City of Flowery Branch
Special Called City Council Meeting
Thursday, June 6, 2024, 9:00 AM
City of Flowery Branch City Hall
5410 Pine Street, Flowery Branch, GA 30542

CALL TO ORDER:

Mayor Asbridge called the council meeting to order at 9:08 a.m.

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

Also present were City Manager Tonya Parrish, City Clerk Shelia Cooper, Assistant City Clerk Nancy Rodriguez, and Finance Director Matthew Hamby.

Absent: Council Member William McDaniel

PLEDGE OF ALLEGIANCE:

Mayor Asbridge led the Pledge of Allegiance.

PUBLIC HEARING:

Public Hearing for FY2025 Budget and Tax Year 2024 Millage Rate

Director Hamby presented the FY2025 budget and tax year 2024 millage rate.

General Fund (Revenues)

Property Tax (based on current millage of 3.264):

- Estimated to increase revenue by $181,000

- Other Revenues:
  - Local Options Sales Tax 43%
  - TAVT 22%
  - Insurance Premium Tax 17%

Director Hamby advised there was an error the estimated to increase revenue by $240,000 instead of $181,000.

General Fund (Expenditures)

- Planned increases for personnel (4% COLA & 2% Merit)
- Addition of 2 new positions: Department of Fun Assistant (1) and W/S Maintenance Trainee (1)
- Additional $1,233,515 transfer to capital projects.

- Overall General Fund Budget = 14%

PROJECTED REVENUES AND OTHER SOURCES

GENERAL FUND SUMMARY

REVENUE SOURCE	FY2023 ACTUAL	FY2024 REVISED BUDGET	FY2025 BUDGET	% CHANGE
Millage Rate	3.264	3.264	3.264	
Current Real & Personal	$ 2,134,881	$ 2,838,592	$ 3,018,764	6.3%
Mobile Home Tax	1,465	500	500	0.0%
Motor Vehicle	8,753	7,500	7,500	0.0%
Total Current Taxes	2,145,099	2,846,592	3,026,764	6.3%
Penalties & Interest	1,597	1,000	2,500	150.0%
Total Property Taxes	2,146,696	2,847,592	3,029,264	6.4%
Title Ad Valorem Tax	583,793	475,000	580,000	22.1%
Alternative Ad Valorem Tax	7,076	5,000	5,000	0.0%
Intangible Tax	26,043	25,000	18,000	-28.0%
Railroad Equipment Tax	473	500	500	0.0%
Street Light Tax	9,110	9,110	9,110	0.0%
Real Estate Transfer Tax	21,272	10,000	14,000	40.0%
Franchise Fees	659,716	640,000	627,000	-2.0%
Local Option Sales Tax	2,392,395	1,680,000	2,403,687	43.1%
Alcoholic Beverage Taxes	368,908	337,250	320,000	-5.1%
Occupational Tax	86,089	40,000	45,000	12.5%
Insurance Premium Tax	831,227	707,000	833,000	17.8%
Financial Institution Tax	23,230	23,000	23,000	0.0%
Payment in lieu of City Taxes	603	-	603	N/A
Total Other Taxes	5,009,935	3,951,860	4,878,900	23.5%
Fines, Fees, and Forfeitures	433,651	417,650	517,650	23.9%
Permits and Zoning Fees	255,049	227,800	302,600	32.8%
Alcohol Licenses & Fees	83,320	79,000	89,000	12.7%
Other Fees and Licenses	19,416	26,100	29,100	11.5%
Interest	43,070	142,000	160,000	12.7%
Intergovernmental Revenue	1,403	20,000	-	-100.0%
Rent - Tourism	59,595	84,000	49,500	-41.1%
Lease Revenue	52,767	-	-	N/A
Miscellaneous	26,333	42,720	42,720	0.0%
Charges for Services - Indirect Cost Allocat	-	789,679	812,759	2.9%
				N/A
Total Other	974,605	1,828,949	2,003,329	9.5%
Total Operating Revenues	**8,131,235**	**8,628,401**	**9,911,493**	**14.9%**
Other Financing Sources				
Transfers from Other Funds	147,272	125,000	70,000	-44.0%
Sale of General Fixed Assets	-	500	-	-100.0%
Budgeted Fund Balance	-	-	-	N/A
Total Other Financing Sources	**147,272**	**125,500**	**70,000**	**-44.2%**
Total Revenues & Other Sources	**$ 8,278,507**	**$ 8,753,901**	**$ 9,981,493**	**14.0%**

