CITY OF FLOWERY BRANCH
Council Meeting
Public Hearing Minutes
Thursday May 16, 2013 6:00 pm

OPEN MEETING:

CALL TO ORDER: Mayor Miller called the meeting to order at 6:04 p.m.

IN ATTENDANCE: Mayor Mike Miller, Mayor Pro tem Joe Anglin, Council Members: Damon Gibbs, Mary Jones, Fred Richards and Tara Richards. Also in attendance were City Manager Bill Andrew, City Attorney Ron Bennett, City Director of Planning and Community Development John McHenry and City Finance Director Jeremy Perry

ABSENT: None

PLEDGE OF ALLEGIANCE: The pledge of allegiance was led by Seth Harward and Zack Harward, Boy Scouts from Troop 228 in Flowery Branch

PUBLIC HEARING: Fiscal Year 2014 Budget
City Finance Director Jeremy Perry gave a presentation of the proposed Fiscal Year 2014 budget. The presentation is attached to the minutes as Exhibit A. In addition to the items referred to on Exhibit A, the following budget items were highlighted:

- In the General Fund, some of the increase in the public safety budget will be used to refurbish one of the Police Department vehicles for $16,000 instead of purchasing a new vehicle.
- In the Water and Wastewater Fund, a portion of the $23,262 increase shown in water will be used to purchase a new vehicle for the water department; the $116,848 increase shown in wastewater and the $35,000 shown in contingency will be used for capital improvements.
- The decrease in the Tax Allocation District revenue fund is due to a decrease in property values.
- The decrease in the DOT Gateway Grant Fund is due to the fact that the grant is complete.
- The expenses shown for SPLOST VI are for the Cinnamon Cove Project.

City Manager Andrew stated that the adoption of the budget has been advertised for the Council meeting on June 6, however, if the Council would prefer to adopt the budget at a later date, it could be readvertised for June 20.

ADJOURNMENT FROM PUBLIC HEARING: Adjourned at 6:23 p.m.

CITY OF FLOWERY BRANCH
Council Meeting
Work Session Minutes
Immediately following Public Hearing
Thursday May 16, 2013

OPEN MEETING: Mayor Miller called the meeting to order at 6:23 p.m.

UNFINISHED BUSINESS: None

NEW BUSINESS:
Draft Council meeting minutes from May 2, 2013

- No comments

DEPARTMENT REPORTS:

City Manager Report

- Introduced the new City Director of Planning and Community Development, John McHenry, to the City Council.
- There was $299,000 budgeted for the City paving project. A less expensive mixture of paving material was able to be used due to soil composition, so the paving project has come in $11,000 under budget. There was $60,000 in contingency for the paving project that will not need to be used. The paving in Portsmouth is currently being done and should be completed next week.
- The entrance to the BP at the corner of Phil Neikro and Mulberry Street has been repaved as a joint project between the City and BP. The City cost was about $9000.
- Gainesville Street and the McEver Road intersection will be repaved in August/September in cooperation with the County.

City Clerk Report None

City Director of Planning and Community Development Report None

City Finance Director Report

- The City Finance Director presented the current financial report which is attached as Exhibit B. It is anticipated that the City will end the Fiscal Year with a fund balance increase of at least $100,000. The revenue amounts for Fines and Forfeitures is currently in excess of the 100% budgeted amount, so the Police Department is not under any pressure to write tickets. The water and sewer fund is anticipated to end Fiscal Year 2013 with at least a $35,000 loss.

City Attorney Report None

Council Report

- Council Member Tara Richards: Stated that she attended the Chamber of Commerce gala last week and that there were some other Council Members in attendance also.
- Council Member Joe Anglin: None
- Council Member Fred Richards: None
- Council Member Mary Jones: None
- Council Member Damon Gibbs: None
- Mayor Mike Miller: Thanked Council Member Fred Richards for attending the Wisdom project in his place. Thanked Council Member Mary Jones for attending the MPO meeting in his place.
- On behalf of the Council, Council Member Tara Richards welcomed John McHenry as the new City Director of Planning and Community Development.

ADJOURNMENT WORK SESSION: Adjourned at 6:39 p.m.

CITY OF FLOWERY BRANCH
Council Meeting
Voting Session Meeting Minutes
Immediately following Work Session
Thursday May 16, 2013

OPEN VOTING SESSION: Mayor Miller called the meeting to order at 6:39 p.m.

