



**City of Lilburn  
City Council Work Session Agenda**

**June 12, 2017 at 6:30 p.m.  
Lilburn City Hall, 340 Main St., Lilburn, GA 30047**

*Council Members:  
Johnny Crist, Mayor  
Brian Burchik, Post 1  
Scott Batterton, Post 2  
Eddie Price, Post 3  
Tim Dunn, Post 4*

**I. Call To Order**

**II. Announcements**

**III. Agenda**

1. City Of Lilburn FY2017/2018 Budget And Adoption Of Budget Ordinance # 2017-511  
As part of the FY 2017/2018 Budget Process, staff requests Mayor and Council to conduct a public hearing prior to the adoption of the FY 2017/2018 budget ordinance. A public hearing was held on May 23, 2017 at City Hall.

The FY 2017/2018 annual budgets for the City of Lilburn are:

General Fund - \$7,657,971

Confiscated Assets Fund - \$10,000

Capital Projects Fund - \$1,527,228

Special Purpose Local Option Sales Tax (2017 SPLOST) - \$2,047,106

As discussed in our budget meeting on May 23, 2017, the millage rate will remain at 4.43 mills and is scheduled to be adopted at the Council meeting on July 10, 2017.

This budget includes a Sanitation fee of \$13.12/mo for each residential property owner.

Documents:

[ITEM 1 - PH - AGENDA FORM- FY17-18 BUDGET ADOPTION.PDF](#)  
[ITEM 1 - PH - ATTACH 1 - ORDINANCE 2017-511 BUDGET FY 18.PDF](#)  
[ITEM 1 - PH - ATTACH 2 - FY 20172018 FUND SUMMARY SPREADSHEETS AND FY 20172022 FIVE YEAR CAPITAL IMPROVEMENT PLAN \(CIP\).PDF](#)

2. Discussion About Temporary And Exempt Signs

This is a work session item for discussion purposes only to determine the desire to modify the City's sign ordinance regarding signage that is not permanent.

Documents:

**IV. Adjournment**

*As set forth in the Americans with Disabilities Act of 1990, the City of Lilburn does not discriminate on the basis of disability in the admission or access to, or treatment or employment in its programs or activities. Doug Stacks, 340 Main Street, Lilburn, GA 30047 has been designated to coordinate compliance with the non-discrimination requirements contained in section 13.107 of the Department of Justice regulations, information concerning the provisions of the Americans with Disabilities Act, and the rights provided thereunder, are available from the ADA coordinator.*

*The City of Lilburn will assist citizens with special needs given proper notice (seven working days). Any requests for reasonable accommodations required by individuals to fully participate in any open meeting, program or activity of the City of Lilburn should be directed to Doug Stacks, 340 Main Street, Lilburn, GA 30047, telephone number 770-921-2210.*

**CITY OF LILBURN**  
**PUBLIC HEARING ITEM 1**

<b>Date:</b>	06/07/2017	<b>To:</b>	<b>Mayor and Council</b>
<b>From:</b>	Bill Johnsa	<b>Department:</b>	City Manager
<b>Work Session Date Requested:</b>	06/12/2017	<b>Presenter:</b>	Bill Johnsa
<b>Agenda Title:</b>	<b>City of Lilburn FY2017/2018 Budget and Adoption of Budget Ordinance # 2017-511</b>		
<b>Audio/Visual Requirements:</b>	n/a	<b>Deadline Date:</b>	n/a

**Agenda Item (Background/History/Details):**

As part of the FY 2017/2018 Budget Process, staff requests Mayor and Council to conduct a public hearing prior to the adoption of the FY 2017/2018 budget ordinance. A public hearing was held on May 23, 2017 at City Hall.

