



**City of Flowery Branch
City Council Meeting
Thursday, October 3, 2024, 6:00 PM
City of Flowery Branch City Hall
5410 Pine Street, Flowery Branch, GA 30542**



CALL WORK SESSION TO ORDER:

PLEDGE OF ALLEGIANCE:

ADOPTION OF AGENDA:

AWARDS & RECOGNITIONS:

NEW BUSINESS -WORK SESSION:

- Discussion of Potential Development of 5816, 5926, 5934, 5940 and 5948 Lights Ferry Road
[Craftsman Construction Condo Development.pdf](#)
- Consider Resolution 24-008: Fourth Quarter Amendment to the Budget for FY2024 as Previously Adopted on June 15, 2023.
[ES-24-008 Budget Amendment.pdf](#)
[RESOLUTION NO 24-008.pdf](#)
[Attachment A - 4th qtr budget adjustments.pdf](#)
[Attachment B - 4th Quarter Adjustments Descriptions.pdf](#)
- Consider Creation of an Executive Pay Plan Salary Table to Increase Recruitment and Help Ensure Retention of Senior Executive Members of Critical Positions of the City of Flowery Branch, GA.
[ES - executivepayplan.pdf](#)
[WAGE AND SALARY TABLE FY2025.pdf](#)
- Consider Authorizing a Contract with John Powell for Administrative Services to the City Manager's Office.
[ES - powell contract.pdf](#)
[CONSULTING SERVICES AGREEMENT Powell draft 9 4 24.pdf](#)

DEPARTMENT REPORTS:

- a. City Manager Report
- b. City Clerk Report
- c. Department of Fun Report
- d. Finance Department Report
- e. Human Resources Report
- f. Planning Department Report
- g. Police Department Report
- h. Public Works & Utilities Report
- i. Attorney Report
- j. Council Report

ADJOURNMENT WORK SESSION:

VOTING SESSION AGENDA

CALL VOTING SESSION TO ORDER:

PUBLIC COMMENTS:

Please limit to two minutes

CONSENT AGENDA:

- Consider September 19, 2024 City Council Meeting Minutes
[Unofficial September 19, 2024 City Council Meeting Minutes.pdf](#)

UNFINISHED BUSINESS - VOTING SESSION:

- Consider the Second Reading of Ordinance 721, An Amendment to the Insurer Licensing Fee.
[10.3.2024 Executive Summary Ordinance 721 Amending the Insurer Licensing Fee.pdf](#)
[10.3.2024 Ordinance 721 Amending the Insurer Licensing Fee.pdf](#)
[GMA Letter - Revision of License Fee.pdf](#)

NEW BUSINESS - VOTING SESSION:

- Consider Resolution 24-008: Fourth Quarter Amendment to the Budget for FY2024 as Previously Adopted on June 15, 2023.
[ES-24-008 Budget Amendment.pdf](#)
[RESOLUTION NO 24-008.pdf](#)
[Attachment A - 4th qtr budget adjustments.pdf](#)
[Attachment B - 4th Quarter Adjustments Descriptions.pdf](#)
- Consider Creation of an Executive Pay Plan Salary Table to Increase Recruitment and Help Ensure Retention of Senior Executive Members of Critical Positions of the City of Flowery Branch, GA.
[ES - executivepayplan.pdf](#)
[WAGE AND SALARY TABLE FY2025.pdf](#)
- Consider Authorizing a Contract with John Powell for Administrative Services to the City Manager's Office.
[ES - powell contract.pdf](#)
[CONSULTING SERVICES AGREEMENT Powell draft 9 4 24.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: Discussion of Potential Development of 5816, 5926, 5934, 5940 and 5948 Lights Ferry Road

COUNCIL MEETING DATE: October 3, 2024

HISTORY:

Downtown Development Partners, LLC (DDP) is a residential construction and development partnership formed by Hall Co. residents Rob Robinson, Josh Kilby, and Robbie Rudacil. DDP has purchased lots 5934, 5940, and 5948 Lights Ferry Rd. and proposes to build 18 high end townhomes for sale in the \$600,000 to 650,000 price range.

These 3 lots are currently zoned R1 and lie adjacent to lot 5816 and 5926 Lights Ferry Rd. also owned by DDP, which is currently zoned TND.

FACTS AND ISSUES:

DDP would like to seek approval from the City Council of Flowery Branch to begin the process of rezoning these 3 residential lots, currently containing single family residences, to TND zoning and form a contiguous development parcel to construct the townhome community.

The community, if approved, will be established as "Lights Ferry landing", have an architectural gated entrance, provide nostalgic outdoor lighting and posts for residents to feel safe, protected, and comfortable within a high-quality neighborhood setting.

Common areas will allow ample walking space for residents and pets to socialize, including a covered pavilion for resident gathering and group activities, if so desired.

Craftsman Construction of Gainesville, GA, a custom home building firm owned by Josh Kilby and Robbie Rudacil will provide General Contractor services and oversight for the entire project. Craftsman Construction has been in business since 2001 building custom homes and mid-level commercial properties throughout the Southeast and Midwest.

Funding for the project is being provided by Peach State Bank and Trust of Gainesville, GA.

We appreciate the opportunity to bring this project before the Council and are hopeful that the benefits to Flowery Branch and the surrounding community are evident, beyond the increase in tax revenues generated by the improvements to the neighborhood.

OPTIONS:

Discussion only.

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

Yes

AMOUNT AND SOURCE OF FUNDS:

N/A

RECOMMENDATION:

Discussion item only. Applicant will present the request and later, if positive feedback is received, the process for rezoning (on some parcels) will be followed.

SAMPLE MOTION:

No motion.

COLLABORATING DEPARTMENT:

DEPARTMENT: Administration

Prepared by: Shelia Cooper

ATTACHMENTS

- [Craftsman Construction Condo Development.pdf](#)

Proposal to Rezone 5934, 5940, and 5948 Lights Ferry Rd, Flowery Branch, GA

Downtown Development Partners, LLC (DDP) is a residential construction and development partnership formed by Hall Co. residents Rob Robinson, Josh Kilby, and Robbie Rudacil.

DDP has purchased lots 5934, 5940, and 5948 Lights Ferry Rd. and proposes to build 18 high end townhomes for sale in the \$600,000 to \$650,000 price range.

These 3 lots are currently zoned R1 and lie adjacent to lot 5816 and 5926 Lights Ferry Rd. also owned by DDP, which is currently zoned TND.

DDP would like to seek approval from the City Council of Flowery Branch to begin the process of rezoning these 3 residential lots, currently containing single family residences, to TND zoning and form a contiguous development parcel to construct the townhome community.

The community, if approved, will be established as “Lights Ferry Landing”, have an architectural gated entrance, provide nostalgic outdoor lighting and posts for residents to feel safe, protected, and comfortable within a high-quality neighborhood setting.

Common areas will allow ample walking space for residents and pets to socialize, including a covered pavilion for resident gathering and group activities, if so desired.

Craftsman Construction of Gainesville, GA, a custom home building firm owned by Josh Kilby and Robbie Riudacil will provide General Contractor services and oversight for the entire project.

Craftsman Construction has been in business since 2001 building custom homes and mid-level commercial properties throughout the Southeast and Midwest.

Funding for the project is being provided by Peach State Bank and Trust of Gainesville, GA.

We appreciate the opportunity to bring this project before the Council and are hopeful that the benefits to Flowery Branch and the surrounding community are evident, beyond the increase in tax revenues generated by the improvements to the neighborhood.

Lights Ferry Road Townhomes
18 Units
2.01 Acres
8.96 Units/Ac.



FRONT ENTRY GARAGE 8 Units



REAR ENTRY GARAGE 10 UNITS



Exterior and Interior Features and Highlights

Contemporary modern design of all units.

Multiple textures in exterior finishes; Hardie Board and baton, Hardie lap siding, Brick, Stone and stucco mixtures.

Metal roofs for conceptual, Main roofs will be shingled.

All units will have master on the main.

All units are 3- or 4-bedroom options.

All high end Interior finishes.

Upgraded appliance, plumbing and lighting fixture packages.

10 ft. Main level ceiling heights.

9 ft. Second level ceiling heights.

Two Story Living Rooms in all units.

Lights Ferry Road Townhomes
18 Units
2.01 Acres
8.96 Units/Ac.



1" = 50'

CONCEPTUAL LANDSCAPE PLAN -
SCALE: 1"=50'

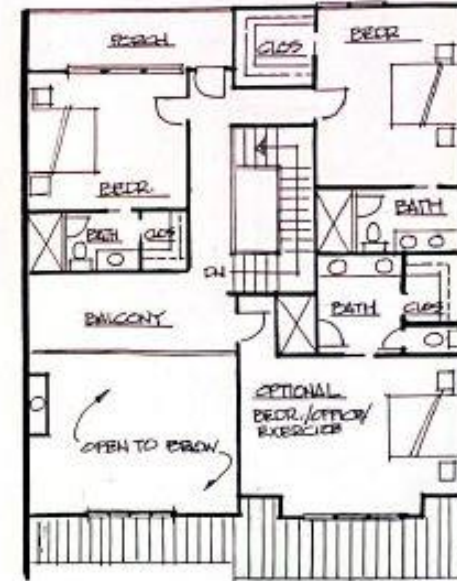
BASEMENT FLOOR PLAN
(BASEMENT UNFINISHED-PLAN SHOWN AS OPTIONAL)



MAIN FLOOR PLAN



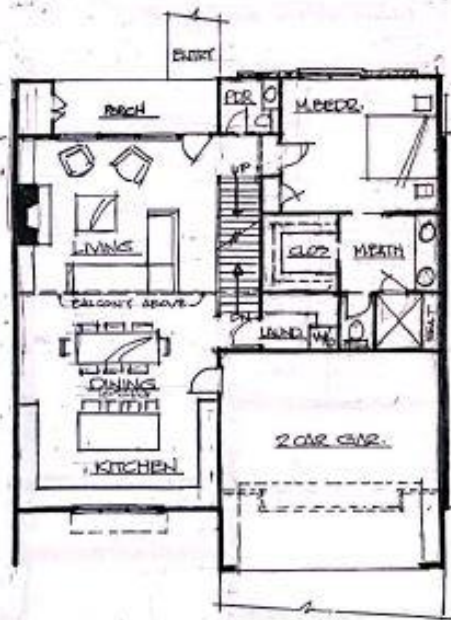
2ND FLOOR PLAN



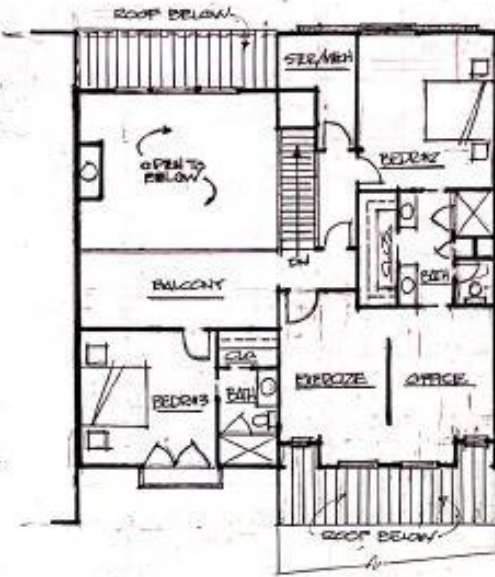
REAR ELEVATION



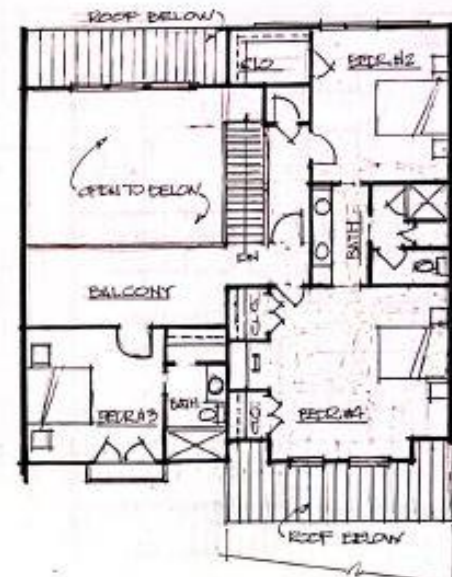
FRONT ELEVATION



MAIN FL. PLAN
(1376 HTD SQ. FT.)



2ND FL. PLAN - 2 BEDROOMS
(1204 HTD SQ. FT.)



