



**FISCAL YEAR 2022**

**CITIZENS OPERATING**

**BUDGET**

**CITY OF SUWANEE, GA**

## A Citizen's Guide to the Operating Budget

Producing an annual operating budget for the City of Suwanee is a challenging process. It requires input from many people, consolidation of information from numerous sources, and tough decisions. The result is a thorough document that reflects the City's vision and identifies priorities for the upcoming year. It is filled with useful information for those who helped produce the budget and work with it on a regular basis. For everyone else, at 400 pages and full of accounting terminology, it can be an overwhelming document to try to use. The purpose of the Citizen's Guide to the Operating Budget is to present citizens interested in their local government with an easy-to-read summary of Suwanee's operating budget. It explains where the City's money comes from and how it is spent.

An operating budget is a yearly plan for the City. It illustrates how much money is anticipated (revenues) and how that money will be spent (expenditures). It represents the City Manager's and City Council's commitment to meet the citizens' needs within the boundaries of available revenue funds. The budget is not just an accounting tool. City officials use the budget to determine which objectives have the highest priority and will produce a positive impact in the community. The budget is broken down by departments and, once adopted, the various City departments are able to plan day-to-day spending and make decisions within the boundaries of the annual operating budget. Because the budget is based on anticipated revenue, the City is able to track revenue over the course of the year and modify spending if revenues are different than expected.

With the collaboration of the Mayor, City Council and staff, an annual budget is developed and adopted every year. Elected officials stay in touch with community needs in order to provide appropriate and responsive government services while implementing the City's vision, anchor points, and goals. The budget year runs from July 1 to June 30 of the following year.

The City is required by law to produce a balanced budget; by definition revenues must equal expenditures. Throughout the year the budget is monitored and adjusted to ensure the City's resources are in line with its spending. The City of Suwanee is proud to present to our citizens the Citizen's Guide to the Operating Budget.



## FY 2021 Highlights

### Recap of FY 2021 adopted General Fund Budget

- Maintained **the same millage rate** as FY 2020 of **4.93 mills**.
- **13.9% decrease** in **operating revenues** as compared to FY 2020.
- **Property tax revenues** were anticipated to **decrease** by **6.6%**.
- **3.3% decrease** in **operating expenditures** as compared to FY 2020.
- **107 full-time** and **16 part-time** employees.
- Due to the pandemic, COVID-19 emergency, **all revenue projections were reduced to recession activity performance** using 2008-2012 data.
- **Vacant positions** were programmed to **stay vacant** in FY 2021.
- Pay for **performance increases** were put on hold for FY 2021.
- **The 2% Employer 50% Matching 401A, program was put on hold for FY 2021.**
- **6.4%** Group health **insurance renewal**, approximately **\$47,000**.
- **Most operating expenditure accounts are held at FY 2020 levels.**
- **Cyber security program, \$40,000.**

<b>FY 2021 Adopted Budget</b>	<b>\$ 13,438,080</b>
Budget adjustments:	
2nd Quarter budget adjustments	1,188,390
2nd Quarter capital transfers	1,008,670
4th Quarter budget adjustments	60,000
4th Quarter capital transfers	1,060,000
<b>Final FY 2021 Budget</b>	<b>\$ 16,755,140</b>

*Note: The 2nd quarter budget adjustments include the CARES Act funding that the City received (\$2,747,060).*





## Adopted City Manager's FY 2022 General Fund Budget

### Financial Status

- Current **millage** is **4.93 mills**.
- Current **fund balance** is **\$9,291,943**.

### Adopted FY 2022 Budget Highlights

- **1.4% decrease** in **operating revenues** as compared to FY 2021 amended budget.
- The budget is **balanced without using any budgeted fund balance**.
- Maintain the **same millage rate** as FY 2021 of **4.93** mills.
- **Property tax revenues** are anticipated to **increase** by **16.6%**.
- **2.1% increase** in **operating expenditures** as compared to FY 2021 amended budget.

### General Information

- **114 full-time** and **14 part-time** employees.
- Position requests:
  1. **City Engineer, \$123,230.**
  2. **Public Works Special Projects Supervisor, \$78,380** (9 months funding).
  3. **Public Works Crew Member, \$59,230** (9 months funding).
  4. **Part-time Code Enforcement Officer, \$33,610.**
  5. **Upgrade** part-time Business Services Specialist to full-time Administrative Assistant/Lead Bailiff, **\$14,270.**
  6. **Upgrade** two Custodians to Public Works Crew Members, **\$9,110.**
  7. **Upgrade** Public Works Administrative Assistant to Administrative Coordinator, **\$4,240.**
  8. **Upgrade** Planning Administrative Secretary part-time to full-time, **\$26,550.**
- **Pay for performance increases**, approximately **\$324,660.**
- **0% Group health insurance renewal.**

### Capital Funding, \$382,550.

- Public Works **small equipment (mowers, aeration equipment, gator vehicles), \$48,000.**
- Public Works **truck and bucket assembly** (replacement), **\$115,000.**
- Police **equipment** (laptops, radios, audiolog, and in car video systems), **\$26,800.**
- Police **three vehicles** (replacement), **\$162,750.**
- Planning **truck** (replacement), **\$30,000.**

### Capital Transfers

- Capital transfers **\$235,000.**

*Note: The large difference in the adopted FY 2022 budget and the final FY 2021 budget is due to the CARES Act funding that the City received in FY 2021 (\$2,747,060).*

Total <b>Adopted FY 2022</b> Budget	\$	<b>15,069,730</b>
<b>Final FY 2021</b> Budget	\$	<b>16,755,140</b>
Difference	\$	(1,685,410)
Percent of Change		-10.1%



## Summary of General Fund Revenues

Description	Actual		FY 2021 Final Budget	FY 2022 Adopted Budget	FY 2022 Change	
	FY 2019	FY 2020			Amount	%
Property Taxes	\$ 4,939,667	\$ 5,510,867	\$ 5,761,060	\$ 6,715,600	\$ 954,540	16.6%
Franchise Taxes	1,790,469	1,847,505	1,768,670	1,806,400	37,730	2.1%
Alcoholic Beverage Taxes	808,436	827,969	775,000	880,600	105,600	13.6%
Business Taxes	2,344,213	2,289,848	1,788,360	2,612,300	823,940	46.1%
Other Taxes & Penalties	30,290	16,783	18,400	26,000	7,600	41.3%
Licenses & Permits	591,968	1,260,526	461,780	716,000	254,220	55.1%
Intergovernmental Revenues	633,949	751,115	3,543,010	557,000	(2,986,010)	-84.3%
Charges for Services	205,382	132,416	90,680	156,500	65,820	72.6%
Court Fines	1,387,121	1,008,573	850,000	1,350,000	500,000	58.8%
Investment Income	93,926	105,549	35,000	60,000	25,000	71.4%
Donations	16,360	-	-	-	-	0.0%
Miscellaneous Revenues	122,988	25,416	40,000	40,000	-	0.0%
Sale of Capital Items	7,185	-	10,000	13,000	3,000	30.0%
Transfer In	184,271	144,064	140,700	136,330	(4,370)	-3.1%
<b>Total Revenues</b>	<b>13,156,225</b>	<b>13,920,631</b>	<b>15,282,660</b>	<b>15,069,730</b>	<b>(212,930)</b>	<b>-1.4%</b>
<b>Other Financing Sources</b>						
Budgeted Fund Balance*	-	-	1,472,480	-	(1,472,480)	n/a
<b>Total Other Financing Sources</b>	-	-	1,472,480	-	(1,472,480)	n/a
<b>Total Revenues and Other Financing Sources</b>	<b>\$ 13,156,225</b>	<b>\$ 13,920,631</b>	<b>\$ 16,755,140</b>	<b>\$ 15,069,730</b>	<b>\$ (1,685,410)</b>	<b>-10.1%</b>

\*The FY 2021 budget includes the intergovernmental revenues the City received from the CARES Act, \$2,747,060.

