



**City of Flowery Branch
City Council Meeting
Thursday, January 21, 2021, 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:

RESOLUTION 21-001-DECLARATION OF LOCAL STATE EMERGENCY RENEWAL

- Resolution 21-001 Declaration of Local Emergency
[Emergency_Declaration_Jan_2021 ERB Rev.docx](#)

FY2021 BUDGET AWARD PRESENTATION-LAURIE PUCKETT, PRESIDENT OF GGFOA

- GGFOA FY2021 Budget Award
[FY2021 Budget Award File - received 12-21-2020.pdf](#)
[FY2021 Budget Award.pdf](#)

UNFINISHED BUSINESS - WORK SESSION:

- Consider-2nd Reading of Ordinance 21-624 - Publishing of 2021 General Election Qualifying Fees
[Executive Summary Ordinance 624.docx](#)
[624 - 2021 Ordinance - Call for Election.docx](#)
- 2021 Regulatory Event Dates
[2021 Regulatory dates.docx](#)
- Consider approval 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](#)
[FB Operations Fee TM November 16 2020.pdf.pdf](#)
[Flowery Branch Council Presentation Jan 7 2021 w notes.pdf](#)

NEW BUSINESS -WORK SESSION:

- Fiscal Year 2021 Local Maintenance Improvement Grant (LMIG) Program
[LMIG Project List 2021.pdf](#)
[LMIG.2021 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

ADJOURNMENT WORK SESSION:**VOTING SESSION AGENDA****CALL VOTING SESSION TO ORDER:****PUBLIC COMMENTS:** - Please limit to two minutes**CONSENT AGENDA:**

- Consider December 17, 2020 Meeting Minutes
[December 17, 2020 Council Meeting Minutes.pdf](#)
- 2021 Regulatory Event Dates
[2021 Regulatory dates.docx](#)

UNFINISHED BUSINESS - VOTING SESSION:

- Consider-2nd Reading of Ordinance 21-624 - Publishing of 2021 General Election Qualifying Fees
[Executive Summary Ordinance 624.docx](#)
[624 - 2021 Ordinance - Call for Election.docx](#)
- Consider approval 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](#)
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[Flowery Branch Council Presentation Jan 7 2021 w notes.pdf](#)

NEW BUSINESS - VOTING SESSION:

- Fiscal Year 2021 Local Maintenance Improvement Grant (LMIG) Program
[LMIG Project List 2021.pdf](#)
[LMIG.2021 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: Resolution 21-001 Declaration of Local Emergency

COUNCIL MEETING DATE: January 21, 2021

HISTORY:

The is required for the City to host a virtual meeting.

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

- [Emergency_Declaration_Jan_2021 ERB Rev.docx](#)

RESOLUTION 21-001
DECLARATION OF LOCAL STATE OF EMERGENCY RENEWAL

WHEREAS, the World Health Organization (WHO) has declared coronavirus disease 2019 (COVID-19) a world health emergency and a pandemic; and

WHEREAS, the President of the United States declared a National Health Emergency on March 13, 2020; and

WHEREAS, the Governor of the State of Georgia first declared a State of Emergency in Georgia on March 14, 2020; and

WHEREAS, the Governor of the State of Georgia last renewed a State of Emergency in Georgia on November 30, 2020 extending up and through January 8, 2021;

WHEREAS, to ensure a safe and healthy Georgia, the Governor of the State of Georgia issued an Executive Order on December 8, 2020, requiring citizens of the State of Georgia to engage in certain practices to impede the spread of COVID-19; and

WHEREAS, the Mayor and Council of the City of Flowery Branch, Georgia declared a State of Emergency in Flowery Branch on March 24, 2020 and extended same up and through May 21, 2020; and

WHEREAS, the Mayor and Council of the City of Flowery Branch, Georgia renewed its declaration of a State of Emergency in Flowery Branch on January 7, 2021 which runs up and through February 6, 2021; and

WHEREAS, the Mayor and Council of the City of Flowery Branch is authorized declare an emergency affecting life, health, property or public peace not in conflict with the Governor's Executive Orders; and

WHEREAS, the outbreak of COVID-19 within the State of Georgia, and in particular Hall County, and the rapidly evolving threat to health and safety posed by that outbreak continues to create an emergency condition involving public safety and the preservation of public services; and

WHEREAS, as of January 14, 2021, there have been 654,356 confirmed cases of COVID-19 in the State of Georgia, including 10,580 deaths; and

WHEREAS, COVID-19 continues to pose a serious risk of severe illness or even death for many people including but not limited to the public at large, the citizens of the City of Flowery Branch and all City personnel as well as the elected and appointed officials of the City of Flowery Branch; and

WHEREAS, based upon the WHO's declaration of a public health emergency, the President's Declaration of National Emergency, the Governor's Public Health State of Emergency Declaration of Local Emergency, the Governor's Executive Order, and in recognition of the number of identified and projected cases of COVID-19 in the State of Georgia, the preventative measures being implemented throughout the State of Georgia, and the severity of risk posed to the public, and given the above public health recommendations from public health authorities, the Mayor and Council of the City of Flowery Branch believe that it is in the best interests of the welfare of the

City of Flowery Branch and its residents to continue to declare a local state of emergency in order to invoke the power for the Mayor and Council to consider a resolution to hold all Public Meetings by Teleconference due to emergency circumstances as permitted by OCGA 50-14-1 (g) of the Georgia Open Meetings Act;

IT IS HEREBY DECLARED that a local state of emergency continues exists due to the COVID-19 pandemic;

IT IS FURTHER DECLARED that the local state of emergency is a circumstance involving public and the preservation of property and public services sufficient for the Mayor and Council to consider a resolution to hold all Public Meetings by Teleconference due to emergency circumstances as permitted by OCGA 50-14-1 (g) of the Georgia Open Meetings Act for so long as the local state of emergency exists; and

IT IS FURTHER DECLARED that this declaration of a local state of emergency shall begin on February 7, 2021 and continue up and through 11:59 P.M., Tuesday, March 9, 2021 unless this declaration is renewed by the Mayor and/or Council of the City of Flowery Branch or until such time as the Mayor and/or Council of the City of Flowery Branch find that the emergency conditions no longer exist.

PASSED AND ADOPTED by the City Council of the City of Flowery Branch Georgia this 21st day of January, 2021.

James M. Miller, Mayor

ATTEST:

Vickie Short, City Clerk

APPROVED AS TO FORM:

E. Ronald Bennett, Jr., City Attorney



FLOWERY BRANCH CITY COUNCIL

EXECUTIVE SUMMARY



SUBJECT: GGFOA FY2021 Budget Award

COUNCIL MEETING DATE: January 21, 2021

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: Finance

Prepared by: Vickie Short

ATTACHMENTS

- [FY2021 Budget Award File - received 12-21-2020.pdf](#)
- [FY2021 Budget Award.pdf](#)

October 27, 2020

Alicia Gamble
Finance Director
City of Flowery Branch
5410 W. Pine Street
PO Box 757
Flowery Branch, GA 30542

Dear Ms. Gamble:

We are pleased to inform you, based on the examination of your budget document by a panel of independent reviewers, that your budget document has been awarded the Distinguished Budget Presentation Award from Government Finance Officers Association (GFOA) for the current fiscal period. This award is the highest form of recognition in governmental budgeting. Its attainment represents a significant achievement by your organization.

The Distinguished Budget Presentation Award is valid for one year. To continue your participation in the program, it will be necessary to submit your next annual budget document to GFOA within 90 days of the proposed budget's submission to the legislature or within 90 days of the budget's final adoption. A Distinguished Budget Program application is posted on GFOA's website. This application must be completed and accompany your next submission. (See numbers 12 and 13 on page 2 of the application for fee information and submission instructions.)

Each program participant is provided with confidential comments and suggestions for possible improvements to the budget document. Your comments are enclosed. We urge you to carefully consider the suggestions offered by our reviewers as you prepare your next budget.

When a Distinguished Budget Presentation Award is granted to an entity, a Certificate of Recognition for Budget Presentation is also presented to the individual(s) or department designated as being primarily responsible for its having achieved the award. Enclosed is a Certificate of Recognition for Budget Preparation for:

Finance Department

Continuing participants will find a brass medallion enclosed with these results. First-time recipients will receive an award plaque that will be mailed separately and should arrive within eight to ten weeks. Also enclosed is a camera-ready reproduction of the award for inclusion in your next budget. If you reproduce the camera-ready image in your next budget, it should be accompanied by a statement indicating continued compliance with program criteria.

Alicia Gamble

October 27, 2020

Page 2

Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to **City of Flowery Branch, Georgia**, for its Annual Budget for the fiscal year beginning **July 1, 2020**. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as a financial plan, as an operations guide, and as a communications device.

This award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.

A press release is enclosed.

Upon request, GFOA can provide a video from its Executive Director congratulating your specific entity for winning the Budget Award.

We appreciate your participation in this program, and we sincerely hope that your example will encourage others in their efforts to achieve and maintain excellence in governmental budgeting. The most current list of award recipients can be found on GFOA's website at www.gfoa.org. If we can be of further assistance, please contact the Technical Services Center at (312) 977-9700.

Sincerely,

A handwritten signature in black ink that reads "Michele Mark Levine". The signature is written in a cursive, flowing style.

Michele Mark Levine
Technical Services Center

Enclosure



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Flowery Branch
Georgia**

For the Fiscal Year Beginning

July 1, 2020

Christopher P. Morill

Executive Director

FOR IMMEDIATE RELEASE

October 27, 2020

For more information, contact:

Technical Services Center

Phone: (312) 977-9700

Fax: (312) 977-4806

E-mail: budgetawards@gfoa.org

(Chicago, Illinois)--Government Finance Officers Association is pleased to announce that **City of Flowery Branch, Georgia**, has received GFOA's Distinguished Budget Presentation Award for its budget.

The award represents a significant achievement by the entity. It reflects the commitment of the governing body and staff to meeting the highest principles of governmental budgeting. In order to receive the budget award, the entity had to satisfy nationally recognized guidelines for effective budget presentation. These guidelines are designed to assess how well an entity's budget serves as:

- n a policy document
- n a financial plan
- n an operations guide
- n a communications device

Budget documents must be rated "proficient" in all four categories, and in the fourteen mandatory criteria within those categories, to receive the award.

When a Distinguished Budget Presentation Award is granted to an entity, a Certificate of Recognition for Budget Presentation is also presented to the individual(s) or department designated as being primarily responsible for having achieved the award. This has been presented to **Finance Department**.

There are over 1,600 participants in the Budget Awards Program. The most recent Budget Award recipients, along with their corresponding budget documents, are posted quarterly on GFOA's website. Award recipients have pioneered efforts to improve the quality of budgeting and provide an excellent example for other governments throughout North America.

Government Finance Officers Association (GFOA) advances excellence in government finance by providing best practices, professional development, resources and practical research for more than 20,500 members and the communities they serve.

