 |                 | -60.00             |                |
| BA0000471                       | Public Works Adjustment June 2022           | GLPKT11465    | 06/30/2022 |                 | -2,126.00          |                |
| <a href="#">100-4210-522205</a> | PWs / Vehicle Repairs & Maint.              |               |            | 12,000.00       | 414.00             | 12,414.00      |
| BA0000471                       | Public Works Adjustment June 2022           | GLPKT11465    | 06/30/2022 |                 | 414.00             |                |
| <a href="#">100-4210-522260</a> | PWs / Stormwater Management                 |               |            | 135,061.00      | -2,500.00          | 132,561.00     |
| BA0000440                       | Public Works Legal Adjustment               | GLPKT11182    | 06/01/2022 |                 | -2,500.00          |                |
| <a href="#">100-4210-523221</a> | PWs / Cell Phones                           |               |            | 2,100.00        | 60.00              | 2,160.00       |
| BA0000461                       | PW Cell Adjustment                          | GLPKT11443    | 06/30/2022 |                 | 60.00              |                |
| <a href="#">100-4210-523700</a> | PWs / Education & Training                  |               |            | 5,000.00        | -4,500.00          | 500.00         |
| BA0000448                       | Public Works Legal Fees Adjustment          | GLPKT11334    | 06/17/2022 |                 | -4,500.00          |                |
| <a href="#">100-4270-523210</a> | Traffic Signal / AT&T                       |               |            | 3,000.00        | 2,700.00           | 5,700.00       |
| BA0000435                       | Traffic Signal Adjustment                   | GLPKT11129    | 05/26/2022 |                 | 2,700.00           |                |
| <a href="#">100-5530-522200</a> | Depot & Comm Rm/Caboose Repairs & Maint.    |               |            | 10,500.00       | -1,200.00          | 9,300.00       |
| BA0000396                       | Depot Adjustment for Supplies               | GLPKT10723    | 04/08/2022 |                 | -1,200.00          |                |
| <a href="#">100-5530-523200</a> | Depot / Communications                      |               |            | 4,200.00        | 1,375.00           | 5,575.00       |
| BA0000436                       | Depot/Community Reoom Adjustments           | GLPKT11129    | 05/26/2022 |                 | 1,375.00           |                |
| <a href="#">100-5530-531100</a> | Depot & Comm Room/ Supplies & Materials     |               |            | 3,000.00        | 3,925.00           | 6,925.00       |
| BA0000396                       | Depot Adjustment for Supplies               | GLPKT10723    | 04/08/2022 |                 | 1,200.00           |                |
| BA0000436                       | Depot/Community Reoom Adjustments           | GLPKT11129    | 05/26/2022 |                 | 2,725.00           |                |
| <a href="#">100-6110-523600</a> | C&R / Dues & Fees (ASCAP)                   |               |            | 350.00          | 45.00              | 395.00         |
| BA0000472                       | C&R Dues & Fees Adjustment                  | GLPKT11465    | 06/30/2022 |                 | 45.00              |                |
| <a href="#">100-6110-523900</a> | C&R / Porta John Rentals & Cleaning Service |               |            | 5,850.00        | -45.00             | 5,805.00       |
| BA0000472                       | C&R Dues & Fees Adjustment                  | GLPKT11465    | 06/30/2022 |                 | -45.00             |                |
| <a href="#">100-6110-531190</a> | C&R / Concert Expenses                      |               |            | 4,000.00        | 2,000.00           | 6,000.00       |
| BA0000442                       | Concert expense budget increase             | GLPKT11269    | 06/13/2022 |                 | 2,000.00           |                |