PUBLIC COMMENTS: None

CONSENT AGENDA:
Draft Council meeting minutes from May 2, 2013

Motion to approve consent agenda: Joe Anglin
Second: Mary Jones
Unanimous

UNFINISHED BUSINESS: None

NEW BUSINESS: None

EXECUTIVE SESSION:
Executive Session for Pending/Potential Litigation.
Motion to enter Executive Session at 6:40 p.m. for the purpose of pending/potential litigation: Tara Richards
Second: Fred Richards
Unanimous

Motion to exit Executive Session at 7:25 p.m.: Fred Richards
Second: Damon Gibbs
Unanimous

ADJOURNMENT:
Motion to adjourn the voting session at 7:25 p.m.: Tara Richards
Second: Joe Anglin
Unanimous

James "Mike" Miller - Mayor

June 6, 2013
Dated

Marija Burney – City Clerk

City of Flowery Branch Fiscal Year 2014 Recommended Budget

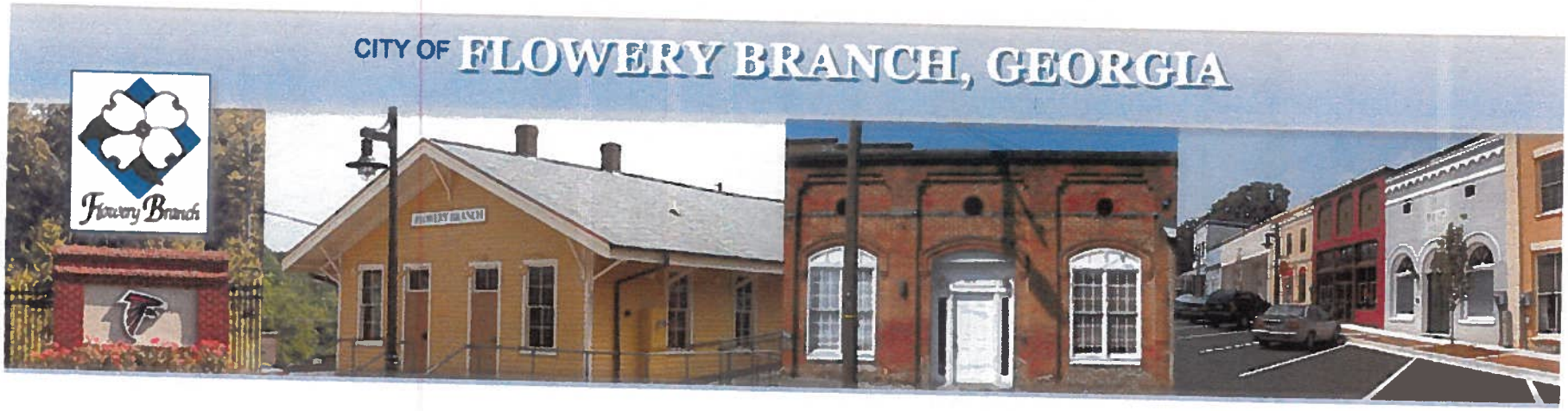


EXHIBIT A

General Fund (Revenue): Budget changes from FY2013 to FY2014

- Property Tax – Net M&O (maintenance and operation) digest decreased $1,550,546 which equates to +/- $4,400 of property tax revenue.
- LOST – Based on the new LOST allocations, $250,000 has been added. $62,500 has been placed in contingency and $187,500 will be transferred out to the Local Resources Fund for future projects.
- Use of Fund Balance – In an effort to keep the Fund Balance with a four month reserve, $95,000 will be transferred to the Local Resources Fund for future projects.