BUDGET REVIEW COMPOSITE RATING FORM
GFOA Distinguished Budget Presentation Awards Program

Agency: **Flowery Branch, GA**

Fiscal Year beginning: **July 2020**

Document number: **B9942749**

At least 2 of the three reviewers must rate the document "proficient" or "outstanding" on all four overall categories and all mandatory criteria in order for the document to receive the award

Information Not Present (1)			Does Not Satisfy (2)			Proficient (3)			Outstanding (4)			
R1	R2	R3	R1	R2	R3	R1	R2	R3	R1	R2	R3	
												Introduction and Overview
✓					✓	✓	✓	✓		✓		* C1 Table of contents (mandatory)
						✓	✓	✓				P1 Strategic goals & strategies
						✓	✓	✓				P2 Short-term organization-wide factors influencing decisions
						✓	✓	✓				* P3 Priorities and issues (mandatory)
						✓	✓	✓				* C2 Budget overview (mandatory)
												Financial Structure, Policy, and Process
✓						✓	✓	✓				* O1 Organizational chart (mandatory)
✓						✓	✓	✓				F1 Fund descriptions and fund structure
✓						✓	✓	✓				O2 Department/fund relationship
✓						✓	✓	✓				F2 Basis of budgeting
						✓	✓	✓				* P4 Financial policies (mandatory)
						✓	✓	✓				* P5 Budget process (mandatory)
												Financial Summaries
						✓		✓		✓		* F3 Consolidated financial schedule (mandatory)
						✓	✓	✓				* F4 Three (four) year consolidated & fund financial schedules (mandatory)
						✓	✓	✓				* F5 Fund balance (mandatory)
		✓				✓	✓	✓				* F6 Revenues (mandatory)
						✓	✓	✓				F7 Long-range financial plans
												Capital & Debt
✓		✓				✓	✓	✓		✓		* F8 Capital expenditures (mandatory)
						✓	✓	✓				F9 Impact of capital investments on operating budget
												* F10 Debt (mandatory)
												Departmental Information
✓							✓	✓				* O3 Position summary schedule (mandatory)
✓							✓	✓				* O4 Department descriptions (mandatory)
✓		✓					✓	✓				O5 Unit goals and objectives
✓		✓		✓								O6 Performance measures
												Document-wide Criteria
✓							✓	✓				C3 Statistical/supplemental section
✓							✓	✓				C4 Glossary
						✓		✓		✓		C5 Charts and graphs
						✓		✓		✓		C6 Understandability and usability
												Overall
							✓	✓				Overall as a policy document
							✓	✓				Overall as a financial plan
							✓	✓				Overall as a operations guide
							✓	✓				Overall as a communications device

- N Special Capital recognition (three "outstanding ratings on F8 and F9)
- N Special Performance Measure recognition (three "outstanding" ratings on O6)

GOVERNMENT FINANCE OFFICERS ASSOCIATION

DISTINGUISHED BUDGET PRESENTATION AWARDS PROGRAM BUDGET REVIEWER'S COMMENTS AND SUGGESTIONS

For: CITY OF FLOWERY BRANCH, GEORGIA
Fiscal Year: 2020 - 2021

The Budget as a Policy Document:

The Values, Vision, Mission, and Strategic Goals establish the policy direction for the City. The Mayor and City Council have established the groundwork for the policy strategies for the City.

The Budget Message provides a policy overview of the City's financial management plan. It includes short and long-term policy initiatives.

The Financial Structure, Policy, and Process provides the financial management structure for the City. The Financial Policies include: Operating Budget Policy, Balanced Budget Policy, One-Time, Revenues Policy, Expenditure Policy, Capital Policy, Investment Policy, General Fund Reserves Policy, Enterprise Fund Reserves Policy, and Long-Term Planning and Forecasting Policy. The budget fund structure includes the formal fund structure for the City and the budget process and financial planning process include a summary of the budgetary guidelines and processes along with the budget calendar.

The Department/Office Summaries include important policy guidelines. For each Department/Office the following information is provided: Program/Office Description, Personnel Data, Expenditure by Line-Item, and Budget Summary.

Overall, this document is a Proficient Policy Plan.

The Budget as a Financial Plan

The Financial Summaries include the following financial schedules: City of Flower Branch FY 2021 Budget All Appropriated Funds, City of Flower Branch General Fund Budget, General Fund Revenues and Expenditures, General Fund Revenue Summary, General Fund Revenue Detail, General Fund Revenue Detail, General Fund Major Revenues, General Fund Department Summary, and The General Fund Summary. The Revenue Administration Presentation includes Revenues by Sources including a definition of all major sources of income. The revenue trend analysis and financial forecasting process provide the revenue projections and income forecast methodologies. Also included is the most recent economic and fiscal trend data.

The Capital Projects Presentation lists all major infrastructure project proposed and related Capital Program (Recurring and Non-Recurring Costs). The capital investments are aligned with the Strategic Plan. A careful analysis of asset management and capital investment is provided within the Presentation.

Long-term capital investment and related financing are also included in the presentation. Program information includes policies and procedures for capital project consideration, operating impact on the capital investment, multi-year financial planning and related funding, and capital project rationale. The Operating Budget Impacts define operating costs associated with the capital purchases.

The Debt Service presentation includes all relevant principal and interest repayment schedules. The Legal Debt limit is defined.

Overall, this is a Proficient Financial Plan.

The Budget as an Operations Guide:

The Department/Office Summaries include important policy guidelines. For each Department/Office the following information is provided: Program/Office Description, Personnel Data, Expenditure by Line-Item, and Budget Summary.

The short-and-long range planning defined by the Mayor and City Council include the Values, Vision, Mission, and Strategic Goals. This Strategic Plan properly reflects the strategic management plan for the City.

Upper and Middle-level management have direction and guidance to proceed with the planning process.

Overall, this is a Proficient Operations Guide.

The Budget as a Communication Device:

Charts and graphs are located throughout the document. They convey the fiscal circumstances within City government.

The indexing and Table of Content are easy to use making the document very user friendly.

More importantly, the strategic management plan defined within the budget document is a real working plan that is designed to deliver results. Short-and-long range planning are incorporated into the strategic planning process.

Overall, the budget is a Proficient Communication Device.

General Comments and Suggestions for Improving the Budget Presentation:

Noted above are specific comments on the budget presentation. Short-and-long term planning is emphasized throughout the planning process.

The Mayor, City Council, and City Manager have developed a short and long-term strategic management plan. The policy guidelines are clearly defined throughout the Budget Presentation.

Policy initiatives are identified at the organization-wide level and organizational-unit level. The evolution of the policy plan enhances service delivery while managing resources available.

The Elected Officials and Management have carefully evaluated the policy and financial priorities. This advancement will lead the City into the future with confidence and assurance of prudent financial management.

Government Finance Officers Association
Budget Presentation Awards Program
City of Flowery Branch, GA (FY2020-21)

The Budget as a Policy Document:

The budget message includes a good overview of what is included in the budget and some issues that are influencing the budget. Good reference to goals in the budget message; include a brief summary or list of goals and the page numbers of goals to assist the reader in finding more details. Clearly and specifically link some budget decisions to the priorities being supported so readers less familiar can better understand how the budget is developed to support the organization and community goals. Be careful assuming what the reader knows about the goals, organization, structure, or operations and the community issues. Detailed financial policies. Good inclusion of capital planning in the budget process and calendar. Incorporate goal setting and long-range planning into the budget process and the calendar as well.

The Budget as a Financial Plan:

Good revenue information. Consider adding trend graphs to illustrate individual revenue history. Good overview of capital program. Briefly describe major capital projects; all readers may not be familiar with project titles as listed. Estimate and describe potential operating costs or savings of current or proposed individual capital projects on future budgets, i.e. “may require ongoing rent, maintenance, or periodic updates” or “should result in lower maintenance and energy costs” even if the amount cannot be easily determined. Nearly all projects have some type of operating impact. The financial policies include the long-range forecast. Present 2-3 years of revenue and expenditure forecasts by major category for major funds. Clearly state assumptions used. Include discussion of how forecasts are affected by or affect the budget and other plans and issues as well as the implications for current and future budgets.

The Budget as an Operations Guide:

The chart on page 35 uses fund by function to illustrate the relationship between accounting and operating structures. Develop specific goals for each department including some that also support city-wide goals and priorities but also help define success and progress for the departments’ operations. Have each department develop a small number of performance measures that show progress over multiple years toward goals and service standards, emphasizing information from which they already make operating decisions. For example, to show success in diverting materials from landfills, performance measures could include the total # of tons of recycled materials collected and/or the percentage of waste stream diverted, i.e. tons of recycled materials/tons of total materials collected. Improvement or achievement of standards in customer service could be measured by tracking the percentage of plan reviews completed within the target number of days. Clearly state what is being measured and the

desired outcomes so readers know which direction the related performance measures should be going.

The Budget as Communications Device:

Attractive graphics. Integrate some more complex acronyms with brief definitions into the glossary. Have someone outside the organization review the document for focus, clarity, and flow and to identify additional terms for the glossary and/or items that need further explanation.

Check page numbers on the Criteria Location Guide; include page numbers for all criteria.

R931 – 10/2020

Introduction and Overview

- C1. **Mandatory:** The document shall include a table of contents that makes it easier to locate information in the document. **Information not present**
- P1. The document should include a coherent statement of organization-wide, strategic goals and strategies that address long-term concerns and issues. **Proficient.** *Explain with more detail how the strategic planning process helped shape your budget priorities.*
- P2. The document should describe the entity's short-term factors that influence the decisions made in the development of the budget for the upcoming year. **Proficient.**
- P3. **Mandatory:** The document shall include a budget message that articulates priorities and issues for the upcoming year. The message should describe significant changes in priorities from the current year and explain the factors that led to those changes. The message may take one of several forms (*e.g., transmittal letter, budget summary section*). **Proficient.** *Consider addressing historical budgeting and spending patterns in your Summary, providing the reader with a better understanding of how you make projections.*
- C2. **Mandatory:** The document should provide an overview of significant budgetary items and trends. An overview should be presented within the budget document either in a separate section (*e.g., executive summary*) or integrated within the transmittal letter or as a separate budget-in-brief document. **Proficient.**

Financial Structure, Policy, and Process

- O1. **Mandatory:** The document shall include an organization chart(s) for the entire entity. **Information not present.**
- F1. The document should include and describe all funds that are subject to appropriation. **Proficient.**
- O2. The document should provide narrative, tables, schedules, or matrices to show the relationship between functional units, major funds, and nonmajor funds in the aggregate. **Information not present.**
- F2. The document shall explain the basis of budgeting for all funds, whether cash, modified accrual, or some other statutory basis. **Information not present.**
- P4. **Mandatory:** The document should include a coherent statement of entity-wide long-term financial policies. **Information not present.**
- P5. **Mandatory:** The document shall describe the process for preparing, reviewing, and adopting the budget for the coming fiscal year. It also should describe the procedures for amending the budget after adoption. **Proficient.** *Consider attaching a copy of your adopting ordinance/resolution within the document.*

Financial Summaries

- F3. **Mandatory:** The document shall present a summary of major revenues and expenditures, as well as other financing sources and uses, to provide an overview of the total resources budgeted by the organization. **Proficient.**
- F4. **Mandatory:** The document must include summaries of revenues and other financing sources, and of expenditures and other financing uses for the prior year actual, the current year budget and/or estimated current year actual, and the proposed budget year. **Proficient.**
- F5. **Mandatory:** The document shall include projected changes in fund balances, as defined by the entity in the document, for appropriated governmental funds included in the budget presentation (fund equity if no governmental funds are included in the document). **Proficient.**

- F6. **Mandatory:** The document shall describe major revenue sources, explain the underlying assumptions for the revenue estimates, and discuss significant revenue trends. **Proficient.** *Consider providing greater context on the revenue sources and explain your approach to developing revenue projections.*
- F7. The document should explain long-range financial plans and its affect upon the budget and the budget process. **Proficient.**

Capital & Debt

- F8. **Mandatory:** The document should include budgeted capital expenditures, whether authorized in the operating budget or in a separate capital budget. **Proficient.** *Consider identifying significant, nonrecurring capital expenses. A corresponding budget narrative should be included to justify/ summarize each capital request.*
- F9. The document should describe if and to what extent significant nonrecurring capital expenditures will affect the entity's current and future operating budget and the services that the entity provides. **Information not present.**
- F10. **Mandatory:** The document shall include financial data on current debt obligations, describe the relationship between current debt levels and legal debt limits, and explain the effects of existing debt levels on current operations. **Proficient.**

Departmental Information

- O3. **Mandatory:** A schedule or summary table of personnel or position counts for prior, current and budgeted years shall be provided. **Information not present.**
- O4. **Mandatory:** The document shall describe activities, services or functions carried out by organizational units. **Information not present.**
- O5. The document should include clearly stated goals and objectives of organizational units (*e.g., departments, divisions, offices or programs*). **Information not present.**
- O6. The document should provide objective measures of progress toward accomplishing the government's mission as well as goals and objectives for specific units and programs. **Information not present.**