2ND FL. PLAN - 3 BEDROOMS



CONCEPTUALS
LIGHTS FERRY





Driveway view of 5816 Lights Ferry Rd



5934 Lights Ferry Rd



5940 Lights Ferry Rd



5948 Lights Ferry Rd

LIGHTS FERRY RD. DEVELOPMENT

18 Town Homes

Estimated 2200 square feet each.

Slab foundation town homes estimated sale price: \$600,000.00

Basement foundation town homes estimated sale price: \$650,000.00

10 slab foundation town homes: \$6,000,000.00

8 basement foundation town homes: \$5,200,000.000

ESTIMATED TOTAL DEVELOPMENT SALES:

\$11,200,000.00



FLOWERY BRANCH CITY COUNCIL



EXECUTIVE SUMMARY

SUBJECT: Consider Resolution 24-008: Fourth Quarter Amendment to the Budget for FY2024 as Previously Adopted on June 15, 2023.

COUNCIL MEETING DATE: October 3, 2024

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:

See attachment A and B for 4th quarter details.

OPTIONS:

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

Yes

AMOUNT AND SOURCE OF FUNDS:

RECOMMENDATION:

Approval

SAMPLE MOTION:

I make a motion to approve Resolution 24-008 4th Quarter Amendment to the Budget for FY2024 as Previously Adopted on June 15, 2023, as presented in Attachment A and B.

COLLABORATING DEPARTMENT:

DEPARTMENT: Finance

Prepared by: Shelia Cooper

ATTACHMENTS

- [ES-24-008 Budget Amendment.pdf](#)
- [RESOLUTION NO 24-008.pdf](#)
- [Attachment A - 4th qtr budget adjustments.pdf](#)
- [Attachment B - 4th Quarter Adjustments Descriptions.pdf](#)

FLOWERY BRANCH CITY COUNCIL
EXECUTIVE SUMMARY

SUBJECT: Resolution 24-008: Fourth Quarter Amendment to the Budget for FY2024 as Previously Adopted on June 15, 2023.

DATE: October 3, 2024

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

BUDGET INFORMATION:
ANNUAL-
CAPITAL-

COUNCIL ACTION REQUESTED ON: October 3, 2024

PURPOSE: To approve Resolution 24-008, 4th Quarter Amendment to the Budget for FY2024 as Previously Adopted on June 15, 2023.

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:

- See attachment A and B for 4th quarter details.

RECOMMENDED SAMPLE MOTION: I make a motion to approve Resolution 24-008 4th Quarter Amendment to the Budget for FY2024 as Previously Adopted on June 15, 2023, as presented in Attachment A and B.

DEPARTMENT: Finance Department

Prepared by: Nancy Rodriguez

RESOLUTION NO.: 24-008

**TO AMEND THE BUDGET FOR FISCAL YEAR 2024 AS PREVIOUSLY ADOPTED
ON JUNE 15, 2023.**

WHEREAS, the City Council approved a budget for fiscal year 2024 for the City of Flowery Branch on June 15, 2023 by Resolution 23-007; 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 3rd day of October 2024.

Edward R. Asbridge, Mayor

ATTEST:

Shelia Cooper, City Clerk

APPROVED AS TO FORM:

Ted C. Baggett, City Attorney

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



ATTACHMENT A

Fund/Department:

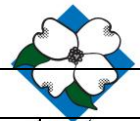
Various

Effective Date:

6/30/2024

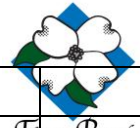
Account Number	Account Name	Current Budget	Debit (Credit)	Revised Budget
				-
General Fund				
100-0000-311311	TAVT Taxes	(475,000)	(59,109)	(534,109)
100-1565-522200	City Hall Repairs and Maintenance	45,000	22,578	67,578
100-1565-523200	City Hall Communications	28,000	8,000	36,000
100-1565-531230	City Hall Electricity	44,000	15,062	59,062
100-2650-521300	Court - Technical Services	21,398	9,742	31,140
100-7540-521310	Tourism - IT Services	17,000	3,727	20,727
FY2024 Final Year end Budget Adjustment				
				-
100-0000-399900	Budgeted Fund Balance	-	(2,500,000)	(2,500,000)
100-9000-611350	Transfer to Local Resources Fund	858,805	2,500,000	3,358,805
Transfer of Surplus Funds				
				-
Confiscated Assets Fund				
				-
210-0000-3513221	State Confiscations	-	(42,746)	(42,746)
210-0000-399900	Budgeted Fund Balance	(32,800)	30,172	(2,628)
210-0000-531600	Small Equipment	-	12,574	12,574
FY2024 Final Year end Budget Adjustment				
				-
American Rescue Plan Act Fund				
230-0000-399900	Budgeted Fund Balance	(1,999,758)	(23,585)	(2,023,343)
230-0000-543000	Blower lease	-	23,585	23,585
Allocate ARPA Funds to the Blower Lease Project				
				-
230-0000-399900	Budgeted Fund Balance	(2,023,343)	(969,475)	(2,992,818)
230-0000-611308	Transfer to W/S CIP Fund	1,000,000	969,475	1,969,475
Allocate ARPA Funds to the Gainesville Sewer Line Project				
				-
Tax Allocation District Fund				
				-
270-0000-399900	Budget Fund Balance		(58,400)	(58,400)
270-0000-541450	Synthetic Turf		58,400	58,400

City of Flowery Branch
Request For Budget Adjustment



Establish the Synthetic Turf Project				
			<i>Flowery Branch</i>	-
Information Technology Fund				
				-
271-0000-371210	Information Tech Fees	(20,000)	(15,000)	(35,000)
271-0000-399900	Budget Fund Balance	(15,000)	15,000	-
FY2024 Final Year end Budget Adjustment				
				-
Hotel/Motel Fund				
				-
275-7540-572000	Convention Visitors Bureau	85,000	11,000	96,000
275-7540-611100	Transfer to General Fund	125,000	(11,000)	114,000
FY2024 Final Year end Budget Adjustment				
				-
Water/Sewer CIP Fund				
				-
308-0000-391100	Transfer from General Fund	-	(37,506)	(37,506)
308-0000-541750	Rental Blower		37,506	37,506
Establish the Rental Blower Project in the W/S CIP Fund				
				-
308-0000-391230	Transfer from ARPA	(1,000,000)	(969,475)	(1,969,475)
308-0000-541680	Gainesville Sewer Line		969,475	969,475
Transfer ARPA funds to the Gainesville Sewer Line Project				
				-
SPLOST CIP Fund				
				-
320-0000-313508	SPLOST VIII	(550,000)	(2,000,000)	(2,550,000)
320-0000-542100	McEver & Gaines Ferry Traffic Improv		2,000,000	2,000,000
Establish the McEver & Gaines Ferry Traffic Improvements Project				
				-
320-0000-371100	Contributions	-	(100,000)	(100,000)
320-0000-5421200	Mulberry Connector	-	100,000	100,000
Establish the Mulberry Connector Project				
				-
Local Resources Fund				
				-
350-0000-391100	Transfer from General Fund	(858,805)	(2,500,000)	(3,358,805)
350-0000-540000	Available for Capital Outlay	-	2,500,000	2,500,000
FY2023 surplus transfer				

City of Flowery Branch
Request For Budget Adjustment



				-
350-0000-399900	Budget Fund Balance	(1,826,345)	(100,000)	(1,926,345)
350-0000-543013	Sidewalk Program	50,000	100,000	150,000
Georgia Sidewalk Program				
				-
350-0000-542400	IT equipment Upgrades	25,000	23,500	48,500
350-0000-543014	Planning Software	50,000	(23,500)	26,500
Adjustment to the IT Equipment Upgrades project				
				-
350-0000-543009	Replacement Utility Vehicle	80,000	(10,000)	70,000
350-0000-543011	Front End Loader	40,000	10,000	50,000
Adjustment to the Front End Loader Project				
				-
350-0000-543009	Replacement Utility Vehicle	70,000	(3,600)	66,400
350-0000-543010	4x4 Crew	45,000	3,600	48,600
Adjustment to the 4x4 Crew Project				
				-
350-0000-543011	Front End Loader	50,000	(500)	49,500
350-0000-543018	Axon Equipment		500	500
Adjustment to the Axon Equipment Project				
				-
350-0000-543014	Planning Software	26,500	(21,000)	5,500
350-0000-543020	Emergency Response Vehicle		21,000	21,000
Adjustment to the Emergency Response Vehicle				
				-
				-
	<u>Totals</u>	\$ (6,140,348)	\$ -	\$ (6,140,348)

Justification: RESOLUTION 24-008; BUDGET AMENDMENT TO FY2024 APPROVED BUDGET FROM JUNE 15, 2023.
(See Attachment A and Attachment B for additional details)

Approvals: Finance Director: _____ Date: _____
City Manager: _____ Date: _____
Mayor: _____ Date: _____

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

ATTACHMENT B
QUARTERLY BUDGET ADJUSTMENT RESOLUTION 24-008
ADJUSTMENT DESCRIPTIONS
GENERAL FUND

GENERAL FUND

- Various:
 - Adjustments made to alleviate overbudget situations.
- Transfers
 - Transfer of FY2023 surplus to the Local Resources Fund.

SPECIAL REVENUE FUNDS

CONFISCATED ASSETS FUND

Adjustment made to recognize State Confiscations.

AMERICAN RESCUE PLAN ACT OF 2021 FUND

Adjustments made to increase capital projects.

- Two (2) Blower Lease
- Transfer to Gainesville Sewer Line project

TAX ALLOCATION DISTRICT FUND

Adjustments made to establish capital projects.

- Synthetic Turf Project

INFORMATION TECHNOLOGY FUND

Adjustment made to alleviate overbudget situations

HOTEL MOTEL TAX FUND

Adjustment made to alleviate overbudget situations.

CAPITAL PROJECTS FUND

WATER/WASTEWATER CAPITAL PROJECTS FUND

Adjustments made to capital projects.

- Establish the Rental Blower project in the W/S CIP Fund.
- Gainesville Sewer Line

ATTACHMENT B
QUARTERLY BUDGET ADJUSTMENT RESOLUTION 24-008
ADJUSTMENT DESCRIPTIONS

SPLOST VII CAPITAL PROJECTS FUND

Adjustments made to capital projects.

- Establish McEver & Gaines Ferry Traffic Improvement Project
- Establish Mulberry Connector Project.

LOCAL RESOURCES CAPITAL PROJECTS FUND

Adjustments made to capital projects.

- Transfer of FY2023 Surplus for future projects
- Recognize Georgia Sidewalk Program
- Increase to IT Equipment Upgrades project
- Increase to Front End Loader project
- Increase to 4x4 Crew Truck project
- Increase to Axon Equipment project
- Increase to Emergency Response Vehicle project

ENTERPRISE FUNDS

WATER AND WASTEWATER OPERATING FUND

No adjustments are needed for the quarter ending June 30, 2024.



FLOWERY BRANCH CITY COUNCIL



EXECUTIVE SUMMARY

SUBJECT: Consider Creation of an Executive Pay Plan Salary Table to Increase Recruitment and Help Ensure Retention of Senior Executive Members of Critical Positions of the City of Flowery Branch, GA.

COUNCIL MEETING DATE: October 3, 2024

HISTORY:

The City of Flowery Branch is experiencing exponential growth in new homes, attracting new business opportunities and revitalization. The activity is positive and moving the City of Flowery Branch to the “next” level relative to desired places to live, raise a family, work and do business. The City is truly becoming a destination where people and businesses want to be.

With all this activity the City of Flowery Branch finds itself in competition with other venues in recruiting highly trained and skilled professionals to ensure services are provided to Flowery Branch citizens and businesses within the city’s jurisdiction.

Participants in “Executive or Senior Management” are exempt employees under the Fair Labor Standards Act, who work during the normal business hours of the city. These employees devote whatever time is necessary to accomplish the assigned tasks of their position without eligibility to accrue paid overtime compensation.

In review of other successful jurisdictions and private corporations’ recruitment and retention, “executive pay” has been identified as a means to fulfill requirements for this level of staffing.

While the Georgia City-County Management Association (GCCA) does not have a specific recommendation for a separate executive pay plan for municipal employees, it does recognize that this is common practice.

Many municipalities in Georgia and the State of Georgia recognize the need to have the flexibility to recruit and retain executive talent. Many “executive” pay plans include highly competitive salaries and other benefits tailored to the specific responsibilities and expectations of “executive” roles.