The FY 2017/2018 annual budgets for the City of Lilburn are:

- General Fund - \$7,657,971
- Confiscated Assets Fund - \$10,000
- Capital Projects Fund - \$1,527,228
- Special Purpose Local Option Sales Tax (2017 SPLOST) - \$2,047,106

As discussed in our budget meeting on May 23, 2017, the millage rate will remain at 4.43 mils and is scheduled to be adopted at the Council meeting on July 10, 2017. This budget includes a Sanitation fee of \$13.12/mo for each residential property owner.

**Staff Recommendations:**

Staff recommends the following: "Motion to approve Ordinance # 2017-511 for the City of Lilburn, Georgia FY 2017/2018 annual budgets in amount of \$7,657,971 for General Fund, \$10,000 for Confiscated Assets Fund, \$1,527,228 for Capital Projects Fund, and \$2,047,106 for 2017 SPLOST Fund."

<b>Department Head Approval:</b>	<b>B. Johnsa</b>
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<b>Mayor's Signature Required:</b>	<b>YES</b>	<b>NO</b>
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**List Attachments:**

1. City of Lilburn Ordinance # 2017-511
2. FY 2017/2018 Fund Summary Spreadsheets and FY 2017/2022 Five Year Capital Improvement Plan (CIP)

**Financial Information (For Financial Services Use Only)**

<b>Budgeted Yes/No</b>	<b>Fund Name &amp; Code</b>	<b>Current Balance</b>	<b>Requested Allocation</b>	<b>City Manager's Initials</b>
Yes	General Fund, etal			B.J.



# City of Lilburn

in Gwinnett County

State of Georgia

Ordinance

Number:

**2017- 511**

Date of Reading and Adoption: June 12, 2017  
At the meeting of the Lilburn City Council held at 340 Main Street, Lilburn, Georgia.

## **AN ORDINANCE APPROVING THE BUDGET, ESTABLISHING APPROPRIATIONS AND OTHER RELATED MATTERS FOR THE CITY OF LILBURN, GEORGIA FOR THE FISCAL YEAR BEGINNING JULY 1, 2017 AND ENDING JUNE 30, 2018.**

**WHEREAS:** The City Manager presented a proposed Budget and Capital Improvements Program for the fiscal year beginning July 1, 2017 and ending June 30, 2018 to the City Council; and

**WHEREAS:** The City Council reviewed and finalized the proposed budget and Capital Improvements Program for the fiscal year 2017-2018, pursuant to the Ordinances of the City of Lilburn, Georgia; and

**WHEREAS:** At its meeting of May 23, 2017, the City Council introduced the 2017-2018 proposed budget and Capital Improvements Program. No additional public hearings were required or held.

**NOW, THEREFORE, BE IT ORDAINED,** by the City Council of the City of Lilburn, Georgia sitting in regular session on June 12, 2017, that:

Section 1. The City of Lilburn, Georgia **Annual Budget** (*attached*) in the amount of \$7,657,971 is hereby approved as the budget for the fiscal year beginning July 1, 2017 and ending June 30, 2018 in accordance with the Ordinances of the City of Lilburn, Georgia as amended. Additionally, hereby approved and contained herein is a \$10,000 for Confiscated Assets Fund, \$1,527,228 for Capital projects Fund, and \$2,047,106 for 2017 SPLOST Fund. Department managers are hereby authorized to move operating funds (not salary and wages) from one line item to another existing line item within the respective department operating budget, subject to the approval of the City Manager.

Section 2. The **Capital Improvements** Plan is hereby approved as the Five Year Capital Improvements Plan for the City of Lilburn, Georgia for the fiscal year beginning July 1, 2017 and ending June 30, 2018 in an amount of \$5,138,334.00. Only the plan for Fiscal Year 2017-2018 is hereby approved as listed (*attached*). The capital improvements listed for Fiscal Years 2018-2022 are for planning purposes only and subject to review and modification by the City Council, and expenditures for these projects require separate future approval by the City Council. It shall be the intent of City Council to apply Charges for Services (fines and forfeitures) as partial program revenue for both City Police and City Court

expenditure functions. Above described Project Length Capital Budgeting is provided for in Section 38-81-3(b)(2) of the Code of Georgia.