Document-wide Criteria

- C3. The document should include statistical and supplemental data that describe the organization, its community, and population. It should also furnish other pertinent background information related to the services provided. **Information not present.**
- C4. A glossary should be included for any terminology (including abbreviations and acronyms) that is not readily understandable to a reasonably informed lay reader. **Information not present.**
- C5. Charts and graphs should be used, where appropriate, to highlight financial and statistical information. Narrative interpretation should be provided when the messages conveyed by the graphs are not self-evident. **Proficient.** *Great job using graphics to break down operating expenditures for each governmental fund.*
- C6. The document should be produced and formatted in such a way as to enhance its understanding by the average reader. It should be attractive, consistent, and oriented to the reader's needs. **Proficient.** *Document does a proficient job explaining the basics but lacks context regarding the organization itself including personnel, departmental functions, financial policies, accounting structure, and general priorities both short and long-term. Keep building on what you have and try to expand your document moving forward to capture the details mentioned above.*



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Flowery Branch
Georgia**

For the Fiscal Year Beginning

July 1, 2020

Christopher P. Morill

Executive Director



FLOWERY BRANCH CITY COUNCIL

EXECUTIVE SUMMARY



SUBJECT: Consider-2nd Reading of Ordinance 21-624 - Publishing of 2021 General Election Qualifying Fees

COUNCIL MEETING DATE: January 21, 2021

HISTORY:

First Reading of Ordinance 20-624-To provide for the 2021 municipal election for the City of Flowery Branch for the following posts-Mayor, Post 3, Post 4 and Post 5-to set qualifying dates and to set the fee for said qualifying

FACTS AND ISSUES:

O.C.G.A. 21-2-131 (a)(1)(A) requires fixing and publishing of the qualifying fees prior to February 1 of an election year.

Seats up for election and qualifying fee for each:

- Mayor \$180.00
- Post #3 \$144.00
- Post #4 \$144.00
- Post #5 \$144.00

Qualifying is proposed to begin the 3rd Monday in August per O.C.G.A. 21-2-132 (3)(A).

Qualifying dates are proposed for Monday, August 16, 2021 at 8:30 am through Wednesday August 21, 2019 at 4:30 pm.

OPTIONS:

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

Yes

AMOUNT AND SOURCE OF FUNDS:

RECOMMENDATION:

Approval of 2nd Read

SAMPLE MOTION:

I make a motion to approve the First Reading of Ordinance 624 as presented.

COLLABORATING DEPARTMENT:

DEPARTMENT: Administration

Prepared by: Vickie Short

ATTACHMENTS

- [Executive Summary Ordinance 624.docx](#)
- [624 - 2021 Ordinance - Call for Election.docx](#)

FLOWERY BRANCH CITY COUNCIL
EXECUTIVE SUMMARY

SUBJECT: 2021 Fixing and Publishing of General Election-Ordinance 624

DATE: January 7, 2021

(X) RECOMMENDATION

() POLICY DISCUSSION

BUDGET INFORMATION:

() STATUS REPORT

ANNUAL-

() OTHER

CAPITAL-

COUNCIL ACTION REQUESTED ON: January 7, 2021

First Reading of Ordinance 624-To provide for the 2021 municipal election for the City of Flowery Branch for the following posts-Mayor, Post 3, Post 4 and Post 5-to set qualifying dates and to set the fee for said qualifying

HISTORY:

In the past O.C.G.A. set qualifying dates for the 3rd Monday in August.

O.C.G.A. 21-2-131 (a)(1)(A) requires fixing and publishing of the qualifying fees prior to February 1 of an election year.

Seats up for election and qualifying fee for each:

- Mayor \$180.00
- Post #3 \$144.00
- Post #4 \$144.00
- Post #5 \$144.00

Qualifying is proposed to begin the 3rd Monday in August per O.C.G.A. 21-2-132 (3)(A).

Qualifying dates are proposed for Monday, August 16, 2021 at 8:30 am through Wednesday August 21, 2019 at 4:30 pm.

OPTIONS: Approval

RECOMMENDED SAMPLE MOTION:

I make a motion to approve the First Reading of Ordinance 624 as presented.

DEPARTMENT: Administration

Prepared by: Vickie Short

First Reading:	January 07, 2021
Second Reading:	January 21, 2021
Passed:	January 21, 2021

ORDINANCE NO. 624

AN ORDINANCE TO PROVIDE FOR THE GENERAL ELECTION FOR THE CITY OF FLOWERY BRANCH, GEORGIA FOR 2021; ESTABLISH AND SET THE DATE AND TIME OF THE GENERAL ELECTION FOR THE CITY OF FLOWERY BRANCH, GEORGIA FOR 2021 FOR MAYOR AND COUNCIL MEMBERS POST 3, POST 4, AND POST 5; PROVIDE A QUALIFYING PERIOD FOR SAID POSITIONS; PROVIDE FOR THE QUALIFYING FEES FOR SAID POSITIONS; PROVIDE FOR A QUALIFYING PROCEDURE; APPOINT ELECTION OFFICIALS; PROVIDE FOR THE OPENING AND CLOSING OF REGISTRATION FOR SAID GENERAL ELECTION; REPEAL CONFLICTING ORDINANCES; PROVIDE FOR SEVERABILITY AND FOR ALL OTHER LAWFUL PURPOSES.

WHEREAS, the City Council of the City of Flowery Branch, Georgia is authorized by Article IX, Section II, Paragraph II of the Constitution of the State of Georgia of 1983, and pursuant to O.C.G.A. Section 21-2-1 et seq., to enact ordinances for the holding of elections and special elections of public officials of the municipality; and

WHEREAS, the terms for the positions of Mayor and Council Members Post 3, Post 4 and Post 5, shall expire on December 31, 2021; and

WHEREAS, the City of Flowery Branch, Georgia desires to conduct a general election to fill these positions, openly and fairly for all duly qualified and registered electors of the City of Flowery Branch, Georgia;

NOW THEREFORE THE CITY COUNCIL OF THE CITY OF FLOWERY BRANCH HEREBY ORDAINS,

Section 1. General Election.

The City of Flowery Branch, Georgia will conduct a general election on Tuesday, November 2, 2021 from 7:00 a.m. to 7:00 p.m. with the place of said election being in the City Hall located at 5410 W. Pine Street, Flowery Branch, Georgia for the positions as indicated in Section 2 of this Ordinance.

Section 2. Positions Open for Election and Terms Thereof.

The general election to be held on the date established by Section 1 of this Ordinance is for filling the following positions:

- a) The position of Mayor which will be elected at large for a four-year term beginning on January 1, 2022 through December 31, 2025.
- b) The position of Council Member Post 3 which will be elected at large for a four-year term beginning on January 1, 2022 through December 31, 2025.

- c) The position of Council Member Post 4 which will be elected at large for a four-year term beginning on January 1, 2022 through December 31, 2025.
- d) The position of Council Member Post 5 which will be elected at large for a four-year term beginning on January 1, 2022 through December 31, 2025.

Section 3. Qualifying Period.

The qualifying period for the election set by Section 1 of this Ordinance to qualify for the positions described in Section 2 of this Ordinance shall be open on Monday August 16, 2021 and will continue day-to-day through Wednesday August 18, 2021. The hours of qualifying each day shall be during the regular business hours of the City of Flowery Branch, Georgia except Monday August 21, 2019 qualifying will begin at 8:30 a.m. as per O.C.G.A. Section 21-2-132. The place of qualifying shall be the office of the City Clerk of the City of Flowery Branch, Georgia, being the office of the Election Superintendent, and being located at City Hall, 5410 W Pine Street, Flowery Branch, Georgia.

Section 4. Qualifying Fee.

(a) The qualifying fee for the Mayor, which is open for election as provided by Section 2 of the Ordinance, shall be \$180.00. The qualifying fee for each Council Member position, which are open for election as provided by Section 2 of the Ordinance, shall be \$144.00. Such fee shall be paid to the Election Superintendent at the time a candidate files the candidate's notice of candidacy.

(b) A pauper's affidavit may be filed in lieu of paying the qualifying fee otherwise required by Section 4(a) of this Ordinance. A candidate filing a pauper's affidavit instead of paying a qualifying fee shall under oath affirm the candidate's poverty and the candidate's resulting inability to pay the qualifying fee otherwise required. The form of the affidavit shall be as prescribed by the Georgia Secretary of State and shall include a financial statement which lists the total income, assets, liabilities and other relevant financial information of the candidate.

The affidavit shall contain an oath that such candidate has neither the assets nor the income to pay the qualifying fee otherwise required. The following warning shall be printed on the affidavit form as prepared by the Georgia Secretary of State, to wit: "WARNING: Any person knowingly making any false statement on this affidavit commits the offense of false swearing and shall be guilty of a felony."

The Election Superintendent shall place on the ballot the name of any candidate who subscribes and swears to an oath that such candidate has neither the assets nor the income to pay the qualifying fee otherwise required.

Section 5. Qualifying Affidavit and Financial Disclosure Statement.

- (a) Each candidate qualifying for the positions described in Section 2 of this Ordinance shall accompany the candidate's notice with an affidavit stating:
 - (1) The candidate's residence, with street and number, if any, and the candidate's post office address;
 - (2) The candidate's profession, business or occupation, if any;
 - (3) The name of post or office sought for election and precinct, if applicable;
 - (4) That the candidate is an elector of the municipality of the candidate's residence and is eligible to vote in the election in which the candidate is running for office;
 - (5) The name of the position that the candidate is seeking;
 - (6) That the candidate is eligible to hold such position;
 - (7) That the candidate has never been convicted and sentenced in any court of competent jurisdiction for fraudulent violation of primary or election laws, malfeasance in office or a felony involving moral turpitude under the laws of this state or any other state or of the United States, of that the candidate's civil rights have been restored and that at least ten years have elapsed from the date of the completion of the sentence without a subsequent conviction of another felony involving moral turpitude; and
 - (8) That the candidate will not knowingly violate any provisions of the "Georgia Municipal Election Code" or any rules and regulations adopted under the "Georgia Municipal Election Code."
- (b) Each person qualifying as a candidate will file a financial disclosure statement prescribed by the laws of the State of Georgia in the form as prescribed therein, no later than the fifteenth (15th) day following the qualifying with the Election Superintendent of the City of Flowery Branch, Georgia.

Section 6. Write-In Candidates.

- (a) In this general election, no person elected on a write-in vote shall be eligible to hold office unless notice of the person's intention of candidacy was given twenty (20) or more days prior to the election by the person to be a write-in candidate or by some other person or group of persons qualified to vote in the election, to the Mayor or the Election Superintendent and by publication in the official newspaper of the City of Flowery Branch, Georgia, said publication currently being "The Times."

(b) In addition to the requirements contained in Section 6(a) of this Ordinance, the person or persons giving notice of intention of candidacy for a write-in candidate shall also file with the Mayor or the Election Superintendent, a copy of the notice as published with an affidavit stating that the notice has been published, with the name of the newspaper and the date of publication, not later than the fifth (5th) day after the deadline for filing and publishing of such notice. The affidavit may be made by the person giving notice or intention of candidacy or by the publisher of the newspaper in which the notice was published or by an employee of the newspaper designated by the publisher.

Section 7. Election Appointments.

(a) The following persons are hereby appointed to act as election officials for the November 2, 2021. General Election:

Election Superintendent	Vickie Short
Chief Registrar	To be announced
Absentee Ballot Clerks	Shelia Cooper, Chere Rucker & Nancy Rodriguez
Poll Manager	Vickie Short
Poll Worker	To be announced
Poll Worker	To be announced

(b) The office of the City Clerk of the City of Flowery Branch, Georgia is hereby declared to be the office of the Election Superintendent for candidates qualifying for the offices open for election as provided by Section 3 of this Ordinance, and also as the office of the Absentee Ballot Clerk.