The City of Flowery Branch has already taken steps to entice “executive” recruitment. The offer of Step 10 vacation time (4 weeks), paid medical benefits for employee and family and a bank of 40 compensatory hours (non-cashable or bankable) to off-set “after-hour” required meetings is on the cutting edge. The City also offers cell phone reimbursement of \$720.00 per year to executive members. Much of these benefits meets or surpasses other location benefits.

The “Executive Pay Scale” recommended, would have a starting minimum pay level, mid-point range and maximum pay range for the category assigned to the “Executive Position”. This would allow a wider range for the City Manager to offer placement within the approved pay level and would provide a competitive wage based on “executive experience” and known skill set based on evaluation and market pressure.

FACTS AND ISSUES:

The City of Flowery Branch would like to establish an “Executive Pay Plan” in addition to the current pay plan in place with the City of Flowery Branch, GA.

OPTIONS:

- 1) Approve the establishment of the Executive Pay Plan
- 2) Do not approve the Executive Pay Plan.

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

Yes

AMOUNT AND SOURCE OF FUNDS:

Budgeted funds in each department

RECOMMENDATION:

Approve creation of an "Executive Pay Plan" salary table to increase recruitment and help ensure retention of senior executive members of critical positions of the City of Flowery Branch, GA.

SAMPLE MOTION:

I move to approve the establishment of an Executive Pay Plan for the City of Flowery Branch, GA.

COLLABORATING DEPARTMENT:

DEPARTMENT: Administration

Prepared by: Shelia Cooper

ATTACHMENTS

- [ES - executivepayplan.pdf](#)
- [WAGE AND SALARY TABLE FY2025.pdf](#)



FLOWERY BRANCH CITY COUNCIL

EXECUTIVE SUMMARY

SUBJECT: Consider Proposal for creating an “Executive Pay Plan” salary table to increase recruitment and help ensure retention of senior executive members of critical positions of the City of Flowery Branch, GA.

DATE: September 30, 2024

☒ **RECOMMENDATION**

☐ **POLICY DISCUSSION**

BUDGET INFORMATION:

☐ **STATUS REPORT**

ANNUAL - assigned pay table level as
Approved for Executive Position

☐ **OTHER**

CAPITAL- N/A

COUNCIL ACTION REQUESTED ON: October 3, 2024

PURPOSE: To aid in the recruitment and/or retention of senior Executive Personnel. This “Executive Pay” salary table will be narrow in scope; positions for placement in the category will be authorized by the City Manager and approved by the City of Flowery Branch City Council. This “Pay Table” will enable the City of Flowery Branch, GA to remain competitive with surrounding jurisdictions.

HISTORY: The City of Flowery Branch is experiencing exponential growth in new homes, attracting new business opportunities and revitalization. The activity is positive and moving the City of Flowery Branch to the “next” level relative to desired places to live, raise a family, work and do business. The City is truly becoming a destination where people and businesses want to be.

With all this activity the City of Flowery Branch finds itself in competition with other venues in recruiting highly trained and skilled professionals to ensure services are provided to Flowery Branch citizens and businesses within the city’s jurisdiction.

Participants in “Executive or Senior Management” are exempt employees under the Fair Labor Standards Act, who work during the normal business hours of the city. These employees devote whatever time is necessary to accomplish the assigned tasks of their position without eligibility to accrue paid overtime compensation.

In review of other successful jurisdictions and private corporations' recruitment and retention, "executive pay" has been identified as a means to fulfill requirements for this level of staffing. While the Georgia City-County Management Association (GCCA) does not have a specific recommendation for a separate executive pay plan for municipal employees, it does recognize that this is common practice.

Many municipalities in Georgia and the State of Georgia recognize the need to have the flexibility to recruit and retain executive talent. Many "executive" pay plans include highly competitive salaries and other benefits tailored to the specific responsibilities and expectations of "executive" roles.

The City of Flowery Branch has already taken steps to entice "executive" recruitment. The offer of Step 10 vacation time (4 weeks), paid medical benefits for employee and family and a bank of 40 compensatory hours (non-cashable or bankable) to off-set "after-hour" required meetings is on the cutting edge. The City also offers cell phone reimbursement of \$720.00 per year to executive members. Much of these benefits meets or surpasses other location benefits.

The "Executive Pay Scale" recommended, would have a starting minimum pay level, mid-point range and maximum pay range for the category assigned to the "Executive Position". This would allow a wider range for the City Manager to offer placement within the approved pay level and would provide a competitive wage based on "executive experience" and known skill set based on evaluation and market pressure.

FACTS AND ISSUES: The City of Flowery Branch would like to establish an 'Executive Pay Plan' in addition to the current pay plan in place with the City of Flowery Branch, GA.

OPTIONS:

- 1) Approve the establishment of the Executive Pay Plan
- 2) Do not approve the Executive Pay Plan.

RECOMMENDED SAMPLE MOTION:

I move to approve the establishment of an Executive Pay Plan for the City of Flowery Branch, GA.

DEPARTMENT: Administration

Prepared by: Tonya Parrish

**Executive Pay Table
FY2025 Proposed**

Annual Salary

	PayGrade	PayGrade	PayGrade	PayGrade	PayGrade	
GRADE	Minimum	1/4 UP	Midpoint	3/4 UP	Maximum	GRADE
EXEC21	74,693	81,385	88,078	95,970	103,861	21
EXEC22	85,711	93,391	101,071	110,127	119,183	22
EXEC23	94,269	102,715	111,162	121,122	131,082	23
EXEC24	99,925	108,878	117,832	128,389	138,947	24
EXEC25	105,921	115,411	124,902	136,093	147,284	25
EXEC26	112,276	122,336	132,396	144,258	156,121	26
EXEC27	119,012	129,676	140,339	152,914	165,488	27
EXEC28	126,153	137,456	148,760	162,089	175,417	28
EXEC29	133,722	145,704	157,685	171,814	185,943	29
EXEC30	141,746	154,446	167,146	182,123	197,099	30



FLOWERY BRANCH CITY COUNCIL



EXECUTIVE SUMMARY

SUBJECT: Consider Authorizing a Contract with John Powell for Administrative Services to the City Manager's Office.

COUNCIL MEETING DATE: October 3, 2024

HISTORY:

The City of Flowery Branch currently has vacancies in the Community Development and Planning Department. Active recruitment is on-going, with positive results, to fill any vacancies in this area. However, current vacancies result in the City Manager being tasked with multiple functions in this specialty area outside of normal required City Administration duties. Further, this tasking has resulted in process reassignment to other employees as supplemental duties to ensure minimal disruption to customer service.

Administrative duties involve the operations of city functions, providing services to the citizens and visitors to the City of Flowery Branch, responding to assigned tasks from City Council and ensuring oversight of all activity of government operations.

The City of Flowery Branch, GA is continually working on a variety of “new” projects that include but are not limited to new development in single family home construction, apartment construction, townhome construction and business construction or relocation. Not to mention active revitalization of the City’s historical past.

Additionally, ensuring state and federal mandates are addressed and met along with routine maintenance scheduled and conducted on streets, facilities, and infrastructure to protect the taxpayer’s investment. Current momentum is strong with a very bright economic outlook for the City of Flowery Branch.

However, to sustain this positive momentum, infrastructure enhancements and controlled growth, the administrative ability to meet the challenges must be in place to meet the functional demand of such activity. Efficiency is of utmost importance to keep all the projects moving forward and ensure the best possible service to the citizens and visitors of the City of Flowery Branch.

To ensure the steady review and flow of administrative functions and requirements it is desired to secure the contractual assistance of John Powell. Powell is a seasoned administrative professional with over 25 years of administrative experience in municipal, county and state government functions.

The City of Flowery Branch, GA. engaging John Powell will provide the requisite administrative services required for administrative process continuity. Additionally, this service will cover review of projects, meeting with applicants for city services, preparing and writing staff recommendation reports, attending public hearings, providing details of applications to elected officials and the City Manager.

FACTS AND ISSUES:

The City of Flowery Branch would like to contract John Powell for Administrative Services “assistance to the City Manager.

OPTIONS:

1) Approve the contract for Administrative Services “assistance to the City Manager.

2) Do not approve the contract for Administrative Services “ assistance to the City Manager.

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

Yes

AMOUNT AND SOURCE OF FUNDS:

FY2025 General Fund Budget

RECOMMENDATION:

Authorize a contract with John Powell for Administrative Services to the City Manager's Office.

SAMPLE MOTION:

I move to approve the contract for John Powell, Administrative Services to the City Manager as submitted.

COLLABORATING DEPARTMENT:

DEPARTMENT: Administration

Prepared by: Shelia Cooper

ATTACHMENTS

- [ES - powell contract.pdf](#)
- [CONSULTING SERVICES AGREEMENT Powell draft 9 4 24.pdf](#)



FLOWERY BRANCH CITY COUNCIL EXECUTIVE SUMMARY

SUBJECT: Consider Proposal for John Powell to provide Administrative Assistance Services to the City Manager’s Office of the City of Flowery Branch, GA.

DATE: September 30, 2024

(X)RECOMMENDATION

() POLICY DISCUSSION

BUDGET INFORMATION:

() STATUS REPORT

ANNUAL- \$80.00 per hour

() OTHER

CAPITAL- N/A

COUNCIL ACTION REQUESTED ON: October 3, 2024

PURPOSE: To secure consulting services of John Powell to aid with administrative services demand–City Manager’s Office, City of Flowery Branch, GA. Helping in facilitating the required administrative functions.

HISTORY: The City of Flowery Branch currently has vacancies in the Community Development and Planning Department. Active recruitment is on-going, with positive results, to fill any vacancies in this area. However, current vacancies result in the City Manager being tasked with multiple functions in this specialty area outside of normal required City Administration duties. Further, this tasking has resulted in process reassignment to other employees as supplemental duties to ensure minimal disruption to customer service.

Administrative duties involve the operations of city functions, providing services to the citizens and visitors to the City of Flowery Branch, responding to assigned tasks from City Council and ensuring oversight of all activity of government operations.

The City of Flowery Branch, GA is continually working on a variety of “new” projects that include but are not limited to new development in single family home construction, apartment construction, townhome construction and business construction or relocation. Not to mention active revitalization of the City’s historical past.

Additionally, ensuring state and federal mandates are addressed and met along with routine maintenance scheduled and conducted on streets, facilities, and infrastructure to protect the taxpayer’s

investment. Current momentum is strong with a very bright economic outlook for the City of Flowery Branch.

However, to sustain this positive momentum, infrastructure enhancements and controlled growth, the administrative ability to meet the challenges must be in place to meet the functional demand of such activity. Efficiency is of utmost importance to keep all the projects moving forward and ensure the best possible service to the citizens and visitors of the City of Flowery Branch.

To ensure the steady review and flow of administrative functions and requirements it is desired to secure the contractual assistance of John Powell. Powell is a seasoned administrative professional with over 25 years of administrative experience in municipal, county and state government functions.

The City of Flowery Branch, GA. engaging John Powell will provide the requisite administrative services required for administrative process continuity. Additionally, this service will cover review of projects, meeting with applicants for city services, preparing and writing staff recommendation reports, attending public hearings, providing details of applications to elected officials and the City Manager.

FACTS AND ISSUES: The City of Flowery Branch would like to contract John Powell for Administrative Services – assistance to the City Manager.

OPTIONS:

- 1) Approve the contract for Administrative Services – assistance to the City Manager.
- 2) Do not approve the contract for Administrative Services – assistance to the City Manager.

RECOMMENDED SAMPLE MOTION:

I move to approve the contract for John Powell, Administrative Services to the City Manager as submitted.

DEPARTMENT: Administration

Prepared by: Tonya Parrish

CONSULTING SERVICES AGREEMENT

This Consulting Services Agreement (the “Agreement”) is made and entered into this ____ day of October, 2024, by and between the City of Flowery Branch (the “City”) and John Powell (“Powell”) (collectively herein referred to as the “Parties”).

WITNESSETH:

WHEREAS, John Powell has served in various administrative roles for local governments; and

WHEREAS, the City Manager, Tonya Parrish, has worked with John Powell on previous occasions and knows the value of his work; and

WHEREAS, the City desires to retain Powell’s services to aid the City Manager in administrative matters for a limited period of time; and

WHEREAS, Powell desires to perform the services set forth in this Agreement under the terms and conditions provided in this Agreement.