This ordinance is effective immediately upon adoption, and is adopted this 12<sup>th</sup> day of June 2017 by recorded vote of the Mayor and Council of the City of Lilburn.

**SO ORDAINED** this the 12<sup>th</sup> day of June, 2017.

APPROVED:

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Johnny D. Crist, Mayor  
City of Lilburn

ATTEST:

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Melissa L. Penate, City Clerk

## **PUBLIC NOTICE**

The proposed budget for Fiscal Year 2017-2018 is available at City Hall - 8:30 a.m. to 5:00 p.m. Monday thru Friday, summary on City website [www.cityoflilburn.com](http://www.cityoflilburn.com).

### **City of Lilburn Public Hearing** **Budget for Fiscal Year 2017-2018**

The Mayor and Council of the City of Lilburn will hold a Public Hearing – Monday, June 12, 2017 for Fiscal Year July 1, 2017 thru June 30, 2018. Persons who wish to be heard on the budget may appear at the meeting, to be held in the Council Chambers at City Hall, 340 Main Street, at 7:30 p.m., or as soon thereafter as possible.

If you need further information, please call Sheila Wilber at 770-921-2210 x 2222 or email [swilber@cityoflilburn.com](mailto:swilber@cityoflilburn.com)



**City of Lilburn**  
**FY 2017/2018 Budget**  
**Summary Revenues and Expenditures**  
**Confiscated Assets Fund**

	2012/2013 Actual	2013/2014 Actual	2014/2015 Actual	2015/2016 Actual	2016/2017 Budget	2017/2018 Budget	% increase		City Manager		Council	
							decrease	changes	Proposed 2017/2018 Budget	changes	Adopted 2017/2018 Budget	% increase decrease
<b>Revenues</b>												
Fines and Forfeitures	7,970	23,373	23,896	31,490	31,490	10,000			10,000			10,000
Investment Income	20	2	-	-	12	-			-			-
Other Financing Sources	-	2,054	6,993	-	-	-			-			-
				12								
<b>Total Confiscated Assets Revenues</b>	<b>7,990</b>	<b>25,429</b>	<b>30,889</b>	<b>31,490</b>	<b>31,502</b>	<b>10,000</b>			<b>10,000</b>			<b>10,000</b>
<b>Expenditures</b>												
Administration	-	-	-	-	-	-			-			-
Police Department	108,991	59,549	59,464	-	44,591	10,000			10,000			10,000
<b>Total Confiscated Assets Expenditures</b>	<b>108,991</b>	<b>59,549</b>	<b>59,464</b>	<b>-</b>	<b>44,591</b>	<b>10,000</b>			<b>10,000</b>			<b>10,000</b>
<b>Use of Fund Balance/Working Reserve</b>	<b>(101,001)</b>	<b>(34,120)</b>	<b>(28,575)</b>	<b>31,490</b>	<b>(13,089)</b>	<b>-</b>			<b>-</b>			<b>-</b>