Section 8. Last Day for Voter Registration.

The last day that an elector/voter may register to vote in the 2020 General Election shall be Monday, October 4, 2021, by 5:00 p.m. at the Hall County Board of Elections and Registration located at 2875 Browns Bridge Road, Gainesville, Georgia, unless said date is a Georgia legal holiday, and then the last day for voter/elector registration shall be the next day by 5:00 p.m.

Section 9. Repealer.

All Ordinances and parts of Ordinances in conflict herewith are hereby repealed to the extent of conflict.

Section 10. Severability.

Should any section or provision of this Ordinance be declared invalid or unconstitutional by any court of competent jurisdiction, such declaration shall not affect the validity of this Ordinance as a whole or any part thereof which is not specifically declared to be invalid or unconstitutional.

Dated this 21st day of January 2021.

James M. Miller, Mayor

ATTEST:

Vickie Short, City Clerk

APPROVED AS TO FORM:

E. Ronald Bennett, Jr., City Attorney



FLOWERY BRANCH CITY COUNCIL

EXECUTIVE SUMMARY



SUBJECT: 2021 Regulatory Event Dates

COUNCIL MEETING DATE: January 21, 2021

HISTORY:

FACTS AND ISSUES:

OPTIONS:

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

No

AMOUNT AND SOURCE OF FUNDS:

RECOMMENDATION:

Approve

SAMPLE MOTION:

I make a motion to approve the dates for the above listed regular events.

COLLABORATING DEPARTMENT:

Administration

DEPARTMENT: Administration

Prepared by: Vickie Short

ATTACHMENTS

- [2021 Regulatory dates.docx](#)

FLOWERY BRANCH CITY COUNCIL
EXECUTIVE SUMMARY

SUBJECT: Approve the dates for annual events

DATE: January 7, 2021

(X) RECOMMENDATION

() POLICY DISCUSSION

BUDGET INFORMATION:

() STATUS REPORT

ANNUAL-

() OTHER

CAPITAL-

COUNCIL ACTION REQUESTED ON: January 7, 2021

PURPOSE:

Approve the dates for the annual events in the City. These dates are tentative due to the ongoing COVID-19 risks. As each event date is approached, the feasibility and safety of hosting or allowing it to go on will be carefully reviewed by City staff prior to approval. With the City's new Main Street Development, staff is recommending the new Events Coordinator position be responsible for planning, coordinating and executing city wide events going forward. For events which have been historically managed by the Masonic Lodge, the Boy Scouts, etc., the Events Coordinator would be charged with developing a uniform set of guidelines or a framework for the events to follow. This framework would help insure we have a higher and more consistent Downtown Event experience.

HISTORY:

In the past the City Clerk has brought each regulatory license to the Council at the time of applications.

FACTS & ISSUES:

The City authorizes certain events that are repeated annually. To streamline the processing and avoid having to bring these events to the Council throughout the year, the regular events are being presented as one item.

Once the Council approves the dates, the City Clerk will be able to issue the license once the official application is received and approved by the Chief of Police and the City Manager.

Any events outside of the normal events listed will be brought to the Council for approval at the time of application.

The timing typically is the same annually. If there is a conflict with the usual date, discretion is required to allow the City Manager to authorize a date within the same month.

Christmas Festival – First weekend in December - Friday

Masonic Lodge Boo Run – Last weekend in October

Boy Scouts Fall Festival – First weekend in October

South Hall Rotary 5k – Last weekend in August

Sterling Fireworks – First weekend in July

Masonic Lodge Spring Fun Run 5k – Third weekend in May

Boy Scouts Spring Festival – First weekend in May

OPTIONS: Approval

RECOMMENDED SAMPLE MOTION:

I make a motion to approve the dates for the above listed regular events.

DEPARTMENT: Administration

Prepared by: Vickie Short



FLOWERY BRANCH CITY COUNCIL

EXECUTIVE SUMMARY



SUBJECT: Consider approval of New Operations Development Charge

COUNCIL MEETING DATE: January 21, 2021

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:

For discussion to consider approval of New Operations Development Charge

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 2/8/2021.

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](#)
- [FB Operations Fee TM November 16 2020.pdf.pdf](#)
- [Flowery Branch Council Presentation Jan 7 2021 w notes.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
3/4" 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 3/4" 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-metering¹ 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 3/4" 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
¾" 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, City Clerk

APPROVED AS TO FORM:


Ron Bennett, City Attorney





Technical Memorandum

DATE: *November 16, 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	\$59,325	Electrical/Chemical/Fuel
Fixed	\$522,373	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	\$619,995	91% 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 91%. 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 net present value using a 2% discount rate of the 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)
\$6,474,208	1,500,000	6,494	\$997.03	90%	\$897.33	\$7.48
Wastewater Operational Cost FY22-FY31	Capacity	EDU's	Cost/EDU	Fixed Cost Factor	ODC per EDU	FY22 - FY31 Base Charge Reduction (new subdivisions only)
\$9,170,794	2,200,000	12,222	\$750.34	60%	\$450.20	\$3.75

The resulting ODC is \$897 for water and \$450 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 \$50 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 water base charge and \$3.33 reduction for the wastewater 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. These revenues should be placed in the operating reserve and used for fixed operating cost only. The credit should be inflated 2% per year to match the discounted 10-year fixed operations cost used in the calculation in Table 3.

Table 3
ODC Calculation

Recommended ODC per EDU	FY22 Base Charge Reduction (new subdivisions only)*	Total Revenues Expected
\$850.00	\$7.08	\$3,679,654
Recommended ODC per EDU	FY22 Base Charge Reduction (new subdivisions only)*	Total Revenues Expected
\$450.00	\$3.75	\$3,000,000

*Base charge reduction raised 2% per year

Flowery Branch, Georgia

Development Charges 101

January 7, 2021

Presentation Overview

Development Charges

Fair and Equitable Concepts

Levels of Service

Legal Considerations

Infrastructure Cost Related

Operational Cost Related

Recommendations

Fair and Equitable

Equitable

Same fee structure within a customer class

Customer classes generally homogenous

Fairness

Fee is related to service being provided

Affordability

Rate Credit

Levels of Service



Comfort

Speed



Levels of Service

Recoupment

Excess Capacity Only

Increase in Levels of Service

Portion that is Excess Capacity only

Plus, Added Capacity

Case Law

KRUPP CSA LLC v. BRECKENRIDGE SANITATION DISTRICT (2001)

CITY OF GRIFFIN v. McDANIEL et al. (2004)

CITY OF HOSCHTON et al. v. HORIZON COMMUNITIES et al. (2010)

QUALITY BUILT HOMES v. TOWN OF CARTHAGE (2018)

Infrastructure Cost

Capital Projects Scenarios

Increase Level of Service

Increase Capacity

Renewal of Asset (no new capacity or LOS increase)

Renewal of Asset (with new capacity and/or LOS increase)

New Fee Discussion

Operations Development Charge (ODC)

10-Year Service Contract

Recovers Fixed Costs for Operations

Credit to New Customers

Fee Proportionate to Capacity Requested

Fee Calculation

Operating Cost

Staffing/Supplies

No Power/Electrical

No Infrastructure Cost

10-Year Projection using 2% Discount Rate

\$897 per EDU Water

\$450 per EDU Wastewater

Credit Calculation

Total ODC / 120 (12 months 10 years)

Duration of ODC Contract Period

Raised 2% per year

Administrative Issues (Tracking/Notification)

Reduction of Monthly Base Charge

\$7.48 per EDU Water

\$3.75 per EDU Wastewater

Recommendations

Round Down ODC

\$850/EDU - Water

\$450/EDU - Wastewater

Monthly Base Charge Credit

\$7.08/EDU - Water

\$3.75/EDU - Wastewater

Increase credit 2% per year

Recalculate ODC every 5-years

Flowery Branch, Georgia Operations Development Charge

Questions/Comments?



FLOWERY BRANCH CITY COUNCIL

EXECUTIVE SUMMARY



SUBJECT: Fiscal Year 2021 Local Maintenance Improvement Grant (LMIG) Program

COUNCIL MEETING DATE: January 21, 2021

HISTORY:

FY 2021 - \$76,142 (LMIG funds) + \$893,750 (Local Match) = \$969,892 TOTAL

FY 2020 - \$235,483 (Total LMIG 2018-2020) and \$146,968 (Local Match) The 2020 LMIG is an additional \$84,375.96 in grant funds.

FY 2019 – \$81,318 LMIG funds + \$146,968 (Local Match) for Cantrell Rd, Clarkstone Cir. & Clarkstone Dr., E. Pine St., Holland Dam Rd., Debbie Ln, Chinook Ct., and Mohave Ct.

FY 2018 - \$69,790 LMIG funds + \$0 funds held for following year.

FY 2017 - \$62,611 LMIG funds + \$149,388 (Local Match) for portions of Pine St., Gainesville St., Lights Ferry Rd., Mitchell St., Church St., and Mulberry St

FY 2016 - \$51,120 LMIG funds + \$39,883 (Local Match) for McEver Rd.

FY 2015 - \$45,193 LMIG funds + \$284,408 (Local Match) for Gainesville St.

FY 2014 - \$39,920 LMIG funds + \$106,692 (Local Match) for portions of Mulberry St., Railroad Ave., Church St., Tanner St., and Gainesville St.

FACTS AND ISSUES:

As may be seen in the History of the funds, we are trending towards receiving less funds from the State.

The LMIG application to GDOT is due by February 1, 2021. The City is planning to have this project out to bid in February and we will be coming back to the Council in late March or early May to award the bid. The goal is to have the work underway before the end of the fiscal year at June, 30, 2021.

Please see attached list for the roads which will be paved.

OPTIONS:

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

Yes

AMOUNT AND SOURCE OF FUNDS:

\$76,142 (LMIG funds) + \$893,750 (Local Match, made up Local Resource Funds: \$594,749.77 and SPLOST funds: \$299,000) = \$969,892 TOTAL

RECOMMENDATION:

Approval to authorize the Mayor to apply for and accept the FY 2021 LMIG funds for road paving.

SAMPLE MOTION:

I motion for the City Council to authorize the Mayor to apply for and accept the FY 2021 LMIG funds for road paving.

