



**City of Flowery Branch
City Council Meeting Minutes
Thursday, December 3, 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 6:03 pm.

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

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

PLEDGE OF ALLEGIANCE:

Mayor Mike Miller led the Pledge of Allegiance.

NEW BUSINESS -WORK SESSION:

Consider 2021 Council Meeting Dates

Ms. Short presented the proposed meeting dates for 2021. Mayor Miller asked Council if they approved the dates. Mr. Anglin suggested the July 1, 2021 meeting be removed from the schedule.

Consider Resolution 20-027 - Audit Amendment to the Budget for FY2020 as Previously Adopted on June 27, 2019.

Ms. Gamble presented Resolution 20-027-Audit Amendment to FY2020 Budget. She stated that a balanced budget is required by Georgia Law on Local Government Budgets (36-81-3) and Government Finance Officers Association (GFOA) Best Practices. There are 3 adjustment requests.

Adjustments:

- A reclassification of previously approved total budget between departments is needed for a balanced budget, therefore we request to move \$12,115 from Economic Development

professional services to Planning and Development in the General Fund. This adjustment requires no overall increase in the City's budget.

- The Grant Fund adjustment is for CARES funding expenses incurred as of 6/30/2020 but the grant revenue was not received until FY2021 fiscal year. Therefore, a total of \$158,319 budget adjustment is needed for the expense accounts as of 6/30/2020.
- Hotel Motel tax collections were \$19,009 higher than anticipated from the original budget. Therefore a \$19,009 budget adjustment is needed for a balanced budget.

Crown Castle Memorandum of Amendment and Agreement Amendment

Ms. Gamble presented the Crown Castle Amendment and Agreement.

Details included the following:

- The City of Flowery Branch desires to provide regulation and oversight of cable television and other telecommunications services being provided to the citizens of the City.
- Currently, staff utilizes Georgia Municipal Association, Inc's telecommunications and right-of-way management program (TRM) to assist the City with this monitoring.
- GMA has been in negotiations with Crown Castle, the management company of the cell tower located at 5497 East Main Street in Flowery Branch. Right now, this cell tower only has one company leased to use the tower
- The City currently collects \$893.03 monthly from Crown Castle, a total of \$10,716.36. GMA has negotiated the following terms of the agreement with Crown Castle:
 - Addition of 3 renewal terms of 5 years each for a revised final lease expiration date of July 31, 2040.
 - Addition of a one-time rent payment increase to be applied on the first day of the thirteenth (13th) month following full execution of the Amendment, to an amount equal to \$28,000 per year.
 - Escalation changed to annual 3% effective on 08/01/2023
- One-time payment of a bonus in the amount of Ten Thousand Dollars (\$10,000). This bonus provision will be incorporated into the Amendment and the associated payment will be issued within 60 days of full execution of the Amendment.
- Changing current revenue share provision for future non-affiliate subtenant added to the site to 25% net revenue share. (The City currently does not have a revenue share option in the current contract.

Mr. Anglin asked if there was a charge to the City. Ms. Gamble verified that the City has no charges related to this.

Mr. Andrew pointed out that this covered the under Georgia Municipal Association's (TRM) telecommunications and right-of-way manager program. The City is currently participation in this program. To date, this program cost has already benefited the City more than the original cost.

Request approval of Resolution 20-028; Implementation of 1.75% step adjustment and 1.8% COLA adjustment, effective January 1, 2021.

Ms. Gamble presented the details of the request.

- FY2019 - pay scale implemented through the CVIOG Salary Study
 - Pay scale always includes a 1.75% step adjustment between all levels.
 - Pay scale is adjusted entirely with the COLA each year.
- Due to the COVID-19 pandemic, Council elected to hold off any salary adjustments with the FY2021 budget and re-evaluate mid-year.
- To maintain the competitiveness of our pay table, the City should continue to provide cost of living adjustments (COLA's) annually as the pay scale changes.
- According to the September 2020 Employment Cost Index Report, the COLA adjustment for state and local government workers is 1.8%.

A recent survey completed by the Carl Vinson Institute of Government (CVIOG), shows several local governments around us plan have provided or plans to provide a COLA adjustment to their employees.