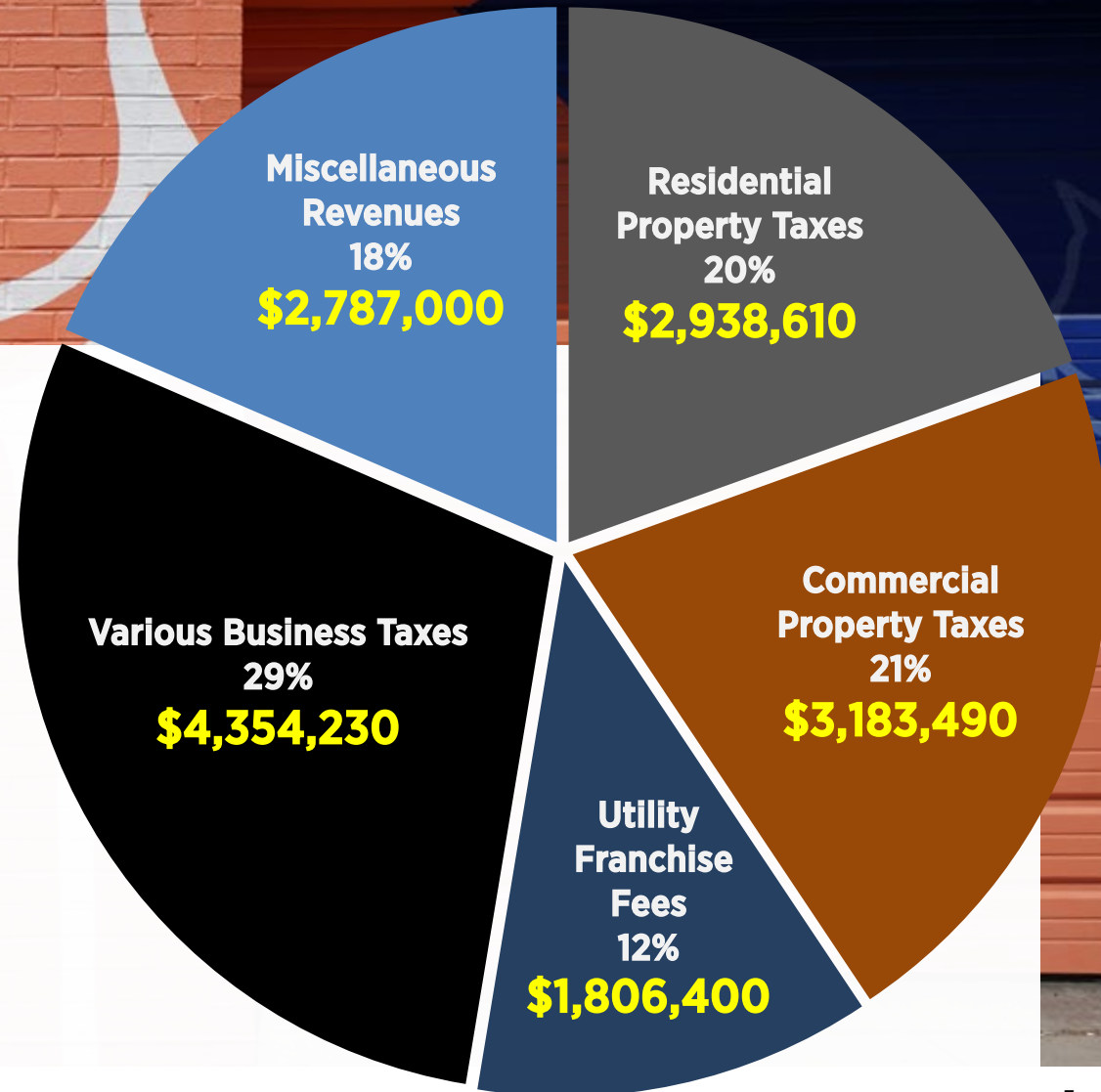
## FY 2022 General Fund Revenues

### Various Business Taxes include:

- \* alcoholic beverage
- \* business
- \* hotel/motel
- \* licenses and permit taxes

### Miscellaneous Revenues include:

- \* motor vehicle
- \* other taxes and penalties
- \* charge for service
- \* court fines
- \* investment income
- \* contributions
- \* intergovernmental
- \* miscellaneous revenues





