



**City of Lilburn
City Council Meeting Agenda**

**May 10, 2021 at 7:30 p.m.
Lilburn City Hall, 340 Main St., Lilburn, GA 30047**

*Council Members:
Tim Dunn, Mayor
Lindsay Voigt, Post 1
Scott Batterton, Post 2
Eddie Price, Post 3
Emil Powella, Post 4*

- I. Executive Session (if necessary)**
- II. Call to Order**
- III. Roll Call**
- IV. Pledge to the Flag**
- V. Approval of Agenda**
- VI. Announcements**
 - 1. City Events**
 - Lilburn Food Truck Tuesday
May 11, 2021, 6:00 PM - 9:00 PM @ City Park
 - Downtown Lilburn Spring Cornhole League
May 13, 2021, 6:45 PM - 9:00 PM @ City Park
 - Community Yard Sale- Booth spaces Sold Out
May 15, 2021, 9:00 AM - 1:00 PM @ NEW LOCATION- Railroad Avenue parking lot at Lilburn City Park
 - Rock the Park - Rumours the Fleetwood Mac Tribute Band
June 4, 2021, 6:30 PM - 10:00 PM @ City Park
- VII. Ceremonial Matter**
 - 1. 52nd Municipal Clerks Week Proclamation**

Documents:

[MUNICIPAL CLERK WEEK - MAY 2-8, 2021.PDF](#)
 - 2. Police Memorial Week Proclamation**

Documents:

[POLICE MEMORIAL WEEK- MAY 2021.PDF](#)

3. Purple Heart City Proclamation

Documents:

[PURPLE HEART PROCLAMATION 5.10.21.PDF](#)

VIII. Public Comment

IX. Approval of Minutes

1. City Council Meeting Draft Minutes from April 12, 2021

Public Hearing (Y/N)	N
Department:	City Clerk
Presenter:	Melissa Penate, City Clerk
Staff Recommendations:	Motion to approve the City Council meeting draft minutes from April 12, 2021
Department Head Approval:	B. Johnsa
Mayor's Signature Required:	Yes

Documents:

[4_12_2021 - CITY COUNCIL DRAFT MEETING MINUTES DRAFT.PDF](#)

X. Public Hearing

1. Public Hearing Item No. 1 - Public Hearing for the City of Lilburn FY2021/2022 Budget

As part of the FY 2021/2022 Budget Process, state law requires the Mayor and Council to conduct a public hearing prior to the adoption of the FY 2021/2022 budget ordinance. The budget ordinance will be presented for adoption at the regularly scheduled City Council meeting on June 14, 2021.

The FY 2021/2022 total budget for the City of Lilburn is \$13,984,809. The city adopts balanced budgets for seven funds:

Fund 100: General Fund - \$8,858,828
Fund 210: Confiscated Assets Fund - \$50,011
Fund 230: School Zone Safety Fund - \$175,000
Fund 270: Tax Allocation District Fund - \$415,021
Fund 323: 2017 Special Purpose Local Option Sales Tax - \$2,121,125
Fund 350: Capital Projects Fund - \$1,289,824
Fund 745: Municipal Court Fund - \$1,075,000

The budget is based on revenues projected with the millage rate remaining at 4.43 mills. The millage rate will be adopted in the Fall 2021 when the tax digest has been authorized by the State of Georgia.

Public Hearing (Y/N)	Y
Department:	City Manager

Presenter: Sherrie Smith, Finance Director & Jenny Simpkins,
Asst. City Manager

Staff Recommendations: N/A – Public Hearing Only

Department Head Approval: J. Simpkins

Budgeted: Yes

Fund Name & Code: General Fund, etal.

City Manager's Initials: BJ

Documents:

[PUBLIC HEARING ITEM 1 - AGENDA FORM- FY21-22 BUDGET.PDF](#)
[PUBLIC HEARING ITEM 1 - ATTACH 1 - ORDINANCE 2021-565.PDF](#)
[PUBLIC HEARING ITEM 1 - ATTACH 2 - FY21-22 FUND
SUMMARIES 05.09.2021.PDF](#)
[PUBLIC HEARING ITEM 1 - ATTACH 3 - FIVE-YEAR CIP 05.09.2021.PDF](#)

XI. Agenda

1. Agenda Item No. 1 - Authorization for application – Community Development Block Grant (CDBG) – Velva Way Sewer

The City requests authorization to proceed with a CDBG application to provide sanitary sewer, installation of laterals and associated residential septic to sewer conversion connection fees. Surveys have been performed and Velva Way qualifies as a potential recipient of CDBG infrastructure funding. If awarded, all expenditures are 100% reimbursed to the City.

Public Hearing (Y/N) N

Department: City Manager

Presenter: Bill Johnsa, City Manager

Staff Recommendations: Motion to approve and authorize the application of a Community Development Block Grant regarding the addition of sanitary sewer, installation of sewer laterals, and all associated residential conversion fees on Velva Way within the corporate limits.