| <a href="#">100-6110-531192</a> | C&R / LLCVB Event Support                   |               |            | 8,250.00        | -2,000.00          | 6,250.00       |
| BA0000442                       | Concert expense budget increase             | GLPKT11269    | 06/13/2022 |                 | -2,000.00          |                |
| <a href="#">100-7400-512100</a> | PCD/ Health Insurance                       |               |            | 29,772.00       | 1,161.00           | 30,933.00      |
| BA0000462                       | Planning Ins Adj                            | GLPKT11443    | 06/30/2022 |                 | 1,161.00           |                |
| <a href="#">100-7400-521201</a> | PCD / Professional Sys & Projects           |               |            | 100,000.00      | -67,487.00         | 32,513.00      |
| BA0000404                       | Planning Code Enforcement Adjustment        | GLPKT10851    | 04/22/2022 |                 | -8,600.00          |                |
| BA0000412                       | Planning Legal Fees Adjustment              | GLPKT10952    | 05/05/2022 |                 | -25,000.00         |                |
| BA0000449                       | Planning IT Services                        | GLPKT11334    | 06/17/2022 |                 | -560.00            |                |
| BA0000451                       | Planning - Website & Software Adjustment    | GLPKT11334    | 06/20/2022 |                 | -400.00            |                |
| BA0000466                       | Plan Review Budget Adjustment               | GLPKT11465    | 06/30/2022 |                 | -5,738.00          |                |
| BA0000473                       | Planning Adjustments June 2022              | GLPKT11465    | 06/30/2022 |                 | -27,189.00         |                |
| <a href="#">100-7400-521205</a> | PCD/ Comprehensive Plan                     |               |            | 75,000.00       | -31,161.00         | 43,839.00      |
| BA0000422                       | Planning Contracted Services Adjustment     | GLPKT11078    | 05/20/2022 |                 | -30,000.00         |                |
| BA0000462                       | Planning Ins Adj                            | GLPKT11443    | 06/30/2022 |                 | -1,161.00          |                |
| <a href="#">100-7400-521209</a> | PCD / Contracted Services (S&E)             |               |            | 85,000.00       | 53,684.00          | 138,684.00     |
| BA0000422                       | Planning Contracted Services Adjustment     | GLPKT11078    | 05/20/2022 |                 | 30,000.00          |                |
| BA0000473                       | Planning Adjustments June 2022              | GLPKT11465    | 06/30/2022 |                 | 23,684.00          |                |
| <a href="#">100-7400-521240</a> | PCD/ Legal Fees                             |               |            | 40,000.00       | 5,946.00           | 45,946.00      |
| BA0000412                       | Planning Legal Fees Adjustment              | GLPKT10952    | 05/05/2022 |                 | 5,000.00           |                |
| BA0000473                       | Planning Adjustments June 2022              | GLPKT11465    | 06/30/2022 |                 | 946.00             |                |
| <a href="#">100-7400-521247</a> | PCD / Plan Review Expenses                  |               |            | 25,000.00       | 25,738.00          | 50,738.00      |
| BA0000412                       | Planning Legal Fees Adjustment              | GLPKT10952    | 05/05/2022 |                 | 20,000.00          |                |
| BA0000466                       | Plan Review Budget Adjustment               | GLPKT11465    | 06/30/2022 |                 | 5,738.00           |                |
| <a href="#">100-7400-521270</a> | PCD/ Code Enforcement & Abatement           |               |            | 0.00            | 8,600.00           | 8,600.00       |

