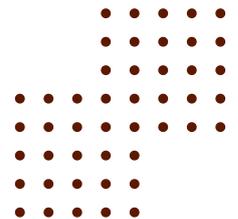




CITY OF LILBURN FISCAL YEAR 2023-2024 APPROVED BUDGET

SMALL TOWN
BIG DIFFERNANCE



**CITY OF LILBURN
PUBLIC HEARING ITEM NO. 1**

Date:	June 7, 2023	To: Mayor and Council	June 7, 2023
From:	Sherrie Smith	Department:	Finance
Work Session Date Requested:		Presenter:	Sherrie Smith
Agenda Title:	Approval of Ordinance No. 2023-602, an Ordinance adopting the FY2023-2024 Budget in the total amount of \$20,832,694 and the Five-Year Capital Improvement Plan.		
Audio/Visual Requirements:	n/a	Deadline Date:	n/a

Agenda Item (Background/History/Details):
<p>The FY 2023/2024 total budget for the City of Lilburn is \$20,832,694. The city adopts balanced budgets for 10 funds:</p> <p>Fund 100 (General Fund): General Fund - \$11,636,404 Fund 210 (Special Revenue Fund): Confiscated Assets Fund - \$45,499 Fund 230 (Special Revenue Fund): School Zone Safety Fund - \$250,010 Fund 235 (Special Revenue Fund): ARPA Fund - \$2,046,300 Fund 270 (Special Revenue Fund): Tax Allocation District Fund - \$700,000 Fund 275 (Special Revenue Fund): Hotel/Motel Tax Fund - \$5,000 Fund 323 (Capital Projects Fund): 2017 SPLOST Fund - \$1,692,193 Fund 324 (Capital Project Fund): 2023 SPLOST Fund - \$3,075,326 Fund 350 (Capital Projects Fund): Capital Projects Fund - \$461,962 Fund 745 (Custodial Fund): Municipal Court Fund - \$920,000</p> <p>The five-year Capital Improvement Plan includes a concentration on transportation due to the passage of 2023 SPLOST.</p>

Staff Recommendations:
Staff recommends the following: “Motion to approve Ordinance No. 2023-602, an Ordinance adopting the FY 2023-2024 Budget in the total amount of \$20,832,694, and the Five-Year Capital Improvement Plan.”

Department Head Approval:	JS
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Mayor’s Signature Required:	YES	NO
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List Attachments:
1. Ordinance No. 2023-602

Financial Information (For Financial Services Use Only)



City of Lilburn
Lilburn, Georgia

Ordinance
#2023-603

STATE OF GEORGIA
COUNTY OF GWINNETT

Date of Reading and Adoption: June 12, 2023
At the regular meeting of the Lilburn City Council

AN ORDINANCE OF THE MAYOR AND CITY COUNCIL OF THE CITY OF LILBURN, GEORGIA, TO ADOPT THE FISCAL YEAR 2023-2024 BUDGET FOR EACH FUND OF THE CITY OF LILBURN, APPROPRIATING THE AMOUNTS SHOWN IN THE FOLLOWING SCHEDULES FOR SELECTED FUNDS; ADOPTING THE ITEMS OF ANTICIPATED FUNDING SOURCES BASED ON THE ESTIMATED 2023 TAX DIGEST; AFFIRMING THAT EXPENDITURES IN EACH DEPARTMENT MAY NOT EXCEED APPROPRIATIONS; AND PROHIBITING EXPENDITURES FROM EXCEEDING ANTICIPATED FUNDING SOURCES.

WHEREAS: the Mayor and City Council of the City of Lilburn is the governing authority of said City; and

WHEREAS: a proposed budget for each fund of the City has been presented to the Mayor and City Council by the City Manager; and

WHEREAS: an advertised public hearing has been held on the FY23-24 proposed budget, as required by State and Local Laws and regulations; and

WHEREAS: the City Council decrees that the proposed FY23-24 budget shall in all cases apply to and control the financial affairs of City departments subject to budgetary and fiscal control of the governing authority; and

WHEREAS: the City Council may authorize and enact adjustments and amendments to appropriations so as to balance revenues and expenditures; and

WHEREAS: each of the funds has a balanced budget, such that the anticipated funding sources equal proposed expenditures; and

NOW, THEREFORE, BE IT ORDAINED that this budget is hereby adopted specifying anticipated funding sources for each fund and making appropriations for proposed expenditures to the departments in each fund (refer to Exhibit A for the Annual Operating Budget and Exhibit B for the Five-Year Capital Improvement Plan); and