**City of Lilburn**  
**FY 2017/2018 Budget**  
**Summary Revenues and Expenditures**  
**Capital Projects Fund**

	2012/2013 Actual	2013/2014 Actual	2014/2015 Actual	2015/2016 Budget	2016/2017 Budget	2017/2018 Budget	% increase		City Manager		Council	
							decrease	changes	Proposed 2017/2018 Budget	% increase decrease	changes	Adopted 2017/2018 Budget
<b>Revenues</b>												
Contributions and Donations	-	891	1,717	1,210	2,000	-	-	-	-	-	-	-
Miscellaneous Income	74,912	5,448	5,611	-	440,000	50,000	-	50,000	-	50,000	-	50,000
Intergovernmental Revenues	-	14,074	477,624	99,642	1,040,000	879,228	-	879,228	-	879,228	-	879,228
Investment Revenues	275	211	18	5	-	-	-	-	-	-	-	-
Other Financing Sources	139,000	198,643	187,784	178,119	250,000	265,756	-	265,756	-	265,756	-	265,756
<b>Total Revenues</b>	<b>139,275</b>	<b>219,267</b>	<b>672,754</b>	<b>278,976</b>	<b>1,732,000</b>	<b>1,194,984</b>		<b>1,194,984</b>	<b>0.0%</b>	<b>1,194,984</b>		<b>1,194,984</b>
Use of fund balance		(121,582)				332,244		332,244		332,244		332,244
<b>Total Capital Projects Fund Revenues</b>	<b>139,275</b>	<b>97,685</b>	<b>672,754</b>	<b>278,976</b>	<b>1,732,000</b>	<b>1,527,228</b>		<b>1,527,228</b>		<b>1,527,228</b>		<b>1,527,228</b>
<b>Expenditures</b>												
General Government	53,133	27,251	120,540	-	440,000	-	-	400,000	-	400,000	-	400,000
Public Safety	-	23,070	-	-	-	400,000	-	-	-	-	-	-
Public Works	-	-	-	-	-	-	-	-	-	-	-	-
CDBG Hillcrest	-	29,767	104,560	-	1,040,000	1,057,228	-	1,057,228	-	1,057,228	-	1,057,228
Parks and Recreation	-	17,597	10,167	35,000	105,000	70,000	-	70,000	-	70,000	-	70,000
Government Buildings	-	-	12,141	-	-	-	-	-	-	-	-	-
<b>Total Expenditures</b>	<b>53,133</b>	<b>97,685</b>	<b>247,408</b>	<b>35,000</b>	<b>1,585,000</b>	<b>1,527,228</b>		<b>1,527,228</b>	<b>0.0%</b>	<b>1,527,228</b>		<b>1,527,228</b>
Working Capital Reserve	86,142		425,346	243,976	147,000							
<b>Total Capital Projects Fund Expenditures</b>	<b>139,275</b>	<b>97,685</b>	<b>672,754</b>	<b>278,976</b>	<b>1,732,000</b>	<b>1,527,228</b>		<b>1,527,228</b>		<b>1,527,228</b>		<b>1,527,228</b>

**City of Lilburn**  
**2017 SPECIAL LOCAL OPTION SALES TAX**  
**FY 2017-2022**

**Summary Revenues and Expenditures**

	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
<u>Revenues</u>	Forecast	Forecast	Forecast	Forecast	Forecast
SPLOST	1,999,800	1,999,800	1,999,800	1,999,800	1,999,800
State - Cap. - Direct	-	-	-	-	-
Federal - Cap. - Direct	-	-	-	-	-
Gwt IGA	-	-	-	-	-
IR - Dividend	-	-	-	-	-
<b>Total 2017 SPLOST Fund Revenues</b>	<b>1,999,800</b>	<b>1,999,800</b>	<b>1,999,800</b>	<b>1,999,800</b>	<b>1,999,800</b>
<b>Expenditures</b>					
Administrative Costs for SPLOST Program	22,000	22,000	22,000	22,000	22,000
General Govt Engineering Services	-	130,100	149,900	288,000	271,000
Recreational Facilities	-	-	-	-	-
Greenway Phase II	-	-	-	-	-
Greenway Phase III - Local Match	-	-	-	-	-
Greenway Phase IV	-	-	-	-	-
Walking Track Improvement	-	-	-	-	-
Tennis Court Improvement	-	-	-	-	-
Equipment/Polaris	-	-	-	-	-
Vehicles	-	-	-	-	-
City Park Signage	-	-	-	-	-
Playground renovation	-	-	-	-	-
Public Safety & Equipment	1,270,488	1,024,600	1,111,200	1,130,900	1,234,000
Police HQ Renovation	-	-	-	-	-
Vehicles and Equipment	-	-	-	-	-
Equipment	-	-	-	-	-
<b>Roads, Street and Bridges</b>	<b>754,618</b>	<b>980,663</b>	<b>955,203</b>	<b>491,500</b>	<b>430,000</b>
Local Resurfacing	-	-	-	-	-
Main Street	-	-	-	-	-
Main St/Lula/Poplar Improvements	-	-	-	-	-
Mandatory Sign Replacement	-	-	-	-	-
Equipment/Mowers/Vehicles	-	-	-	-	-
LCI Phase II - Grant	-	-	-	-	-
LCI Phase II - Local Match	-	-	-	-	-
Greenway Phase III - grant	-	-	-	-	-
Greenway Phase III - Local Match	-	-	-	-	-
Gateway - Signage	-	-	-	-	-
LMIG - Local Maintenance Imp. Grant	-	-	-	-	-
City Hall Parking/Site Dev.	-	-	-	-	-
CID SR29 Mult Use Path Grant Match	-	-	-	-	-
<b>Administrative Facilities</b>					
Land purchase - City Hall	-	-	-	-	-
Design - City Hall	-	-	-	-	-
Construction - City Hall	-	-	-	-	-
Contingency	-	-	-	-	-
<b>Total 2017 SPLOST Fund Expenditures</b>	<b>2,047,106</b>	<b>2,157,363</b>	<b>2,238,303</b>	<b>1,932,400</b>	<b>1,957,000</b>