# Budget Adjustment Report

For Date Range: 04/01/2022 - 06/30/2022

| Account Number                  | Account Name                             |               |            | Original Budget | Budget Adjustments | Current Budget |
|---------------------------------|------------------------------------------|---------------|------------|-----------------|--------------------|----------------|
| Adjustment Number               | Adjustment Description                   | Packet Number | Post Date  |                 | Amount             |                |
| BA0000404                       | Planning Code Enforcement Adjustment     | GLPKT10851    | 04/22/2022 |                 | 8,600.00           |                |
| <a href="#">100-7400-521300</a> | PCD / Website & Software Maintenance     |               |            | 18,800.00       | 400.00             | 19,200.00      |
| BA0000451                       | Planning - Website & Software Adjustment | GLPKT11334    | 06/20/2022 |                 | 400.00             |                |
| <a href="#">100-7400-521310</a> | PCD / IT Services                        |               |            | 16,500.00       | 3,119.00           | 19,619.00      |
| BA0000449                       | Planning IT Services                     | GLPKT11334    | 06/17/2022 |                 | 560.00             |                |
| BA0000473                       | Planning Adjustments June 2022           | GLPKT11465    | 06/30/2022 |                 | 2,559.00           |                |
| <a href="#">100-7400-523200</a> | PCD/ Communications                      |               |            | 500.00          | 150.00             | 650.00         |
| BA0000430                       | Planning Communications Adjustment       | GLPKT11078    | 05/23/2022 |                 | 150.00             |                |
| <a href="#">100-7400-523221</a> | PCD/ Cell Phones                         |               |            | 2,600.00        | -150.00            | 2,450.00       |
| BA0000430                       | Planning Communications Adjustment       | GLPKT11078    | 05/23/2022 |                 | -150.00            |                |
| <a href="#">100-7400-523300</a> | PCD/ Advertising                         |               |            | 5,000.00        | -47.00             | 4,953.00       |
| BA0000473                       | Planning Adjustments June 2022           | GLPKT11465    | 06/30/2022 |                 | -47.00             |                |
| <a href="#">100-7400-523600</a> | PCD/ Dues & Fees                         |               |            | 1,000.00        | 47.00              | 1,047.00       |
| BA0000473                       | Planning Adjustments June 2022           | GLPKT11465    | 06/30/2022 |                 | 47.00              |                |
| <a href="#">100-7400-523700</a> | PCD/ Education & Training                |               |            | 4,150.00        | -300.00            | 3,850.00       |
| BA0000431                       | Planning Gasoline Adjustment             | GLPKT11078    | 05/23/2022 |                 | -300.00            |                |
| <a href="#">100-7400-531270</a> | PCD/ Gasoline                            |               |            | 300.00          | 300.00             | 600.00         |
| BA0000431                       | Planning Gasoline Adjustment             | GLPKT11078    | 05/23/2022 |                 | 300.00             |                |
| <a href="#">100-7540-521310</a> | Tourism / IT Services                    |               |            | 0.00            | 2,565.00           | 2,565.00       |
| BA0000474                       | Tourism IT Services Adjustment June 2022 | GLPKT11465    | 06/30/2022 |                 | 2,565.00           |                |
| <a href="#">100-7540-523400</a> | Tourism / Printing & Binding             |               |            | 3,000.00        | -765.00            | 2,235.00       |
| BA0000474                       | Tourism IT Services Adjustment June 2022 | GLPKT11465    | 06/30/2022 |                 | -765.00            |                |
| <a href="#">100-7540-523500</a> | Tourism / Travel Expenses                |               |            | 3,000.00        | -2,220.00          | 780.00         |
| BA0000403                       | Tourism Adjustment Small Equipment       | GLPKT10851    | 04/22/2022 |                 | -250.00            |                |
| BA0000411                       | Tourism Small Equipment Copier Fees      | GLPKT10902    | 04/29/2022 |                 | -170.00            |                |
| BA0000474                       | Tourism IT Services Adjustment June 2022 | GLPKT11465    | 06/30/2022 |                 | -1,800.00          |                |
| <a href="#">100-7540-531600</a> | Tourism / Small Equipment                |               |            | 0.00            | 420.00             | 420.00         |
| BA0000403                       | Tourism Adjustment Small Equipment       | GLPKT10851    | 04/22/2022 |                 | 250.00             |                |
| BA0000411                       | Tourism Small Equipment Copier Fees      | GLPKT10902    | 04/29/2022 |                 | 170.00             |                |

|                        |                     |                  |                     |
|------------------------|---------------------|------------------|---------------------|
| <b>Expense Total:</b>  | <b>2,651,020.00</b> | <b>25,045.00</b> | <b>2,676,065.00</b> |
| <b>Fund 100 Total:</b> | <b>1,351,020.00</b> | <b>0.00</b>      | <b>1,351,020.00</b> |

## Fund: 275 - TOURISM / HOTEL - MOTEL F

|                                 |                                       |            |            |                   |                   |                   |
|---------------------------------|---------------------------------------|------------|------------|-------------------|-------------------|-------------------|
| <b>Revenue</b>                  |                                       |            |            |                   |                   |                   |
| <a href="#">275-0000-391275</a> | CVB Hotel Tax Rev - CVB's Portion     |            |            | -51,000.00        | -41,000.00        | -92,000.00        |
| BA0000400                       | CVB Monthly Adjustment                | GLPKT10738 | 04/11/2022 |                   | -6,000.00         |                   |
| BA0000501                       | Hote Motel Budget adjustment year end | GLPKT12570 | 06/30/2022 |                   | -35,000.00        |                   |
| <b>Revenue Total:</b>           |                                       |            |            | <b>-51,000.00</b> | <b>-41,000.00</b> | <b>-92,000.00</b> |
| <b>Expense</b>                  |                                       |            |            |                   |                   |                   |
| <a href="#">275-7540-572000</a> | Convention Visitors Bureau            |            |            | 51,000.00         | 41,000.00         | 92,000.00         |
| BA0000400                       | CVB Monthly Adjustment                | GLPKT10738 | 04/11/2022 |                   | 6,000.00          |                   |
| BA0000501                       | Hote Motel Budget adjustment year end | GLPKT12570 | 06/30/2022 |                   | 35,000.00         |                   |
| <b>Expense Total:</b>           |                                       |            |            | <b>51,000.00</b>  | <b>41,000.00</b>  | <b>92,000.00</b>  |
| <b>Fund 275 Total:</b>          |                                       |            |            | <b>0.00</b>       | <b>0.00</b>       | <b>0.00</b>       |