<u>Organization:</u>	<u>Last COLA:</u>	<u>Planned Upcoming COLA:</u>
Tallulah Falls:	None	N/A
Hiawassee:	2-3%	3.00%
Blairsville:	3.00%	3.00%
Toccoa:	3.00%	3.00%
Clayton:	3.00%	N/A
Clarkesville:	2.00%	2.00%
Franklin County:	N/A	3.00%
Oakwood:		3.42% (0.90% chart change & 2.5% step change)
Gainesville:	NO RESPONSE	
Hall County:	NO RESPONSE	
Winder:	up to 3% (merit)	up to 3% (merit)
Commerce:		Considering merit increases for Spring 2021
Jefferson:	None	None

Facts and Issues:

For example, a starting officer makes \$42,348 annually. If a 1.8% COLA is merited, but we only implement a 1.75% step adjustment, this position will be behind 1.8% due to inflation and would need to be added to the next COLA in order to stay even with inflation. If only the COLA is added, then we will experience compression between new and seasoned employees.



*Each step always increases 1.75%

1.75% 1.75% 1.75% 1.75%

(same 1.75% for each step)

*Entire chart shifts by COLA adjustment annually

Annual Salary																					
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
	GRADE	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
5.00%	1	27,698	28,183	28,668	29,153	29,638	30,123	30,608	31,093	31,578	32,063	32,548	33,033	33,518	34,003	34,488	34,973	35,458	35,943	36,428	36,913
5.50%	2	28,183	28,668	29,153	29,638	30,123	30,608	31,093	31,578	32,063	32,548	33,033	33,518	34,003	34,488	34,973	35,458	35,943	36,428	36,913	37,398
6.00%	3	28,668	29,153	29,638	30,123	30,608	31,093	31,578	32,063	32,548	33,033	33,518	34,003	34,488	34,973	35,458	35,943	36,428	36,913	37,398	37,883
6.50%	4	29,153	29,638	30,123	30,608	31,093	31,578	32,063	32,548	33,033	33,518	34,003	34,488	34,973	35,458	35,943	36,428	36,913	37,398	37,883	38,368
7.00%	5	29,638	30,123	30,608	31,093	31,578	32,063	32,548	33,033	33,518	34,003	34,488	34,973	35,458	35,943	36,428	36,913	37,398	37,883	38,368	38,853
7.50%	6	30,123	30,608	31,093	31,578	32,063	32,548	33,033	33,518	34,003	34,488	34,973	35,458	35,943	36,428	36,913	37,398	37,883	38,368	38,853	39,338
8.00%	7	30,608	31,093	31,578	32,063	32,548	33,033	33,518	34,003	34,488	34,973	35,458	35,943	36,428	36,913	37,398	37,883	38,368	38,853	39,338	39,823
8.50%	8	31,093	31,578	32,063	32,548	33,033	33,518	34,003	34,488	34,973	35,458	35,943	36,428	36,913	37,398	37,883	38,368	38,853	39,338	39,823	40,308
9.00%	9	31,578	32,063	32,548	33,033	33,518	34,003	34,488	34,973	35,458	35,943	36,428	36,913	37,398	37,883	38,368	38,853	39,338	39,823	40,308	40,793
9.50%	10	32,063	32,548	33,033	33,518	34,003	34,488	34,973	35,458	35,943	36,428	36,913	37,398	37,883	38,368	38,853	39,338	39,823	40,308	40,793	41,278
10.00%	11	32,548	33,033	33,518	34,003	34,488	34,973	35,458	35,943	36,428	36,913	37,398	37,883	38,368	38,853	39,338	39,823	40,308	40,793	41,278	41,763
10.50%	12	33,033	33,518	34,003	34,488	34,973	35,458	35,943	36,428	36,913	37,398	37,883	38,368	38,853	39,338	39,823	40,308	40,793	41,278	41,763	42,248
11.00%	13	33,518	34,003	34,488	34,973	35,458	35,943	36,428	36,913	37,398	37,883	38,368	38,853	39,338	39,823	40,308	40,793	41,278	41,763	42,248	42,733
11.50%	14	34,003	34,488	34,973	35,458	35,943	36,428	36,913	37,398	37,883	38,368	38,853	39,338	39,823	40,308	40,793	41,278	41,763	42,248	42,733	43,218
12.00%	15	34,488	34,973	35,458	35,943	36,428	36,913	37,398	37,883	38,368	38,853	39,338	39,823	40,308	40,793	41,278	41,763	42,248	42,733	43,218	43,703
12.50%	16	34,973	35,458	35,943	36,428	36,913	37,398	37,883	38,368	38,853	39,338	39,823	40,308	40,793	41,278	41,763	42,248	42,733	43,218	43,703	44,188
13.00%	17	35,458	35,943	36,428	36,913	37,398	37,883	38,368	38,853	39,338	39,823	40,308	40,793	41,278	41,763	42,248	42,733	43,218	43,703	44,188	44,673
13.50%	18	35,943	36,428	36,913	37,398	37,883	38,368	38,853	39,338	39,823	40,308	40,793	41,278	41,763	42,248	42,733	43,218	43,703	44,188	44,673	45,158
14.00%	19	36,428	36,913	37,398	37,883	38,368	38,853	39,338	39,823	40,308	40,793	41,278	41,763	42,248	42,733	43,218	43,703	44,188	44,673	45,158	45,643
14.50%	20	36,913	37,398	37,883	38,368	38,853	39,338	39,823	40,308	40,793	41,278	41,763	42,248	42,733	43,218	43,703	44,188	44,673	45,158	45,643	46,128
15.00%	21	37,398	37,883	38,368	38,853	39,338	39,823	40,308	40,793	41,278	41,763	42,248	42,733	43,218	43,703	44,188	44,673	45,158	45,643	46,128	46,613
15.50%	22	37,883	38,368	38,853	39,338	39,823	40,308	40,793	41,278	41,763	42,248	42,733	43,218	43,703	44,188	44,673	45,158	45,643	46,128	46,613	47,098