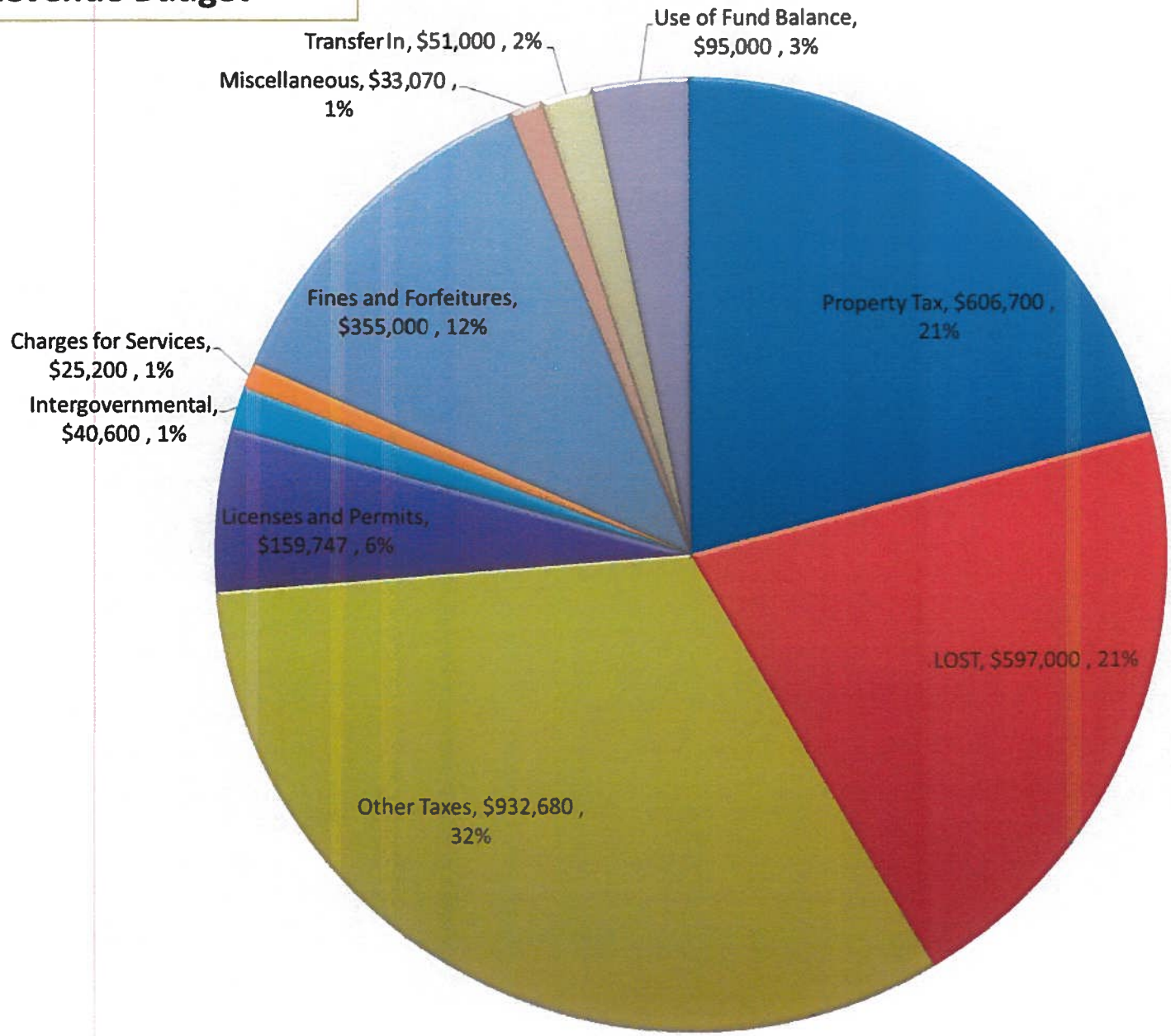
General Fund (Expenditures): Budget changes from FY2013 to FY2014

- Health insurance – An increase has been projected in the budget. If costs and use of deductibles remain low, then the difference will return to Fund Balance.
- COLA – A 2% cost of living increase has been included.
- Millage rate remains at 2.837 mills for the 9th consecutive year.

