City of Flowery Branch
City Council Meeting
Thursday, November 05, 2020, 6:00 PM
City of Flowery Branch City Hall
5410 West Pine Street, Flowery Branch GA, 30542

CALL WORK SESSION TO ORDER:

PLEDGE OF ALLEGIANCE:

UNFINISHED WORK SESSION:

- Discussion of New Operations Development Charge
  Operations Fee Charge Technical Memorandum Sept 23 2020.pdf
  20-020 WS Rates Final Ordinance passed 8-20-2020.pdf
- Consider Insurance Policies for 12/01/2020 - 11/30/2021
  EXECUTIVE_SUMMARY_-_Alliant2020.pdf
  Quote Comparison for Current Coverage - for FY2021.pdf
  Life AD&D Dental and Vision Coverage - for FY2021.pdf
  Humana Additional Life - 2 Times Salary Quote.pdf
  Humana Additional Life - 3 Times Salary Quote.pdf
  Life Insurance Memo - Additional Information 20.10.28.pdf
- Sewer Capacity Request - Capstone Acquisition, LLC
  Capstone Sewer Ltr 20.09.21.pdf
  Capstone Map Nov 2020 v3.pdf
  2020.09.17 Slide Capstone Project.pdf
  Capstone Sewer Request Email 20.10.30.pdf

NEW BUSINESS -WORK SESSION:

- Consider Resolution 20-025 - 1st Quarter Amendment to the Budget for FY2021 as Previously Adopted on June 25, 2020.
  Resolution 20-025 Executive Summary.pdf
  Resolution 20-025.pdf
  Attachment A - Resolution 20-025 Budget Amendment Form.pdf
  Attachment A - Detailed Report.pdf
  RESOLUTION 20-025 PRESENTATION 11-5-2020.pdf
  Attachment_B_-_Budget_Adjustment_Descriptions.pdf
- Request approval of Resolution 20-026: Relocate Sewer at Hog Mountain Road and Spout Springs Road
  Executive Summary - Resolution 20-026.pdf
  20-026 Relocate Sewer at Hog Mountain Rd and Spout Springs Rd.pdf
  Duncan Pipeline Quote 9-5-2020_001.pdf
  Bowen Utilities Quote 10-25-2020_001.pdf
- Sanitary Sewer Cleaning and Relining Bid Award for Bid Number CPL2020-002

Award Recommendation Letter 20.10.27.pdf
Bid Tabulation Sheet Sewer Relining.pdf
CPL Task Order Sanitary Sewer Relining.pdf
SewerLine Bid Award Exec Summary.pdf

DEPARTMENT REPORTS: -

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

- FY2021 - Quarter 1 Financial Update

ADJOURNMENT WORK SESSION:

VOTING SESSION AGENDA

CALL VOTING SESSION TO ORDER:

PUBLIC COMMENTS: - Please limit to two minutes

CONSENT AGENDA:

- Consider October 1, 2020 Meeting Minutes
  October 1, 2020 Meeting Minutes.pdf
- Consider October 15, 2020 Meeting Minutes
  October 15, 2020 Meeting Minutes.pdf

UNFINISHED BUSINESS - VOTING SESSION:

- Consider Insurance Policies for 12/01/2020 - 11/30/2021
  EXECUTIVE_SUMMARY_-_Alliant2020.pdf
  Quote Comparison for Current Coverage - for FY2021.pdf
  Life AD&D Dental and Vision Coverage - for FY2021.pdf
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  Humana Additional Life - 3 Times Salary Quote.pdf
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  Capstone Sewer Request Email 20.10.30.pdf

NEW BUSINESS - VOTING SESSION:

- Consider Resolution 20-025 - 1st Quarter Amendment to the Budget for FY2021 as Previously Adopted on June 25, 2020.

  Resolution 20-025 Executive Summary.pdf
  Resolution 20-025.pdf
  Attachment A - Resolution 20-025 Budget Amendment Form.pdf
  Attachment A - Detailed Report.pdf
  RESOLUTION 20-025 PRESENTATION 11-5-2020.pdf
  Attachment_B_-_Budget_Adjustment_Descriptions.pdf

- Request approval of Resolution 20-026: Relocate Sewer at Hog Mountain Road and Spout Springs Road

  Executive Summary - Resolution 20-026.pdf
  20-026 Relocate Sewer at Hog Mountain Rd and Spout Springs Rd.pdf
  Duncan Pipeline Quote 9-5-2020_001.pdf
  Bowen Utilities Quote 10-25-2020_001.pdf

- Sanitary Sewer Cleaning and Relining Bid Award for Bid Number CPL2020-002

  Award Recommendation Letter 20.10.27.pdf
  Bid Tabulation Sheet Sewer Relining.pdf
  CPL Task Order Sanitary Sewer Relining.pdf
  SewerLine Bid Award Exec Summary.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 New Operations Development Charge

COUNCIL MEETING DATE: November 5, 2020

HISTORY:
The purpose of this technical memorandum (TM) is to provide documentation on the calculation of the Flowery Branch Water and Wastewater systems' proposed operations development charge (ODC).

Flowery Branch is experiencing significant new development that will require the expansion of water and wastewater capacity in order to maintain sufficient levels of service. A system development charge (SDC) is applied to new development to recover the cost of the new infrastructure. The ODC is being proposed for new development to pay for the fair share of expected operations cost over a 10-year period. The ODC will be based on fixed operating costs only and divided by the capacity of the systems to get a per gallon cost. These fixed operational costs are partly recovered from active customers monthly base charge. New customers in developments that have paid an ODC will be provided a base charge credit that will expire at the end of the 10-year period it covers.

FACTS AND ISSUES:
The provision of water and wastewater service is a benefit to new development. Specifically, municipal water and wastewater service provides for higher density and increased marketability of new development. Currently, the cost of providing sufficient staff to operate the systems has been allocated to existing customers only. These fixed costs are recovered by a monthly base charge and a portion of the unit rate for water and wastewater. Given the benefit in terms of increased density and marketability of new development, a 10-year contract for providing these services is warranted. Further, the calculated ODC should be reasonably related to the fair share of the fixed cost of operating the system.

See Technical Memorandum for ODC Calculation.

OPTIONS:
Approve for staff to create and addendum to Resolution 20-020 approved August 20, 2020, adding the new Operations Development Charge as presented, or no do approve.

IF FUNDING IS INVOLVED, ARE FUNDS APPROVED IN THE CURRENT BUDGET:
No

AMOUNT AND SOURCE OF FUNDS:
N/A

RECOMMENDATION:

SAMPLE MOTION:
I make a motion to approve for staff to create and addendum to Resolution 20-020 approved August 20, 2020, adding the new Operations Development Charge as presented, effective _(enter date)____.

COLLABORATING DEPARTMENT:
Administration

DEPARTMENT: Finance

Prepared by: Vickie Short

ATTACHMENTS
- Operations Fee Charge Technical Memorandum Sept 23 2020.pdf
- 20-020 WS Rates Final Ordinance passed 8-20-2020.pdf

Technical Memorandum

DATE:	***September 24, 2020***
PREPARED FOR:	***Ms. Alisha Gamble***
COPIES TO:	***Mr. Bill Andrew*** ***Mr. Ron Bennett***
PREPARED BY:	***Mr. Bobby Sills, AICP***
SUBJECT:	***Operations Development Charge***
PROJECT:	***Flowery Branch General Services – FY21***

Purpose

The purpose of this technical memorandum (TM) is to provide documentation on the calculation of the Flowery Branch Water and Wastewater systems' proposed operations development charge (ODC).

Background Information

Flowery Branch is experiencing significant new development that will require the expansion of water and wastewater capacity in order to maintain sufficient levels of service. A system development charge (SDC) is applied to new development to recover the cost of the new infrastructure. The ODC is being proposed for new development to pay for the fair share of expected operations cost over a 10-year period. The ODC will be based on fixed operating costs only and divided by the capacity of the systems to get a per gallon cost. These fixed operational costs are partly recovered from active customers monthly base charge. New customers in developments that have paid an ODC will be provided a base charge credit that will expire at the end of the 10-year period it covers.

Rational Nexus

The provision of water and wastewater service is a benefit to new development. Specifically, municipal water and wastewater service provides for higher density and increased marketability of new development. Currently, the cost of providing sufficient staff to operate the systems has been allocated to existing customers only. These fixed costs are recovered by a monthly base charge and a portion of the unit rate for water and wastewater. Given the benefit in terms of increased density and marketability of new development, a 10-year contract for providing these services is warranted. Further, the calculated ODC should be reasonably related to the fair share of the fixed cost of operating the system.

ODC Calculation

The ODC can be calculated by taking the projected 10-year operating costs after accounting for variable cost components and dividing by the capacity of the systems. This would provide a cost per gallon of service for both existing and future customers. The following table includes operating costs for the water and wastewater system for FY20. It excludes depreciation and any capital cost including debt payments and new projects.

Table 1
FY20 Operating Costs

Description	FY20 Actual Cost	Comments
Water Variable	$51,569	Electrical/Chemical/Fuel
Fixed	$530,129	Staffing/Supplies
Total	$581,698	
Wastewater Variable	$316,798	Electrical/Chemical/Fuel/Sludge
Fixed	$508,604	Staffing/Supplies
Total	$825,402	
Admin/Fixed	$195,244	Shared 50/50 Water and Wastewater
Water Fixed	$627,751	92% of total operations
Water Total	$679,320	
Wastewater Fixed	$606,226	66% of total operations
Wastewater Total	$923,024	

Table 1 is used to determine the percentage of fixed cost to total costs for both the water and wastewater system. Administrative cost is considered fixed and allocated to water and wastewater at 50/50. The resulting fixed cost percentage for water is 92%. The high fixed cost is associated with water systems supplied by ground water where minimal treatment is required. The fixed cost for wastewater is 66% and related to the additional variable costs associated with the treatment of wastewater prior to discharge into Lake Lanier.

Table 2 takes the projected 10-year operational cost and divides by the system capacity for both water and wastewater. System capacity in gallons is also provided in terms of equivalent dwelling unit (EDU). The EDU for water is 231 gallons and for wastewater is 180 gallons for a typical household. The cost per EDU is then multiplied by a fixed cost factor (rounded to 90% and 60% for water and wastewater) to arrive at the cost per a typical home for a 10-year period.

Table 2
ODC Calculation

Water Operational Cost FY22-FY31	Capacity	EDU's	Cost/EDU	Fixed Cost Factor	ODC per EDU	FY22 - FY31 Base Charge Reduction (new subdivisions only)
$6,284,384	1,500,000	6,494	$967.80	90%	$871.02	$7.26
Wastewater Operational Cost FY22-FY31	**Capacity**	**EDU's**	**Cost/EDU**	**Fixed Cost Factor**	**ODC per EDU**	**FY22 - FY31 Base Charge Reduction (new subdivisions only)**
$10,349,253	2,200,000	12,222	$846.76	60%	$508.05	$4.23

The resulting ODC is $871 for water and $508 for wastewater per typical household (EDU). A credit to the monthly base charge would be provided to new customers for the duration of the 10-year ODC contract period. Thus, an ODC paid by new development in year 2021 would result in new customers within the development to have a lower base charge until 2031.

Recommendations

Nelsnick recommends rounding down the ODC to the nearest $100 dollars. This will ensure that any operating efficiencies of the new plant would be accounted for in future calculations of the ODC. The ODC should be recalculated every 5-years to be sure developers are paying a fair share of projected fixed operational costs.

The following would result in a $6.67 reduction in the monthly base charge. Larger meter customers would see a reduction based on the capacity ratio of the larger meter to the ¾" meter. The resulting projected revenues over the 10-year period is provided in the following table.

Table 2
ODC Calculation

Recommended ODC per EDU	FY22 - FY31 Base Charge Reduction (new subdivisions only)	Total Revenues Expected
$800.00	$6.67	$3,463,203
Recommended ODC per EDU	**FY22 - FY31 Base Charge Reduction (new subdivisions only)**	**Total Revenues Expected**
$500.00	$4.17	$3,333,333

RESOLUTION NO. 20-020

A RESOLUTION ESTABLISHING THE USE RATES FOR WATER AND SEWER SERVICE'S, THE CONNECTION FEES FOR WATER SERVICE AND THE CONNECTION/CAPACITY FEES FOR SEWER SERVICE

WHEREAS, the City of Flowery Branch is authorized by Art. IX, §II, ¶ III of the Constitution of the State of Georgia, O.C.G.A. § 36-35-3 and Art. VI, § 6.6 of the Charter of the City of Flowery Branch to assess and collect fees, charges and tolls for sewer, sanitary, health services or any other services within and without the corporate limits of the city for the total cost to the city of providing such services; and

WHEREAS, Ordinance No. 100-F authorizes the City Council of the City of Flowery Branch to set the rates for water and sewer services, connection fees for water service and connection/capacity fees for sewer service by resolution.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Flowery Branch that the rates for water and sewer services, the connection/capacity fees for water service and the connection/capacity fees for sewer service shall be as follows:

Section 1 - Water and Sewer Services Rates

Section 1.1 Within the Corporate Limits – Customers whose service address is within the city limits of Flowery Branch will be charged the inside city rates, fees, and charges.

Section 1.2 Water System Monthly Charges – Customers shall pay a monthly base charge for maintenance and renewal of capacity of the water system. Additionally, an account servicing fee of **$1.75** shall be charged for meter reading, billing, and customer service costs regardless of meter size. The following table provides the monthly charges based on meter size. *The account servicing fee is only charged once for customers with both water and wastewater services.*

Inside City Residential Water Monthly Charges

Descriptions	Base Charge	Account Servicing Fee	Total
3/4"	$7.00	$1.75	$8.75
1"	$17.50	$1.75	$19.25
1 1/2"	$35.00	$1.75	$36.75
2"	$56.00	$1.75	$57.75
3"	$112.00	$1.75	$113.75
4"	$175.00	$1.75	$176.75
6"	$350.00	$1.75	$351.75
8"	$560.00	$1.75	$561.75

Inside City Non-Residential Water Monthly Charges

Descriptions	Base Charge	Account Servicing Fee	Total
3/4"	$14.00	$1.75	$15.75
1"	$35.00	$1.75	$36.75
1 1/2"	$70.00	$1.75	$71.75
2"	$112.00	$1.75	$113.75
3"	$224.00	$1.75	$225.75
4"	$350.00	$1.75	$351.75
6"	$700.00	$1.75	$701.75
8"	$1,120.00	$1.75	$1,121.75

Section 1.3 Multi-unit development monthly charges - Water customers in multi-unit developments shall pay the above base charge and account servicing fee for each meter individually read and billed by Flowery Branch or if applicable the property management or owner of the multi-unit development shall pay the base charge and account servicing fee for each master meter read and billed by Flowery Branch. Property management or owner of multi-unit developments served by master meters are responsible for billing the individual units per State law requirements.

Section 1.4 Water System Commodity Charges – Customers shall pay for all water metered using an increasing block rate structure (conservation-based rate structure) based on the following customer classes:

Section 1.4.1 Single-Family Residential (SFR) Water Users – Customers that primary water use for a single-family detached home.

SFR Inside City Water Volume Charges

Descriptions	Volume Range (Gallons)	Unit Charge per 1,000 Gallons
Tier 1	0 - 2,500	$5.60
Tier 2	2,501 - 4,500	$7.56
Tier 3	Above 4,500	$11.20

Section 1.4.2 Multi-Family Residential (MFR) Water Users – Customers that primary water use is for a single unit of a multi-unit residential complex and is read directly by Flowery Branch staff.

MFR Inside City Water Volume Charges

Descriptions	Volume Range (Gallons)	Unit Charge per 1,000 Gallons
Tier 1	0 - 2,500	$5.60
Tier 2	2,501 - 4,500	$7.56
Tier 3	Above 4,500	$11.20

Section 1.4.3 Multi-Family Residential Water Users (master-metered) –

Customers that primary water use is for a multi-unit residential complex served by a master meter. Flowery Branch shall bill the master meter only with the invoice allocated to the individual units by the property management per State law requirements. The Tier volume range will be the SFR Tier ranges multiplied by the number of units served by the master meter.

MFR Inside City Water Volume Charges (Master-metered)

Descriptions	Volume Range (Gallons)	Unit Charge per 1,000 Gallons
Tier 1	0 - 2,500 x number of units	$5.60
Tier 2	2,501 - 4,500 x number of units	$7.56
Tier 3	Above 4,500 x number of units	$11.20

Section 1.4.4 Non-Residential (NR) Water Users – All other uses not provided above and typically includes industrial, commercial, office, hotels and motels and other uses not dedicated for long-term residential domicile.

NR Inside City Water Volume Charges

Descriptions	Volume Range (Gallons)	Unit Charge per 1,000 Gallons
Tier 1	0 - 4,500	$4.95
Tier 2	4,501 - 60,000	$6.19
Tier 3	Above 60,000	$7.43

Section 1.5 Wastewater System Monthly Charges – Customers shall pay a monthly base charge for maintenance and renewal of capacity of the wastewater system. Additionally, an account servicing fee of **$1.75** shall be charged for meter reading, billing, and customer service costs regardless of meter size. The following table provides the monthly charges based on water meter size. *The account servicing fee is only charged once for customers with both water and wastewater services.*

Inside City Residential Wastewater Monthly Charges

Descriptions	Base Charge	Account Servicing Fee	Total
3/4"	$7.00	$1.75	$8.75
1"	$17.50	$1.75	$19.25
1 1/2"	$35.00	$1.75	$36.75
2"	$56.00	$1.75	$57.75
3"	$112.00	$1.75	$113.75
4"	$175.00	$1.75	$176.75
6"	$350.00	$1.75	$351.75
8"	$560.00	$1.75	$561.75

Inside City Non-Residential Wastewater Monthly Charges

Descriptions	Base Charge	Account Servicing Fee	Total
3/4"	$14.00	$1.75	$15.75
1"	$35.00	$1.75	$36.75
1 1/2"	$70.00	$1.75	$71.75
2"	$112.00	$1.75	$113.75
3"	$224.00	$1.75	$225.75
4"	$350.00	$1.75	$351.75
6"	$700.00	$1.75	$701.75
8"	$1,120.00	$1.75	$1,121.75

Section 1.6 Multi-unit development monthly charges - Wastewater customers in multi-unit developments shall pay the above base charge and account servicing fee for each water meter individually read and billed by Flowery Branch or if applicable the property management or owner of the multi-unit development shall pay the base charge and account servicing fee for each master meter read and billed by Flowery Branch. Property management or owner of multi-unit developments served by master meters are responsible for billing the individual units per State law requirements.

Section 1.7 Wastewater System Commodity Charges – Customers shall pay for all wastewater based on water metered using a uniform rate structure for all customer.

Inside City Single-Family Wastewater Volume Charges

Descriptions	Volume Range (Gallons)	Unit Charge per 1,000 Gallons
Uniform Rate	All Volume	$8.93

Inside City Multi-Family Wastewater Volume Charges

Descriptions	Volume Range (Gallons)	Unit Charge per 1,000 Gallons
Uniform Rate	All Volume	$7.25

Inside City Non-Residential Wastewater Volume Charges

Descriptions	Volume Range (Gallons)	Unit Charge per 1,000 Gallons
Uniform Rate	All Volume	$6.10

Section 1.8 Outside the Corporate Limits – Customers whose service address is outside the city limits of Flowery Branch will be charged the outside city rates, fees, and charges. The outside city rates reflect the additional cost in serving outside customer including additional pumping cost, travel, and risks associated with serving outside jurisdictional customer.

Section 1.9 Water System Monthly Charges – Customers shall pay a monthly base charge for maintenance and renewal of capacity of the water system. Additionally, an account servicing fee of **$1.75** shall be charged for meter reading, billing, and customer service costs regardless of meter size. The following table provides the monthly charges based on meter size. *The account servicing fee is only charged once for customers with both water and wastewater services.*

Outside City Residential Water Monthly Charges

Descriptions	Base Charge	Account Servicing Fee	Total
3/4"	$8.75	$1.75	$10.50
1"	$21.88	$1.75	$23.63
1 1/2"	$43.75	$1.75	$45.50
2"	$70.00	$1.75	$71.75
3"	$140.00	$1.75	$141.75
4"	$218.75	$1.75	$220.50
6"	$437.50	$1.75	$439.25
8"	$700.00	$1.75	$701.75

Outside City Non-Residential Water Monthly Charges

Descriptions	Base Charge	Account Servicing Fee	Total
3/4"	$17.50	$1.75	$19.25
1"	$43.75	$1.75	$45.50
1 1/2"	$87.50	$1.75	$89.25
2"	$140.00	$1.75	$141.75
3"	$280.00	$1.75	$281.75
4"	$437.50	$1.75	$439.25
6"	$875.00	$1.75	$876.75
8"	$1,400.00	$1.75	$1,401.75

Section 1.10 Multi-unit development monthly charges - Water customers in multi-unit developments shall pay the above base charge and account servicing fee for each meter individually read and billed by Flowery Branch or if applicable the property management or owner of the multi-unit development shall pay the base charge and account servicing fee for each master meter read and billed by Flowery Branch. Property management or owner of multi-unit developments served by master meters are responsible for billing the individual units per

State law requirements.

Section 1.11 Water System Commodity Charges – Customers shall pay for all water metered using an increasing block rate structure (conservation-based rate structure) based on the following customer classes.

Section 1.11.1 Single- Family Residential (SFR) Water Users – Customers that primary water use for a single-family detached home.

SFR Outside City Water Volume Charges

Descriptions	Volume Range (Gallons)	Unit Charge per 1,000 Gallons
Tier 1	0 - 2,500	$7.00
Tier 2	2,501 - 4,500	$8.75
Tier 3	Above 4,500	$14.00

Section 1.11.2 Multi-Family Residential (MFR) Water Users – Customers that primary water use is for a single unit of a multi-unit residential complex and is read directly by Flowery Branch staff.

MFR Outside City Water Volume Charges

Descriptions	Volume Range (Gallons)	Unit Charge per 1,000 Gallons
Tier 1	0 - 2,500	$7.00
Tier 2	2,501 - 4,500	$8.75
Tier 3	Above 4,500	$14.00

Section 1.11.3 Multi-Family Residential Water Users – Customers that primary water use is for a multi-unit residential complex served by a master meter. Flowery Branch shall bill the master meter only with the invoice allocated to the individual units by the property management per State law requirements. The Tier volume range will be the SFR Tier ranges multiplied by the number of units served by the master meter.

MFR Outside City Water Volume Charges (Master-metered)

Descriptions	Volume Range (Gallons)	Unit Charge per 1,000 Gallons
Tier 1	0 - 2,500 x number of units	$7.00
Tier 2	2,501 - 4,500 x number of units	$8.75
Tier 3	Above 4,500 x number of units	$14.00

Section 1.11.4 Non-Residential (NR) Water Users – All other uses not provided above and typically includes industrial, commercial, office, hotels and motels and other uses not dedicated for long-term residential domicile.

NR Outside City Volume Charges

Descriptions	Volume Range (Gallons)	Unit Charge per 1,000 Gallons
Tier 1	0 - 4,500	$6.19
Tier 2	4,501 - 60,000	$7.74
Tier 3	Above 60,000	$9.29

Section 1.12 Wastewater System Monthly Charges – Customers shall pay a monthly base charge for maintenance and renewal of capacity of the wastewater system. Additionally, an account servicing fee of **$1.75** shall be charged for meter reading, billing, and customer service costs regardless of meter size. The following table provides the monthly charges based on water meter size. *The account servicing fee is only charged once for customers with both water and wastewater services.*

Outside City Residential Wastewater Monthly Charges

Descriptions	Base Charge	Account Servicing Fee	Total
3/4"	$8.75	$1.75	$10.50
1"	$21.88	$1.75	$23.63
1 1/2"	$43.75	$1.75	$45.50
2"	$70.00	$1.75	$71.75
3"	$140.00	$1.75	$141.75
4"	$218.75	$1.75	$220.50
6"	$437.50	$1.75	$439.25
8"	$700.00	$1.75	$701.75

Outside City Non-Residential Wastewater Monthly Charges

Descriptions	Base Charge	Account Servicing Fee	Total
3/4"	$17.50	$1.75	$19.25
1"	$54.69	$1.75	$56.44
1 1/2"	$109.38	$1.75	$111.13
2"	$175.00	$1.75	$176.75
3"	$350.00	$1.75	$351.75
4"	$546.88	$1.75	$548.63
6"	$1,093.75	$1.75	$1,095.50
8"	$1,400.00	$1.75	$1,401.75

Section 1.13 Multi-unit development monthly charges - Wastewater customers in multi-unit developments shall pay the above base charge and account servicing fee for each water meter individually read and billed by Flowery Branch or if applicable the property management or owner of the multi-unit development shall pay the base charge and account servicing fee for each master meter read and billed by Flowery Branch. Property management or owner of multi-unit developments served by master meters are responsible for billing the individual units per State law requirements.

Section 1.14 Wastewater System Commodity Charges – Customers shall pay wastewater volume based on water metered using a uniform rate structure for all customers.

Outside City Single-Family Wastewater Volume Charges

Descriptions	Volume Range (Gallons)	Unit Charge per 1,000 Gallons
Uniform Rate	All Volume	$11.16

Outside City Multi-Family Wastewater Volume Charges

Descriptions	Volume Range (Gallons)	Unit Charge per 1,000 Gallons
Uniform Rate	All Volume	$9.06

Outside City Non-Residential Wastewater Volume Charges

Descriptions	Volume Range (Gallons)	Unit Charge per 1,000 Gallons
Uniform Rate	All Volume	$7.62

Section 1.15 Irrigation Meters Unit Charges – Inside City Customers shall pay the Inside City SFR Tier 3 volume rate for all water metered through an irrigation meter. Outside City Customers shall pay the Outside City SFR Tier 3 volume rate for all water metered through an irrigation meter.

Section 2 Gainesville Water System Customers Wastewater Charges

Customers utilizing the Flower Branch sewer system but receiving water service from the City of Gainesville shall be billed directly by the City of Gainesville using the following schedule. Please note, all units of sewage are billed based on the water meter reading and are in 100 cubic feet (CCF). There are approximately 748 gallons in 1 CCF.

Gainesville-Flowery Branch Sewer			
	Inside City		
Description	**Base**	**Unit (CCF)**	**Note**
Residential	$8.00	$6.75	no volume in base
Multi-Family	$8.00	$6.75	no volume in base
Commercial	$8.00	$6.75	no volume in base
Industrial	$8.00	$6.75	no volume in base
	Outside City		
Description	**Base**	**Unit (CCF)**	**Note**
Residential	$9.00	$8.30	no volume in base
Multi-Family	$9.00	$8.30	no volume in base
Commercial	$9.00	$8.30	no volume in base
Industrial	$9.00	$8.30	no volume in base

Section 3 Hardship Rates

SENIOR CITIZENS: Upon making written application on such forms as provided by the City Manager, customers billed directly by Flowery Branch may receive a discount of $5.00 for water service and $5.00 for wastewater service provided by Flowery Branch applied monthly to residential accounts in which the head of the household is 65 years of age or older. The applicant must also verify through their latest tax return that total household income is less than 125% of the City's Poverty Rate as determined by the US Census Bureau. The discount will be applied for up to two years for accounts that remain in good standing. Prior to expiration an account holder may apply for a two-year extension.

This discount may be provided to multi-family properties billed by Flowery Branch on a per unit basis provided each eligible owner/renter submits and maintains an application and that the discount is provided directly to eligible participants by the property management.

DISABLED: Upon making written application on such forms as provided by the City Manager, customers billed directly by Flowery Branch may receive a discount of $5.00 for water service and $5.00 for wastewater service provided by Flowery Branch applied monthly to residential accounts in which the head of the household has been declared disabled by the US Social Security Administration or the US Department of Veterans Affairs. The applicant must also verify through their latest tax return that total household income is less than 125% of the City's Poverty Rate as determined by the US Census Bureau. The discount will be applied for up to two years for accounts that remain in good standing. Prior to expiration an account holder may apply for a two-year extension.

This discount may be provided to multi-family properties billed by Flowery Branch on a per unit basis provided each eligible owner/renter submits and maintains an application and that the discount is provided directly to eligible participants by the property management.

Section 4 One-Time Water Leak Adjustment

Upon repairing a leak, a customer may receive an adjustment to the water bill or bills (two consecutive months) that covered the time of the leak. The customer remains responsible for their regular bills reduced by the leak amount. The leak amount will be calculated by subtracting the average month usage of the last 3 months (or less if 3-month data unavailable) from the impacted bills (2 months maximum). It is important that the customer understands that the onetime leak adjustment is available for an account holder only one time. The customer must provide either a copy of the plumber bill or copies of receipts for the repair to be given the one-time water leak adjustment.

Only Single-Family Residential customers are eligible for the One Time Leak Adjustment Policy. It does not apply to Commercial accounts.

It is important to note that the one-time water leak adjustment limit **does not** apply to sewer billings for a leak that did **not go into the sewer.** If the water leaked prior to entering the sewer line, you can give the customer an adjustment for the sewer portion of the bill. You may adjust the bill back to the customer's normal sewer billing. A sewer credit can be issued once a year for a maximum of three consecutive months (this is to encourage the customer to make the necessary repairs). The type of customer (residential or commercial) is not relevant to determine if the customer is eligible for the sewer adjustment. All classes of customers are eligible for the sewer credit.

Section 5 Tampering and Disconnection Fees

Service that has been scheduled for disconnection or has been disconnected for non-payment of a utility bill or evidence of meter tampering will be restored only after the past month and current month bill is paid in full and a $30.00 (disconnection fee) service charge paid. A lock will be placed on the meter until the account is paid in full. Additionally, if the meter is damaged due to tampering, the cost of installing a new meter will be charged (See meter set fee later in ordinance).

Evidence of removing or damaging a lock that has been placed on a meter for non-payment of service will require the City of Flowery Branch to remove the meter from the service address. Service will be restored only after the past month and current month bill is paid in full, a $50.00 tampering fee is paid in full, a $20.00 lock replacement fee is paid in full and a $ 30.00 (disconnection fee) service charge paid in full. Additionally, if the meter is damaged due to tampering, the cost of installing a new meter will be charged (See meter set fee later in ordinance).

Section 6 Water Connection Fees.

The Water Connection Fee includes four components as follow:

1) Tap Fee - the cost of tapping into the water main and providing a service main and meter box,
2) Meter Set Fee - the meter installation cost including backflow protection and data transmitter,
3) System Development Charge (SDC) – the fair share cost of infrastructure including system pipe size, elevated storage, water supply/treatment and pumping to provide peak day water capacity based on requested water capacity or by meter size, and
4) Administrative fee – to recover cost for customer service and tracking information related to the service connection.

Section 6.1 Tapping and Meter Set Fees - The water connection installation fee recovers the cost of labor, materials, and equipment for providing a connection from the water main to the property boundary including the cost of the meter box/vault. **This differs from the SDC in the next section which recovers the fair share cost of the distribution and treatment facilities based on requested capacity.** The meter set fee recovers the cost of labor, materials, and equipment for providing the meter, backflow, and data transmitter. Tapping Fees and Meter Set Fees apply to all connections performed by Flowery Branch staff including the installation of master meters, direct service to individual units, and irrigation meters. Developers that install the tap and meter box to Flowery Branch specifications shall only pay the meter set fee. Developers that purchase meters/backflow and transmitter from Flowery Branch and install meter shall only pay the cost of materials.

Water Connection Installation Fee

Descriptions	Tap Fee	Meter Set Fee	Total
3/4" Short	$693	$580	$1,273
1" Short	$593	$750	$1,343
2" and larger	At Cost	At Cost	At Cost

Section 6.2 System Development Charge and Admin Fee - The System Development Charge for water service recovers the fair share value of system capacity being requested. The total gallons needed shall be based on typical peak day capacity needed to serve the development. The following schedule can be used for the Water SDC and Administration Fee. Attached multi-unit developments typically use less water than detached units. A 70% factor is applied to the SDC to account for this reduced water use and vacancy rates. This is already included in the chart below under the capacity ratios column. The capacity ratio is a factor applied to a typical ¾" meter based on the American Water Works Association (AWWA) flow capacity. Based on the latest connection fee study, a single-family home using a ¾" meter will use **231.2** gallons for a typical peak day. Therefore, an equivalent dwelling unit (EDU) is considered to require 231.2 gallons of capacity from the water distribution and treatment plant.

An administrative fee to recover the cost of application/plan review, customer service, data collection/tracking and SDC calculation is added per dwelling unit or business unit. The admin fee is **$23** for multi-family attached developments for each unit, **$33** for ¾" detached developments and multi-unit commercial developments and **$50** for developments (detached or attached) requiring a meter 1" or larger. The SDC and admin fee is charged for each unit in the development.

Water Connection System Development Charge and Admin Fee

Meter Size (in inches)	Capacity Ratios	Water SDC	Admin	Total
3/4" Meters used in Multiunit Attached Developments	0.7	$773	$23	$796
¾" Detached Single Family and individual businesses	1	$1,104	$33	$1,137
1"	2.5	$2,760	$50	$2,810
1 1/2"	5	$5,520	$50	$5,570
2"	8	$8,832	$50	$8,882
3"	16	$17,664	$50	$17,714
4"	25	$27,600	$50	$27,650
6"	50	$55,200	$50	$55,250
8"	80	$88,320	$50	$88,370

Section 6.3 Irrigation Meters - A ¾" irrigation meter will use approximately 600 gallons per application assuming 30 minutes and 20 gallons per minute (3/4" meter) or over twice the single-family home domestic meter, as such, an irrigation meter shall be charged an SDC two times the SDC rate of a non-irrigation meter of equivalent size. i.e. the SDC for a 1" irrigation meter would be **2 X $2,760 = $5520** plus any installation costs (labor, equipment and materials). No administrative fee would be applied to an irrigation meter for existing or new non-irrigation customer connections. To encourage water conservation, residential units are prohibited to have an irrigation meter with all water metered being charged the appropriate water Tiered rate plus if applicable sewer unit charges.