# City of Lilburn FY 2017-2022 FIVE-YEAR CAPITAL IMPROVEMENTS PLAN

## Categorized by Funding Source

(PY) Priority: **A**=Urgent **B**=High Priority **C**=Needed **D**=Low Priority

(FS) Fund Sources: **ST**=State **GN**=General **CY**=County **SP**=SPLOST **SG**=State Grant **CP**=Capital Projects

	Dept	FS	PROJECT DESCRIPTION	Funds 2017-18	Funds 2018-19	Funds 2019-20	Funds 2020-21	Funds 2021-22
A	Police	SP	Police HQ and Municipal Complex (Design)	275,000	30,000	0	0	0
A	Police	SP	Police HQ and Municipal Complex (Construc.)	625,000	900,000	1,000,000	1,000,000	1,025,000
A	Police	GN	Police HQ and Municipal Complex	1,500,000	1,000,000	0	0	0
A	Police	CP	Police HQ and Municipal Complex FF&E	400,000	125,000			
A	Police	SP	Vehicles and Equipment - Replacement	370,488	94,600	111,200	130,900	209,000
A	City Hall	GN	Capital Maintenance - Sinking Fund	64,000	64,000	64,000	64,000	64,000
A	Transp.	SP	Local main. Improv. Grant (LMIG)	40,000	40,000	40,000	40,000	40,000
A	Transp.	CP	LMIG - State Revenue	110,000	110,000	110,000	110,000	110,000
B	Transp.	CP	Lilburn Industrial Way reclamation (19%)	28,000	100,000	72,000	0	0
B	Transp.	SP	Lilburn Industrial Way reclamation (81%)	0	300,000	500,000		
B	Transp.	SP	City/Co. Trans. Projects (HAWK signal) 19%	15,000	0	0	0	0
B	Transp.	SP	City/Co. Trans. Projects (HAWK signal) 81%	60,000	0	0	0	0
B	Transp.	SP	City/Co. Trans. Proj. (Killian Hill widen.) 19%	0	0	124,146	0	0
A	Transp.	CP	Parking Expansion Project	150,000	0	0	0	0
B	Transp.	SP	Local Transportation Projects	25,000	25,000	25,000	25,000	25,000
A	Transp.	CP	CDBG - Sidewalks (sub-recipient grant rev)	260,000	0	0	0	
B	Transp.	SP	Equipment	69,618	70,663	81,057	131,500	0
A	Transp.	SP	Engineering services	140,000	140,000	140,000	140,000	140,000
B	Transp.	SP	Gateway signage	45,000	45,000	45,000	45,000	45,000
B	Transp.	SP	Greenway/Phase 1 bridge replacement	360,000	360,000	0	0	0
A	Transp.	CP	Greenway/Phase 1 bridge replacement	509,228	0	0	0	0
B	Transp.	SP	Greenway/Phase 1 bridge replacement (all)	0	0	0	110,000	180,000
A	Parks	SP	Park Improvements	0	130,100	149,900	288,000	271,000
B	Parks	CP	Greenway Trail M&O	60,000	55,000	55,000	50,000	55,000
C	Parks	CP	Surveillance Cameras M&O	10,000	10,000	10,000	10,000	10,000
B	Admin.	SP	SPLOST Program Administration	22,000	22,000	22,000	22,000	22,000