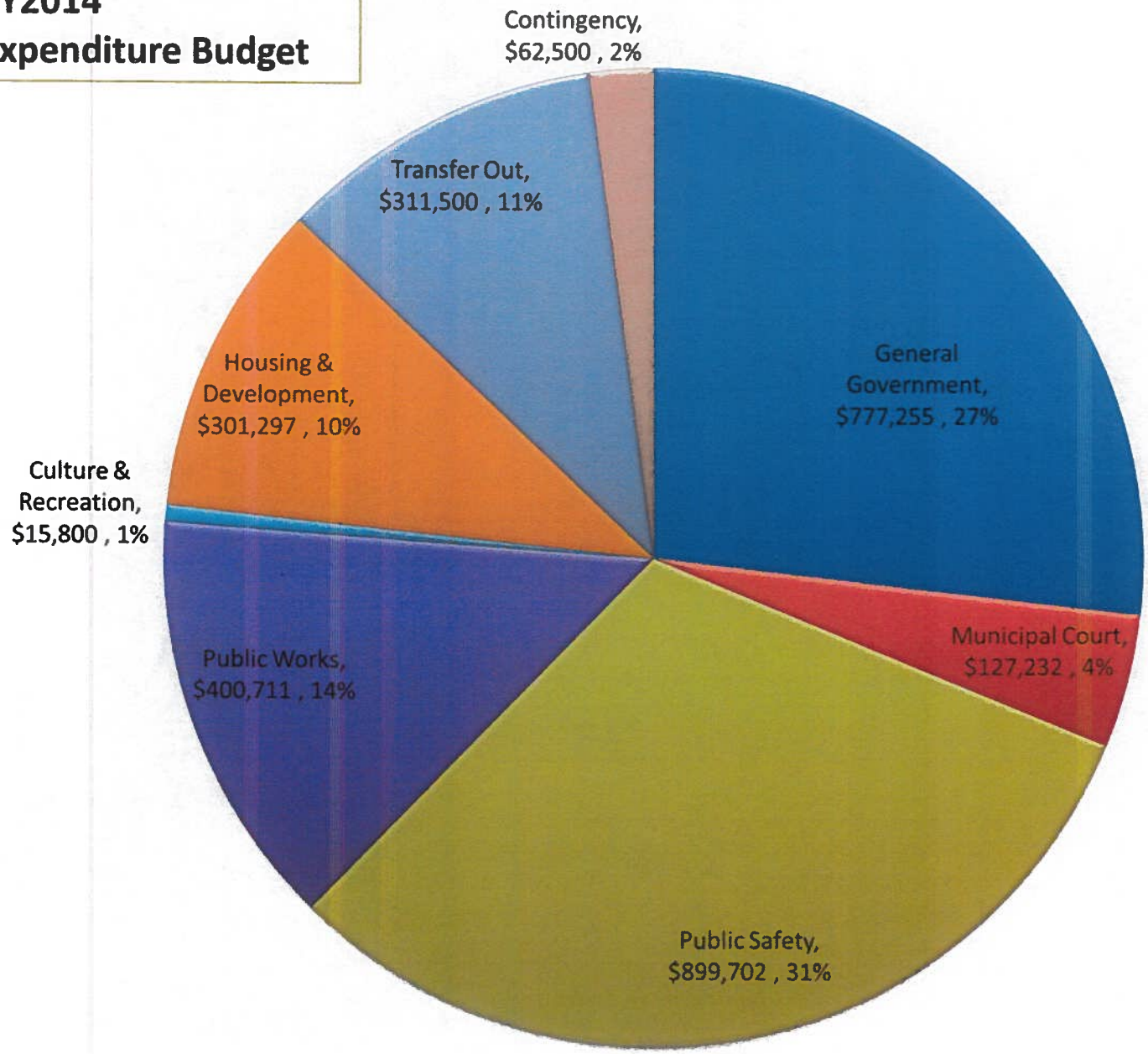
General Fund

	Approved 2013 Budget	Recommended 2014 Budget	Increase / (Decrease)	Percentage Change
Revenues				
Property Tax	$ 611,700	$ 606,700	$ (5,000)	-0.82%
LOST	347,000	597,000	250,000	72.05%
Other Taxes	898,555	932,680	34,125	3.80%
Licenses and Permits	171,360	159,747	(11,613)	-6.78%
Intergovernmental	38,100	40,600	2,500	6.56%
Charges for Services	16,600	25,200	8,600	51.81%
Fines and Forfeitures	355,000	355,000	-	0.00%
Miscellaneous	28,870	33,070	4,200	14.55%
Transfer In	49,500	51,000	1,500	3.03%
Use of Fund Balance	187,500	95,000	(92,500)	-49.33%
Total Revenues	$ 2,704,185	$ 2,895,997	$ 191,812	7.09%
Expenditures				
General Government	$ 769,841	$ 777,255	$ 7,414	0.96%
Municipal Court	137,819	127,232	(10,587)	-7.68%
Public Safety	858,404	899,702	41,298	4.81%
Public Works	391,661	400,711	9,050	2.31%
Culture & Recreation	5,000	15,800	10,800	216.00%
Housing & Development	288,011	301,297	13,286	4.61%
Transfer Out	230,500	311,500	81,000	35.14%
Contingency	22,950	62,500	39,550	172.33%
Total Expenditures	$ 2,704,185	$ 2,895,997	$ 191,812	7.09%