Water Irrigation Meter System Development Charge

Irrigation Meter Size (in inches)	Capacity Ratio	Water SDC	Total
3/4"	2	$1,104 x 2	$2,208
1"	5	$2,760 x 2	$5,520
1 1/2"	10	$5,520 x 2	$11,040
2"	16	$8,832 x 2	$17,664
3"	32	$17,664 x 2	$35,328
4"	50	$27,600 x 2	$55,200
6"	100	$55,200 x 2	$110,400
8"	160	$88,320 x 2	$176,640

Section 6.4 Multi-unit Development served by a master-meter - Multi-unit developments that install sub-metering[1] to individual units shall provide connection to the Flowery Branch water system and meter boxes per Flowery Branch specification for each master meter required to serve the development. Developer shall only pay the meter set fees for the master meters, and SDC and admin fees for each sub-metered unit. The meter set fee will be based on meter size of the master meters installed by Flowery Branch and include labor, materials and equipment associated with the meter, backflow protection and data transmitter as applicable (see Section 6.1). The SDC and Admin fee will be based on the sub-meter size based on the following table.

Water System Development Charge and Admin Fee (Master-metered)

Sub-meter Size	Meter Equivalency Ratios	SDC	Admin	Total
3/4" or smaller Attached Units	0.7	$773	$23	$796 x # of units
3/4" Single Family/Business Detached	1	$1,104	$33	$1,137 x # of units
1"	2.5	$2,760	$50	$2,810 x # of units
1 1/2"	5	$5,520	$50	$5,570 x # of units
2"	8	$8,832	$50	$8,882 x # of units
3"	16	$17,664	$50	$17,714 x # of units
4"	25	$27,600	$50	$27,650 x # of units
6"	50	$55,200	$50	$55,250 x # of units
8"	80	$88,320	$50	$88,370 x # of units

Section 6.5 Mixed Use/Special Developments - Each use in a development that has a mixture of attached and detached units and/or residential and non-residential uses and/or use of master-metering shall identify the number of units by type and apply the appropriate schedules. In the event that the developer requires a different capacity other than provided in the SDC tables, the typical peak day gallons shall be provided by a Professional Engineer or Architect registered in Georgia. This capacity needs calculation and methodology shall be approved by Flowery Branch engineering staff or consultant for reasonableness. The cost for capacity (SDC) is **$4.78** per peak day gallon plus the appropriate admin fees by meter size for each unit. **The service main and/or meter size capacity to the Flowery Branch water system shall not exceed the requested capacity.**

Section 6.6 Connections for Fire Suppression – Any building requiring fire suppression/sprinklers shall pay for the capacity based on the pipe diameter size using the capacity ratios and multiplying by the ¾" water system development charge. Developers that provide public access fire hydrants within their development and dedicate to the City of Flowery Branch shall be exempt from the Fire Suppression System Development Charge.

[1] Georgia state law now requires all new multi-unit developments to individually meter each unit within the development. Water charges based on the master meter are to be fairly allocated to the individual units based on usage. Flowery Branch shall only be responsible for billing at the master meter level.

Section 6.7 Example Situation

Section 6.7.1 Single Family ¾" water meter installed by Flowery Branch staff

The owner/developer will pay $1,273 for the Tap and Meter Set fees and $1,137 for the SDC and admin fee or a total of $2,410.

Section 6.7.2 Single Family detached Subdivision with ¾" water meter installed by Flowery Branch staff and developer providing water tap and meter box for 25 homes. Also, a 1" irrigation meter is requested to be installed by Flowery Branch for a common area to be the responsibility of a homeowners association.

The owner/developer will pay $580 in Meter Set fees and $1,137 in SDC and admin fees for each home or 25 x 1,717 a total of $42,925. The irrigation meter would be $5,520 plus any installation costs performed by Flowery Branch. Please note; irrigation meters are prohibited to single family dwellings to promote water conservation but are available for non-residential entities that would be responsible for billing.

Section 6.7.3 Multiunit development served by two 2" master meters for two 5-unit condo buildings with each unit sub-metered. Also, an addition 1" meter is installed by the developer for a clubhouse to be the responsibility of a homeowner's association.

The owner/developer will pay Meter Set fees for each master meter at cost. The owner/developer will also pay $796 in SDC and admin fees for each unit or 10 x $796 or a total of $7,960. The 1" clubhouse meter installed by the developer purchased at-cost from Flowery Branch will add $2,810 to the total fee.

Section 7 Sewer Connection/Capacity Fees

The Wastewater Connection Fee includes two components as follows:

1) System Development Charge (SDC) – the fair share cost of infrastructure including system pipe size, lift stations and treatment to provide peak day sewer capacity based on requested flow capacity or water meter size, and
2) Administrative fee – to recover cost for customer service and tracking information related to the service connection.

The cost of installation of the sewer connection is the responsibility of the developer/owner.

Section 7.1 System Development Charge and Admin Fee - The System Development Charge for wastewater service recovers the fair share value of system capacity being requested. The total gallons needed shall be based on typical peak day capacity needed to serve the development. The following schedule can be used for the Wastewater SDC and Administration Fee. Attached multiunit developments typically use less water than detached units. A 90% factor is applied to the SDC to account for this reduced water use and vacancy rates. This is already included in the chart below under the capacity ratios column. The capacity ratio is a factor applied to a typical ¾" meter based on the American Water Works Association (AWWA) flow capacity. Based on the latest connection fee study, a single-family home using a ¾" meter will return **180.3** gallons of wastewater to Flowery Branch for a typical peak day. Therefore, an equivalent dwelling unit (EDU) is considered to require 180.3 gallons of capacity from the wastewater collection and treatment plant.

An administrative fee to recover the cost of application/plan review, customer service, data collection/tracking and SDC calculation is added per dwelling unit or business unit. The admin fee is **$36** for multi-family attached developments for each unit, **$50** for ¾" detached developments and multi-unit non-residential developments and **$50** for developments (detached or attached) requiring a meter 1" or larger. The SDC and admin fee is charged for each unit in the development

Wastewater Connection System Development Charge and Admin Fee

Water Meter Size* (in inches)	Meter Equivalency Ratios	Wastewater SDC	Admin	Total
3/4" Meters used in Multiunit Attached Developments	0.7	$1,932	$36	$1,968
¾" Detached Single Family and individual businesses	1	$2,760	$50	$2,810
1"	2.5	$6,900	$50	$6,950
1 1/2"	5	$13,800	$50	$13,850
2"	8	$22,080	$50	$22,130
3"	16	$44,160	$50	$44,210
4"	25	$69,000	$50	$69,050
6"	50	$138,000	$50	$138,050
8"	80	$220,800	$50	$220,850

*Irrigation meters should be excluded from capacity requests and system development charges.

Section 7.2 Mixed Use/Special Developments - Each use in a development that has a mixture of attached and detached units and/or residential and non-residential uses and/or use of master-metering shall identify the number of units by type and apply the appropriate SDC schedule. In the event that the developer requires a different capacity other than provided in the SDC schedules, the typical peak day gallons shall be provided by a Professional Engineer or Architect registered in Georgia. This capacity needs calculation and methodology shall be approved by Flowery Branch engineering staff and/or consultant for reasonableness. The cost for wastewater capacity (SDC) is **$15.53** per peak day gallon plus the appropriate admin fees by meter size for each unit.

Section 8. Oakwood Sewer. Gainesville water customers with City of Oakwood sewer service with treatment provided by Flowery Branch shall be billed for wastewater at 100% of water metered. The billed volume is provided by the Gainesville Department of Water Resources at $1.00 per month per account. The billed amount is collected by Flowery Branch and a share is provided to the City of Oakwood for sewer service. Customers seeking Oakwood sewer service will pay any connection related fees directly to the City of Oakwood. Customers should contact the City of Oakwood for latest rates, fees and charges related to this sewer service.

Section 9. Moratoriums. If new development is estimated to exceed the capacity of water supply or distribution system capacity or wastewater collection or treatment, the City of Flowery Branch may place a temporary moratorium on new development until such capacity is added. Such moratorium may be system-wide or to specific geographic locations of the service area depending on the situation. A separate ordinance will be voted on by City Council at the recommendation of the City Manager as to the time and scope of the moratorium.

Section 10. Landlord Agreement. Landlords may request continuous water service for newly unoccupied rental units by using the latest landlord agreement form provided by the Water/Wastewater Department. A turn-on fee of **$30** will be charged each time when the account is re-established in the Landlord's name at the time that a tenant requests service disconnection OR tenant account is closed for non-payment and service is transferred to the landlord. The landlord will be responsible for all billed water volume and monthly fees of the unoccupied rental unit during this time. A **$60** administration fee and refundable deposit of **$120** per rental unit shall be required for the duration of the landlord agreement. The maximum deposit shall not exceed **$1,080**.

Each time a new tenant applies for service for any of the service addresses listed on the landlord agreement form said account will be final billed. However, should the landlord for any reason, request that the water service be disconnected once the agreement is established and no tenant has applied for water/sewer service, the appropriate charges will be billed, and this agreement will be null and void.

Landlord's requesting to participate in this agreement must have a good payment history. The Landlord's deposit will remain on the account until the Landlord requests the account be taken off of Landlord status and the account is closed. If any accounts on this agreement fall into delinquent status, this agreement will be considered null and void.

Section 12. Miscellaneous Fees. The following are additional fees for specific services provided by Flowery Branch.

- $120 for Water and Sewer Deposit Fee – This is charged for new application for water and sewer service. The deposit will be used for the final bill and any potential balance refunded to a customer.

- $65 for Sewer Only Deposit Fee – This is charged for new application for sewer only service. The deposit will be used for the final bill and any potential balance refunded to a customer.
- $60 admin fee for new service applications – The administrative cost of establishing an account and turning on the water meter.
- $60 cut off fee – The administrative cost of closing an account and turning off the water meter. This applies to all accounts 30 days past due.
- $30.00 Return Check Fee – A fee will be charged on checks or bank drafts returned for any reason, and water service may be subject to disconnect.
- $30 turn-on fee – This fee is charged to turn the water service on for existing connections.
- Sewer Inspection Fee – TBD
- Water Inspection Fee – TBD

Section 13. Debt Collections. Accounts that are not fully paid after 90 days shall be turned over to a collection agency for processing. An additional service fee of may be applied to cover the cost of collection agency.

Section 13. Repeal of Conflicting Resolutions. Any part of any prior resolutions in conflict with the terms of this Resolution, are hereby repealed to the extent of the conflict; but it is hereby provided, that any resolution, ordinance or law which may be applicable hereto and aid in carrying out and making effective the intent, purpose and provisions hereof, is hereby adopted as a part hereof and shall be legally construed to be in favor of upholding this Resolution on behalf of the City of Flowery Branch.

Section 14. Severability. If any paragraph, subparagraph, sentence, clause, phrase or any portion of this Resolution shall be declared invalid or unconstitutional by any court or competent jurisdiction or if the provisions of any part of this Resolution as applied to any particular situation or set of circumstance shall be declared invalid or unconstitutional, such invalidity shall not be construed to affect the portions of this Resolution not so held to be invalid, or the application of the Resolution to other circumstances no so held to be invalid. It is hereby declared to be the intent of the City Council of the City of Flowery Branch to provide for separate and divisible parts, and it does hereby adopt all parts hereof as may not be held invalid for any reason.

Section 15. Brochure and Other Guides Conflicts. The City of Flowery Branch provides brochures and guides to assist customers on the rates, fees and charges of the Flowery Branch water and wastewater systems. If any information from these documents conflict with the latest Council approved ordinance, the ordinance shall prevail.

Section 15. Effective Date. This Resolution shall become effective the date of August 20, 2020 once it is adopted by the Council of the City of Flowery Branch.

SO, RESOLVED this 20th day of August 2020.

James Miller, Mayor

ATTEST:

Vickie Short

Vickie Short, City Clerk

APPROVED AS TO FORM:

Ron Bennett, City Attorney

FLOWERY BRANCH CITY COUNCIL

EXECUTIVE SUMMARY

SUBJECT: Consider Insurance Policies for 12/01/2020 - 11/30/2021

COUNCIL MEETING DATE: November 5, 2020

HISTORY:

Policy Beginning	Policy Ending	Insurance Company	Medical Plan
4/1/2012	3/31/2013	Consumers Life	P30-80-1000
4/1/2013	10/31/2013	Consumers Life	HRA P5000
11/1/2013	11/30/2014	United Healthcare	Heritage Plus
12/1/2014	11/30/2015	Alliant Health Plans	50006
12/1/2015	11/30/2016	Alliant Health Plans	50006
12/1/2016	11/30/2017	Humana (POS)	OPT 1 Gold
12/1/2017	11/30/2018	Humana (POS)	OPT 1 Gold
12/1/2018	11/30/2019	Alliant Health Plans	80144
12/1/2019	11/30/2020	Alliant Health Plans	4400

FACTS AND ISSUES:

Our policy with Alliant Health Plans #4400 will end on 11/30/20. Staff is recommending the Council approve a change to Alliant Plan #8004400. Employees would appreciate the consistency of having the same provider and plan for a third year. The 8.84%% or $37,823 increase is the cheapest option quoted to us compared to than other plans. The change to Alliant Plan #8004400 would increase the annual insurance costs by 8.84% or $37,823. Even with this 8.84% increase, we are still within our FY2021 budget of $519,316.84 city-wide healthcare costs. In FY2021, an increase of 20% was budgeted for health insurance.

HISTORY OF PERCENTAGE INCREASES:

FY2020	7.47%
FY2019	1.53%
FY2018	13.60%
FY2017	-1.00%
FY2016	50.00%
FY2015	20.00%
FY2014	15.00%

For Life, AD&D, Dental and Vision insurance through Humana, the City will incur a 4.67% increase in annual costs. Over the past year, we have experienced turnover in staffing in several departments throughout the City. It has been determined some of the turnover is due to employees moving to other positions with better benefit packages. One area is with life insurance offered to employees. We would like to propose adding additional life insurance to our benefits package 3 times the salary for all employees at an additional cost of $14,611.92 to the City. This additional cost would be covered in the additional budget for insurance already approved with the FY2021 budget.

**See more details on the PDF Executive Summary

OPTIONS:
Continue policy with Alliant Plan #8004400 and all other insurance with current coverage or approve with additional life insurance as presented.

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

AMOUNT AND SOURCE OF FUNDS:
General Fund and Water Sewer Fund FY2021 Budget $519,316.84

RECOMMENDATION:
Approve to change to Alliant Plan #8004400 and keep Life/AD&D, Dental and Vision with Humana, adding additional life insurance coverage for all employees.

SAMPLE MOTION:
I motion for the City Council to authorize the Mayor/City Manager to sign papers with Alliant Plan #8004400 for the City's health insurance and Humana for Life, AD&D, Dental and Vision Insurance, adding additional life insurance coverage for all employees as presented.

COLLABORATING DEPARTMENT:
Administration

DEPARTMENT: Finance

Prepared by: Vickie Short

ATTACHMENTS

- EXECUTIVE_SUMMARY_-_Alliant2020.pdf
- Quote Comparison for Current Coverage - for FY2021.pdf
- Life AD&D Dental and Vision Coverage - for FY2021.pdf
- Humana Additional Life - 2 Times Salary Quote.pdf
- Humana Additional Life - 3 Times Salary Quote.pdf
- Life Insurance Memo - Additional Information 20.10.28.pdf

FLOWERY BRANCH CITY COUNCIL

EXECUTIVE SUMMARY

SUBJECT: Insurance Policies for 12/01/20 – 11/30/21

DATE: 10/7/2020

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

BUDGET INFORMATION:
ANNUAL- N/A
CAPITAL-

COUNCIL ACTION REQUESTED ON: Approval of insurance policies for the City

PURPOSE: Obtain approval of insurance policies for the City

HISTORY:

Policy Beginning	Policy Ending	Insurance Company	Medical Plan
4/1/2012	3/31/2013	Consumers Life	P30-80-1000
4/1/2013	10/31/2013	Consumers Life	HRA P5000
11/1/2013	11/30/2014	United Healthcare	Heritage Plus
12/1/2014	11/30/2015	Alliant Health Plans	50006
12/1/2015	11/30/2016	Alliant Health Plans	50006
12/1/2016	11/30/2017	Humana (POS)	OPT 1 Gold
12/1/2017	11/30/2018	Humana (POS)	OPT 1 Gold
12/1/2018	11/30/2019	Alliant Health Plans	80144
12/1/2019	11/30/2020	Alliant Health Plans	4400

FACTS AND ISSUES:

Our policy with Alliant Health Plans #4400 will end on 11/30/20. Staff is recommending the Council approve a change to Alliant Plan #8004400. Employees would appreciate the consistency of having the same provider and plan for a third year. The 8.84%% or $37,823 increase is the cheapest option quoted to us compared to than other plans. The change to Alliant Plan #8004400 would increase the annual insurance costs by 8.84% or $37,823. Even with this 8.84% increase, we are still within our FY2021 budget of $519,316.84 city-wide healthcare costs. In FY2021, an increase of 20% was budgeted for health insurance.

HISTORY OF PERCENTAGE INCREASES:	
FY2020	7.47%
FY2019	1.53%
FY2018	13.60%
FY2017	-1.00%
FY2016	50.00%
FY2015	20.00%
FY2014	15.00%

For Life, AD&D, Dental and Vision insurance through Humana, the City will incur a 4.67% increase in annual costs. Over the past year, we have experienced turnover in staffing in several departments throughout the City. It has been determined some of the turnover is due to employees moving to other positions with better benefit packages. One area is with life insurance offered to employees. We would like to propose adding additional life insurance to our benefits package 3 times the salary for all employees at an additional cost of $14,611.92 to the City. This additional cost would be covered in the additional budget for insurance already approved with the FY2021 budget.

				Consider Additional Life:	
	Current Humana:	Proposed Humana:	% Increase:	All Employees 2 Times Salary Additional Cost:	3 Times Salary Additional Cost:
Life/AD&D	$ 218.08	$ 227.99	4.54%	$ 854.45	$ 1,217.66
Dental	$ 2,193.92	$ 2,301.87	4.92%		
Vision	$ 110.98	$ 110.98	0.00%		
MONTLY COST:	$ 2,522.98	$ 2,640.84	4.67%	$ 854.45	$ 1,217.66
ANTICIPATED MONTHLY INCREASE:		$ 117.86			
ANNUAL COST:	**$ 30,275.76**	**$ 31,690.08**	**4.67%**	**$ 10,253.40**	**$ 14,611.92**

FY2021 APPROVED ANNUAL BUDGET:		**$ 519,316.84**
Proposed Increased Costs:		
	Alliant Health	$465,485
	Life& AD&D	$ 2,735.88
	Dental	$ 27,622.44
	Vision	$ 1,331.76
	SUBTOTAL:	**$497,175**
Add: Additional Life Insurance		
	3 Times Salary:	$ 14,611.92
APPROVED BUDGET REMAINING:		**$ 7,529.44**

See the attached detailed quotes for the additional life insurance.

OPTIONS: Continue policy with Alliant Plan #8004400 and approve additional life insurance as presented.

RECOMMENDED SAMPLE MOTION:
I motion for the City Council to authorize the Mayor to sign papers with Alliant Plan #8004400 for the City's health insurance and the additional life insurance as presented.

DEPARTMENT: Administration

Prepared by: Alisha L Gamble

FY2021 CITY OF FLOWERY BRANCH - QUOTE COMPARISON TO CURRENT COVERAGE

Coverages	CURRENT PLAN - Alliant Plans 4400	RECOMMENDED PLAN - Alliant 8004400	Humana NPOS Opt 2	Humana GA NPOS Opt 3	GMA - PPO 90/70	GMA-PPO 90/70
Deductible	$1,100	$2,250	$2,000	$2,500	$500	$750
Co-Insurance	0%	0%	0%	0%	90%	90%
OP Max	$1,100	$2,250	$6,000	$6,000	$1,500/$1,600**	$2,000/$1,600**
Office Visit-PCP/SP	$15/$30	$20/$40	$40/$80	$35/$65	$25/$35	$25/$35
RX	$10/$35/$70/25%	$15/$35/$70/25%	$10/$40/$75/25%	$10/$40/$75/25%	$10/$35/$60	$10/$35/$60
ER Deductible	$100	$150	$350	$400	$150*	150*
Urgent Care	$75	$75	$100	$100	$60	$60
Employee (23)	$805	$877	$992	$976	$919	$899
Employee/Spouse (5)	$1,611	$1,753	$1,985	$1,953	$1,839	$1,799
Employee/Children (3)	$1,490	$1,622	$1,836	$1,807	$1,747	$1,709
Family (2)	$2,295	$2,498	$2,828	$2,784	$2,754	$2,699
MONTHLY COST PLAN:	**$35,639**	**$38,790**	**$43,905**	**$43,202**	**$41,091**	**$40,197**
ANNUAL COST OF PLAN:	**$427,662**	**$465,485**	**$526,860**	**$518,424**	**$493,092**	**$482,364**
PERCENT OF CHANGE IN CATEGORIES:	**Expires 11/30/20**	**8.84%**	**23.21%**	**21.25%**	**16.38%**	**13.90%**
AMOUNT OF INCREASE:	**Expires 11/30/20**	**$37,823**	**$99,198**	**$90,762**	**$65,430**	**$54,702**
					*non emergency not covered **separate RX OP Max	*non emergency not covered **separate RX OP Max

HISTORY OF PERCENTAGE INCREASES:	
FY2020	7.47%
FY2019	1.53%
FY2018	13.60%
FY2017	-1.00%
FY2016	50.00%
FY2015	20.00%
FY2014	15.00%

NOTE: We budget 20% extra for inflation each year. FY2021 Budget = $519,316.84

	Current Humana:	Proposed Humana:	% Increase:	Consider Additional Life: All Employees 2 Times Salary Additional Cost:	All Employees 3 Times Salary Additional
Life/AD&D	$ 218.08	$ 227.99	4.35%	$ 854.45	$ 1,217.66
Dental	$ 2,193.92	$ 2,301.87	4.69%		
Vision	$ 110.98	$ 110.98	0.00%		
MONTLY COST:	$ 2,522.98	$ 2,640.84	4.46%	$ 854.45	$ 1,217.66
ANTICIPATED MONTHLY INCREASE:		$ 117.86			
ANNUAL COST:	**$ 30,275.76**	**$ 31,690.08**		**$ 10,253.40**	**$ 14,611.92**

FY2021 APPROVED ANNUAL BUDGET:		**$ 519,316.84**
Proposed Increased Costs:		
	Alliant Health	$465,485
	Life& AD&D	$ 2,735.88
	Dental	$ 27,622.44
	Vision	$ 1,331.76
	SUBTOTAL:	**$497,175**
Add: Additional Life Insurance		
	3 Times Salary:	$ 14,611.92
APPROVED BUDGET REMAINING:		**$ 7,529.44**

Humana

Life Proposal

Proposal for:	City Of Flowery Branch *A	Quote #:	252341601-008	Agent/agency:	Joseph T Talley
		Reference #:	1		
State/county:	GA - Hall	Effective:	11/1/2020		
SIC:	8231 - Libraries	Issuing Carrier:	Humana Insurance Company		
Location type:	Single Site			Prepared:	9/29/2020

Basic Employee Life/AD&D Plan

Employer contribution	100%
Minimum participation level	100%
Salary multiplier	2
Minimum volume amount	$15,000
Maximum volume amount	$350,000
Guarantee issue	$175,000
Waiver of premium	Waiver to age 65
Accelerated death benefit	50% to a maximum of $250,000
Age reduction	Age / Schedule 2
	65 - 69 / 35%
	70+ / 50%

Dependent Basic Life

Spouse/Child volume amounts	Rate per dependent unit
$10,000/$2,500	$3.58

AD&D	Included
AD&D riders	Seat belt/airbag/helmet Paralysis Repatriation benefit Common carrier Education benefit Child care Coma
Rate guarantee	2 years

Class	Number of active employees	Volume	Life rates per $1000	AD&D rates per $1000	Monthly premium
ALL EMPLOYEES	37	$3,715,000.00	$0.21	$0.02	$854.45

At time of sale, rate guarantee is required to be the same between classes.

Visit www.humana.com to view plan information or request other benefit options, or contact Easy Rate at ezrate@humana.com.

Humana

Life Proposal

Proposal for:	**City Of Flowery Branch *A**	**Quote #:**	**252341601-008**	Agent/agency:	Joseph T Talley
		Reference #:	**2**		
State/county:	GA - Hall	**Effective:**	**11/1/2020**		
SIC:	8231 - Libraries	**Issuing Carrier:**	**Humana Insurance Company**		
Location type:	Single Site			Prepared:	9/29/2020

Basic Employee Life/AD&D Plan

Employer contribution	**100%**
Minimum participation level	**100%**
Salary multiplier	**3**
Minimum volume amount	**$15,000**
Maximum volume amount	**$350,000**
Guarantee issue	**$175,000**
Waiver of premium	**Waiver to age 65**
Accelerated death benefit	**50% to a maximum of $250,000**
Age reduction	

Age	Schedule 2
65 - 69	35%
70+	50%

Dependent Basic Life

Spouse/Child volume amounts	Rate per dependent unit
$10,000/$2,500	$3.58

AD&D	**Included**
AD&D riders	**Seat belt/airbag/helmet** **Paralysis** **Repatriation benefit** **Common carrier** **Education benefit** **Child care** **Coma**
Rate guarantee	**2 years**

Class	Number of active employees	Volume	Life rates per $1000	AD&D rates per $1000	Monthly premium
ALL EMPLOYEES	37	$5,534,800.00	$0.20	$0.02	$1,217.66

At time of sale, rate guarantee is required to be the same between classes.

Visit www.humana.com to view plan information or request other benefit options, or contact Easy Rate at ezrate@humana.com.

10.28.2020

Memo

To
Mayor and Council

From
Alisha Gamble, Finance Director

CC Bill Andrew, City Manager

Re
Additional information requested for annual insurance benefits review

Comments:

Mayor and Council,

During the Thursday, 10/15/2020 Council Meeting, staff presented the annual benefits renewal and additional life insurance options for employees. Bill explained the reasoning for the extra life insurance presentation in an email to Mayor/Council dated 10/15/2020:

"*The extra life insurance was a request by some of the Council for the City to consider when Hall County Deputy Sheriff Dixon was killed in the line of duty and it was determined by the County they were not able to pay out much of a benefit to his family. So, we were instructed to look into what would be the cost of increasing life insurance for our staff. It took this much time to get the quote to the Council because we had to time it with this renewal."*

Below is additional information to help with your decision.

1- The plan has a two-year rate guarantee. Humana obviously doesn't think the current pandemic will have a significant impact on mortality rates or they wouldn't issue them for the next two years in the midst of it. The age of the group is more likely to have an impact than anything else. Life insurance is not as volatile as health insurance rates because mortality rates tend to be stable over time.
2- Even though the rates are guaranteed for two years, the city may terminate or move the coverage to another carrier at its discretion.
3- Roughly 73% of the city's employees have jobs that are considered high risk (police, public works, wastewater treatment). Life insurance would be the only cost-effective way for the city to provide a tax-free benefit to their surviving family members.
4- As Ty Talley presented at the 10/15/2020 meeting, the following cities currently offer life insurance in the following increments:
    a. Hall County = 2 X Salary
    b. City of Gainesville = $75,000
    c. Town of Alto = $15,000
    d. City of Baldwin = $15,000
    e. City of Lula = $10,000

5- The City's annual salaries, benefits, and payroll tax costs are $2,860,000. The two presented increases in life insurance for employees is very minimal to total costs. If you look at the cost of the additional life insurance packages compared to payroll and benefits expense:
    a. 2 X Salary (additional $10,253.40 annually) = to 0.003585%, or about 1/3 of one percent of our annual payroll costs

   b. 3 X Salary (additional $14,611.92 annually) = 0.005109%, about 1/2 of one percent of our of annual payroll costs

6- Currently, we have 8 employees paying for additional life insurance coverage through Transamerica and 1 employee through AFLAC. The employee's additional costs range from $23.72 per pay period to $227.90 per pay period. Without knowing what their terms are, we can calculate the cost of 2 X per salary for 40 employees = $9.86 ($10,253.40 / 40/26 pay periods) per employee per pay period compared to the lowest amount of $23.72 on the private market. As you can see, it is cheaper than the private market individual cost.

Other items to consider are COLA/Merit adjustments for FY2021. As you may remember, we did not include any COLA or merit adjustments in the FY2021 budget due to the COVID-19 pandemic. We had stated we would re-evaluate mid-year to help ensure we stay on track with our salary study pay chart.

As you will see from the upcoming November 5 financial report, to date, the City has not experienced any significant losses at this time due to the pandemic. The areas of revenue decline include police court fines and penalties and fees for water and sewer billing. Current economic reports are saying we may not feel the financial effects of this pandemic until 2-3 years out. Of course, these reports are fluid and we continue to monitor the situation. I would recommend consideration of at least a COLA increase to stay in line with the salary study effective 11/12/2020 or 11/26/2020 payroll. The Carl Vinson Institute of Government has calculated a recommended COLA of 3.3% for this fiscal year:

   a. Not increasing life insurance and using this funding to help with the cost of the COLA increases = $37,029.70 for the remaining of FY2021
   b. Increase life insurance to 2 X salary plus approval of the COLA = $47,283.10 for the remaining of FY2021

FLOWERY BRANCH CITY COUNCIL

EXECUTIVE SUMMARY

SUBJECT: Sewer Capacity Request - Capstone Acquisition, LLC

COUNCIL MEETING DATE: November 5, 2020

HISTORY:
This item was heard at the February 20, 2020 Council Meeting (see attached Minutes). No action was taken and the applicant was asked to file an application to annex into the City to receive sewer service. This application for annexation was subsequently denied on September 17, 2020. Annexation was also denied on May 2, 2019.

Capstone then submitted a letter (see attached) requesting sewer from the City but the request was beyond the authority of the City Manager, who may only approve up to 5,000 gallons per day and so the Council would need to make a decision on this issue. An email was sent from Capstone on October 30, 2020 confirming the amounts of sewer requested and what parcels would require various amounts of capacity in three development phases (see attached email).

FACTS AND ISSUES:
Capstone is requesting the following sewer capacity:

Beginning on or around July, 2021: 22,437.50 gallons per day serving the first phase of the proposed multi-family and commercial developments;

Beginning on or around December, 2021: 22,437.50 gallons per day serving the second phase of the proposed multi-family and commercial developments (or 44,875 gallons per day in total as of Dec., 2021); and

Beginning on or around March, 2022: 15,750 gallons per day serving the proposed senior facility development (or 60,625 gallons per day in total as of March, 2022).

60,625 gallons, if charged the $15.53/gallon would be $941,506.25. Due to the complexities for a request of this size, this charge might be different based on engineer calculations for the typical daily peak flow, the size and number of the meters required for the site, etc.

Tax Parcels to be served: 15046-000009B; 15046-000071; 15046-000151; 15046-000065; 15046-000125; 15046-000131; 15046-000010; 15046-000070.

The current 2017 Service Delivery Strategy states the following regarding the ability of one government to partner with another to provide sewer service in the Flowery Branch Sewer Service District:

"...[S]ignators of this document may wish to 'partner' to provide service within specific geographic areas of any District. Said partnership may be between the County and one or more of the municipalities or simply between one or more of the municipalities. These partnerships may be affected by a mutual, simple, written agreement between the governmental entity assigned the district in which the 'specific geographic area' lies and the other governmental entities wishing to 'partner.'"

This means, Hall County would not be able to offer to sewer service to Capstone unless Flowery Branch consents in writing to this request.

OPTIONS:
15,750 gallons per day in sewer capacity would be recommended for parcels: 15046-000009B, 15046-000071 and 15046-000151, which represent the senior facility development for the parcels already within the City of Flowery Branch (see attached Capstone Map Nov 2020 v3).

Staff is recommending denial of the request for the other parcels, because sewer service, in and of itself, does not bring positive net revenue or growth to the City unless it is accompanied by annexation or some provision for annexation in the future. It is unclear if Hall County would actually be able to provide sewer service to this property.

IF FUNDING IS INVOLVED, ARE FUNDS APPROVED IN THE CURRENT BUDGET:
No

AMOUNT AND SOURCE OF FUNDS:
Not Applicable

RECOMMENDATION:
The staff typically recommends a denial for any request of sewer service outside of the city limits. 15,750 gallons per day in sewer capacity would be recommended for parcels: 15046-000009B, 15046-000071 and 15046-000151, which represent the senior facility development for the parcels already within the City of Flowery Branch. The other parcels are not within the city limits and have been denied annexation on two occasions.

SAMPLE MOTION:
I motion for the Council to approve up to 15,750 gallons per day in sewer capacity for parcels: 15046-000009B, 15046-000071 and 15046-000151, which represent the senior facility development for the parcels already within the City of Flowery Branch and denial of the sewer service application for parcels 15046-000065; 15046-000125; 15046-000131; 15046-000010; 15046-000070.

COLLABORATING DEPARTMENT:

DEPARTMENT: Administration

Prepared by: Vickie Short

ATTACHMENTS
- Capstone Sewer Ltr 20.09.21.pdf
- Capstone Map Nov 2020 v3.pdf
- 2020.09.17 Slide Capstone Project.pdf
- Capstone Sewer Request Email 20.10.30.pdf

IHS LAW, LLC
A Georgia limited liability company

P.O. Box 907146
Gainesville, GA 30501
404-210-6271
cwalker@ihslawllc.com

September 21, 2020

**VIA FEDERAL EXPRESS
OVERNIGHT DELIVERY**

Mr. James M. Miller, Mayor
Flowery Branch City Council
c/o Mr. Bill Andrews, City Manager
5410 W. Pine Street
Flowery Branch, GA 30542

Re: Annexation and Rezoning Applications of Capstone Acquisitions, LLC regarding Tax Parcel # 15046-000065; Tax Parcel # 15046-000125; Tax Parcel # 15046-000131; Tax Parcel # 15046-000010; and Tax Parcel # 15046-000070 (the "Applications")

Dear Mayor Miller:

This letter confirms that the City Council of the City of Flowery Branch, Georgia (the "City") has denied sewer access and capacity to Capstone Acquisitions, LLC ("Capstone") by virtue of its vote last Thursday, September 17, 2020 rejecting the Annexation and Rezoning Applications of RRRD, LLC (the adjacent parcel owner), thereby affirmatively making Capstone's Applications, which contained its request for sewer access and capacity, ineligible for consideration.