NOW THEREFORE, for and in consideration of the mutual promises contained herein and other good and adequate consideration, the sufficiency of which is hereby acknowledged, the Parties hereto do mutually agree as follows:

1. Consulting Services: Powell shall provide consulting services for the City as needed and requested by the City Manager that fall within the categories listed in Exhibit A. It is anticipated that Powell will be available for approximately forty (40) hours per week for eight (8) consecutive weeks commencing on October 4, 2024; provided however that Powell shall bill only for the hours of service actually worked by him and that the total amount of compensation paid pursuant to this agreement shall not exceed twenty-seven thousand (\$27,000) dollars. Powell’s services under this Agreement may be requested on behalf of the City exclusively by the City Manager. The City Manager shall at her discretion afford Powell temporary access to city facilities and to assign a laptop, access to network files and other necessary equipment to Powell during the course of his provision of services.
2. Compensation and Billing: Powell shall be compensated at the rate of EIGHTY DOLLARS (\$80.00) per hour for services under this Agreement. Powell shall provide invoices to the City on a weekly basis for services rendered under this Agreement. The City shall pay such invoices within 30 days of receipt. Powell shall be responsible for all taxes and withholding on his compensation under this Agreement. Powell shall be considered an independent contractor and not a city employee during the term of this agreement. It is understood and mutually agreed that Powell that the nature of the work to be performed requires administrative skills and knowledge

developed over a long period of time. The City shall issue Powell a 1099 report at the end of the year.

3. Non-disclosure of Confidential Information: Powell acknowledges that during the course of his consultation with the City he may obtain knowledge or information from the City Manager, City Attorney, or other city staff that is related to the City's legal strategy, attorney work product and positions regarding certain matters. Powell therefore agrees and covenants to keep confidential and not disclose to anyone such privileged and confidential information except as he may be required to do so by law, statute or regulation or lawful Court order.
4. Exclusivity: Powell agrees to provide consulting services exclusively to the City of Flowery Branch during the term of this agreement. Powell shall at no time during or within two years following the termination of this agreement provide consulting services to any entity involved in litigation with the City of Flowery Branch or any entity with interests adverse to the City of Flowery Branch as determined solely by the City.
5. Term and Termination: This Agreement shall remain in effect from its date of execution through December 31, 2024 or upon 24 hours' written notice of termination initiated by either party. Upon termination by either party, the City shall pay any invoices for as yet uncompensated work.
6. Notices: All notices, requests or correspondence as may be required by this Agreement shall be effective when (1) personally delivered or (2) on the 3rd day after the postmarked date, when mailed by certified mail, postage prepaid, return receipt requested or (3) upon actual delivery when sent national overnight commercial carrier to the Parties at the addresses given below or (4) upon delivery when sent via electronic mail to the email addresses given below, or at a substitute address previously furnished to the other Party by written notice in accordance herewith:

Notice to the City shall be sent to:

Tonya Parrish, City Manager
City of Flowery Branch
5410 Pine Street
Flowery Branch, Georgia 30542
tonya@flowerybranchga.org

Notice to Powell shall be sent to:

John Powell
205 Hammock Trail East Apt E102

Freeport, Florida 32439
johnpowell201@gmail.com

7. Miscellaneous: This Agreement shall be governed by and construed under the laws of the State of Georgia. Any action or suit related to this Agreement shall be brought in the Superior Court of Hall County Georgia. This Agreement may be executed in any number of counterparts, each of which shall be deemed to be an original, but all of which together shall constitute one and the same instrument. Should any section of this Agreement, or any part thereof, later be deemed unenforceable by a Court of competent jurisdiction, the offending portion of the Agreement should be severed, and the remainder of this Agreement shall remain in full force and effect to the extent possible as if this Agreement had been executed with the invalid portion hereof eliminated, it being the intention of the Parties that they would have executed the remaining portion of this Agreement without including any such part, parts, or portions which may for any reason be hereinafter declared invalid. This Agreement constitutes the complete Agreement between the Parties. No other Agreement, statement or promise relating to the subject matter of this Agreement not contained in this Agreement shall be valid and binding. This Agreement may be amended or modified only by a written document signed by representatives of both Parties with appropriate authorization.

Wherefore the Parties hereto have set their hands this ____ day of _____, 2024.

City of Flowery Branch

By: _____

Edward R. Asbridge, Mayor

Attest: _____

Shelia Cooper, City Clerk

John Powell

Approved as to Form:

Ted C. Baggett

EXHIBIT A

SCOPE OF CONSULTING SERVICES

Services to be provided under this agreement may include:

- Preparation of professional reports.
- Attendance at various meetings.
- Strategic planning of various city services.
- Recommendations of employee training/certifications.
- Other duties as assigned by the City Manager.



FLOWERY BRANCH CITY COUNCIL



EXECUTIVE SUMMARY

SUBJECT: Consider September 19, 2024 City Council Meeting Minutes

COUNCIL MEETING DATE: October 3, 2024

HISTORY:

FACTS AND ISSUES:

OPTIONS:

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

No

AMOUNT AND SOURCE OF FUNDS:

RECOMMENDATION:

SAMPLE MOTION:

COLLABORATING DEPARTMENT:

DEPARTMENT: Administration

Prepared by: Shelia Cooper

ATTACHMENTS

- [Unofficial September 19, 2024 City Council Meeting Minutes.pdf](#)



**City of Flowery Branch
City Council Meeting
Thursday, September 19, 2024, 6:00 PM
City of Flowery Branch City Hall
5410 Pine Street, Flowery Branch, GA 30542**



CALL WORK SESSION TO ORDER:

Mayor Asbridge called the council meeting to order at 6:00 p.m.

Present: Mayor Asbridge and Council Members Joe Anglin, Oliver McClellan, William McDaniel, Joseph Mezzanotte and Chris Mundy.

Also present were City Manager Tonya Parrish, City Clerk Shelia Cooper, Public Works & Utilities Director Bill Whidden, Director of Fun Renee Carden, Finance Director Matt Hamby, Human Resources Director Krystle Hightower, Police Chief Chris Hulsey, and City Attorney Ted Baggett.

PLEDGE OF ALLEGIANCE:

Mayor Asbridge led the Pledge of Allegiance.

ADOPTION OF AGENDA:

There was a motion made to approve the agenda as presented.

MOTION: Chris Mundy

SECOND: Joe Anglin

AYES: Joe Anglin, Oliver McClellan, William McDaniel, Joseph Mezzanotte, Chris Mundy

NAYS: None

Motion carried

AWARDS & RECOGNITIONS: There were no awards or recognitions.

NEW BUSINESS -WORK SESSION:

Discussion of Variance Request from TownePlace Suites

Mr. Hiren Patel of Rim Builders, 2310 Parklake Drive, Suite 525, Atlanta, Georgia presented a variance request for TownePlace Suites with a proposed location at 4865 Hog Mountain Road, Flowery Branch, Georgia. Mr. Andrew Swicegood, ESG Engineering, spoke about the traffic studies that have been done and explained traffic standards. Council held a lengthy discussion

with the applicant and Mr. Swicegood regarding traffic that will come in and out of 4865 Hog Mountain Road and whether there is a need for a turning lane.

Consider Procurement of a New Compact Track Loader in FY2025 with Funding Provided by: General Fund Fund Balance

Director Whidden presented a consideration for an urgent need for a new compact track loader in FY2025 with funding provided by General Fund Fund Balance. The city's current compact track loader has been experiencing frequent breakdowns over recent months, resulting in higher repair costs and extended downtime. Despite consistent maintenance efforts, these issues have escalated, compromising the city's ability to meet project deadlines and maintain productivity. To maintain operational efficiency and manage costs effectively, it is recommended that the city proceed with the early acquisition of a new compact track loader. The procurement will be conducted through cooperative purchasing (Sourcewell Contract #020223-CEC), ensuring compliance with procurement regulations and obtaining favorable pricing. The new purchase will include the trade-in of the existing loader, which will help offset the cost of the new equipment by \$12,000.00. Additionally, this will involve reallocating the FY2026 Capital Budget to FY2025 for the purchase.

Council held a discussion with Director Whidden.

Consider Proposal for Bowman Consulting Group, LTD. to Provide Planning Services - Interim Community Development Director to the City of Flowery Branch, GA.

City Manager Parrish presented a proposal for Bowman Consulting Group, LTD. to provide planning services for interim Community Development Director to the City of Flowery Branch, Georgia. The City of Flowery Branch currently has a vacancy for Community Development Director. This position is a highly skilled and licensed position requiring expertise in the process of plan and plat review, final reviews and signature approvals. The City of Flowery Branch is experiencing active growth in revitalization, new construction, and new business growth. All of which require expert review and approval to comply with local, state, and federal building mandates. Operating without a trained professional in the capacity of Community Development Director to support these activities burdens the City of Flowery Branch and places a hardship on citizens and business owners. Bowman Consulting Group, LTD. will provide the requisite services required regarding plan and plat review process, final reviews, and signature approvals. Additionally, this service will cover review of public hearing applications for completeness, meeting with applicants, preparing and writing staff recommendation reports, attending public hearings, providing details of applications to elected officials and the City Manager.

Consider a Task Order Agreement for Professional Services from ESG Engineering to fulfill the City's Obligation to Submit a Physical Inventory List and Planning Document to the EPA Required by October 16, 2024.

Mr. Trey Gavin, ESG Engineering presented a task order agreement for professional services from ESG Engineering to fulfill the city's obligation to submit a physical inventory list and planning document to the EPA required by October 16, 2024. The program is designed to satisfy

the requirements for the 2021 LCRR and reduce lead and copper in drinking water. The following steps are included in the program:

1. Acquisition of Inventory Data: Perform a desktop query and as-built file review for a water system by utilizing GIS software in conjunction with county tax parcel data, utility billing addresses, and drinking water capital improvement plans. The goal is to determine if water piping was installed before 1990 or after 1990.
2. Physical Inventory: If the material at a service address cannot be determined through the initial desktop query or as-built review (defined as an “unknown”), then field investigation is required. Field technicians will be deployed to verify the service line material on both the public side of the meter and the private side of the meter by various means and methods approved by the EPA/EPD.
3. Planning Document: The next step in this program will be to develop and submit the Planning Document required by the EPD to accompany the Inventory Submittal on behalf of the city.
4. Program Management: This task will establish sampling protocols for programs extending beyond the inventory period, recommend public awareness concepts, assist with public notification, and provide design, bid assistance, and construction administration for lead and copper service line replacements resulting from the findings.

Council held a discussion with Mr. Gavin.

Consider Resolution 24-006, Loan Agreement from Drinking Water State Revolving Fund Administered by Georgia Environmental Finance Authority

Mr. Trey Gavin, ESG Engineering presented Resolution 24-006, loan agreement from Drinking Water State Revolving Fund Administration by Georgia Environmental Finance Authority. In order to pursue funding to support the Environmental Protection Agency’s (EPA) federal regulation, 2021 Lead and Copper Rule Revisions (LCRR), GEFA created a funding application to offset the burden of cost designed to control lead and copper in drinking water.

Consider Authorizing a Change Order in the Amount of \$68,579.75 for Incorporating Additional Road Paving Scope into the Ongoing Road Resurfacing Improvements Contract and Allow for an Additional 15 Days

City Manager Parrish presented a change order in the amount of \$68,579.75 for incorporating additional paving improvements into the ongoing road resurfacing improvements contract and allow for an additional fifteen days of contract time.

This contract change order will incorporate road resurfacing improvements on the follow roads:

- A portion of Capitola Farm Road near the intersection with Scarlet Oak Way. Due to extensive fatigue/alligator cracking and rutting of the existing pavement, a deep patch will be performed to improve the overall pavement structure and prevent further damage.
- The proposed Railroad Avenue parking aisle which was incorporated into the contract in Change Order #1 will be expanded from 20’ to 30’ and parking spaces will be striped at a perpendicular angle. The number of parking spaces will increase to a total of 38 additional spaces on Railroad Ave.

Due to the additional scope of work, the contract period has been increased by 15 days, to a total of 135 days. Funding was anticipated to be \$2.6M for the entire paving project for FY25. This is within the budget. The funding is from SPLOST and the city's Local Resources Fund.

Council held a discussion with City Manager Parrish.

Consider the First Reading of Ordinance 721, An Amendment to the Insurer Licensing Fee.

