



**City of Flowery Branch
City Council Meeting
Thursday, January 02, 2020, 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:

PUBLIC HEARING:

UNFINISHED BUSINESS - WORK SESSION:

- Proposed conditions for Council to review and discuss pertaining to Calvin Tanner's CUP request.
[CUP Conditions.pdf](#)
[Staff report.pdf](#)

NEW BUSINESS -WORK SESSION:

- Consider 2020 Council Meeting Dates
[2020 Meeting Schedule.pdf](#)
- Consider Beer, Wine and Distilled Spirits License for Breakwater Grill - 4856 Hog Mountain Road
- Consider - Resolution 20-001: To Amend the Budget for FY2019 as Previously Adopted on June 28, 2018.
[Resolution 20-001 for FY 2019 Budget Amendment.pdf](#)
[Resolution 20-001 Executive Summary.pdf](#)
[Exhibit A - Budget Amendment Form.pdf](#)
[RESOLUTION 20-001 PRESENTATION.pdf](#)

AUDIT REVIEW - WAYNE TUCK - (Auditor - Walker, Pierce & Tuck, P.C.)

DEPARTMENT REPORTS: -

- a. City Manager Report
- b. City Clerk Report
- c. Finance Director Report
- d. Planning Department Report
- e. Police Report
- f. Attorney Report
- g. Council Report

ADJOURNMENT WORK SESSION:

VOTING SESSION AGENDA

CALL VOTING SESSION TO ORDER:

PUBLIC COMMENTS: - Please limit to two minutes

CONSENT AGENDA:

- Consider 2020 Council Meeting Dates
[2020 Meeting Schedule.pdf](#)

UNFINISHED BUSINESS - VOTING SESSION:

- Consider - Infratec Consultants Inc. Task Order for the Design and Construction Management of the Expanded Water Reclamation Facility
[IntroLtr.TaskOrder.Appendicies.pdf](#)
[Task Order FBR19001 Project Schedule 12-3-2019.pdf](#)
[Infratec Budget.pdf](#)
[FB WRF Preliminary Site Plan.pdf](#)
[Infratec Task Order Executive Summary 20.01.02.pdf](#)

NEW BUSINESS - VOTING SESSION:

- Consider Beer, Wine and Distilled Spirits License for Breakwater Grill - 4856 Hog Mountain Road
- Consider - Resolution 20-001: To Amend the Budget for FY2019 as Previously Adopted on June 28, 2018.
[Resolution 20-001 for FY 2019 Budget Amendment.pdf](#)
[Resolution 20-001 Executive Summary.pdf](#)
[Exhibit A - Budget Amendment Form.pdf](#)
[RESOLUTION 20-001 PRESENTATION.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: Proposed conditions for Council to review and discuss pertaining to Calvin Tanner's CUP request.

COUNCIL MEETING DATE: January 2, 2020

HISTORY:

The public hearing and initial work session for the Tanner CUP request was held on December 5th. At that meeting Council requested some possible conditions to consider if the CUP was approved. Staff has prepared some conditions to consider.

FACTS AND ISSUES:

OPTIONS:

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

No

AMOUNT AND SOURCE OF FUNDS:

RECOMMENDATION:

SAMPLE MOTION:

N/A

COLLABORATING DEPARTMENT:

DEPARTMENT: Planning

Prepared by: Melissa McCain

ATTACHMENTS

- [CUP Conditions.pdf](#)
- [Staff report.pdf](#)



CUP Request
Calvin Tanner
5505 Gainesville Street
January 2, 2020 Council Meeting

A public hearing and work session were held on Thursday, December 5, 2019 by City Council to consider the CUP request of Mr. Calvin Tanner. Mr. Tanner is requesting the permission from Council, per Section 11.8.(i) of the Flowery Branch ZO, to operate an auto and RV repair shop from his residence. Council may impose conditions associated with the permit if they choose to approve the request. At the meeting of December 5, Council requested staff provide some examples of possible relevant and appropriate conditions for the Tanner case. Council requested conditions that would restrict the amount of time (if approved) the permit would be valid without being reviewed for compliance. Council wanted to ensure the permit was conditioned to in a manner that would keep the residential appearance of the home and the surrounding area. Council asked staff to provide other conditions staff felt would be useful if the permit would be approved. Therefore, at this time staff would like to submit the following conditions for Council to consider if in fact they vote in favor of approving the CUP.

1. **Time Limit** The CUP request is a zoning land use decision and is therefore inherently tied directly to the property not the individual property owner. The CUP is valid for 5505 Gainesville Street no matter who owns the property. Council may be confident in Mr. Tanner's ability to run a safe, secure, and clean business but if the business is sold the CUP is still valid. Therefore, it is extremely important to put a specific time limit on the CUP. City of Flowery Branch occupational tax licenses run through the FB fiscal year – starting July 1. An easy way to save staff time and to keep the process simple and straightforward would be require the CUP to be renewed at the same time of occupational tax license. The CUP would therefore need to be renewed by June 30th, 2020. At this time Council would have the opportunity to review the CUP for overall compliance. There is a scheduled meeting on June 18th, 2020. Council could review the case at that time and decide to allow the occupational tax license to be approved by staff if all the conditions were being met. Council could then choose to impose another time frame for review. In this case, Staff would recommend that the CUP expire fully on July 1, 2021. This would allow Mr. Tanner time to pay for the equipment he has purchased for his business and allow him time to find a space that is properly zoned for this type of business (HB, M1, M2).
2. **Property Appearance** The subject property is currently zoned for residential use and the appearance of the home and property should reflect this zoning classification. Therefore, staff recommends the following conditions pertaining to exterior appearance:
 - A. No more than two additional vehicles (meaning vehicles that are not owned and operated by Mr. Tanner or his family) may be parked anywhere on the premises. Cars may be kept in the garage located on Mr. Tanner's property.
 - B. All vehicles must be fully operational, insured and properly registered.



- C. No signage of any kind will be allowed on the premises nor will any vehicular signage be permitted.
- D. No additional buildings of any kind shall be permitted to be placed or constructed on the subject property.
- E. No outdoor storage of any kind shall be permitted on the subject property.
- F. No additional lighting of any kind shall be allowed to be installed on the subject property.
- G. No tow trucks allowed to be on the subject property. The CUP is for repair only and does not allow the property to be used for anything above and beyond standard auto and RV repairs. A towing business is not approved as part of this CUP.
- H. All oil and other vehicular fluids must be disposed of off site and shall not be allowed to be stored on the premises.
- I. Any proposed fencing must be approved by the Community Development Department prior to construction.
- J. Hours of operation shall be limited to 7:00AM to 9:00PM.

If any of these conditions are broken (witnessed by staff, photos provided by citizens, etc.) more than three times prior to the initial approval period (June 18, 2020 City Council meeting) the CUP will be terminated and will not be considered for renewal by Council.

If approval is granted (to expire as recommended by staff on June 30, 2021 or at another Council mandated time) the conditions will remain (and may be amended at the time of approval by Council) in place and the same “three strike rule” shall remain in place. Meaning, if at time during the Council approved time frame a documented violation occurs more than three times the CUP is officially revoked, and the business shall cease to operate. This applies to each violation not a combination of violations. For example: a combination of a violation of condition C, D, and E would count as one strike for each condition- not a cumulative total of three strikes. If condition C is violated and documented three times a fourth documented violation would mean the CUP would be revoked.



Applicant: Mr. Calvin Tanner DBA Tanner's Auto and RV Service

Property Owner: Mr. Calvin Tanner

Subject Property: 5505 Gainesville Street; Parcel # 08112 019005

Request: Conditional Use Permit (CUP) to operate an auto repair shop in a residentially zoned property

Current Use: Residential

Character Area: Urban Residential

Code:

Per the City of Flowery Branch Zoning Ordinance home occupations are strictly limited to office use only. However, if an applicant wishes to operate a home occupation that is not an office, he/she has the ability to submit a request to operate under a conditional use permit.

Sec. 11.8. Home Occupation.