BE IT FURTHER RESOLVED that expenditures of any operating budget fund or capital budget fund shall not exceed appropriations authorized by this budget ordinance and any amendments thereto or actual funding sources, whichever is less; and

BE IT FURTHER RESOLVED that all expenditures of any operating budget fund or capital budget fund are subject to the policies as established by the City Council and the City Manager; and

BE IT FURTHER RESOLVED that certain capital project budgets are adopted, as specified herein, as multi-year project budgets as provided for in Official Code of Georgia Annotated Section § 36-81-3(b)(2); and

BE IT FURTHER RESOLVED that transfers of appropriations in any fund within the various accounts of a Department are restricted for the express purpose as designated; and

BE IT FURTHER RESOLVED that the City Council shall approve increases in authorized positions. Vacant positions and associated budget may be reallocated within the same department or reassigned to another department with the authorization of the City Manager.

BE IT FURTHER RESOLVED that transfers of appropriations in any Fund among various categories within a Department shall require only the approval of the City Manager so long as the total budget for each Department is not increased; and

BE IT FURTHER RESOLVED that the 2023-2024 Budget shall be amended so as to adapt to changing governmental needs during the fiscal year as follows: Any increase in Appropriation in any Fund for a Department, whether through a change in Anticipated Revenues in any Fund or through a transfer of Appropriations among Departments, shall require the approval of the City Council, except in the following cases where authority is granted to:

1. The City Manager to:
 - (a) Allocate funds previously approved between existing capital projects within the SPLOST Programs, within Department, within the same category projects; and
 - (b) Allocate funds to appropriate Department from insurance proceeds for the replacement or repair of damaged equipment items; and
 - (c) Authorize preparation and submission of applications for grant funding subject to the approval of the City Council; and
 - (d) Adjust revenue and appropriation budgets between capital projects as necessary to incorporate grant awards previously approved by the City Council; close grant awards upon receipt of final payment and completion of the grant; adjust revenue

and appropriations budgets at the time of grant closure to match collections and expenses; and

- (e) Approve adjustment of revenues and appropriations within Department for capital categories/projects and revise allocated funding previously approved, or, as appropriate, transfer appropriations among fiscal years for projects as necessary to allow completion of each project and cover existing obligations/expenses in accordance with the intent and actions of the City Council; however, in no case shall appropriations exceed actual available funding sources; and
- (f) Calculate savings associated with the future vacancy of any position and shall further have the authority to amend the budget of such Department at the time a vacancy arises unless an exception has been granted.

BE IT FURTHER RESOLVED that eligible City employees may receive a pay increase as specified in the FY23-24 Compensation Plan (Exhibit C). The City Manager is authorized to reclassify positions within the FY23-24 Compensation Plan and adjust salary accordingly throughout the fiscal year so long as departmental appropriations are not exceeded.

SO ORDAINED this 12th day of June, 2023.

APPROVED:

Tim Dunn, Mayor

ATTEST/AUTHENTICATED:

Rick Badie, City Clerk
(Seal)

EXHIBIT A

FY2023-2024 Operating Budget

	2023 Budget
<u>General Fund- 100</u>	
Revenues:	
Taxes	8,235,126
Licenses & Permits	894,950
Intergovernmental	303,972
Charges for Services	989,918
Fines & Forfeitures	119,354
Investment Income	175,000
Contributions & Donations	5,050
Miscellaneous	18,200
Other Financing Sources	894,834
Total Revenues	11,636,404
Appropriations:	
City Hall:	1,089,245
<i>Contribution/M&O</i>	31,962
<i>Contribution/Capital Proj Fund</i>	50,000
Human Resources	361,020
Information Technology	776,272
Finance	376,880
Community Development	393,400
Courts	373,956
Police	4,084,319
<i>Code Enforcement</i>	61,000
Public Works/ Highways & Streets	2,121,462
Parks	338,663
Municipal Bldgs	149,203
Planning & Zoning	594,941
6% COLA	336,017
Increase hiring min to \$20	76,405
PM's	421,659
Total Appropriations	11,636,404

	<u>2023 Budget</u>
<u>Confiscated Assets-210</u>	
Revenues:	
Administration:	
State Grants-Direct	5,000
Police:	
Cash Confiscations	24,949
Proceeds-Sale of Confiscated	5,000
Investment Income	0
SEIZURES:	
PD Seizure Misc Income	50
FORFEITURE:	
Fed Forfeit DOJ Equitable	10,500
Total Revenues	<u>45,499</u>
Appropriations:	
Police:	
Purchased/Contracted Serv	0
Supplies	45,499
Total Appropriations	<u>45,499</u>