SUMMARY OF EXPENDITURES & OTHER USES

GENERAL FUND SUMMARY

DEPARTMENTAL EXPENDITURES	FY2023 ACTUAL	FY2024 REVISED BUDGET	FY2025 BUDGET	% CHANGE
Mayor & Council	$ 64,838	$ 81,857	$ 83,507	2.0%
City Clerk	76,719	172,746	204,021	18.1%
City Manager	98,978	249,046	247,677	-0.5%
Financial Services	565,136	857,857	905,233	5.5%
Human Resources	-	-	24,550	N/A
Public Lands & Buildings	191,418	217,360	286,300	31.7%
Municipal Court	201,248	241,258	285,922	18.5%
Police	2,079,341	2,703,489	2,875,785	6.4%
Highways & Street Administration	565,308	1,311,196	1,326,315	1.2%
Planning & Community Development	899,566	1,048,665	1,119,175	6.7%
Tourism	348,674	502,273	690,425	37.5%
Agency Allocations - Other	37,473	42,500	52,607	23.8%
Risk Management	106,200	212,000	310,000	46.2%
Contingency	-	254,849	336,461	32.0%
Departmental Expenditures	**5,234,897**	**7,895,096**	**8,747,978**	**10.8%**
Other Uses:				
TRANSFERS TO:				
Tax Allocation District	-	-	-	N/A
Hotel/Motel Fund	-	-	-	N/A
Employee Benefits Fund	-	-	-	N/A
	-	-	-	N/A
Total Other Transfers	**-**	**-**	**-**	**N/A**
CAPITAL TRANSFERS TO:				
Capital Project Funds	850,000	858,805	1,233,515	43.6%
				N/A
Total Other Uses	**850,000**	**858,805**	**1,233,515**	**43.6%**
Total Expenditures & Other Uses	**6,084,897**	**8,753,901**	**9,981,493**	**14.0%**
Revenues Over / (Under) Expenditures	**$ 2,193,610**	**$ -**	**$ -**	**N/A**