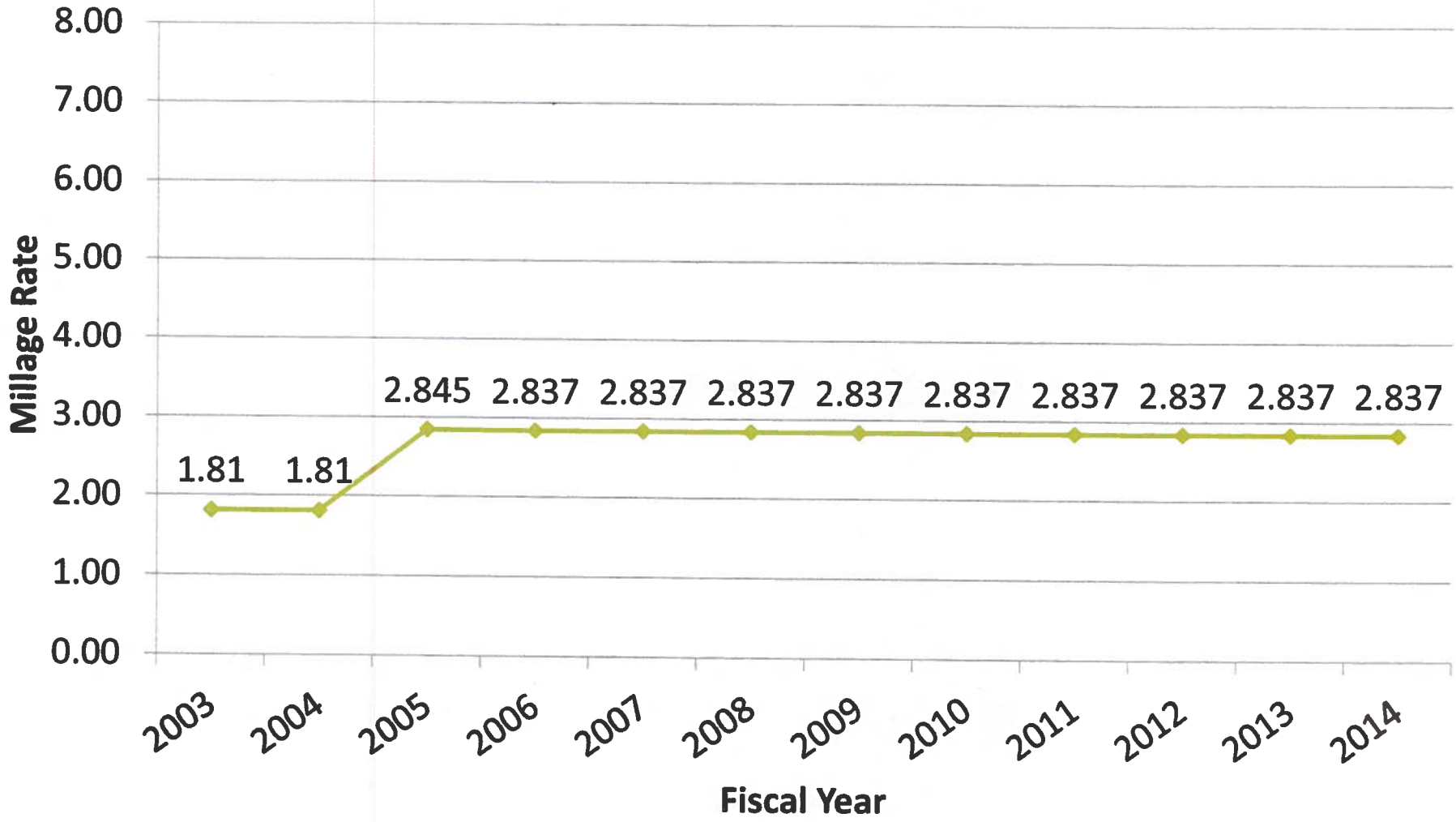
General Fund – FY2014
Recommended Revenue Budget