If no response is received by the undersigned before 5:00pm on Friday, September 28, 2020, the above-referenced denial of sewer access will be deemed confirmed by the City and Capstone will proceed to seek alternative sewer access for its properties.

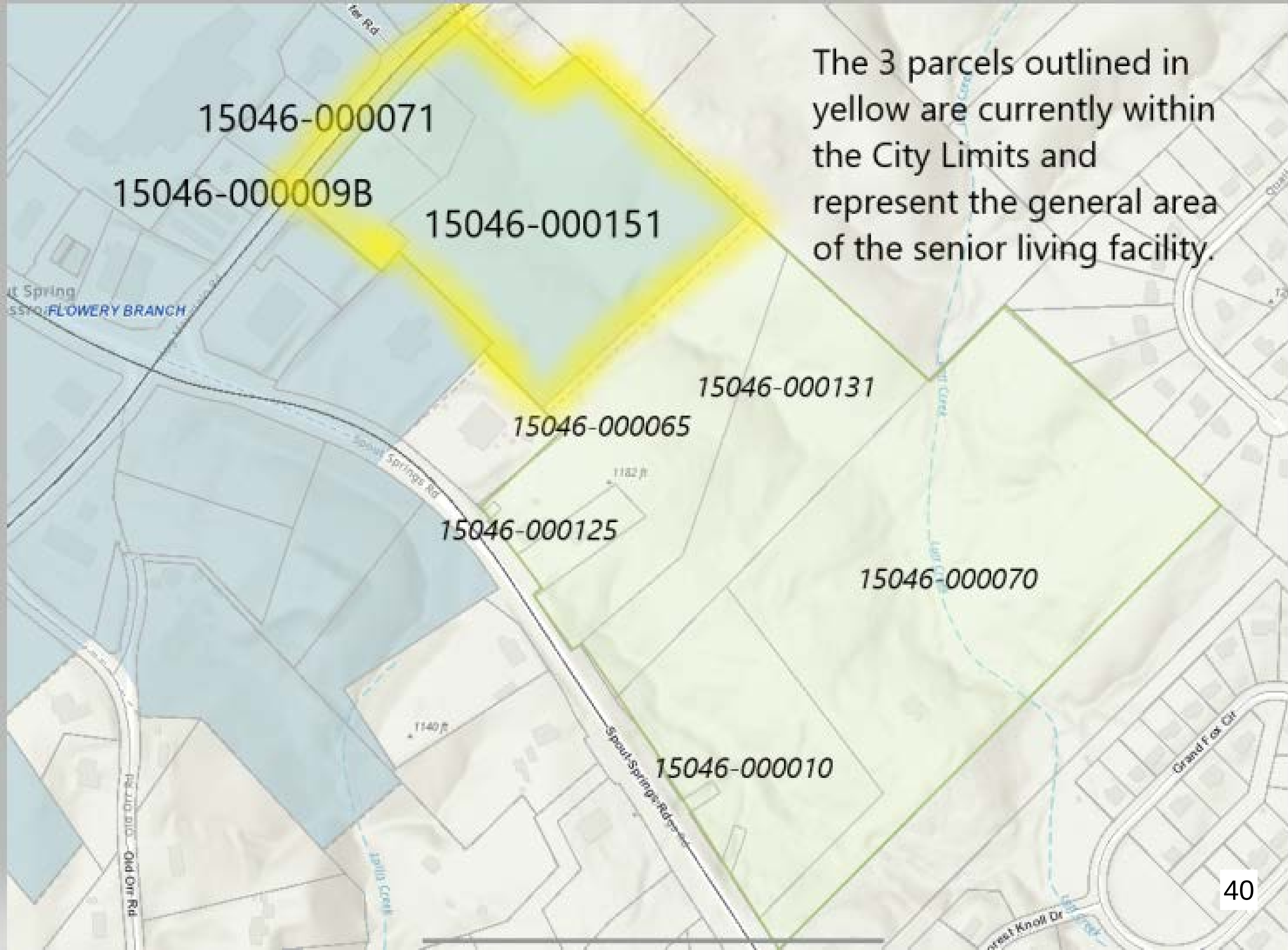
Sincerely,

IHS LAW, LLC
a Georgia limited liability company

Carla J. Walker

Carla J. Walker, Esq.

Cc: E. Ronald Bennett, City Attorney
Dr. L. Jeffrey Payne (via e-mail)
Mr. Jonathan Collins (via e-mail)
Mr. Chris Riley (via e-mail)


15046-000071
15046-000009B
15046-000151
The 3 parcels outlined in yellow are currently within the City Limits and represent the general area of the senior living facility.
FLOWERY BRANCH
15046-000131
15046-000065
Spout Springs Rd
15046-000125
15046-000070
15046-000010
Old Orr Rd
Grand Fox Cir

2019 Capstone Project

- Annexation, Rezoning
- 520 Apartments
- Two Phases

Red box shows approximately where the 2020 proposal has the senior living center; the 2019 version proposed non-age restricted apartments

Annexation requests were **denied** by City Council on May 2, 2019 and September 17, 2020

From:	Carla J. Walker
To:	Bill Andrew
Cc:	Jonathan Collins; Chris Riley
Subject:	Capstone - Flowery Branch
Date:	Friday, October 30, 2020 7:50:02 AM

Bill,

The dates and numbers below regarding Capstone's sewer capacity request remain the same as our prior discussions starting in December. We would appreciate being on the November 5th agenda with this information and request.

Beginning on or around July, 2021: 22,437.50 gallons per day serving the first phase of the proposed multi-family and commercial developments;

Beginning on or around December, 2021: 22,437.50 gallons per day serving the second phase of the proposed multi-family and commercial developments (or 44,875 gallons per day in total as of Dec., 2021); and

Beginning on or around March, 2022: 15,750 gallons per day serving the proposed senior facility development (or **60,625 gallons per day in total as of March, 2022**).

Tax Parcels to be served: 15046-000009B; 15046-000071; 15046-000151; 15046-000065; 15046-000125; 15046-000131; 15046-000010; 15046-000070.

Thanks,
Carla

Carla J. Walker, Esq.
General Counsel
340 Jesse Jewell Pkwy, Suite 400, Gainesville, GA 30501
P. O. Box 724, Gainesville, GA 30503
carla@cpgllc.net
Direct: 404-210-6271
Fax: 470-892-5854

FLOWERY BRANCH CITY COUNCIL

EXECUTIVE SUMMARY

SUBJECT: Consider Resolution 20-025 - 1st Quarter Amendment to the Budget for FY2021 as Previously Adopted on June 25, 2020.

COUNCIL MEETING DATE: November 5, 2020

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

FACTS AND ISSUES:
- See attachment A and B for 1st quarter details.

OPTIONS:
Approve Resolution 20-025 for 1st Quarter Amendment to the Budget for FY2021 as Previously Adopted on June 25, 2020.

IF FUNDING IS INVOLVED, ARE FUNDS APPROVED IN THE CURRENT BUDGET:
No

AMOUNT AND SOURCE OF FUNDS:
Excess collections in revenue in FY2021 for General Fund and Water/Wastewater Fund

RECOMMENDATION:
Approve Resolution 20-025 for 1st Quarter Amendment to the Budget for FY2021 as Previously Adopted on June 25, 2020.

SAMPLE MOTION:
I make a motion for the City Council to authorize approval of Resolution 20-025, 1st Quarter Amendment to the Budget for FY2021 as Previously Adopted on June 25, 2020 as presented in Attachment A and B.

COLLABORATING DEPARTMENT:
Water/Wastewater

DEPARTMENT: Finance

Prepared by: Vickie Short

ATTACHMENTS

- Resolution 20-025 Executive Summary.pdf
- Resolution 20-025.pdf
- Attachment A - Resolution 20-025 Budget Amendment Form.pdf
- Attachment A - Detailed Report.pdf
- RESOLUTION 20-025 PRESENTATION 11-5-2020.pdf
- Attachment_B_-_Budget_Adjustment_Descriptions.pdf

FLOWERY BRANCH CITY COUNCIL

EXECUTIVE SUMMARY

SUBJECT: Resolution 20-025: 1st Quarter Amendment to the Budget for FY2021 as Previously Adopted on June 25, 2020.

DATE: 10/2/2020

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

BUDGET INFORMATION:
ANNUAL-
CAPITAL-

COMMISSION ACTION REQUESTED ON: 11/5/2020

PURPOSE: To approve Resolution 20- 025, 1st Quarter Amendment to the Budget for FY2021 as Previously Adopted on June 25, 2020.

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

FACTS AND ISSUES:
- See attachment A and B for 1st quarter details.

RECOMMENDED SAMPLE MOTION: I make a motion for the City Council to authorize approval of Resolution 20- 025, 1st Quarter Amendment to the Budget for FY2021 as Previously Adopted on June 25, 2020 as presented in Attachment A and B.

DEPARTMENT: Finance

Prepared by: Alisha Gamble

RESOLUTION NO.: 20-025

TO AMEND THE BUDGET FOR FISCAL YEAR 2021 AS PREVIOUSLY ADOPTED ON JUNE 25, 2020.

WHEREAS, the City Council approved a budget for fiscal year 2021 for the City of Flowery Branch on June 25, 2020 by Resolution 20-018; 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 5th day of November 2020.

____
James M. Miller, Mayor

ATTEST:

____
Vickie Short, City Clerk

APPROVED AS TO FORM:

____
E. Ronald Bennett, Jr., City Attorney

City of Flowery Branch
Request For Budget Adjustment

Flowery Branch

Fund/Department: 100 & 505

Effective Date: 9/30/2020

Account Number	Account Name	Current Budget	Debit (Credit)	Revised Budget
100-0000-391320	Transfer in 320 - SPLOST Fund	-	(78)	(78)
100-0000-391100	Transfer in - Fund Balance Reserve	556,257	78	556,335
				-
308-000-391505	Transfer in 505 - W&S Fund	-	(50,038)	(50,038)
308-0000-39900	Budgeted Retained Earnings	649,090	50,038	699,128
				-
505-0000-344212	Water Charges - Portable Meters	-	(223)	(223)
505-4400-531110	W / Meter Purchases	20,000	40,000	60,000
505-0000-611308	Transfer out 308 - WS Capital Project Fund	-	50,039	50,039
505-0000-389200	Reserves	(115,814)	(89,816)	(205,630)
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
	Totals	$ 1,109,533	$ (0)	$ 1,109,533

Justification: RESOLUTION 20-025: BUDGET AMENDMENT TO FY2021 APPROVED BUDGET FROM JUNE 25, 2020.
(See Attachment A and Attachment B for Details)

Approvals:

Finance Director: Alesha Gaddle Date: 10/14/2020

City Manager: Bill Andrew Date: 10/14/2020

Mayor: ______ Date: ______

Finance Department Use

Posted By: ______ Date Posted: ______

Council Action Required: Yes______ No ______ Budget Adjust. #: ______

Attachment A

City of Flowery Branch

Flowery Branch

Budget Adjustment Report

Adjustment Detail

For Date Range: 07/01/2020 - 09/30/2020

Account Number / Adjustment Number	Account Name / Adjustment Description	Packet Number	Post Date	Original Budget	Budget Adjustments Amount	Current Budget
Budget Code: Revised Budget - Revised Budget	**Fiscal: FY2021**					
Fund: 100 - GENERAL FUND						
Expense						
100-1500-531701	Admin / Miscellaneous			12,000.00	339.00	12,339.00
BA0000218	Sept 2020 Qtr End Dept Level Adjustments	GLPKT05532	09/30/2020		339.00	
100-1500-531790	Admin / Uniforms			0.00	312.00	312.00
BA0000218	Sept 2020 Qtr End Dept Level Adjustments	GLPKT05532	09/30/2020		312.00	
100-1500-579999	Admin / Cost Allocation - COVID-19			0.00	-651.00	-651.00
BA0000218	Sept 2020 Qtr End Dept Level Adjustments	GLPKT05532	09/30/2020		-651.00	
100-2650-511100	Court Clerk / Salary			77,183.00	2,215.00	79,398.00
BA0000218	Sept 2020 Qtr End Dept Level Adjustments	GLPKT05532	09/30/2020		2,215.00	
100-2650-579999	Court Clerk / Cost Allocation COVID-19			0.00	-2,215.00	-2,215.00
BA0000218	Sept 2020 Qtr End Dept Level Adjustments	GLPKT05532	09/30/2020		-2,215.00	
100-3210-531100	PD/ Supplies & Materials			8,500.00	6,144.00	14,644.00
BA0000218	Sept 2020 Qtr End Dept Level Adjustments	GLPKT05532	09/30/2020		6,144.00	
100-3210-531600	PD / Small Equipment			10,000.00	15,000.00	25,000.00
BA0000218	Sept 2020 Qtr End Dept Level Adjustments	GLPKT05532	09/30/2020		15,000.00	
100-3210-579999	PD Admin / Cost Allocation - COVID-19			0.00	-21,144.00	-21,144.00
BA0000218	Sept 2020 Qtr End Dept Level Adjustments	GLPKT05532	09/30/2020		-21,144.00	
100-3223-511100	Patrol/ Salaries			731,014.00	90,000.00	821,014.00
BA0000218	Sept 2020 Qtr End Dept Level Adjustments	GLPKT05532	09/30/2020		90,000.00	
100-3223-511300	Patrol/ Overtime			20,719.00	12,085.00	32,804.00
BA0000218	Sept 2020 Qtr End Dept Level Adjustments	GLPKT05532	09/30/2020		12,085.00	
100-3223-579999	Patrol - Cost Allocation - COVID-19			0.00	-102,085.00	-102,085.00
BA0000218	Sept 2020 Qtr End Dept Level Adjustments	GLPKT05532	09/30/2020		-102,085.00	
100-4210-521204	PWs / Prof. Services			12,000.00	2,304.00	14,304.00
BA0000218	Sept 2020 Qtr End Dept Level Adjustments	GLPKT05532	09/30/2020		2,304.00	
100-4210-579999	PW's / Cost Allocation COVID-19			0.00	-2,304.00	-2,304.00
BA0000218	Sept 2020 Qtr End Dept Level Adjustments	GLPKT05532	09/30/2020		-2,304.00	
100-7400-521201	PCD / Professional Sys & Projects			100,000.00	1,103.00	101,103.00
BA0000218	Sept 2020 Qtr End Dept Level Adjustments	GLPKT05532	09/30/2020		1,103.00	
100-7400-579999	PCD / Cost Allocation COVID-19			0.00	-1,103.00	-1,103.00
BA0000218	Sept 2020 Qtr End Dept Level Adjustments	GLPKT05532	09/30/2020		-1,103.00	
			Expense Total:	**971,416.00**	**0.00**	**971,416.00**
			Fund 100 Total:	**971,416.00**	**0.00**	**971,416.00**

Budget Adjustment Report

For Date Range: 07/01/2020 - 09/30/2020

Account Number / Adjustment Number	Account Name / Adjustment Description	Packet Number	Post Date	Original Budget	Budget Adjustments Amount	Current Budget
Fund: 220 - GRANT FUND						
Revenue						
220-0000-331150	Intergovernmental Revenue - Federal Indirect			0.00	-131,790.00	-131,790.00
BA0000218	Sept 2020 Qtr End Dept Level Adjustments	GLPKT05532	09/30/2020		-131,790.00	
			Revenue Total:	**0.00**	**-131,790.00**	**-131,790.00**
Expense						
220-1500-511107	PR-0001117 FY2021 Admin Salaries			0.00	651.00	651.00
BA0000218	Sept 2020 Qtr End Dept Level Adjustments	GLPKT05532	09/30/2020		651.00	
220-2650-511107	PR-0001117 FY2021 Court Salaries			0.00	2,215.00	2,215.00
BA0000218	Sept 2020 Qtr End Dept Level Adjustments	GLPKT05532	09/30/2020		2,215.00	
220-3210-511105	PR-0001113 FY2021 PS Salaries			0.00	15,062.00	15,062.00
BA0000218	Sept 2020 Qtr End Dept Level Adjustments	GLPKT05532	09/30/2020		15,062.00	
220-3210-511106	PR-0001143 FY2021 PS Salaries			0.00	419.00	419.00
BA0000218	Sept 2020 Qtr End Dept Level Adjustments	GLPKT05532	09/30/2020		419.00	
220-3210-511107	PR-0001117 FY2021 PS Salaries			0.00	5,664.00	5,664.00
BA0000218	Sept 2020 Qtr End Dept Level Adjustments	GLPKT05532	09/30/2020		5,664.00	
220-3223-511105	PR-0001113 FY2021 Patrol Salaries			0.00	91,327.00	91,327.00
BA0000218	Sept 2020 Qtr End Dept Level Adjustments	GLPKT05532	09/30/2020		91,327.00	
220-3223-511106	PR-0001143 FY2021 Patrol Salaries			0.00	4,480.00	4,480.00
BA0000218	Sept 2020 Qtr End Dept Level Adjustments	GLPKT05532	09/30/2020		4,480.00	
220-3223-511107	PR-0001117 FY2021 Patrol Salaries			0.00	6,279.00	6,279.00
BA0000218	Sept 2020 Qtr End Dept Level Adjustments	GLPKT05532	09/30/2020		6,279.00	
220-4210-511107	PR-0001117 FY2021 PW Salaries			0.00	2,304.00	2,304.00
BA0000218	Sept 2020 Qtr End Dept Level Adjustments	GLPKT05532	09/30/2020		2,304.00	
220-4300-511107	PR-0001117 FY2021 Sewer Salaries			0.00	832.00	832.00
BA0000218	Sept 2020 Qtr End Dept Level Adjustments	GLPKT05532	09/30/2020		832.00	
220-4400-511107	PR-0001117 FY2021 Water Salaries			0.00	1,066.00	1,066.00
BA0000218	Sept 2020 Qtr End Dept Level Adjustments	GLPKT05532	09/30/2020		1,066.00	
220-4420-511107	PR-0001117 FY2021 WS Admin Salaries			0.00	388.00	388.00
BA0000218	Sept 2020 Qtr End Dept Level Adjustments	GLPKT05532	09/30/2020		388.00	
220-7400-511107	PR-0001117 FY2021 PCD Salaries			0.00	1,103.00	1,103.00
BA0000218	Sept 2020 Qtr End Dept Level Adjustments	GLPKT05532	09/30/2020		1,103.00	
			Expense Total:	**0.00**	**131,790.00**	**131,790.00**
			Fund 220 Total:	**0.00**	**0.00**	**0.00**

Account Number / Adjustment Number	Account Name / Adjustment Description	Packet Number	Post Date	Original Budget	Budget Adjustments Amount	Current Budget
Fund: 308 - WATER/ SEWER CAPITAL PROJECTS FUND						
Revenue						
308-0000-399900	Budgeted Retained Earnings			0.00	-649,090.00	-649,090.00
BA0000201	Debbie Lane Water Line Improvements Project	GLPKT05022	08/20/2020		-132,090.00	
BA0000205	Re-open Project Budgets for Fund 308	GLPKT05224	07/01/2020		-517,000.00	
			Revenue Total:	**0.00**	**-649,090.00**	**-649,090.00**
Expense						
308-0000-541000	Water Tank Improvements Planning & Design			647,416.00	51,500.00	698,916.00
BA0000205	Re-open Project Budgets for Fund 308	GLPKT05224	07/01/2020		51,500.00	
308-0000-541100	Water Line Improvements Planning & Design			0.00	50,000.00	50,000.00
BA0000205	Re-open Project Budgets for Fund 308	GLPKT05224	07/01/2020		50,000.00	
308-0000-541300	Wastewater Expansion Plant Design/Permits			0.00	415,500.00	415,500.00
BA0000205	Re-open Project Budgets for Fund 308	GLPKT05224	07/01/2020		415,500.00	
308-0000-541600	Debbie Lane Water Line Improvements Project			0.00	132,090.00	132,090.00
BA0000201	Debbie Lane Water Line Improvements Project	GLPKT05022	08/20/2020		132,090.00	
			Expense Total:	**647,416.00**	**649,090.00**	**1,296,506.00**
			Fund 308 Total:	**647,416.00**	**0.00**	**647,416.00**

Budget Adjustment Report

For Date Range: 07/01/2020 - 09/30/2020

Account Number / Adjustment Number	Account Name / Adjustment Description	Packet Number	Post Date	Original Budget	Budget Adjustments Amount	Current Budget
Fund: 320 - SPLOST FUND						
Revenue						
320-0000-399900	Budgeted Fund Balance			0.00	-582,092.00	-582,092.00
BA0000206	Re-establish 6/30/2020 Project Balances	GLPKT05227	07/01/2020		-536,055.00	
BA0000217	Adjust SPLOST VII to actual cash balance 9/30/...	GLPKT05479	09/30/2020		-46,037.00	
			Revenue Total:	**0.00**	**-582,092.00**	**-582,092.00**
Expense						
320-0000-541003	VII -City-Wide Signage Project - SPLOST Portion			0.00	52,000.00	52,000.00
BA0000206	Re-establish 6/30/2020 Project Balances	GLPKT05227	07/01/2020		52,000.00	
320-0000-541400	VII -Public Works Booster Pump Station			0.00	50,000.00	50,000.00
BA0000206	Re-establish 6/30/2020 Project Balances	GLPKT05227	07/01/2020		50,000.00	
320-0000-541500	VII -Water Sewer Infrastructure			0.00	480,092.00	480,092.00
BA0000206	Re-establish 6/30/2020 Project Balances	GLPKT05227	07/01/2020		434,055.00	
BA0000217	Adjust SPLOST VII to actual cash balance 9/30/...	GLPKT05479	09/30/2020		46,037.00	
			Expense Total:	**0.00**	**582,092.00**	**582,092.00**
			Fund 320 Total:	**0.00**	**0.00**	**0.00**

Budget Adjustment Report

For Date Range: 07/01/2020 - 09/30/2020

Account Number / Adjustment Number	Account Name / Adjustment Description	Packet Number	Post Date	Original Budget	Budget Adjustments Amount	Current Budget
Fund: 350 - LOCAL RESOURCES FUND						
Revenue						
350-0000-399900	Budgeted Fund Balance			0.00	-1,174,779.00	-1,174,779.00
BA0000202	Project 20200 - Michell St Project Phase 1	GLPKT05106	08/20/2020		-397,862.00	
BA0000207	Re-establish 6/30/2020 Project Budgets - Fund...	GLPKT05230	07/01/2020		-776,917.00	
			Revenue Total:	**0.00**	**-1,174,779.00**	**-1,174,779.00**
Expense						
350-0000-522200	Paving/Repairs & Maintenance - Roads			114,750.00	490,611.00	605,361.00
BA0000207	Re-establish 6/30/2020 Project Budgets - Fund...	GLPKT05230	07/01/2020		490,611.00	
350-0000-522210	5512-5514 Main St Roof Repairs			0.00	13,420.00	13,420.00
BA0000207	Re-establish 6/30/2020 Project Budgets - Fund...	GLPKT05230	07/01/2020		13,420.00	
350-0000-522220	Depot and Caboose Repairs			0.00	27,386.00	27,386.00
BA0000207	Re-establish 6/30/2020 Project Budgets - Fund...	GLPKT05230	07/01/2020		27,386.00	
350-0000-522255	Mitchell St/Bassett Storwater Planning & Design			0.00	75,000.00	75,000.00
BA0000207	Re-establish 6/30/2020 Project Budgets - Fund...	GLPKT05230	07/01/2020		75,000.00	
350-0000-541003	City-Wide Signage Project			0.00	78,000.00	78,000.00
BA0000207	Re-establish 6/30/2020 Project Budgets - Fund...	GLPKT05230	07/01/2020		78,000.00	
350-0000-541004	Mitchell St Stormwater Infrastructure Imp - Phase1			0.00	397,862.00	397,862.00
BA0000202	Project 20200 - Michell St Project Phase 1	GLPKT05106	08/20/2020		397,862.00	
350-0000-543001	Downtown Streetscapes/Parks Design Project			0.00	92,500.00	92,500.00
BA0000207	Re-establish 6/30/2020 Project Budgets - Fund...	GLPKT05230	07/01/2020		92,500.00	
			Expense Total:	**114,750.00**	**1,174,779.00**	**1,289,529.00**
			Fund 350 Total:	**114,750.00**	**0.00**	**114,750.00**

Account Number / Adjustment Number	Account Name / Adjustment Description	Packet Number	Post Date	Original Budget	Budget Adjustments Amount	Current Budget
Fund: 505 - WATER / SEWER FUND						
Expense						
505-1500-521300	W/S Admin / Website & Software Maintenance			8,500.00	388.00	8,888.00
BA0000218	Sept 2020 Qtr End Dept Level Adjustments	GLPKT05532	09/30/2020		388.00	
505-1500-579999	WS Admin / Cost Allocation COVID-19			0.00	-388.00	-388.00
BA0000218	Sept 2020 Qtr End Dept Level Adjustments	GLPKT05532	09/30/2020		-388.00	
505-4300-523250	S / Shipping & Postage			0.00	832.00	832.00
BA0000218	Sept 2020 Qtr End Dept Level Adjustments	GLPKT05532	09/30/2020		832.00	
505-4300-579999	Sewer / Cost Allocation - COVID-19			0.00	-832.00	-832.00
BA0000218	Sept 2020 Qtr End Dept Level Adjustments	GLPKT05532	09/30/2020		-832.00	
505-4400-521204	W / Engineering Fees			20,000.00	1,066.00	21,066.00
BA0000218	Sept 2020 Qtr End Dept Level Adjustments	GLPKT05532	09/30/2020		1,066.00	
505-4400-579999	Water / Cost Allocation - COVID-19			0.00	-1,066.00	-1,066.00
BA0000218	Sept 2020 Qtr End Dept Level Adjustments	GLPKT05532	09/30/2020		-1,066.00	
			Expense Total:	**28,500.00**	**0.00**	**28,500.00**
			Fund 505 Total:	**28,500.00**	**0.00**	**28,500.00**
			Budget Code Revised Budget Total:	**1,762,082.00**	**0.00**	**1,762,082.00**

Description

Fund Summary

Description	Fund	Original Budget	Budget Adjustments	Current Budget
	Budget Code: Revised Budget - Revised Budget Fiscal: FY2021			
	100	971,416.00	0.00	971,416.00
	220	0.00	0.00	0.00
	308	647,416.00	0.00	647,416.00
	320	0.00	0.00	0.00
	350	114,750.00	0.00	114,750.00
	505	28,500.00	0.00	28,500.00
	Budget Code Revised Budget Total:	**1,762,082.00**	**0.00**	**1,762,082.00**

ATTACHMENT B
QUARTERLY BUDGET ADJUSTMENT RESOLUTION
ADJUSTMENT DESCRIPTIONS

GENERAL FUND

GENERAL FUND

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

- Adjustments to post CARES Projects funding allocations to the departments for approved projects in FY2021 totaling $128,401.
- An adjustment for Hotel Motel transfer in to actual amount collected for a total amount of $68,340.

Requested non-departmental adjustments are as follows:

- Increase transfer in from SPLOST fund by $78 for project expenses paid by credit card through the General Fund.

SPECIAL REVENUE FUNDS

GRANTS FUND

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

- Adjustments to post CARES Projects funding allocations to the departments for approved projects in FY2021 totaling $131,790.00.

TAX ALLOCATION DISCTRICT FUND

No adjustments needed for quarter ending September 30, 2020.

HOTEL MOTEL TAX FUND

No adjustments needed for quarter ending September 30, 2020.

ATTACHMENT B
QUARTERLY BUDGET ADJUSTMENT RESOLUTION
ADJUSTMENT DESCRIPTIONS

CAPITAL PROJECT FUNDS

WATER/WASTEWATER CAPITAL PROJECTS FUND

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

- Adjustments to re-open ongoing projects from FY2020 to FY2021, totaling $649,090:
  - Water Tank Improvements Planning & Design $51,500
  - Water Line Improvements Planning & Design $50,000
  - Wastewater Expansion Plant Design/Permits $415,500
  - Debbie Lane Water Line Improvements Project $132,090

Requested non-departmental adjustments are as follows:

- Increase Transfer in from Water Sewer Operating for $50,039 for re-opening of on-going capital projects from FY2020 to FY2021.

SPLOST VII CAPITAL PROJECTS FUND

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

- Adjustments to re-open ongoing projects from FY2020 to FY2021, totaling $582,092:
  - City-Wide Signage – SPLOST VII Portion $52,000
  - Public Works Booster Pump Station $50,000
  - Water Sewer Infrastructure (VII -Balance) $480,092

LOCAL RESOURCES CAPITAL PROJECTS FUND

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

- Adjustments to re-open ongoing projects from FY2020 to FY2021, totaling $1,174,779:
  - Paving/Repairs & Maintenance – Roads $490,611
  - 5512-5514 Main St Roof Repairs $13,420
  - Depot and Caboose Repairs $27,386
  - Mitchell St/Bassett Stormwater Planning & Design $75,000
  - City-Wide Signage Project $78,000
  - Mitchell St Stormwater Infrastructure Imp – Phase 1 $397,862
  - Downtown Streetscapes/Parks Design Project $92,500

ATTACHMENT B
QUARTERLY BUDGET ADJUSTMENT RESOLUTION
ADJUSTMENT DESCRIPTIONS

ENTERPRISE FUNDS

WATER AND WASTEWATER OPERATING FUND

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

- Adjustments to post CARES Projects funding allocations to the departments for approved projects in FY2021 totaling $3,389.

Requested non-departmental adjustments are as follows:

- Meter Purchases expense account increase to match Meter Set Fees budget. Requesting an increase of $40,000. The meter purchase account is used to purchase all new meters for new developments as requested by the developers.
- Increase Water Charges – Portable Meters revenue account to actual collections as of September 30, 2020 to $223.
- Increase the transfers out to Water Sewer Capital Fund to re-establish project balances for FY2021 closed in FY2020 to the Water Sewer operating fund (for financial reporting purposes) to $50,039.