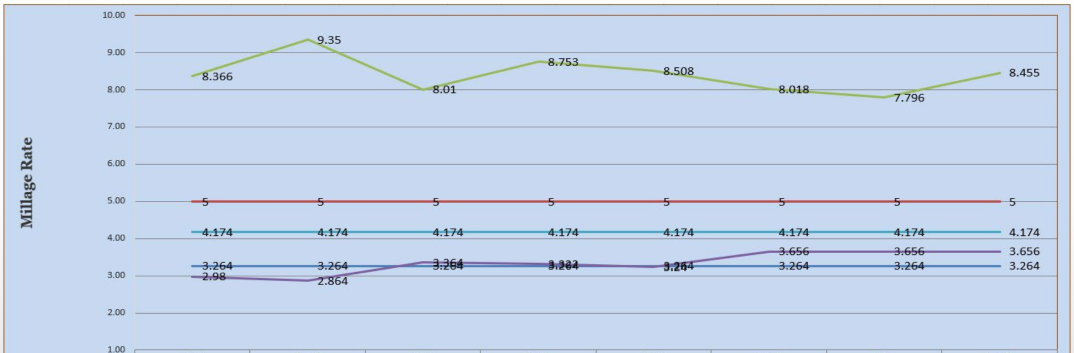
Millage Comparison

Flowery Branch

Millage Comparison

Flowery Branch

Millage Comparison

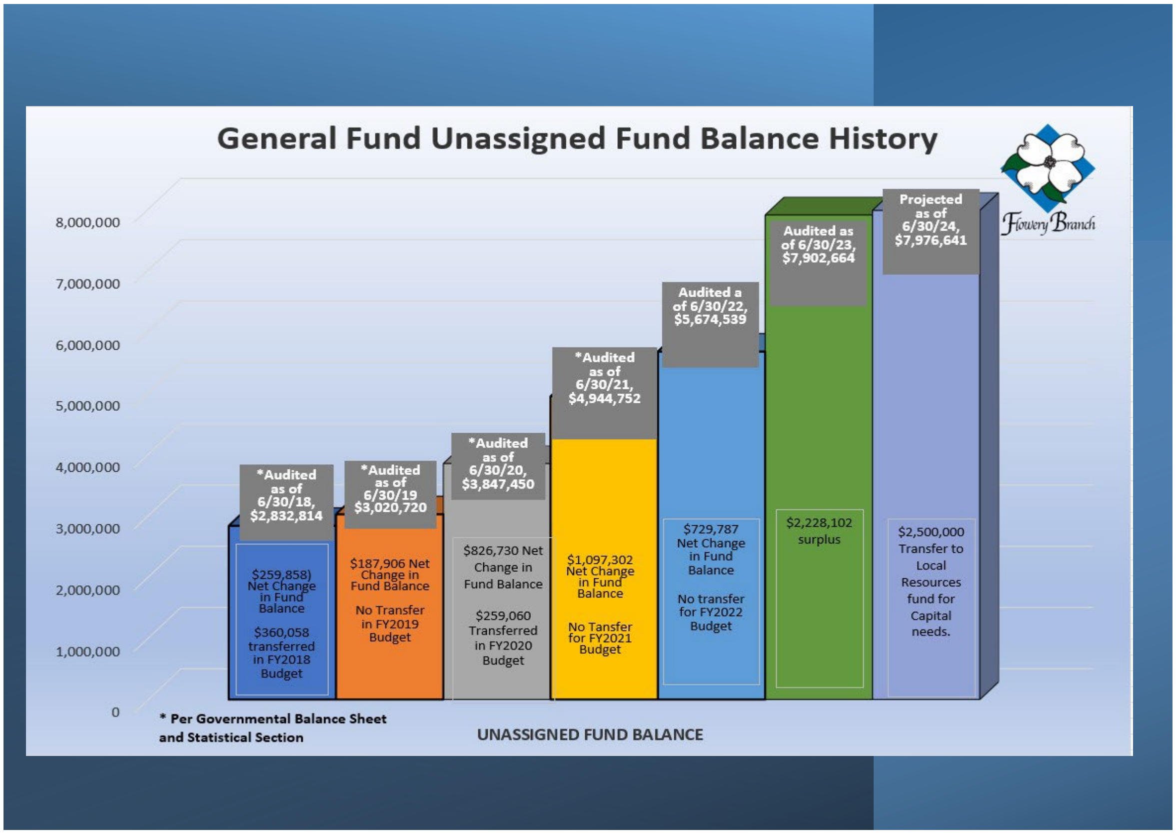


	2016	2017	2018	2019	2020	2021	2022	2023
Flowery Branch	3.264	3.264	3.264	3.264	3.264	3.264	3.264	3.264
Braselton CID	5	5	5	5	5	5	5	5
Hall County Uninc	8.366	9.35	8.01	8.753	8.508	8.018	7.796	8.455
Gainesville	2.98	2.864	3.364	3.322	3.24	3.656	3.656	3.656
Oakwood	4.174	4.174	4.174	4.174	4.174	4.174	4.174	4.174

Millage Comparison

YOUR TAX DOLLAR BREAKDOWN

A Quick-Look Summary of your Tax Dollar Breakdown by Governmental Entity for Tax Year 2023.