General Fund – FY2014 Recommended Expenditure Budget



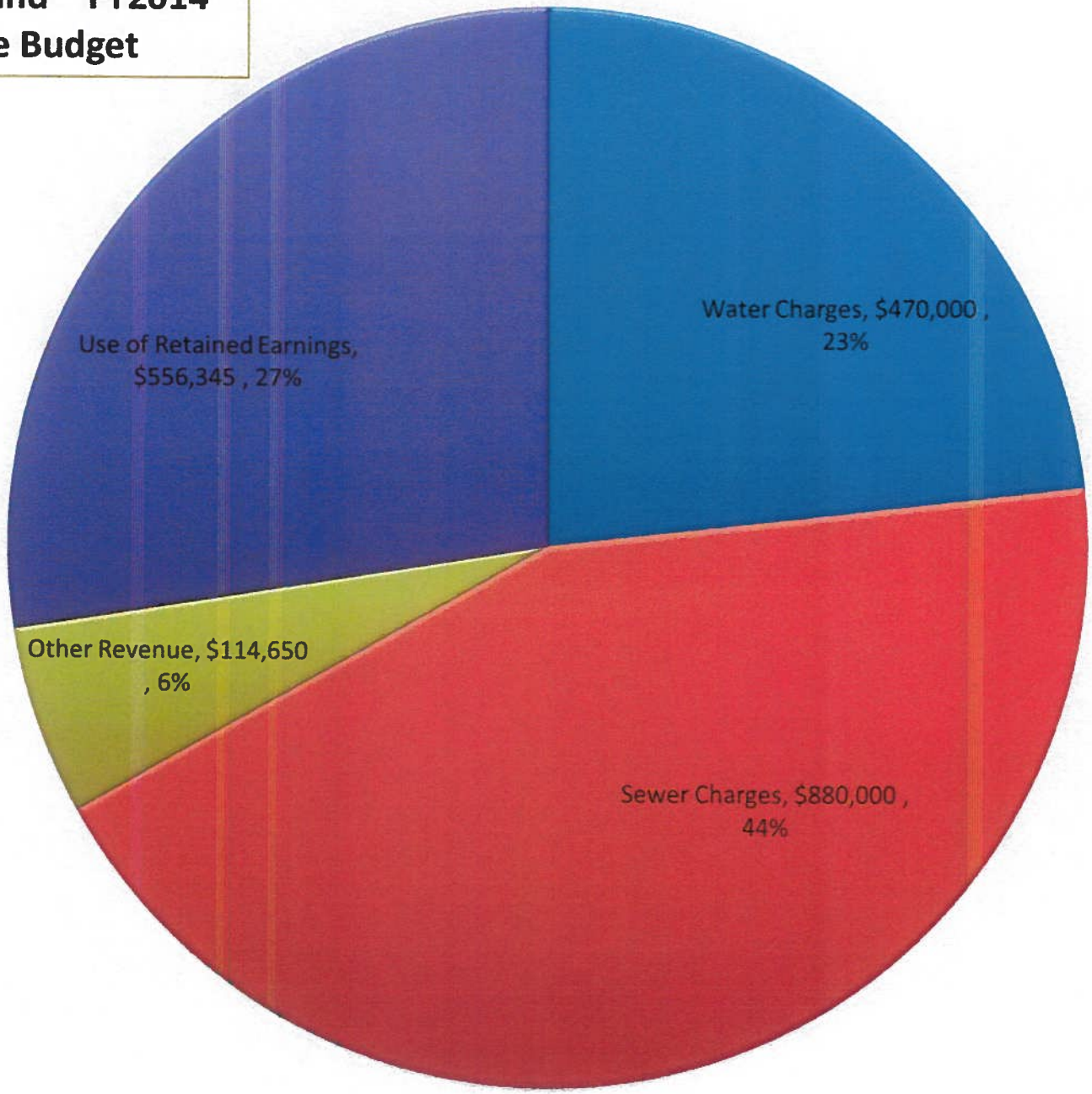
Millage Rate History (General)