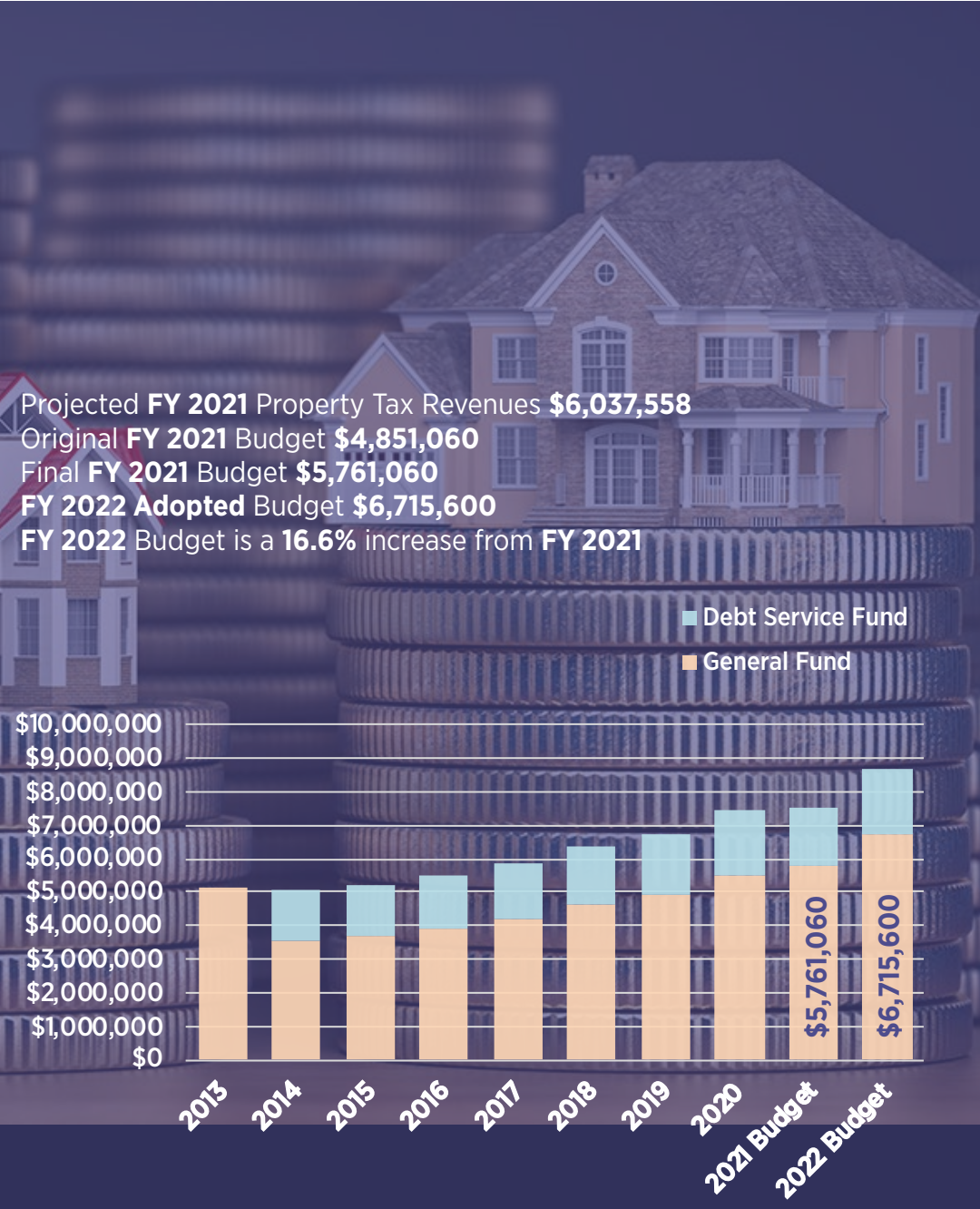
# REVENUES

## Property Taxes

Property taxes include taxes on real and personal property, motor vehicle, mobile homes, and intangible taxes. This category represents 44.5% of the total FY 2022 budgeted general fund revenues. These taxes are projected based on estimated growth of the State approved tax digest at millage rates adopted by Council. For fiscal year 2022 budget, we are anticipating an 16.6% increase in property tax revenue as compared to the amended FY 2021 budget. Some of this increase is due to the prior period assumption that the City would have a significant drop in collections. This projected drop in collections did not occur. Additional FY 2022 projection include \$170,779 that was added due to new construction growth completed in calendar year 2020. To determine the value added due to new construction growth, calendar year 2020 building permit activity was reviewed. Based upon this review, \$34,640,789 of assessed value was added to the current digest.

Change in accounting practice: During fiscal year 2014, Suwanee implemented a new accounting system. The new accounting system appropriately receipts property tax collections based on operating and debt service millage rates into the general fund and the debt service fund respectfully. Based on this change in technology, fiscal year 2014 budget was amended to remove the debt service millage rate receipts and transfer to the debt service fund. Comparisons to fiscal year 2013 include both operating and debt service millage rates. The reduction noted in fiscal years ending after 2014 is due to the technology change and not a decline in property tax values.

Real estate transfer tax revenues were projected using a rolling three year average of changed applied to the fiscal year 2020 collections. Motor vehicle used the lowest monthly collection value to predict a twelve month value. Title tax, included in other taxes and penalties, but combined with property taxes for budget analysis, used a 4.5% inflator to determine FY 2022 value. State law changed in July 2020 to increase the percentage of title tax that is transferred to local governments. This change in percentage was included in the 4.5% inflator. Motor vehicle taxes will continue to decline as new vehicles are purchased and the title tax is applied. In total motor vehicle revenues from title tax and ad valorem are increasing by \$195,000 from the final FY 2021 budget amounts.

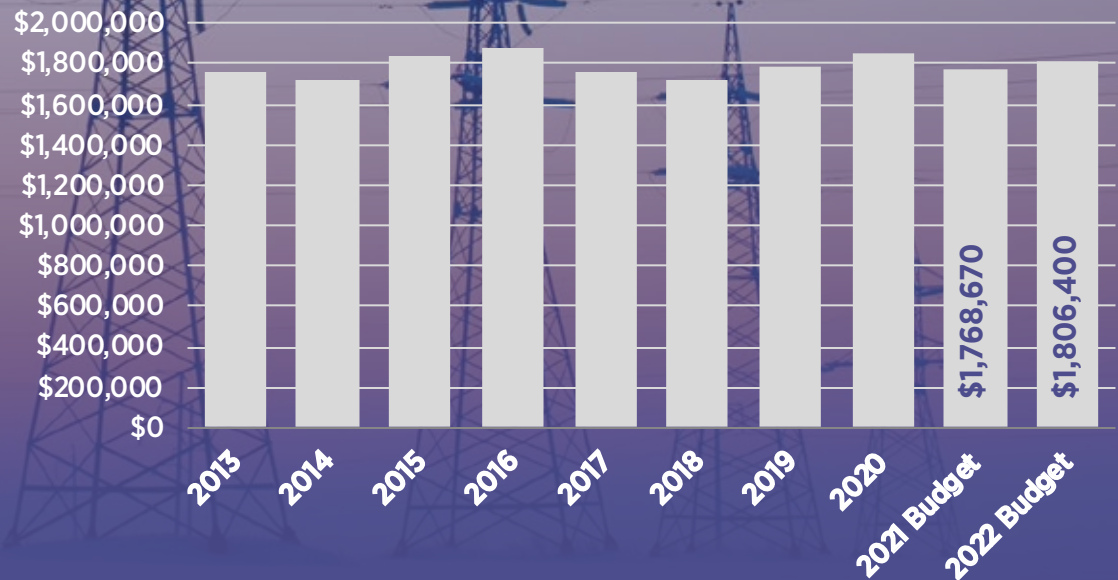
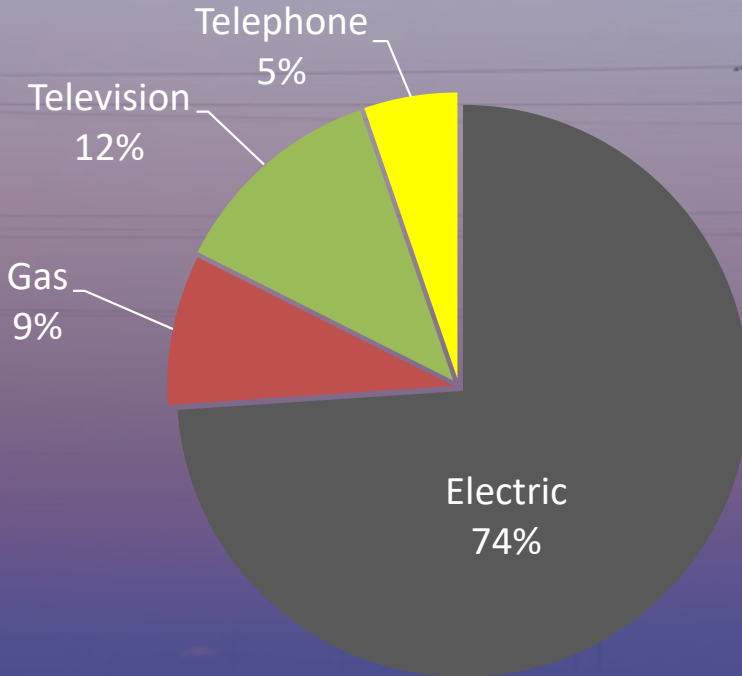


**Utility Franchise Fees**

Franchise taxes are the fees charged to utility companies for use of City streets and rights-of-way to conduct their private business of delivering electric, natural gas, telephone, cable television, and other fiber optics cable services. This category represents 12.0% of the total FY 2022 general fund revenues. Revenue projections are typically based on historical trends in conjunction with current economic indicators and past climate conditions. A cold winter and a hot summer will produce additional power usage and cause the fees to increase. These fees are deposited in the general fund and are used along with other sources to support City operations.