## Fund: 308 - WATER/ SEWER CAPITAL PROJECTS FUND

|                                 |                                      |            |            |             |                   |                   |
|---------------------------------|--------------------------------------|------------|------------|-------------|-------------------|-------------------|
| <b>Revenue</b>                  |                                      |            |            |             |                   |                   |
| <a href="#">308-0000-399900</a> | Budgeted Retained Earnings           |            |            | 0.00        | -12,990.00        | -12,990.00        |
| BA0000432                       | Increase Well Testing Project #50330 | GLPKT11105 | 05/19/2022 |             | -12,990.00        |                   |
| <b>Revenue Total:</b>           |                                      |            |            | <b>0.00</b> | <b>-12,990.00</b> | <b>-12,990.00</b> |

# Budget Adjustment Report

For Date Range: 04/01/2022 - 06/30/2022

| Account Number                        | Account Name                                    | Packet Number | Post Date              | Original Budget      | Budget Adjustments<br>Amount | Current Budget       |
|---------------------------------------|-------------------------------------------------|---------------|------------------------|----------------------|------------------------------|----------------------|
| <b>Adjustment Number</b>              | <b>Adjustment Description</b>                   |               |                        |                      |                              |                      |
| <b>Expense</b>                        |                                                 |               |                        |                      |                              |                      |
| <a href="#">308-0000-541640</a>       | Test Well 4 & 5                                 |               |                        | 50,000.00            | 12,990.00                    | 62,990.00            |
| BA0000432                             | Increase Well Testing Project #50330            | GLPKT11105    | 05/19/2022             |                      | 12,990.00                    |                      |
|                                       |                                                 |               | <b>Expense Total:</b>  | <b>50,000.00</b>     | <b>12,990.00</b>             | <b>62,990.00</b>     |
|                                       |                                                 |               | <b>Fund 308 Total:</b> | <b>50,000.00</b>     | <b>0.00</b>                  | <b>50,000.00</b>     |
| <b>Fund: 320 - SPLOST FUND</b>        |                                                 |               |                        |                      |                              |                      |
| <b>Revenue</b>                        |                                                 |               |                        |                      |                              |                      |
| <a href="#">320-0000-313508</a>       | SPLOST VIII                                     |               |                        | -1,175,103.00        | -7,493.00                    | -1,182,596.00        |
| BA0000454                             | Public Works truck purchase more than expect... | GLPKT11383    | 06/23/2022             |                      | -7,493.00                    |                      |
|                                       |                                                 |               | <b>Revenue Total:</b>  | <b>-1,175,103.00</b> | <b>-7,493.00</b>             | <b>-1,182,596.00</b> |
| <b>Expense</b>                        |                                                 |               |                        |                      |                              |                      |
| <a href="#">320-0000-542300</a>       | VIII -Public Works Vehicles & Equipment         |               |                        | 30,000.00            | 7,493.00                     | 37,493.00            |
| BA0000454                             | Public Works truck purchase more than expect... | GLPKT11383    | 06/23/2022             |                      | 7,493.00                     |                      |
|                                       |                                                 |               | <b>Expense Total:</b>  | <b>30,000.00</b>     | <b>7,493.00</b>              | <b>37,493.00</b>     |
|                                       |                                                 |               | <b>Fund 320 Total:</b> | <b>-1,145,103.00</b> | <b>0.00</b>                  | <b>-1,145,103.00</b> |
| <b>Fund: 505 - WATER / SEWER FUND</b> |                                                 |               |                        |                      |                              |                      |
| <b>Revenue</b>                        |                                                 |               |                        |                      |                              |                      |
| <a href="#">505-0000-399900</a>       | Budgeted Retained Earnings                      |               |                        | 0.00                 | -8,000.00                    | -8,000.00            |
| BA0000437                             | Well Buildings Adjustment                       | GLPKT11129    | 05/26/2022             |                      | -8,000.00                    |                      |
|                                       |                                                 |               | <b>Revenue Total:</b>  | <b>0.00</b>          | <b>-8,000.00</b>             | <b>-8,000.00</b>     |
| <b>Expense</b>                        |                                                 |               |                        |                      |                              |                      |
| <a href="#">505-1500-521204</a>       | Admin - Professional Services                   |               |                        | 40,000.00            | -1,686.00                    | 38,314.00            |