COLLABORATING DEPARTMENT:

Finance

DEPARTMENT: Administration

Prepared by: Vickie Short

ATTACHMENTS

- [LMIG Project List 2021.pdf](#)
- [LMIG.2021 Exec.Summary.pdf](#)

STREETNAME	STREETTYPE	Shape_Leng	Width	Good/Ex (grey)	Patching (LF)	Patching (SF)	Crack Sealing (Centerline mile)	Edge Milling (LF)	Overlay (SF)	
ARTISANS	WAY	421.8	22	170.0	252	5,538.81	0.08	844	9279	1
ASHMOORE	LANE	245.8	22	120.0	126	2,767.00	0.05	492	5407	2
BELL	FORK	54.7	22	0.0	55	1,203.40	0.01	109	1203	3
BOSTON	TRAIL	149.8	22	149.8	0	-	0.03	300	3296	4
BRIDGEPORT	COURT	176.8	22	30.0	147	3,229.07	0.03	354	3889	5
BROOKSTONE	WAY	261.0	22	20.0	241	5,302.03	0.05	522	5742	6
CANOPY	LANE	191.2	22	90.0	101	2,227.22	0.04	382	4207	7
CHARIOT	DRIVE	795.2	22	340.0	455	10,014.22	0.15	1590	17494	8
CHARIOT	DRIVE	111.1	22	40.0	71	1,563.27	0.02	222	2443	9
CHESTNUT	STREET	221.0	22	40.0	181	3,982.25	0.04	442	4862	10
CHURCH	STREET	296.6	22	0.0	297	6,524.72	0.06	593	6525	11
CHURCH	STREET	356.8	22	80.0	277	6,089.03	0.07	714	7849	12
CHURCH	STREET	459.1	22	110.0	349	7,680.82	0.09	918	10101	13
CHURCH	STREET	303.0	22	20.0	283	6,225.59	0.06	606	6666	14
CHURCH	STREET	252.4	22	0.0	252	5,552.13	0.05	505	5552	15
CHURCH	STREET	221.3	22	10.0	211	4,647.99	0.04	443	4868	16
EAST MAIN	STREET	219.8	22	60.0	160	3,515.17	0.04	440	4835	17
EAST MAIN	STREET	1822.6	22	0.0	1823	40,096.20	0.35	3645	40096	18
ELWOOD	CIRCLE	118.7	22	10.0	109	2,391.31	0.02	237	2611	19
ELWOOD	CIRCLE	116.8	22	40.0	77	1,689.57	0.02	234	2570	20
ELWOOD	CIRCLE	118.7	22	60.0	59	1,292.18	0.02	237	2612	21
GAINES FERRY	ROAD	108.4	22	40.0	68	1,505.61	0.02	217	2386	22
GAINES FERRY	ROAD	472.8	22	230.0	243	5,341.60	0.09	946	10402	23
GAINES FERRY	ROAD	296.1	22	10.0	286	6,294.20	0.06	592	6514	24
GAINESVILLE	STREET	218.8	22	30.0	189	4,153.94	0.04	438	4814	25
GRANITE	COURT	388.7	22	190.0	199	4,371.73	0.07	777	8552	26
KNIGHT	DRIVE	322.9	22	80.0	243	5,344.35	0.06	646	7104	27
LAKE CROSSING	DRIVE	170.6	22	50.0	121	2,652.26	0.03	341	3752	28
LIGHTS FERRY	ROAD	144.2	22	60.0	84	1,852.61	0.03	288	3173	29
MAIN	STREET	14.6	22	0.0	15	321.20	0.00	29	321	30
MARTIN	STREET	327.5	22	100.0	227	5,004.04	0.06	655	7204	31

MARTIN	STREET	232.8	22	100.0	133	2,921.67	0.04	466	5122	32
MITCHELL	STREET	219.5	22	130.0	90	1,969.22	0.04	439	4829	33
MOSSY LOG	COURT	222.1	22	100.0	122	2,686.55	0.04	444	4887	34
MYERS	STREET	216.6	22	20.0	197	4,324.95	0.04	433	4765	35
PADDLEWHEEL	COURT	186.3	22	40.0	146	3,217.93	0.04	373	4098	36
REED	STREET	674.3	22	40.0	634	13,954.22	0.13	1349	14834	37
REGATTA	WAY	160.5	22	30.0	130	2,870.45	0.03	321	3530	38
SPRING	STREET	158.4	22	110.0	48	1,065.50	0.03	317	3486	39
SPRING	STREET	304.1	22	80.0	224	4,930.69	0.06	608	6691	40
THURMON TANNER PARKWAY		2605.2	48	360.0	2245	107,770.72	0.49	10421	125051	41
UNNAMED	STREET	193.2	22	20.0	173	3,810.39	0.04	386	4250	42
VICTORIA	COURT	662.4	22	60.0	602	13,253.81	0.13	1325	14574	43
VICTORIA	DRIVE	561.0	22	240.0	321	7,061.36	0.11	1122	12341	44
VICTORIA	DRIVE	434.6	22	0.0	435	9,561.16	0.08	869	9561	45
WHITEWATER	DRIVE	219.1	22	0.0	219	4,821.05	0.04	438	4821	46
WHITEWATER	DRIVE	140.9	22	10.0	131	2,878.75	0.03	282	3099	47
						345,471.91				
						3.1	3.14	38350	432268	

Item	Units	Quantity	Unit Cost	Product
Patching (19mm SuperPave, 4" depth)	TON	2812	\$ 131.25	\$ 369,093.55
Crack Sealing	CLMILE	3.1	\$ 9,450.00	\$ 29,655.86
Edge Milling (not including TT)	SY	18,619	\$ 7.14	\$ 132,941.08
Overlay (4.25 mm SuperPave, 1" depth)	TON	1,895	\$ 119.70	\$ 226,772.07
Overlay (12.5mm SuperPave for TT, 1.5" depth)	TON	1,157	\$ 117.60	\$ 136,030.18
Other costs (mobilization, traffic contrl, striping, utility adjustment, etc.)	LUMP	1	\$ 50,000.00	\$ 50,000.00
				\$ 944,492.73

Red italics indicate that we adjusted the length of the road segment to account for the city limit boundary



FLOWERY BRANCH CITY COUNCIL

EXECUTIVE SUMMARY



SUBJECT: Fiscal Year 2021 Local Maintenance Improvement Grant (LMIG) Program

COUNCIL MEETING DATE: January 21, 2021

HISTORY:

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OPTIONS:

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

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AMOUNT AND SOURCE OF FUNDS:

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RECOMMENDATION:

Approval to authorize the Mayor to apply for and accept the FY 2021 LMIG funds for road paving.

SAMPLE MOTION:

I motion for the City Council to authorize the Mayor to apply for and accept the FY 2021 LMIG funds for road paving.

COLLABORATING DEPARTMENT:

Finance

DEPARTMENT: Administration

Prepared by: Bill Andrew

ATTACHMENTS

- [LMIG Project List 2021.pdf](#)



FLOWERY BRANCH CITY COUNCIL

EXECUTIVE SUMMARY



SUBJECT: Consider December 17, 2020 Meeting Minutes

COUNCIL MEETING DATE: January 21, 2021

HISTORY:

FACTS AND ISSUES:

OPTIONS:

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

No

AMOUNT AND SOURCE OF FUNDS:

RECOMMENDATION:

Approve

SAMPLE MOTION:

COLLABORATING DEPARTMENT:

DEPARTMENT: Administration

Prepared by: Vickie Short

ATTACHMENTS

- [December 17, 2020 Council Meeting Minutes.pdf](#)



**City of Flowery Branch
City Council Meeting Minutes
Thursday, December 17, 2020, 6:00 pm
City of Flowery Branch City Hall
5410 Pine Street, Flowery Branch, GA 30542**



TELECONFERENCE MEETING

CONNECTION TO MEETING:

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/185968117>

You can also dial in using your phone.

United States: [+1 \(571\) 317-3122](tel:+15713173122)

Access Code: 185-968-117

DECLARATION OF LOCAL STATE OF EMERGENCY

Resolution 20-029 - Declaration of Local State of Emergency Renewal

Attorney Bennett read the caption that declares the following:

IT IS HEREBY DECLARED that a local state of emergency continues to exist due to the COVID-19 pandemic;

IT IS FURTHER DECLARED that the local state of emergency is a circumstance involving the public and the preservation of property and public services is sufficient for the Mayor and Council to consider a resolution to hold all Public Meetings by Teleconference due to emergency circumstances as permitted by OCGA 50-14-1 (g) of the Georgia Open Meetings Act for so long as the local state of emergency exists; and

IT IS FURTHER DECLARED that this declaration of a local state of emergency shall continue until 11:59 P.M., Thursday, January 21, 2021 unless this declaration is renewed by the Mayor and/or Council of the City of Flowery Branch or until such time as the Mayor and/or Council of the City of Flowery Branch find that the emergency conditions no longer exist.

PASSED AND ADOPTED by the City Council of the City of Flowery Branch Georgia this 17th day of December, 2020.

There was a motion made to approve Resolution 20-029 issuing a State of Emergency in the City of Flowery Branch due to the COVID pandemic.

MOTION: Leslie Jarchow

SECOND: Amy Farah

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

NAYS: None

Motion carried

CALL WORK SESSION TO ORDER:

Mayor Miller called the work session to order at 6:04 pm.

PRESENT BY TELECONFERENCE: Mayor Mike Miller and Councilmembers Chris Mundy, Ed Asbridge, Leslie Jarchow, Amy Farah and Joe Anglin.

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

AUDIT REVIEW - WAYNE TUCK - (AUDITOR-WALKER, PIERCE & TUCK, P. C.)

Wayne Tuck presented the audit to the City Council and advised the City is in good standing.

CALL PUBLIC HEARING TO ORDER:

Mayor Miller called the public hearing to order. Mayor Miller gave a brief overview of instructions to participants for the virtual meeting.

PUBLIC HEARING:

Consider ordinance #2020-615 a request to annex a portion of 6495 McEver Road into the city-limits of Flowery Branch.

Consider ordinance #2020-616 a request to rezone a portion of 6495 McEver Road.

Consider ordinance #2020-617 a request to annex a portion of 6509 McEver Road into the city-limits of Flowery Branch.

Consider ordinance #2020-618 a request to rezone a portion of 6509 McEver Road.

Consider ordinance #2020-619 a request to annex 6533 McEver Road into the city-limits of Flowery Branch.

Consider ordinance #2020-620 a request to rezone 6533 McEver Road.

Planner Atkinson gave a brief overview of the applicant's request.

Details are as follows:

6495 McEver Road -Annex a 50-foot strip along McEver Road and rezone from Hall County A-III (Agricultural-Residential) to Flowery Branch A (Agricultural)

6509 McEver Road - Annex a 50-foot strip along McEver Road and rezone from Hall County HB (Highway Business) to Flowery Branch HB (Highway Business)

6533 McEver Road -Annex the entire 34.6 +/- acre parcel and rezone from Hall County A-III (Agricultural-Residential) to Flowery Branch M-1 (Light Industrial)

Staff recommendation:

Approve the annexations and rezoning requests for all three parcels.

Condition 6533 McEver Road as follows:

- The project shall substantially adhere to the site plan as submitted
- A lighting plan shall be submitted prior to the issuance of a full land disturbance permit
- A landscape/buffer plan shall be submitted as part of the land disturbance permit plan set
- A unified sign plan shall be submitted prior to the issuance of any building permits
- Buildings shall substantially adhere to the elevations as submitted

Mr. Atkinson introduced applicant Mr. Steve Rowley with CA Ventures. Mr. Rowley presented details on the proposed development. Highlights included:

- **What** – Class A distribution and advanced assembly industrial project that could bring up to 200 high paying jobs and economic growth to Flowery Branch. Multi-tenant facilities with high office component to attract office/warehouse jobs. Approximately \$55m project. Not designed for heavy truck traffic.
- **Benefits** –
 - Improved Safety – road improvements to widen and improve McEver Road
 - Tax Revenue – minimal impact on infrastructure and broaden tax base
 - Jobs – low office % results in higher salaries and opportunity
 - No impact on City Services – no drain on schools/police/fire etc.
 - No weekend traffic
 - Exceeding Tree Ordinance and landscaping requirements
 - Users heading South to Lanier Islands Parkway
- **Who** – CA Ventures, a \$13B international developer with local representation and an Atlanta office. Strong track record of successful developments in GA and throughout US.
- **Goal** – build a “best-in-class” LEED (Leadership in Energy and Environmental Design) Certified project while minimizing impact on community.
- **Have met with neighbors** – feedback is that they do not want any development. We have addressed road safety concerns by following recommendations of Hall County Public Works and Utilities.

Response to Staff regarding concerns:

- ✓ **Comprehensive Plan** – PCD and HB on either side of site and so light industrial zoning is consistent with neighbor's commercial zoning. Designated as Mixed Use in Flowery Branch Comprehensive Plan which includes Light Industrial.
 - ✓ Industrial growth along McEver Road includes multiple projects (Crow Holdings/Contemporary Marketing to the south and Pattillo to the north). Multiple Industrial and Residential coexisting.
- ✓ **Traffic Improvements:**
 - ✓ Only three entries allowed.
 - ✓ Decel Lanes at all entries.
 - ✓ Left hand turn lane at all entries.
 - ✓ Center entry no trucks allowed.
 - ✓ Widening of McEver Road.
 - ✓ Confirmed by Hall County Director of Public Works and Utilities. Developer will work with Flowery Branch Engineering on final design.
- ✓ **Building Materials** – concrete tilt wall construction. Lots of glass and canopies.
- ✓ **Minimum Buffers** – No minimum buffers are required, however, CA has implemented 75' buffers along west border including wooded and landscaped area and sloped wall. Additionally, sloped wall will help minimize any light or sound from project (See Site Plan).
- ✓ **Parking Areas** – all parking will be paved asphalt or concrete (note added to plan)
- ✓ **No Floodplains** – (note added to plan)

Several information slides as well as a video were provided to those in attendance.