The various utilities conducting business in the City are Atlanta Gas Light, Georgia Power, Jackson EMC, AT&T Communications, Birch Telecom, Charter Communications, and Time Warner.

Projected **FY 2021** Franchise Fees **\$1,762,316**  
 Original **FY 2021** Budget **\$1,708,670**  
 Final **FY 2021** Budget **\$1,768,670**  
**FY 2022 Adopted** Budget **\$1,806,400**  
**FY 2022** Budget is a **2.1%** increase from **FY 2021**



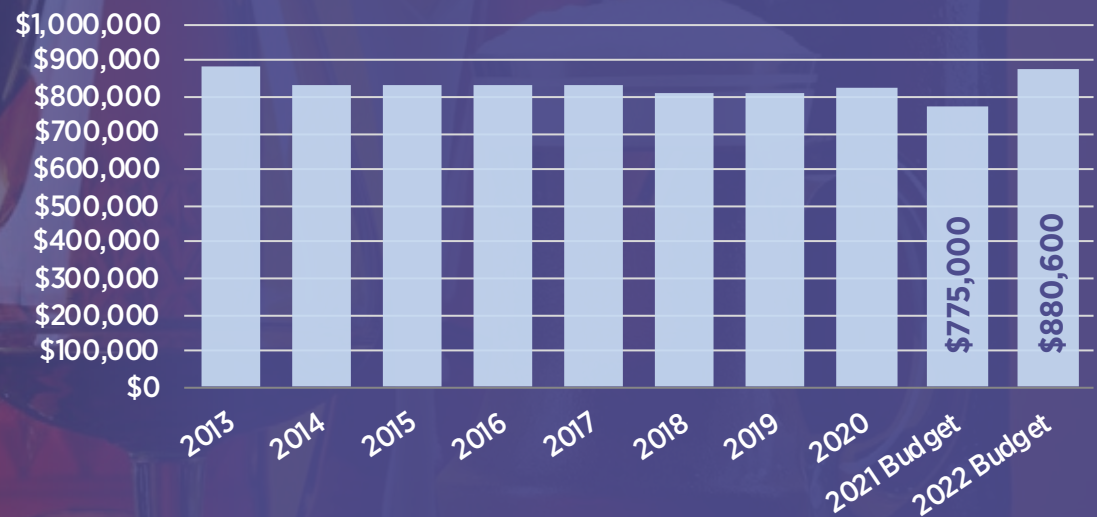


# REVENUES

## Alcoholic Beverage Taxes

Alcoholic beverage taxes are levied on the sale, distribution, or consumption of selected goods and services. Included in this category are taxes imposed on the distribution of distilled spirits, malt beverages, and wine. Taxes are also imposed on the sale of distilled spirits by the drink. This category represents 5.8% of the total FY 2022 general fund revenues. Revenue projections are based on historical trends in conjunction with current economic indicators. A rolling two year average was used in this projection.

Projected **FY 2021** Alcoholic Beverage Taxes **\$933,195**  
 Original **FY 2021** Budget **\$775,000**  
 Final **FY 2021** Budget **\$775,000**  
**FY 2022 Adopted** Budget **\$880,600**  
**FY 2022** Budget is a **13.6%** increase from **FY 2021**



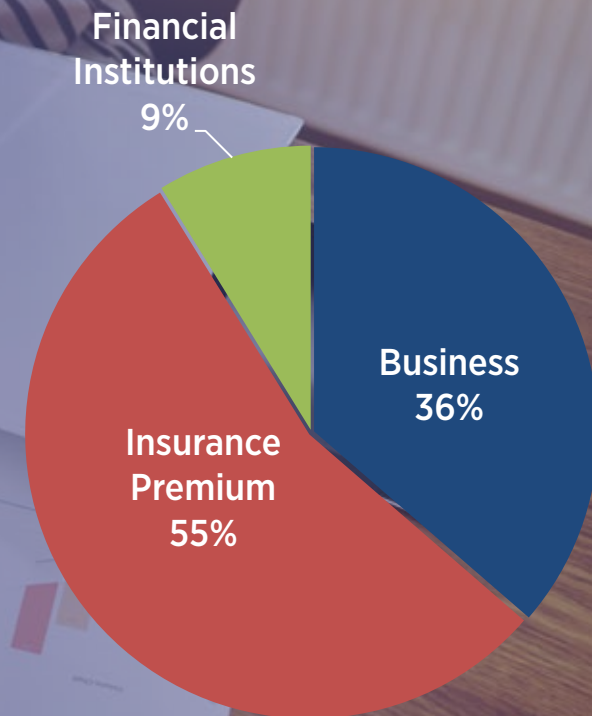
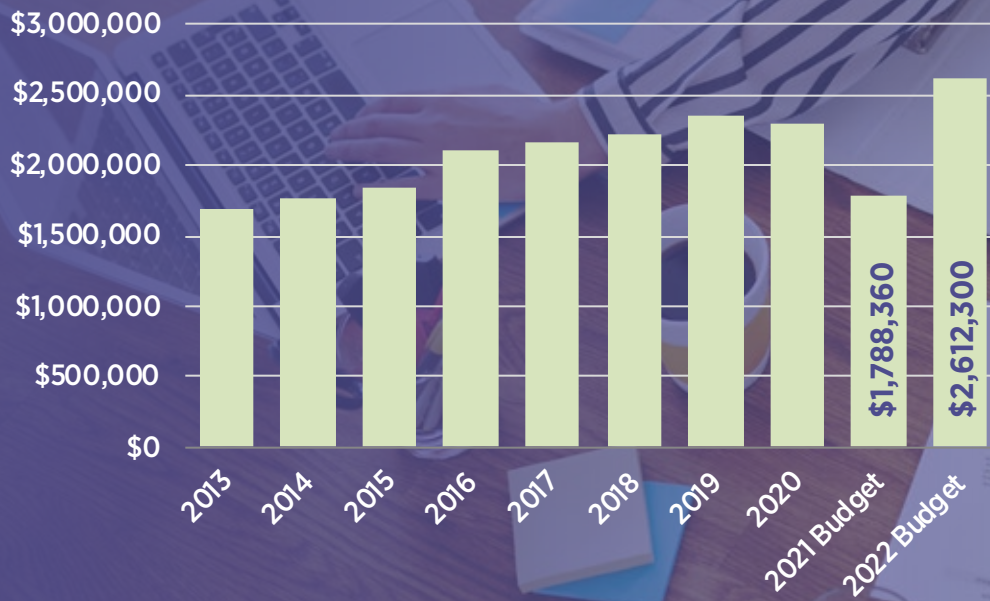
## Business Taxes

This category includes revenues realized from business and financial institutions' occupational licenses and excise taxes on insurance premiums written by insurance companies conducting business within the City. This category represents 17.3% of the total FY 2022 general fund revenues. Projections are based on historical trend analysis and economic indicators. FY 2021 revenues included \$500,000 in tax credit to help small business during this recession period. After accounting for the tax credit, a three year average was used for the projections.