	<u>2023 Budget</u>
<u>School Zone Speed Safety-230</u>	
Revenues:	
Administration:	
Red Speed Fines	250,000
Interest Income	10
Oth Misc Rev-Use of FB	-
Total Revenues	<u>250,010</u>
Appropriations:	
Administration:	
Purchased/Contracted Serv	84,399
Police:	
Supplies	100,000
Uniforms	
Ammunition/Fire Arms	
Public Works:	
Purchased/Contracted Serv	65,611
Supplies	
Repair & Maint-Vehicle	
Total Appropriations	<u>250,010</u>

	<u>2023 Budget</u>
<u>American Rescue Plan Act-235</u>	
Revenues:	
Administration:	
Intergovernmental Revenue	2,046,300
Use of Fund Balance	
Gw/Lilburn IGA Stwtr	-
Total Revenues	<u>2,046,300</u>
Appropriations:	
Financial Administration:	
Purchased/Contracted Serv	1,300
IT Services:	
Purchased/Contracted Serv	
Supplies	
Capital Outlays	1,000,000
Police Services:	
Supplies	
Park & Recreation:	
Purchased/Contracted Serv	
Capital Outlays	-
General Gov't	
Capital Outlays	145,000
Public Works Highways/Streets	
Purchased/Contracted Serv	
Capital outlays	750,000
Planning:	
Purchased/Contracted Serv	150,000
Total Appropriations	<u>2,046,300</u>

	<u>2023 Budget</u>
<u>TAD-270</u>	
Revenues:	
Administration:	
TAD2 Property Tax	700,000
IGA-Stormwater	-
Use of Fund Balance	-
Total Revenues	<u>700,000</u>
 Appropriations:	
General Government:	
Purchased/Contracted Serv	
Supplies	-
Highways/Streets:	
Purchased/Contracted Serv	-
Capital Outlays	700,000
Contribution to Fund Balance	-
Total Appropriations	<u>700,000</u>

	<u>2023 Budget</u>
<u>Hotel/Motel-275</u>	
Revenues:	
Administration:	
Hotel/Motel Tax	5,000
Interest Income	
Oth Misc Rev-Use of FB	
Total Revenues	<u>5,000</u>
 Appropriations:	
Administration:	
Service Contracts	5,000
Bank Charges	
Total Appropriations	<u>5,000</u>

	2023 Budget
17SPLOST-323	
Revenues:	
Administration:	
Taxes	1,371,635
IGA-DOT	320,558
Miscellaneous Income	
Total Revenues	1,692,193
Appropriations:	
General Administration:	
Purchased/Contracted Serv	
Public Safety	
Purchased/Contracted Serv	-
Supplies	-
Capital Outlays	249,175
Debt Service	-
Highways/Streets:	
Purchased/Contracted Serv	238,279
Supplies	
Capital Outlays	1,135,279
Oth Financing Sources	-
Recreation:	
Purchased/Contracted Serv	
Capital Outlays	69,460
Total Appropriations	1,692,193

	2023 Budget
<u>23SPLOST-324</u>	
Revenues:	
Administration:	
Taxes	3,075,326
IGA-DOT	-
Miscellaneous Income	
Total Revenues	3,075,326
Appropriations:	
General Administration:	
Purchased/Contracted Serv	-
Public Safety	
Purchased/Contracted Serv	
Supplies	312,318
Capital Outlays	-
Debt Service	-
Highways/Streets:	
Purchased/Contracted Serv	140,000
Supplies	-
Capital Outlays	2,389,800
Oth Financing Sources	-
Recreation:	
Purchased/Contracted Serv	-
Capital Outlays	233,208
Total Appropriations	3,075,326

	2023 Budget
Capital Projects-350	
Revenues:	
Administration:	
IGA-Gwinnett County	250,000
Contributions and Donations	
Miscellaneous	-
Other Revenues:	
LMIG Program-Grant	130,000
FROM GENERAL FUND-M&O	31,962
FROM GENERAL FUND	50,000
FROM PUBLIC ART	-
Total Revenues	461,962
Appropriations:	
General Government:	
Purchased/Contracted Service	-
Capital Outlays	31,962
Public Safety	
Supplies	50,000
Highways/Streets:	
Capital Outlays	130,000
Sewer:	
Purchased/Contracted Serv	-
Capital Outlays	-
Parks:	
Purchased/Contracted Serv	-
Capital Outlays	-
Gen Govt Bldg/Plant	
Purchased/Contracted Serv	-
Stormwater	
Purchased/Contracted Service	250,000
Capital Outlays	-
Total Appropriations	461,962