Mayor Miller closed the public hearing for Ordinances 615-620 at 8:12 pm.

PUBLIC COMMENTS:

Opposed:

Teresa Cantrell-2753 Merritt Drive, Buford, GA 30518
Nathan Martin-6513 Vista Glen, Flowery Branch, GA 30542
Frank Powell-6211 Spring Lake Drive, Flowery Branch, GA 30542
Farley Barge-6593 McEver Road, Flowery Branch, GA 30542
Sydney Young-6280 Rockport Drive, Flowery Branch, GA 30542
Kathy Forte-6363 Green Oak Ridge, Flowery Branch, GA 30542
John Vick-6625 Lake Run Drive, Flowery Branch, GA 30542
Juliette Hawk, 6305 Chestnut Hill Road Flowery Branch, GA 30542

Ley Hathcock-6711 Willow Brook Trail, Flowery Branch, GA 30542
Bernadette Scruggs-6574 McEver Road, Flowery Branch, GA 30542
Bob Nooney-6290 Spring Lake Drive, Flowery Branch, GA 30542
Kathryn Hoffman-Flowery Branch, GA 30542
Michael Parker-6728 Willowbrook Trail, Flowery Branch, GA 30542
Samuel Ringgold-6056 Seminole Drive, Flowery Branch, GA 30542
Jeffrey Melton-6412 Winter Harbor Drive, Flowery Branch, GA 30542
Susan Barge-6593 McEver Road, Flowery Branch, GA 30542
Butch Miller-4618 Windsor Drive, Flowery Branch, GA 30542
Mel Christian-6705 Thornwood Court, Flowery Branch, GA 30542
Debbie Walker-6522 Vista Glen, Flowery Branch, GA 30542
Kyle Corson-6719 Willowbrook Trail, Flowery Branch, GA 30542

In favor:

Tommy Barnes-3280 Pointe Parkway, Norcross, GA 30092

CALL PUBLIC HEARING TO ORDER:

Mayor Miller called the public hearing to order for Ordinances 621-622 at 8:12 pm.

PUBLIC HEARING:

Consider ordinance #20-621 a rezoning request submitted by Eberly & Associates.

Consider ordinance #20-622 a rezoning request submitted by Eberly & Associates.

Mr. Atkinson presented the rezoning request. The project location is a portion of 0000 Falcon Parkway 08070 001002 and a portion of 0000 Falcon Parkway 08073 000004A.

Details of the two parcels:

Rezone from A (Agricultural) to M1 (Light Industrial) with the intention of constructing a distribution facility and office.

Current Use: Vacant

Character Area: Activity Center (the proposed uses are consistent with this designation)

Development of Regional Impact (DRI)

The Georgia Mountains Regional Commission (GMRC) has completed the review of the project identified above. Based on comments received and staff analysis of this project, conducted in accordance with the Georgia Department of Community Affairs' Procedures for the Review of Developments of Regional Impact, the GMRC finds that the proposed action does **NOT** present any potential adverse inter-jurisdictional impacts. Please note that this finding is advisory only and assumes the project will proceed as presented to the GMRC and will comply with all applicable local, State and federal rules and regulations.

Staff recommendations:

1. Development shall generally adhere to the site plan as submitted
2. Sewer shall be provided by the City of Flowery Branch
3. Landscape plan is required at time of land disturbance permit review
4. Lighting plan is due prior to the issuance of a building permit
5. Uniform sign plan is required prior to the issuance of a certificate of occupancy

Mr. Greer, representing Eberly & Associates was available for questions.

Mr. Anglin asked about truck access in the area. Mr. Greer stated there would be no truck access on Martin Road.

Mr. Mundy asked about a raised median along Falcon Parkway. Mr. Greer advised there would be one.

PUBLIC COMMENTS:

Opposed: None

In favor of:

Jeffrey Melton-6412 Winter Harbor Drive, Flowery Branch, GA 30542
Ley Hathcock-6711 Willowbrook Trail, Flowery Branch, GA 30542
Bob Noone-6290 Spring Lake Drive, Flowery Branch, GA 30542

CALL WORK SESSION TO ORDER:

Mayor Miller called the work session to order at 8:30 pm.

NEW BUSINESS -WORK SESSION:

Consider ordinance #2020-615 a request to annex a portion of 6495 McEver Road into the city-limits of Flowery Branch.

Consider ordinance #2020-616 a request to rezone a portion of 6495 McEver Road.

Consider ordinance #2020-617 a request to annex a portion of 6509 McEver Road into the city-limits of Flowery Branch.

Consider ordinance #2020-618 a request to rezone a portion of 6509 McEver Road.

Consider ordinance #2020-619 a request to annex 6533 McEver Road into the city-limits of Flowery Branch.

Consider ordinance #2020-620 a request to rezone 6533 McEver Road.

Mr. Anglin was able to see CA Ventures current site near the Mall of Georgia. He said they produce a good site. He expressed concern about the approach to the building as well as the sight line.

Mr. Asbridge mentioned that citizens felt rushed in this proposal. He spoke with Senator Butch Miller and Hall County Commissioner Kathy Cooper about the project and the need for more time to consider the proposal. He also mentioned the concern for traffic and the road in that area. Mr. Asbridge expressed he was impressed with how community members have gathered together regarding this proposal.

Ms. Farah has not seen this much opposition for one proposal. She also echoed Mr. Asbridge's opinion on the gathering of community members with this proposal.

Consider ordinance #20-621 a rezoning request submitted by Eberly & Associates.

Consider ordinance #20-622 a rezoning request submitted by Eberly & Associates.

No additional comments.

DEPARTMENT REPORTS:

City Manager Report:

Mr. Andrew gave an update on two outstanding items:

- a. The Water/Sewer Operations Development Charge final presentation from Bobby Sills is awaiting word from our software vendor on coding.
- b. Bill Ross and Rich Edinger plant to attend a meeting when there is a less busy agenda to have a thorough discussion of Impact Fees v. Storm Water Utility

Mayor Report: Mayor Miller invited all those in attendance to attend upcoming meetings as well as the comprehensive plan meetings. Mayor Miller stated that the City had 18 children for the annual Shop with Cop program.

Council Report:

Councilman Asbridge suggested the council might need to consider more time on the First Reading of Ordinances 615-620.

Mr. Anglin, Mr. Asbridge, Mr. Mundy expressed appreciation for the staff's hard work on the annual audit as well as flexibility in preparing for a change in meeting due to COVID restrictions.

ADJOURNMENT WORK SESSION:

VOTING SESSION AGENDA

CALL VOTING SESSION TO ORDER:

Mayor Miller called the voting session to order at 9:01 pm.

PUBLIC COMMENTS: There were no additional comments.

CONSENT AGENDA:

Consider Mayor Mike Miller per diem

Consider November 5, 2020 Meeting Minutes

Consider November 19, 2020 Meeting Minutes

Consider December 3, 2020 Meeting Minutes

There was a motion made to approve the consent agenda.

MOTION: Leslie Jarchow

SECOND: Amy Farah

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

NAYS: None

Motion carried

UNFINISHED BUSINESS - VOTING SESSION:

Crown Castle Memorandum of Amendment and Agreement Amendment

There was a motion made to approve the MOA and Amendment of contract with Crown Castle as presented.

MOTION: Ed Asbridge

SECOND: Leslie Jarchow

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

NAYS: None

Motion carried

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

There was a motion made to approve Resolution 20-028; Implementation of 1.75% step adjustment and 1.8% COLA adjustment, effective January 1, 2021.

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

NEW BUSINESS - VOTING SESSION:

Consider First Reading of Ordinance #2020-615 a request to annex a portion of 6495 McEver Road into the city-limits of Flowery Branch.

Mr. Bennett read the caption to Ordinance #2020-615.

There was a motion made to deny the First Reading of Ordinance #2020-615 a request to annex a 50-foot strip along McEver Road.

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

Consider First Reading of Ordinance #2020-616 a request to rezone a portion of 6495 McEver Road.

Consider First Reading of Ordinance #2020-617 a request to annex a portion of 6509 McEver Road into the city-limits of Flowery Branch.

Consider First Reading of Ordinance #2020-618 a request to rezone a portion of 6509 McEver Road.

Consider First Reading of Ordinance #2020-619 a request to annex 6533 McEver Road into the city-limits of Flowery Branch.

Consider First Reading of Ordinance #2020-620 a request to rezone 6533 McEver Road.

With the denial of Ordinance 20-615, Ordinances 616, 617, 618, 619 and 620 are now withdrawn, as without the annexation of 6495 McEver Road, the parcels would not be contiguous to the city limits of Flowery Branch.

Consider First Reading of Ordinance #20-621 a rezoning request submitted by Eberly & Associates.

There was a motion made to approve the First Reading of Ordinance #20-621 as submitted and conditioned.

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

Consider ordinance #20-622 a rezoning request submitted by Eberly & Associates.

There was a motion made to approve the first reading of Ordinance #20-622.

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

EXECUTIVE SESSION:

There was a motion made to enter executive session at 9:24 pm.

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

There was a motion made to reconvene open session at 10:25 pm.

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

ADJOURNMENT:

There was a motion made to adjourn at 10:26 pm.

MOTION: Leslie Jarchow

SECOND: Amy Farah

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

NAYS: None

Motion carried

Mayor – Mike Miller

Date

City Clerk – Vickie Short



FLOWERY BRANCH CITY COUNCIL

EXECUTIVE SUMMARY



SUBJECT: 2021 Regulatory Event Dates

COUNCIL MEETING DATE: January 21, 2021

HISTORY:

FACTS AND ISSUES:

OPTIONS:

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

No

AMOUNT AND SOURCE OF FUNDS:

RECOMMENDATION:

Approve

SAMPLE MOTION:

I make a motion to approve the dates for the above listed regular events.

COLLABORATING DEPARTMENT:

Administration

DEPARTMENT: Administration

Prepared by: Vickie Short

ATTACHMENTS

- [2021 Regulatory dates.docx](#)

FLOWERY BRANCH CITY COUNCIL
EXECUTIVE SUMMARY

SUBJECT: Approve the dates for annual events

DATE: January 7, 2021

(X) RECOMMENDATION

() POLICY DISCUSSION

BUDGET INFORMATION:

() STATUS REPORT

ANNUAL-

() OTHER

CAPITAL-

COUNCIL ACTION REQUESTED ON: January 7, 2021

PURPOSE:

Approve the dates for the annual events in the City. These dates are tentative due to the ongoing COVID-19 risks. As each event date is approached, the feasibility and safety of hosting or allowing it to go on will be carefully reviewed by City staff prior to approval. With the City's new Main Street Development, staff is recommending the new Events Coordinator position be responsible for planning, coordinating and executing city wide events going forward. For events which have been historically managed by the Masonic Lodge, the Boy Scouts, etc., the Events Coordinator would be charged with developing a uniform set of guidelines or a framework for the events to follow. This framework would help insure we have a higher and more consistent Downtown Event experience.

HISTORY:

In the past the City Clerk has brought each regulatory license to the Council at the time of applications.

FACTS & ISSUES:

The City authorizes certain events that are repeated annually. To streamline the processing and avoid having to bring these events to the Council throughout the year, the regular events are being presented as one item.