Excise taxes on insurance premiums written by insurance companies conducting business within the City are allocated from the State to local governments based on current census data. Official Census data is updated every ten years. FY 2022 projection includes the anticipated growth from the updated 2020 census.

Projected **FY 2021** Business Taxes Revenue **\$2,128,356**  
 Original **FY 2021** Budget **\$1,728,360**  
 Final **FY 2021** Budget **\$1,788,360**  
**FY 2022 Adopted** Budget **\$2,612,300**  
**FY 2022** Budget is a **46.1%** increase from **FY 2021**

This large increase is due to the business tax credits offered in FY 2021 (\$250,000) along with the anticipated growth in insurance premium tax due to growth in the census population.





# REVENUES

## Licenses and Permits

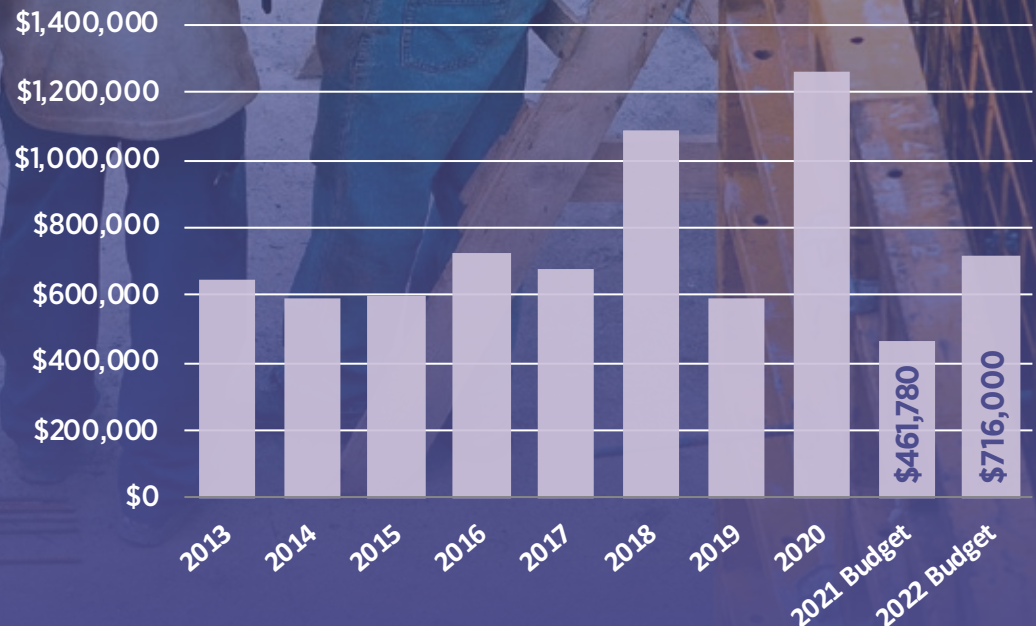
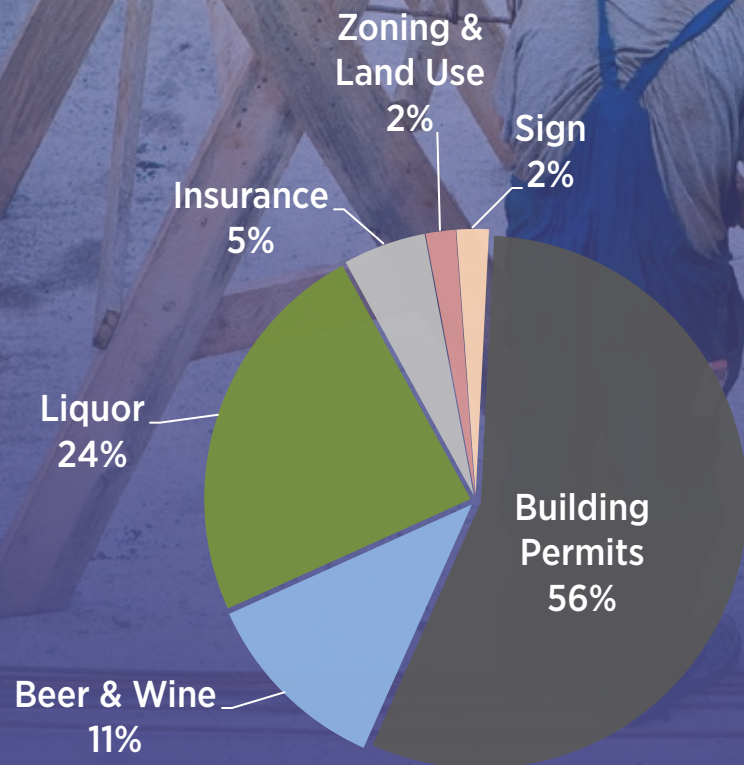
Licenses and permit fees include revenues realized from alcoholic privilege licenses, peddler license fees, fees for issuance of licenses to insurance companies that sell policies within the City, fees received from applications for zoning amendments, site plan reviews, special use and variance, and fees for sign permits.

Regulatory fees charged for building permits and inspections also are included in this section. These revenue projections are based on known development growth that should be permitted in the next twelve months. Building permit revenues vary from year to year based on the economic environment and size of planned developments. This category represents 4.8% of the total FY 2022 general fund revenues.



Projected **FY 2021** Licenses and Permits Revenues **\$515,800**  
 Original **FY 2021** Budget **\$371,780**  
 Final **FY 2021** Budget **\$461,780**  
**FY 2022 Adopted Budget \$716,000**  
**FY 2022 Budget is a 55.1% increase from FY 2021**

Fiscal year 2021 included \$228,500 in alcohol license credits that were offered as part of Suwanee's Business Support Program during the pandemic.