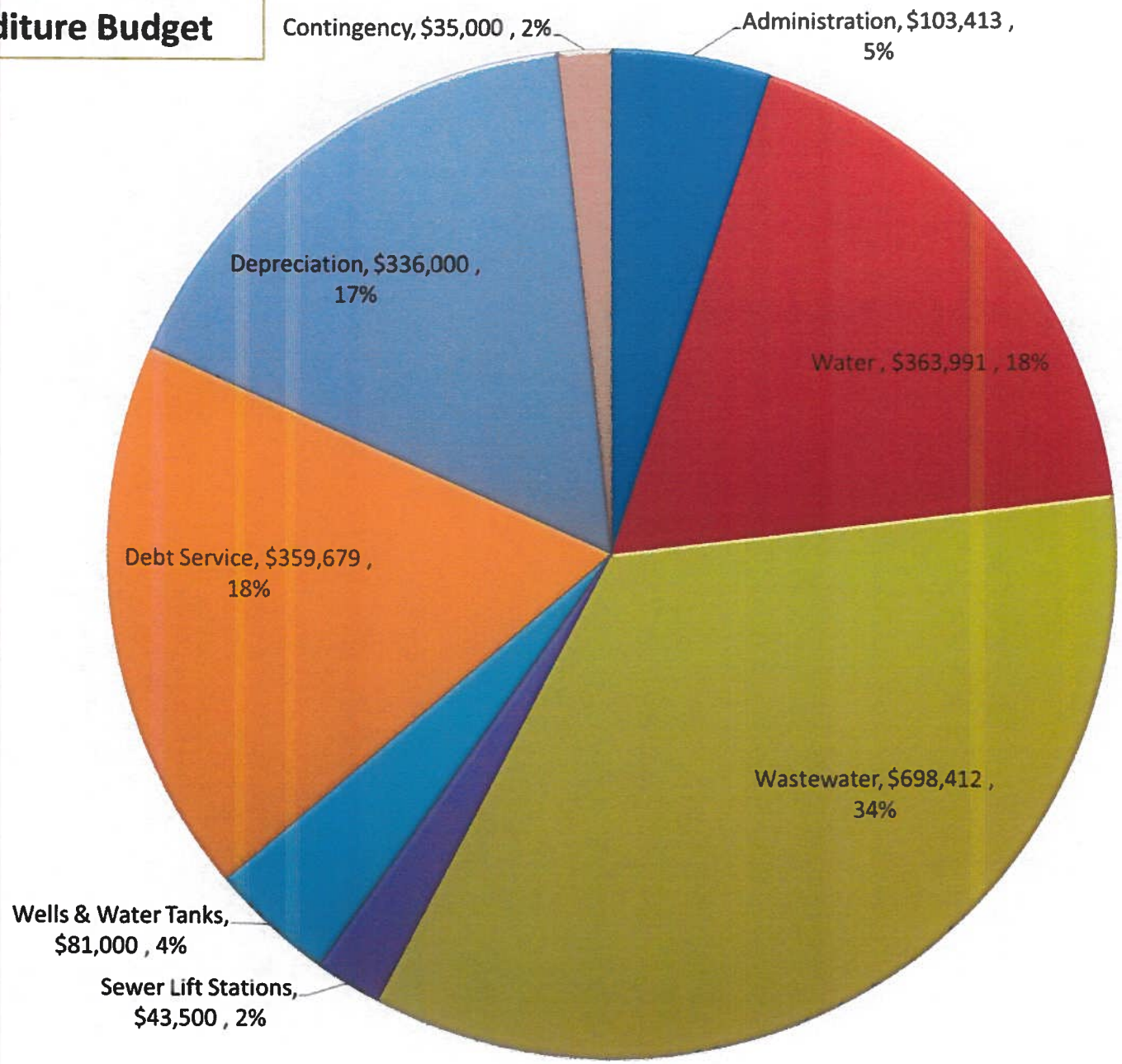
Water & Wastewater Fund

	Approved 2013 Budget	Recommended 2014 Budget	Increase / (Decrease)	Percentage Change
Revenues				
Water Charges	$ 470,000	$ 470,000	$ -	0.00%
Sewer Charges	860,000	880,000	20,000	2.33%
Other Revenue	112,900	114,650	1,750	1.55%
Use of Retained Earnings	434,094	556,345	122,251	28.16%
Total Revenues	$ 1,876,994	$ 2,020,995	$ 144,001	7.67%
Expenditures				
Administration	$ 115,543	$ 103,413	$ (12,130)	-10.50%
Water	340,729	363,991	23,262	6.83%
Wastewater	581,564	698,412	116,848	20.09%
Sewer Lift Stations	59,500	43,500	(16,000)	-26.89%
Wells & Water Tanks	90,500	81,000	(9,500)	-10.50%
Debt Service	353,158	359,679	6,521	1.85%
Depreciation	336,000	336,000	-	0.00%
Contingency	-	35,000	35,000	100.00%
Total Expenditures	$ 1,876,994	$ 2,020,995	$ 144,001	7.67%

Water & Wastewater Fund – FY2014 Recommended Revenue Budget



Water & Wastewater Fund – FY2014 Recommended Expenditure Budget



Special Revenue Funds

	Approved 2013 Budget	Recommended 2014 Budget	Increase / (Decrease)	Percentage Change
Tax Allocation District				
Total Revenues	$ 103,000	$ 90,625	$ (12,375)	-12.01%
Total Expenditures	$ 103,000	$ 90,625	$ (12,375)	-12.01%
Hotel / Motel Tax Fund				
Total Revenues	$ 82,500	$ 85,000	$ 2,500	3.03%
Total Expenditures	$ 82,500	$ 85,000	$ 2,500	3.03%
DOT Gateway Grant Fund				
Total Revenues	$ 60,000	$ -	$ (60,000)	-100.00%
Total Expenditures	$ 60,000	$ -	$ (60,000)	-100.00%

Capital Projects Fund

	Approved 2013 Budget	Recommended 2014 Budget	Increase / (Decrease)	Percentage Change
SPLOST VI				
Total Revenues	$ 270,000	$ 270,000	$ -	0.00%
Total Expenditures	$ 270,000	$ 270,000	$ -	0.00%
Local Resources Fund				
Total Revenues	$ 309,800	$ 282,500	$ (27,300)	-8.81%
Total Expenditures	$ 309,800	$ 282,500	$ (27,300)	-8.81%