Home occupations may be established in a portion of a dwelling as provided in permitted uses requirements for the zoning districts established by this Zoning Ordinance. In districts where permitted, the following regulations shall apply to home occupations, and failure to meet one or more of these regulations at any time shall be unlawful and grounds for immediate revocation of business registration:

- (a) Use. The only allowed use for home occupation is office.
- (i) Modification by Conditional Use. Where an application for home occupation does not meet the strict terms of this Section, the provisions of this Section may be modified or varied by application filed by the property owner and approved by the City Council for a conditional use, according to procedures specified in Article 34 of this Zoning Ordinance. The Zoning Administrator may provide a recommendation whether or not the City Council should approve the application, and what if any conditions of approval are recommended.

Property:

The subject property is located at 5505 Gainesville Street; tax parcel identification number 08112 019005. The property is currently zoned Traditional Neighborhood District (TND).













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 residentially zoned area. The use (auto repair) is not suitable for the area.*
- (b) Whether the proposal will adversely affect the existing use or usability of adjacent or nearby property. *The subject property lies within the midst of a residential property. A commercial use at this location is not suitable and may adversely affect nearby properties.*
- (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 TND (traditional Neighborhood District) the current use (a single-family home) is suitable and serves the purpose of the zoning district.*
- (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. *Car repair at this location could potentially cause excessive or burdensome use of the streets because of tow truck use and more traffic due to customers coming in and out.*
- (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 "Urban Residential". Car repair, in this instance, is not 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. *As the downtown area is developed in accordance with the "Old Town" plan, more residential and retail uses will be implemented making auto repair even less desirable.*
- (g) Existing use(s) and zoning of the subject property and nearby properties. *The subject property is surrounded by residential zoned properties (CBD, TND, R1, and PUD). The Masonic Lodge is across the street from the subject property. Currently the Masonic Lodge is considered a legal non-conforming use. Basically, this means it was once an allowed use in*



the zoning district but currently is not inherently allowed (a CUP would be required if the Lodge were to try and locate within this zoning district ((R-1))).

- (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 could potentially distract from current home values and could also potentially hamper new residential development in the "Old Town" area.*
- (j) The possible creation of an isolated zoning district unrelated to adjacent and nearby districts *A CUP does not create a new zoning designation, but the conditional approval of this use could potentially give the appearance of having a commercially zoned parcel in the midst of residentially zoned districts.*
- (k) Possible effects of the change in zoning district map, or change in use, on the character of a zoning district. *Allowing a commercial use to infiltrate a heavy residential area could potentially alter the character of the area as more non-residential uses could petition to locate there.*
- (l) The possible impact on the environment, including but not limited to, drainage, soil erosion and sedimentation, flooding, air quality and water quality. *Auto use can have environmental impacts. As a home-based business staff has not determined if there are impacts associated with this use at this location.*
- (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 *Allowing an auto repair business in a heavy residential area does not comply with the overall purpose of the zoning ordinance. This location, being so close to the downtown, is particularly troubling.*



Staff Recommendation:

It is staff's recommendation that the CUP request to operate an auto repair shop as a home occupation submitted by Mr. Calvin Tanner should be denied.



FLOWERY BRANCH CITY COUNCIL

EXECUTIVE SUMMARY



SUBJECT: Consider 2020 Council Meeting Dates

COUNCIL MEETING DATE: January 2, 2020

HISTORY:

FACTS AND ISSUES:

The City is required to post the annual meeting schedule and once approved will be posted on the website as well as in the information board in front of the City Hall.

OPTIONS:

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

No

AMOUNT AND SOURCE OF FUNDS:

RECOMMENDATION:

Approve with the Consent Agenda

SAMPLE MOTION:

No motion necessary - on the consent agenda

COLLABORATING DEPARTMENT:

DEPARTMENT: Administration

Prepared by: Melissa McCain

ATTACHMENTS

- [2020 Meeting Schedule.pdf](#)

City of Flowery Branch City Council 2020 Work and Voting Session Meeting Dates

January 2, 2020	July 2, 2020
January 16, 2020	July 16, 2020
February 6, 2020	August 6, 2020
February 20, 2020	August 20, 2020
March 5, 2020	September 3, 2020
March 19, 2020	September 17, 2020
April 2, 2020	October 1, 2020
April 16, 2020	October 15, 2020
May 7, 2020	November 5, 2020
May 21, 2020	November 19, 2020
June 4, 2020	December 3, 2020
June 18, 2020	December 17, 2020

Meetings are held at the Flowery Branch City Hall on the 1st and 3rd Thursday of each month at 6:00 p.m. Dates, times and locations are subject to change



FLOWERY BRANCH CITY COUNCIL

EXECUTIVE SUMMARY



SUBJECT: Consider Beer, Wine and Distilled Spirits License for Breakwater Grill - 4856 Hog Mountain Road

COUNCIL MEETING DATE: January 2, 2020

HISTORY:

There are records of an alcoholic beverage license at this location since 2004 with the most recent license for Hometown Grill for the last two years..

FACTS AND ISSUES:

Breakwater Grill currently has a management agreement that was executed on September 1, 2019 with the current owner Keleigh Oxendine. Ms. Oxendine is selling the business to the applicant effective January 1.

The applicant, Harry Kelley is applying for beer, wine and distilled spirits consumption license and is a local resident as is his partner Robert Williams.

There are planning to keep it more family oriented then it has been in the past and are looking forward to 2020 operations.

The notice of said application was scheduled for printing in the Gainesville Times on 12/4, 12/5, 12/6 and 12/7.

The application has been processed and reviewed and everything is in order for the council's approval.

OPTIONS:

Approve or Deny

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

No

AMOUNT AND SOURCE OF FUNDS:

RECOMMENDATION:

Approve with the Consent Agenda

SAMPLE MOTION:

No motion required - on the Consent Agenda

COLLABORATING DEPARTMENT:

DEPARTMENT: Administration

Prepared by: Melissa McCain

ATTACHMENTS

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FLOWERY BRANCH CITY COUNCIL

EXECUTIVE SUMMARY



SUBJECT: Consider - Resolution 20-001: To Amend the Budget for FY2019 as Previously Adopted on June 28, 2018.

COUNCIL MEETING DATE: January 2, 2020

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.

FACTS AND ISSUES:

- A reclassification of already approved total budget between departments is needed for a balanced budget, therefore we request to move \$50,000 from patrol health insurance to transfer out to 270 – TAD Fund. This adjustment requires no overall increase in the City's budget.
- Hotel Motel tax collections for the City's portion needed to be recorded in the Hotel Motel Tax Fund for \$82,000 creating the budget adjustment needed for a balanced budget.

OPTIONS:

To not include a finding for this budget overage, the Auditor will need to have the Council approve the amendment before issuing the audit report. Therefore, it is recommended to approve the amendment.

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

Yes

AMOUNT AND SOURCE OF FUNDS:

RECOMMENDATION:

To approve Resolution 20-001. budget amendment, before the issuance of the FY2019 audit report.

SAMPLE MOTION:

I make a motion for the City Council to authorize an increase of the the Fiscal Year 2019 Budget as noted in Exhibit A.

COLLABORATING DEPARTMENT:

DEPARTMENT: Finance

Prepared by: Melissa McCain

ATTACHMENTS

- [Resolution 20-001 for FY 2019 Budget Amendment.pdf](#)
- [Resolution 20-001 Executive Summary.pdf](#)
- [Exhibit A - Budget Amendment Form.pdf](#)
- [RESOLUTION 20-001 PRESENTATION.pdf](#)

RESOLUTION NO. 20-001

**TO AMEND THE BUDGET FOR FISCAL YEAR 2019 AS PREVIOUSLY
ADOPTED ON JUNE 28, 2018.**

WHEREAS, Georgia law, generally accepted accounting standards for local governments, and sound governmental financial management all require local governments to establish and maintain an annual balanced budget for the City's fiscal year, and that said budget be adopted by a resolution or ordinance of the governing authority; and

WHEREAS, a budget is balanced when the sum of estimated revenues and appropriated fund balances is equal to expenditure /expense appropriations for each applicable fund; and

WHEREAS, the Mayor and Council adopted a lawful budget for Fiscal Year 2019 on June 28, 2018; and

WHEREAS, the budget, as adopted, establishes legal spending limits that may not be exceeded unless the budget is amended by the governing authority; and

WHEREAS, revenue estimates and governmental needs change during the course of the fiscal year; and

WHEREAS, amendment to the budget is authorized under O.C.G.A. 36-81-3 (d) and is accepted local government financial practice; and

WHEREAS, any amendment to the budget must maintain a balanced budget and must be legally adopted by the governing authority;

NOW THEREFORE BE IT RESOLVED by the Mayor and Council of the City of Flowery Branch that the budget for Fiscal Year 2019 is hereby amended and balanced by recognizing the adjustments shown in Exhibit A.