**Intergovernmental**

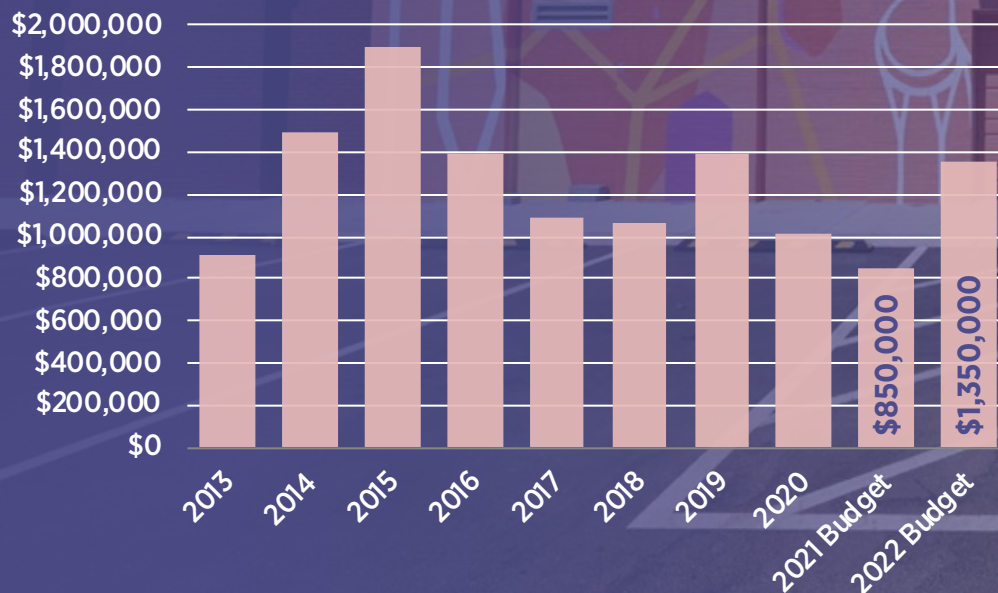
This category includes the annual negotiated settlement from Gwinnett County regarding service delivery. These payments are annual payments and will continue until calendar year 2070. The current projected amount of \$550,000 is a decrease of \$238,950 from fiscal year 2021 budgeted. FY 2022 estimates are based on the new agreed upon revenue share agreement with Gwinnett County. This new agreement goes into effect in February 2022 and is predicting a \$200,000 reduction in revenues received as compared to the previous agreement. The new agreement is based on a formula of population and calls for services. Revenues received cannot exceed actual expenditures.

This category represents 3.7% of the total FY 2022 general fund revenues.

**Court Fines**

Revenues in this category consist of fines and charges imposed by the City’s Municipal Court. This category represents 8.9% of the total FY 2022 general fund revenues. Council sets some of the charges while others are mandated by the State and adopted by Council. Projections are based on rates set by the City Council and current economic conditions. FY 2021 revenues declined due to the pandemic. Police ticketing activity declined as resources were needed in other areas along with court sessions being canceled for several months due to the pandemic. Data trends from 2016 thru 2019 were used to predict FY 2022 revenues.

Projected **FY 2021** Court Fines **\$521,000**  
 Original **FY 2021** Budget **\$850,000**  
 Final **FY 2021** Budget **\$850,000**  
**FY 2022 Adopted Budget \$1,350,000**  
**FY 2022 Budget is a 58.8% increase from FY 2021**





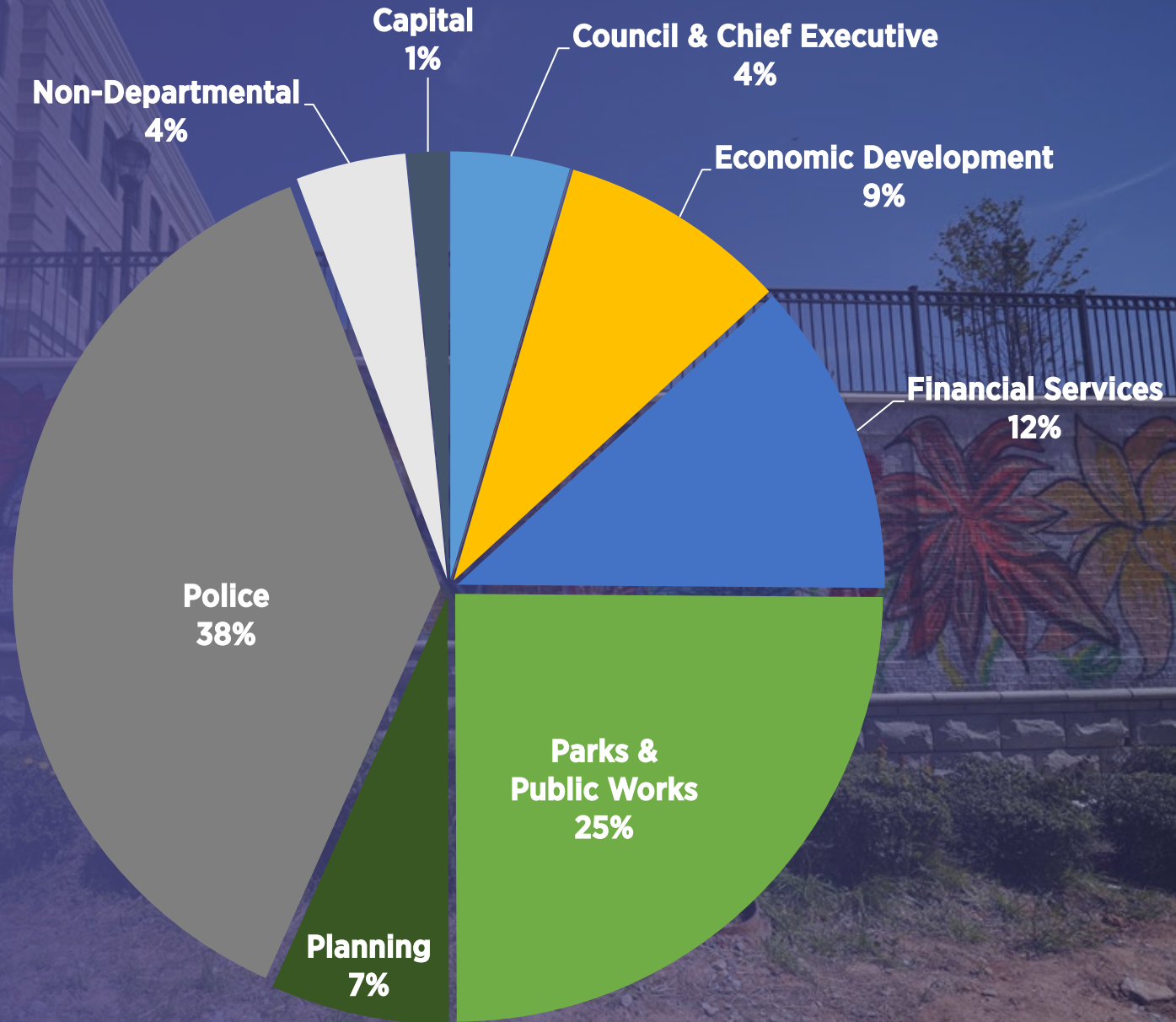
## General Fund Expenditures by Department