City of Flowery Branch

Budget Adjustment Report

Adjustment Detail

For Date Range: 07/01/2020 - 09/30/2020

Account Number / Adjustment Number	Account Name / Adjustment Description	Packet Number	Post Date	Original Budget	Budget Adjustments Amount	Current Budget
Budget Code: Revised Budget - Revised Budget	**Fiscal: FY2021**					
Fund: 100 - GENERAL FUND						
Expense						
100-1500-531701	Admin / Miscellaneous			12,000.00	339.00	12,339.00
BA0000218	Sept 2020 Qtr End Dept Level Adjustments	GLPKT05532	09/30/2020		339.00	
100-1500-531790	Admin / Uniforms			0.00	312.00	312.00
BA0000218	Sept 2020 Qtr End Dept Level Adjustments	GLPKT05532	09/30/2020		312.00	
100-1500-579999	Admin / Cost Allocation - COVID-19			0.00	-651.00	-651.00
BA0000218	Sept 2020 Qtr End Dept Level Adjustments	GLPKT05532	09/30/2020		-651.00	
100-2650-511100	Court Clerk / Salary			77,183.00	2,215.00	79,398.00
BA0000218	Sept 2020 Qtr End Dept Level Adjustments	GLPKT05532	09/30/2020		2,215.00	
100-2650-579999	Court Clerk / Cost Allocation COVID-19			0.00	-2,215.00	-2,215.00
BA0000218	Sept 2020 Qtr End Dept Level Adjustments	GLPKT05532	09/30/2020		-2,215.00	
100-3210-531100	PD/ Supplies & Materials			8,500.00	6,144.00	14,644.00
BA0000218	Sept 2020 Qtr End Dept Level Adjustments	GLPKT05532	09/30/2020		6,144.00	
100-3210-531600	PD / Small Equipment			10,000.00	15,000.00	25,000.00
BA0000218	Sept 2020 Qtr End Dept Level Adjustments	GLPKT05532	09/30/2020		15,000.00	
100-3210-579999	PD Admin / Cost Allocation - COVID-19			0.00	-21,144.00	-21,144.00
BA0000218	Sept 2020 Qtr End Dept Level Adjustments	GLPKT05532	09/30/2020		-21,144.00	
100-3223-511100	Patrol/ Salaries			731,014.00	90,000.00	821,014.00
BA0000218	Sept 2020 Qtr End Dept Level Adjustments	GLPKT05532	09/30/2020		90,000.00	
100-3223-511300	Patrol/ Overtime			20,719.00	12,085.00	32,804.00
BA0000218	Sept 2020 Qtr End Dept Level Adjustments	GLPKT05532	09/30/2020		12,085.00	
100-3223-579999	Patrol - Cost Allocation - COVID-19			0.00	-102,085.00	-102,085.00
BA0000218	Sept 2020 Qtr End Dept Level Adjustments	GLPKT05532	09/30/2020		-102,085.00	
100-4210-521204	PWs / Prof. Services			12,000.00	2,304.00	14,304.00
BA0000218	Sept 2020 Qtr End Dept Level Adjustments	GLPKT05532	09/30/2020		2,304.00	
100-4210-579999	PW's / Cost Allocation COVID-19			0.00	-2,304.00	-2,304.00
BA0000218	Sept 2020 Qtr End Dept Level Adjustments	GLPKT05532	09/30/2020		-2,304.00	
100-7400-521201	PCD / Professional Sys & Projects			100,000.00	1,103.00	101,103.00
BA0000218	Sept 2020 Qtr End Dept Level Adjustments	GLPKT05532	09/30/2020		1,103.00	
100-7400-579999	PCD / Cost Allocation COVID-19			0.00	-1,103.00	-1,103.00
BA0000218	Sept 2020 Qtr End Dept Level Adjustments	GLPKT05532	09/30/2020		-1,103.00	
			Expense Total:	**971,416.00**	**0.00**	**971,416.00**
			Fund 100 Total:	**971,416.00**	**0.00**	**971,416.00**

Account Number / Adjustment Number	Account Name / Adjustment Description	Packet Number	Post Date	Original Budget	Budget Adjustments Amount	Current Budget
Fund: 220 - GRANT FUND						
Revenue						
220-0000-331150	Intergovernmental Revenue - Federal Indirect			0.00	-131,790.00	-131,790.00
BA0000218	Sept 2020 Qtr End Dept Level Adjustments	GLPKT05532	09/30/2020		-131,790.00	
			Revenue Total:	**0.00**	**-131,790.00**	**-131,790.00**
Expense						
220-1500-511107	PR-0001117 FY2021 Admin Salaries			0.00	651.00	651.00
BA0000218	Sept 2020 Qtr End Dept Level Adjustments	GLPKT05532	09/30/2020		651.00	
220-2650-511107	PR-0001117 FY2021 Court Salaries			0.00	2,215.00	2,215.00
BA0000218	Sept 2020 Qtr End Dept Level Adjustments	GLPKT05532	09/30/2020		2,215.00	
220-3210-511105	PR-0001113 FY2021 PS Salaries			0.00	15,062.00	15,062.00
BA0000218	Sept 2020 Qtr End Dept Level Adjustments	GLPKT05532	09/30/2020		15,062.00	
220-3210-511106	PR-0001143 FY2021 PS Salaries			0.00	419.00	419.00
BA0000218	Sept 2020 Qtr End Dept Level Adjustments	GLPKT05532	09/30/2020		419.00	
220-3210-511107	PR-0001117 FY2021 PS Salaries			0.00	5,664.00	5,664.00
BA0000218	Sept 2020 Qtr End Dept Level Adjustments	GLPKT05532	09/30/2020		5,664.00	
220-3223-511105	PR-0001113 FY2021 Patrol Salaries			0.00	91,327.00	91,327.00
BA0000218	Sept 2020 Qtr End Dept Level Adjustments	GLPKT05532	09/30/2020		91,327.00	
220-3223-511106	PR-0001143 FY2021 Patrol Salaries			0.00	4,480.00	4,480.00
BA0000218	Sept 2020 Qtr End Dept Level Adjustments	GLPKT05532	09/30/2020		4,480.00	
220-3223-511107	PR-0001117 FY2021 Patrol Salaries			0.00	6,279.00	6,279.00
BA0000218	Sept 2020 Qtr End Dept Level Adjustments	GLPKT05532	09/30/2020		6,279.00	
220-4210-511107	PR-0001117 FY2021 PW Salaries			0.00	2,304.00	2,304.00
BA0000218	Sept 2020 Qtr End Dept Level Adjustments	GLPKT05532	09/30/2020		2,304.00	
220-4300-511107	PR-0001117 FY2021 Sewer Salaries			0.00	832.00	832.00
BA0000218	Sept 2020 Qtr End Dept Level Adjustments	GLPKT05532	09/30/2020		832.00	
220-4400-511107	PR-0001117 FY2021 Water Salaries			0.00	1,066.00	1,066.00
BA0000218	Sept 2020 Qtr End Dept Level Adjustments	GLPKT05532	09/30/2020		1,066.00	
220-4420-511107	PR-0001117 FY2021 WS Admin Salaries			0.00	388.00	388.00
BA0000218	Sept 2020 Qtr End Dept Level Adjustments	GLPKT05532	09/30/2020		388.00	
220-7400-511107	PR-0001117 FY2021 PCD Salaries			0.00	1,103.00	1,103.00
BA0000218	Sept 2020 Qtr End Dept Level Adjustments	GLPKT05532	09/30/2020		1,103.00	
			Expense Total:	**0.00**	**131,790.00**	**131,790.00**
			Fund 220 Total:	**0.00**	**0.00**	**0.00**

Account Number / Adjustment Number	Account Name / Adjustment Description	Packet Number	Post Date	Original Budget	Budget Adjustments Amount	Current Budget
Fund: 308 - WATER/ SEWER CAPITAL PROJECTS FUND						
Revenue						
308-0000-399900	Budgeted Retained Earnings			0.00	-649,090.00	-649,090.00
BA0000201	Debbie Lane Water Line Improvements Project	GLPKT05022	08/20/2020		-132,090.00	
BA0000205	Re-open Project Budgets for Fund 308	GLPKT05224	07/01/2020		-517,000.00	
			Revenue Total:	**0.00**	**-649,090.00**	**-649,090.00**
Expense						
308-0000-541000	Water Tank Improvements Planning & Design			647,416.00	51,500.00	698,916.00
BA0000205	Re-open Project Budgets for Fund 308	GLPKT05224	07/01/2020		51,500.00	
308-0000-541100	Water Line Improvements Planning & Design			0.00	50,000.00	50,000.00
BA0000205	Re-open Project Budgets for Fund 308	GLPKT05224	07/01/2020		50,000.00	
308-0000-541300	Wastewater Expansion Plant Design/Permits			0.00	415,500.00	415,500.00
BA0000205	Re-open Project Budgets for Fund 308	GLPKT05224	07/01/2020		415,500.00	
308-0000-541600	Debbie Lane Water Line Improvements Project			0.00	132,090.00	132,090.00
BA0000201	Debbie Lane Water Line Improvements Project	GLPKT05022	08/20/2020		132,090.00	
			Expense Total:	**647,416.00**	**649,090.00**	**1,296,506.00**
			Fund 308 Total:	**647,416.00**	**0.00**	**647,416.00**

Account Number / Adjustment Number	Account Name / Adjustment Description	Packet Number	Post Date	Original Budget	Budget Adjustments Amount	Current Budget
Fund: 320 - SPLOST FUND						
Revenue						
320-0000-399900	Budgeted Fund Balance			0.00	-582,092.00	-582,092.00
BA0000206	Re-establish 6/30/2020 Project Balances	GLPKT05227	07/01/2020		-536,055.00	
BA0000217	Adjust SPLOST VII to actual cash balance 9/30/...	GLPKT05479	09/30/2020		-46,037.00	
			Revenue Total:	**0.00**	**-582,092.00**	**-582,092.00**
Expense						
320-0000-541003	VII -City-Wide Signage Project - SPLOST Portion			0.00	52,000.00	52,000.00
BA0000206	Re-establish 6/30/2020 Project Balances	GLPKT05227	07/01/2020		52,000.00	
320-0000-541400	VII -Public Works Booster Pump Station			0.00	50,000.00	50,000.00
BA0000206	Re-establish 6/30/2020 Project Balances	GLPKT05227	07/01/2020		50,000.00	
320-0000-541500	VII -Water Sewer Infrastructure			0.00	480,092.00	480,092.00
BA0000206	Re-establish 6/30/2020 Project Balances	GLPKT05227	07/01/2020		434,055.00	
BA0000217	Adjust SPLOST VII to actual cash balance 9/30/...	GLPKT05479	09/30/2020		46,037.00	
			Expense Total:	**0.00**	**582,092.00**	**582,092.00**
			Fund 320 Total:	**0.00**	**0.00**	**0.00**

Account Number / Adjustment Number	Account Name / Adjustment Description	Packet Number	Post Date	Original Budget	Budget Adjustments Amount	Current Budget
Fund: 350 - LOCAL RESOURCES FUND						
Revenue						
350-0000-399900	Budgeted Fund Balance			0.00	-1,174,779.00	-1,174,779.00
BA0000202	Project 20200 - Michell St Project Phase 1	GLPKT05106	08/20/2020		-397,862.00	
BA0000207	Re-establish 6/30/2020 Project Budgets - Fund…	GLPKT05230	07/01/2020		-776,917.00	
			Revenue Total:	**0.00**	**-1,174,779.00**	**-1,174,779.00**
Expense						
350-0000-522200	Paving/Repairs & Maintenance - Roads			114,750.00	490,611.00	605,361.00
BA0000207	Re-establish 6/30/2020 Project Budgets - Fund…	GLPKT05230	07/01/2020		490,611.00	
350-0000-522210	5512-5514 Main St Roof Repairs			0.00	13,420.00	13,420.00
BA0000207	Re-establish 6/30/2020 Project Budgets - Fund…	GLPKT05230	07/01/2020		13,420.00	
350-0000-522220	Depot and Caboose Repairs			0.00	27,386.00	27,386.00
BA0000207	Re-establish 6/30/2020 Project Budgets - Fund…	GLPKT05230	07/01/2020		27,386.00	
350-0000-522255	Mitchell St/Bassett Storwater Planning & Design			0.00	75,000.00	75,000.00
BA0000207	Re-establish 6/30/2020 Project Budgets - Fund…	GLPKT05230	07/01/2020		75,000.00	
350-0000-541003	City-Wide Signage Project			0.00	78,000.00	78,000.00
BA0000207	Re-establish 6/30/2020 Project Budgets - Fund…	GLPKT05230	07/01/2020		78,000.00	
350-0000-541004	Mitchell St Stormwater Infrastructure Imp - Phase1			0.00	397,862.00	397,862.00
BA0000202	Project 20200 - Michell St Project Phase 1	GLPKT05106	08/20/2020		397,862.00	
350-0000-543001	Downtown Streetscapes/Parks Design Project			0.00	92,500.00	92,500.00
BA0000207	Re-establish 6/30/2020 Project Budgets - Fund…	GLPKT05230	07/01/2020		92,500.00	
			Expense Total:	**114,750.00**	**1,174,779.00**	**1,289,529.00**
			Fund 350 Total:	**114,750.00**	**0.00**	**114,750.00**

Account Number / Adjustment Number	Account Name / Adjustment Description	Packet Number	Post Date	Original Budget	Budget Adjustments Amount	Current Budget
Fund: 505 - WATER / SEWER FUND						
Expense						
505-1500-521300	W/S Admin / Website & Software Maintenance			8,500.00	388.00	8,888.00
BA0000218	Sept 2020 Qtr End Dept Level Adjustments	GLPKT05532	09/30/2020		388.00	
505-1500-579999	WS Admin / Cost Allocation COVID-19			0.00	-388.00	-388.00
BA0000218	Sept 2020 Qtr End Dept Level Adjustments	GLPKT05532	09/30/2020		-388.00	
505-4300-523250	S / Shipping & Postage			0.00	832.00	832.00
BA0000218	Sept 2020 Qtr End Dept Level Adjustments	GLPKT05532	09/30/2020		832.00	
505-4300-579999	Sewer / Cost Allocation - COVID-19			0.00	-832.00	-832.00
BA0000218	Sept 2020 Qtr End Dept Level Adjustments	GLPKT05532	09/30/2020		-832.00	
505-4400-521204	W / Engineering Fees			20,000.00	1,066.00	21,066.00
BA0000218	Sept 2020 Qtr End Dept Level Adjustments	GLPKT05532	09/30/2020		1,066.00	
505-4400-579999	Water / Cost Allocation - COVID-19			0.00	-1,066.00	-1,066.00
BA0000218	Sept 2020 Qtr End Dept Level Adjustments	GLPKT05532	09/30/2020		-1,066.00	
			Expense Total:	**28,500.00**	**0.00**	**28,500.00**
			Fund 505 Total:	**28,500.00**	**0.00**	**28,500.00**
			Budget Code Revised Budget Total:	**1,762,082.00**	**0.00**	**1,762,082.00**

Description

Fund Summary

Description	Fund	Original Budget	Budget Adjustments	Current Budget
	Budget Code: Revised Budget - Revised Budget Fiscal: FY2021			
	100	971,416.00	0.00	971,416.00
	220	0.00	0.00	0.00
	308	647,416.00	0.00	647,416.00
	320	0.00	0.00	0.00
	350	114,750.00	0.00	114,750.00
	505	28,500.00	0.00	28,500.00
	Budget Code Revised Budget Total:	**1,762,082.00**	**0.00**	**1,762,082.00**

Resolution 20-025: Explanation:

- A balanced budget is required by Georgia Law on Local Government Budgets (36-81-3)and Government Finance Officers Association (GFOA) Best Practices

- Requests will be presented quarterly (if needed) with the presentation of the quarterly financials to ensure the City stays in compliance with balanced budget requirements.

- http://www.audits.ga.gov/NALGAD/36812-6.html

- 1 adjustment request (Attachment A)

Flowery Branch

Resolution 20-025: Explanation:

- First Amendment – General Fund
  - Transfer from SPLOST for project expenses for $78
    - Pump Station Project purchases
- Second Amendment – Water Sewer Operating Fund
  - Increase Portable Meters Revenue to actual collected for the quarter $223
  - Increase Meter Purchases $40,000 to match revenue account budget
    - This adjustment is to establish actual activity for the first quarter.
  - Transfer to and from the water sewer capital fund to re-establish roll forward of on-going project balances ($50,038 decrease in W&S Operating and $50,038 increase in W&S Capital Fund).

Resolution 20-025: Attachment A

Fund/Department: 100 & 505

Effective Date: 9/30/2020

Account Number	Account Name	Current Budget	Debit (Credit)	Revised Budget
100-0000-391320	Transfer in 320 - SPLOST Fund	-	(78)	(78)
100-0000-391100	Transfer in - Fund Balance Reserve	556,257	78	556,335
				-
308-000-391505	Transfer in 505 - W&S Fund	-	(50,038)	(50,038)
308-0000-39900	Budgeted Retained Earnings	649,090	50,038	699,128
				-
505-0000-344212	Water Charges - Portable Meters	-	(223)	(223)
505-4400-531110	W / Meter Purchases	20,000	40,000	60,000
505-0000-611308	Transfer out 308 - WS Capital Project Fund	-	50,039	50,039
505-0000-389200	Reserves	(115,814)	(89,816)	(205,630)
				-

Flowery Branch

Resolution 20-025: Attachment B

- Includes –
  - Explanations for the amendments as previously presented
  - Report of quarterly departmental adjustments – for review by Council
    - Approved at the City Manager/Finance Director Level

- Conclusion –
  - Request to approve Resolution 20-025: 1st Quarter Budget Amendments as presented.
  - Questions?

ATTACHMENT B
QUARTERLY BUDGET ADJUSTMENT RESOLUTION
ADJUSTMENT DESCRIPTIONS

GENERAL FUND

GENERAL FUND

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

- Adjustments to post CARES Projects funding allocations to the departments for approved projects in FY2021 totaling $128,401.
- An adjustment for Hotel Motel transfer in to actual amount collected for a total amount of $68,340.

Requested non-departmental adjustments are as follows:

- Increase transfer in from SPLOST fund by $78 for project expenses paid by credit card through the General Fund.

SPECIAL REVENUE FUNDS

GRANTS FUND

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

- Adjustments to post CARES Projects funding allocations to the departments for approved projects in FY2021 totaling $131,790.00.

TAX ALLOCATION DISTRICT FUND

No adjustments needed for quarter ending September 30, 2020.

HOTEL MOTEL TAX FUND

No adjustments needed for quarter ending September 30, 2020.

ATTACHMENT B
QUARTERLY BUDGET ADJUSTMENT RESOLUTION
ADJUSTMENT DESCRIPTIONS

CAPITAL PROJECT FUNDS

WATER/WASTEWATER CAPITAL PROJECTS FUND

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

- Adjustments to re-open ongoing projects from FY2020 to FY2021, totaling $649,090:
    - Water Tank Improvements Planning & Design $51,500
    - Water Line Improvements Planning & Design $50,000
    - Wastewater Expansion Plant Design/Permits $415,500
    - Debbie Lane Water Line Improvements Project $132,090

Requested non-departmental adjustments are as follows:

- Increase Transfer in from Water Sewer Operating for $50,039 for re-opening of on-going capital projects from FY2020 to FY2021.

SPLOST VII CAPITAL PROJECTS FUND

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

- Adjustments to re-open ongoing projects from FY2020 to FY2021, totaling $582,092:
    - City-Wide Signage – SPLOST VII Portion $52,000
    - Public Works Booster Pump Station $50,000
    - Water Sewer Infrastructure (VII -Balance) $480,092

LOCAL RESOURCES CAPITAL PROJECTS FUND

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

- Adjustments to re-open ongoing projects from FY2020 to FY2021, totaling $1,174,779:
    - Paving/Repairs & Maintenance – Roads $490,611
    - 5512-5514 Main St Roof Repairs $13,420
    - Depot and Caboose Repairs $27,386
    - Mitchell St/Bassett Stormwater Planning & Design $75,000
    - City-Wide Signage Project $78,000
    - Mitchell St Stormwater Infrastructure Imp – Phase 1 $397,862
    - Downtown Streetscapes/Parks Design Project $92,500

ATTACHMENT B
QUARTERLY BUDGET ADJUSTMENT RESOLUTION
ADJUSTMENT DESCRIPTIONS

ENTERPRISE FUNDS

WATER AND WASTEWATER OPERATING FUND

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

- Adjustments to post CARES Projects funding allocations to the departments for approved projects in FY2021 totaling $3,389.

Requested non-departmental adjustments are as follows:

- Meter Purchases expense account increase to match Meter Set Fees budget. Requesting an increase of $40,000. The meter purchase account is used to purchase all new meters for new developments as requested by the developers.
- Increase Water Charges – Portable Meters revenue account to actual collections as of September 30, 2020 to $223.
- Increase the transfers out to Water Sewer Capital Fund to re-establish project balances for FY2021 closed in FY2020 to the Water Sewer operating fund (for financial reporting purposes) to $50,039.

FLOWERY BRANCH CITY COUNCIL

EXECUTIVE SUMMARY

SUBJECT: Request approval of Resolution 20-026: Relocate Sewer at Hog Mountain Road and Spout Springs Road

COUNCIL MEETING DATE: November 5, 2020

HISTORY:
The City of Flowery Branch has utilized Duncan Pipeline, Inc. Services in the past with no issues. The City prefers to use Duncan Pipeline over the other bidder since there is only a difference of $159.82 in the quotes, and Duncan has a history of working with the City of Flowery Branch.

FACTS AND ISSUES:
This project needs to start as soon as possible before an issue arises with the Georgia Department of Transportation and the Spouts Springs widening project.

OPTIONS:
Approve resolution 20-026, Relocate Sewer at Hog Mountain, and Spouts Springs Road for a total of $38,544 from the Water Sewer Capital Projects Fund.

IF FUNDING IS INVOLVED, ARE FUNDS APPROVED IN THE CURRENT BUDGET:
No

AMOUNT AND SOURCE OF FUNDS:
$38,544 from the Water Sewer Capital Projects Fund - 308

RECOMMENDATION:
Approve resolution 20-026, Relocate Sewer at Hog Mountain, and Spouts Springs Road for a total of $38,544 from the Water Sewer Capital Projects Fund.

SAMPLE MOTION:
I make a motion to approve Resolution 20-026, Relocate Sewer at Hog Mountain, and Spouts Springs Road for a total of $38,544 from the Water Sewer Capital Projects Fund.

COLLABORATING DEPARTMENT:
Water/Wastewater

DEPARTMENT: Finance

Prepared by: Vickie Short

ATTACHMENTS

- Executive Summary - Resolution 20-026.pdf
- 20-026 Relocate Sewer at Hog Mountain Rd and Spout Springs Rd.pdf
- Duncan Pipeline Quote 9-5-2020_001.pdf
- Bowen Utilities Quote 10-25-2020_001.pdf

FLOWERY BRANCH CITY COUNCIL

EXECUTIVE SUMMARY

SUBJECT: Request approval of Resolution 20-026: Relocate Sewer at Hog Mountain Road and Spout Springs Road

DATE: October 28, 2020

BUDGET INFORMATION:
ANNUAL-
CAPITAL-

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

COMMISSION ACTION REQUESTED ON: November 5, 2020

PURPOSE: The Georgia Department of Transportation (GDOT) is requiring the City of Flowery Branch to relocate sewer at Hog Mountain Road and Spout Springs Road owned by the City as soon as possible as it may cause a delay in the widening of Spout Springs Road.

HISTORY: The City of Flowery Branch has utilized Duncan Pipeline, Inc. Services in the past with no issues. The City prefers to use Duncan Pipeline over the other bidder since there is only a difference of $159.82 in the quotes, and Duncan has a history of working with the City of Flowery Branch.

FACTS AND ISSUES: This project needs to start as soon as possible before an issue arises with the Georgia Department of Transportation and the Spouts Springs widening project.

OPTIONS: Approve resolution 20-026, Relocate Sewer at Hog Mountain, and Spouts Springs Road for a total of $38,544 from the Water Sewer Capital Projects Fund.

RECOMMENDED SAMPLE MOTION: I make a motion to approve Resolution 20-026, Relocate Sewer at Hog Mountain, and Spouts Springs Road for a total of $38,544 from the Water Sewer Capital Projects Fund.

DEPARTMENT: Finance

Prepared by: Alisha Gamble

RESOLUTION 20-026

RELOCATE SEWER AT HOG MOUNTAIN RD AND SPOUT SPRINGS RD

WHEREAS, the City of Flowery Branch owns and operates a water and wastewater system; and

WHEREAS, the Georgia Department of Transportation (GDOT) is requiring the City of Flowery Branch to relocate sewer at Hog Mountain Road and Spout Springs Road owned by the City as soon as possible as it may cause a delay in the widening of Spout Springs Road; and

WHEREAS, the City of Flowery Branch requested five quotes and received two quotes, with Duncan Pipeline, Inc qualifying as the preferred quote; and

WHEREAS, the Mayor and Council adopted Resolution 18-010 on the 17th day of May 2018 to establish a Water Sewer Capital Projects Fund; and

WHEREAS, the total expenditure for this move shall not exceed $38,544 (includes a 10% contingency of $3,504) and that said expenditure shall be from the Water Sewer Capital Projects Fund; and

NOW THEREFORE BE IT RESOLVED by the Mayor and Council of the City of Flowery Branch authorize the budget amendment for this project and authorize the City Manager to sign any necessary documents to complete this project.

BE IT FURTHERMORE RESOLVED that this budget amendment is hereby adopted.

SO RESOLVED this 5th day of November 2020.

Attest: ______________________________
James M. Miller

____
Vickie Short, City Clerk

Approved as to form:

____
E. Ronald Bennett, Jr., City Attorney

6625 Bennett Road
Cumming, GA 30041

DUNCAN PIPELINE, INC.

678-410-7451
404-803-0083

CITY OF FLOWERY BRANCH
5410 PINE STREET
FLOWERY BRANCH , GA. 30542

5 SEPT. 2020

ATTN: MR. JIMMY DEAN

ESTIMATE : RELOCATE SEWER AT HOG MOUNTAIN RD. AND SPOUT SPRINGS ROAD

DESCRIPTION	EST. **QTY**	**UOM**	UNIT **PRICE**	TOTAL **PRICE**
PROPOSAL				
RELOCATE EXISTING SEWER PER DRAWING BY INFRATEC DATED 10/19/18				
4.0' DOGHOUSE MH	2	EA	5,800.00	11,600.00
4.0' FLAT TOP W/O RING AND COVER	2	EA	1,200.00	2,400.00
8" SDR 26 PVC (0-5)	48	LF	32.00	1,536.00
TIE TO EXISTING LINE	1	EA	1,500.00	1,500.00
HYDROVAC /LOCATE EXISTING UTILITIES	1	LS	5,500.00	5,500.00
REROUTE 2" FM	1	LS	1,200.00	1,200.00
4.0' DIA.MH	5	VF	185.00	925.00
RING AND COVER	1	EA	475.00	475.00
INVERT IN 4.0' MH	1	EA	425.00	425.00
DEMO EXISTING MH	2	EA	1,600.00	3,200.00
TIE IN EXISTING FM AND GRAVITY	4	EA	650.00	2,600.00
SEED AND STRAW	1	LS	850.00	850.00
TRAFFIC CONTROL/BARRICADES	1	LS	1,800.00	1,800.00
BEDDING STONE	19.5	TN	52.76	1,028.82
TOTAL RELOCATE				**35,039.82**

PROPOSAL QUALIFACATIONS:

1) EXCLUDES EROSION MAINT. AND MONITORING.
2) EXCLUDES EROSION CONTROL.
3) EXCLUDES WATERING OF GRASSING.
4) EXCLUDES RELOCATION OF EXISTING UTILITIES
5) PROFILES NOT PROVIDED : ADDITIONAL COSTS IF EXCAVATION IS OVER 5' IN DEPTH.
7) EXCLUDES CONCRETE BLOCKING. 8) EXCLUDES ROCK REMOVAL/BLASTING.

Bowen Utilities Incorporated

d/b/a
SEMINOLE CIVIL
Post Office Box 686
Toccoa, GA 30577

Bid Contact
MARK BOWEN
706 491 7135

PROPOSAL

Spout Springs Road Sewer re-alignment
Flowery Branch, GA

Site Sanitary Sewer As Follows:

Staking
Re-align three sewer Manholes
*/- 52 LF 8" PVC SS line
Adjust tops on two manholes

PRICE $34,880

ASSUMPTIONS

1. Existing soil is suitable for reuse as fill.

EXCLUSIONS

1. Permits, fees, etc., except business license fee
2. Correction of existing soil problems
3. Soils Testing
4. Clearing or Grubbing of any kind
5. Correction of problems caused by rock (includes rock, rippable rock, or any other kind of rock).
6. Problems caused by groundwater
7. Modification, removal, or repair of existing utilities
8. Power wiring
9. Repairs to existing pavements
10. Temporary traffic control devices
11. Demolition of any kind except as specifically quoted
12. Erosion control or grassing of any kind
13. Services of a registered engineer or land surveyor
14. Any dealing with hazardous materials
15. Services of a private utility locating firm

MISCELLANEOUS

1. Plans seen: C-01A
2. Specs seen: None
3. Addenda seen: None
4. This proposal includes only the earth portion of backfill where new utilities, included in this scope, pass under existing pavements. Pavement patching by others.
5. This proposal relies on scaling based on stated drawing scales
6. We have excluded rock, so our pricing includes nothing for the expenses that we will incur if we encounter rock. Therefore, we recommend that you include a contingency in your rock pricing so as to cover our potential expense. If rock is encountered, our reimbursable expense will as a minimum include the following: (1) The cost of re-excavating trenches and laybacks at a rate of $9.00 per cy, and (2) equipment standby or remobilization cost. With planning, we may be able to minimize or eliminate equipment standby and remobilization expense by shifting to other work if rock is encountered.

Bowen Utilities, Toccoa, GA

Site Utilities, Lift Stations, Force Mains
Storm Drainage
Earthwork

Seminole Civil has installed site utilities in Georgia since the company was formed in 1983. It has installed site utilities in South Carolina since becoming licensed in that state in 2011.

Georgia Utility Contractor License # UC 300773
South Carolina License # G116445

The company is owned and operated by:

Mark Bowen
BS Civil Engineering, Georgia Southern University

Lee Bowen
BS, MS Civil Engineering, Georgia Tech

References are available upon request.

FLOWERY BRANCH CITY COUNCIL

EXECUTIVE SUMMARY

SUBJECT: Sanitary Sewer Cleaning and Relining Bid Award for Bid Number CPL2020-002

COUNCIL MEETING DATE: November 5, 2020

HISTORY:
For some number of months, storm water has been observed entering the waste water treatment plant (WWTP) during rain events. Efforts were made this past Spring which successfully addressed some issues where inundation was occurring in a sewer line near Flowery Branch Creek behind Terry's Towing. While this effort provided some relief from storm water entering the sanitary sewer system, we were still observing a large amount of storm water entering the WWTP during rain events.

The City hired a company to create a TV Report, where a camera is sent through the system where inundation was suspected and through this filming, we were able to see a number of structural failures in the pipe, which is made of vitrified clay. A vitrified clay pipe is one that has had a progressive reduction and elimination of porosity through the formation of a glass layer as a result of heat treatment. While these pipes are cheaper and tend to have a good solid life of 30 years, they begin to breakdown through stress fractures from shifting soils or tree roots.

FACTS AND ISSUES:
The City had originally acquired two quotes for 498 linear feet of relining which came out to a best price of $236.95 per linear foot or $118,001 total. As this was over $100,000 we are required by State law and our Purchasing Policy to publicly bid the project.

CPL was asked to put together a bid and as they examined the needs of the City, the project was expanded from 498 LF to 1,353 LF The new bid required the furnishing of materials, labor, equipment, etc. for the Cleaning & Relining of approximately 1,353 LF 15" Vitrified Clay Pipe (VCP) with Cast in Place Piping (CIPP), as well as rehabilitation of 13 existing sanitary sewer manholes in accordance with provided construction documents.

With the new project having an increase of 272% in the linear feet of line, and the addition of several manholes, we were concerned the project could be in the range of $320,000. So the bid of $131,855.29 is arguably a savings of over $150,000.

The fact that three of the bids were only separated by $15,526 or 11.7% is a good sign that this is a solid bid.

The cost for hiring CPL to conduct this bid and manage this project is $7,595. The cost to prepare the TV Report was $3,782.85.

OPTIONS:

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

AMOUNT AND SOURCE OF FUNDS:
$141,040.82

RECOMMENDATION:
Approval of the bid from IPR Southeast, LLC

SAMPLE MOTION:
I motion for the City to award the bid to IPR Southeast, LLC and authorize the Mayor to sign the contracts with IPR Southeast, LLC as they are reviewed by staff and recommended for signature.

COLLABORATING DEPARTMENT:

DEPARTMENT: Administration

Prepared by: Vickie Short

ATTACHMENTS

- Award Recommendation Letter 20.10.27.pdf
- Bid Tabulation Sheet Sewer Relining.pdf
- CPL Task Order Sanitary Sewer Relining.pdf
- SewerLine Bid Award Exec Summary.pdf

CPL
ARCHITECTURE
ENGINEERING
PLANNING
CPLteam.com

October 27, 2020

Mr. Bill Andrew, City Manager
City of Flowery Branch
PO Box 757
5410 Pine Street
Flowery Branch, GA 30542

VIA EMAIL

RE: Flowery Branch Sanitary Sewer Cleaning and Re-Line (15" VCP)

Dear Mr. Andrew:

Vickie Short and I opened the bids for the above referenced project on October 23, 2020. We have attached the bid tabulation to this letter.

IPR Southeast was the low bidder with a total bid of $131,855.29. They appear well qualified for the work and we recommend the city council award the contract to them. Council may want to authorize a 10 percent contingency to allow staff to deal with unforeseen problems during construction. If that is the case, the amount appropriated would be $141,040.82.

Please call us if you have any questions.

Sincerely,

CPL ARCHITECTURE, ENGINEERING & PLANNING

Rich Edinger, P.E.
Vice President

cc: file

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

ARCHITECTURE
ENGINEERING
PLANNING
CPLteam.com

BID TABULATION SHEET

PROJECT NAME:	Sanitary Sewer Cleaning & Reline (15" VCP)		
CPL PROJECT NO.:	15818.00	CONTRACT FOR:	City of Flowery Branch

CONTRACTOR	SIGNED	BID BOND CO.	NON-COLL	BASE BID WITH FIELD ALLOWANCE	ADDENDA RECEIVED 1	ADDENDA RECEIVED 2	ADDENDA RECEIVED 3	ALTERNATES				
Granite Inliner	☑	☑	☑	$235,220.00	☑	☑	☑					
	☐	☐	☐		☐	☐	☐					
Vortex Services LLC	☑	☑	☑	$137,592.00	☑	☑	☑					
	☐	☐	☐		☐	☐	☐					
IPR Southeast LLC	☑	☑	☑	$131,855.29	☑	☑	☑					
	☐	☐	☐		☐	☐	☐					
Insituform Technologies LLC	☑	☑	☑	$147,381.00	☑	☑	☑					
	☐	☐	☐		☐	☐	☐					
	☐	☐	☐		☐	☐	☐					
	☐	☐	☐		☐	☐	☐					
	☐	☐	☐		☐	☐	☐					
	☐	☐	☐		☐	☐	☐					
	☐	☐	☐		☐	☐	☐					

3011 Sutton Gate Drive
Suite 130
Suwanee, GA 30024
cplteam.com
770.831.9000 TEL
770.831.9243 FAX

ARCHITECTURE
ENGINEERING
PLANNING
CPLteam.com

August 3, 2020

Mr. Bill Andrew, City Manager
City of Flowery Branch
PO Box 757
5410 Pine Street
Flowery Branch, GA. 30542

VIA EMAIL

RE: City of Flowery Branch
Sanitary Sewer Cleaning and Lining Construction Document Proposal

Dear Mr. Andrew:

Clark Patterson Lee (CPL) is pleased to provide this proposal to provide construction documents for a sanitary sewer cleaning and lining project, as follows:

Scope of Work

1. Working with Jimmy Dean, we will determine the beginning and ending points for sanitary sewer cleaning and lining.
2. We will create a set of construction documents such that contractors can submit bids to the city to perform the work.
3. We will administer the bid process.
    - Distribute construction documents
    - Hold a pre-bid conference.
    - Answer contractor questions.
    - Vet the apparent low bidder.
    - Make an award recommendation to city council, if applicable.
4. We will provide construction administration.
    - Answer requests for information
    - Collect payment and performance bonds
    - Process pay applications
    - Review the work to see if it conforms to the construction documents

Fee Proposal

CPL will perform the above referenced scope of work for a lump sum of $7,595.

We will not exceed the estimated budget without authorization from the City. Direct expenses will be billed at cost plus 10%. Direct expenses include, but are not limited to,

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

reproduction cost, courier service, mileage, telephone/fax cost, etc.

TERMS AND CONDITIONS:

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

This document together with the exhibits and/or appendices identified herein constitutes the entire understanding between Flowery Branch and CPL with respect to the work to be performed by CPL for the benefit of Flowery Branch and may only be modified in writing signed by both parties. Please sign and return the enclosed copy of this letter if this document satisfactorily sets forth the understanding of the arrangement between Flowery Branch and CPL. Receipt of the signed agreement will serve as our notice to proceed. This Contract will be open for acceptance for sixty days from the date of this letter.

We look forward to working with you on this project.

Sincerely,

CPL ARCHITECTURE ENGINEERING & PLANNING

Rich Edinger, P.E.
Vice President

cc: file

Accepted this 18TH day of AUGUST, 2020

By: ______________ Title: CITY MANAGER

APPENDIX "A"
TERMS AND CONDITIONS

1. Clark Patterson Lee (hereinafter called "CPL") shall perform the services defined in this Letter Agreement and Client agrees to pay CPL for said services as set forth below.