NOW THEREFORE BE IT FURTHER RESOLVED, the Mayor and Council of the City of Flowery Branch, with the authority vested within it, herein directs and authorizes the City Manager to, in accordance with generally accepted accounting principles and the standards of the Governmental Accounting Standards Board;

- 1) appropriate and budget additional funding based on receipts "exceeding" those previously budgeted,
- 2) facilitate the appropriation and budgeting of additional funding based on expenditures "exceeding" those previously budgeted,
- 3) facilitate the appropriation and budgeting of funds to be "transferred" between funds for the operations of several city functions, and

- 4) facilitate the appropriation and budgeting of funds to be “transferred” between one or more departments.

Nothing except what is “specifically” denoted herein will provide for an “increase” in the budget at the “fund level” as adopted or amended by this Council.

SO RESOLVED this 2nd day of January 2020.

James “Mike” Miller, Mayor

ATTEST

Melissa McCain, City Clerk

APPROVED AS TO FORM

E. Ronald Bennett, Jr., City Attorney

FLOWERY BRANCH CITY COUNCIL
EXECUTIVE SUMMARY

SUBJECT: Resolution 20-001: To Amend the Budget for FY2019 as Previously Adopted on June 28, 2018

DATE: 1/2/2020

BUDGET INFORMATION:
ANNUAL-
CAPITAL-

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

COMMISSION ACTION REQUESTED ON: 1/2/2020

PURPOSE: To approve Resolution 20-001 budget amendment, before the issuance of the FY2019 audit report.

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.

FACTS AND ISSUES:

- A reclassification of already approved total budget between departments is needed for a balanced budget, therefore we request to move \$50,000 from patrol health insurance to transfer out to 270 – TAD Fund. This adjustment requires no overall increase in the City's budget.
 - Hotel Motel tax collections for the City's portion needed to be recorded in the Hotel Motel Tax Fund for \$82,000 creating the budget adjustment needed for a balanced budget.
-
-

RECOMMENDED SAMPLE MOTION: I make a motion for the City Council to authorize an increase of the Fiscal Year 2019 Budget as noted in Exhibit A.

DEPARTMENT: Finance

Prepared by: Alisha Gamble

**City of Flowery Branch
Request For Budget Adjustment**



Fund/Department: 100/275

Effective Date: 6/30/2019

Account Number	Account Name	Current Budget	Debit (Credit)	Revised Budget
				-
100-3223-512100	Patrol / Health Insurance	157,433	(50,000)	107,433
100-0000-611270	Transfer Out 270 - TAD Fund	63,792	50,000	113,792
				-
275-0000-314100	CVB Hotel Tax Rev - City's Portion	-	(82,000)	(82,000)
275-7540-611100	Transfer Out 100 - General Fund	-	82,000	82,000
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
Totals		\$ 221,225	\$ -	\$ 221,225

Justification: RESOLUTION 20-001: BUDGET AMENDMENT TO FY2019 APPROVED BUDGET FROM JUNE 28, 2018

Approvals:

Finance Director:

Allyssa Gable

Date:

12/26/19

City Manager:

Bob [Signature]

Date:

12/26/19

Mayor:

Date:

Finance Department Use

Posted By: _____

Date Posted: _____

Council Action Required: Yes ☒ No ☐

Budget Adjust. #: _____

GENERAL FUND

Reduce the Following

<u>Departments</u>	<u>Chart #</u>	<u>Amount to (CR)</u>	
Public Safety	100-3223-512100	(\$50,000.00)	(decrease dept budget)
Total Reduction:		(\$50,000.00)	

Increase the Following

<u>Department</u>	<u>Chart #</u>	<u>Amount to DR</u>	
Transfer Out	100-0000-611272	\$50,000.00	(increase trfr out budget)
Total Increase:		\$50,000.00	

HOTEL/MOTEL FUND

<u>Increase</u>		<u>Amount (CR)/DR</u>	
Hotel/Motel Tax Revenue	275-0000-314100	(\$82,000.00)	(increase revenue)
Transfer-Out	275-7540-611100	\$82,000.00	(increase expenditure)
		\$0.00	

Notes:

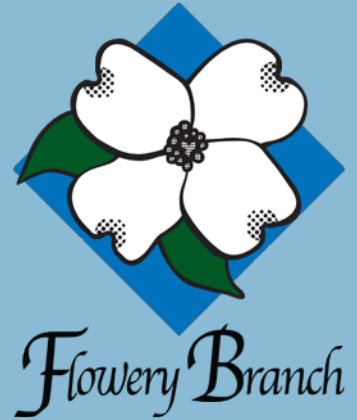
- 1) Proposed budget amendment requires no overall increase in City's budget, only a reclassification of already approved total budget between departments
- 2) For H/M Fund the increase is to both revenue and expenditures (overall budget increase)



**RESOLUTION 20-001
BALANCED BUDGET AMENDMENT FOR
FY2019**

Resolution 20-001: Explanation:

- A balanced budget is required by Georgia Law on Local Government Budgets (36-81-3) and Government Finance Officers Association (GFOA) Best Practices
- <http://www.audits.ga.gov/NALGAD/36812-6.html>
- 2 adjustment requests (Exhibit A)



Resolution 20-001: Explanation:

- A reclassification of already approved total budget between departments is needed for a balanced budget, therefore we request to move \$50,000 from patrol health insurance to transfer out to 270 – TAD Fund. This adjustment requires no overall increase in the City's budget.
- Hotel Motel tax collections for the City's portion needed to be recorded in the Hotel Motel Tax Fund for \$82,000 creating the budget adjustment needed for a balanced budget.



Resolution 20-001: Exhibit A



City of Flowery Branch Request For Budget Adjustment



Fund/Department: 100/275 Effective Date: 6/30/2019

Account Number	Account Name	Current Budget	Debit (Credit)	Revised Budget
				-
100-3223-512100	Patrol / Health Insurance	157,433	(50,000)	107,433
100-0000-611270	Transfer Out 270 - TAD Fund	63,792	50,000	113,792
				-
275-0000-314100	CVB Hotel Tax Rev - City's Portion	-	(82,000)	(82,000)
275-7540-611100	Transfer Out 100 - General Fund	-	82,000	82,000
				-



FLOWERY BRANCH CITY COUNCIL

EXECUTIVE SUMMARY



SUBJECT: Consider 2020 Council Meeting Dates

COUNCIL MEETING DATE: January 2, 2020

HISTORY:

FACTS AND ISSUES:

The City is required to post the annual meeting schedule and once approved will be posted on the website as well as in the information board in front of the City Hall.

OPTIONS:

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

No

AMOUNT AND SOURCE OF FUNDS:

RECOMMENDATION:

Approve with the Consent Agenda

SAMPLE MOTION:

No motion necessary - on the consent agenda

COLLABORATING DEPARTMENT:

DEPARTMENT: Administration

Prepared by: Melissa McCain

ATTACHMENTS

- [2020 Meeting Schedule.pdf](#)

City of Flowery Branch City Council 2020 Work and Voting Session Meeting Dates

January 2, 2020	July 2, 2020
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FLOWERY BRANCH CITY COUNCIL

EXECUTIVE SUMMARY



SUBJECT: Consider - Infratec Consultants Inc. Task Order for the Design and Construction Management of the Expanded Water Reclamation Facility

COUNCIL MEETING DATE: January 2, 2020

HISTORY:

In February 2017, the City entered into an Agreement for Engineering Services with Infratec Consultants, Inc. This 2017 Agreement allows the City to attach Task Orders within it as work arises. Due to the large amount of funds we are discussing here, I thought I should recap our relationship with Infratec:

We have been working with Bob Troxler and Infratec since 2006. The City began contracting with Infratec Consulting, Inc. in late 2006 for our water and sewer engineering. Due to this lengthy and successful relationship, it is fair to say Infratec has acquired an institutional knowledge of our needs and issues.