2023 Budget

Municipal Court-745

Revenues:

Municipal Court:	
Fines and Forfeitures	920,000

Total Revenues 920,000

Appropriations:

Municipal Court:	
Other Costs	269,000
Other Financing Sources	651,000

Total Appropriations 920,000

EXHIBIT C

CITY OF LILBURN
POSITION CLASSIFICATION/PAY RANGES 7/1/2023 (6% COLA, MIN STARTING @ \$20/HR)

Authorized # positions

Job Title	Job Code	Grade	FLSA	FY22-23	FY23-24	Minimum	1st Quartile	Midpoint	3rd Quartile	Maximum
Park Maintenance Worker	SP03	9	NE	1	1	\$ 41,600.00	\$ 42,805.09	\$ 47,561.21	\$ 52,317.33	\$ 57,073.45
Street Maintenance Worker	SP02	9	NE	5	5	\$ 41,600.00	\$ 42,805.09	\$ 47,561.21	\$ 52,317.33	\$ 57,073.45
Clerk (Court)	MC02	10	NE	2	2	\$ 41,600.00	\$ 44,972.10	\$ 49,969.00	\$ 54,965.90	\$ 59,962.80
Lead Street Maintenance Worker	PW08	10	NE	1	1	\$ 41,600.00	\$ 44,972.10	\$ 49,969.00	\$ 54,965.90	\$ 59,962.80
Records Clerk	PD09	10	NE	1	0	\$ 41,600.00	\$ 44,972.10	\$ 49,969.00	\$ 54,965.90	\$ 59,962.80
Senior Records Clerk	PD12	11	NE	1	0	\$ 41,998.95	\$ 47,248.81	\$ 52,498.68	\$ 57,748.55	\$ 62,998.41
Police Support Specialist		11		0	2	\$ 41,998.95	\$ 47,248.81	\$ 52,498.68	\$ 57,748.55	\$ 62,998.41
Senior Administrative Assistant	PD13	13	NE	1	1	\$ 46,358.98	\$ 52,153.85	\$ 57,948.72	\$ 63,743.59	\$ 69,538.46
Code Enforcement Officer	PL04/AD06	14	NE	1	2	\$ 48,705.90	\$ 54,794.14	\$ 60,882.37	\$ 66,970.61	\$ 73,058.84
Fleet Maintenance Technician	PW04	14	NE	1	1	\$ 48,705.90	\$ 54,794.14	\$ 60,882.37	\$ 66,970.61	\$ 73,058.84
Business Services Associate	BS01	15	NE	2	3	\$ 51,171.64	\$ 57,568.09	\$ 63,964.54	\$ 70,360.99	\$ 76,757.44
Planning Assistant	PL06	15	NE	1	0	\$ 51,171.64	\$ 57,568.09	\$ 63,964.54	\$ 70,360.99	\$ 76,757.44
City Clerk		16	E	0	1	\$ 53,762.20	\$ 60,482.47	\$ 67,202.75	\$ 73,923.02	\$ 80,643.29
Accounting Technician	FD06	16	E	1	1	\$ 53,762.20	\$ 60,482.47	\$ 67,202.75	\$ 73,923.02	\$ 80,643.29
Administrative Manager - Public Works	PW06	16	E	1	1	\$ 53,762.20	\$ 60,482.47	\$ 67,202.75	\$ 73,923.02	\$ 80,643.29
Event Coordinator	PR02	16	E	1	1	\$ 53,762.20	\$ 60,482.47	\$ 67,202.75	\$ 73,923.02	\$ 80,643.29
Police Officer	PD08	16	NE	16	17	\$ 53,762.20	\$ 60,482.47	\$ 67,202.75	\$ 73,923.02	\$ 80,643.29
Senior Police Officer		17	NE			\$ 56,483.91	\$ 63,544.40	\$ 70,604.88	\$ 77,665.37	\$ 84,725.86
IT Technician	IT02	17	E	1	0	\$ 56,483.91	\$ 63,544.40	\$ 70,604.88	\$ 77,665.37	\$ 84,725.86
Municipal Buildings Superintendent	PW07	17	E	1	1	\$ 56,483.91	\$ 63,544.40	\$ 70,604.88	\$ 77,665.37	\$ 84,725.86
HR Specialist		17	E	1	1	\$ 56,483.91	\$ 63,544.40	\$ 70,604.88	\$ 77,665.37	\$ 84,725.86
Police Investigator	PD07	17	NE	1	1	\$ 56,483.91	\$ 63,544.40	\$ 70,604.88	\$ 77,665.37	\$ 84,725.86
Support Services Manager - Police	PD13	17	E	1	1	\$ 56,483.91	\$ 63,544.40	\$ 70,604.88	\$ 77,665.37	\$ 84,725.86