2. All documents including Drawings and Specifications prepared by CPL are instruments of service in respect to the Project. They are not intended or represented to be suitable for reuse by Client or others on extensions of the Project or on any other project. Any reuse without written verification or adaptation by CPL for the specific purpose intended will be at Clients sole risk and without liability or legal exposure to CPL; and Client shall indemnify and hold harmless CPL from all claims, damages, losses, and expenses including attorneys' fees arising out of or resulting therefrom. Any such verification or adaptation will entitle CPL to further compensation at rates to be agreed upon by Client and CPL.

3. Client agrees to additionally compensate CPL for services resulting from significant changes in general scope of Project, for revising previously accepted reports, studies, design documents, or Contract Documents, or for delays caused by others rather than CPL.

4. Construction cost estimates prepared by CPL represents CPL's best judgment as professionals familiar with the construction industry. It is recognized, however, that CPL has no control over cost of labor, materials, or equipment, over contractors' methods of determining bid prices, or over competitive bidding or market conditions. CPL cannot and does not guarantee that proposals, bids, or actual construction costs will not vary from cost estimates prepared by CPL.

5. If requested by Client or if required by the scope of services of the Agreement, CPL shall visit the site at intervals appropriate to the stage of construction to become generally familiar with the progress and quality of the work and to determine in general if the work is proceeding in accordance with the Contract Documents. However, CPL shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the work. CPL shall not have control or charge of and shall not be responsible for construction means, methods, techniques, sequences, or procedures, or for safety precautions and programs in connection with the Work, for the acts or omissions of the contractor, subcontractors, or any other persons performing any of the work, or for the failure of any of them to carry out the work in accordance with the Contract Documents.

6. Surveying will be provided as stated in the Agreement. Surveying provided on an hourly basis will be charged with a 4-hour minimum at the hourly rates in effect at the time the service is performed. Replacement of survey markers resulting from contractor disturbance or vandalism will be accomplished on an hourly basis.

7. The cost of permits, fees, toll telephone calls, courier service, reproduction of reports, Drawings, and Specifications, transportation in connection with the Project, and other out of pocket expenses will be reimbursed to CPL by Client at cost plus 15%.

8. CPL shall submit monthly statements for services rendered and for reimbursable expenses incurred. Statements will be based upon CPL's time of billing. Payment is due upon receipt of CPL's Statement. If Client fails to make any payment due CPL for services and expenses within 30 days after the date of CPL's statement therefore, the amounts due CPL shall include a charge at the rate of 1.5% per month (18% per annum), or portion thereof, from said 30th day, and, in addition, CPL may, after giving 7 days' written notice to Client, suspend services under this Agreement until CPL has been paid in full all amounts due CPL are collected through an attorney or collection agency, Client shall pay all fees and costs of collection.

9. This Agreement may be terminated by either party upon 7 days' written notice should the other party fail substantially to perform in accordance with its terms through no fault to the party initiating termination, or in the event Project is cancelled. In the event of termination, CPL shall be paid the compensation plus Reimbursable Expenses due for services performed to termination date.

10. This Agreement shall be governed by the laws of the State Georgia. Liability shall be limited to amount of the fees paid for professional services.

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

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

APPENDIX "B"
CPL HOURLY RATES

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

Last revised March 1, 2019

FLOWERY BRANCH CITY COUNCIL

EXECUTIVE SUMMARY

SUBJECT: Sanitary Sewer Cleaning and Relining Bid Award for Bid Number CPL2020-002

COUNCIL MEETING DATE: November 5, 2020

HISTORY:
For some number of months, storm water has been observed entering the waste water treatment plant (WWTP) during rain events. Efforts were made this past Spring which successfully addressed some issues where inundation was occurring in a sewer line near Flowery Branch Creek behind Terry's Towing. While this effort provided some relief from storm water entering the sanitary sewer system, we were still observing a large amount of storm water entering the WWTP during rain events.

The City hired a company to create a TV Report, where a camera is sent through the system where inundation was suspected and through this filming, we were able to see a number of structural failures in the pipe, which is made of vitrified clay. A vitrified clay pipe is one that has had a progressive reduction and elimination of porosity through the formation of a glass layer as a result of heat treatment. While these pipes are cheaper and tend to have a good solid life of 30 years, they begin to breakdown through stress fractures from shifting soils or tree roots.

FACTS AND ISSUES:
The City had originally acquired two quotes for 498 linear feet of relining which came out to a best price of $236.95 per linear foot or $118,001 total. As this was over $100,000 we are required by State law and our Purchasing Policy to publicly bid the project.

CPL was asked to put together a bid and as they examined the needs of the City, the project was expanded from 498 LF to 1,353 LF The new bid required the furnishing of materials, labor, equipment, etc. for the Cleaning & Relining of approximately 1,353 LF 15" Vitrified Clay Pipe (VCP) with Cast in Place Piping (CIPP), as well as rehabilitation of 13 existing sanitary sewer manholes in accordance with provided construction documents.

With the new project having an increase of 272% in the linear feet of line, and the addition of several manholes, we were concerned the project could be in the range of $320,000. So the bid of $131,855.29 is arguably a savings of over $150,000.

The fact that three of the bids were only separated by $15,526 or 11.7% is a good sign that this is a solid bid.

The cost for hiring CPL to conduct this bid and manage this project is $7,595. The cost to prepare the TV Report was $3,782.85.

OPTIONS:

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

AMOUNT AND SOURCE OF FUNDS:
$141,040.82

RECOMMENDATION:
Approval of the bid from IPR Southeast, LLC

SAMPLE MOTION:
I motion for the City to award the bid to IPR Southeast, LLC and authorize the Mayor to sign the contracts with IPR Southeast, LLC as they are reviewed by staff and recommended for signature.

COLLABORATING DEPARTMENT:

DEPARTMENT: Administration

Prepared by: Vickie Short

ATTACHMENTS

- Award Recommendation Letter 20.10.27.pdf
- Bid Tabulation Sheet Sewer Relining.pdf
- CPL Task Order Sanitary Sewer Relining.pdf

FLOWERY BRANCH CITY COUNCIL

EXECUTIVE SUMMARY

SUBJECT: FY2021 - Quarter 1 Financial Update

COUNCIL MEETING DATE: November 5, 2020

HISTORY:
FY2021 - Quarter 1 Financial Update

FACTS AND ISSUES:
Detailed reports and statements will be emailed to Council for review before the meeting.

OPTIONS:

IF FUNDING IS INVOLVED, ARE FUNDS APPROVED IN THE CURRENT BUDGET:
No

AMOUNT AND SOURCE OF FUNDS:

RECOMMENDATION:
No action needed

SAMPLE MOTION:
No motion required

COLLABORATING DEPARTMENT:

DEPARTMENT: Finance

Prepared by: Vickie Short

ATTACHMENTS

-

FLOWERY BRANCH CITY COUNCIL

EXECUTIVE SUMMARY

SUBJECT: Consider October 1, 2020 Meeting Minutes

COUNCIL MEETING DATE: November 5, 2020

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: Vickie Short

ATTACHMENTS

- October 1, 2020 Meeting Minutes.pdf

City of Flowery Branch
City Council Meeting Minutes
Thursday, October 1, 2020, 6:00 pm
City of Flowery Branch City Hall
5410 Pine Street, Flowery Branch, GA 30542

CALL PUBLIC HEARING TO ORDER:

Mayor Miller called the meeting to order at 6:02 pm.

Present: Mayor Mike Miller and Council Members Joe Anglin, Amy Farah, Ed Asbridge, and Leslie Jarchow.

Absent: Chris Mundy

Also present were Bill Andrew, City Manager, Vickie Short, City Clerk, Ron Bennett, City Attorney, Rich Atkinson, City Planner and Police Chief David Spillers.

Absent: Alisha Gamble, Finance Director

PLEDGE OF ALLEGIANCE:

Mayor Miller led the Pledge of Allegiance.

EXECUTIVE SESSION:

There was a motion made to enter executive session for matters relating to pending or potential litigation at 6:03 pm.

MOTION: Leslie Jarchow
SECOND: Amy Farah
AYES: Ed Asbridge, Amy Farah, Leslie Jarchow, Joe Anglin
NAYS: None
Motion carried

There was a motion made to reconvene open session at 6:22 pm.

MOTION: Leslie Jarchow
SECOND: Amy Farah
AYES: Ed Asbridge, Amy Farah, Leslie Jarchow, Joe Anglin
NAYS: None
Motion carried

PUBLIC HEARING:

Consider Ordinance #20-611 a request to annex a 15.6 +/- tract of land known as 4020 Falcon Parkway.
Consider Ordinance # 20-610 a request to annex a 10+/- acre property known as 3990 Falcon Parkway.
Consider Ordinance #20-614 a request to rezone a piece of property known as 4044 Falcon Parkway from Agricultural (A) to Light Industrial (M1).
Consider Ordinance #20-613 a request to rezone a 15.6 +/- tract of land known as 4020 Falcon Parkway from Hall County Agricultural Residential (A III) to Flowery Branch Light Industrial (M1).
Consider Ordinance# 20-612 a request to rezone a 10+/- acre tract of land known as 3990 Falcon Parkway from Hall County Highway Business (HB) to Flowery Branch Light Industrial (M1).

Mr. Atkinson presented the information on the annexation & rezoning requests submitted by Mr. Steve Rowley of CA-Ventures for 3990, 4020, and 4044 Falcon Parkway with the intent of constructing a distribution center totaling approximately 706,000 square feet. In addition, the Comprehensive Plan denotes this area as part of the "Industrial Employment" character area. The proposed use meets the intent of the Comprehensive Plan.

Mr. Asbridge asked about the general layout and the elevations of the proposed development. Those items were briefly discussed.

Public Comments: There were none in favor/opposed.

Mayor Miller closed this Public Hearing at 6:29 pm.

Mayor Miller opened the next Public Hearing at 6:29 pm.

City of Flowery Branch Comprehensive Plan Public Hearing Kick Off Meeting

Ms. Paige Hatley with Hatley Plans presented the Comprehensive Plan Kick Off Meeting.

Highlights included:

A comprehensive plan is not:
- A regulation or ordinance
- Zoning

A comprehensive plan, upon adoption, does not:
- Create new regulations
- Change existing zoning
- Alter the development rights allowed by each property's existing zoning

A comprehensive plan is policy document that:
- Establishes a community vision for growth over the next decade(s)
- Guides decisions related to development of Flowery Branch
- Fulfills State of Georgia requirement
    - 5-year updates
    - Due June 30, 2021

In addition, Ms. Hatley directed those in attendance to visit flowerybranchcompplan.com which will have up-to-date information on the plan.

Mr. Asbridge asked about the timing of the meetings. Ms. Hatley responded that the meetings will begin in October 2020.

Mr. Anglin asked whether this plan would be in conjunction with the Uniform Development Code (UDC). Ms. Hatley stated that it would be running in tandem and be overlapping somewhat. Council will be able to have input.

Public Comments: There were none in favor/opposed.

Mayor Miller closed this Public Hearing at 6:42 pm.

Mayor Miller opened the next Public Hearing at 6:42 pm.

UNFINISHED BUSINESS - WORK SESSION:

Downtown City-Owned Property Leasing Contract with Oakhurst Realty Partners

Mr. Atkinson presented the information on behalf of Mr. Fisher Paty who was not able to attend the meeting. Mr. Paty had previously responded to questions by email.

Key points included:

- Lease Management for the City-Owned downtown retail spaces
- We are considering adding 5318 Railroad Ave. to this offer
- Oakhurst manages local properties in Sugar Hill and Lawrenceville among others
- Discuss the proposed contract and City vision for the properties

Mr. Anglin asked about the leasing management of the property. A brief discussion was held on the tenant and City of Flowery Branch communications with maintenance issues which may occur in the future. It was determined the City will address this once the tenants are under contract. Mr. Anglin asked about the actual buildout of the spaces and the City's financial responsibilities. Mr. Andrew stated that there are some budgeted funds available for the initial buildout of the spaces. Any additional could be negotiated and put into the lease amount. Mr. Bennett stated that the City would be protected legally with that lease contract.

Ms. Farah asked about the possibility of using another property management company and not Oakhurst Realty Partners. Under this contract the City is not required to use Oakhurst Realty Partners.

NEW BUSINESS -WORK SESSION:

Consider Ordinance #20-611 a request to annex a 15.6 +/- tract of land known as 4020 Falcon Parkway.
Consider Ordinance # 20-610 a request to annex a 10+/- acre property known as 3990 Falcon Parkway.
Consider Ordinance #20-614 a request to rezone a piece of property known as 4044 Falcon Parkway from Agricultural (A) to Light Industrial (M1).
Consider Ordinance #20-613 a request to rezone a 15.6 +/- tract of land known as 4020 Falcon Parkway from Hall County Agricultural Residential (A III) to Flowery Branch Light Industrial (M1).
Consider Ordinance# 20-612 a request to rezone a 10+/- acre tract of land known as 3990 Falcon Parkway from Hall County Highway Business (HB) to Flowery Branch Light Industrial (M1).

There was a brief discussion. Mr. Anglin asked the applicant the nature of the business at the location. The plan is multi-tenant industrial warehouses. The access to I 985 at Exit 14 was a key piece to the development.

Mr. Asbridge asked about the site plan in relation to the parking places needed.

DEPARTMENT REPORTS:

Police Department: Chief Spillers shared with the group that the Kiwanis Club recently selected Sergeant Dalton Hall as the 2020 Officer of the Year.

ADJOURNMENT WORK SESSION:

Mayor Miller adjourned the work session at 7:04 pm.

VOTING SESSION AGENDA

CALL VOTING SESSION TO ORDER:

Mayor Miller called the work session to order at 7:04 pm.

PUBLIC COMMENTS:

There were no public comments.

CONSENT AGENDA:

Consider August 6, 2020 Meeting Minutes
Consider August 20, 2020 Meeting Minutes
Consider Vehicles to Surplus and Auction through Gov Deals
Consider Mayor Miller Per Diem

There was a motion made to approve the consent agenda.

MOTION: Leslie Jarchow
SECOND: Ed Asbridge
AYES: Ed Asbridge, Amy Farah, Leslie Jarchow, Joe Anglin
NAYS: None
Motion carried

UNFINISHED BUSINESS - VOTING SESSION:

Downtown City-Owned Property Leasing Contract with Oakhurst Realty Partners

There was a motion made to authorize Mayor Miller to sign the leasing contract with Oakhurst Realty Partners.

MOTION: Ed Asbridge
SECOND: Joe Anglin
AYES: Ed Asbridge, Amy Farah, Leslie Jarchow, Joe Anglin
NAYS: None
Motion carried

NEW BUSINESS - VOTING SESSION:

Consider Ordinance #20-611 a request to annex a 15.6 +/- tract of land known as 4020 Falcon Parkway.

Mr. Bennett read the caption.

There was a motion made to approve the first reading of Ordinance #20-611.

MOTION: Joe Anglin
SECOND: Leslie Jarchow
AYES: Ed Asbridge, Amy Farah, Leslie Jarchow, Joe Anglin
NAYS: None
Motion carried

Consider Ordinance # 20-610 a request to annex a 10+/- acre property known as 3990 Falcon Parkway.

Mr. Bennett read the caption.

There was a motion made to approve the first reading of Ordinance #20-610.

MOTION: Joe Anglin
SECOND: Leslie Jarchow
AYES: Ed Asbridge, Amy Farah, Leslie Jarchow, Joe Anglin
NAYS: None
Motion carried

Consider Ordinance #20-613 a request to rezone a 15.6 +/- tract of land known as 4020 Falcon Parkway from Hall County Agricultural Residential (A III) to Flowery Branch Light Industrial (M1).

Mr. Bennett read the caption.

There was a motion made to approve the first reading of Ordinance #20-613.

MOTION: Ed Asbridge
SECOND: Amy Farah
AYES: Ed Asbridge, Amy Farah, Leslie Jarchow, Joe Anglin
NAYS: None
Motion carried

Consider Ordinance #20-614 a request to rezone a piece of property known as 4044 Falcon Parkway from Agricultural (A) to Light Industrial (M1).

Mr. Bennett read the caption.

There was a motion made to approve the first reading of Ordinance #20-614.

MOTION: Amy Farah
SECOND: Joe Anglin
AYES: Ed Asbridge, Amy Farah, Leslie Jarchow, Joe Anglin
NAYS: None
Motion carried

Consider Ordinance# 20-612 a request to rezone a 10+/- acre tract of land known as 3990 Falcon Parkway from Hall County Highway Business (HB) to Flowery Branch Light Industrial (M1).

Mr. Bennett read the caption.

There was a motion made to approve the first reading of Ordinance #20-612.
MOTION: Joe Anglin
SECOND: Leslie Jarchow
AYES: Ed Asbridge, Amy Farah, Leslie Jarchow, Joe Anglin
NAYS: None
Motion carried

EXECUTIVE SESSION:

There was a motion made to enter executive session for matters relating to the acquisition of real estate and pending or potential litigation at 7:11 pm.

MOTION: Leslie Jarchow
SECOND: Joe Anglin
AYES: Ed Asbridge, Amy Farah, Leslie Jarchow, Joe Anglin
NAYS: None
Motion carried

There was a motion made to reconvene open session at 9:19 pm.

MOTION: Amy Farah
SECOND: Leslie Jarchow
AYES: Ed Asbridge, Amy Farah, Leslie Jarchow, Joe Anglin
NAYS: None

Motion carried

ADJOURNMENT:

There was a motion made to adjourn at 9:20 pm.

MOTION: Amy Farah
SECOND: Leslie Jarchow
AYES: Ed Asbridge, Amy Farah, Leslie Jarchow, Joe Anglin
NAYS: None
Motion carried

Mayor – Mike Miller	Date	City Clerk – Vickie Short

FLOWERY BRANCH CITY COUNCIL

EXECUTIVE SUMMARY

SUBJECT: Consider October 15, 2020 Meeting Minutes

COUNCIL MEETING DATE: November 5, 2020

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: Vickie Short

ATTACHMENTS

- October 15, 2020 Meeting Minutes.pdf

City of Flowery Branch
Council Meeting Minutes
October 15, 2020, 6:00 pm.
City of Flowery Branch City Hall
5410 Pine Street, Flowery Branch GA, 30542

CALL WORK SESSION TO ORDER:

Mayor Mike Miller called the meeting to order at 6:06 pm.

Present: Mayor Mike Miller and Council Members Chris Mundy, Ed Asbridge, Joe Anglin, Leslie Jarchow and Amy Farah.

Also present: Bill Andrew, City Manager, Vickie Short, City Clerk, Ron Bennett, City Attorney and Rich Atkinson, City Planner, and Police Chief David Spillers.

Absent: Alisha Gamble, Finance Director.

PLEDGE OF ALLEGIANCE:

Mayor Miller led the Pledge of Allegiance.

EXECUTIVE SESSION:

There was a motion made to enter executive session for pending/potential litigation at 6:06 pm.

MOTION: Leslie Jarchow
SECOND: Chris Mundy
AYES: Leslie Jarchow, Joe Anglin, Chris Mundy, Ed Asbridge, Amy Farah
NAYS: None
Motion carried

There was a motion made to reconvene open session at 6:20 pm.

MOTION: Chris Mundy
SECOND: Leslie Jarchow
AYES: Leslie Jarchow, Joe Anglin, Chris Mundy, Ed Asbridge, Amy Farah
NAYS: None
Motion carried

UNFINISHED BUSINESS - WORK SESSION:

Flowery Branch and Oakwood Falcon Parkway Service and Development Agreement

Mr. Andrew presented the details of the agreement. Of the three parcels involved, Oakwood will annex and rezone 3990 Falcon Parkway and 4020 Falcon Parkway and Flowery Branch will rezone 4044 Falcon Parkway. This amounts to Oakwood being responsible for 54.07% and Flowery Branch being responsible for 45.93%.

The highlights of the IGA are as follows:

Section 1: All three parcels shall be set as M-1(or its equivalent) in each respective municipality but developed in accordance with the unified design standards and construction criteria and any and all other regulations of Flowery Branch
Section 2: Flowery Branch shall administer all manner of development activities including, plan review, landscape plan review, building inspections and compliance with any and all other regulations which may apply to development of the property as an industrial development
Section 3: All fees, taxes and expenses (except as set forth below) shall be divided between the two municipalities with Oakwood being responsible for 54.07% and Flowery Branch being responsible for 45.93%.

1. Development Fees - Flowery Branch shall assess their standard fees on the properties as outlined herein. To the extent that Flowery Branch performs an activity such as plan review fully and without the assistance of Oakwood, then Flowery Branch shall retain the fees which are applicable to plan review
2. Likewise, building inspections fees
3. Flowery Branch shall collect Hall County development impact fees for development in Flowery Branch
4. Sewer - Oakwood shall provide 54.07% of the sewer from its reserve within the Flowery Branch sewer treatment facility and Flowery Branch shall provide 45.93% of the sewer treatment capacity
5. Sewer Lines - If either city is required to expend funds, then the cost of such extension shall be shared on a percentage basis of Oakwood 54.07% and Flowery Branch 45.93%

Section 4: Taxes - The tax bills shall be annually submitted to Flowery Branch and with payments going directly to Flowery Branch. Oakwood shall be entitled to 54.07% of the taxes while Flowery Branch shall be entitled to the remaining 45.93% of the taxes paid.
Section 5: Business License – As Flowery Branch has been designated the primary municipality responsible for the collection of fees and taxes, Flowery Branch shall be entitled to issue the business license for the Falcon Parkway Property and to collect and retain said sums as a portion of the payment for its rendering of services hereunder.

The Intergovernmental Agreement with the City of Oakwood will void the below Ordinances.

Consider Second Reading of Ordinance 20-611 a request to annex a 15.6 +/- tract of land known as 4020 Falcon Parkway.
Consider Second Read for Ordinance # 20-610 a request to annex a 10+/- acre property known as 3990 Falcon Parkway.
Consider Second Reading of Ordinance 20-613 a request to rezone a 15.6 +/- tract of land known as 4020 Falcon Parkway from Hall County Agricultural Residential (A III) to Flowery Branch Light Industrial (M-1).
Consider Second Reading of Ordinance 20-612 a request to rezone a 10+/- acre tract of land known as 3990 Falcon Parkway from Hall County Highway Business (HB) to Flowery Branch Light Industrial (M1).

The only Ordinance now required will be Ordinance 20-614 (below).

Consider Second Reading of Ordinance 20-614 a request to rezone a piece of property known as 4044 Falcon Parkway from Agricultural (A) to Light Industrial (M-1).

Currently, the Comprehensive Plan denotes this area as part of the "Industrial Employment" character area. The proposed use meets the intent of the Comprehensive Plan.

Second Reading of Ordinance 239-K & 240-K submitted by NNP-Looper Lake, LLC to rezone 85 +/- acres of land in Sterling on the Lake known as the Honeycutt Tract from PUD to modified PUD - changing the conditions of zoning to allow a gate and private roads.

Mr. Atkinson briefly highlighted the details of Ordinances 239-K and 240-K.

Details included:

- Change the SOTL conditions
- Gate an 85 +/- acre area known as the Honeycutt Tract
- Private 214 home subdivision
- Roads would be private
- Overall number of homes would not change – 2,000
- Style of home would be consistent with existing
- Basically, create a private subdivision within SOTL

Staff Concerns:
- Possible negative impacts on Sterling on the Lake subdivision
- Possible negative impacts on the City of Flowery Branch as a whole
- SOTL is geographically far removed from Old Town Flowery Branch
- With its own set of events, pools, parks and open space it exists on an island – an almost fully independent jurisdiction separated from the rest of the City

- Creating another separate, private subdivision within this already distant one will not help bring SOTL into the fabric of Flowery Branch proper

Staff Recommendation:

Staff recommends approval of the request as submitted and conditioned per Ordinance 239K & 240K.

Mr. Asbridge asked if the recent 50-year rain events effected these areas of Sterling on the Lake. Mr. Whitaker, representing NNP-Looper Lake, LLC, responded that there have been several breaches within the community, and it is currently being addressed.

Mr. Atkinson reminded Mayor and Council that the City did receive the Second Amendment to the Covenants reflective of the requested changes. The Amendment clarifies the Master HOA has to agree to accept Sub HOA roads and streets.

Second Reading of Ordinance 609 a rezoning request by Mr. Shawn Gleason for 4153 Falcon Pkwy from Agricultural (A) to Highway Business (HB).

Mr. Atkinson presented the details of the request. It is currently zoned Agricultural (A) with a request is to rezone to Highway Business (HB). This 7.34 +/- acre tract would be connected to a larger Oakwood based project. Proposed drawings were included with the request and presented to Council.

Staff Concerns:

- Building materials
- Connectivity to the other Oakwood retail
- Pad "blank area" – ensure this is developed to FB standards
- Approve with conditions

Mayor Miller clarified the access to Falcon Parkway will be limited by a raised concrete island that will prohibit left turning onto Falcon Parkway.

NEW BUSINESS -WORK SESSION:

Consider New Operations Development Charge as presented by Bobby Sills (Nelsnick Enterprises)

Mr. Sills presented detailed information regarding New Operations Development Charges.

What is an Operations Development Charge and How does it relate to our System Development Charge?

1. A system development charge (SDC) is applied to new development to recover the cost of the new infrastructure.
2. The Operations Development Charge (ODC) is being proposed for new development to pay for the fair share of expected operations cost over a 10-year period.
3. The ODC will be based on fixed operating costs only and divided by the capacity of the systems to get a per gallon cost. These fixed operational costs are partly recovered from active customers monthly base charge.
4. New customers in developments that have paid an ODC will be provided a base charge credit that will expire at the end of the 10-year period it covers.

Currently, the cost of providing sufficient staff to operate the systems has been allocated to existing customers only. These fixed costs are recovered by a monthly base charge and a portion of the unit rate for water and wastewater. Given the benefit in terms of increased density and marketability of new development, a 10-year contract for providing these services is warranted.

How is the ODC Calculated?

The ODC can be calculated by taking the projected 10-year operating costs after accounting for variable cost components and dividing by the capacity of the systems.

Table I is used to determine the percentage of fixed cost to total costs for both the water and wastewater system. Administrative cost is considered fixed and allocated to water and wastewater at 50/50. The resulting fixed cost percentage for water is 92%. The high fixed cost is associated with water systems supplied by ground water where minimal treatment is required. The fixed cost for wastewater is 66% and related to the additional variable costs associated with the treatment of wastewater prior to discharge into Lake Lanier.

Table 1
FY20 Operating Costs

Description	FY20 Actual Cost	Comments
Water Variable	$51,569	Electrical/Chemical/Fuel
Fixed	$530,129	Staffing/Supplies
Total	$581,698	
Wastewater Variable	$316,798	Electrical/Chemical/Fuel/Sludge
Fixed	$508,604	Staffing/Supplies
Total	$825,402	
Admin/Fixed	$195,244	Shared 50/50 Water and Wastewater
Water Fixed	$627,751	92% of total operations
Water Total	$679,320	
Wastewater Fixed	$606,226	66% of total operations
Wastewater Total	$923,024	

1. The resulting ODC is $871 for water and $508 for wastewater per typical household (EDU).
2. A credit to the monthly base charge would be provided to new customers for the duration of the 10-year ODC contract period.
3. Thus, an ODC paid by new development in year 2021 would result in new customers within the development to have a lower base charge until 2031.

Recommendations

Nelsnick recommends rounding down the ODC to the nearest $100 dollars. This will ensure that any operating efficiencies of the new plant would be accounted for in future calculations of the ODC. The ODC should be recalculated every 5-years to be sure developers are paying a fair share of projected fixed operational costs.

The following would result in a $6.67 reduction in the monthly base charge. Larger meter customers would see a reduction based on the capacity ratio of the larger meter to the ¾" meter. The resulting projected revenues over the 10-year period is provided in the following table.

Table 2
ODC Calculation

Recommended ODC per EDU	FY22 - FY31 Base Charge Reduction (new subdivisions only)	Total Revenues Expected
$800.00	$6.67	$3,463,203
Recommended ODC per EDU	**FY22 - FY31 Base Charge Reduction (new subdivisions only)**	**Total Revenues Expected**
$500.00	$4.17	$3,333,333

Mr. Anglin asked about the base charges. Council would like to review this information for a couple of weeks before it's pursued further.

Mr. Andrew expressed concerns about the timing of the receipt of the fees as well as the administrative challenges of tracking accounts based on the applicable ordinances. In addition, there was further discussion on the Operations Development Charges (ODC) in relation to the fixed costs.

Table 2 takes the projected 10-year operational cost and divides by the system capacity for both water and wastewater. System capacity in gallons is also provided in terms of equivalent dwelling unit (EDU). The EDU for water is 231 gallons and for wastewater is 180 gallons for a typical household. The cost per EDU is then multiplied by a fixed cost factor (rounded to 90% and 60% for water and wastewater) to arrive at the cost per a typical home for a 10-year period.

Table 2
ODC Calculation

Water Operational Cost FY22-FY31	Capacity	EDU's	Cost/EDU	Fixed Cost Factor	ODC per EDU	FY22 - FY31 Base Charge Reduction (new subdivisions only)
$6,284,384	1,500,000	6,494	$967.80	90%	$871.02	$7.26
Wastewater Operational Cost FY22-FY31	**Capacity**	**EDU's**	**Cost/EDU**	**Fixed Cost Factor**	**ODC per EDU**	**FY22 - FY31 Base Charge Reduction (new subdivisions only)**
$10,349,253	2,200,000	12,222	$846.76	60%	$508.05	$4.23

<u>Consider Insurance Policies for 12/01/2020 - 11/30/2021</u>

Mr. Ty Talley with the Norton Agency presented an Insurance Policy update (including additional life insurance coverages as requested by Council to enhance our benefits package for current employees and future recruitment).

Highlights included:

History of Health Insurance Plans:

Flowery Branch

HISTORY OF HEALTH INSURANCE PLANS:			
Policy Beginning	**Policy Ending**	**Insurance Company**	**Medical Plan**
4/1/2012	3/31/2013	Consumers Life	P30-80-1000
4/1/2013	10/31/2013	Consumers Life	HRA P5000
11/1/2013	11/30/2014	United Healthcare	Heritage Plus
12/1/2014	11/30/2015	Alliant Health Plans	50006
12/1/2015	11/30/2016	Alliant Health Plans	50006
12/1/2016	11/30/2017	Humana (POS)	OPT 1 Gold
12/1/2017	11/30/2018	Humana (POS)	OPT 1 Gold
12/1/2018	11/30/2019	Alliant Health Plans	80144
12/1/2019	11/30/2020	Alliant Health Plans	4400

FY2021 CITY OF FLOWERY BRANCH - QUOTE COMPARISON TO CURRENT COVERAGE

Coverages	CURRENT PLAN - Alliant Plans 4400	RECOMMENDED PLAN - Alliant 8004400	Humana NPOS Opt 2	Humana GA NPOS Opt 3	GMA - PPO 90/70	GMA-PPO 90/70
Deductible	$1,100	$2,250	$2,000	$2,500	$500	$750
Co-Insurance	0%	0%	0%	0%	90%	90%
OP Max	$1,100	$2,250	$6,000	$6,000	$1,500/$1,600**	$2,000/$1,600**
Office Visit-PCP/SP	$15/$30	$20/$40	$40/$80	$35/$65	$25/$35	$25/$35
RX	$10/$35/$70/25%	$15/$35/$70/25%	$10/$40/$75/25%	$10/$40/$75/25%	$10/$35/$60	$10/$35/$60
ER Deductible	$100	$150	$350	$400	$150*	150*
Urgent Care	$75	$75	$100	$100	$60	$60
Employee (23)	$805	$877	$992	$976	$919	$899
Employee/Spouse (5)	$1,611	$1,753	$1,985	$1,953	$1,839	$1,799
Employee/Children (3)	$1,490	$1,622	$1,836	$1,807	$1,747	$1,709
Family (2)	$2,295	$2,498	$2,828	$2,784	$2,754	$2,699
MONTHLY COST PLAN:	$35,639	$38,790	$43,905	$43,202	$41,091	$40,197
ANNUAL COST OF PLAN:	$427,662	$465,485	$526,860	$518,424	$493,092	$482,364
PERCENT OF CHANGE IN CATEGORIES:	Expires 11/30/20	8.84%	23.21%	21.25%	16.38%	13.90%
AMOUNT OF INCREASE:	Expires 11/30/20	$37,823	$99,198	$90,762	$65,430	$54,702

GMA - PPO 90/70: *non emergency not covered; **separate RX OP Max

GMA-PPO 90/70: *non emergency not covered; **separate RX OP Max

HISTORY OF PERCENTAGE INCREASES:	
FY2020	7.47%
FY2019	1.53%
FY2018	13.60%
FY2017	-1.00%
FY2016	50.00%
FY2015	20.00%
FY2014	15.00%

NOTE: We budget 20% extra for inflation each year. FY2021 Budget = $519,316.84

Life/AD&D, Dental, and Vision:

				Consider Additional Life:	
	Current Humana:	Proposed Humana:	% Increase:	All Employees 2 Times Salary Additional Cost:	3 Times Salary Additional Cost:
Life/AD&D	$ 218.08	$ 227.99	4.54%	$ 854.45	$ 1,217.66
Dental	$ 2,193.92	$ 2,301.87	4.92%		
Vision	$ 110.98	$ 110.98	0.00%		
MONTLY COST:	$ 2,522.98	$ 2,640.84	4.67%	$ 854.45	$ 1,217.66
ANTICIPATED MONTHLY INCREASE:		$ 117.86			
ANNUAL COST:	**$ 30,275.76**	**$ 31,690.08**	**4.67%**	**$ 10,253.40**	**$ 14,611.92**

- FY2021 Health Insurance Budget = $519,316.84
- Contract with Alliant Plans #8004400 = $465,485
- Life/AD&D, Dental and Vision = $31,690.08
    - Humana Policy
- Additional Life Insurance (3 Times Salary) = $14,611.92
- Budget Savings = $7,529.44

Mr. Asbridge asked about the increases in deductible on the current plan versus the recommended plan.

Mr. Asbridge asked about the life insurance plans with other jurisdictions. Mr. Talley presented several nearby jurisdictions' plans with their corresponding costs.