Water & Wastewater Fund (Revenues)

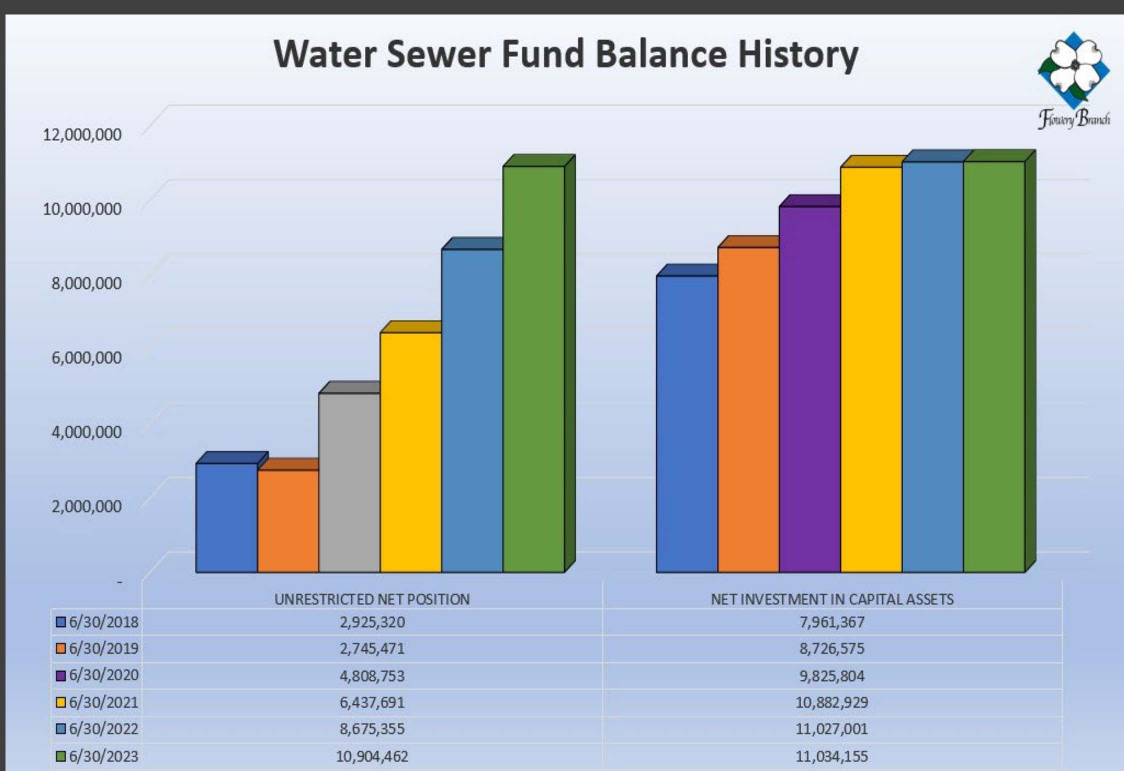
- Water and Sewer Revenue:
  - Increase in collections as our community continues to grow and a planned rate increase.

Water & Wastewater Fund (Expenditures)

- All Departments:
  - Planned increases for personnel
  - Increased cost in chemicals and supplies
  - Cost for sending flow to Gainesville.