Financial Analyst	FD07	18	E	1	1	\$ 59,343.41	\$ 66,761.33	\$ 74,179.26	\$ 81,597.18	\$ 89,015.10
IT Program Analyst		18	E	0	1	\$ 59,343.41	\$ 66,761.33	\$ 74,179.26	\$ 81,597.18	\$ 89,015.10
Planner/Water Resource Specialist	PL09	18	E	1	1	\$ 59,343.41	\$ 66,761.33	\$ 74,179.26	\$ 81,597.18	\$ 89,015.10
Deputy Municipal Court Administrator		18	E	1	1	\$ 59,343.41	\$ 66,761.33	\$ 74,179.26	\$ 81,597.18	\$ 89,015.10
Police Corporal	PD16	18	E	5	5	\$ 59,343.41	\$ 66,761.33	\$ 74,179.26	\$ 81,597.18	\$ 89,015.10
Police Investigator, Senior	PD17	18	NE	0	0	\$ 59,343.41	\$ 66,761.33	\$ 74,179.26	\$ 81,597.18	\$ 89,015.10
Police Sergeant	PD05	19	NE	6	6	\$ 62,347.67	\$ 70,141.13	\$ 77,934.58	\$ 85,728.03	\$ 93,521.49
Planner		19	NE	1	2	\$ 62,347.67	\$ 70,141.13	\$ 77,934.58	\$ 85,728.03	\$ 93,521.49
Business Services Administrator		20	E	1	1	\$ 65,504.02	\$ 73,692.02	\$ 81,880.02	\$ 90,068.02	\$ 98,256.01
Municipal Court Administrator		20	E	1	1	\$ 65,504.02	\$ 73,692.02	\$ 81,880.02	\$ 90,068.02	\$ 98,256.01
Police Lieutenant	PD03	21	NE	2	2	\$ 68,820.16	\$ 77,422.68	\$ 86,025.19	\$ 94,627.71	\$ 103,230.22
IT Manager		21	E	0	1	\$ 68,820.16	\$ 77,422.68	\$ 86,025.19	\$ 94,627.71	\$ 103,230.22
Public Information Officer		23	E	1	1	\$ 75,964.58	\$ 85,460.15	\$ 94,955.71	\$ 104,451.28	\$ 113,946.85
Police Captain		25	E	3	3	\$ 83,850.68	\$ 94,332.01	\$ 94,955.71	\$ 115,294.67	\$ 125,776.00
Deputy Police Chief		27	E	0	0	\$ 92,555.46	\$ 104,124.89	\$ 115,694.31	\$ 127,263.74	\$ 138,833.17
Assistant City Manager	CM06	Apptd	E	1	1	Appointed Position - Salary determined by City Manager				
City Manager	AD/1	Apptd	E	1	1	Appointed Position - Salary determined by Mayor & Council				
Director of Finance	FD01	Apptd	E	1	1	Appointed Position - Salary determined by City Manager				
Director of Information Technology	IT03	Apptd	E	1	1	Appointed Position - Salary determined by City Manager				
Director of Human Resources	HR01	Apptd	E	1	1	Appointed Position - Salary determined by City Manager				
Director of Planning	PL07	Apptd	E	1	1	Appointed Position - Salary determined by City Manager				
Director of Public Works	PW05	Apptd	E	1	1	Appointed Position - Salary determined by City Manager				
Police Chief	PD01	Apptd	E	1	1	Appointed Position - Salary determined by City Manager				

CITY OF LILBURN
POSITION CLASSIFICATION/PAY RANGES 7/1/2023 (6% COLA, MIN STARTING @ \$20/HR)

Job Title	Job Code	Grade	FLSA	FY22-23	FY23-24	Minimum	1st Quartile	Midpoint	3rd Quartile	Maximum
PART-TIME										
Court Security Officer		HRLY	NE	2	2	\$25.65				
Event Assistant		HRLY	NE	2	2	\$20.00				
Street Maintenance - Seasonal		HRLY	NE	2	2	\$20.00				
Park Attendant		HRLY	NE	6	6	\$20.00				
Planning Intern		HRLY	NE	0	1	\$20.00				
Code Enforcement		HRLY	NE	1	1	\$27.68				

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