Mayor Miller explained the need for a boost in our benefit package for future employees.

Mr. Anglin about the future life insurance costs. Mr. Talley stated these rates are guaranteed for two years and life insurance rates typically do not see huge changes in rates.

It was decided to table until the November 5, 2020 meeting.

<u>*Impact Fee Discussion with a Presentation by Mr. Bill Ross.*</u>

Mr. Atkinson stated that Mr. Ross had an unexpected health issue and was unable to attend. This presentation will be presented at a later date.

DEPARTMENT REPORTS:

City Manager Report:

Mr. Andrew shared Current Developments illustrated in Aerial Photos – Provided by Daren Wayne.

ADJOURNMENT WORK SESSION:

Mayor Miller adjourned the work session at 7:25 pm.

VOTING SESSION AGENDA

CALL VOTING SESSION TO ORDER:

Mayor Miller called the voting session to order at 7:25 pm.

PUBLIC COMMENTS:

<u>*Jeff Staton, 4439 Strickland Road, Flowery Branch, GA 30542*</u>

Mr. Staton stated as a longtime resident of unincorporated Hall County, he is very concerned and upset about the proposed warehouse development along Falcon Parkway. This development will further lose the small town feeling of the City. He directed questions about not being informed of the proposed development. Although not required, the Mayor explained that proper advertising and notifications were done within the legal requirements.

CONSENT AGENDA:

<u>*Consider September 3, 2020 Meeting Minutes*</u>
<u>*Consider September 17, 2020 Meeting Minutes*</u>
<u>*Consider Mayor Miller Per Diem*</u>

There was a motion made to approve the Consent Agenda.

MOTION: Chris Mundy
SECOND: Leslie Jarchow
AYES: Leslie Jarchow, Joe Anglin, Chris Mundy, Ed Asbridge, Amy Farah
NAYS: None

Motion carried

UNFINISHED BUSINESS - VOTING SESSION:

Flowery Branch and Oakwood Falcon Parkway Service and Development Agreement

There was a motion made to authorize the Mayor's signature on the Flowery Branch and Oakwood (Falcon Parkway) Service and Development Agreement.

MOTION: Joe Anglin
SECOND: Ed Asbridge
AYES: Leslie Jarchow, Joe Anglin, Chris Mundy, Ed Asbridge, Amy Farah
NAYS: None
Motion carried

The Intergovernmental Agreement with the City of Oakwood will void the below Ordinances, therefore no vote is necessary.

Consider Second Reading of Ordinance 20-611 a request to annex a 15.6 +/- tract of land known as 4020 Falcon Parkway.
Consider Second Read for Ordinance # 20-610 a request to annex a 10+/- acre property known as 3990 Falcon Parkway.
Consider Second Reading of Ordinance 20-613 a request to rezone a 15.6 +/- tract of land known as 4020 Falcon Parkway from Hall County Agricultural Residential (A III) to Flowery Branch Light Industrial (M-1).
Consider Second Reading of Ordinance 20-612 a request to rezone a 10+/- acre tract of land known as 3990 Falcon Parkway from Hall County Highway Business (HB) to Flowery Branch Light Industrial (M1).

Consider Second Reading of Ordinance 20-614 a request to rezone a piece of property known as 4044 Falcon Parkway from Agricultural (A) to Light Industrial (M-1).

Mr. Bennett read the caption of Ordinance 20-614.

There was a motion made to approve Motion to approve the Second Reading of Ordinance 20-614 the rezoning of 4044 Falcon Parkway.

MOTION: Ed Asbridge
SECOND: Joe Anglin
AYES: Leslie Jarchow, Joe Anglin, Chris Mundy, Ed Asbridge, Amy Farah
NAYS: None
Motion carried

Second Reading of Ordinance 609 a rezoning request by Mr. Shawn Gleason for 4153 Falcon Pkwy from Agricultural (A) to Highway Business (HB).

Mr. Bennett read the caption of Ordinance 609.

There was a motion made to approve the Second Reading of Ordinance 609 a rezoning of 4153 Falcon Parkway from Agricultural (A) to Highway Business (HB).

MOTION: Amy Farah
SECOND: Chris Mundy
AYES: Leslie Jarchow, Joe Anglin, Chris Mundy, Ed Asbridge, Amy Farah
NAYS: None
Motion carried

Second Reading of Ordinance 239-K & 240-K submitted by NNP-Looper Lake, LLC to rezone 85 +/- acres of land in Sterling on the Lake known as the Honeycutt Tract from PUD to modified PUD - changing the conditions of zoning to allow a gate and private roads.

Mr. Bennett read the caption to Ordinances 239-K and 240-K.

There was a motion made to approve the Second Reading of Ordinance 239-K & 240-K submitted by NNP-Looper Lake, LLC to rezone 85 +/- acres of land in Sterling on the Lake known as the Honeycutt Tract from PUD to modified PUD - changing the conditions of zoning to allow a gate and private roads and to include the recording of the Second Amendment.

MOTION: Amy Farah
SECOND: Ed Asbridge
AYES: Leslie Jarchow, Joe Anglin, Chris Mundy, Ed Asbridge, Amy Farah
NAYS: None
Motion carried

NEW BUSINESS - VOTING SESSION:

Consider Insurance Policies for 12/01/2020 - 11/30/2021

There was a motion made to table the change to Alliant Plan #8004400 and keep Life/AD&D, Dental and Vision with Humana, adding additional life insurance coverage for all employees until the November 5, 2020 meeting.

MOTION: Chris Mundy
SECOND: Leslie Jarchow
AYES: Leslie Jarchow, Joe Anglin, Chris Mundy, Ed Asbridge, Amy Farah
NAYS: None
Motion carried

EXECUTIVE SESSION:

There was a motion made to enter executive session for pending/potential litigation and the acquisition of real estate at 7:40 pm.

MOTION: Joe Anglin
SECOND: Amy Farah
AYES: Leslie Jarchow, Joe Anglin, Chris Mundy, Ed Asbridge, Amy Farah
NAYS: None
Motion carried

There was a motion made to reconvene open session at 9:28 pm.

MOTION: Amy Farah
SECOND: Leslie Jarchow
AYES: Leslie Jarchow, Joe Anglin, Chris Mundy, Ed Asbridge, Amy Farah
NAYS: None
Motion carried

ADJOURNMENT:

There was a motion made to adjourn at 9:28 pm.

MOTION: Amy Farah
SECOND: Leslie Jarchow
AYES: Leslie Jarchow, Joe Anglin, Chris Mundy, Ed Asbridge, Amy Farah
NAYS: None
Motion carried

Mayor – Mike Miller   Date   City Clerk – Vickie Short

FLOWERY BRANCH CITY COUNCIL

EXECUTIVE SUMMARY

SUBJECT: Consider Insurance Policies for 12/01/2020 - 11/30/2021

COUNCIL MEETING DATE: November 5, 2020

HISTORY:

Policy Beginning	Policy Ending	Insurance Company	Medical Plan
4/1/2012	3/31/2013	Consumers Life	P30-80-1000
4/1/2013	10/31/2013	Consumers Life	HRA P5000
11/1/2013	11/30/2014	United Healthcare	Heritage Plus
12/1/2014	11/30/2015	Alliant Health Plans	50006
12/1/2015	11/30/2016	Alliant Health Plans	50006
12/1/2016	11/30/2017	Humana (POS)	OPT 1 Gold
12/1/2017	11/30/2018	Humana (POS)	OPT 1 Gold
12/1/2018	11/30/2019	Alliant Health Plans	80144
12/1/2019	11/30/2020	Alliant Health Plans	4400

FACTS AND ISSUES:

Our policy with Alliant Health Plans #4400 will end on 11/30/20. Staff is recommending the Council approve a change to Alliant Plan #8004400. Employees would appreciate the consistency of having the same provider and plan for a third year. The 8.84%% or $37,823 increase is the cheapest option quoted to us compared to than other plans. The change to Alliant Plan #8004400 would increase the annual insurance costs by 8.84% or $37,823. Even with this 8.84% increase, we are still within our FY2021 budget of $519,316.84 city-wide healthcare costs. In FY2021, an increase of 20% was budgeted for health insurance.

HISTORY OF PERCENTAGE INCREASES:

FY2020	7.47%
FY2019	1.53%
FY2018	13.60%
FY2017	-1.00%
FY2016	50.00%
FY2015	20.00%
FY2014	15.00%

For Life, AD&D, Dental and Vision insurance through Humana, the City will incur a 4.67% increase in annual costs. Over the past year, we have experienced turnover in staffing in several departments throughout the City. It has been determined some of the turnover is due to employees moving to other positions with better benefit packages. One area is with life insurance offered to employees. We would like to propose adding additional life insurance to our benefits package 3 times the salary for all employees at an additional cost of $14,611.92 to the City. This additional cost would be covered in the additional budget for insurance already approved with the FY2021 budget.

**See more details on the PDF Executive Summary

OPTIONS:
Continue policy with Alliant Plan #8004400 and all other insurance with current coverage or approve with additional life insurance as presented.

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

AMOUNT AND SOURCE OF FUNDS:
General Fund and Water Sewer Fund FY2021 Budget $519,316.84

RECOMMENDATION:
Approve to change to Alliant Plan #8004400 and keep Life/AD&D, Dental and Vision with Humana, adding additional life insurance coverage for all employees.

SAMPLE MOTION:
I motion for the City Council to authorize the Mayor/City Manager to sign papers with Alliant Plan #8004400 for the City's health insurance and Humana for Life, AD&D, Dental and Vision Insurance, adding additional life insurance coverage for all employees as presented.

COLLABORATING DEPARTMENT:
Administration

DEPARTMENT: Finance

Prepared by: Vickie Short

ATTACHMENTS
- EXECUTIVE_SUMMARY_-_Alliant2020.pdf
- Quote Comparison for Current Coverage - for FY2021.pdf
- Life AD&D Dental and Vision Coverage - for FY2021.pdf
- Humana Additional Life - 2 Times Salary Quote.pdf
- Humana Additional Life - 3 Times Salary Quote.pdf
- Life Insurance Memo - Additional Information 20.10.28.pdf

FLOWERY BRANCH CITY COUNCIL

EXECUTIVE SUMMARY

SUBJECT: Insurance Policies for 12/01/20 – 11/30/21

DATE: 10/7/2020

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

BUDGET INFORMATION:
ANNUAL- N/A
CAPITAL-

COUNCIL ACTION REQUESTED ON: Approval of insurance policies for the City

PURPOSE: Obtain approval of insurance policies for the City

HISTORY:

Policy Beginning	Policy Ending	Insurance Company	Medical Plan
4/1/2012	3/31/2013	Consumers Life	P30-80-1000
4/1/2013	10/31/2013	Consumers Life	HRA P5000
11/1/2013	11/30/2014	United Healthcare	Heritage Plus
12/1/2014	11/30/2015	Alliant Health Plans	50006
12/1/2015	11/30/2016	Alliant Health Plans	50006
12/1/2016	11/30/2017	Humana (POS)	OPT 1 Gold
12/1/2017	11/30/2018	Humana (POS)	OPT 1 Gold
12/1/2018	11/30/2019	Alliant Health Plans	80144
12/1/2019	11/30/2020	Alliant Health Plans	4400

FACTS AND ISSUES:
Our policy with Alliant Health Plans #4400 will end on 11/30/20. Staff is recommending the Council approve a change to Alliant Plan #8004400. Employees would appreciate the consistency of having the same provider and plan for a third year. The 8.84%% or $37,823 increase is the cheapest option quoted to us compared to than other plans. The change to Alliant Plan #8004400 would increase the annual insurance costs by 8.84% or $37,823. Even with this 8.84% increase, we are still within our FY2021 budget of $519,316.84 city-wide healthcare costs. In FY2021, an increase of 20% was budgeted for health insurance.

HISTORY OF PERCENTAGE INCREASES:	
FY2020	7.47%
FY2019	1.53%
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FY2017	-1.00%
FY2016	50.00%
FY2015	20.00%
FY2014	15.00%

For Life, AD&D, Dental and Vision insurance through Humana, the City will incur a 4.67% increase in annual costs. Over the past year, we have experienced turnover in staffing in several departments throughout the City. It has been determined some of the turnover is due to employees moving to other positions with better benefit packages. One area is with life insurance offered to employees. We would like to propose adding additional life insurance to our benefits package 3 times the salary for all employees at an additional cost of $14,611.92 to the City. This additional cost would be covered in the additional budget for insurance already approved with the FY2021 budget.

				Consider Additional Life:	
	Current Humana:	Proposed Humana:	% Increase:	All Employees 2 Times Salary Additional Cost:	3 Times Salary Additional Cost:
Life/AD&D	$ 218.08	$ 227.99	4.54%	$ 854.45	$ 1,217.66
Dental	$ 2,193.92	$ 2,301.87	4.92%		
Vision	$ 110.98	$ 110.98	0.00%		
MONTLY COST:	$ 2,522.98	$ 2,640.84	4.67%	$ 854.45	$ 1,217.66
ANTICIPATED MONTHLY INCREASE:		$ 117.86			
ANNUAL COST:	$ 30,275.76	$ 31,690.08	4.67%	$ 10,253.40	$ 14,611.92

FY2021 APPROVED ANNUAL BUDGET:		$ 519,316.84
Proposed Increased Costs:		
	Alliant Health	$465,485
	Life& AD&D	$ 2,735.88
	Dental	$ 27,622.44
	Vision	$ 1,331.76
	SUBTOTAL:	$497,175
Add: Additional Life Insurance		
	3 Times Salary:	$ 14,611.92
APPROVED BUDGET REMAINING:		$ 7,529.44

See the attached detailed quotes for the additional life insurance.

OPTIONS: Continue policy with Alliant Plan #8004400 and approve additional life insurance as presented.

RECOMMENDED SAMPLE MOTION:
I motion for the City Council to authorize the Mayor to sign papers with Alliant Plan #8004400 for the City's health insurance and the additional life insurance as presented.

DEPARTMENT: Administration

Prepared by: Alisha L Gamble

FY2021 CITY OF FLOWERY BRANCH - QUOTE COMPARISON TO CURRENT COVERAGE

Coverages	CURRENT PLAN - Alliant Plans 4400	RECOMMENDED PLAN - Alliant 8004400	Humana NPOS Opt 2	Humana GA NPOS Opt 3	GMA - PPO 90/70	GMA-PPO 90/70
Deductible	$1,100	$2,250	$2,000	$2,500	$500	$750
Co-Insurance	0%	0%	0%	0%	90%	90%
OP Max	$1,100	$2,250	$6,000	$6,000	$1,500/$1,600**	$2,000/$1,600**
Office Visit-PCP/SP	$15/$30	$20/$40	$40/$80	$35/$65	$25/$35	$25/$35
RX	$10/$35/$70/25%	$15/$35/$70/25%	$10/$40/$75/25%	$10/$40/$75/25%	$10/$35/$60	$10/$35/$60
ER Deductible	$100	$150	$350	$400	$150*	150*
Urgent Care	$75	$75	$100	$100	$60	$60
Employee (23)	$805	$877	$992	$976	$919	$899
Employee/Spouse (5)	$1,611	$1,753	$1,985	$1,953	$1,839	$1,799
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Family (2)	$2,295	$2,498	$2,828	$2,784	$2,754	$2,699
MONTHLY COST PLAN:	**$35,639**	**$38,790**	**$43,905**	**$43,202**	**$41,091**	**$40,197**
ANNUAL COST OF PLAN:	**$427,662**	**$465,485**	**$526,860**	**$518,424**	**$493,092**	**$482,364**
PERCENT OF CHANGE IN CATEGORIES:	**Expires 11/30/20**	**8.84%**	**23.21%**	**21.25%**	**16.38%**	**13.90%**
AMOUNT OF INCREASE:	**Expires 11/30/20**	**$37,823**	**$99,198**	**$90,762**	**$65,430**	**$54,702**

GMA - PPO 90/70:
*non emergency not covered
**separate RX OP Max

GMA-PPO 90/70:
*non emergency not covered
**separate RX OP Max

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FY2019	1.53%
FY2018	13.60%
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FY2016	50.00%
FY2015	20.00%
FY2014	15.00%

NOTE: We budget 20% extra for inflation each year. FY2021 Budget = $519,316.84

	Current Humana:	Proposed Humana:	% Increase:	Consider Additional Life: All Employees 2 Times Salary Additional Cost:	All Employees 3 Times Salary Additional
Life/AD&D	$ 218.08	$ 227.99	4.35%	$ 854.45	$ 1,217.66
Dental	$ 2,193.92	$ 2,301.87	4.69%		
Vision	$ 110.98	$ 110.98	0.00%		
MONTLY COST:	$ 2,522.98	$ 2,640.84	4.46%	$ 854.45	$ 1,217.66
ANTICIPATED MONTHLY INCREASE:		$ 117.86			
ANNUAL COST:	**$ 30,275.76**	**$ 31,690.08**		**$ 10,253.40**	**$ 14,611.92**

FY2021 APPROVED ANNUAL BUDGET:		**$ 519,316.84**
Proposed Increased Costs:		
	Alliant Health	$465,485
	Life& AD&D	$ 2,735.88
	Dental	$ 27,622.44
	Vision	$ 1,331.76
	SUBTOTAL:	**$497,175**
Add: Additional Life Insurance		
	3 Times Salary:	$ 14,611.92
APPROVED BUDGET REMAINING:		**$ 7,529.44**

Humana

Life Proposal

Proposal for:	City Of Flowery Branch *A	Quote #:	252341601-008	Agent/agency:	Joseph T Talley
		Reference #:	1		
State/county:	GA - Hall	Effective:	11/1/2020		
SIC:	8231 - Libraries	Issuing Carrier:	Humana Insurance Company		
Location type:	Single Site			Prepared:	9/29/2020

Basic Employee Life/AD&D Plan

Employer contribution	100%
Minimum participation level	100%
Salary multiplier	2
Minimum volume amount	$15,000
Maximum volume amount	$350,000
Guarantee issue	$175,000
Waiver of premium	Waiver to age 65
Accelerated death benefit	50% to a maximum of $250,000
Age reduction	

Age	Schedule 2
65 - 69	35%
70+	50%

Dependent Basic Life

Spouse/Child volume amounts	Rate per dependent unit
$10,000/$2,500	$3.58

AD&D	Included
AD&D riders	Seat belt/airbag/helmet Paralysis Repatriation benefit Common carrier Education benefit Child care Coma
Rate guarantee	2 years

Class	Number of active employees	Volume	Life rates per $1000	AD&D rates per $1000	Monthly premium
ALL EMPLOYEES	37	$3,715,000.00	$0.21	$0.02	$854.45

At time of sale, rate guarantee is required to be the same between classes.

Humana

Life Proposal

Proposal for:	City Of Flowery Branch *A	Quote #:	252341601-008	Agent/agency:	Joseph T Talley
		Reference #:	2		
State/county:	GA - Hall	Effective:	11/1/2020		
SIC:	8231 - Libraries	Issuing Carrier:	Humana Insurance Company		
Location type:	Single Site			Prepared:	9/29/2020

Basic Employee Life/AD&D Plan

Employer contribution	100%
Minimum participation level	100%
Salary multiplier	3
Minimum volume amount	$15,000
Maximum volume amount	$350,000
Guarantee issue	$175,000
Waiver of premium	Waiver to age 65
Accelerated death benefit	50% to a maximum of $250,000
Age reduction	

Age	Schedule 2
65 - 69	35%
70+	50%

Dependent Basic Life

Spouse/Child volume amounts	Rate per dependent unit
$10,000/$2,500	$3.58

AD&D	Included
AD&D riders	Seat belt/airbag/helmet Paralysis Repatriation benefit Common carrier Education benefit Child care Coma
Rate guarantee	2 years

Class	Number of active employees	Volume	Life rates per $1000	AD&D rates per $1000	Monthly premium
ALL EMPLOYEES	37	$5,534,800.00	$0.20	$0.02	$1,217.66

At time of sale, rate guarantee is required to be the same between classes.

Visit www.humana.com to view plan information or request other benefit options, or contact Easy Rate at ezrate@humana.com.

10.28.2020

Memo

To
Mayor and Council

From
Alisha Gamble, Finance Director

CC Bill Andrew, City Manager

Re
Additional information requested for annual insurance benefits review

Comments:

Mayor and Council,

During the Thursday, 10/15/2020 Council Meeting, staff presented the annual benefits renewal and additional life insurance options for employees. Bill explained the reasoning for the extra life insurance presentation in an email to Mayor/Council dated 10/15/2020:

"*The extra life insurance was a request by some of the Council for the City to consider when Hall County Deputy Sheriff Dixon was killed in the line of duty and it was determined by the County they were not able to pay out much of a benefit to his family. So, we were instructed to look into what would be the cost of increasing life insurance for our staff. It took this much time to get the quote to the Council because we had to time it with this renewal.*"

Below is additional information to help with your decision.

1- The plan has a two-year rate guarantee. Humana obviously doesn't think the current pandemic will have a significant impact on mortality rates or they wouldn't issue them for the next two years in the midst of it. The age of the group is more likely to have an impact than anything else. Life insurance is not as volatile as health insurance rates because mortality rates tend to be stable over time.
2- Even though the rates are guaranteed for two years, the city may terminate or move the coverage to another carrier at its discretion.
3- Roughly 73% of the city's employees have jobs that are considered high risk (police, public works, wastewater treatment). Life insurance would be the only cost-effective way for the city to provide a tax-free benefit to their surviving family members.
4- As Ty Talley presented at the 10/15/2020 meeting, the following cities currently offer life insurance in the following increments:
   a. Hall County = 2 X Salary
   b. City of Gainesville = $75,000
   c. Town of Alto = $15,000
   d. City of Baldwin = $15,000
   e. City of Lula = $10,000

5- The City's annual salaries, benefits, and payroll tax costs are $2,860,000. The two presented increases in life insurance for employees is very minimal to total costs. If you look at the cost of the additional life insurance packages compared to payroll and benefits expense:
   a. 2 X Salary (additional $10,253.40 annually) = to 0.003585%, or about 1/3 of one percent of our annual payroll costs

  b. 3 X Salary (additional $14,611.92 annually) = 0.005109%, about 1/2 of one percent of our of annual payroll costs

6- Currently, we have 8 employees paying for additional life insurance coverage through Transamerica and 1 employee through AFLAC. The employee's additional costs range from $23.72 per pay period to $227.90 per pay period. Without knowing what their terms are, we can calculate the cost of 2 X per salary for 40 employees = $9.86 ($10,253.40 / 40/26 pay periods) per employee per pay period compared to the lowest amount of $23.72 on the private market. As you can see, it is cheaper than the private market individual cost.

Other items to consider are COLA/Merit adjustments for FY2021. As you may remember, we did not include any COLA or merit adjustments in the FY2021 budget due to the COVID-19 pandemic. We had stated we would re-evaluate mid-year to help ensure we stay on track with our salary study pay chart.

As you will see from the upcoming November 5 financial report, to date, the City has not experienced any significant losses at this time due to the pandemic. The areas of revenue decline include police court fines and penalties and fees for water and sewer billing. Current economic reports are saying we may not feel the financial effects of this pandemic until 2-3 years out. Of course, these reports are fluid and we continue to monitor the situation. I would recommend consideration of at least a COLA increase to stay in line with the salary study effective 11/12/2020 or 11/26/2020 payroll. The Carl Vinson Institute of Government has calculated a recommended COLA of 3.3% for this fiscal year:

a. Not increasing life insurance and using this funding to help with the cost of the COLA increases = $37,029.70 for the remaining of FY2021
b. Increase life insurance to 2 X salary plus approval of the COLA = $47,283.10 for the remaining of FY2021

FLOWERY BRANCH CITY COUNCIL

EXECUTIVE SUMMARY

SUBJECT: Sewer Capacity Request - Capstone Acquisition, LLC

COUNCIL MEETING DATE: November 5, 2020

HISTORY:
This item was heard at the February 20, 2020 Council Meeting (see attached Minutes). No action was taken and the applicant was asked to file an application to annex into the City to receive sewer service. This application for annexation was subsequently denied on September 17, 2020. Annexation was also denied on May 2, 2019.

Capstone then submitted a letter (see attached) requesting sewer from the City but the request was beyond the authority of the City Manager, who may only approve up to 5,000 gallons per day and so the Council would need to make a decision on this issue. An email was sent from Capstone on October 30, 2020 confirming the amounts of sewer requested and what parcels would require various amounts of capacity in three development phases (see attached email).

FACTS AND ISSUES:
Capstone is requesting the following sewer capacity:

Beginning on or around July, 2021: 22,437.50 gallons per day serving the first phase of the proposed multi-family and commercial developments;

Beginning on or around December, 2021: 22,437.50 gallons per day serving the second phase of the proposed multi-family and commercial developments (or 44,875 gallons per day in total as of Dec., 2021); and

Beginning on or around March, 2022: 15,750 gallons per day serving the proposed senior facility development (or 60,625 gallons per day in total as of March, 2022).

60,625 gallons, if charged the $15.53/gallon would be $941,506.25. Due to the complexities for a request of this size, this charge might be different based on engineer calculations for the typical daily peak flow, the size and number of the meters required for the site, etc.

Tax Parcels to be served: 15046-000009B; 15046-000071; 15046-000151; 15046-000065; 15046-000125; 15046-000131; 15046-000010; 15046-000070.

The current 2017 Service Delivery Strategy states the following regarding the ability of one government to partner with another to provide sewer service in the Flowery Branch Sewer Service District:

"...[S]ignators of this document may wish to 'partner' to provide service within specific geographic areas of any District. Said partnership may be between the County and one or more of the municipalities or simply between one or more of the municipalities. These partnerships may be affected by a mutual, simple, written agreement between the governmental entity assigned the district in which the 'specific geographic area' lies and the other governmental entities wishing to 'partner.'"

This means, Hall County would not be able to offer to sewer service to Capstone unless Flowery Branch consents in writing to this request.

OPTIONS:
15,750 gallons per day in sewer capacity would be recommended for parcels: 15046-000009B, 15046-000071 and 15046-000151, which represent the senior facility development for the parcels already within the City of Flowery Branch (see attached Capstone Map Nov 2020 v3).

Staff is recommending denial of the request for the other parcels, because sewer service, in and of itself, does not bring positive net revenue or growth to the City unless it is accompanied by annexation or some provision for annexation in the future. It is unclear if Hall County would actually be able to provide sewer service to this property.

IF FUNDING IS INVOLVED, ARE FUNDS APPROVED IN THE CURRENT BUDGET:
No

AMOUNT AND SOURCE OF FUNDS:
Not Applicable

RECOMMENDATION:
The staff typically recommends a denial for any request of sewer service outside of the city limits. 15,750 gallons per day in sewer capacity would be recommended for parcels: 15046-000009B, 15046-000071 and 15046-000151, which represent the senior facility development for the parcels already within the City of Flowery Branch. The other parcels are not within the city limits and have been denied annexation on two occasions.

SAMPLE MOTION:
I motion for the Council to approve up to 15,750 gallons per day in sewer capacity for parcels: 15046-000009B, 15046-000071 and 15046-000151, which represent the senior facility development for the parcels already within the City of Flowery Branch and denial of the sewer service application for parcels 15046-000065; 15046-000125; 15046-000131; 15046-000010; 15046-000070.

COLLABORATING DEPARTMENT:

DEPARTMENT: Administration

Prepared by: Vickie Short

ATTACHMENTS

- Capstone Sewer Ltr 20.09.21.pdf
- Capstone Map Nov 2020 v3.pdf
- 2020.09.17 Slide Capstone Project.pdf
- Capstone Sewer Request Email 20.10.30.pdf

IHS LAW, LLC
A Georgia limited liability company

P.O. Box 907146
Gainesville, GA 30501
404-210-6271
cwalker@ihslawllc.com

September 21, 2020

VIA FEDERAL EXPRESS
OVERNIGHT DELIVERY

Mr. James M. Miller, Mayor
Flowery Branch City Council
c/o Mr. Bill Andrews, City Manager
5410 W. Pine Street
Flowery Branch, GA 30542

Re: Annexation and Rezoning Applications of Capstone Acquisitions, LLC regarding Tax Parcel # 15046-000065; Tax Parcel # 15046-000125; Tax Parcel # 15046-000131; Tax Parcel # 15046-000010; and Tax Parcel # 15046-000070 (the "Applications")

Dear Mayor Miller:

This letter confirms that the City Council of the City of Flowery Branch, Georgia (the "City") has denied sewer access and capacity to Capstone Acquisitions, LLC ("Capstone") by virtue of its vote last Thursday, September 17, 2020 rejecting the Annexation and Rezoning Applications of RRRD, LLC (the adjacent parcel owner), thereby affirmatively making Capstone's Applications, which contained its request for sewer access and capacity, ineligible for consideration.

If no response is received by the undersigned before 5:00pm on Friday, September 28, 2020, the above-referenced denial of sewer access will be deemed confirmed by the City and Capstone will proceed to seek alternative sewer access for its properties.

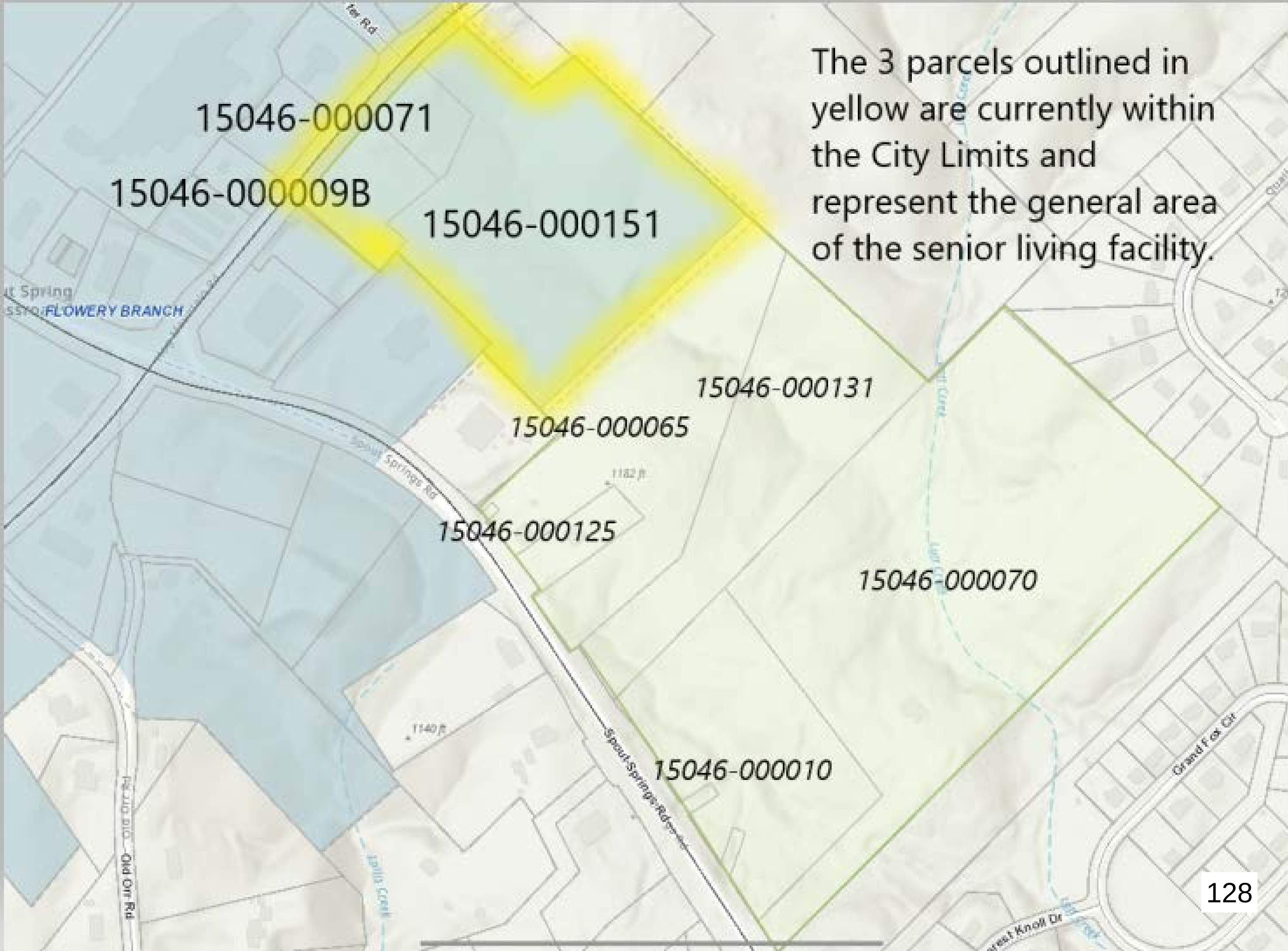
Sincerely,

IHS LAW, LLC
a Georgia limited liability company

Carla J. Walker

Carla J. Walker, Esq.

Cc: E. Ronald Bennett, City Attorney
Dr. L. Jeffrey Payne (via e-mail)
Mr. Jonathan Collins (via e-mail)
Mr. Chris Riley (via e-mail)


The 3 parcels outlined in yellow are currently within the City Limits and represent the general area of the senior living facility.
15046-000071
15046-000009B
15046-000151
15046-000131
15046-000065
15046-000125
15046-000070
15046-000010
FLOWERY BRANCH
Spout Springs Rd
Old Orr Rd
Grand Fox Cir
1182 ft
1140 ft

2019 Capstone Project

- Annexation, Rezoning
- 520 Apartments
- Two Phases

Red box shows approximately where the 2020 proposal has the senior living center; the 2019 version proposed non-age restricted apartments

Annexation requests were **denied** by City Council on May 2, 2019 and September 17, 2020

From:	Carla J. Walker
To:	Bill Andrew
Cc:	Jonathan Collins; Chris Riley
Subject:	Capstone - Flowery Branch
Date:	Friday, October 30, 2020 7:50:02 AM

Bill,

The dates and numbers below regarding Capstone's sewer capacity request remain the same as our prior discussions starting in December. We would appreciate being on the November 5th agenda with this information and request.