Water & Sewer Fund Summary:

Revenues	FY2023 Actual	FY2024 Budget	FY2025 Budget
Water Charges	$ 1,186,538	$ 1,100,000	$ 1,302,500
Meter Set Fees	43,185	15,000	110,520
Admin Fees	53,318	42,000	50,000
Sewer Charges - Billed By Gainesville	1,256,296	1,100,000	1,400,000
Sewer Charges	1,160,745	1,130,100	1,525,000
Bank Fees / Bad Check Fees	158	-	-
Interest Revenue	66,609	332,200	375,000
Penalties / Reconnect Fees	58,502	50,000	50,000
W&S Misc Revenue	(34,838)	-	-
S/F.O.G & Pre-Treatment Permits	8,280	7,000	7,500
WI Rebates from Gainesville	68,232	30,000	75,000
Transfers in - Development Charges	330,214	-	-
Budgeted Net Position	-	-	-
Total Revenues	$ 4,197,238	$ 3,806,300	$ 4,895,520
Expenses			
Personal Services	1,279,805	711,090	$ 839,324
Professional & Other Services	592,488	678,900	$ 894,473
Supplies & Operating Charges	840,938	800,800	$ 1,872,448
Indirect Cost Allocation	-	789,679	$ 812,759
Capital Outlay	-	-	$ 12,000
Depreciation	485,790	-	-
Contingency	-	380,918	-
Debt Service	52,337	444,913	464,516
Total Operating Expenses	$ 3,251,358	$ 3,806,300	$ 4,895,520
Excess Revenues Over/(Under) Expenses	$ 945,879	$ -	$ -



Flowery Branch

Confiscated Assets Fund

FUND DESCRIPTION:
This fund is a Special Revenue Fund. Funds of this type are used to account for the proceeds of specific revenue sources that are legally or donor restricted to expenditures for specific purposes. The Confiscated Assets Fund is used to account for certain asset seizures confiscated by the City Police Department

CONFISCATED ASSETS FUND SUMMARY

	FY2023 Actual	FY2024 Budget	FY2025 Budget
Revenue:			
Confiscations - State	$ 507	$ 12,254	$ 25,000
Confiscations - Local	-	-	-
Confiscations - Federal	-	-	-
Budget Fund Balance	-	30,172	-
Total Revenue	507	42,426	25,000
Expenditures:			
Professional & Other Services	-	-	-
Supplies & Operating Charges	65	42,426	25,000
Capital Outlay	-	-	-
Total Expenditures	65	42,426	25,000
Excess Revenues Over/(Under) Expenditures	442	-	-

Flowery Branch

American Rescue Plan Fund

FUND DESCRIPTION:
This fund is a Special Revenue Fund. Funds of this type are used to account for the proceeds of specific revenue sources that are legally or donor restricted to expenditures for specific purposes. The American Rescue Plan Fund is used to account for certain expenditures authorized under the American Rescue Plan Act.

CONFISCATED ASSETS FUND SUMMARY

	FY2023 Actual	FY2024 Budget	FY2025 Budget
Revenue:			
American Rescue Plan	$ 887,585	$ -	$ -
Interest Revenue	6,510	30,000	2,000
Budget Fund Balance	-	2,056,253	50,000
Total Revenue	894,095	2,086,253	52,000
Expenditures:			
Capital Outlay	75,685	1,086,253	52,000
Transfers out	811,900	1,000,000	-
Total Expenditures	887,585	2,086,253	52,000
Excess Revenues Over/(Under) Expenditures	6,510	-	-

Tax Allocation District

FUND DESCRIPTION:
This fund is a Special Revenue Fund. Funds of this type are used to account for the proceeds of specific revenue sources that are legally or donor restricted to expenditures for specific purposes. The Tax Allocation District is used to account for ad valorem property tax collections derived from the City's Tax Allocation District (Downtown) for the purpose of stimulating private development in this area.