Over the past years Infratec has worked on the following:

- The design and construction management of the Cinnamon Cove Sewer Line Project. From the design, to choosing the contractor, to overseeing the construction – this project went very well. I would say it has been our most successful capital project.
- Water system modeling.
- The replacement of the sand filter system with disc filters.
- Design and construction management for the replacement of the water line on Morrow Drive.
- Replacement of the wastewater discharge line underneath the Norfolk Southern Line near the sewer plant.
- Design of the new water system improvements.

To my knowledge, Infratec's work has been on-time and under budget.

FACTS AND ISSUES:

The Budget for this Task Order is as follows:

The cost for the work described above will be broken down approximately as follows:

Process Mechanical Design Services	\$701,020
Electrical, Instrumentation, and MEP Design Services	\$132,000
Structural Design Services	\$110,625
Civil/Site and Yard Piping Design	\$95,000
Construction Administration Services	\$461,570
Resident Project Representative*	\$325,000
TOTAL	\$1,825,215

*The Resident Project Representative will be billed at an hourly rate plus cost basis. The other services will be billed at a total lump sum.

I would recommend to the Council they pay special attention to the last two line items for Construction Administration Services and the Resident Project Representative. I voiced some concern about these costs with Mr. Troxler and we

had a long discussion about the importance of these tasks being performed correctly. This is spending money wisely if it goes to maintain a schedule, keeps us within budget and assures quality workmanship. Typically, the cost of design and construction management is within 12% to 15% of the cost of the project itself. We are anticipating the new waste water plant to be between \$18,000,000 to \$20,000,000 so the range on the low-end could be \$2,160,000 and on the high-end \$3,000,000. So, the \$1,825,215 appears to be a reasonable number given the scope of our project.

I should say, Ron Bennett and I were impressed with the level of detail put into this Task Order. This indicates the amount of effort put into costing out what will all be needed to accomplish this effort.

OPTIONS:

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

No

AMOUNT AND SOURCE OF FUNDS:

\$1,825,215 - These funds are to be paid by our Water/Wastewater Capital Improvement Plan fund which will be supplemented by our GEFA Loan (see attached Infratec Budget PDF for details).

RECOMMENDATION:

Approval for Mayor Miller to execute this Task Order.

SAMPLE MOTION:

I motion for the City Council to authorize Mayor Miller to execute Task Order 19-001 for Wastewater Treatment Plant Design and Construction Management by Infratec Consultants, Inc.

COLLABORATING DEPARTMENT:

Finance

DEPARTMENT: Administration

Prepared by: Melissa McCain

ATTACHMENTS

- [IntroLtr.TaskOrder.Appendicies.pdf](#)
- [Task Order FBR19001 Project Schedule 12-3-2019.pdf](#)
- [Infratec Budget.pdf](#)
- [FB WRF Preliminary Site Plan.pdf](#)
- [Infratec Task Order Executive Summary 20.01.02.pdf](#)

INFRATEC CONSULTANTS

310 Saddle Hill Court, Rowell, GA 30075

December 4, 2019

Mr. Bill Andrew, City Manager
City of Flowery Branch
5410 Pine Street
Flowery Branch, Georgia 30542

**RE: Task Order FBR19001
WRF Design and Const Mgmt**

Mr. Andrew,

The attached Proposal from Infratec Consultants, Inc. to perform design and construction management services for the expansion of the Flowery Branch Water Reclamation Facility is attached for your consideration. The scope of work is described in detail in the proposal.

We have several outstanding subconsultants that will play major roles in the design and construction management of the project. They are all specialists in their portion of the work. The proposals from each of these firms are provided in the appendices.

Thank you for the opportunity to present this proposal for engineering services. I am available to answer questions from you or the Council members at any time.

Sincerely,

Infratec Consultants, Inc.

Robert W. Troxler, PE

President

770-596-1984

rwtruxler@gmail.com

TASK ORDER FBR19001

WASTEWATER TREATMENT PLANT DESIGN & CONST MANAGEMENT

CONTRACT

This Task Order is issued pursuant to the Agreement for Engineering Services between the City of Flowery Branch and Infratec Consultants, Inc. (Infratec) dated February 24, 2017 (“Contract”). Defined terms in this Task Order shall have the meaning given in the Contract and the provisions of the Contract shall govern the performance of work provided hereunder.

PURPOSE

The purpose of this TASK ORDER is to authorize the ENGINEER to provide engineering services related to the modification and expansion of the City's wastewater treatment facility.

SCOPE OF WORK

THE SCOPE OF WORK of this project is to provide complete engineering services for the expansion and modification of the City's wastewater treatment plant, including:

- Process Mechanical Engineering Design
- Structural Engineering Design
- Electrical and Instrumentation Engineering Design
- Civil/Site Engineering Design
- Construction Administration Services
- Construction Observation Services

This Task Order presents our understanding of the project, our proposed scope of work for the project, and our budget and schedule for the project.

PROJECT UNDERSTANDING

This project involves preparing design drawings and specifications for the expansion of the Flowery Branch WRF from 0.6 MGD to 1.8 MGD. Due to site considerations, portions of the facility will be designed for the full future 2.2 MGD capacity. The final design will be based on the Design Development Report (DDR) currently in final preparation. In general, the design will include the following elements:

- New influent pump station
 - o Quadruplex pump station. Three pumps may be installed initially.
 - o Cast-in-place wet well with divided wet well and valve vault
- New headworks
 - o 12-inch influent Parshall flume
 - o Two (2) drum screens
 - o One (1) bypass channel with bar rack
 - o Two (2) vortex type grit chambers

- o Two (2) grit classifiers
 - o One (1) diversion box to divert flow to new process train splitter box or divert flow to equalization tank pump station.
- Modify existing influent pump station to pump to existing equalization tank
 - o Replace existing pumps, if required
- Modify existing equalization tank effluent pumps
 - o Replace existing pumps, if required
 - o Reroute force main to new process train splitter box
- New process train splitter box to split flow between two process trains
- New Carrousel process tanks
 - o Two (2) 1.1 MGD Carrousel process tanks
- New secondary clarifier flow splitter box
- New secondary clarifier tanks
 - o Two (2) tanks
 - o 60-foot diameter
 - o 15-foot side water depth
- New alum chemical feed
 - o Chemical containment area for one (1) 12,000-gallon tank
 - o Pad for FRP chemical feed building
- New lime chemical feed
 - o Pad for Burnett type liquid lime feed system
- New RAS/WAS pump station
 - o Cast-in-place wet well and valve vault for five (5) submersible pumps
- New scum pump station
 - o Duplex pump station
 - o Precast wet well and valve vault
- New cloth media filters
 - o New concrete pad with canopy to set two packaged cloth media disk filter systems (1 existing disk filter, 1 new disk filter)
- Existing membrane pump station
 - o Add new pump in third slot of existing pump station
 - o Replace existing pumps, if required
- New UV disinfection structure
 - o Two (2) UV channels
 - o Canopy
- New cascade aeration structure
- Existing effluent pump station
 - o Existing pump station is a duplex station
 - o Modify pump station to have 3 pumps, if possible; otherwise, construct new wet well
- New effluent magnetic flow meter and vault
- Existing plant water pump station
 - o Use LAS storage tank as plant water storage tank
 - o Continue using existing hydro-pneumatic tank
 - o Use two (2) existing vertical turbine pumps, if possible; otherwise, replace pumps

- Digester Modifications
 - Modify basins in existing treatment plant, as required, to convert them into aerobic digesters.
 - Remove old dual media filter equipment and convert the tank into a digester
 - Convert one (1) aeration tank into a digester
- New electrical building
 - Metal building
- New containment area/pad for new 2,000 KW generator
- Civil/Site work and yard piping

DESIGN & CONSTRUCTION MANAGEMENT

Infratec and the project subcontractors will conduct the following tasks in preparation of the design documents and the administration Of the construction project.