City Manager Parrish presented Ordinance 721, an amendment to the Insurer Licensing Fee. The purpose of this amendment is to update the city's insurer licensing fee ordinance to adjust the fee based on the city's decrease in population. The insurer licensing fee was last updated in 2022 with the fee increase taking effect on January 1, 2023. O.C.G.A. Sec. 33-8-8 permits Georgia municipalities to charge an annual flat fee to insurance companies transacting business within the municipal limits, the amount of which is determined by the population of each city. According to the revised Census figures received from the Georgia Insurance Department, the population of Flowery Branch was revised downward to 9,396. Accordingly, under the authorizing statute, the City is authorized to decrease its annual license fee to insurance companies from \$75 to \$50. This fee decrease will take effect on January 1, 2025; the City's ordinance must be adopted prior to the end of this year.

Council held a discussion with City Manager Parrish and City Attorney Baggett.

Consider Resolution 24-007, FY2024 Closure of Local Resources Fund Capital Projects

Finance Director Hamby presented Resolution 24-007, FY2024 closure of Local Resources Fund Capital Projects. As capital projects are completed, from time to time, funds remain unspent. In some cases, the funds remaining are classified as restricted assets and must be returned to their associated Fund. In this case, there are no funds remaining that are classified as restricted, but there are funds remaining to use for future allocation. The remaining funds will remain in the Local Resources Fund to be allocated to future projects.

Council held a discussion with Director Hamby.

DEPARTMENT REPORTS:

City Manager Report:

City Manager Parrish introduced Mr. Chris McCrary of Bowman Consulting Group. She stated Mr. McCrary has been a huge help in the planning and zoning department. She also introduced Mr. John Powell, who is assisting the city manager on a temporary basis and she stated he has been a huge help as well.

City Clerk Report:

City Clerk Cooper reported that the city will be partnering with Meals on Wheels by collecting lap/throw blankets and socks starting the first week of October through mid-November.

Department of Fun Report:

Director Carden noted upcoming events. She reported her newest employee, Emily McAndrews, started Monday, September 16, 2024.

Finance Report:

Director Hamby updated Council on the finance department accomplishments. He gave an overview of a new accounts payable automation system, strategic plans, interest revenues, retirement benefits, staff accomplishments and reported on the triple crown award.

Meet the Team



Nancy Rodriguez
Budget & Purchasing Manager



Deedee Stephens
Tax Coordinator



Chere Rucker
Senior Accounts Payable Clerk



Sandie Benitez
Utility Billing Clerk



Matt Hamby
Finance Director



Elias Gobble
Grants/Accounting Manager



29

Triple Crown Award



31

Police Department Report:

Police Chief Hulsey reported the police department has received a \$15,000 grant from Norfolk Southern for the purchase of a new drone.

Council Report:

Council Member Mundy commented on how great the city staff is performing.

Council Member Mezzanotte commented on the 150th birthday celebration of the city and he also stated he appreciates the city staff.

Council Member McDaniel appreciates the staff and the police department.

Council Member Anglin commented there is a lot to be proud of around here including staff and the citizens of Flowery Branch.

Council Member McClellan echoed what the previous Council Members reported.

Mayor Asbridge commented that there are many things going well for the City of Flowery Branch.

ADJOURNMENT WORK SESSION:

Mayor Asbridge adjourned the work session at 7:11 p.m.

VOTING SESSION AGENDA

CALL VOTING SESSION TO ORDER:

Mayor Asbridge called the voting session to order at 7:11 p.m.

PUBLIC COMMENTS: There were no public comments.

CONSENT AGENDA:

- Consider August 15, 2024 City Council Meeting Minutes
- Consider August 2024 Per Diem for Mayor Asbridge

There was a motion made to approve the consent agenda as presented.

MOTION: Chris Mundy

SECOND: William McDaniel

AYES: Joe Anglin, Oliver McClellan, William McDaniel, Joseph Mezzanotte, Chris Mundy

NAYS: None

Motion carried

NEW BUSINESS - VOTING SESSION:

Consider Procurement of a New Compact Track Loader in FY2025 with Funding Provided by: General Fund Fund Balance

There was a motion made to approve the procurement of a new compact track loader through the Sourcwell Contract #020223-CEC Cooperative Purchasing Agreement with trade-in of the City's current loader in the amount of \$145,000 with funding by General Fund Fund Balance.

MOTION: Joseph Mezzanotte
SECOND: Oliver McClellan
AYES: Joe Anglin, Oliver McClellan, William McDaniel, Joseph Mezzanotte, Chris Mundy
NAYS: None
Motion carried

Consider Proposal for Bowman Consulting Group, LTD. to Provide Planning Services - Interim Community Development Director to the City of Flowery Branch, GA.

There was a motion made to approve the Bowman Consulting Group contract for Planning Services.

MOTION: Oliver McClellan
SECOND: Chris Mundy
AYES: Joe Anglin, Oliver McClellan, William McDaniel, Joseph Mezzanotte, Chris Mundy
NAYS: None
Motion carried

Consider a Task Order Agreement for Professional Services from ESG Engineering to fulfill the City's Obligation to Submit a Physical Inventory List and Planning Document to the EPA Required by October 16, 2024.

There was a motion made to accept the Task Order Agreement from ESG Engineering to perform Lead Service Line Inventory measures to adhere to the Environmental Protection Agency's 2021 Lead and Copper Rule Revision.

MOTION: Joe Anglin
SECOND: William McDaniel
AYES: Joe Anglin, Oliver McClellan, William McDaniel, Joseph Mezzanotte, Chris Mundy
NAYS: None
Motion carried

Consider Resolution 24-006, Loan Agreement from Drinking Water State Revolving Fund Administered by Georgia Environmental Finance Authority

There was a motion made to approve Resolution 24-006 to accept a loan agreement from the Drinking Water State Revolving Fund.

MOTION: Oliver McClellan
SECOND: Joe Anglin
AYES: Joe Anglin, Oliver McClellan, William McDaniel, Joseph Mezzanotte, Chris Mundy
NAYS: None
Motion carried

Consider Authorizing a Change Order in the Amount of \$68,579.75 for Incorporating Additional Road Paving Scope into the Ongoing Road Resurfacing Improvements Contract and Allow for an Additional 15 Days

There was a motion made to authorize Change Order #2 for Baldwin Paving, Inc. in the amount of \$68,579.75 for additional paving improvements and allow for an additional 15 days of contract time.

MOTION: William McDaniel
SECOND: Joe Anglin

Council Member Anglin stated how good the roads look since repaving, and it is a great indication of using tax money the correct way.

AYES: Joe Anglin, Oliver McClellan, William McDaniel, Joseph Mezzanotte, Chris Mundy
NAYS: None
Motion carried

Consider the First Reading of Ordinance 721, An Amendment to the Insurer Licensing Fee.

City Clerk Cooper read the caption to Ordinance 721, an amendment to the Insurer Licensing Fee.

There was a motion made to approve Ordinance 721 amending the insurer licensing fee from \$75.00 to \$50.00.

MOTION: Chris Mundy
SECOND: Oliver McClellan
AYES: Joe Anglin, Oliver McClellan, William McDaniel, Joseph Mezzanotte, Chris Mundy
NAYS: None
Motion carried

Consider Resolution 24-007, FY2024 Closure of Local Resources Fund Capital Projects

There was a motion made to approve the closed projects, leaving \$7,456.73 in the Local Resources Fund to be allocated to future projects.

MOTION: Joe Anglin
SECOND: William McDaniel
AYES: Joe Anglin, Oliver McClellan, William McDaniel, Joseph Mezzanotte, Chris Mundy
NAYS: None
Motion carried

EXECUTIVE SESSION:

There was a motion made to enter executive session for matters related to the acquisition/disposition of real estate, for matters related to certain personnel issues, and for matters related to pending or potential litigation at 7:17 p.m.

MOTION: Chris Mundy
SECOND: Joe Anglin
AYES: Joe Anglin, Oliver McClellan, William McDaniel, Joseph Mezzanotte, Chris Mundy
NAYS: None
Motion carried

There was a motion made to exit executive session at 8:37 p.m.

MOTION: Chris Mundy
SECOND: Oliver McClellan
AYES: Joe Anglin, Oliver McClellan, William McDaniel, Joseph Mezzanotte, Chris Mundy
NAYS: None
Motion carried

Mayor Asbridge announced that it has become necessary to add an item to the agenda.

There was a motion made to approve a contract to purchase a property sale agreement, for property located at the northern corner of Gaines Ferry Road and McEver Road in the amount of \$135,000.

MOTION: Chris Mundy
SECOND: Oliver McClellan
AYES: Joe Anglin, Oliver McClellan, William McDaniel, Joseph Mezzanotte, Chris Mundy
NAYS: None
Motion carried

ADJOURNMENT:

There was a motion made to adjourn the meeting at 8:38 p.m.

MOTION: Joe Anglin

SECOND: Chris Mundy

AYES: Joe Anglin, Oliver McClellan, William McDaniel, Joseph Mezzanotte, Chris Mundy

NAYS: None

Motion carried

Edward R. Asbridge, Mayor

Date

Shelia Cooper, City Clerk



FLOWERY BRANCH CITY COUNCIL



EXECUTIVE SUMMARY

SUBJECT: Consider the Second Reading of Ordinance 721, An Amendment to the Insurer Licensing Fee.

COUNCIL MEETING DATE: October 3, 2024

HISTORY:

The insurer licensing fee ordinance was last updated in 2022 with the fee increase taking effect January 1, 2023. An explanation from Gus Elliott at the Governor's Office of Planning and Budget in an email on August 30, 2024 explains the reason in the decrease in the fee. The changes in Flowery Branch's reported population numbers were due to fluctuations in the data released by the Census Bureau for the 2020 Census. As you're probably aware, the onset of the COVID-19 pandemic created a lot of challenges with the implementation of the 2020 Census. Additionally, the Census Bureau implemented some new statistical methodologies for the 2020 Census to improve individuals' privacy and avoid the disclosure of data that could be used to identify individuals through Census data products. Both of these things together created a lot of uncertainty, and therefore, larger up-and-down fluctuations in the Census Bureau's population numbers for the year 2020 than for the base years of past decennial Censuses. This appears to have been an across-the-board phenomenon, and was especially prevalent in the first few years of data products that produced the Census number for Flowery Branch.

FACTS AND ISSUES:

O.C.G.A. Sec. 33-8-8 permits Georgia municipalities to charge an annual flat fee to insurance companies transacting business within the municipal limits, the amount of which is determined by the population of each city. According to the revised Census figures received from the Georgia Insurance Department, the population of Flowery Branch was revised downward to 9,396. Accordingly, under the authorizing statute, the City is authorized to decrease its annual license fee to insurance companies from \$75 to \$50. For this fee decrease to take effect by January 1, 2025, the City's ordinance must be adopted prior to the end of this year.

OPTIONS:

Approve as presented with the \$50.00 annual license fee.

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

No

AMOUNT AND SOURCE OF FUNDS:

RECOMMENDATION:

SAMPLE MOTION:

I make a motion to approve the Second Reading of Ordinance 721 amending the insurer licensing fee from \$75.00 to \$50.00.

COLLABORATING DEPARTMENT:

DEPARTMENT: Planning

Prepared by: Shelia Cooper

ATTACHMENTS

- [10.3.2024 Executive Summary Ordinance 721 Amending the Insurer Licensing Fee.pdf](#)
- [10.3.2024 Ordinance 721 Amending the Insurer Licensing Fee.pdf](#)
- [GMA Letter - Revision of License Fee.pdf](#)

FLOWERY BRANCH CITY COUNCIL
EXECUTIVE SUMMARY

SUBJECT: Amendment to the Insurer Licensing Fee Ordinance 721

DATE: August 7, 2024

BUDGET INFORMATION:

ANNUAL- N/A

CAPITAL- N/A

☒ **RECOMMENDATION**

☐ **POLICY DISCUSSION**

☐ **STATUS REPORT**

☐ **OTHER**

COUNCIL ACTION REQUESTED ON: Second and Final Reading on October 3, 2024.

PURPOSE: To update the City's insurer licensing fee ordinance to adjust the fee based on the City's decrease in population.

HISTORY: The insurer licensing fee ordinance was last updated in 2022 with the fee increase taking effect on January 1, 2023.

FACTS AND ISSUES: O.C.G.A. Sec. 33-8-8 permits Georgia municipalities to charge an annual flat fee to insurance companies transacting business within the municipal limits, the amount of which is determined by the population of each city. According to the revised Census figures received from the Georgia Insurance Department, the population of Flowery Branch was revised downward to 9,396. Accordingly, under the authorizing statute, the City is authorized to decrease its annual license fee to insurance companies from \$75 to \$50. For this fee decrease to take effect by January 1, 2025, the City's ordinance must be adopted prior to the end of this year.