Once the Council approves the dates, the City Clerk will be able to issue the license once the official application is received and approved by the Chief of Police and the City Manager.

Any events outside of the normal events listed will be brought to the Council for approval at the time of application.

The timing typically is the same annually. If there is a conflict with the usual date, discretion is required to allow the City Manager to authorize a date within the same month.

Christmas Festival – First weekend in December - Friday

Masonic Lodge Boo Run – Last weekend in October

Boy Scouts Fall Festival – First weekend in October

South Hall Rotary 5k – Last weekend in August

Sterling Fireworks – First weekend in July

Masonic Lodge Spring Fun Run 5k – Third weekend in May

Boy Scouts Spring Festival – First weekend in May

OPTIONS: Approval

RECOMMENDED SAMPLE MOTION:

I make a motion to approve the dates for the above listed regular events.

DEPARTMENT: Administration

Prepared by: Vickie Short



FLOWERY BRANCH CITY COUNCIL

EXECUTIVE SUMMARY



SUBJECT: Consider-2nd Reading of Ordinance 21-624 - Publishing of 2021 General Election Qualifying Fees

COUNCIL MEETING DATE: January 21, 2021

HISTORY:

First Reading of Ordinance 20-624-To provide for the 2021 municipal election for the City of Flowery Branch for the following posts-Mayor, Post 3, Post 4 and Post 5-to set qualifying dates and to set the fee for said qualifying

FACTS AND ISSUES:

O.C.G.A. 21-2-131 (a)(1)(A) requires fixing and publishing of the qualifying fees prior to February 1 of an election year.

Seats up for election and qualifying fee for each:

- Mayor \$180.00
- Post #3 \$144.00
- Post #4 \$144.00
- Post #5 \$144.00

Qualifying is proposed to begin the 3rd Monday in August per O.C.G.A. 21-2-132 (3)(A).

Qualifying dates are proposed for Monday, August 16, 2021 at 8:30 am through Wednesday August 21, 2019 at 4:30 pm.

OPTIONS:

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

Yes

AMOUNT AND SOURCE OF FUNDS:

RECOMMENDATION:

Approval of 2nd Read

SAMPLE MOTION:

I make a motion to approve the First Reading of Ordinance 624 as presented.

COLLABORATING DEPARTMENT:

DEPARTMENT: Administration

Prepared by: Vickie Short

ATTACHMENTS

- [Executive Summary Ordinance 624.docx](#)
- [624 - 2021 Ordinance - Call for Election.docx](#)

FLOWERY BRANCH CITY COUNCIL
EXECUTIVE SUMMARY

SUBJECT: 2021 Fixing and Publishing of General Election-Ordinance 624

DATE: January 7, 2021

(X) RECOMMENDATION

() POLICY DISCUSSION

BUDGET INFORMATION:

() STATUS REPORT

ANNUAL-

() OTHER

CAPITAL-

COUNCIL ACTION REQUESTED ON: January 7, 2021

First Reading of Ordinance 624-To provide for the 2021 municipal election for the City of Flowery Branch for the following posts-Mayor, Post 3, Post 4 and Post 5-to set qualifying dates and to set the fee for said qualifying

HISTORY:

In the past O.C.G.A. set qualifying dates for the 3rd Monday in August.

O.C.G.A. 21-2-131 (a)(1)(A) requires fixing and publishing of the qualifying fees prior to February 1 of an election year.

Seats up for election and qualifying fee for each:

- Mayor \$180.00
- Post #3 \$144.00
- Post #4 \$144.00
- Post #5 \$144.00

Qualifying is proposed to begin the 3rd Monday in August per O.C.G.A. 21-2-132 (3)(A).

Qualifying dates are proposed for Monday, August 16, 2021 at 8:30 am through Wednesday August 21, 2019 at 4:30 pm.

OPTIONS: Approval

RECOMMENDED SAMPLE MOTION:

I make a motion to approve the First Reading of Ordinance 624 as presented.

DEPARTMENT: Administration

Prepared by: Vickie Short

First Reading:	January 07, 2021
Second Reading:	January 21, 2021
Passed:	January 21, 2021

ORDINANCE NO. 624

AN ORDINANCE TO PROVIDE FOR THE GENERAL ELECTION FOR THE CITY OF FLOWERY BRANCH, GEORGIA FOR 2021; ESTABLISH AND SET THE DATE AND TIME OF THE GENERAL ELECTION FOR THE CITY OF FLOWERY BRANCH, GEORGIA FOR 2021 FOR MAYOR AND COUNCIL MEMBERS POST 3, POST 4, AND POST 5; PROVIDE A QUALIFYING PERIOD FOR SAID POSITIONS; PROVIDE FOR THE QUALIFYING FEES FOR SAID POSITIONS; PROVIDE FOR A QUALIFYING PROCEDURE; APPOINT ELECTION OFFICIALS; PROVIDE FOR THE OPENING AND CLOSING OF REGISTRATION FOR SAID GENERAL ELECTION; REPEAL CONFLICTING ORDINANCES; PROVIDE FOR SEVERABILITY AND FOR ALL OTHER LAWFUL PURPOSES.

WHEREAS, the City Council of the City of Flowery Branch, Georgia is authorized by Article IX, Section II, Paragraph II of the Constitution of the State of Georgia of 1983, and pursuant to O.C.G.A. Section 21-2-1 et seq., to enact ordinances for the holding of elections and special elections of public officials of the municipality; and

WHEREAS, the terms for the positions of Mayor and Council Members Post 3, Post 4 and Post 5, shall expire on December 31, 2021; and

WHEREAS, the City of Flowery Branch, Georgia desires to conduct a general election to fill these positions, openly and fairly for all duly qualified and registered electors of the City of Flowery Branch, Georgia;

NOW THEREFORE THE CITY COUNCIL OF THE CITY OF FLOWERY BRANCH HEREBY ORDAINS,

Section 1. General Election.

The City of Flowery Branch, Georgia will conduct a general election on Tuesday, November 2, 2021 from 7:00 a.m. to 7:00 p.m. with the place of said election being in the City Hall located at 5410 W. Pine Street, Flowery Branch, Georgia for the positions as indicated in Section 2 of this Ordinance.

Section 2. Positions Open for Election and Terms Thereof.

The general election to be held on the date established by Section 1 of this Ordinance is for filling the following positions:

- a) The position of Mayor which will be elected at large for a four-year term beginning on January 1, 2022 through December 31, 2025.
- b) The position of Council Member Post 3 which will be elected at large for a four-year term beginning on January 1, 2022 through December 31, 2025.

- c) The position of Council Member Post 4 which will be elected at large for a four-year term beginning on January 1, 2022 through December 31, 2025.
- d) The position of Council Member Post 5 which will be elected at large for a four-year term beginning on January 1, 2022 through December 31, 2025.

Section 3. Qualifying Period.

The qualifying period for the election set by Section 1 of this Ordinance to qualify for the positions described in Section 2 of this Ordinance shall be open on Monday August 16, 2021 and will continue day-to-day through Wednesday August 18, 2021. The hours of qualifying each day shall be during the regular business hours of the City of Flowery Branch, Georgia except Monday August 21, 2019 qualifying will begin at 8:30 a.m. as per O.C.G.A. Section 21-2-132. The place of qualifying shall be the office of the City Clerk of the City of Flowery Branch, Georgia, being the office of the Election Superintendent, and being located at City Hall, 5410 W Pine Street, Flowery Branch, Georgia.

Section 4. Qualifying Fee.

(a) The qualifying fee for the Mayor, which is open for election as provided by Section 2 of the Ordinance, shall be \$180.00. The qualifying fee for each Council Member position, which are open for election as provided by Section 2 of the Ordinance, shall be \$144.00. Such fee shall be paid to the Election Superintendent at the time a candidate files the candidate's notice of candidacy.

(b) A pauper's affidavit may be filed in lieu of paying the qualifying fee otherwise required by Section 4(a) of this Ordinance. A candidate filing a pauper's affidavit instead of paying a qualifying fee shall under oath affirm the candidate's poverty and the candidate's resulting inability to pay the qualifying fee otherwise required. The form of the affidavit shall be as prescribed by the Georgia Secretary of State and shall include a financial statement which lists the total income, assets, liabilities and other relevant financial information of the candidate.

The affidavit shall contain an oath that such candidate has neither the assets nor the income to pay the qualifying fee otherwise required. The following warning shall be printed on the affidavit form as prepared by the Georgia Secretary of State, to wit: "WARNING: Any person knowingly making any false statement on this affidavit commits the offense of false swearing and shall be guilty of a felony."

The Election Superintendent shall place on the ballot the name of any candidate who subscribes and swears to an oath that such candidate has neither the assets nor the income to pay the qualifying fee otherwise required.

Section 5. Qualifying Affidavit and Financial Disclosure Statement.

- (a) Each candidate qualifying for the positions described in Section 2 of this Ordinance shall accompany the candidate's notice with an affidavit stating:
 - (1) The candidate's residence, with street and number, if any, and the candidate's post office address;
 - (2) The candidate's profession, business or occupation, if any;
 - (3) The name of post or office sought for election and precinct, if applicable;
 - (4) That the candidate is an elector of the municipality of the candidate's residence and is eligible to vote in the election in which the candidate is running for office;
 - (5) The name of the position that the candidate is seeking;
 - (6) That the candidate is eligible to hold such position;
 - (7) That the candidate has never been convicted and sentenced in any court of competent jurisdiction for fraudulent violation of primary or election laws, malfeasance in office or a felony involving moral turpitude under the laws of this state or any other state or of the United States, of that the candidate's civil rights have been restored and that at least ten years have elapsed from the date of the completion of the sentence without a subsequent conviction of another felony involving moral turpitude; and
 - (8) That the candidate will not knowingly violate any provisions of the "Georgia Municipal Election Code" or any rules and regulations adopted under the "Georgia Municipal Election Code."
- (b) Each person qualifying as a candidate will file a financial disclosure statement prescribed by the laws of the State of Georgia in the form as prescribed therein, no later than the fifteenth (15th) day following the qualifying with the Election Superintendent of the City of Flowery Branch, Georgia.

Section 6. Write-In Candidates.

- (a) In this general election, no person elected on a write-in vote shall be eligible to hold office unless notice of the person's intention of candidacy was given twenty (20) or more days prior to the election by the person to be a write-in candidate or by some other person or group of persons qualified to vote in the election, to the Mayor or the Election Superintendent and by publication in the official newspaper of the City of Flowery Branch, Georgia, said publication currently being "The Times."

(b) In addition to the requirements contained in Section 6(a) of this Ordinance, the person or persons giving notice of intention of candidacy for a write-in candidate shall also file with the Mayor or the Election Superintendent, a copy of the notice as published with an affidavit stating that the notice has been published, with the name of the newspaper and the date of publication, not later than the fifth (5th) day after the deadline for filing and publishing of such notice. The affidavit may be made by the person giving notice or intention of candidacy or by the publisher of the newspaper in which the notice was published or by an employee of the newspaper designated by the publisher.

Section 7. Election Appointments.

(a) The following persons are hereby appointed to act as election officials for the November 2, 2021. General Election:

Election Superintendent	Vickie Short
Chief Registrar	To be announced
Absentee Ballot Clerks	Shelia Cooper, Chere Rucker & Nancy Rodriguez
Poll Manager	Vickie Short
Poll Worker	To be announced
Poll Worker	To be announced

(b) The office of the City Clerk of the City of Flowery Branch, Georgia is hereby declared to be the office of the Election Superintendent for candidates qualifying for the offices open for election as provided by Section 3 of this Ordinance, and also as the office of the Absentee Ballot Clerk.

Section 8. Last Day for Voter Registration.

The last day that an elector/voter may register to vote in the 2020 General Election shall be Monday, October 4, 2021, by 5:00 p.m. at the Hall County Board of Elections and Registration located at 2875 Browns Bridge Road, Gainesville, Georgia, unless said date is a Georgia legal holiday, and then the last day for voter/elector registration shall be the next day by 5:00 p.m.