16.00%	23	38,368	38,853	39,338	39,823	40,308	40,793	41,278	41,763	42,248	42,733	43,218	43,703	44,188	44,673	45,158	45,643	46,128	46,613	47,098	47,583
16.50%	24	38,853	39,338	39,823	40,308	40,793	41,278	41,763	42,248	42,733	43,218	43,703	44,188	44,673	45,158	45,643	46,128	46,613	47,098	47,583	48,068
17.00%	25	39,338	39,823	40,308	40,793	41,278	41,763	42,248	42,733	43,218	43,703	44,188	44,673	45,158	45,643	46,128	46,613	47,098	47,583	48,068	48,553
17.50%	26	39,823	40,308	40,793	41,278	41,763	42,248	42,733	43,218	43,703	44,188	44,673	45,158	45,643	46,128	46,613	47,098	47,583	48,068	48,553	49,038
18.00%	27	40,308	40,793	41,278	41,763	42,248	42,733	43,218	43,703	44,188	44,673	45,158	45,643	46,128	46,613	47,098	47,583	48,068	48,553	49,038	49,523
18.50%	28	40,793	41,278	41,763	42,248	42,733	43,218	43,703	44,188	44,673	45,158	45,643	46,128	46,613	47,098	47,583	48,068	48,553	49,038	49,523	50,008
19.00%	29	41,278	41,763	42,248	42,733	43,218	43,703	44,188	44,673	45,158	45,643	46,128	46,613	47,098	47,583	48,068	48,553	49,038	49,523	50,008	50,493
19.50%	30	41,763	42,248	42,733	43,218	43,703	44,188	44,673	45,158	45,643	46,128	46,613	47,098	47,583	48,068	48,553	49,038	49,523	50,008	50,493	50,978
20.00%	31	42,248	42,733	43,218	43,703	44,188	44,673	45,158	45,643	46,128	46,613	47,098	47,583	48,068	48,553	49,038	49,523	50,008	50,493	50,978	51,463
20.50%	32	42,733	43,218	43,703	44,188	44,673	45,158	45,643	46,128	46,613	47,098	47,583	48,068	48,553	49,038	49,523	50,008	50,493	50,978	51,463	51,948
21.00%	33	43,218	43,703	44,188	44,673	45,158	45,643	46,128	46,613	47,098	47,583	48,068	48,553	49,038	49,523	50,008	50,493	50,978	51,463	51,948	52,433
21.50%	34	43,703	44,188	44,673	45,158	45,643	46,128	46,613	47,098	47,583	48,068	48,553	49,038	49,523	50,008	50,493	50,978	51,463	51,948	52,433	52,918
22.00%	35	44,188	44,673	45,158	45,643	46,128	46,613	47,098	47,583	48,068	48,553	49,038	49,523	50,008	50,493	50,978	51,463	51,948	52,433	52,918	53,403
22.50%	36	44,673	45,158	45,643	46,128	46,613	47,098	47,583	48,068	48,553	49,038	49,523	50,008	50,493	50,978	51,463	51,948	52,433	52,918	53,403	53,888
23.00%	37	45,158	45,643	46,128	46,613	47,098	47,583	48,068	48,553	49,038	49,523	50,008	50,493	50,978	51,463	51,948	52,433	52,918	53,403	53,888	54,373
23.50%	38	45,643	46,128	46,613	47,098	47,583	48,068	48,553	49,038	49,523	50,008	50,493	50,978	51,463	51,948	52,433	52,918	53,403	53,888	54,373	54,858
24.00%	39	46,128	46,613	47,098	47,583	48,068	48,553	49,038	49,523	50,008	50,493	50,978	51,463	51,948	52,433	52,918	53,403	53,888	54,373	54,858	55,343
24.50%	40	46,613	47,098	47,583	48,068	48,553	49,038	49,523	50,008	50,493	50,978	51,463	51,948	52,433	52,918	53,403	53,888	54,373	54,858	55,343	55,828
25.00%	41	47,098	47,583	48,068	48,553	49,038	49,523	50,008	50,493	50,978	51,463	51,948	52,433	52,918	53,403	53,888	54,373	54,858	55,343	55,828	56,313
25.50%	42	47,583	48,068	48,553	49,038	49,523	50,008	50,493	50,978	51,463	51,948	52,433	52,918	53,403	53,888	54,373	54,858	55,343	55,828	56,313	56,798
26.00%	43	48,068	48,553	49,038	49,523	50,008	50,493	50,978	51,463	51,948	52,433	52,918	53,403	53,888	54,373	54,858	55,343	55,828	56,313	56,798	57,283
26.50%	44	48,553	49,038	49,523	50,008	50,493	50,978	51,463	51,948	52,433	52,918	53,403	53,888	54,373	54,858	55,343	55,828	56,313	56,798	57,283	57,768
27.00%	45	49,038	49,523	50,008	50,493	50,978	51,463	51,948	52,433	52,918	53,403	53,888	54,373	54,858	55,343	55,828	56,313	56,798	57,283	57,768	58,253
27.50%	46	49,523	49,999	50,475	50,951	51,427	51,903	52,379	52,855	53,331	53,807	54,283	54,759	55,235	55,711	56,187	56,663	57,139	57,615	58,091	58,567
28.00%	47	50,008	50,484	50,960	51,436	51,912	52,388	52,864	53,340	53,816	54,292	54,768	55,244	55,720	56,196	56,672	57,148	57,624	58,100	58,576	59,052
28.50%	48	50,484	50,960	51,436	51,912	52,388	52,864	53,340	53,816	54,292	54,768	55,244	55,720	56,196	56,672	57,148	57,624	58,100	58,576	59,052	59,528
29.00%	49	50,960	51,436	51,912	52,388	52,864	53,340	53,816	54,292	54,768	55,244	55,720	56,196	56,672	57,148	57,624	58,100	58,576	59,052	59,528	60,004
29.50%	50	51,436	51,912	52,388	52,864	53,340	53,816	54,292	54,768	55,244	55,720	56,196	56,672	57,148	57,624	58,100	58,576	59,052	59,528	60,004	60,480
30.00%	51	51,912	52,388	52,864	53,340	53,816	54,292														