| BA0000475                             | W/S Admin Adjustment June 2022                  | GLPKT11465    | 06/30/2022             |                      | -1,686.00                    |                      |
| <a href="#">505-1500-521300</a>       | W/S Admin / Website & Software Maintenance      |               |                        | 14,300.00            | 125.00                       | 14,425.00            |
| BA0000453                             | W/S Admin Adjustment for Website & Software     | GLPKT11334    | 06/20/2022             |                      | 125.00                       |                      |
| <a href="#">505-1500-521310</a>       | W/S Admin / IT Services                         |               |                        | 16,500.00            | 1,619.00                     | 18,119.00            |
| BA0000475                             | W/S Admin Adjustment June 2022                  | GLPKT11465    | 06/30/2022             |                      | 1,619.00                     |                      |
| <a href="#">505-1500-523210</a>       | W/S Admin - Call Notifications Expense          |               |                        | 1,000.00             | 67.00                        | 1,067.00             |
| BA0000475                             | W/S Admin Adjustment June 2022                  | GLPKT11465    | 06/30/2022             |                      | 67.00                        |                      |
| <a href="#">505-1500-523250</a>       | W&S Admin Shipping & Postage                    |               |                        | 14,100.00            | -125.00                      | 13,975.00            |
| BA0000453                             | W/S Admin Adjustment for Website & Software     | GLPKT11334    | 06/20/2022             |                      | -125.00                      |                      |
| <a href="#">505-4300-512100</a>       | S/ Health Insurance                             |               |                        | 83,198.00            | -1,325.00                    | 81,873.00            |
| BA0000424                             | Planning - Communications Adjustment            | GLPKT11078    | 05/20/2022             |                      | -1,165.00                    |                      |
| BA0000425                             | Wastewater Long Term Disability Adjustment      | GLPKT11078    | 05/20/2022             |                      | -160.00                      |                      |
| <a href="#">505-4300-512220</a>       | S/ - Long Term Disability                       |               |                        | 1,421.00             | 207.00                       | 1,628.00             |
| BA0000425                             | Wastewater Long Term Disability Adjustment      | GLPKT11078    | 05/20/2022             |                      | 160.00                       |                      |
| BA0000464                             | Sewer LTD Adj                                   | GLPKT11443    | 06/30/2022             |                      | 47.00                        |                      |
| <a href="#">505-4300-521204</a>       | S / Engineering Fees                            |               |                        | 45,000.00            | -5,047.00                    | 39,953.00            |
| BA0000405                             | Sewer Repairs Adjustment                        | GLPKT10851    | 04/25/2022             |                      | -5,000.00                    |                      |
| BA0000464                             | Sewer LTD Adj                                   | GLPKT11443    | 06/30/2022             |                      | -47.00                       |                      |
| <a href="#">505-4300-522200</a>       | S/ Repairs & Maintenance                        |               |                        | 100,000.00           | 5,000.00                     | 105,000.00           |
| BA0000405                             | Sewer Repairs Adjustment                        | GLPKT10851    | 04/25/2022             |                      | 5,000.00                     |                      |
| <a href="#">505-4300-523200</a>       | S/ Communications                               |               |                        | 5,520.00             | 1,165.00                     | 6,685.00             |
| BA0000424                             | Planning - Communications Adjustment            | GLPKT11078    | 05/20/2022             |                      | 1,165.00                     |                      |
| <a href="#">505-4300-531100</a>       | S/ Supplies & Materials                         |               |                        | 25,000.00            | 3,713.00                     | 28,713.00            |
| BA0000414                             | Wastewater Budget Adjustment                    | GLPKT10952    | 05/06/2022             |                      | 2,000.00                     |                      |
| BA0000476                             | Sewer Adjustments June 2022                     | GLPKT11465    | 06/30/2022             |                      | 1,713.00                     |                      |
| <a href="#">505-4300-531270</a>       | S/ Gasoline & Diesel                            |               |                        | 10,000.00            | 108.00                       | 10,108.00            |
| BA0000476                             | Sewer Adjustments June 2022                     | GLPKT11465    | 06/30/2022             |                      | 108.00                       |                      |
| <a href="#">505-4300-531600</a>       | S/ Small Equip. & Lab Equip.                    |               |                        | 15,000.00            | -3,821.00                    | 11,179.00            |
| BA0000414                             | Wastewater Budget Adjustment                    | GLPKT10952    | 05/06/2022             |                      | -2,000.00                    |                      |
| BA0000476                             | Sewer Adjustments June 2022                     | GLPKT11465    | 06/30/2022             |                      | -1,821.00                    |                      |