An explanation from Gus Elliott at the Governor's Office of Planning and Budget in an email on August 30, 2024 explains the reason in the decrease in the fee. The changes in Flowery Branch's reported population numbers were due to fluctuations in the data released by the Census Bureau for the 2020 Census. As you're probably aware, the onset of the COVID-19 pandemic created a lot of challenges with the implementation of the 2020 Census. Additionally, the Census Bureau implemented some new statistical methodologies for the 2020 Census to improve individuals' privacy and avoid the disclosure of data that could be used to identify individuals through Census data products. Both of these things together created a lot of uncertainty, and therefore, larger up-and-down fluctuations in the Census Bureau's population numbers for the year 2020 than for the base years of past decennial Censuses. This appears to have been an across-the-board phenomenon, and was especially prevalent in the first few years of data products that produced the Census number for Flowery Branch.

OPTIONS: Approve as presented with the \$50 annual license fee

RECOMMENDED SAMPLE MOTION: I make a motion to approve the Second Reading of Ordinance 721 amending the insurer licensing fee from \$75.00 to \$50.00.

DEPARTMENT: Administration

Prepared by:

ATTACHMENTS: An Ordinance Amending Chapter 20 (Businesses), Article IV (Insurers) of the Code of the City of Flowery Branch, Georgia

ORDINANCE NO. 721

AN ORDINANCE AMENDING CHAPTER 20 (BUSINESSES), ARTICLE IV (INSURERS), OF THE CODE OF THE CITY OF FLOWERY BRANCH, GEORGIA TO IMPOSE LICENSE FEES AND GROSS PREMIUMS TAXES ON INSURERS; TO ESTABLISH A DUE DATE FOR LICENSE FEES; TO PROVIDE FOR ENFORCEMENT; TO DIRECT TRANSMITTAL OF THIS ORDINANCE TO THE GEORGIA INSURANCE COMMISSIONER; TO ESTABLISH AN EFFECTIVE DATE; TO PROVIDE FOR SEVERABILITY; TO REPEAL CONFLICTING ORDINANCES; AND FOR ALL OTHER LAWFUL PURPOSES.

WHEREAS the City of Flowery Branch, Georgia is authorized by the Georgia Constitution, Art. 9, § 4, ¶ I(c); O.C.G.A. §33-8-8; O.C.G.A. § 33-8-8.1; O.C.G.A. § 33-8-8.2 and Section 6.5 of its Charter to impose taxation of insurance companies based on gross direct premiums received from insurance policies within the incorporated areas of the City of Flowery Branch, Georgia.

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

I. AMENDMENT TO CHAPTER 20 (BUSINESSES), ARTICLE IV (INSURERS).

Sections 20-114 through 20-147 of Chapter 20, Article IV of the Code of the City of Flowery Branch, Georgia, are deleted in their entirety and replaced with the following:

“ARTICLE IV. – INSURERS

Sec. 20-114. - License fees.

There is hereby levied for the year 2025 and for each year thereafter an annual license fee upon each insurer doing business within the city, in the amount of \$50.00. For each separate business location in excess of one not covered by section 20-115 of this article, there is hereby levied a license fee in the amount of \$50.00. For the purposes of this article, the term "insurer" means a company which is authorized to transact business in any of the classes of insurance designated in O.C.G.A. § 33-3-5.

Sec. 20-115. - License fees for insurers insuring certain risks at additional business locations.

For each separate business location, not otherwise subject to a license fee hereunder, operated and maintained by a business organization which is engaged in the business of lending money or transacting sales involving term financing and in connection with such loans or sales offers, solicits or takes application for insurance through a license agent of an insurer for insurance said insurer shall pay an additional license fee of seventeen and 50/100 dollars (\$17.50) per location for the year 2025 and for each year thereafter.

Sec. 20-116. - Gross premiums tax imposed on life insurers.

There is hereby levied for the year 2025 and for each year thereafter an annual tax based solely upon gross direct premiums upon each insurer writing life, accident and sickness insurance within the State of Georgia in an amount equal to one percent (1%) of the gross direct premiums received during the preceding calendar year in accordance with O.C.G.A. § 33-8-8.1. Gross direct premiums as used in this section shall mean gross direct premiums as used in O.C.G.A. § 33-8-4. The premium tax levied by this section is in addition to the license fees imposed by section 20-114 of this article.

Sec. 20-117. - Gross premiums tax, all other insurers.

There is hereby levied for the year 2025 and for each year thereafter an annual tax based solely upon gross direct premiums upon each insurer, other than an insurance transacting business in the class of insurance designated in subsection 1 of O.C.G.A. § 33-3-5, doing business within the state in an amount equal to two and one-half percent (2.5%) of the gross direct premiums received during the preceding calendar year in accordance with O.C.G.A. § 33-8-8.2. Gross direct premiums as used in this section shall mean gross direct premiums as used in O.C.G.A. § 33-8-4. The premium tax levied by this section is in addition to the license fees imposed by section 20-114 of this article.

Sec. 20-118. - Due date for license fees.

License fees imposed in sections 20-114 and 20-115 of this article shall be due and payable on the first day of 2025 and on the first date of each subsequent year.

Sec. 20-119. - Enforcement.

The fees and taxes levied by this article may be enforced by execution in the same manner as other taxes of the city. A violation of this article shall be grounds for refusing, or revoking a license, and the person responsible may be punished as for violations of other city ordinances.

Secs. 20-120—20-147. - Reserved.”

II. ADMINISTRATIVE PROVISIONS

The city clerk is hereby directed to forward a duly certified copy of this ordinance to the Insurance Commissioner of the State of Georgia within forty-five (45) days of its adoption.

III. EFFECTIVE DATE

This ordinance shall become effective January 1, 2025.

IV. SEVERABILITY

In the event any portion of this ordinance shall be declared or adjudged invalid or unconstitutional, it is the intention of the city council of the City of Flowery Branch, Georgia, that such adjudication shall in no manner affect the other sections, sentences, clauses or phrases of this

ordinance which shall remain in full force and effect, as if the invalid or unconstitutional section, sentence, clause or phrase were not original part of the ordinance.

V. REPEALER

Section 20-114 through Section 20-147 of Chapter 20, Article IV of the Code of the City of Flowery Branch, all ordinances and parts of ordinances in conflict with this ordinance are hereby repealed.

SO ORDAINED this 3rd day of October 2024.

Edward R. Asbridge, Mayor

ATTEST:

Shelia R. Cooper, City Clerk

Approved as to form:

Ted C. Baggett, City Attorney



April 8, 2024

President
Randall Walker
Mayor, Perry

First Vice President
Fred Perriman
Mayor, Madison

Second Vice President
Bianca Motley Broom
Mayor, College Park

Third Vice President
Andrea Gibby
Mayor, Young Harris

Immediate Past President
Julie Smith
Mayor, Tifton

CEO and Executive Director
Larry H. Hanson

Patty Hurt, Accounts Receivable Clerk
City of Flowery Branch
P.O. Box 757
Flowery Branch, GA 30542-0013

Re: Revision of License Fee Ordinances – Insurance Companies

Dear Ms. Hurt:

We are providing this correspondence to inform you about the revised 2020 Census figures, which unfortunately require your city to decrease the amount of its municipal license fee charged to insurance companies.

As you know, O.C.G.A. Section 33-8-8 permits Georgia municipalities to charge an annual flat fee to insurance companies transacting business within the municipal limits, the amount of which is determined by the population of each city. According to the revised Census figures received from the Georgia Insurance Department in November 2023, the population of your city was revised downward to 9,396. Accordingly, under the authorizing statute, you are authorized to charge an annual license fee to insurance companies in the amount of \$50.00, and your license ordinance should be changed to this new amount.

Once this change is made to your ordinance, for the change to be valid you must file the ordinance with the Insurance Commissioner's office **within forty-five (45) days of enactment by sending a copy to:**

Georgia Insurance Commissioner
Attention: Mandy Snipes, Director of Premium Tax
912 West Tower
Two Martin Luther King Jr. Drive
Atlanta, GA 30334

You should also forward to us a copy of the new ordinance at the address below:

Georgia Municipal Association
Municipal Revenue Services
2915 Piedmont Road, Suite E
Atlanta, GA 30305

For your convenience, we are enclosing a sample ordinance. If you have any questions, please contact Russell Winch with Municipal Revenue Services at 404-237-2280 or toll-free 888-255-0434, or me by phone at 678-686-6264 or by email at djenkins@gacities.com. We do recommend that you consult with your city attorney before amending the ordinance, to be sure that all legal requirements are met.

Thanks so much for allowing GMA to serve you!

Sincerely,

Darin Jenkins
Director, Corporate Engagement

DJ/df
Enclosure



FLOWERY BRANCH CITY COUNCIL



EXECUTIVE SUMMARY

SUBJECT: Consider Resolution 24-008: Fourth Quarter Amendment to the Budget for FY2024 as Previously Adopted on June 15, 2023.

COUNCIL MEETING DATE: October 3, 2024

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:

See attachment A and B for 4th quarter details.

OPTIONS:

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

Yes

AMOUNT AND SOURCE OF FUNDS:

RECOMMENDATION:

Approval

SAMPLE MOTION:

I make a motion to approve Resolution 24-008 4th Quarter Amendment to the Budget for FY2024 as Previously Adopted on June 15, 2023, as presented in Attachment A and B.

COLLABORATING DEPARTMENT:

DEPARTMENT: Finance

Prepared by: Shelia Cooper

ATTACHMENTS

- [ES-24-008 Budget Amendment.pdf](#)
- [RESOLUTION NO 24-008.pdf](#)
- [Attachment A - 4th qtr budget adjustments.pdf](#)
- [Attachment B - 4th Quarter Adjustments Descriptions.pdf](#)

FLOWERY BRANCH CITY COUNCIL
EXECUTIVE SUMMARY

SUBJECT: Resolution 24-008: Fourth Quarter Amendment to the Budget for FY2024 as Previously Adopted on June 15, 2023.

DATE: October 3, 2024

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

BUDGET INFORMATION:
ANNUAL-
CAPITAL-

COUNCIL ACTION REQUESTED ON: October 3, 2024

PURPOSE: To approve Resolution 24-008, 4th Quarter Amendment to the Budget for FY2024 as Previously Adopted on June 15, 2023.

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:

- See attachment A and B for 4th quarter details.
-
-

RECOMMENDED SAMPLE MOTION: I make a motion to approve Resolution 24-008 4th Quarter Amendment to the Budget for FY2024 as Previously Adopted on June 15, 2023, as presented in Attachment A and B.

DEPARTMENT: Finance Department

Prepared by: Nancy Rodriguez

RESOLUTION NO.: 24-008

**TO AMEND THE BUDGET FOR FISCAL YEAR 2024 AS PREVIOUSLY ADOPTED
ON JUNE 15, 2023.**

WHEREAS, the City Council approved a budget for fiscal year 2024 for the City of Flowery Branch on June 15, 2023 by Resolution 23-007; 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 3rd day of October 2024.