Task 1 – Design

Provide engineering services for the Flowery Branch WRF Expansion project. Services will include:

1. Develop Process and Instrumentation Diagrams (P&IDs).
2. Prepare preliminary (30%) design drawings.
3. Prepare list of detailed construction specifications.
4. Submit 30% drawings to City for review and comment.
5. Attend 30% design review meeting with City of Flowery Branch.
6. Prepare 60% design drawings.
7. Prepare draft construction specifications.
8. Prepare 60% construction cost estimate.
9. Submit 60% drawings, specifications, and cost estimate to City for review and comment.
10. Attend 60% design review meeting with City of Flowery Branch.
11. Prepare 90% design drawing and construction specifications.
12. Prepare 90% construction cost estimate.
13. Submit 90% drawings, specifications, and cost estimate to City for review and comment.
14. Attend 90% design review meeting with City of Flowery Branch.
15. Address 90% review comments.
16. Assist City with permitting issues.
17. Prepare 100% construction cost estimate.
18. Submit 100% drawings, specifications and cost estimate to City and Georgia EPD.

Survey and geotechnical services will be authorized separately. Some of these activities are currently underway.

Task 2 – Bidding

Infratec will assist the City of Flowery Branch with bidding the project for construction. Services will include:

- Assist with advertising for bids.
- Attend pre-bid conference.
- Answer bidder questions and prepare addenda.
- Attend bid opening.
- Review bids and making recommendation for award.
- Prepare conformed construction documents.

Task 3 – Construction Administration

Infratec and the project engineering team will administer the construction project. The estimated construction time for this project is 18 months. Services will include:

1. Project Management
 - Prepare the Construction Contract for the project.
 - Communicate with Flowery Branch staff and utilize monthly reports to keep the City apprised of project status.
2. Preconstruction Conference
 - Conduct the preconstruction conference.
3. Construction Progress Meetings and Site Visits
 - Infratec will attend monthly progress meetings with the contractor and the City of Flowery Branch to review project schedule, budget, activities, and other construction related issues. This proposal includes attending 18 progress meetings.
 - Project team members will conduct monthly site visits (in addition to progress meeting site visits) to coordinate with the contractor on construction issues as required during construction. This proposal includes conducting 18 site visits.
4. Engineering Support
 - Answer requests for information submitted by the contractor. This proposal includes answering 144 requests for information.
5. Shop Drawing, Material, and Equipment Review
 - Review shop drawing submittals for conformance with the contract documents. This proposal includes reviewing 150 shop drawing submittals including one resubmittal for each shop drawing.
 - Reviewing contractor request for payment applications. This proposal includes reviewing 18 pay applications.
6. Change Order and Claim Review
 - Review proposed change orders that are proposed during the construction project. This proposal includes reviewing and responding to 15 proposed change orders.

7. Record Drawing and Documents
 - Prepare record drawings at the end of construction. Record drawings will be based on red-line drawings provided by the contractor at the end of the construction project. Record drawings will be provided to the City in electronic format (AutoCAD and PDF).
8. Operation and Maintenance Manual
 - Prepare an Operation and Maintenance Manual for the operation of the treatment plant. The manual will supplement the individual operation and maintenance manuals for the equipment.
9. Resident Project Representative
 - Infratec will provide a resident project representative (RPR) on-site for the duration of the construction project. The RPR will monitor construction progress for conformance with the construction documents; will notify engineer and owner when there is non-compliance with the construction documents; will assist with review of requests for payment applications; and will monitor start-up of new equipment. This proposal includes 18 months of full-time RPR presence and 1 month of half-time RPR presence on the project site.

Budget and Schedule

The cost for the work described above will be broken down approximately as follows:

Process Mechanical Design Services	\$701,020
Electrical, Instrumentation, and MEP Design Services	\$132,000
Structural Design Services	\$110,625
Civil/Site and Yard Piping Design	\$95,000
Construction Administration Services	\$461,570
Resident Project Representative	<u>\$325,000</u>
	\$1,825,215

The Resident Project Representative will be billed at an hourly rate plus cost basis. The other services will be billed at a total lump sum.

IN WITNESS WHEREOF, this instrument is executed in two (2) counterparts, each one of which shall be deemed an original.

Date of Council approval:

Recommended:

City Manager

Infratec Consultants, Inc.
ENGINEER

City of Flowery Branch
OWNER

BY:

BY:

Signature

Signature

Robert W. Troxler _____

Typed Name

Typed Name

President _____

Title

Mayor
City of Flowery Branch

Title

Date

Date

Attest

By: _____

Attest

By: _____

Appendix A Process Mechanical Manhours

Appendix B Structural Manhours



711 N Orange Ave, Suite A
Winter Park, FL 32789
Phone: (321) 972-4989

Wekiva Project Number: 19-263

October 25, 2019

Mr. Bob Troxler, P.E.
Infratec Consultants, Inc.
8995 Roswell Rd.
Atlanta, Georgia 30350

Re: Proposal for Structural Engineering Services
Flowery Branch WWTP Expansion
Flowery Branch, Georgia

Dear Mr. Troxler,

Wekiva Engineering, LLC (Wekiva) is pleased to submit this proposal to provide structural engineering services to Infratec Consultants, Inc. (Infratec) for the above referenced project. It is our understanding that the design will entail a new expansion to the existing wastewater treatment facility. This expansion will include the following new structures and modifications to existing structures:

- Influent Pump Station - Cast-in-place concrete quadplex station with a partitioned wet well and valve vault.
- Headworks - cast-in-place concrete structure with 12" influent Parshall flume, three channels (includes one bypass channel), two grit chambers and an effluent box.
- Modifications to existing Influent Pump Station - Replace pumps which may entail new pipe penetrations in the structure along with pipe supports.
- Modifications to existing Equalization Tank Effluent Pumps - Replace pumps which may entail new pipe penetrations in the structure along with pipe supports.
- Process Train Splitter Box - Cast-in-place concrete box
- Carrousel Process Basins - Two (2) cast-in-place concrete process tanks (1.8MGD each)
- Secondary Clarifier Flow Splitter Box - Cast-in-place concrete box
- Secondary Clarifier Tanks - Two (2) cast-in-place concrete Clarifiers (approximately 80ft diameter).
- Alum Chemical Feed System - Slab-on-grade with containment walls and sump for alum tanks storage. Slab-on-grade foundation slab for FRP building containing feed equipment.
- Lime Chemical Feed System - Slab-on-grade foundation supporting lime feed equipment.
- RAW/WAS Pump Station - Cast-in-place concrete wet well and valve vault for five (5) submersible pumps.
- Scum Pump Station - Precast concrete duplex station with wet well and valve vault.
- Filters - Slab-on-grade foundation supporting two (2) disk filters. A pre-engineered steel canopy will be provided as well along with access platforms as required to maintain the disk filters.
- Existing Membrane Pump Station - Addition of new pump and possible pipe replacement which may require some pipe supports or modifications to the structure to allow removal and/or pump support.
- UV Disinfection - Cast-in-place concrete structure with two (2) channels and pre-engineered steel canopy for weather protection.

- Cascade Aeration – Cast-in-place concrete structure
- Existing Effluent Pump Station – Modify to provide additional pump which may require new top slab and other internal modifications. It is possible that a new cast-in-place wet well will be required.
- Existing Plant Water Pump Station – Modifications and repurposing of equipment which may require pipe and pump support details.
- Digesters – Modify existing structure to become aerobic digesters. This may include removal of some internal walls/walkways, etc. along with the addition of blowers and associated air piping.
- Electrical Building – Pre-engineered steel building containing various electrical equipment.
- Miscellaneous concrete pads supporting equipment such as a generator and miscellaneous pipe supports.

SCOPE OF SERVICES

Wekiva proposes the following work task:

Task 1: Design Phase Services: Wekiva staff will prepare drawings and specifications for the design to be submitted at a 60%, 90%, and 100% design milestone. It is anticipated that there will be approximately 41 drawings and standard division 3, 4, 5, 7, 8, 9, and 13 specifications. Wekiva will also perform ancillary architectural services for the electrical building as this is intended to have a Utility building classification per the International Building Code and will contain only electrical equipment.