Description	Actual		FY 2021 Budget		FY 2022 Adopted Budget	FY 2022 Change	
	FY 2019	FY 2020	Original	Final		Amount	%
Council & Chief Executive*	\$ 584,114	\$ 584,830	\$ 630,620	\$ 623,260	\$ 679,890	\$ 56,630	9.1%
Administrative Services*	285,906	284,973	334,310	203,830	-	(203,830)	n/a
Business Services*	882,254	844,090	915,770	-	-	-	n/a
Economic Development	915,006	811,942	863,550	954,060	1,309,770	355,710	37.3%
Financial Services*	608,850	603,509	610,080	1,672,280	1,795,560	123,280	7.4%
Parks & Public Works	2,726,811	2,889,945	2,958,540	4,091,950	3,740,460	(351,490)	-8.6%
Planning	878,501	860,289	899,740	904,840	1,018,440	113,600	12.6%
Police	5,084,133	5,094,302	5,440,120	5,450,900	5,664,010	213,110	3.9%
Non-Departmental	499,360	503,685	625,550	625,550	626,600	1,050	0.2%
<b>Total Operating</b>	<b>12,464,935</b>	<b>12,477,565</b>	<b>13,278,280</b>	<b>14,526,670</b>	<b>14,834,730</b>	<b>308,060</b>	<b>2.1%</b>
Capital Transfers**	768,996	159,736	159,800	2,228,470	235,000	(1,993,470)	-89.5%
<b>Total Expenditures &amp; Transfers</b>	<b>\$ 13,233,931</b>	<b>\$ 12,637,301</b>	<b>\$ 13,438,080</b>	<b>\$ 16,755,140</b>	<b>\$ 15,069,730</b>	<b>\$ (1,685,410)</b>	<b>-10.1%</b>

\*Several organizational changes were made to department teams. Administrative Services was split between Council & Chief Executive and Financial Services. Business Services was moved to Financial Services.

\*\*FY 2021 capital transfers includes transfers for FY 2020 and FY 2021 capital improvement program pre-funding. Pre-funding the capital improvement program allows for pay-as-you-go financing for capital projects.

## Department % of Budget



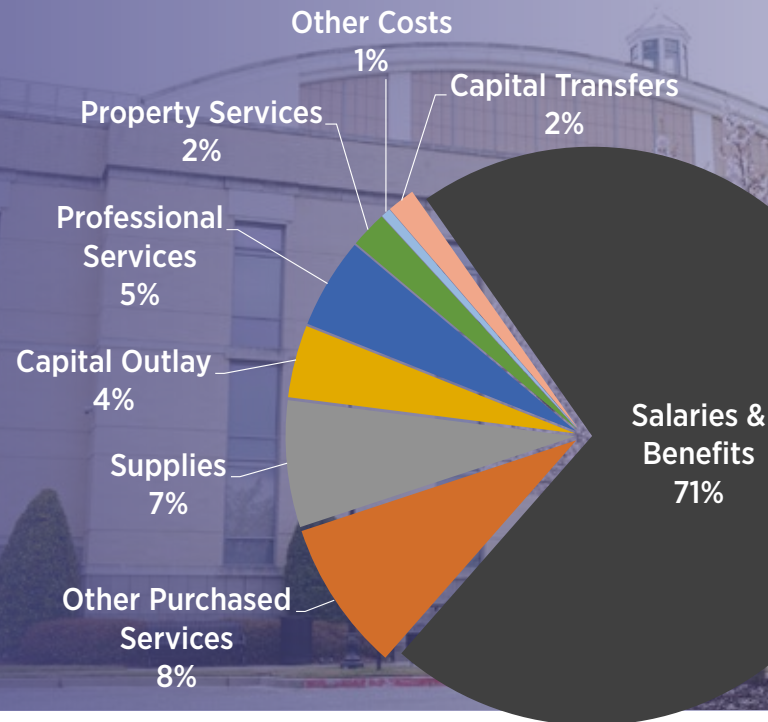


## General Fund Expenditures by Category

Description	Actual		FY 2021 Budget		FY 2022 Adopted Budget	FY 2022 Change	
	FY 2019	FY 2020	Original	Final		Amount	%
Salaries & Benefits	\$ 8,903,593	\$ 8,608,211	\$ 9,618,880	\$ 8,748,860	\$ 10,727,970	\$ 1,979,110	22.6%
Other Purchased Services	1,041,325	933,469	1,161,650	1,199,170	1,274,030	74,860	6.2%
Supplies	940,922	918,685	1,028,840	1,032,990	1,066,540	33,550	3.2%
Capital Outlay	646,694	378,211	371,990	418,530	610,440	191,910	45.9%
Professional Services	543,250	545,748	699,950	713,050	765,600	52,550	7.4%
Property Services	296,655	271,784	323,970	332,470	309,150	(23,320)	-7.0%
Other Costs*	92,496	821,457	73,000	2,081,600	81,000	(2,000,600)	-96.1%
Capital Transfers**	768,996	159,736	159,800	2,228,470	235,000	(1,993,470)	89.5%
<b>Total</b>	<b>\$ 13,233,931</b>	<b>\$ 12,637,301</b>	<b>\$ 13,438,080</b>	<b>\$ 16,755,140</b>	<b>\$ 15,069,730</b>	<b>\$ (1,685,410)</b>	<b>-10.1%</b>

\* FY 2021 other costs includes expenditures related to the pandemic.

\*\*FY 2021 capital transfers includes capital funding for FY 2020 and FY 2021 capital improvement program.



## FY 2022 General Expenditures Summary

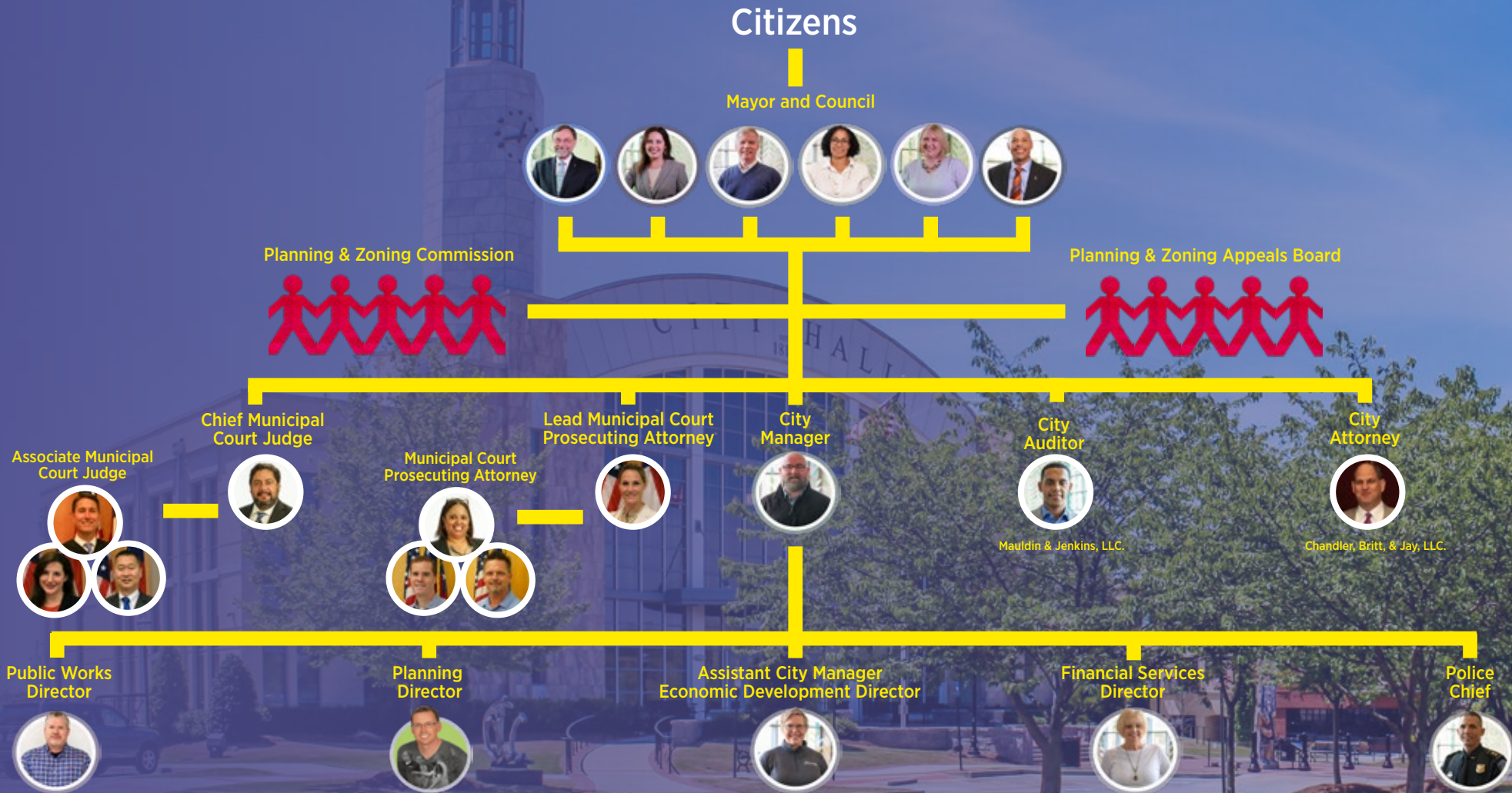
During the budget forecast process, all department directors submit their performance and expenditure requests for the next fiscal year. Based on this information, the budget development team reviewed all departmental operations and budget requests in order to propose a recommended City Manager budget to City Council.