Total for All Funds

	Approved 2013 Budget	Recommended 2014 Budget
General Fund	$ 2,704,185	$ 2,895,997
Water & Sewer Fund	1,876,994	2,020,995
Tax Allocation District (TAD)	103,000	90,625
Hotel / Motel Tax Fund	82,500	85,000
DOT Gateway Grant Fund	60,000	-
SPLOST VI	270,000	270,000
Local Resources Fund	309,800	282,500
Total for all Funds	**$ 5,406,479**	**$ 5,645,117**

General Fund

	FY2013				FY2012			
	Approved FY13 Budget	Adjusted FY13 Budget	(10 Months) FY13 Actual	Percent	(Entire Year) FY12 Actual	(10 Months) FY12 Actual	Percent	Change from Prior Year
Revenues								
Property Tax	$ 611,700	611,700	600,003	98.09%	628,109	644,290	102.58%	(44,286)
LOST	347,000	347,000	313,298	90.29%	374,457	310,285	82.86%	3,013
Other Taxes	898,555	898,555	990,446	110.23%	1,005,974	934,844	92.93%	55,602
Licenses and Permits	171,360	171,360	145,480	84.90%	177,189	153,588	86.68%	(8,108)
Intergovernmental Revenue	38,100	38,100	44,518	116.85%	44,518	43,915	98.65%	603
Charges for Services	16,600	16,600	27,490	165.60%	34,960	31,369	89.73%	(3,879)
Fines and Forfeitures	355,000	355,000	368,023	103.67%	345,416	311,586	90.21%	56,437
Other Revenue	265,870	265,870	73,312	27.57%	90,271	85,229	94.41%	(11,916)
Total Revenues	$ 2,704,185	2,704,185	2,562,571	94.76%	2,700,894	2,515,104	93.12%	47,467
Expenditures								
General Government	$ 769,839	769,839	585,254	76.02%	696,467	565,464	81.19%	19,791
Municipal Court	137,818	137,818	80,128	58.14%	126,297	105,544	83.57%	(25,416)
Public Safety	858,405	858,405	652,672	76.03%	810,173	686,602	84.75%	(33,930)
Public Works	369,462	369,462	259,327	70.19%	451,684	249,580	55.26%	9,747
Health & Welfare	18,100	18,100	15,116	83.52%	17,025	15,413	90.53%	(297)
Culture / Recreation	9,100	9,100	7,680	84.40%	7,393	6,807	92.07%	873
Planning & Comm. Dev.	288,011	288,011	180,392	62.63%	304,774	220,392	72.31%	(40,000)
Other (Contingencies/ Transfers)	253,450	253,450	169,290	66.79%	67,183	-	0.00%	169,290
Total Expenditures	$ 2,704,185	2,704,185	1,949,860	72.11%	2,480,997	1,849,802	74.56%	100,058

EXHIBIT B

	FY2008	FY2009	FY2010	FY2011	FY2012	FY2013
Budget	420,000	410,000	365,000	347,000	340,000	340,000
Actual	407,814	336,065	339,635	352,281	374,457	375,898

Projected

Water & Sewer Fund

	FY2013				FY2012			
	Approved FY13 Budget	Adjusted FY13 Budget	(10 Months) FY13 Actual	Percent	(Entire Year) FY12 Actual	(10 Months) FY12 Actual	Percent	Change from Prior Year
Revenues								
Water Charges	$ 470,000	470,000	390,921	83.17%	463,840	380,484	82.03%	10,436
Sewer Charges	860,000	860,000	772,346	89.81%	887,346	734,055	82.72%	38,291
Other Revenue	112,900	112,900	123,265	109.18%	256,580	114,709	44.71%	8,556
Reserves	434,094	434,094	-	0.00%	-	-	0.00%	-
Total Revenues	$ 1,876,994	1,876,994	1,286,532	68.54%	1,607,765	1,229,248	76.46%	57,283
Expenditures								
W/S Administration	$ 115,543	115,543	60,737	52.57%	112,529	90,668	80.57%	(29,931)
Sewer	581,564	581,564	523,033	89.94%	602,354	476,647	79.13%	46,386
Water	340,729	340,729	211,546	62.09%	305,737	246,913	80.76%	(35,367)
Other Expenditures	150,000	150,000	102,759	68.51%	191,229	134,032	70.09%	(31,273)
Depreciation	336,000	336,000	280,000	83.33%	310,749	280,000	90.10%	-
Debt Service	353,158	353,158	152,269	43.12%	159,345	160,448	100.69%	(8,180)
Total Expenditures	$ 1,876,994	1,876,994	1,330,344	70.88%	1,681,943	1,388,709	82.57%	(58,365)