> Beginning on or around July, 2021: 22,437.50 gallons per day serving the first phase of the proposed multi-family and commercial developments;
>
> Beginning on or around December, 2021: 22,437.50 gallons per day serving the second phase of the proposed multi-family and commercial developments (or 44,875 gallons per day in total as of Dec., 2021); and
>
> Beginning on or around March, 2022: 15,750 gallons per day serving the proposed senior facility development (or **60,625 gallons per day in total as of March, 2022**).
>
> Tax Parcels to be served: 15046-000009B; 15046-000071; 15046-000151; 15046-000065; 15046-000125; 15046-000131; 15046-000010; 15046-000070.

Thanks,
Carla

Carla J. Walker, Esq.
General Counsel
340 Jesse Jewell Pkwy, Suite 400, Gainesville, GA 30501
P. O. Box 724, Gainesville, GA 30503
carla@cpgllc.net
Direct: 404-210-6271
Fax: 470-892-5854

FLOWERY BRANCH CITY COUNCIL

EXECUTIVE SUMMARY

SUBJECT: Consider Resolution 20-025 - 1st Quarter Amendment to the Budget for FY2021 as Previously Adopted on June 25, 2020.

COUNCIL MEETING DATE: November 5, 2020

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

FACTS AND ISSUES:
- See attachment A and B for 1st quarter details.

OPTIONS:
Approve Resolution 20-025 for 1st Quarter Amendment to the Budget for FY2021 as Previously Adopted on June 25, 2020.

IF FUNDING IS INVOLVED, ARE FUNDS APPROVED IN THE CURRENT BUDGET:
No

AMOUNT AND SOURCE OF FUNDS:
Excess collections in revenue in FY2021 for General Fund and Water/Wastewater Fund

---

RECOMMENDATION:
Approve Resolution 20-025 for 1st Quarter Amendment to the Budget for FY2021 as Previously Adopted on June 25, 2020.

SAMPLE MOTION:
I make a motion for the City Council to authorize approval of Resolution 20-025, 1st Quarter Amendment to the Budget for FY2021 as Previously Adopted on June 25, 2020 as presented in Attachment A and B.

COLLABORATING DEPARTMENT:
Water/Wastewater

DEPARTMENT: Finance

Prepared by: Vickie Short

ATTACHMENTS

- Resolution 20-025 Executive Summary.pdf
- Resolution 20-025.pdf
- Attachment A - Resolution 20-025 Budget Amendment Form.pdf
- Attachment A - Detailed Report.pdf
- RESOLUTION 20-025 PRESENTATION 11-5-2020.pdf
- Attachment_B_-_Budget_Adjustment_Descriptions.pdf

FLOWERY BRANCH CITY COUNCIL

EXECUTIVE SUMMARY

SUBJECT: Resolution 20-025: 1st Quarter Amendment to the Budget for FY2021 as Previously Adopted on June 25, 2020.

DATE: 10/2/2020

BUDGET INFORMATION:
ANNUAL-
CAPITAL-

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

COMMISSION ACTION REQUESTED ON: 11/5/2020

PURPOSE: To approve Resolution 20- 025, 1st Quarter Amendment to the Budget for FY2021 as Previously Adopted on June 25, 2020.

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

FACTS AND ISSUES:

- See attachment A and B for 1st quarter details.

RECOMMENDED SAMPLE MOTION: I make a motion for the City Council to authorize approval of Resolution 20- 025, 1st Quarter Amendment to the Budget for FY2021 as Previously Adopted on June 25, 2020 as presented in Attachment A and B.

DEPARTMENT: Finance

Prepared by: Alisha Gamble

RESOLUTION NO.: 20-025

TO AMEND THE BUDGET FOR FISCAL YEAR 2021 AS PREVIOUSLY ADOPTED ON JUNE 25, 2020.

WHEREAS, the City Council approved a budget for fiscal year 2021 for the City of Flowery Branch on June 25, 2020 by Resolution 20-018; 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 5th day of November 2020.

____
James M. Miller, Mayor

ATTEST:

____
Vickie Short, City Clerk

APPROVED AS TO FORM:

____
E. Ronald Bennett, Jr., City Attorney

City of Flowery Branch
Request For Budget Adjustment

Flowery Branch

Fund/Department: 100 & 505

Effective Date: 9/30/2020

Account Number	Account Name	Current Budget	Debit (Credit)	Revised Budget
100-0000-391320	Transfer in 320 - SPLOST Fund	-	(78)	(78)
100-0000-391100	Transfer in - Fund Balance Reserve	556,257	78	556,335
				-
308-000-391505	Transfer in 505 - W&S Fund	-	(50,038)	(50,038)
308-0000-39900	Budgeted Retained Earnings	649,090	50,038	699,128
				-
505-0000-344212	Water Charges - Portable Meters	-	(223)	(223)
505-4400-531110	W / Meter Purchases	20,000	40,000	60,000
505-0000-611308	Transfer out 308 - WS Capital Project Fund	-	50,039	50,039
505-0000-389200	Reserves	(115,814)	(89,816)	(205,630)
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
	Totals	$ 1,109,533	$ (0)	$ 1,109,533

Justification: RESOLUTION 20-025: BUDGET AMENDMENT TO FY2021 APPROVED BUDGET FROM JUNE 25, 2020.
(See Attachment A and Attachment B for Details)

Approvals:

Finance Director: Alyssa Gamble Date: 10/14/2020

City Manager: Bill Andrew Date: 10/14/2020

Mayor: Date:

Finance Department Use

Posted By: Date Posted:

Council Action Required: Yes No Budget Adjust. #:

Attachment A

City of Flowery Branch

Budget Adjustment Report

Adjustment Detail

For Date Range: 07/01/2020 - 09/30/2020

Account Number / Adjustment Number	Account Name / Adjustment Description	Packet Number	Post Date	Original Budget	Budget Adjustments Amount	Current Budget
Budget Code: Revised Budget - Revised Budget	**Fiscal: FY2021**					
Fund: 100 - GENERAL FUND						
Expense						
100-1500-531701	Admin / Miscellaneous			12,000.00	339.00	12,339.00
BA0000218	Sept 2020 Qtr End Dept Level Adjustments	GLPKT05532	09/30/2020		339.00	
100-1500-531790	Admin / Uniforms			0.00	312.00	312.00
BA0000218	Sept 2020 Qtr End Dept Level Adjustments	GLPKT05532	09/30/2020		312.00	
100-1500-579999	Admin / Cost Allocation - COVID-19			0.00	-651.00	-651.00
BA0000218	Sept 2020 Qtr End Dept Level Adjustments	GLPKT05532	09/30/2020		-651.00	
100-2650-511100	Court Clerk / Salary			77,183.00	2,215.00	79,398.00
BA0000218	Sept 2020 Qtr End Dept Level Adjustments	GLPKT05532	09/30/2020		2,215.00	
100-2650-579999	Court Clerk / Cost Allocation COVID-19			0.00	-2,215.00	-2,215.00
BA0000218	Sept 2020 Qtr End Dept Level Adjustments	GLPKT05532	09/30/2020		-2,215.00	
100-3210-531100	PD/ Supplies & Materials			8,500.00	6,144.00	14,644.00
BA0000218	Sept 2020 Qtr End Dept Level Adjustments	GLPKT05532	09/30/2020		6,144.00	
100-3210-531600	PD / Small Equipment			10,000.00	15,000.00	25,000.00
BA0000218	Sept 2020 Qtr End Dept Level Adjustments	GLPKT05532	09/30/2020		15,000.00	
100-3210-579999	PD Admin / Cost Allocation - COVID-19			0.00	-21,144.00	-21,144.00
BA0000218	Sept 2020 Qtr End Dept Level Adjustments	GLPKT05532	09/30/2020		-21,144.00	
100-3223-511100	Patrol/ Salaries			731,014.00	90,000.00	821,014.00
BA0000218	Sept 2020 Qtr End Dept Level Adjustments	GLPKT05532	09/30/2020		90,000.00	
100-3223-511300	Patrol/ Overtime			20,719.00	12,085.00	32,804.00
BA0000218	Sept 2020 Qtr End Dept Level Adjustments	GLPKT05532	09/30/2020		12,085.00	
100-3223-579999	Patrol - Cost Allocation - COVID-19			0.00	-102,085.00	-102,085.00
BA0000218	Sept 2020 Qtr End Dept Level Adjustments	GLPKT05532	09/30/2020		-102,085.00	
100-4210-521204	PWs / Prof. Services			12,000.00	2,304.00	14,304.00
BA0000218	Sept 2020 Qtr End Dept Level Adjustments	GLPKT05532	09/30/2020		2,304.00	
100-4210-579999	PW's / Cost Allocation COVID-19			0.00	-2,304.00	-2,304.00
BA0000218	Sept 2020 Qtr End Dept Level Adjustments	GLPKT05532	09/30/2020		-2,304.00	
100-7400-521201	PCD / Professional Sys & Projects			100,000.00	1,103.00	101,103.00
BA0000218	Sept 2020 Qtr End Dept Level Adjustments	GLPKT05532	09/30/2020		1,103.00	
100-7400-579999	PCD / Cost Allocation COVID-19			0.00	-1,103.00	-1,103.00
BA0000218	Sept 2020 Qtr End Dept Level Adjustments	GLPKT05532	09/30/2020		-1,103.00	
			Expense Total:	**971,416.00**	**0.00**	**971,416.00**
			Fund 100 Total:	**971,416.00**	**0.00**	**971,416.00**

Budget Adjustment Report

For Date Range: 07/01/2020 - 09/30/2020

Account Number / Adjustment Number	Account Name / Adjustment Description	Packet Number	Post Date	Original Budget	Budget Adjustments Amount	Current Budget
Fund: 220 - GRANT FUND						
Revenue						
220-0000-331150	Intergovernmental Revenue - Federal Indirect			0.00	-131,790.00	-131,790.00
BA0000218	Sept 2020 Qtr End Dept Level Adjustments	GLPKT05532	09/30/2020		-131,790.00	
			Revenue Total:	**0.00**	**-131,790.00**	**-131,790.00**
Expense						
220-1500-511107	PR-0001117 FY2021 Admin Salaries			0.00	651.00	651.00
BA0000218	Sept 2020 Qtr End Dept Level Adjustments	GLPKT05532	09/30/2020		651.00	
220-2650-511107	PR-0001117 FY2021 Court Salaries			0.00	2,215.00	2,215.00
BA0000218	Sept 2020 Qtr End Dept Level Adjustments	GLPKT05532	09/30/2020		2,215.00	
220-3210-511105	PR-0001113 FY2021 PS Salaries			0.00	15,062.00	15,062.00
BA0000218	Sept 2020 Qtr End Dept Level Adjustments	GLPKT05532	09/30/2020		15,062.00	
220-3210-511106	PR-0001143 FY2021 PS Salaries			0.00	419.00	419.00
BA0000218	Sept 2020 Qtr End Dept Level Adjustments	GLPKT05532	09/30/2020		419.00	
220-3210-511107	PR-0001117 FY2021 PS Salaries			0.00	5,664.00	5,664.00
BA0000218	Sept 2020 Qtr End Dept Level Adjustments	GLPKT05532	09/30/2020		5,664.00	
220-3223-511105	PR-0001113 FY2021 Patrol Salaries			0.00	91,327.00	91,327.00
BA0000218	Sept 2020 Qtr End Dept Level Adjustments	GLPKT05532	09/30/2020		91,327.00	
220-3223-511106	PR-0001143 FY2021 Patrol Salaries			0.00	4,480.00	4,480.00
BA0000218	Sept 2020 Qtr End Dept Level Adjustments	GLPKT05532	09/30/2020		4,480.00	
220-3223-511107	PR-0001117 FY2021 Patrol Salaries			0.00	6,279.00	6,279.00
BA0000218	Sept 2020 Qtr End Dept Level Adjustments	GLPKT05532	09/30/2020		6,279.00	
220-4210-511107	PR-0001117 FY2021 PW Salaries			0.00	2,304.00	2,304.00
BA0000218	Sept 2020 Qtr End Dept Level Adjustments	GLPKT05532	09/30/2020		2,304.00	
220-4300-511107	PR-0001117 FY2021 Sewer Salaries			0.00	832.00	832.00
BA0000218	Sept 2020 Qtr End Dept Level Adjustments	GLPKT05532	09/30/2020		832.00	
220-4400-511107	PR-0001117 FY2021 Water Salaries			0.00	1,066.00	1,066.00
BA0000218	Sept 2020 Qtr End Dept Level Adjustments	GLPKT05532	09/30/2020		1,066.00	
220-4420-511107	PR-0001117 FY2021 WS Admin Salaries			0.00	388.00	388.00
BA0000218	Sept 2020 Qtr End Dept Level Adjustments	GLPKT05532	09/30/2020		388.00	
220-7400-511107	PR-0001117 FY2021 PCD Salaries			0.00	1,103.00	1,103.00
BA0000218	Sept 2020 Qtr End Dept Level Adjustments	GLPKT05532	09/30/2020		1,103.00	
			Expense Total:	**0.00**	**131,790.00**	**131,790.00**
			Fund 220 Total:	**0.00**	**0.00**	**0.00**

Budget Adjustment Report

For Date Range: 07/01/2020 - 09/30/2020

Account Number / Adjustment Number	Account Name / Adjustment Description	Packet Number	Post Date	Original Budget	Budget Adjustments Amount	Current Budget
Fund: 308 - WATER/ SEWER CAPITAL PROJECTS FUND						
Revenue						
308-0000-399900	Budgeted Retained Earnings			0.00	-649,090.00	-649,090.00
BA0000201	Debbie Lane Water Line Improvements Project	GLPKT05022	08/20/2020		-132,090.00	
BA0000205	Re-open Project Budgets for Fund 308	GLPKT05224	07/01/2020		-517,000.00	
			Revenue Total:	**0.00**	**-649,090.00**	**-649,090.00**
Expense						
308-0000-541000	Water Tank Improvements Planning & Design			647,416.00	51,500.00	698,916.00
BA0000205	Re-open Project Budgets for Fund 308	GLPKT05224	07/01/2020		51,500.00	
308-0000-541100	Water Line Improvements Planning & Design			0.00	50,000.00	50,000.00
BA0000205	Re-open Project Budgets for Fund 308	GLPKT05224	07/01/2020		50,000.00	
308-0000-541300	Wastewater Expansion Plant Design/Permits			0.00	415,500.00	415,500.00
BA0000205	Re-open Project Budgets for Fund 308	GLPKT05224	07/01/2020		415,500.00	
308-0000-541600	Debbie Lane Water Line Improvements Project			0.00	132,090.00	132,090.00
BA0000201	Debbie Lane Water Line Improvements Project	GLPKT05022	08/20/2020		132,090.00	
			Expense Total:	**647,416.00**	**649,090.00**	**1,296,506.00**
			Fund 308 Total:	**647,416.00**	**0.00**	**647,416.00**

Account Number / Adjustment Number	Account Name / Adjustment Description	Packet Number	Post Date	Original Budget	Budget Adjustments Amount	Current Budget
Fund: 320 - SPLOST FUND						
Revenue						
320-0000-399900	Budgeted Fund Balance			0.00	-582,092.00	-582,092.00
BA0000206	Re-establish 6/30/2020 Project Balances	GLPKT05227	07/01/2020		-536,055.00	
BA0000217	Adjust SPLOST VII to actual cash balance 9/30/...	GLPKT05479	09/30/2020		-46,037.00	
			Revenue Total:	**0.00**	**-582,092.00**	**-582,092.00**
Expense						
320-0000-541003	VII -City-Wide Signage Project - SPLOST Portion			0.00	52,000.00	52,000.00
BA0000206	Re-establish 6/30/2020 Project Balances	GLPKT05227	07/01/2020		52,000.00	
320-0000-541400	VII -Public Works Booster Pump Station			0.00	50,000.00	50,000.00
BA0000206	Re-establish 6/30/2020 Project Balances	GLPKT05227	07/01/2020		50,000.00	
320-0000-541500	VII -Water Sewer Infrastructure			0.00	480,092.00	480,092.00
BA0000206	Re-establish 6/30/2020 Project Balances	GLPKT05227	07/01/2020		434,055.00	
BA0000217	Adjust SPLOST VII to actual cash balance 9/30/...	GLPKT05479	09/30/2020		46,037.00	
			Expense Total:	**0.00**	**582,092.00**	**582,092.00**
			Fund 320 Total:	**0.00**	**0.00**	**0.00**

Account Number / Adjustment Number	Account Name / Adjustment Description	Packet Number	Post Date	Original Budget	Budget Adjustments Amount	Current Budget
Fund: 350 - LOCAL RESOURCES FUND						
Revenue						
350-0000-399900	Budgeted Fund Balance			0.00	-1,174,779.00	-1,174,779.00
BA0000202	Project 20200 - Michell St Project Phase 1	GLPKT05106	08/20/2020		-397,862.00	
BA0000207	Re-establish 6/30/2020 Project Budgets - Fund...	GLPKT05230	07/01/2020		-776,917.00	
			Revenue Total:	**0.00**	**-1,174,779.00**	**-1,174,779.00**
Expense						
350-0000-522200	Paving/Repairs & Maintenance - Roads			114,750.00	490,611.00	605,361.00
BA0000207	Re-establish 6/30/2020 Project Budgets - Fund...	GLPKT05230	07/01/2020		490,611.00	
350-0000-522210	5512-5514 Main St Roof Repairs			0.00	13,420.00	13,420.00
BA0000207	Re-establish 6/30/2020 Project Budgets - Fund...	GLPKT05230	07/01/2020		13,420.00	
350-0000-522220	Depot and Caboose Repairs			0.00	27,386.00	27,386.00
BA0000207	Re-establish 6/30/2020 Project Budgets - Fund...	GLPKT05230	07/01/2020		27,386.00	
350-0000-522255	Mitchell St/Bassett Storwater Planning & Design			0.00	75,000.00	75,000.00
BA0000207	Re-establish 6/30/2020 Project Budgets - Fund...	GLPKT05230	07/01/2020		75,000.00	
350-0000-541003	City-Wide Signage Project			0.00	78,000.00	78,000.00
BA0000207	Re-establish 6/30/2020 Project Budgets - Fund...	GLPKT05230	07/01/2020		78,000.00	
350-0000-541004	Mitchell St Stormwater Infrastructure Imp - Phase1			0.00	397,862.00	397,862.00
BA0000202	Project 20200 - Michell St Project Phase 1	GLPKT05106	08/20/2020		397,862.00	
350-0000-543001	Downtown Streetscapes/Parks Design Project			0.00	92,500.00	92,500.00
BA0000207	Re-establish 6/30/2020 Project Budgets - Fund...	GLPKT05230	07/01/2020		92,500.00	
			Expense Total:	**114,750.00**	**1,174,779.00**	**1,289,529.00**
			Fund 350 Total:	**114,750.00**	**0.00**	**114,750.00**

Account Number / Adjustment Number	Account Name / Adjustment Description	Packet Number	Post Date	Original Budget	Budget Adjustments Amount	Current Budget
Fund: 505 - WATER / SEWER FUND						
Expense						
505-1500-521300	W/S Admin / Website & Software Maintenance			8,500.00	388.00	8,888.00
BA0000218	Sept 2020 Qtr End Dept Level Adjustments	GLPKT05532	09/30/2020		388.00	
505-1500-579999	WS Admin / Cost Allocation COVID-19			0.00	-388.00	-388.00
BA0000218	Sept 2020 Qtr End Dept Level Adjustments	GLPKT05532	09/30/2020		-388.00	
505-4300-523250	S / Shipping & Postage			0.00	832.00	832.00
BA0000218	Sept 2020 Qtr End Dept Level Adjustments	GLPKT05532	09/30/2020		832.00	
505-4300-579999	Sewer / Cost Allocation - COVID-19			0.00	-832.00	-832.00
BA0000218	Sept 2020 Qtr End Dept Level Adjustments	GLPKT05532	09/30/2020		-832.00	
505-4400-521204	W / Engineering Fees			20,000.00	1,066.00	21,066.00
BA0000218	Sept 2020 Qtr End Dept Level Adjustments	GLPKT05532	09/30/2020		1,066.00	
505-4400-579999	Water / Cost Allocation - COVID-19			0.00	-1,066.00	-1,066.00
BA0000218	Sept 2020 Qtr End Dept Level Adjustments	GLPKT05532	09/30/2020		-1,066.00	
			Expense Total:	**28,500.00**	**0.00**	**28,500.00**
			Fund 505 Total:	**28,500.00**	**0.00**	**28,500.00**
			Budget Code Revised Budget Total:	**1,762,082.00**	**0.00**	**1,762,082.00**

Description

Fund Summary

Description	Fund	Original Budget	Budget Adjustments	Current Budget
	Budget Code: Revised Budget - Revised Budget Fiscal: FY2021			
	100	971,416.00	0.00	971,416.00
	220	0.00	0.00	0.00
	308	647,416.00	0.00	647,416.00
	320	0.00	0.00	0.00
	350	114,750.00	0.00	114,750.00
	505	28,500.00	0.00	28,500.00
Budget Code Revised Budget Total:		**1,762,082.00**	**0.00**	**1,762,082.00**

ATTACHMENT B
QUARTERLY BUDGET ADJUSTMENT RESOLUTION
ADJUSTMENT DESCRIPTIONS

GENERAL FUND

GENERAL FUND

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

- Adjustments to post CARES Projects funding allocations to the departments for approved projects in FY2021 totaling $128,401.
- An adjustment for Hotel Motel transfer in to actual amount collected for a total amount of $68,340.

Requested non-departmental adjustments are as follows:

- Increase transfer in from SPLOST fund by $78 for project expenses paid by credit card through the General Fund.

SPECIAL REVENUE FUNDS

GRANTS FUND

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

- Adjustments to post CARES Projects funding allocations to the departments for approved projects in FY2021 totaling $131,790.00.

TAX ALLOCATION DISCTRICT FUND

No adjustments needed for quarter ending September 30, 2020.

HOTEL MOTEL TAX FUND

No adjustments needed for quarter ending September 30, 2020.

ATTACHMENT B
QUARTERLY BUDGET ADJUSTMENT RESOLUTION
ADJUSTMENT DESCRIPTIONS

CAPITAL PROJECT FUNDS

WATER/WASTEWATER CAPITAL PROJECTS FUND

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

- Adjustments to re-open ongoing projects from FY2020 to FY2021, totaling $649,090:
  - Water Tank Improvements Planning & Design $51,500
  - Water Line Improvements Planning & Design $50,000
  - Wastewater Expansion Plant Design/Permits $415,500
  - Debbie Lane Water Line Improvements Project $132,090

Requested non-departmental adjustments are as follows:

- Increase Transfer in from Water Sewer Operating for $50,039 for re-opening of on-going capital projects from FY2020 to FY2021.

SPLOST VII CAPITAL PROJECTS FUND

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

- Adjustments to re-open ongoing projects from FY2020 to FY2021, totaling $582,092:
  - City-Wide Signage – SPLOST VII Portion $52,000
  - Public Works Booster Pump Station $50,000
  - Water Sewer Infrastructure (VII -Balance) $480,092

LOCAL RESOURCES CAPITAL PROJECTS FUND

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

- Adjustments to re-open ongoing projects from FY2020 to FY2021, totaling $1,174,779:
  - Paving/Repairs & Maintenance – Roads $490,611
  - 5512-5514 Main St Roof Repairs $13,420
  - Depot and Caboose Repairs $27,386
  - Mitchell St/Bassett Stormwater Planning & Design $75,000
  - City-Wide Signage Project $78,000
  - Mitchell St Stormwater Infrastructure Imp – Phase 1 $397,862
  - Downtown Streetscapes/Parks Design Project $92,500

ATTACHMENT B
QUARTERLY BUDGET ADJUSTMENT RESOLUTION
ADJUSTMENT DESCRIPTIONS

ENTERPRISE FUNDS

WATER AND WASTEWATER OPERATING FUND

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

- Adjustments to post CARES Projects funding allocations to the departments for approved projects in FY2021 totaling $3,389.

Requested non-departmental adjustments are as follows:

- Meter Purchases expense account increase to match Meter Set Fees budget. Requesting an increase of $40,000. The meter purchase account is used to purchase all new meters for new developments as requested by the developers.
- Increase Water Charges – Portable Meters revenue account to actual collections as of September 30, 2020 to $223.
- Increase the transfers out to Water Sewer Capital Fund to re-establish project balances for FY2021 closed in FY2020 to the Water Sewer operating fund (for financial reporting purposes) to $50,039.

Budget Adjustment Report

City of Flowery Branch

Adjustment Detail

For Date Range: 07/01/2020 - 09/30/2020

Account Number / Adjustment Number	Account Name / Adjustment Description	Packet Number	Post Date	Original Budget	Budget Adjustments Amount	Current Budget
Budget Code: Revised Budget - Revised Budget	**Fiscal: FY2021**					
Fund: 100 - GENERAL FUND						
Expense						
100-1500-531701	Admin / Miscellaneous			12,000.00	339.00	12,339.00
BA0000218	Sept 2020 Qtr End Dept Level Adjustments	GLPKT05532	09/30/2020		339.00	
100-1500-531790	Admin / Uniforms			0.00	312.00	312.00
BA0000218	Sept 2020 Qtr End Dept Level Adjustments	GLPKT05532	09/30/2020		312.00	
100-1500-579999	Admin / Cost Allocation - COVID-19			0.00	-651.00	-651.00
BA0000218	Sept 2020 Qtr End Dept Level Adjustments	GLPKT05532	09/30/2020		-651.00	
100-2650-511100	Court Clerk / Salary			77,183.00	2,215.00	79,398.00
BA0000218	Sept 2020 Qtr End Dept Level Adjustments	GLPKT05532	09/30/2020		2,215.00	
100-2650-579999	Court Clerk / Cost Allocation COVID-19			0.00	-2,215.00	-2,215.00
BA0000218	Sept 2020 Qtr End Dept Level Adjustments	GLPKT05532	09/30/2020		-2,215.00	
100-3210-531100	PD/ Supplies & Materials			8,500.00	6,144.00	14,644.00
BA0000218	Sept 2020 Qtr End Dept Level Adjustments	GLPKT05532	09/30/2020		6,144.00	
100-3210-531600	PD / Small Equipment			10,000.00	15,000.00	25,000.00
BA0000218	Sept 2020 Qtr End Dept Level Adjustments	GLPKT05532	09/30/2020		15,000.00	
100-3210-579999	PD Admin / Cost Allocation - COVID-19			0.00	-21,144.00	-21,144.00
BA0000218	Sept 2020 Qtr End Dept Level Adjustments	GLPKT05532	09/30/2020		-21,144.00	
100-3223-511100	Patrol/ Salaries			731,014.00	90,000.00	821,014.00
BA0000218	Sept 2020 Qtr End Dept Level Adjustments	GLPKT05532	09/30/2020		90,000.00	
100-3223-511300	Patrol/ Overtime			20,719.00	12,085.00	32,804.00
BA0000218	Sept 2020 Qtr End Dept Level Adjustments	GLPKT05532	09/30/2020		12,085.00	
100-3223-579999	Patrol - Cost Allocation - COVID-19			0.00	-102,085.00	-102,085.00
BA0000218	Sept 2020 Qtr End Dept Level Adjustments	GLPKT05532	09/30/2020		-102,085.00	
100-4210-521204	PWs / Prof. Services			12,000.00	2,304.00	14,304.00
BA0000218	Sept 2020 Qtr End Dept Level Adjustments	GLPKT05532	09/30/2020		2,304.00	
100-4210-579999	PW's / Cost Allocation COVID-19			0.00	-2,304.00	-2,304.00
BA0000218	Sept 2020 Qtr End Dept Level Adjustments	GLPKT05532	09/30/2020		-2,304.00	
100-7400-521201	PCD / Professional Sys & Projects			100,000.00	1,103.00	101,103.00
BA0000218	Sept 2020 Qtr End Dept Level Adjustments	GLPKT05532	09/30/2020		1,103.00	
100-7400-579999	PCD / Cost Allocation COVID-19			0.00	-1,103.00	-1,103.00
BA0000218	Sept 2020 Qtr End Dept Level Adjustments	GLPKT05532	09/30/2020		-1,103.00	
			Expense Total:	**971,416.00**	**0.00**	**971,416.00**
			Fund 100 Total:	**971,416.00**	**0.00**	**971,416.00**

Account Number / Adjustment Number	Account Name / Adjustment Description	Packet Number	Post Date	Original Budget	Budget Adjustments Amount	Current Budget
Fund: 220 - GRANT FUND						
Revenue						
220-0000-331150	Intergovernmental Revenue - Federal Indirect			0.00	-131,790.00	-131,790.00
BA0000218	Sept 2020 Qtr End Dept Level Adjustments	GLPKT05532	09/30/2020		-131,790.00	
			Revenue Total:	**0.00**	**-131,790.00**	**-131,790.00**
Expense						
220-1500-511107	PR-0001117 FY2021 Admin Salaries			0.00	651.00	651.00
BA0000218	Sept 2020 Qtr End Dept Level Adjustments	GLPKT05532	09/30/2020		651.00	
220-2650-511107	PR-0001117 FY2021 Court Salaries			0.00	2,215.00	2,215.00
BA0000218	Sept 2020 Qtr End Dept Level Adjustments	GLPKT05532	09/30/2020		2,215.00	
220-3210-511105	PR-0001113 FY2021 PS Salaries			0.00	15,062.00	15,062.00
BA0000218	Sept 2020 Qtr End Dept Level Adjustments	GLPKT05532	09/30/2020		15,062.00	
220-3210-511106	PR-0001143 FY2021 PS Salaries			0.00	419.00	419.00
BA0000218	Sept 2020 Qtr End Dept Level Adjustments	GLPKT05532	09/30/2020		419.00	
220-3210-511107	PR-0001117 FY2021 PS Salaries			0.00	5,664.00	5,664.00
BA0000218	Sept 2020 Qtr End Dept Level Adjustments	GLPKT05532	09/30/2020		5,664.00	
220-3223-511105	PR-0001113 FY2021 Patrol Salaries			0.00	91,327.00	91,327.00
BA0000218	Sept 2020 Qtr End Dept Level Adjustments	GLPKT05532	09/30/2020		91,327.00	
220-3223-511106	PR-0001143 FY2021 Patrol Salaries			0.00	4,480.00	4,480.00
BA0000218	Sept 2020 Qtr End Dept Level Adjustments	GLPKT05532	09/30/2020		4,480.00	
220-3223-511107	PR-0001117 FY2021 Patrol Salaries			0.00	6,279.00	6,279.00
BA0000218	Sept 2020 Qtr End Dept Level Adjustments	GLPKT05532	09/30/2020		6,279.00	
220-4210-511107	PR-0001117 FY2021 PW Salaries			0.00	2,304.00	2,304.00
BA0000218	Sept 2020 Qtr End Dept Level Adjustments	GLPKT05532	09/30/2020		2,304.00	
220-4300-511107	PR-0001117 FY2021 Sewer Salaries			0.00	832.00	832.00
BA0000218	Sept 2020 Qtr End Dept Level Adjustments	GLPKT05532	09/30/2020		832.00	
220-4400-511107	PR-0001117 FY2021 Water Salaries			0.00	1,066.00	1,066.00
BA0000218	Sept 2020 Qtr End Dept Level Adjustments	GLPKT05532	09/30/2020		1,066.00	
220-4420-511107	PR-0001117 FY2021 WS Admin Salaries			0.00	388.00	388.00
BA0000218	Sept 2020 Qtr End Dept Level Adjustments	GLPKT05532	09/30/2020		388.00	
220-7400-511107	PR-0001117 FY2021 PCD Salaries			0.00	1,103.00	1,103.00
BA0000218	Sept 2020 Qtr End Dept Level Adjustments	GLPKT05532	09/30/2020		1,103.00	
			Expense Total:	**0.00**	**131,790.00**	**131,790.00**
			Fund 220 Total:	**0.00**	**0.00**	**0.00**

Account Number / Adjustment Number	Account Name / Adjustment Description	Packet Number	Post Date	Original Budget	Budget Adjustments Amount	Current Budget
Fund: 308 - WATER/ SEWER CAPITAL PROJECTS FUND						
Revenue						
308-0000-399900	Budgeted Retained Earnings			0.00	-649,090.00	-649,090.00
BA0000201	Debbie Lane Water Line Improvements Project	GLPKT05022	08/20/2020		-132,090.00	
BA0000205	Re-open Project Budgets for Fund 308	GLPKT05224	07/01/2020		-517,000.00	
			Revenue Total:	**0.00**	**-649,090.00**	**-649,090.00**
Expense						
308-0000-541000	Water Tank Improvements Planning & Design			647,416.00	51,500.00	698,916.00
BA0000205	Re-open Project Budgets for Fund 308	GLPKT05224	07/01/2020		51,500.00	
308-0000-541100	Water Line Improvements Planning & Design			0.00	50,000.00	50,000.00
BA0000205	Re-open Project Budgets for Fund 308	GLPKT05224	07/01/2020		50,000.00	
308-0000-541300	Wastewater Expansion Plant Design/Permits			0.00	415,500.00	415,500.00
BA0000205	Re-open Project Budgets for Fund 308	GLPKT05224	07/01/2020		415,500.00	
308-0000-541600	Debbie Lane Water Line Improvements Project			0.00	132,090.00	132,090.00
BA0000201	Debbie Lane Water Line Improvements Project	GLPKT05022	08/20/2020		132,090.00	
			Expense Total:	**647,416.00**	**649,090.00**	**1,296,506.00**
			Fund 308 Total:	**647,416.00**	**0.00**	**647,416.00**