CONFISCATED ASSETS FUND SUMMARY

	FY2023 Actual	FY2024 Budget	FY2025 Budget
Revenue:			
TAD revenue - Hall Co. Portion	$ 506,174	$ 569,700	$ 600,000
TAD revenue - City Portion	398,974	550,000	637,438
Rental Income	22,825	101,923	116,341
Interest revenue	60,666	20,000	40,000
Transfers in	149,254	-	-
Budget Fund Balance	-	363,250	-
Total Revenue	1,137,893	1,604,873	1,393,779
Expenditures:			
Professional and Other Services	368,463	560,000	429,952
Capital Outlay	2,649,940	699,379	569,033
Debt Service	271,544	345,494	394,794
Transfers Out	-	-	-
Total Expenditures	3,289,947	1,604,873	1,393,779
Excess Revenues Over/(Under) Expenditures	(2,152,054)	-	-

Information Technology Fund

FUND DESCRIPTION:
This fund is used to account for an Information Technology fee derived from each citation issued by the City of Flowery Branch Police officers, for the purpose of improving functionality and efficiency through the use of enhance technology.

CONFISCATED ASSETS FUND SUMMARY

	FY2023 Actual	FY2024 Budget	FY2025 Budget
Revenue:			
Technology Fees	$ 28,961	$ 20,000	$ 35,000
Interest Revenue	-	-	-
Transfer In	-	-	-
Budget Fund Balance	-	15,000	-
Total Revenue	28,961	35,000	35,000
Expenditures:			
Supplies and Operating Charges	42,167	35,000	35,000
Transfers Out	-	-	-
Capital Outlay			
Total Expenditures	42,167	35,000	35,000
Excess Revenues Over/(Under) Expenditures	(13,206)	-	-

Flowery Branch

Hotel/Motel Tax Fund

FUND DESCRIPTION:

Hotel/Motel Tax is a tax on room rentals at hotels, motels, Air BNB and VRBO located within the City. The tax was assessed at the rate of 5% for fiscal years before 2020 and was raised to 8% thereafter. The revenue assumption for the fiscal year budget presented here was projected by calculating the forecasted tax bas for the coming fiscal year and then assessing the base at the rate of 8%.

CONFISCATED ASSETS FUND SUMMARY

Revenue:	FY2023 Actual	FY2024 Budget	FY2025 Budget
CVB Hotel Tax Revenue - City's portion	$ 98,181	$ 85,000	$ 70,000
Tourism Product Development	49,091	40,000	35,000
CVB Hotel Tax Revenue - CVB's portion	114,545	85,000	80,000
Interest Revenue	-	-	-
Budget Fund Balance	-	-	-
Total Revenue	261,817	210,000	185,000
Expenditures:			
Capital Outlay	-	-	35,000
Convention Visitors Bureau	114,545	85,000	80,000
Transfers Out	147,272	125,000	70,000
Total Expenditures	261,817	210,000	185,000
Excess Revenues Over/(Under) Expenditures	0	-	-

Flowery Branch

EMPLOYEE BENEFITS FUND

DEPARTMENT DESCRIPTION:

The Employee Benefits Fund accounts for the cost of providing life, health and other insurance benefits to City employees and retirees and their dependents, plus administrative costs and claims associated with these insurance components. As this is an internal service fund, which is used to provide goods and services to the departments and agencies within the city, costs of these goods and services are charged to the various departments.

EMPLOYEE BENEFITS FUND SUMMARY

REVENUES	FY2023 ACTUAL	FY2024 BUDGET	FY2025 BUDGET
Premiums	$ -	$ 1,408,000	$ 1,452,000
Interest	-	-	-
Transfers in	-	-	-
Budgeted Net Position	-	-	-
Total Revenues	-	1,408,000	1,452,000
EXPENDITURES			
Personal Services	-	122,552	131,518
Health Insurance Premiums/Claims Expense	-	892,278	903,633
Life Insurance Premiums	-	5,233	5,398
Vision Insurance Premiums	-	4,734	5,208
Dental Insurance Premiums	-	28,824	30,743
Long-term Disability Insurance	-	17,871	16,500
Administration/Wellness Program	-	23,000	23,000
Pension cost	-	270,000	336,000
Other Costs	-	43,508	-
Total Expenditures	$ -	$ 1,408,000	$ 1,452,000
Excess Revenues Over/(Under) Expenditures	$ -	$ -	$ -