Edward R. Asbridge, Mayor

ATTEST:

Shelia Cooper, City Clerk

APPROVED AS TO FORM:

Ted C. Baggett, City Attorney

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



ATTACHMENT A

Fund/Department:

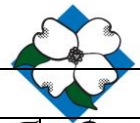
Various

Effective Date:

6/30/2024

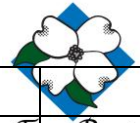
Account Number	Account Name	Current Budget	Debit (Credit)	Revised Budget
				-
General Fund				
100-0000-311311	TAVT Taxes	(475,000)	(59,109)	(534,109)
100-1565-522200	City Hall Repairs and Maintenance	45,000	22,578	67,578
100-1565-523200	City Hall Communications	28,000	8,000	36,000
100-1565-531230	City Hall Electricity	44,000	15,062	59,062
100-2650-521300	Court - Technical Services	21,398	9,742	31,140
100-7540-521310	Tourism - IT Services	17,000	3,727	20,727
FY2024 Final Year end Budget Adjustment				
				-
100-0000-399900	Budgeted Fund Balance	-	(2,500,000)	(2,500,000)
100-9000-611350	Transfer to Local Resources Fund	858,805	2,500,000	3,358,805
Transfer of Surplus Funds				
				-
Confiscated Assets Fund				
				-
210-0000-3513221	State Confiscations	-	(42,746)	(42,746)
210-0000-399900	Budgeted Fund Balance	(32,800)	30,172	(2,628)
210-0000-531600	Small Equipment	-	12,574	12,574
FY2024 Final Year end Budget Adjustment				
				-
American Rescue Plan Act Fund				
230-0000-399900	Budgeted Fund Balance	(1,999,758)	(23,585)	(2,023,343)
230-0000-543000	Blower lease	-	23,585	23,585
Allocate ARPA Funds to the Blower Lease Project				
				-
230-0000-399900	Budgeted Fund Balance	(2,023,343)	(969,475)	(2,992,818)
230-0000-611308	Transfer to W/S CIP Fund	1,000,000	969,475	1,969,475
Allocate ARPA Funds to the Gainesville Sewer Line Project				
				-
Tax Allocation District Fund				
				-
270-0000-399900	Budget Fund Balance		(58,400)	(58,400)
270-0000-541450	Synthetic Turf		58,400	58,400

City of Flowery Branch
Request For Budget Adjustment



Establish the Synthetic Turf Project				
			<i>Flowery Branch</i>	-
Information Technology Fund				
				-
271-0000-371210	Information Tech Fees	(20,000)	(15,000)	(35,000)
271-0000-399900	Budget Fund Balance	(15,000)	15,000	-
FY2024 Final Year end Budget Adjustment				
				-
Hotel/Motel Fund				
				-
275-7540-572000	Convention Visitors Bureau	85,000	11,000	96,000
275-7540-611100	Transfer to General Fund	125,000	(11,000)	114,000
FY2024 Final Year end Budget Adjustment				
				-
Water/Sewer CIP Fund				
				-
308-0000-391100	Transfer from General Fund	-	(37,506)	(37,506)
308-0000-541750	Rental Blower		37,506	37,506
Establish the Rental Blower Project in the W/S CIP Fund				
				-
308-0000-391230	Transfer from ARPA	(1,000,000)	(969,475)	(1,969,475)
308-0000-541680	Gainesville Sewer Line		969,475	969,475
Transfer ARPA funds to the Gainesville Sewer Line Project				
				-
SPLOST CIP Fund				
				-
320-0000-313508	SPLOST VIII	(550,000)	(2,000,000)	(2,550,000)
320-0000-542100	McEver & Gaines Ferry Traffic Improv		2,000,000	2,000,000
Establish the McEver & Gaines Ferry Traffic Improvements Project				
				-
320-0000-371100	Contributions	-	(100,000)	(100,000)
320-0000-5421200	Mulberry Connector	-	100,000	100,000
Establish the Mulberry Connector Project				
				-
Local Resources Fund				
				-
350-0000-391100	Transfer from General Fund	(858,805)	(2,500,000)	(3,358,805)
350-0000-540000	Available for Capital Outlay	-	2,500,000	2,500,000
FY2023 surplus transfer				

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



				-
350-0000-399900	Budget Fund Balance	(1,826,345)	(100,000)	(1,926,345)
350-0000-543013	Sidewalk Program	50,000	100,000	150,000
Georgia Sidewalk Program				
				-
350-0000-542400	IT equipment Upgrades	25,000	23,500	48,500
350-0000-543014	Planning Software	50,000	(23,500)	26,500
Adjustment to the IT Equipment Upgrades project				
				-
350-0000-543009	Replacement Utility Vehicle	80,000	(10,000)	70,000
350-0000-543011	Front End Loader	40,000	10,000	50,000
Adjustment to the Front End Loader Project				
				-
350-0000-543009	Replacement Utility Vehicle	70,000	(3,600)	66,400
350-0000-543010	4x4 Crew	45,000	3,600	48,600
Adjustment to the 4x4 Crew Project				
				-
350-0000-543011	Front End Loader	50,000	(500)	49,500
350-0000-543018	Axon Equipment		500	500
Adjustment to the Axon Equipment Project				
				-
350-0000-543014	Planning Software	26,500	(21,000)	5,500
350-0000-543020	Emergency Response Vehicle		21,000	21,000
Adjustment to the Emergency Response Vehicle				
				-
				-
	<u>Totals</u>	\$ (6,140,348)	\$ -	\$ (6,140,348)

Justification: RESOLUTION 24-008; BUDGET AMENDMENT TO FY2024 APPROVED BUDGET FROM JUNE 15, 2023.
(See Attachment A and Attachment B for additional details)

Approvals: Finance Director: _____ Date: _____
City Manager: _____ Date: _____
Mayor: _____ Date: _____

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

ATTACHMENT B
QUARTERLY BUDGET ADJUSTMENT RESOLUTION 24-008
ADJUSTMENT DESCRIPTIONS
GENERAL FUND

GENERAL FUND

- Various:
 - Adjustments made to alleviate overbudget situations.
- Transfers
 - Transfer of FY2023 surplus to the Local Resources Fund.

SPECIAL REVENUE FUNDS

CONFISCATED ASSETS FUND

Adjustment made to recognize State Confiscations.

AMERICAN RESCUE PLAN ACT OF 2021 FUND

Adjustments made to increase capital projects.

- Two (2) Blower Lease
- Transfer to Gainesville Sewer Line project

TAX ALLOCATION DISTRICT FUND

Adjustments made to establish capital projects.

- Synthetic Turf Project

INFORMATION TECHNOLOGY FUND

Adjustment made to alleviate overbudget situations

HOTEL MOTEL TAX FUND

Adjustment made to alleviate overbudget situations.

CAPITAL PROJECTS FUND

WATER/WASTEWATER CAPITAL PROJECTS FUND

Adjustments made to capital projects.

- Establish the Rental Blower project in the W/S CIP Fund.
- Gainesville Sewer Line

ATTACHMENT B
QUARTERLY BUDGET ADJUSTMENT RESOLUTION 24-008
ADJUSTMENT DESCRIPTIONS

SPLOST VII CAPITAL PROJECTS FUND

Adjustments made to capital projects.

- Establish McEver & Gaines Ferry Traffic Improvement Project
- Establish Mulberry Connector Project.

LOCAL RESOURCES CAPITAL PROJECTS FUND

Adjustments made to capital projects.

- Transfer of FY2023 Surplus for future projects
- Recognize Georgia Sidewalk Program
- Increase to IT Equipment Upgrades project
- Increase to Front End Loader project
- Increase to 4x4 Crew Truck project
- Increase to Axon Equipment project
- Increase to Emergency Response Vehicle project

ENTERPRISE FUNDS

WATER AND WASTEWATER OPERATING FUND

No adjustments are needed for the quarter ending June 30, 2024.



FLOWERY BRANCH CITY COUNCIL



EXECUTIVE SUMMARY

SUBJECT: Consider Creation of an Executive Pay Plan Salary Table to Increase Recruitment and Help Ensure Retention of Senior Executive Members of Critical Positions of the City of Flowery Branch, GA.

COUNCIL MEETING DATE: October 3, 2024

HISTORY:

The City of Flowery Branch is experiencing exponential growth in new homes, attracting new business opportunities and revitalization. The activity is positive and moving the City of Flowery Branch to the “next” level relative to desired places to live, raise a family, work and do business. The City is truly becoming a destination where people and businesses want to be.

With all this activity the City of Flowery Branch finds itself in competition with other venues in recruiting highly trained and skilled professionals to ensure services are provided to Flowery Branch citizens and businesses within the city’s jurisdiction.

Participants in “Executive or Senior Management” are exempt employees under the Fair Labor Standards Act, who work during the normal business hours of the city. These employees devote whatever time is necessary to accomplish the assigned tasks of their position without eligibility to accrue paid overtime compensation.

In review of other successful jurisdictions and private corporations’ recruitment and retention, “executive pay” has been identified as a means to fulfill requirements for this level of staffing.

While the Georgia City-County Management Association (GCCA) does not have a specific recommendation for a separate executive pay plan for municipal employees, it does recognize that this is common practice.

Many municipalities in Georgia and the State of Georgia recognize the need to have the flexibility to recruit and retain executive talent. Many “executive” pay plans include highly competitive salaries and other benefits tailored to the specific responsibilities and expectations of “executive” roles.

The City of Flowery Branch has already taken steps to entice “executive” recruitment. The offer of Step 10 vacation time (4 weeks), paid medical benefits for employee and family and a bank of 40 compensatory hours (non-cashable or bankable) to off-set “after-hour” required meetings is on the cutting edge. The City also offers cell phone reimbursement of \$720.00 per year to executive members. Much of these benefits meets or surpasses other location benefits.

The “Executive Pay Scale” recommended, would have a starting minimum pay level, mid-point range and maximum pay range for the category assigned to the “Executive Position”. This would allow a wider range for the City Manager to offer placement within the approved pay level and would provide a competitive wage based on “executive experience” and known skill set based on evaluation and market pressure.

FACTS AND ISSUES:

The City of Flowery Branch would like to establish an “Executive Pay Plan” in addition to the current pay plan in place with the City of Flowery Branch, GA.

OPTIONS:

- 1) Approve the establishment of the Executive Pay Plan
- 2) Do not approve the Executive Pay Plan.

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

Yes

AMOUNT AND SOURCE OF FUNDS:

Budgeted funds in each department

RECOMMENDATION:

Approve creation of an "Executive Pay Plan" salary table to increase recruitment and help ensure retention of senior executive members of critical positions of the City of Flowery Branch, GA.

SAMPLE MOTION:

I move to approve the establishment of an Executive Pay Plan for the City of Flowery Branch, GA.

COLLABORATING DEPARTMENT:

DEPARTMENT: Administration

Prepared by: Shelia Cooper

ATTACHMENTS

- [ES - executivepayplan.pdf](#)
- [WAGE AND SALARY TABLE FY2025.pdf](#)



FLOWERY BRANCH CITY COUNCIL

EXECUTIVE SUMMARY

SUBJECT: Consider Proposal for creating an “Executive Pay Plan” salary table to increase recruitment and help ensure retention of senior executive members of critical positions of the City of Flowery Branch, GA.

DATE: September 30, 2024

☒ **RECOMMENDATION**

☐ **POLICY DISCUSSION**

BUDGET INFORMATION:

☐ **STATUS REPORT**

ANNUAL - assigned pay table level as
Approved for Executive Position

☐ **OTHER**

CAPITAL- N/A

COUNCIL ACTION REQUESTED ON: October 3, 2024

PURPOSE: To aid in the recruitment and/or retention of senior Executive Personnel. This “Executive Pay” salary table will be narrow in scope; positions for placement in the category will be authorized by the City Manager and approved by the City of Flowery Branch City Council. This “Pay Table” will enable the City of Flowery Branch, GA to remain competitive with surrounding jurisdictions.

HISTORY: The City of Flowery Branch is experiencing exponential growth in new homes, attracting new business opportunities and revitalization. The activity is positive and moving the City of Flowery Branch to the “next” level relative to desired places to live, raise a family, work and do business. The City is truly becoming a destination where people and businesses want to be.

With all this activity the City of Flowery Branch finds itself in competition with other venues in recruiting highly trained and skilled professionals to ensure services are provided to Flowery Branch citizens and businesses within the city’s jurisdiction.

Participants in “Executive or Senior Management” are exempt employees under the Fair Labor Standards Act, who work during the normal business hours of the city. These employees devote whatever time is necessary to accomplish the assigned tasks of their position without eligibility to accrue paid overtime compensation.

In review of other successful jurisdictions and private corporations' recruitment and retention, "executive pay" has been identified as a means to fulfill requirements for this level of staffing. While the Georgia City-County Management Association (GCCA) does not have a specific recommendation for a separate executive pay plan for municipal employees, it does recognize that this is common practice.

Many municipalities in Georgia and the State of Georgia recognize the need to have the flexibility to recruit and retain executive talent. Many "executive" pay plans include highly competitive salaries and other benefits tailored to the specific responsibilities and expectations of "executive" roles.

The City of Flowery Branch has already taken steps to entice "executive" recruitment. The offer of Step 10 vacation time (4 weeks), paid medical benefits for employee and family and a bank of 40 compensatory hours (non-cashable or bankable) to off-set "after-hour" required meetings is on the cutting edge. The City also offers cell phone reimbursement of \$720.00 per year to executive members. Much of these benefits meets or surpasses other location benefits.

The "Executive Pay Scale" recommended, would have a starting minimum pay level, mid-point range and maximum pay range for the category assigned to the "Executive Position". This would allow a wider range for the City Manager to offer placement within the approved pay level and would provide a competitive wage based on "executive experience" and known skill set based on evaluation and market pressure.