# Budget Adjustment Report

For Date Range: 04/01/2022 - 06/30/2022

| Account Number                  | Account Name                                 |               |            | Original Budget | Budget Adjustments | Current Budget |
|---------------------------------|----------------------------------------------|---------------|------------|-----------------|--------------------|----------------|
| Adjustment Number               | Adjustment Description                       | Packet Number | Post Date  |                 | Amount             |                |
| <a href="#">505-4334-522200</a> | L/S Repairs & Maint.                         |               |            | 60,000.00       | 2,000.00           | 62,000.00      |
| BA0000414                       | Wastewater Budget Adjustment                 | GLPKT10952    | 05/06/2022 |                 | 2,000.00           |                |
| <a href="#">505-4334-523200</a> | L/S Communications                           |               |            | 3,300.00        | -2,500.00          | 800.00         |
| BA0000438                       | L/S Electricity Adjustment                   | GLPKT11182    | 06/01/2022 |                 | -2,500.00          |                |
| <a href="#">505-4334-531210</a> | L/S Water                                    |               |            | 6,000.00        | -3,975.00          | 2,025.00       |
| BA0000414                       | Wastewater Budget Adjustment                 | GLPKT10952    | 05/06/2022 |                 | -2,000.00          |                |
| BA0000438                       | L/S Electricity Adjustment                   | GLPKT11182    | 06/01/2022 |                 | -1,975.00          |                |
| <a href="#">505-4334-531230</a> | L/S Electricity                              |               |            | 40,000.00       | 6,189.00           | 46,189.00      |
| BA0000438                       | L/S Electricity Adjustment                   | GLPKT11182    | 06/01/2022 |                 | 5,975.00           |                |
| BA0000477                       | Lift Station Electricity Adjustment          | GLPKT11465    | 06/30/2022 |                 | 214.00             |                |
| <a href="#">505-4334-531240</a> | L/S Propane Gas                              |               |            | 3,500.00        | -1,714.00          | 1,786.00       |
| BA0000438                       | L/S Electricity Adjustment                   | GLPKT11182    | 06/01/2022 |                 | -1,500.00          |                |
| BA0000477                       | Lift Station Electricity Adjustment          | GLPKT11465    | 06/30/2022 |                 | -214.00            |                |
| <a href="#">505-4400-511100</a> | W/ Salaries                                  |               |            | 313,331.00      | -600.00            | 312,731.00     |
| BA0000409                       | Water Long Term Disability                   | GLPKT10902    | 04/29/2022 |                 | -600.00            |                |
| <a href="#">505-4400-512200</a> | W/ FICA & Medicare                           |               |            | 24,068.00       | 7.00               | 24,075.00      |
| BA0000463                       | Water Ins. Adj.                              | GLPKT11443    | 06/30/2022 |                 | 7.00               |                |
| <a href="#">505-4400-512220</a> | W/ - Long Term Disability                    |               |            | 1,375.00        | 672.00             | 2,047.00       |
| BA0000409                       | Water Long Term Disability                   | GLPKT10902    | 04/29/2022 |                 | 600.00             |                |
| BA0000463                       | Water Ins. Adj.                              | GLPKT11443    | 06/30/2022 |                 | 72.00              |                |
| <a href="#">505-4400-523221</a> | W/ Cell Phones                               |               |            | 2,500.00        | -79.00             | 2,421.00       |
| BA0000463                       | Water Ins. Adj.                              | GLPKT11443    | 06/30/2022 |                 | -79.00             |                |
| <a href="#">505-4400-531100</a> | W/ Supplies & Materials                      |               |            | 15,000.00       | -188.00            | 14,812.00      |
| BA0000478                       | Water Gasoline & Diesel Adjustment June 2022 | GLPKT11465    | 06/30/2022 |                 | -188.00            |                |
| <a href="#">505-4400-531270</a> | W/ Gasoline & Diesel                         |               |            | 10,000.00       | 188.00             | 10,188.00      |
| BA0000478                       | Water Gasoline & Diesel Adjustment June 2022 | GLPKT11465    | 06/30/2022 |                 | 188.00             |                |
| <a href="#">505-4420-522200</a> | Well Buildings - Repairs/Maint               |               |            | 2,000.00        | 7,500.00           | 9,500.00       |
| BA0000437                       | Well Buildings Adjustment                    | GLPKT11129    | 05/26/2022 |                 | 8,000.00           |                |
| BA0000450                       | Wells & Water Tanks Electricity              | GLPKT11334    | 06/17/2022 |                 | -500.00            |                |
| <a href="#">505-4420-523900</a> | Wells & Water Tanks R&M/Inspections          |               |            | 25,000.00       | -4,300.00          | 20,700.00      |
| BA0000450                       | Wells & Water Tanks Electricity              | GLPKT11334    | 06/17/2022 |                 | -4,300.00          |                |
| <a href="#">505-4420-531230</a> | Wells & Water Tanks - Electricity            |               |            | 49,000.00       | 5,300.00           | 54,300.00      |
| BA0000450                       | Wells & Water Tanks Electricity              | GLPKT11334    | 06/17/2022 |                 | 5,300.00           |                |
| <a href="#">505-4420-531990</a> | Wells & Water Tanks - Chemicals              |               |            | 9,000.00        | -500.00            | 8,500.00       |
| BA0000450                       | Wells & Water Tanks Electricity              | GLPKT11334    | 06/17/2022 |                 | -500.00            |                |
| Expense Total:                  |                                              |               |            | 935,113.00      | 8,000.00           | 943,113.00     |
| Fund 505 Total:                 |                                              |               |            | 935,113.00      | 0.00               | 935,113.00     |
| Budget Code FY2022R Total:      |                                              |               |            | 1,191,030.00    | 0.00               | 1,191,030.00   |