Account Number / Adjustment Number	Account Name / Adjustment Description	Packet Number	Post Date	Original Budget	Budget Adjustments Amount	Current Budget
Fund: 320 - SPLOST FUND						
Revenue						
320-0000-399900	Budgeted Fund Balance			0.00	-582,092.00	-582,092.00
BA0000206	Re-establish 6/30/2020 Project Balances	GLPKT05227	07/01/2020		-536,055.00	
BA0000217	Adjust SPLOST VII to actual cash balance 9/30/…	GLPKT05479	09/30/2020		-46,037.00	
			Revenue Total:	**0.00**	**-582,092.00**	**-582,092.00**
Expense						
320-0000-541003	VII -City-Wide Signage Project - SPLOST Portion			0.00	52,000.00	52,000.00
BA0000206	Re-establish 6/30/2020 Project Balances	GLPKT05227	07/01/2020		52,000.00	
320-0000-541400	VII -Public Works Booster Pump Station			0.00	50,000.00	50,000.00
BA0000206	Re-establish 6/30/2020 Project Balances	GLPKT05227	07/01/2020		50,000.00	
320-0000-541500	VII -Water Sewer Infrastructure			0.00	480,092.00	480,092.00
BA0000206	Re-establish 6/30/2020 Project Balances	GLPKT05227	07/01/2020		434,055.00	
BA0000217	Adjust SPLOST VII to actual cash balance 9/30/…	GLPKT05479	09/30/2020		46,037.00	
			Expense Total:	**0.00**	**582,092.00**	**582,092.00**
			Fund 320 Total:	**0.00**	**0.00**	**0.00**

Account Number / Adjustment Number	Account Name / Adjustment Description	Packet Number	Post Date	Original Budget	Budget Adjustments Amount	Current Budget
Fund: 350 - LOCAL RESOURCES FUND						
Revenue						
350-0000-399900	Budgeted Fund Balance			0.00	-1,174,779.00	-1,174,779.00
BA0000202	Project 20200 - Michell St Project Phase 1	GLPKT05106	08/20/2020		-397,862.00	
BA0000207	Re-establish 6/30/2020 Project Budgets - Fund...	GLPKT05230	07/01/2020		-776,917.00	
		Revenue Total:		**0.00**	**-1,174,779.00**	**-1,174,779.00**
Expense						
350-0000-522200	Paving/Repairs & Maintenance - Roads			114,750.00	490,611.00	605,361.00
BA0000207	Re-establish 6/30/2020 Project Budgets - Fund...	GLPKT05230	07/01/2020		490,611.00	
350-0000-522210	5512-5514 Main St Roof Repairs			0.00	13,420.00	13,420.00
BA0000207	Re-establish 6/30/2020 Project Budgets - Fund...	GLPKT05230	07/01/2020		13,420.00	
350-0000-522220	Depot and Caboose Repairs			0.00	27,386.00	27,386.00
BA0000207	Re-establish 6/30/2020 Project Budgets - Fund...	GLPKT05230	07/01/2020		27,386.00	
350-0000-522255	Mitchell St/Bassett Storwater Planning & Design			0.00	75,000.00	75,000.00
BA0000207	Re-establish 6/30/2020 Project Budgets - Fund...	GLPKT05230	07/01/2020		75,000.00	
350-0000-541003	City-Wide Signage Project			0.00	78,000.00	78,000.00
BA0000207	Re-establish 6/30/2020 Project Budgets - Fund...	GLPKT05230	07/01/2020		78,000.00	
350-0000-541004	Mitchell St Stormwater Infrastructure Imp - Phase1			0.00	397,862.00	397,862.00
BA0000202	Project 20200 - Michell St Project Phase 1	GLPKT05106	08/20/2020		397,862.00	
350-0000-543001	Downtown Streetscapes/Parks Design Project			0.00	92,500.00	92,500.00
BA0000207	Re-establish 6/30/2020 Project Budgets - Fund...	GLPKT05230	07/01/2020		92,500.00	
		Expense Total:		**114,750.00**	**1,174,779.00**	**1,289,529.00**
		Fund 350 Total:		**114,750.00**	**0.00**	**114,750.00**

Account Number / Adjustment Number	Account Name / Adjustment Description	Packet Number	Post Date	Original Budget	Budget Adjustments Amount	Current Budget
Fund: 505 - WATER / SEWER FUND						
Expense						
505-1500-521300	W/S Admin / Website & Software Maintenance			8,500.00	388.00	8,888.00
BA0000218	Sept 2020 Qtr End Dept Level Adjustments	GLPKT05532	09/30/2020		388.00	
505-1500-579999	WS Admin / Cost Allocation COVID-19			0.00	-388.00	-388.00
BA0000218	Sept 2020 Qtr End Dept Level Adjustments	GLPKT05532	09/30/2020		-388.00	
505-4300-523250	S / Shipping & Postage			0.00	832.00	832.00
BA0000218	Sept 2020 Qtr End Dept Level Adjustments	GLPKT05532	09/30/2020		832.00	
505-4300-579999	Sewer / Cost Allocation - COVID-19			0.00	-832.00	-832.00
BA0000218	Sept 2020 Qtr End Dept Level Adjustments	GLPKT05532	09/30/2020		-832.00	
505-4400-521204	W / Engineering Fees			20,000.00	1,066.00	21,066.00
BA0000218	Sept 2020 Qtr End Dept Level Adjustments	GLPKT05532	09/30/2020		1,066.00	
505-4400-579999	Water / Cost Allocation - COVID-19			0.00	-1,066.00	-1,066.00
BA0000218	Sept 2020 Qtr End Dept Level Adjustments	GLPKT05532	09/30/2020		-1,066.00	
			Expense Total:	**28,500.00**	**0.00**	**28,500.00**
			Fund 505 Total:	**28,500.00**	**0.00**	**28,500.00**
			Budget Code Revised Budget Total:	**1,762,082.00**	**0.00**	**1,762,082.00**

Description

Fund Summary

Description	Fund	Original Budget	Budget Adjustments	Current Budget
	Budget Code: Revised Budget - Revised Budget Fiscal: FY2021			
	100	971,416.00	0.00	971,416.00
	220	0.00	0.00	0.00
	308	647,416.00	0.00	647,416.00
	320	0.00	0.00	0.00
	350	114,750.00	0.00	114,750.00
	505	28,500.00	0.00	28,500.00
	Budget Code Revised Budget Total:	**1,762,082.00**	**0.00**	**1,762,082.00**

Resolution 20-025: Explanation:

- A balanced budget is required by Georgia Law on Local Government Budgets (36-81-3)and Government Finance Officers Association (GFOA) Best Practices

- Requests will be presented quarterly (if needed) with the presentation of the quarterly financials to ensure the City stays in compliance with balanced budget requirements.

- http://www.audits.ga.gov/NALGAD/36812-6.html

- 1 adjustment request (Attachment A)

Flowery Branch

Resolution 20-025: Explanation:

- First Amendment – General Fund
  - Transfer from SPLOST for project expenses for $78
    - Pump Station Project purchases
- Second Amendment – Water Sewer Operating Fund
  - Increase Portable Meters Revenue to actual collected for the quarter $223
  - Increase Meter Purchases $40,000 to match revenue account budget
    - This adjustment is to establish actual activity for the first quarter.
  - Transfer to and from the water sewer capital fund to re-establish roll forward of on-going project balances ($50,038 decrease in W&S Operating and $50,038 increase in W&S Capital Fund).

Flowery Branch

Resolution 20-025: Attachment A

Fund/Department: 100 & 505

Effective Date: 9/30/2020

Account Number	Account Name	Current Budget	Debit (Credit)	Revised Budget
100-0000-391320	Transfer in 320 - SPLOST Fund	-	(78)	(78)
100-0000-391100	Transfer in - Fund Balance Reserve	556,257	78	556,335
				-
308-000-391505	Transfer in 505 - W&S Fund	-	(50,038)	(50,038)
308-0000-39900	Budgeted Retained Earnings	649,090	50,038	699,128
				-
505-0000-344212	Water Charges - Portable Meters	-	(223)	(223)
505-4400-531110	W / Meter Purchases	20,000	40,000	60,000
505-0000-611308	Transfer out 308 - WS Capital Project Fund	-	50,039	50,039
505-0000-389200	Reserves	(115,814)	(89,816)	(205,630)
				-

Flowery Branch

Resolution 20-025: Attachment B

- Includes –
  - Explanations for the amendments as previously presented
  - Report of quarterly departmental adjustments – for review by Council
    - Approved at the City Manager/Finance Director Level

- Conclusion –
  - Request to approve Resolution 20-025: 1st Quarter Budget Amendments as presented.
  - Questions?

ATTACHMENT B
QUARTERLY BUDGET ADJUSTMENT RESOLUTION
ADJUSTMENT DESCRIPTIONS

GENERAL FUND

GENERAL FUND

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

- Adjustments to post CARES Projects funding allocations to the departments for approved projects in FY2021 totaling $128,401.
- An adjustment for Hotel Motel transfer in to actual amount collected for a total amount of $68,340.

Requested non-departmental adjustments are as follows:

- Increase transfer in from SPLOST fund by $78 for project expenses paid by credit card through the General Fund.

SPECIAL REVENUE FUNDS

GRANTS FUND

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

- Adjustments to post CARES Projects funding allocations to the departments for approved projects in FY2021 totaling $131,790.00.

TAX ALLOCATION DISTRICT FUND

No adjustments needed for quarter ending September 30, 2020.

HOTEL MOTEL TAX FUND

No adjustments needed for quarter ending September 30, 2020.

ATTACHMENT B
QUARTERLY BUDGET ADJUSTMENT RESOLUTION
ADJUSTMENT DESCRIPTIONS

CAPITAL PROJECT FUNDS

WATER/WASTEWATER CAPITAL PROJECTS FUND

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

- Adjustments to re-open ongoing projects from FY2020 to FY2021, totaling $649,090:
  - Water Tank Improvements Planning & Design $51,500
  - Water Line Improvements Planning & Design $50,000
  - Wastewater Expansion Plant Design/Permits $415,500
  - Debbie Lane Water Line Improvements Project $132,090

Requested non-departmental adjustments are as follows:

- Increase Transfer in from Water Sewer Operating for $50,039 for re-opening of on-going capital projects from FY2020 to FY2021.

SPLOST VII CAPITAL PROJECTS FUND

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

- Adjustments to re-open ongoing projects from FY2020 to FY2021, totaling $582,092:
  - City-Wide Signage – SPLOST VII Portion $52,000
  - Public Works Booster Pump Station $50,000
  - Water Sewer Infrastructure (VII -Balance) $480,092

LOCAL RESOURCES CAPITAL PROJECTS FUND

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

- Adjustments to re-open ongoing projects from FY2020 to FY2021, totaling $1,174,779:
  - Paving/Repairs & Maintenance – Roads $490,611
  - 5512-5514 Main St Roof Repairs $13,420
  - Depot and Caboose Repairs $27,386
  - Mitchell St/Bassett Stormwater Planning & Design $75,000
  - City-Wide Signage Project $78,000
  - Mitchell St Stormwater Infrastructure Imp – Phase 1 $397,862
  - Downtown Streetscapes/Parks Design Project $92,500

ATTACHMENT B
QUARTERLY BUDGET ADJUSTMENT RESOLUTION
ADJUSTMENT DESCRIPTIONS

ENTERPRISE FUNDS

WATER AND WASTEWATER OPERATING FUND

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

- Adjustments to post CARES Projects funding allocations to the departments for approved projects in FY2021 totaling $3,389.

Requested non-departmental adjustments are as follows:

- Meter Purchases expense account increase to match Meter Set Fees budget. Requesting an increase of $40,000. The meter purchase account is used to purchase all new meters for new developments as requested by the developers.
- Increase Water Charges – Portable Meters revenue account to actual collections as of September 30, 2020 to $223.
- Increase the transfers out to Water Sewer Capital Fund to re-establish project balances for FY2021 closed in FY2020 to the Water Sewer operating fund (for financial reporting purposes) to $50,039.

FLOWERY BRANCH CITY COUNCIL

EXECUTIVE SUMMARY

SUBJECT: Request approval of Resolution 20-026: Relocate Sewer at Hog Mountain Road and Spout Springs Road

COUNCIL MEETING DATE: November 5, 2020

HISTORY:
The City of Flowery Branch has utilized Duncan Pipeline, Inc. Services in the past with no issues. The City prefers to use Duncan Pipeline over the other bidder since there is only a difference of $159.82 in the quotes, and Duncan has a history of working with the City of Flowery Branch.

FACTS AND ISSUES:
This project needs to start as soon as possible before an issue arises with the Georgia Department of Transportation and the Spouts Springs widening project.

OPTIONS:
Approve resolution 20-026, Relocate Sewer at Hog Mountain, and Spouts Springs Road for a total of $38,544 from the Water Sewer Capital Projects Fund.

IF FUNDING IS INVOLVED, ARE FUNDS APPROVED IN THE CURRENT BUDGET:
No

AMOUNT AND SOURCE OF FUNDS:
$38,544 from the Water Sewer Capital Projects Fund - 308

RECOMMENDATION:
Approve resolution 20-026, Relocate Sewer at Hog Mountain, and Spouts Springs Road for a total of $38,544 from the Water Sewer Capital Projects Fund.

SAMPLE MOTION:
I make a motion to approve Resolution 20-026, Relocate Sewer at Hog Mountain, and Spouts Springs Road for a total of $38,544 from the Water Sewer Capital Projects Fund.

COLLABORATING DEPARTMENT:
Water/Wastewater

DEPARTMENT: Finance

Prepared by: Vickie Short

ATTACHMENTS

- Executive Summary - Resolution 20-026.pdf
- 20-026 Relocate Sewer at Hog Mountain Rd and Spout Springs Rd.pdf
- Duncan Pipeline Quote 9-5-2020_001.pdf
- Bowen Utilities Quote 10-25-2020_001.pdf

FLOWERY BRANCH CITY COUNCIL

EXECUTIVE SUMMARY

SUBJECT: Request approval of Resolution 20-026: Relocate Sewer at Hog Mountain Road and Spout Springs Road

DATE: October 28, 2020

BUDGET INFORMATION:
ANNUAL-
CAPITAL-

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

COMMISSION ACTION REQUESTED ON: November 5, 2020

PURPOSE: The Georgia Department of Transportation (GDOT) is requiring the City of Flowery Branch to relocate sewer at Hog Mountain Road and Spout Springs Road owned by the City as soon as possible as it may cause a delay in the widening of Spout Springs Road.

HISTORY: The City of Flowery Branch has utilized Duncan Pipeline, Inc. Services in the past with no issues. The City prefers to use Duncan Pipeline over the other bidder since there is only a difference of $159.82 in the quotes, and Duncan has a history of working with the City of Flowery Branch.

FACTS AND ISSUES: This project needs to start as soon as possible before an issue arises with the Georgia Department of Transportation and the Spouts Springs widening project.

OPTIONS: Approve resolution 20-026, Relocate Sewer at Hog Mountain, and Spouts Springs Road for a total of $38,544 from the Water Sewer Capital Projects Fund.

RECOMMENDED SAMPLE MOTION: I make a motion to approve Resolution 20-026, Relocate Sewer at Hog Mountain, and Spouts Springs Road for a total of $38,544 from the Water Sewer Capital Projects Fund.

DEPARTMENT: Finance

Prepared by: Alisha Gamble

RESOLUTION 20-026

RELOCATE SEWER AT HOG MOUNTAIN RD AND SPOUT SPRINGS RD

WHEREAS, the City of Flowery Branch owns and operates a water and wastewater system; and

WHEREAS, the Georgia Department of Transportation (GDOT) is requiring the City of Flowery Branch to relocate sewer at Hog Mountain Road and Spout Springs Road owned by the City as soon as possible as it may cause a delay in the widening of Spout Springs Road; and

WHEREAS, the City of Flowery Branch requested five quotes and received two quotes, with Duncan Pipeline, Inc qualifying as the preferred quote; and

WHEREAS, the Mayor and Council adopted Resolution 18-010 on the 17th day of May 2018 to establish a Water Sewer Capital Projects Fund; and

WHEREAS, the total expenditure for this move shall not exceed $38,544 (includes a 10% contingency of $3,504) and that said expenditure shall be from the Water Sewer Capital Projects Fund; and

NOW THEREFORE BE IT RESOLVED by the Mayor and Council of the City of Flowery Branch authorize the budget amendment for this project and authorize the City Manager to sign any necessary documents to complete this project.

BE IT FURTHERMORE RESOLVED that this budget amendment is hereby adopted.

SO RESOLVED this 5th day of November 2020.

Attest: ______________________________
James M. Miller

____
Vickie Short, City Clerk

Approved as to form:

____
E. Ronald Bennett, Jr., City Attorney

6625 Bennett Road
Cumming, GA 30041

DUNCAN PIPELINE, INC.

678-410-7451
404-803-0083

CITY OF FLOWERY BRANCH
5410 PINE STREET
FLOWERY BRANCH , GA. 30542 5 SEPT. 2020
ATTN: MR. JIMMY DEAN
ESTIMATE : RELOCATE SEWER AT HOG MOUNTAIN RD. AND SPOUT SPRINGS ROAD

DESCRIPTION	EST. **QTY**	**UOM**	UNIT **PRICE**	TOTAL **PRICE**
PROPOSAL				
RELOCATE EXISTING SEWER PER DRAWING BY INFRATEC DATED 10/19/18				
4.0' DOGHOUSE MH	2	EA	5,800.00	11,600.00
4.0' FLAT TOP W/O RING AND COVER	2	EA	1,200.00	2,400.00
8" SDR 26 PVC (0-5)	48	LF	32.00	1,536.00
TIE TO EXISTING LINE	1	EA	1,500.00	1,500.00
HYDROVAC /LOCATE EXISTING UTILITIES	1	LS	5,500.00	5,500.00
REROUTE 2" FM	1	LS	1,200.00	1,200.00
4.0' DIA.MH	5	VF	185.00	925.00
RING AND COVER	1	EA	475.00	475.00
INVERT IN 4.0' MH	1	EA	425.00	425.00
DEMO EXISTING MH	2	EA	1,600.00	3,200.00
TIE IN EXISTING FM AND GRAVITY	4	EA	650.00	2,600.00
SEED AND STRAW	1	LS	850.00	850.00
TRAFFIC CONTROL/BARRICADES	1	LS	1,800.00	1,800.00
BEDDING STONE	19.5	TN	52.76	1,028.82
TOTAL RELOCATE				**35,039.82**

PROPOSAL QUALIFACATIONS:
1) EXCLUDES EROSION MAINT. AND MONITORING.
2) EXCLUDES EROSION CONTROL.
3) EXCLUDES WATERING OF GRASSING.
4) EXCLUDES RELOCATION OF EXISTING UTILITIES
5) PROFILES NOT PROVIDED : ADDITIONAL COSTS IF EXCAVATION IS OVER 5' IN DEPTH.
7) EXCLUDES CONCRETE BLOCKING. 8) EXCLUDES ROCK REMOVAL/BLASTING.

Bowen Utilities Incorporated

d/b/a

SEMINOLE CIVIL

Post Office Box 686

Toccoa, GA 30577

Bid Contact
MARK BOWEN
706 491 7135

PROPOSAL

Spout Springs Road Sewer re-alignment
Flowery Branch, GA

Site Sanitary Sewer As Follows:

Staking
Re-align three sewer Manholes
*/- 52 LF 8" PVC SS line
Adjust tops on two manholes

PRICE $34,880

ASSUMPTIONS

1. Existing soil is suitable for reuse as fill.

EXCLUSIONS

1. Permits, fees, etc., except business license fee
2. Correction of existing soil problems
3. Soils Testing
4. Clearing or Grubbing of any kind
5. Correction of problems caused by rock (includes rock, rippable rock, or any other kind of rock).
6. Problems caused by groundwater
7. Modification, removal, or repair of existing utilities
8. Power wiring
9. Repairs to existing pavements
10. Temporary traffic control devices
11. Demolition of any kind except as specifically quoted
12. Erosion control or grassing of any kind
13. Services of a registered engineer or land surveyor
14. Any dealing with hazardous materials
15. Services of a private utility locating firm

MISCELLANEOUS

1. Plans seen: C-01A
2. Specs seen: None
3. Addenda seen: None
4. This proposal includes only the earth portion of backfill where new utilities, included in this scope, pass under existing pavements. Pavement patching by others.
5. This proposal relies on scaling based on stated drawing scales
6. We have excluded rock, so our pricing includes nothing for the expenses that we will incur if we encounter rock. Therefore, we recommend that you include a contingency in your rock pricing so as to cover our potential expense. If rock is encountered, our reimbursable expense will as a minimum include the following: (1) The cost of re-excavating trenches and laybacks at a rate of $9.00 per cy, and (2) equipment standby or remobilization cost. With planning, we may be able to minimize or eliminate equipment standby and remobilization expense by shifting to other work if rock is encountered.

Bowen Utilities, Toccoa, GA

Site Utilities, Lift Stations, Force Mains
Storm Drainage
Earthwork

Seminole Civil has installed site utilities in Georgia since the company was formed in 1983. It has installed site utilities in South Carolina since becoming licensed in that state in 2011.

Georgia Utility Contractor License # UC 300773
South Carolina License # G116445

The company is owned and operated by:

Mark Bowen
BS Civil Engineering, Georgia Southern University

Lee Bowen
BS, MS Civil Engineering, Georgia Tech

References are available upon request.

FLOWERY BRANCH CITY COUNCIL

EXECUTIVE SUMMARY

SUBJECT: Sanitary Sewer Cleaning and Relining Bid Award for Bid Number CPL2020-002

COUNCIL MEETING DATE: November 5, 2020

HISTORY:

For some number of months, storm water has been observed entering the waste water treatment plant (WWTP) during rain events. Efforts were made this past Spring which successfully addressed some issues where inundation was occurring in a sewer line near Flowery Branch Creek behind Terry's Towing. While this effort provided some relief from storm water entering the sanitary sewer system, we were still observing a large amount of storm water entering the WWTP during rain events.

The City hired a company to create a TV Report, where a camera is sent through the system where inundation was suspected and through this filming, we were able to see a number of structural failures in the pipe, which is made of vitrified clay. A vitrified clay pipe is one that has had a progressive reduction and elimination of porosity through the formation of a glass layer as a result of heat treatment. While these pipes are cheaper and tend to have a good solid life of 30 years, they begin to breakdown through stress fractures from shifting soils or tree roots.

FACTS AND ISSUES:

The City had originally acquired two quotes for 498 linear feet of relining which came out to a best price of $236.95 per linear foot or $118,001 total. As this was over $100,000 we are required by State law and our Purchasing Policy to publicly bid the project.

CPL was asked to put together a bid and as they examined the needs of the City, the project was expanded from 498 LF to 1,353 LF The new bid required the furnishing of materials, labor, equipment, etc. for the Cleaning & Relining of approximately 1,353 LF 15" Vitrified Clay Pipe (VCP) with Cast in Place Piping (CIPP), as well as rehabilitation of 13 existing sanitary sewer manholes in accordance with provided construction documents.

With the new project having an increase of 272% in the linear feet of line, and the addition of several manholes, we were concerned the project could be in the range of $320,000. So the bid of $131,855.29 is arguably a savings of over $150,000.

The fact that three of the bids were only separated by $15,526 or 11.7% is a good sign that this is a solid bid.

The cost for hiring CPL to conduct this bid and manage this project is $7,595. The cost to prepare the TV Report was $3,782.85.

OPTIONS:

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

AMOUNT AND SOURCE OF FUNDS:
$141,040.82

RECOMMENDATION:
Approval of the bid from IPR Southeast, LLC

SAMPLE MOTION:
I motion for the City to award the bid to IPR Southeast, LLC and authorize the Mayor to sign the contracts with IPR Southeast, LLC as they are reviewed by staff and recommended for signature.

COLLABORATING DEPARTMENT:

DEPARTMENT: Administration

Prepared by: Vickie Short

ATTACHMENTS

- Award Recommendation Letter 20.10.27.pdf
- Bid Tabulation Sheet Sewer Relining.pdf
- CPL Task Order Sanitary Sewer Relining.pdf
- SewerLine Bid Award Exec Summary.pdf

October 27, 2020

Mr. Bill Andrew, City Manager
City of Flowery Branch
PO Box 757
5410 Pine Street
Flowery Branch, GA 30542

VIA EMAIL

RE: Flowery Branch Sanitary Sewer Cleaning and Re-Line (15" VCP)

Dear Mr. Andrew:

Vickie Short and I opened the bids for the above referenced project on October 23, 2020. We have attached the bid tabulation to this letter.

IPR Southeast was the low bidder with a total bid of $131,855.29. They appear well qualified for the work and we recommend the city council award the contract to them. Council may want to authorize a 10 percent contingency to allow staff to deal with unforeseen problems during construction. If that is the case, the amount appropriated would be $141,040.82.

Please call us if you have any questions.

Sincerely,

CPL ARCHITECTURE, ENGINEERING & PLANNING

Rich Edinger, P.E.
Vice President

cc: file

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

ARCHITECTURE
ENGINEERING
PLANNING
CPLteam.com

BID TABULATION SHEET

PROJECT NAME:	Sanitary Sewer Cleaning & Reline (15" VCP)
CPL PROJECT NO.:	15818.00
CONTRACT FOR:	City of Flowery Branch

CONTRACTOR	SIGNED	BID BOND CO.	NON-COLL	BASE BID WITH FIELD ALLOWANCE	ADDENDA RECEIVED 1	ADDENDA RECEIVED 2	ADDENDA RECEIVED 3	ALTERNATES				
Granite Inliner	☑	☑	☑	$235,220.00	☑	☑	☑					
	☐	☐	☐		☐	☐	☐					
Vortex Services LLC	☑	☑	☑	$137,592.00	☑	☑	☑					
	☐	☐	☐		☐	☐	☐					
IPR Southeast LLC	☑	☑	☑	$131,855.29	☑	☑	☑					
	☐	☐	☐		☐	☐	☐					
Insituform Technologies LLC	☑	☑	☑	$147,381.00	☑	☑	☑					
	☐	☐	☐		☐	☐	☐					
	☐	☐	☐		☐	☐	☐					
	☐	☐	☐		☐	☐	☐					
	☐	☐	☐		☐	☐	☐					
	☐	☐	☐		☐	☐	☐					
	☐	☐	☐		☐	☐	☐					

3011 Sutton Gate Drive
Suite 130
Suwanee, GA 30024
cplteam.com
770.831.9000 TEL
770.831.9243 FAX

ARCHITECTURE
ENGINEERING
PLANNING
CPLteam.com

August 3, 2020

Mr. Bill Andrew, City Manager
City of Flowery Branch
PO Box 757
5410 Pine Street
Flowery Branch, GA. 30542

VIA EMAIL

RE: City of Flowery Branch
Sanitary Sewer Cleaning and Lining Construction Document Proposal

Dear Mr. Andrew:

Clark Patterson Lee (CPL) is pleased to provide this proposal to provide construction documents for a sanitary sewer cleaning and lining project, as follows:

Scope of Work

1. Working with Jimmy Dean, we will determine the beginning and ending points for sanitary sewer cleaning and lining.
2. We will create a set of construction documents such that contractors can submit bids to the city to perform the work.
3. We will administer the bid process.
    - Distribute construction documents
    - Hold a pre-bid conference.
    - Answer contractor questions.
    - Vet the apparent low bidder.
    - Make an award recommendation to city council, if applicable.
4. We will provide construction administration.
    - Answer requests for information
    - Collect payment and performance bonds
    - Process pay applications
    - Review the work to see if it conforms to the construction documents

Fee Proposal

CPL will perform the above referenced scope of work for a lump sum of $7,595.

We will not exceed the estimated budget without authorization from the City. Direct expenses will be billed at cost plus 10%. Direct expenses include, but are not limited to,

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

reproduction cost, courier service, mileage, telephone/fax cost, etc.

TERMS AND CONDITIONS:

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

This document together with the exhibits and/or appendices identified herein constitutes the entire understanding between Flowery Branch and CPL with respect to the work to be performed by CPL for the benefit of Flowery Branch and may only be modified in writing signed by both parties. Please sign and return the enclosed copy of this letter if this document satisfactorily sets forth the understanding of the arrangement between Flowery Branch and CPL. Receipt of the signed agreement will serve as our notice to proceed. This Contract will be open for acceptance for sixty days from the date of this letter.

We look forward to working with you on this project.

Sincerely,

CPL ARCHITECTURE ENGINEERING & PLANNING

Rich Edinger, P.E.
Vice President

cc: file

Accepted this 18TH day of AUGUST, 2020
By: ______________ Title: CITY MANAGER

APPENDIX "A"
TERMS AND CONDITIONS

1. Clark Patterson Lee (hereinafter called "CPL") shall perform the services defined in this Letter Agreement and Client agrees to pay CPL for said services as set forth below.

2. All documents including Drawings and Specifications prepared by CPL are instruments of service in respect to the Project. They are not intended or represented to be suitable for reuse by Client or others on extensions of the Project or on any other project. Any reuse without written verification or adaptation by CPL for the specific purpose intended will be at Clients sole risk and without liability or legal exposure to CPL; and Client shall indemnify and hold harmless CPL from all claims, damages, losses, and expenses including attorneys' fees arising out of or resulting therefrom. Any such verification or adaptation will entitle CPL to further compensation at rates to be agreed upon by Client and CPL.

3. Client agrees to additionally compensate CPL for services resulting from significant changes in general scope of Project, for revising previously accepted reports, studies, design documents, or Contract Documents, or for delays caused by others rather than CPL.

4. Construction cost estimates prepared by CPL represents CPL's best judgment as professionals familiar with the construction industry. It is recognized, however, that CPL has no control over cost of labor, materials, or equipment, over contractors' methods of determining bid prices, or over competitive bidding or market conditions. CPL cannot and does not guarantee that proposals, bids, or actual construction costs will not vary from cost estimates prepared by CPL.

5. If requested by Client or if required by the scope of services of the Agreement, CPL shall visit the site at intervals appropriate to the stage of construction to become generally familiar with the progress and quality of the work and to determine in general if the work is proceeding in accordance with the Contract Documents. However, CPL shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the work. CPL shall not have control or charge of and shall not be responsible for construction means, methods, techniques, sequences, or procedures, or for safety precautions and programs in connection with the Work, for the acts or omissions of the contractor, subcontractors, or any other persons performing any of the work, or for the failure of any of them to carry out the work in accordance with the Contract Documents.

6. Surveying will be provided as stated in the Agreement. Surveying provided on an hourly basis will be charged with a 4-hour minimum at the hourly rates in effect at the time the service is performed. Replacement of survey markers resulting from contractor disturbance or vandalism will be accomplished on an hourly basis.

7. The cost of permits, fees, toll telephone calls, courier service, reproduction of reports, Drawings, and Specifications, transportation in connection with the Project, and other out of pocket expenses will be reimbursed to CPL by Client at cost plus 15%.

8. CPL shall submit monthly statements for services rendered and for reimbursable expenses incurred. Statements will be based upon CPL's time of billing. Payment is due upon receipt of CPL's Statement. If Client fails to make any payment due CPL for services and expenses within 30 days after the date of CPL's statement therefore, the amounts due CPL shall include a charge at the rate of 1.5% per month (18% per annum), or portion thereof, from said 30th day, and, in addition, CPL may, after giving 7 days' written notice to Client, suspend services under this Agreement until CPL has been paid in full all amounts due CPL are collected through an attorney or collection agency, Client shall pay all fees and costs of collection.

9. This Agreement may be terminated by either party upon 7 days' written notice should the other party fail substantially to perform in accordance with its terms through no fault to the party initiating termination, or in the event Project is cancelled. In the event of termination, CPL shall be paid the compensation plus Reimbursable Expenses due for services performed to termination date.

10. This Agreement shall be governed by the laws of the State Georgia. Liability shall be limited to amount of the fees paid for professional services.

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

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

APPENDIX "B"
CPL HOURLY RATES

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

Last revised March 1, 2019

FLOWERY BRANCH CITY COUNCIL

EXECUTIVE SUMMARY

SUBJECT: Sanitary Sewer Cleaning and Relining Bid Award for Bid Number CPL2020-002

COUNCIL MEETING DATE: November 5, 2020

HISTORY:

For some number of months, storm water has been observed entering the waste water treatment plant (WWTP) during rain events. Efforts were made this past Spring which successfully addressed some issues where inundation was occurring in a sewer line near Flowery Branch Creek behind Terry's Towing. While this effort provided some relief from storm water entering the sanitary sewer system, we were still observing a large amount of storm water entering the WWTP during rain events.

The City hired a company to create a TV Report, where a camera is sent through the system where inundation was suspected and through this filming, we were able to see a number of structural failures in the pipe, which is made of vitrified clay. A vitrified clay pipe is one that has had a progressive reduction and elimination of porosity through the formation of a glass layer as a result of heat treatment. While these pipes are cheaper and tend to have a good solid life of 30 years, they begin to breakdown through stress fractures from shifting soils or tree roots.

FACTS AND ISSUES:

The City had originally acquired two quotes for 498 linear feet of relining which came out to a best price of $236.95 per linear foot or $118,001 total. As this was over $100,000 we are required by State law and our Purchasing Policy to publicly bid the project.

CPL was asked to put together a bid and as they examined the needs of the City, the project was expanded from 498 LF to 1,353 LF The new bid required the furnishing of materials, labor, equipment, etc. for the Cleaning & Relining of approximately 1,353 LF 15" Vitrified Clay Pipe (VCP) with Cast in Place Piping (CIPP), as well as rehabilitation of 13 existing sanitary sewer manholes in accordance with provided construction documents.

With the new project having an increase of 272% in the linear feet of line, and the addition of several manholes, we were concerned the project could be in the range of $320,000. So the bid of $131,855.29 is arguably a savings of over $150,000.

The fact that three of the bids were only separated by $15,526 or 11.7% is a good sign that this is a solid bid.

The cost for hiring CPL to conduct this bid and manage this project is $7,595. The cost to prepare the TV Report was $3,782.85.

OPTIONS:

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

AMOUNT AND SOURCE OF FUNDS:
$141,040.82

RECOMMENDATION:
Approval of the bid from IPR Southeast, LLC

SAMPLE MOTION:
I motion for the City to award the bid to IPR Southeast, LLC and authorize the Mayor to sign the contracts with IPR Southeast, LLC as they are reviewed by staff and recommended for signature.

COLLABORATING DEPARTMENT:

DEPARTMENT: Administration

Prepared by: Vickie Short

ATTACHMENTS

- Award Recommendation Letter 20.10.27.pdf
- Bid Tabulation Sheet Sewer Relining.pdf
- CPL Task Order Sanitary Sewer Relining.pdf