VOTING SESSION AGENDA

CALL VOTING SESSION TO ORDER:

Mayor Miller called the voting session to order at 6:34 pm.

PUBLIC COMMENTS: There were no public comments.

CONSENT AGENDA:

Consider 2021 Council Meeting Dates

There was a motion made to approve Consider 2021 Council Meeting Dates with the exception of July 1, 2021. This meeting will not be on the schedule.

MOTION: Joe Anglin

SECOND: Leslie Jarchow

AYES: Joe Anglin, Amy Farah, Chris Mundy, Leslie Jarchow, Ed Asbridge

NAYS: None

Motion carried

NEW BUSINESS - VOTING SESSION:

Consider Resolution 20-027 -Audit Amendment to the Budget for FY2020 as Previously Adopted on June 27, 2019.

Mr. Bennett read the caption to Resolution 20-027.

There was a motion made to approve Resolution 20-027 for Audit Amendment to the Budget for FY2020 as Previously Adopted on June 27, 2019.

MOTION: Leslie Jarchow

SECOND: Ed Asbridge

AYES: Joe Anglin, Amy Farah, Chris Mundy, Leslie Jarchow, Ed Asbridge

NAYS: None

Motion carried

EXECUTIVE SESSION: There was no executive session.

ADJOURNMENT:

There was a motion made to adjourn at 6:38pm.

MOTION: Chris Mundy

SECOND: Leslie Jarchow

AYES: Joe Anglin, Amy Farah, Chris Mundy, Leslie Jarchow, Ed Asbridge

NAYS: None

Motion carried

Mayor – Mike Miller

Date

City Clerk – Vickie Short