Department Head Approval: B. Johnsa

Mayor's Signature Required: No

Budgeted: N/A

Fund Name & Code: n/a

Current Balance: n/a

Requested Allocation: n/a

City Manager's Initials: BJ

Documents:

[AGENDA ITEM NO. 1 - AGENDA FORM CDBG VELVA WAY SEWER.PDF](#)

2. Agenda Item No. 2 - Award of bid – Local Maintenance Improvement Grant 2021 (LMIG 2021)

The City opened bids on Thursday, April 29, 2021 for the repair and resurfacing of various city streets, to include: Stone Valley Drive, Lockring Drive, Stoneview Drive and Bailey Drive. Of the seven bids received, Garrett paving Company was the low bidder

at a total bid of \$157,322.20. Based on the excellent pricing, the city may opt to resurface Joy Lane as part of the bid award.

Public Hearing (Y/N) N
Department: City Manager
Presenter: Bill Johnsa, City Manager
Staff Recommendations: Motion to approve Bid # COL/LMIG-4.29.2021 to Garrett Paving Company in the amount of \$157,322.20 and to allow City Manager to approve additional paving of Joy Lane as funding allows. Further, authorize City Manager to execute the contract.
Department Head Approval: B. Johnsa
Mayor's Signature Required: No
Budgeted: N/A
Fund Name & Code: n/a
Current Balance: n/a
Requested Allocation: n/a
City Manager's Initials: BJ

Documents:

[AGENDA ITEM NO. 2 - AGENDA FORM LMIG 2021 GARRETT PAVING.PDF](#)
[AGENDA ITEM NO. 2 - ATTACH 1 - RECOMMENDATION LETTER TO BILL--2021 LMIG BID.PDF](#)
[AGENDA ITEM NO. 2 - ATTACH 2 - COPY OF LMIG BID TAB AND ACTUAL USAGE-2021.PDF](#)

3. Agenda Item No. 3 - Approval to amend the City of Lilburn's General and Administrative Policies and Procedures

The General and Administrative Policies and Procedures for the City of Lilburn require the following amendment and additions: (1) amendment of Section 13, Fixed Assets Policies and Procedures, to include requirements for donated assets; (2) addition of Section 31, Cybersecurity Policy; and (3) addition of Section 32, Agenda Process Policy and Manual.

Public Hearing (Y/N) N
Department: City Manager
Presenter: Jenny Simpkins, Assistant City Manager
Staff Recommendations: Motion to approve amendment of the City of Lilburn's General and Administrative Policies and Procedures.
Department Head Approval: J. Simpkins
Mayor's Signature Required: Yes
Budgeted: N/A
Fund Name & Code: n/a
Current Balance: n/a
Requested Allocation: n/a
City Manager's Initials: BJ

Documents:

[AGENDA ITEM NO. 3 - AGENDA FORM - GENERAL AND ADMINISTRATIVE POLICIES AND PROCEDURES .PDF](#)
[AGENDA ITEM NO. 3 - ATTACH 1 - SECTION 13 AMENDMENT.PDF](#)
[AGENDA ITEM NO. 3 - ATTACH 2 - SECTION 31 CYBERSECURITY.PDF](#)
[AGENDA ITEM NO. 3 - ATTACH 3 - SECTION 32 AGENDA PROCESS POLICY AND MANUAL.PDF](#)

4. Agenda Item No. 4 - Authorization for acceptance of final settlement in the amount of \$150,000 from CSX Railroad. Authorization to award related repairs to Main Street, Parking lot(s) and Greenway trail related to October 2020 train derailment.

Staff requests formal acceptance of \$150,000 from CSX Railroad related to expenses incurred, and damage to city infrastructure as a result of the October 2020 train derailment. Revenue will be used to repair a segment of Main Street, sidewalks, parking lot repairs, Greenway Trail repairs and reimbursement for direct expenses by the City of Lilburn. Additionally, staff recommends the Dickerson Group, Inc. be awarded the contract for repairs related to Main Street in the amount of \$83,175.00.

Staff Recommendation:

Motion to accept revenue in the amount of \$150,000 from CSX Railroad related to damage and expenses incurred by the City of Lilburn related to the October 2020 train derailment. Also, approval to increase the FY21 General Fund budget in the amount of \$4,980.00 and the FY21 Capital Projects budget in the amount of \$145,020.00. Further, authorize the contract related to infrastructure repairs to the Dickerson Group, Inc. in the amount of \$83,175.00. Lastly, authorize Mayor to execute the contract on behalf of the City of Lilburn.

Public Hearing (Y/N)	N
Department:	City Manager
Presenter:	Bill Johnsa, City Manager
Department Head Approval:	B. Johnsa
Mayor's Signature Required:	Yes
Budgeted:	No
Fund Name & Code:	n/a
Current Balance:	n/a
Requested Allocation:	n/a
City Manager's Initials:	BJ

Documents:

[AGENDA ITEM NO. 4 - AGENDA FORM CSX REVENUE ACCEPTANCE AND APPROPRIATIONS.PDF](#)
[AGENDA ITEM NO. 4 - ATTACHMENT 1 - MAIN STREET REPAIRS - DICKERSON QUOTES ETC..PDF](#)

XII. Consent Agenda

XIII. 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. City Clerk, 340 Main Street, Lilburn, GA 30047 has been designated to coordinate compliance with the non-discrimination requirements

contained in section 35.107 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 City Clerk, 340 Main Street, Lilburn, GA 30047, telephone number [770-921-2210](tel:770-921-2210).