## Description

## Fund Summary

| Description                           | Fund | Original Budget | Budget Adjustments | Current Budget |
|---------------------------------------|------|-----------------|--------------------|----------------|
| Budget Code: FY2022R - Revised Budget |      | Fiscal: FY2022  |                    |                |
|                                       | 100  | 1,351,020.00    | 0.00               | 1,351,020.00   |
|                                       | 275  | 0.00            | 0.00               | 0.00           |
|                                       | 308  | 50,000.00       | 0.00               | 50,000.00      |
|                                       | 320  | -1,145,103.00   | 0.00               | -1,145,103.00  |
|                                       | 505  | 935,113.00      | 0.00               | 935,113.00     |
| Budget Code FY2022R Total:            |      | 1,191,030.00    | 0.00               | 1,191,030.00   |



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

**SUBJECT:** Resolution 22-022: Fourth Quarter Amendment to the Budget for FY2022 as Previously Adopted on June 17, 2021.

**DATE:** December 12, 2022

**BUDGET INFORMATION:**  
ANNUAL-  
CAPITAL-

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

**COMMISSION ACTION REQUESTED ON:** December 15, 2022

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**PURPOSE:** To approve Resolution 22-022, 4<sup>th</sup> Quarter Amendment to the Budget for FY2022 as Previously Adopted on June 17, 2021.

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**HISTORY:** A budget is balanced when the sum of estimated revenues and appropriated fund balances is equal to expenditure/expense appropriations for each applicable fund. Revenue estimates and governmental needs change throughout the year which requires approval from Council for said budget amendments.

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**FACTS AND ISSUES:**

- See attachment A and B for 4th quarter details.
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**RECOMMENDED SAMPLE MOTION:** I make a motion for the City Council to authorize approval of Resolution 22-022, 4th Quarter Amendment to the Budget for FY2022 as Previously Adopted on June 17, 2021, as presented in Attachment A and B.

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**DEPARTMENT:** Finance

**Prepared by:** Krystle Hightower

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**RESOLUTION NO.: 22-022**

**TO AMEND THE BUDGET FOR FISCAL YEAR 2022 AS PREVIOUSLY ADOPTED ON  
JUNE 17, 2021.**

**WHEREAS**, the City Council approved a budget for fiscal year 2021 for the City of Flowery Branch on June 17, 2021 by Resolution 21-005; and

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

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

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

**RESOLVED this 15th day of December 2022.**

\_\_\_\_\_  
Edward R. Asbridge, Mayor

ATTEST:

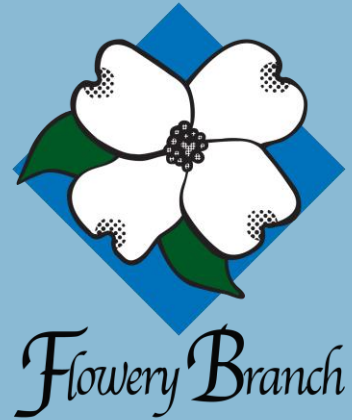
\_\_\_\_\_  
Shelia Cooper, City Clerk

APPROVED AS TO FORM:

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

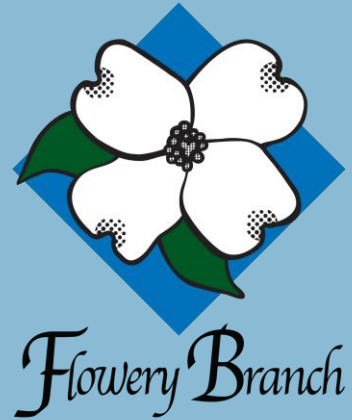
# Resolution 22-022: Explanation:

- 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.
- <http://www.audits.ga.gov/NALGAD/36812-6.html>
- Adjustment Requests Form (Attachment A)



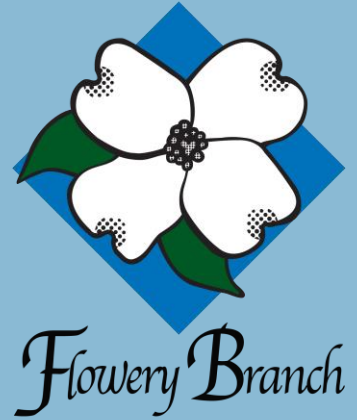
# Resolution 22-022: Explanation:

- First Amendment – General Fund
  - Increase City Manager salary to reflect actual costs for FY2022. The total adjustment amount is \$5,366.
  - Increase City Clerk salary to reflect actual costs for FY2022. To total adjustment amount is \$6,247.
- Second Amendment – Hotel Motel Fund
  - Adjustment to the Convention Visitors Bureau (CVB) to reflect received tax revenue. The total adjustment amount is \$41,000.



# Resolution 22-022: Explanation:

- Third Amendment – SPLOST
  - SPLOST VIII project for Public Works Vehicles & Equipment required additional funding for the purchase of a truck. The total adjustment amount is \$7,493.



# Resolution 22-022: Attachment A

|                                                            |                                       |                       |                       |                       |
|------------------------------------------------------------|---------------------------------------|-----------------------|-----------------------|-----------------------|
| Fund/Department:                                           | 100, 275, and 320                     |                       | Effective Date:       | 6/30/2022             |
|                                                            |                                       |                       |                       |                       |
| <b>Account Number</b>                                      | <b>Account Name</b>                   | <b>Current Budget</b> | <b>Debit (Credit)</b> | <b>Revised Budget</b> |
| 100-1130-511100                                            | City Clerk / Salary                   | 69,607                | 6,247                 | 75,854                |
| 100-1320-511100                                            | City Manager / Salary                 | 88,458                | 5,366                 | 93,824                |
| 100-0000-313100                                            | LOST                                  | (1,300,000)           | (11,613)              | (1,311,613)           |
| (For year end adjustment for these two roles)              |                                       |                       |                       | -                     |
|                                                            |                                       |                       |                       | -                     |
| 275-7540-57200                                             | Convention Visitors Bureau            | 51,000                | 41,000                | 92,000                |
| 275-0000-391275                                            | CVB Hotel Tax Revenue - CVB's Portion | (51,000)              | (41,000)              | (92,000)              |
| (For April 2022 adjustment to account for CVB tax revenue) |                                       |                       |                       |                       |
|                                                            |                                       |                       |                       | -                     |
| 320-0000-542300                                            | VIII - Public Works Vehicles & Equip. | 30,000                | 7,493                 | 37,493                |
| 320-0000-313508                                            | SPLOST VIII                           | (1,175,103)           | (7,493)               | (1,182,596)           |
| (For Public Works vehicle that exceeded anticipated costs) |                                       |                       |                       |                       |
|                                                            |                                       |                       |                       |                       |



# Resolution 22-022: Attachment B



- Includes –
  - Explanations for the amendments as previously presented
  - Report of quarterly departmental adjustments – for review by Council
    - Approved at the City Manager/Finance Director Level
- Conclusion –
  - Request to approve Resolution 22-022: FY2022 4th Quarter Budget Amendments as presented.
  - Questions?