Task 2: Permitting Services: Wekiva staff will assist Infratec during the permitting phase of the project by providing signed and sealed permit document sets and responding to any comments received.

Task 3: Bidding Phase Services: Wekiva staff will assist Infratech during the bidding phase by answering any questions provided by Contractors. We will reissue drawings or specifications as needed. We will also prepare conformed drawings.

Task 4: Services During Construction: Wekiva staff will assist Reiss staff during the construction phase of the project by performing the following services:

- Answering any RFI's (Assume 15 RFI's)
- Reviewing shop drawings (Assume 50 shop drawings with one resubmittal)
- Perform two (2) site visits to view construction progress
- Prepare record drawings based on contractor supplied mark-ups of the drawings

COST AND SCHEDULE

Wekiva proposes to undertake the work described above on a lump sum fixed fee basis for a price of \$143,625, where the fee associated with each task is as follows:

• Task 1	\$115,600
• Task 2	\$1,250
• Task 3	\$1,375
• Task 4	\$25,400
• Total	\$143,625



711 N Orange Ave, Suite A
Winter Park, FL 32789
Phone: (321) 972-4989

TERMS AND CONDITIONS

Wekiva will begin work immediately upon your notice to proceed. We will issue monthly invoices for the work accomplished during the calendar month. We appreciate the opportunity to submit this proposal to Infratec and we look forward to a successful collaboration on this project. If you have any questions or need further information, please call.

Sincerely,

A handwritten signature in black ink, appearing to read 'John' followed by a stylized flourish and a period.

John Sobczak, P.E.
Member

Appendix C Electrical and I & C Manhours



September 20, 2019

Mr. Robert W. Troxler, P.E.
Infratec Consultants, Inc.
Tel. 770-596-1984

**RE: Quotation for Electrical, Instrumentation, Controls, and HVAC Design
City of Flowery Branch – Wastewater Treatment Plant Expansion (Revision 1)**

Dear Bob:

EDEC, Inc. is pleased to offer you our Electrical, Instrumentation, Controls, and HVAC design services for the above referenced project.

Our scope of work will include all necessary Electrical, Instrumentation, Controls, and HVAC drawings and specifications as required for the existing wastewater treatment plant expansion for the City of Flowery Branch.

The basics of the plan are construction of a new 1.8 MGD Carrousel based plant. The existing plant will be repurposed. After this expansion the plant will be sized for 6 MGD Peak capacity and 4 MGD process capacity. The plant addition will include new Influent pump station, new Headworks with Drum Screens and Grit Removal system, flow measurement, two (2) Carrousel basins, two (2) secondary clarifiers, RAS/WAS pump station, scum pumping station, one additional fabric filter No. 2, new aboveground UV system, and new membrane equipment.

Flows will be combined after secondary clarification and pass through cloth media filters. After the filters, the flow will be pumped through the membrane system, UV disinfection system and the cascade aeration device.

All future flows will be pumped to the lake through a 4,300 foot long force main and a diffuser near McEver Road. New larger pumps will be required in the effluent pumping station.

For sludge handling, some additional digester/sludge storage capacity will be provided. This capacity will be obtained by utilizing one or more of the tanks in the existing plant. An effort will be made to utilize the existing centrifuges blower system to supply oxygen and mixing to the aerobic digester tanks. The existing 1 meter belt press will continue in service for the present.

The existing influent pumping station will be reconfigured to serve as the feed pump station for the equalization basin. The existing equalization tank effluent pumping will also require modifications.

The proposed fees are as follows:



1. Electrical, Instrumentation, Controls, and HVAC Design - \$132,000

- All required electrical, instrumentation, controls and HVAC drawings and specifications.
- Plant new SCADA system for local and remote plant control and monitoring
- New utility power service for the new portion of the plant
- New emergency backup diesel generator for the new portion of the plant
- Power distribution, controls, grounding and lighting systems for the new portion of the plant
- New Electrical Building supplying power to the new portion of the plant
- HVAC for the new Electrical Building and RAS/WAS pump station
- Site visits and meetings as required are included to coordinate with existing power and control systems. All travel expenses included.

2. Construction Administration - ~~\$70,000~~ ^{\$50,000} (Total not to exceed cost. Time and Material based at \$100 per hour)

- Answering Contractors' questions during bid
- Submittals review (Electrical, I&C, and HVAC)
- Approval of all items under EDEC's design
- Three (3) site visits are included in the estimated fee. Any additional site visits if required will be charged separately at a rate of \$100 per hour.

Infratec will provide the plant background drawings in AutoCAD format for Electrical drawings preparation. The Electrical, I&C and HVAC construction documents will be prepared and stamped by the Georgia licensed professional engineer

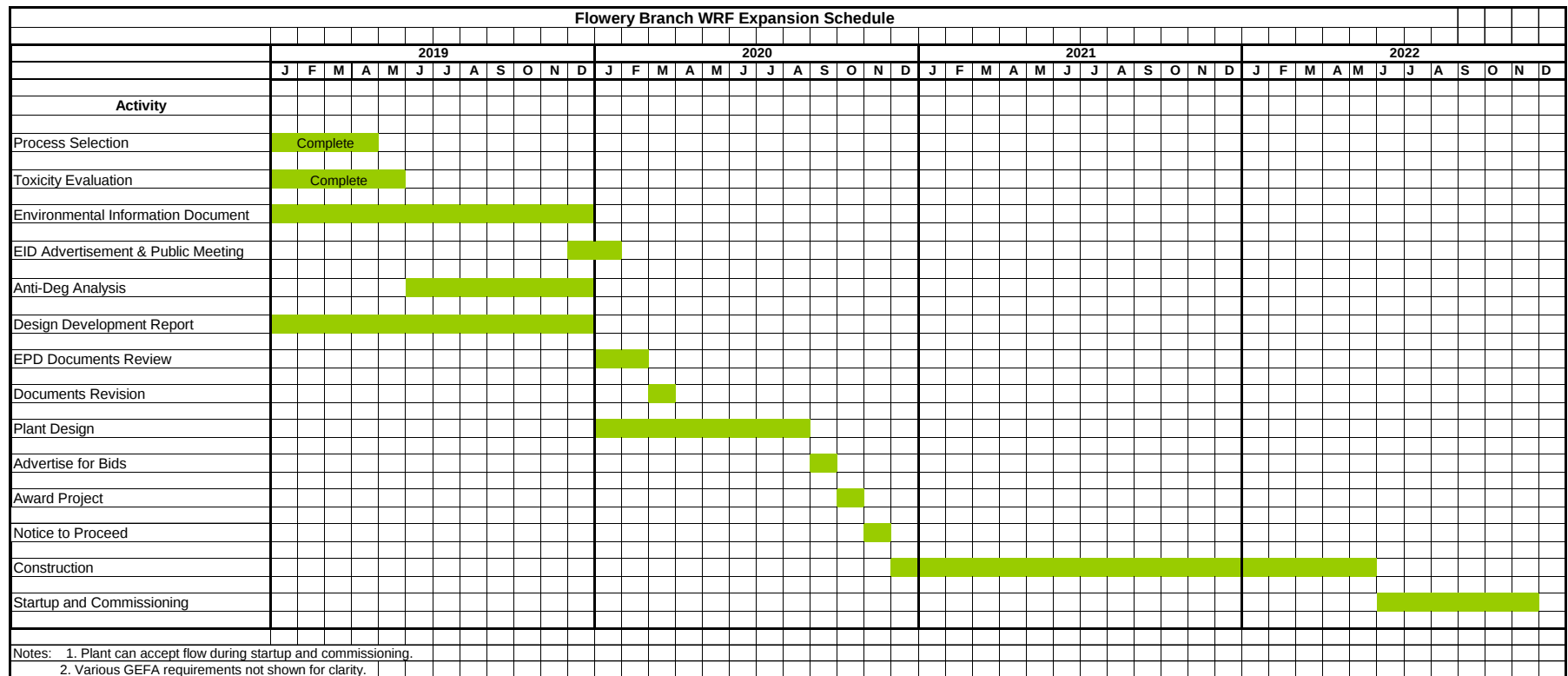
We look forward to working you again! If you have any questions, please do not hesitate to call.