FACTS AND ISSUES: The City of Flowery Branch would like to establish an 'Executive Pay Plan' in addition to the current pay plan in place with the City of Flowery Branch, GA.

OPTIONS:

- 1) Approve the establishment of the Executive Pay Plan
- 2) Do not approve the Executive Pay Plan.

RECOMMENDED SAMPLE MOTION:

I move to approve the establishment of an Executive Pay Plan for the City of Flowery Branch, GA.

DEPARTMENT: Administration

Prepared by: Tonya Parrish

**Executive Pay Table
FY2025 Proposed**

Annual Salary

	PayGrade	PayGrade	PayGrade	PayGrade	PayGrade	
GRADE	Minimum	1/4 UP	Midpoint	3/4 UP	Maximum	GRADE
EXEC21	74,693	81,385	88,078	95,970	103,861	21
EXEC22	85,711	93,391	101,071	110,127	119,183	22
EXEC23	94,269	102,715	111,162	121,122	131,082	23
EXEC24	99,925	108,878	117,832	128,389	138,947	24
EXEC25	105,921	115,411	124,902	136,093	147,284	25
EXEC26	112,276	122,336	132,396	144,258	156,121	26
EXEC27	119,012	129,676	140,339	152,914	165,488	27
EXEC28	126,153	137,456	148,760	162,089	175,417	28
EXEC29	133,722	145,704	157,685	171,814	185,943	29
EXEC30	141,746	154,446	167,146	182,123	197,099	30



FLOWERY BRANCH CITY COUNCIL



EXECUTIVE SUMMARY

SUBJECT: Consider Authorizing a Contract with John Powell for Administrative Services to the City Manager's Office.

COUNCIL MEETING DATE: October 3, 2024

HISTORY:

The City of Flowery Branch currently has vacancies in the Community Development and Planning Department. Active recruitment is on-going, with positive results, to fill any vacancies in this area. However, current vacancies result in the City Manager being tasked with multiple functions in this specialty area outside of normal required City Administration duties. Further, this tasking has resulted in process reassignment to other employees as supplemental duties to ensure minimal disruption to customer service.

Administrative duties involve the operations of city functions, providing services to the citizens and visitors to the City of Flowery Branch, responding to assigned tasks from City Council and ensuring oversight of all activity of government operations.

The City of Flowery Branch, GA is continually working on a variety of “new” projects that include but are not limited to new development in single family home construction, apartment construction, townhome construction and business construction or relocation. Not to mention active revitalization of the City’s historical past.

Additionally, ensuring state and federal mandates are addressed and met along with routine maintenance scheduled and conducted on streets, facilities, and infrastructure to protect the taxpayer’s investment. Current momentum is strong with a very bright economic outlook for the City of Flowery Branch.

However, to sustain this positive momentum, infrastructure enhancements and controlled growth, the administrative ability to meet the challenges must be in place to meet the functional demand of such activity. Efficiency is of utmost importance to keep all the projects moving forward and ensure the best possible service to the citizens and visitors of the City of Flowery Branch.

To ensure the steady review and flow of administrative functions and requirements it is desired to secure the contractual assistance of John Powell. Powell is a seasoned administrative professional with over 25 years of administrative experience in municipal, county and state government functions.

The City of Flowery Branch, GA. engaging John Powell will provide the requisite administrative services required for administrative process continuity. Additionally, this service will cover review of projects, meeting with applicants for city services, preparing and writing staff recommendation reports, attending public hearings, providing details of applications to elected officials and the City Manager.

FACTS AND ISSUES:

The City of Flowery Branch would like to contract John Powell for Administrative Services “assistance to the City Manager.

OPTIONS:

1) Approve the contract for Administrative Services “assistance to the City Manager.

2) Do not approve the contract for Administrative Services “ assistance to the City Manager.

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

Yes

AMOUNT AND SOURCE OF FUNDS:

FY2025 General Fund Budget

RECOMMENDATION:

Authorize a contract with John Powell for Administrative Services to the City Manager's Office.

SAMPLE MOTION:

I move to approve the contract for John Powell, Administrative Services to the City Manager as submitted.

COLLABORATING DEPARTMENT:

DEPARTMENT: Administration

Prepared by: Shelia Cooper

ATTACHMENTS

- [ES - powell contract.pdf](#)
- [CONSULTING SERVICES AGREEMENT Powell draft 9 4 24.pdf](#)



FLOWERY BRANCH CITY COUNCIL

EXECUTIVE SUMMARY

SUBJECT: Consider Proposal for John Powell to provide Administrative Assistance Services to the City Manager's Office of the City of Flowery Branch, GA.

DATE: September 30, 2024

(X)RECOMMENDATION

() POLICY DISCUSSION

BUDGET INFORMATION:

() STATUS REPORT

ANNUAL- \$80.00 per hour

() OTHER

CAPITAL- N/A

COUNCIL ACTION REQUESTED ON: October 3, 2024

PURPOSE: To secure consulting services of John Powell to aid with administrative services demand—City Manager's Office, City of Flowery Branch, GA. Helping in facilitating the required administrative functions.

HISTORY: The City of Flowery Branch currently has vacancies in the Community Development and Planning Department. Active recruitment is on-going, with positive results, to fill any vacancies in this area. However, current vacancies result in the City Manager being tasked with multiple functions in this specialty area outside of normal required City Administration duties. Further, this tasking has resulted in process reassignment to other employees as supplemental duties to ensure minimal disruption to customer service.

Administrative duties involve the operations of city functions, providing services to the citizens and visitors to the City of Flowery Branch, responding to assigned tasks from City Council and ensuring oversight of all activity of government operations.

The City of Flowery Branch, GA is continually working on a variety of "new" projects that include but are not limited to new development in single family home construction, apartment construction, townhome construction and business construction or relocation. Not to mention active revitalization of the City's historical past.

Additionally, ensuring state and federal mandates are addressed and met along with routine maintenance scheduled and conducted on streets, facilities, and infrastructure to protect the taxpayer's

investment. Current momentum is strong with a very bright economic outlook for the City of Flowery Branch.

However, to sustain this positive momentum, infrastructure enhancements and controlled growth, the administrative ability to meet the challenges must be in place to meet the functional demand of such activity. Efficiency is of utmost importance to keep all the projects moving forward and ensure the best possible service to the citizens and visitors of the City of Flowery Branch.

To ensure the steady review and flow of administrative functions and requirements it is desired to secure the contractual assistance of John Powell. Powell is a seasoned administrative professional with over 25 years of administrative experience in municipal, county and state government functions.

The City of Flowery Branch, GA. engaging John Powell will provide the requisite administrative services required for administrative process continuity. Additionally, this service will cover review of projects, meeting with applicants for city services, preparing and writing staff recommendation reports, attending public hearings, providing details of applications to elected officials and the City Manager.

FACTS AND ISSUES: The City of Flowery Branch would like to contract John Powell for Administrative Services – assistance to the City Manager.

OPTIONS:

- 1) Approve the contract for Administrative Services – assistance to the City Manager.
- 2) Do not approve the contract for Administrative Services – assistance to the City Manager.

RECOMMENDED SAMPLE MOTION:

I move to approve the contract for John Powell, Administrative Services to the City Manager as submitted.

DEPARTMENT: Administration

Prepared by: Tonya Parrish

CONSULTING SERVICES AGREEMENT

This Consulting Services Agreement (the “Agreement”) is made and entered into this ____ day of October, 2024, by and between the City of Flowery Branch (the “City”) and John Powell (“Powell”) (collectively herein referred to as the “Parties”).

WITNESSETH:

WHEREAS, John Powell has served in various administrative roles for local governments; and

WHEREAS, the City Manager, Tonya Parrish, has worked with John Powell on previous occasions and knows the value of his work; and

WHEREAS, the City desires to retain Powell’s services to aid the City Manager in administrative matters for a limited period of time; and

WHEREAS, Powell desires to perform the services set forth in this Agreement under the terms and conditions provided in this Agreement.

NOW THEREFORE, for and in consideration of the mutual promises contained herein and other good and adequate consideration, the sufficiency of which is hereby acknowledged, the Parties hereto do mutually agree as follows:

1. Consulting Services: Powell shall provide consulting services for the City as needed and requested by the City Manager that fall within the categories listed in Exhibit A. It is anticipated that Powell will be available for approximately forty (40) hours per week for eight (8) consecutive weeks commencing on October 4, 2024; provided however that Powell shall bill only for the hours of service actually worked by him and that the total amount of compensation paid pursuant to this agreement shall not exceed twenty-seven thousand (\$27,000) dollars. Powell’s services under this Agreement may be requested on behalf of the City exclusively by the City Manager. The City Manager shall at her discretion afford Powell temporary access to city facilities and to assign a laptop, access to network files and other necessary equipment to Powell during the course of his provision of services.
2. Compensation and Billing: Powell shall be compensated at the rate of EIGHTY DOLLARS (\$80.00) per hour for services under this Agreement. Powell shall provide invoices to the City on a weekly basis for services rendered under this Agreement. The City shall pay such invoices within 30 days of receipt. Powell shall be responsible for all taxes and withholding on his compensation under this Agreement. Powell shall be considered an independent contractor and not a city employee during the term of this agreement. It is understood and mutually agreed that Powell that the nature of the work to be performed requires administrative skills and knowledge

developed over a long period of time. The City shall issue Powell a 1099 report at the end of the year.

3. Non-disclosure of Confidential Information: Powell acknowledges that during the course of his consultation with the City he may obtain knowledge or information from the City Manager, City Attorney, or other city staff that is related to the City's legal strategy, attorney work product and positions regarding certain matters. Powell therefore agrees and covenants to keep confidential and not disclose to anyone such privileged and confidential information except as he may be required to do so by law, statute or regulation or lawful Court order.
4. Exclusivity: Powell agrees to provide consulting services exclusively to the City of Flowery Branch during the term of this agreement. Powell shall at no time during or within two years following the termination of this agreement provide consulting services to any entity involved in litigation with the City of Flowery Branch or any entity with interests adverse to the City of Flowery Branch as determined solely by the City.
5. Term and Termination: This Agreement shall remain in effect from its date of execution through December 31, 2024 or upon 24 hours' written notice of termination initiated by either party. Upon termination by either party, the City shall pay any invoices for as yet uncompensated work.
6. Notices: All notices, requests or correspondence as may be required by this Agreement shall be effective when (1) personally delivered or (2) on the 3rd day after the postmarked date, when mailed by certified mail, postage prepaid, return receipt requested or (3) upon actual delivery when sent national overnight commercial carrier to the Parties at the addresses given below or (4) upon delivery when sent via electronic mail to the email addresses given below, or at a substitute address previously furnished to the other Party by written notice in accordance herewith:

Notice to the City shall be sent to:

Tonya Parrish, City Manager
City of Flowery Branch
5410 Pine Street
Flowery Branch, Georgia 30542
tonya@flowerybranchga.org

Notice to Powell shall be sent to:

John Powell
205 Hammock Trail East Apt E102

Freeport, Florida 32439
johnpowell201@gmail.com

7. Miscellaneous: This Agreement shall be governed by and construed under the laws of the State of Georgia. Any action or suit related to this Agreement shall be brought in the Superior Court of Hall County Georgia. This Agreement may be executed in any number of counterparts, each of which shall be deemed to be an original, but all of which together shall constitute one and the same instrument. Should any section of this Agreement, or any part thereof, later be deemed unenforceable by a Court of competent jurisdiction, the offending portion of the Agreement should be severed, and the remainder of this Agreement shall remain in full force and effect to the extent possible as if this Agreement had been executed with the invalid portion hereof eliminated, it being the intention of the Parties that they would have executed the remaining portion of this Agreement without including any such part, parts, or portions which may for any reason be hereinafter declared invalid. This Agreement constitutes the complete Agreement between the Parties. No other Agreement, statement or promise relating to the subject matter of this Agreement not contained in this Agreement shall be valid and binding. This Agreement may be amended or modified only by a written document signed by representatives of both Parties with appropriate authorization.

Wherefore the Parties hereto have set their hands this ____ day of _____, 2024.

City of Flowery Branch

By: _____

Edward R. Asbridge, Mayor

Attest: _____

Shelia Cooper, City Clerk

John Powell

Approved as to Form:

Ted C. Baggett

EXHIBIT A

SCOPE OF CONSULTING SERVICES

Services to be provided under this agreement may include:

- Preparation of professional reports.
- Attendance at various meetings.
- Strategic planning of various city services.
- Recommendations of employee training/certifications.
- Other duties as assigned by the City Manager.