	Dept	FS	PROJECT DESCRIPTION	Funds 2017-18	Funds 2018-19	Funds 2019-20	Funds 2020-21	Funds 2021-22
		IGA	IGA - GWINNETT COUNTY					
			CAPITAL MAINTENANCE - Sinking Fund					
			2017 SPLOST					
			CAPITAL PROJECT FUND					
			<b>Annual CIP Total</b>	<b>5,138,334</b>	<b>3,621,363</b>	<b>2,549,303</b>	<b>2,166,400</b>	<b>2,196,000</b>
	City Hall					0	0	0
	Police			400,000	125,000			
	Streets			1,057,228	210,000	182,000	110,000	110,000
	Parks			70,000	65,000	65,000	60,000	65,000
			<b>Capital Projects Fund Sub-Total</b>	<b>1,527,228</b>	<b>400,000</b>	<b>247,000</b>	<b>170,000</b>	<b>175,000</b>
	City Hall							
	Police			1,270,488	1,024,600	1,111,200	1,130,900	1,234,000
	Transp.			754,618	980,663	955,203	491,500	430,000
	Parks				130,100	149,900	288,000	271,000
	Admin			22,000	22,000	22,000	22,000	22,000
			<b>2017 SPLOST Sub-Total</b>	<b>2,047,106</b>	<b>2,157,363</b>	<b>2,238,303</b>	<b>1,932,400</b>	<b>1,957,000</b>
	City Hall			64,000	64,000	64,000	64,000	64,000
	Police			1,500,000	1,000,000	0	0	0
	Transp.							
	Parks							
			<b>General Fund Sub-Total</b>	<b>1,564,000</b>	<b>1,064,000</b>	<b>64,000</b>	<b>64,000</b>	<b>64,000</b>
			<b>GRAND TOTAL</b>	<b>5,138,334</b>	<b>3,621,363</b>	<b>2,549,303</b>	<b>2,166,400</b>	<b>2,196,000</b>
			<b>Five-Year Plan Grand Total</b>					

**CITY OF LILBURN**  
**ITEM 2**  
**WORK SESSION ONLY**

<b>Date:</b>	May 8, 2017	<b>To:</b>	<b>Mayor and Council</b>
<b>From:</b>	Doug Stacks	<b>Department:</b>	Planning & Econ Dev't
<b>Work Session Date:</b>	June 12, 2017	<b>Presenter:</b>	Doug Stacks
<b>Agenda Title:</b>	Discussion about Temporary and Exempt Signs		
<b>Audio/Visual Req'ts:</b>	n/a	<b>Meeting Date:</b>	May 8, 2017

<b>Agenda Item (Background/History/Details):</b>
<p>This is a work session item for discussion purposes only to determine the desire to modify the City's sign ordinance regarding signage that is not permanent.</p>

<b>Staff Recommendation:</b>
<p>This is for discussion purposes only.</p>

<b>Department Head Approval:</b>	
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<b>Mayor's Signature Required:</b>	<b>YES</b>	<b>NO</b>
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<b>List Attachments:</b>