Sincerely,
EDEC, Inc.
Alec Zaychik, PE

Accepted: _____
Infratec Consultants, Inc.

Date: _____

Appendix D Construction Administration Manhours



Infratec Consultants
Construction and Engineering Services
Costs by Category, Timeline of Invoicing, and Payment Plan

	<u>Jan 2020-June 2020*</u>	<u>July 2020- Sept 2020**</u>	<u>Dec 2020 - May 2021</u>	<u>TOTAL COST:</u>
Process and Mechanical Design Services	\$ 525,765	\$ 175,255		\$ 701,020
Electrical, Instrumentation, and MEP Design Services	\$ 99,000	\$ 33,000		\$ 132,000
Structural Design Services	\$ 82,969	\$ 27,656		\$ 110,625
Civil/Site and Yard Piping Design	\$ 71,250	\$ 23,750		\$ 95,000
Construction Administration Services			\$ 461,570	\$ 461,570
Resident Project Representative			\$ 325,000	\$ 325,000
	\$ 778,984	\$ 259,661	\$ 786,570	\$ 1,825,215
		included in debt financing		

* 3/4 billed during this period
 ** 1/4 billed during this period

NOTE: Debt financing is expected to be complete by July 2020.

paid for from fund 308	
Water Sewer CIP Fund:	
Available as of 12/11/2019:	\$ 1,413,651.99
From Above:	\$ 778,984
Remaining available in Water Sewer CIP Fund:	\$ 634,668.24





FLOWERY BRANCH CITY COUNCIL

EXECUTIVE SUMMARY



SUBJECT: Consider - Infratec Consultants Inc. Task Order for the Design and Construction Management of the Expanded Water Reclamation Facility

COUNCIL MEETING DATE: January 2, 2020

HISTORY:

In February 2017, the City entered into an Agreement for Engineering Services with Infratec Consultants, Inc. This 2017 Agreement allows the City to attach Task Orders within it as work arises. Due to the large amount of funds we are discussing here, I thought I should recap our relationship with Infratec:

We have been working with Bob Troxler and Infratec since 2006. The City began contracting with Infratec Consulting, Inc. in late 2006 for our water and sewer engineering. Due to this lengthy and successful relationship, it is fair to say Infratec has acquired an institutional knowledge of our needs and issues.

Over the past years Infratec has worked on the following:

- The design and construction management of the Cinnamon Cove Sewer Line Project. From the design, to choosing the contractor, to overseeing the construction – this project went very well. I would say it has been our most successful capital project.
- Water system modeling.
- The replacement of the sand filter system with disc filters.
- Design and construction management for the replacement of the water line on Morrow Drive.
- Replacement of the wastewater discharge line underneath the Norfolk Southern Line near the sewer plant.
- Design of the new water system improvements.

To my knowledge, Infratec's work has been on-time and under budget.

FACTS AND ISSUES:

The Budget for this Task Order is as follows:

The cost for the work described above will be broken down approximately as follows:

Process Mechanical Design Services	\$ 701,020
Electrical, Instrumentation, and MEP Design Services	\$ 132,000
Structural Design Services	\$ 110,625
Civil/Site and Yard Piping Design	\$ 95,000
Construction Administration Services	\$ 461,570
Resident Project Representative*	\$ 325,000
TOTAL	\$1,825,215

*The Resident Project Representative will be billed at an hourly rate plus cost basis. The other services will be billed at a total lump sum.

I would recommend to the Council they pay special attention to the last two line items for Construction Administration Services and the Resident Project Representative. I voiced some concern about these costs with Mr. Troxler and we had a long discussion about the importance of these tasks being performed correctly. This is spending money wisely if it goes to maintain a schedule, keeps us within budget and assures quality workmanship. Typically, the cost of design and construction management is within 12% to 15% of the cost of

the project itself. We are anticipating the new wastewater plant to be between \$18,000,000 to \$20,000,000 so the range on the low-end could be \$2,160,000 and on the high-end \$3,000,000. So, the \$1,825,215 appears to be a reasonable number given the scope of our project.

I should say, Ron Bennett and I were impressed with the level of detail put into this Task Order. This indicates the amount of effort put into costing out what will all be needed to accomplish this effort.

OPTIONS:

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

No

AMOUNT AND SOURCE OF FUNDS:

\$1,825,215 - These funds are to be paid by our Water/Wastewater Capital Improvement Plan fund which will be supplemented by our GEFA Loan (see attached Infratec Budget PDF for details).

RECOMMENDATION:

Approval for Mayor Miller to execute this Task Order.

SAMPLE MOTION:

I motion for the City Council to authorize Mayor Miller to execute Task Order 19-001 for Wastewater Treatment Plant Design and Construction Management by Infratec Consultants, Inc.

COLLABORATING DEPARTMENT:

Finance

DEPARTMENT: Administration

Prepared by: Bill Andrew

ATTACHMENTS

- [IntroLtr.TaskOrder.Appendicies.pdf](#)
- [Task Order FBR19001 Project Schedule 12-3-2019.pdf](#)
- [Infratec Budget.pdf](#)
- [FB WRF Preliminary Site Plan.pdf](#)



FLOWERY BRANCH CITY COUNCIL

EXECUTIVE SUMMARY



SUBJECT: Consider Beer, Wine and Distilled Spirits License for Breakwater Grill - 4856 Hog Mountain Road

COUNCIL MEETING DATE: January 2, 2020

HISTORY:

There are records of an alcoholic beverage license at this location since 2004 with the most recent license for Hometown Grill for the last two years..

FACTS AND ISSUES:

Breakwater Grill currently has a management agreement that was executed on September 1, 2019 with the current owner Keleigh Oxendine. Ms. Oxendine is selling the business to the applicant effective January 1.

The applicant, Harry Kelley is applying for beer, wine and distilled spirits consumption license and is a local resident as is his partner Robert Williams.

There are planning to keep it more family oriented then it has been in the past and are looking forward to 2020 operations.

The notice of said application was scheduled for printing in the Gainesville Times on 12/4, 12/5, 12/6 and 12/7.

The application has been processed and reviewed and everything is in order for the council's approval.

OPTIONS:

Approve or Deny

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

No

AMOUNT AND SOURCE OF FUNDS:

RECOMMENDATION:

Approve with the Consent Agenda

SAMPLE MOTION:

No motion required - on the Consent Agenda

COLLABORATING DEPARTMENT:

DEPARTMENT: Administration

Prepared by: Melissa McCain

ATTACHMENTS

-



FLOWERY BRANCH CITY COUNCIL

EXECUTIVE SUMMARY



SUBJECT: Consider - Resolution 20-001: To Amend the Budget for FY2019 as Previously Adopted on June 28, 2018.

COUNCIL MEETING DATE: January 2, 2020

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.

FACTS AND ISSUES:

- A reclassification of already approved total budget between departments is needed for a balanced budget, therefore we request to move \$50,000 from patrol health insurance to transfer out to 270 – TAD Fund. This adjustment requires no overall increase in the City's budget.
- Hotel Motel tax collections for the City's portion needed to be recorded in the Hotel Motel Tax Fund for \$82,000 creating the budget adjustment needed for a balanced budget.

OPTIONS:

To not include a finding for this budget overage, the Auditor will need to have the Council approve the amendment before issuing the audit report. Therefore, it is recommended to approve the amendment.

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

Yes

AMOUNT AND SOURCE OF FUNDS:

RECOMMENDATION:

To approve Resolution 20-001. budget amendment, before the issuance of the FY2019 audit report.

SAMPLE MOTION:

I make a motion for the City Council to authorize an increase of the the Fiscal Year 2019 Budget as noted in Exhibit A.