Section 9. Repealer.

All Ordinances and parts of Ordinances in conflict herewith are hereby repealed to the extent of conflict.

Section 10. Severability.

Should any section or provision of this Ordinance be declared invalid or unconstitutional by any court of competent jurisdiction, such declaration shall not affect the validity of this Ordinance as a whole or any part thereof which is not specifically declared to be invalid or unconstitutional.

Dated this 21st day of January 2021.

James M. Miller, Mayor

ATTEST:

Vickie Short, City Clerk

APPROVED AS TO FORM:

E. Ronald Bennett, Jr., City Attorney



FLOWERY BRANCH CITY COUNCIL

EXECUTIVE SUMMARY



SUBJECT: Consider approval of New Operations Development Charge

COUNCIL MEETING DATE: January 21, 2021

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:

For discussion to consider approval of New Operations Development Charge

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 2/8/2021.

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](#)
- [FB Operations Fee TM November 16 2020.pdf.pdf](#)
- [Flowery Branch Council Presentation Jan 7 2021 w notes.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
3/4" 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 3/4" 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 $2 \times \$2,760 = \$5,520$ 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-metering¹ 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 3/4" 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
¾" 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, City Clerk

APPROVED AS TO FORM:


Ron Bennett, City Attorney





Technical Memorandum

DATE: *November 16, 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	\$59,325	Electrical/Chemical/Fuel
Fixed	\$522,373	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	\$619,995	91% 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 91%. 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 net present value using a 2% discount rate of the 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)
\$6,474,208	1,500,000	6,494	\$997.03	90%	\$897.33	\$7.48
Wastewater Operational Cost FY22-FY31	Capacity	EDU's	Cost/EDU	Fixed Cost Factor	ODC per EDU	FY22 - FY31 Base Charge Reduction (new subdivisions only)
\$9,170,794	2,200,000	12,222	\$750.34	60%	\$450.20	\$3.75

The resulting ODC is \$897 for water and \$450 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 \$50 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 water base charge and \$3.33 reduction for the wastewater 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. These revenues should be placed in the operating reserve and used for fixed operating cost only. The credit should be inflated 2% per year to match the discounted 10-year fixed operations cost used in the calculation in Table 3.

Table 3
ODC Calculation

Recommended ODC per EDU	FY22 Base Charge Reduction (new subdivisions only)*	Total Revenues Expected
\$850.00	\$7.08	\$3,679,654
Recommended ODC per EDU	FY22 Base Charge Reduction (new subdivisions only)*	Total Revenues Expected
\$450.00	\$3.75	\$3,000,000

*Base charge reduction raised 2% per year

Flowery Branch, Georgia

Development Charges 101

January 7, 2021

Presentation Overview

Development Charges

Fair and Equitable Concepts

Levels of Service

Legal Considerations

Infrastructure Cost Related

Operational Cost Related

Recommendations

Fair and Equitable

Equitable

Same fee structure within a customer class

Customer classes generally homogenous

Fairness

Fee is related to service being provided

Affordability

Rate Credit

Levels of Service



Comfort

Speed



Levels of Service

Recoupment

Excess Capacity Only

Increase in Levels of Service

Portion that is Excess Capacity only

Plus, Added Capacity

Case Law

KRUPP CSA LLC v. BRECKENRIDGE SANITATION DISTRICT (2001)

CITY OF GRIFFIN v. McDANIEL et al. (2004)

CITY OF HOSCHTON et al. v. HORIZON COMMUNITIES et al. (2010)

QUALITY BUILT HOMES v. TOWN OF CARTHAGE (2018)

Infrastructure Cost

Capital Projects Scenarios

Increase Level of Service

Increase Capacity

Renewal of Asset (no new capacity or LOS increase)

Renewal of Asset (with new capacity and/or LOS increase)

New Fee Discussion

Operations Development Charge (ODC)

10-Year Service Contract

Recovers Fixed Costs for Operations

Credit to New Customers

Fee Proportionate to Capacity Requested

Fee Calculation

Operating Cost

Staffing/Supplies

No Power/Electrical

No Infrastructure Cost

10-Year Projection using 2% Discount Rate

\$897 per EDU Water

\$450 per EDU Wastewater

Credit Calculation

Total ODC / 120 (12 months 10 years)

Duration of ODC Contract Period

Raised 2% per year

Administrative Issues (Tracking/Notification)

Reduction of Monthly Base Charge

\$7.48 per EDU Water

\$3.75 per EDU Wastewater

Recommendations

Round Down ODC

\$850/EDU - Water

\$450/EDU - Wastewater

Monthly Base Charge Credit

\$7.08/EDU - Water

\$3.75/EDU - Wastewater

Increase credit 2% per year

Recalculate ODC every 5-years

Flowery Branch, Georgia Operations Development Charge

Questions/Comments?



FLOWERY BRANCH CITY COUNCIL

EXECUTIVE SUMMARY



SUBJECT: Fiscal Year 2021 Local Maintenance Improvement Grant (LMIG) Program

COUNCIL MEETING DATE: January 21, 2021

HISTORY:

FY 2021 - \$76,142 (LMIG funds) + \$893,750 (Local Match) = \$969,892 TOTAL

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FACTS AND ISSUES:

As may be seen in the History of the funds, we are trending towards receiving less funds from the State.

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Please see attached list for the roads which will be paved.

OPTIONS:

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

Yes

AMOUNT AND SOURCE OF FUNDS:

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RECOMMENDATION:

Approval to authorize the Mayor to apply for and accept the FY 2021 LMIG funds for road paving.

SAMPLE MOTION:

I motion for the City Council to authorize the Mayor to apply for and accept the FY 2021 LMIG funds for road paving.

COLLABORATING DEPARTMENT:

Finance

DEPARTMENT: Administration

Prepared by: Vickie Short

ATTACHMENTS

- [LMIG Project List 2021.pdf](#)
- [LMIG.2021 Exec.Summary.pdf](#)

STREETNAME	STREETTYPE	Shape_Leng	Width	Good/Ex (grey)	Patching (LF)	Patching (SF)	Crack Sealing (Centerline mile)	Edge Milling (LF)	Overlay (SF)	
ARTISANS	WAY	421.8	22	170.0	252	5,538.81	0.08	844	9279	1
ASHMOORE	LANE	245.8	22	120.0	126	2,767.00	0.05	492	5407	2
BELL	FORK	54.7	22	0.0	55	1,203.40	0.01	109	1203	3
BOSTON	TRAIL	149.8	22	149.8	0	-	0.03	300	3296	4
BRIDGEPORT	COURT	176.8	22	30.0	147	3,229.07	0.03	354	3889	5
BROOKSTONE	WAY	261.0	22	20.0	241	5,302.03	0.05	522	5742	6
CANOPY	LANE	191.2	22	90.0	101	2,227.22	0.04	382	4207	7
CHARIOT	DRIVE	795.2	22	340.0	455	10,014.22	0.15	1590	17494	8
CHARIOT	DRIVE	111.1	22	40.0	71	1,563.27	0.02	222	2443	9
CHESTNUT	STREET	221.0	22	40.0	181	3,982.25	0.04	442	4862	10
CHURCH	STREET	296.6	22	0.0	297	6,524.72	0.06	593	6525	11
CHURCH	STREET	356.8	22	80.0	277	6,089.03	0.07	714	7849	12
CHURCH	STREET	459.1	22	110.0	349	7,680.82	0.09	918	10101	13
CHURCH	STREET	303.0	22	20.0	283	6,225.59	0.06	606	6666	14
CHURCH	STREET	252.4	22	0.0	252	5,552.13	0.05	505	5552	15
CHURCH	STREET	221.3	22	10.0	211	4,647.99	0.04	443	4868	16
EAST MAIN	STREET	219.8	22	60.0	160	3,515.17	0.04	440	4835	17
EAST MAIN	STREET	1822.6	22	0.0	1823	40,096.20	0.35	3645	40096	18
ELWOOD	CIRCLE	118.7	22	10.0	109	2,391.31	0.02	237	2611	19
ELWOOD	CIRCLE	116.8	22	40.0	77	1,689.57	0.02	234	2570	20
ELWOOD	CIRCLE	118.7	22	60.0	59	1,292.18	0.02	237	2612	21
GAINES FERRY	ROAD	108.4	22	40.0	68	1,505.61	0.02	217	2386	22
GAINES FERRY	ROAD	472.8	22	230.0	243	5,341.60	0.09	946	10402	23
GAINES FERRY	ROAD	296.1	22	10.0	286	6,294.20	0.06	592	6514	24
GAINESVILLE	STREET	218.8	22	30.0	189	4,153.94	0.04	438	4814	25
GRANITE	COURT	388.7	22	190.0	199	4,371.73	0.07	777	8552	26
KNIGHT	DRIVE	322.9	22	80.0	243	5,344.35	0.06	646	7104	27
LAKE CROSSING	DRIVE	170.6	22	50.0	121	2,652.26	0.03	341	3752	28
LIGHTS FERRY	ROAD	144.2	22	60.0	84	1,852.61	0.03	288	3173	29
MAIN	STREET	14.6	22	0.0	15	321.20	0.00	29	321	30
MARTIN	STREET	327.5	22	100.0	227	5,004.04	0.06	655	7204	31

MARTIN	STREET	232.8	22	100.0	133	2,921.67	0.04	466	5122	32
MITCHELL	STREET	219.5	22	130.0	90	1,969.22	0.04	439	4829	33
MOSSY LOG	COURT	222.1	22	100.0	122	2,686.55	0.04	444	4887	34
MYERS	STREET	216.6	22	20.0	197	4,324.95	0.04	433	4765	35
PADDLEWHEEL	COURT	186.3	22	40.0	146	3,217.93	0.04	373	4098	36
REED	STREET	674.3	22	40.0	634	13,954.22	0.13	1349	14834	37
REGATTA	WAY	160.5	22	30.0	130	2,870.45	0.03	321	3530	38
SPRING	STREET	158.4	22	110.0	48	1,065.50	0.03	317	3486	39
SPRING	STREET	304.1	22	80.0	224	4,930.69	0.06	608	6691	40
THURMON TANNER PARKWAY		2605.2	48	360.0	2245	107,770.72	0.49	10421	125051	41
UNNAMED	STREET	193.2	22	20.0	173	3,810.39	0.04	386	4250	42
VICTORIA	COURT	662.4	22	60.0	602	13,253.81	0.13	1325	14574	43
VICTORIA	DRIVE	561.0	22	240.0	321	7,061.36	0.11	1122	12341	44
VICTORIA	DRIVE	434.6	22	0.0	435	9,561.16	0.08	869	9561	45
WHITEWATER	DRIVE	219.1	22	0.0	219	4,821.05	0.04	438	4821	46
WHITEWATER	DRIVE	140.9	22	10.0	131	2,878.75	0.03	282	3099	47
						345,471.91				
						3.1	3.14	38350	432268	

Item	Units	Quantity	Unit Cost	Product
Patching (19mm SuperPave, 4" depth)	TON	2812	\$ 131.25	\$ 369,093.55
Crack Sealing	CLMILE	3.1	\$ 9,450.00	\$ 29,655.86
Edge Milling (not including TT)	SY	18,619	\$ 7.14	\$ 132,941.08
Overlay (4.25 mm SuperPave, 1" depth)	TON	1,895	\$ 119.70	\$ 226,772.07
Overlay (12.5mm SuperPave for TT, 1.5" depth)	TON	1,157	\$ 117.60	\$ 136,030.18
Other costs (mobilization, traffic contrl, striping, utility adjustment, etc.)	LUMP	1	\$ 50,000.00	\$ 50,000.00
				\$ 944,492.73

Red italics indicate that we adjusted the length of the road segment to account for the city limit boundary



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Prepared by: Bill Andrew

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