CAPITAL IMPROVEMENT PROGRAM FUND SUMMARY			
EXPENDITURES	FY2023 BUDGET	FY2024 BUDGET	FY2025 BUDGET
City Managers Office			
Downtown Development Phase II	-	418,305	200,000
City Buildings Security	-	50,000	70,000
Financial Services			
City Hall Debt Services	-	342,917	344,848
IT Equipment Upgrades Annual Program	100,000	25,000	148,710
Community Development Department			
Planning Software	-	50,000	-
Police			
Police Vehicles		329,000	130,000
Public Works - Public Land and Buildings			
Roberts Drive Site Improvements	-	-	600,000
Gateway Signs	-	-	350,000
Annual Paving Program	580,095	1,773,797	1,479,675
Parks Property & Improvements	-	244,428	170,572
Sidewalk Program	-	50,000	50,000
Stormwater Program	-	-	259,957
Tourism			
Landscaping	-	100,000	150,000
Public Bathroom	-	-	150,000
Caboose Renovations	-	30,000	30,000
Tourism Building Renovation	-	-	50,000
Tourism/Event Signs	-	-	100,000
Amphitheater Stage Cover	-	-	150,000
Department of Water Resources			
Wastewater Expansion (CWSRF)	-	11,485,000	25,000,000
Waterline Improvements	250,000	140,000	140,000
Water Distribution System Upgrade (DWSRF)	200,000	200,000	200,000
Wells 4 & 5 (DWSRF)	937,990	1,120,000	140,000
4 Door Crew Truck (2)	-	-	115,000
New Elevated Water Tower Lights	-	-	100,000
Total Expenditures	$ 10,454,596	$ 18,287,252	$ 30,128,762

TOTAL FOR ALL FUNDS:				
By Fund:	FY2023 Approved:	FY2024 Approved:	FY2025 Proposed:	Percent Change from FY2024 to FY2025:
General Fund	$ 7,139,034	$ 8,753,901	$ 9,981,493	14.02%
Confiscated Assets Fund	$ 32,800	$ 32,800	$ 25,000	-23.78%
American Rescue Plan Act	$ 1,554,429	$ 2,029,758	$ 52,000	-97.44%
Tax Allocation District Fund	$ 3,591,848	$ 1,371,923	$ 1,393,779	1.59%
Information Tech Fund	$ 40,909	$ 35,000	$ 35,000	0.00%
Hotel Motel Fund	$ 210,000	$ 210,000	$ 185,000	-11.90%
Capital Funds	$ 10,454,596	$ 18,287,252	$ 30,128,762	64.75%
TOTAL GOVERNMENTAL FUNDS:	**$ 23,023,616**	**$ 30,720,634**	**$ 41,801,034**	36.07%
Water/Wastewater Operating	$ 3,185,862	$ 3,806,300	$ 4,895,520	28.62%
TOTAL ENTERPRISE FUNDS:	**$ 3,185,862**	**$ 3,806,300**	**$ 4,895,520**	28.62%
Employee Benefits Operating	$ -	$ 1,408,000	$ 1,474,000	4.69%
TOTAL INTERNAL SERVICE FUNDS:	**$ -**	**$ 1,408,000**	**$ 1,474,000**	4.69%
Less Transfers To/From *****	$ -	$ 5,186,607	$ 3,590,274	-30.78%
TOTAL BUDGET BY FISCAL YEAR:	**$ 26,209,478**	**$ 30,748,327**	**$ 44,580,280**	44.98%

***** Transfers include duplicated expenditures in other funds such as: Transfer to Capital, Indirect Cost Allocation & Employee Benefits Fund Cost Share.*

Resolution 24-003
To Adopt the FY2025 Annual Budget

EXECUTIVE SESSION: There was no executive session held.

ADJOURNMENT:

There was a motion made to adjourn the meeting at 9:36 a.m.

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