COLLABORATING DEPARTMENT:

DEPARTMENT: Finance

Prepared by: Melissa McCain

ATTACHMENTS

- [Resolution 20-001 for FY 2019 Budget Amendment.pdf](#)
- [Resolution 20-001 Executive Summary.pdf](#)
- [Exhibit A - Budget Amendment Form.pdf](#)
- [RESOLUTION 20-001 PRESENTATION.pdf](#)

RESOLUTION NO. 20-001

**TO AMEND THE BUDGET FOR FISCAL YEAR 2019 AS PREVIOUSLY
ADOPTED ON JUNE 28, 2018.**

WHEREAS, Georgia law, generally accepted accounting standards for local governments, and sound governmental financial management all require local governments to establish and maintain an annual balanced budget for the City's fiscal year, and that said budget be adopted by a resolution or ordinance of the governing authority; and

WHEREAS, a budget is balanced when the sum of estimated revenues and appropriated fund balances is equal to expenditure /expense appropriations for each applicable fund; and

WHEREAS, the Mayor and Council adopted a lawful budget for Fiscal Year 2019 on June 28, 2018; and

WHEREAS, the budget, as adopted, establishes legal spending limits that may not be exceeded unless the budget is amended by the governing authority; and

WHEREAS, revenue estimates and governmental needs change during the course of the fiscal year; and

WHEREAS, amendment to the budget is authorized under O.C.G.A. 36-81-3 (d) and is accepted local government financial practice; and

WHEREAS, any amendment to the budget must maintain a balanced budget and must be legally adopted by the governing authority;

NOW THEREFORE BE IT RESOLVED by the Mayor and Council of the City of Flowery Branch that the budget for Fiscal Year 2019 is hereby amended and balanced by recognizing the adjustments shown in Exhibit A.

NOW THEREFORE BE IT FURTHER RESOLVED, the Mayor and Council of the City of Flowery Branch, with the authority vested within it, herein directs and authorizes the City Manager to, in accordance with generally accepted accounting principles and the standards of the Governmental Accounting Standards Board;

- 1) appropriate and budget additional funding based on receipts "exceeding" those previously budgeted,
- 2) facilitate the appropriation and budgeting of additional funding based on expenditures "exceeding" those previously budgeted,
- 3) facilitate the appropriation and budgeting of funds to be "transferred" between funds for the operations of several city functions, and

- 4) facilitate the appropriation and budgeting of funds to be “transferred” between one or more departments.

Nothing except what is “specifically” denoted herein will provide for an “increase” in the budget at the “fund level” as adopted or amended by this Council.

SO RESOLVED this 2nd day of January 2020.

James “Mike” Miller, Mayor

ATTEST

Melissa McCain, City Clerk

APPROVED AS TO FORM

E. Ronald Bennett, Jr., City Attorney

FLOWERY BRANCH CITY COUNCIL
EXECUTIVE SUMMARY

SUBJECT: Resolution 20-001: To Amend the Budget for FY2019 as Previously Adopted on June 28, 2018

DATE: 1/2/2020

BUDGET INFORMATION:
ANNUAL-
CAPITAL-

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

COMMISSION ACTION REQUESTED ON: 1/2/2020

PURPOSE: To approve Resolution 20-001 budget amendment, before the issuance of the FY2019 audit report.

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.

FACTS AND ISSUES:

- A reclassification of already approved total budget between departments is needed for a balanced budget, therefore we request to move \$50,000 from patrol health insurance to transfer out to 270 – TAD Fund. This adjustment requires no overall increase in the City's budget.
 - Hotel Motel tax collections for the City's portion needed to be recorded in the Hotel Motel Tax Fund for \$82,000 creating the budget adjustment needed for a balanced budget.
-
-

RECOMMENDED SAMPLE MOTION: I make a motion for the City Council to authorize an increase of the Fiscal Year 2019 Budget as noted in Exhibit A.

DEPARTMENT: Finance

Prepared by: Alisha Gamble

**City of Flowery Branch
Request For Budget Adjustment**



Fund/Department: 100/275

Effective Date: 6/30/2019

Account Number	Account Name	Current Budget	Debit (Credit)	Revised Budget
				-
100-3223-512100	Patrol / Health Insurance	157,433	(50,000)	107,433
100-0000-611270	Transfer Out 270 - TAD Fund	63,792	50,000	113,792
				-
275-0000-314100	CVB Hotel Tax Rev - City's Portion	-	(82,000)	(82,000)
275-7540-611100	Transfer Out 100 - General Fund	-	82,000	82,000
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
Totals		\$ 221,225	\$ -	\$ 221,225

Justification: RESOLUTION 20-001: BUDGET AMENDMENT TO FY2019 APPROVED BUDGET FROM JUNE 28, 2018

Approvals:

Finance Director:

Allyssa Gaudin

Date:

12/26/19

City Manager:

Bob Lind

Date:

12/26/19

Mayor:

Date:

Finance Department Use

Posted By:

Date Posted:

Council Action Required: Yes ☒ No ☐

Budget Adjust. #:

GENERAL FUND

Reduce the Following

<u>Departments</u>	<u>Chart #</u>	<u>Amount to (CR)</u>	
Public Safety	100-3223-512100	(\$50,000.00)	(decrease dept budget)
Total Reduction:		(\$50,000.00)	

Increase the Following

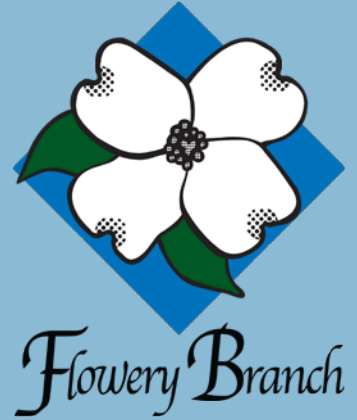
<u>Department</u>	<u>Chart #</u>	<u>Amount to DR</u>	
Transfer Out	100-0000-611272	\$50,000.00	(increase trfr out budget)
Total Increase:		\$50,000.00	

HOTEL/MOTEL FUND

<u>Increase</u>		<u>Amount (CR)/DR</u>	
Hotel/Motel Tax Revenue	275-0000-314100	(\$82,000.00)	(increase revenue)
Transfer-Out	275-7540-611100	\$82,000.00	(increase expenditure)
		\$0.00	

Notes:

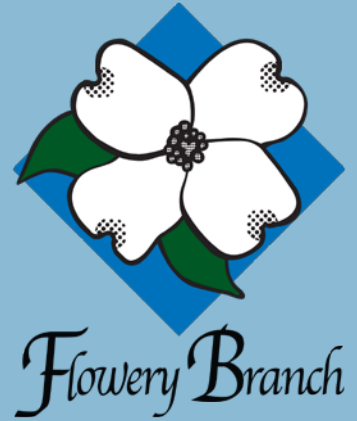
- 1) Proposed budget amendment requires no overall increase in City's budget, only a reclassification of already approved total budget between departments
- 2) For H/M Fund the increase is to both revenue and expenditures (overall budget increase)



**RESOLUTION 20-001
BALANCED BUDGET AMENDMENT FOR
FY2019**

Resolution 20-001: Explanation:

- A balanced budget is required by Georgia Law on Local Government Budgets (36-81-3) and Government Finance Officers Association (GFOA) Best Practices
- <http://www.audits.ga.gov/NALGAD/36812-6.html>
- 2 adjustment requests (Exhibit A)



Resolution 20-001: Explanation:

- A reclassification of already approved total budget between departments is needed for a balanced budget, therefore we request to move \$50,000 from patrol health insurance to transfer out to 270 – TAD Fund. This adjustment requires no overall increase in the City's budget.
- Hotel Motel tax collections for the City's portion needed to be recorded in the Hotel Motel Tax Fund for \$82,000 creating the budget adjustment needed for a balanced budget.



Resolution 20-001: Exhibit A



*City of Flowery Branch
Request For Budget Adjustment*



Fund/Department: 100/275 Effective Date: 6/30/2019

Account Number	Account Name	Current Budget	Debit (Credit)	Revised Budget
				-
100-3223-512100	Patrol / Health Insurance	157,433	(50,000)	107,433
100-0000-611270	Transfer Out 270 - TAD Fund	63,792	50,000	113,792
				-
275-0000-314100	CVB Hotel Tax Rev - City's Portion	-	(82,000)	(82,000)
275-7540-611100	Transfer Out 100 - General Fund	-	82,000	82,000
				-