The following is a summary of larger dollar items (\$10,000 and above) for FY 2022 that were included in the City Manager’s adopted budget.

Department	Description	Amount	Department	Description	Amount
All	Salaries	\$ 6,936,000	Parks & PW	Park site improvements	23,000
All	Overtime	297,000	Parks & PW	Stormwater management program	90,000
All	FICA	450,000	Parks & PW	Electricity outdoor lighting (street Lights)	260,000
All	Medicare	106,000	Parks & PW	Park water usage	48,000
All	Retirement	527,000	Parks & PW	Solid waste disposal	25,000
All	Group health	1,807,000	Parks & PW	Public Works small equipment	50,000
All	Other employee benefits	94,000	Parks & PW	Public Works large equipment	115,000
All	Worker’s compensation	175,000	Parks & PW	Public Works contracted services	52,000
All	Gasoline fuel usage	160,000	Planning	Professional services (planning)	70,000
All	Property/casualty insurance	310,000	Planning	Right-of-way permitting	12,000
Council & Chief	GMA/GwMA City contribution	29,000	Planning	Professional services (inspections)	25,000
Council & Chief	Dues and fees (Geek Space)	12,000	Planning	Inspection’s truck (new)	30,000
Council & Chief	Studies, cost estimates, and appraisals	19,000	Police	Police equipment	27,000
Economic	Newsletter production & printing	69,000	Police	Dispatch software fees	71,000
Economic	Events	175,000	Police	Police software fees	31,000
Economic	Suwanee Youth Leadership program	10,000	Police	Code Red	12,000
Economic	Partnership Gwinnett	20,000	Police	Police training	277,000
Economic	Artworks! Gwinnett Master Plan	10,000	Police	3 Police Vehicles (replacement)	163,000
Economic	Volunteer Program	15,000	Police	Fleet repairs	65,000
Economic	Downtown Suwanee funding	133,000	Police	Police station operating cost	63,000
Finance	GMA telecom consultants	10,000	Non-departmental	Annual attorney fees	40,000
Finance	Annual audit	45,000	Non-departmental	Information technology consulting	110,000
Finance	Human Resources consultants	10,000	Non-departmental	Software annual license fees	61,000
Finance	Court operating costs	29,000	Non-departmental	Software and server support	68,000
Finance	Online Business License renewal software	25,000	Non-departmental	Cyber security	15,000
Parks & PW	Landscape maintenance	331,000	Non-departmental	City Hall operating costs	198,000
Parks & PW	Repairs (Public Works)	99,000	Non-departmental	Capital projects transfer	235,000
Parks & PW	Park repairs	53,000			
				<b>Summary Total \$</b>	<b>14,192,000</b>
				<b>TOTAL BUDGET \$</b>	<b>15,069,730</b>
				<b>% of Budget</b>	<b>94%</b>



# ORGANIZATIONAL CHART



\*The organizational chart shows the City structure at the Department Director level. For a more detailed organizational chart for the City's departments, please refer to the individual department's sections.

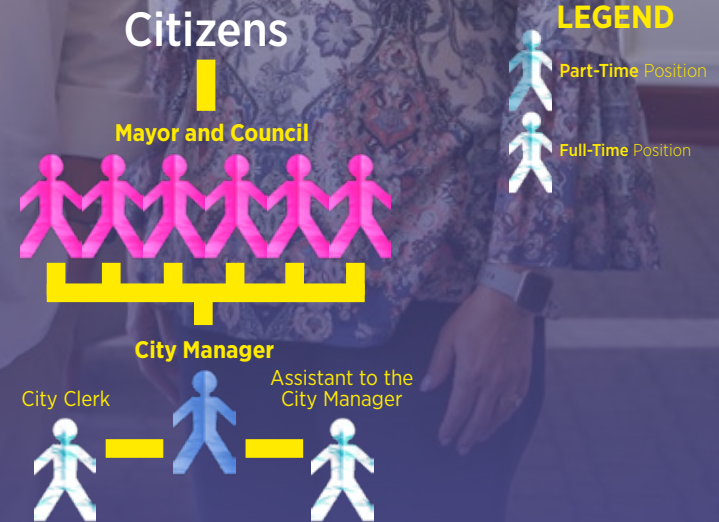








<b>Functions</b>	Includes the operations of the Governing Body and Chief Executive.
<b>Positions</b>	3 full-time and 6 City Council members.
<b>Role</b>	This office is responsible for carrying out the City Council's policy decisions, for vision and leadership to the organization, and for overseeing the day-to-day operations. It also includes the functions of the City Clerk.
<b>Notable FY 2022 Budget Items</b>	Georgia and Gwinnett Municipal Association dues \$29,000 and \$19,000 for professional services for studies, cost estimates, and appraisals.
<b>Final FY 2021 Budget</b>	\$623,260
<b>Adopted FY 2022 Budget</b>	\$679,890
<b>Change from PY Budget</b>	\$56,630
<b>Reason for Change</b>	Re-organization staffing changes were made during FY 2021. Funding of this change for 12 months in FY 2022, \$43,260. Adopted FY 2022 budget includes up to 4% pay for performance raises \$13,500.







### LEGEND



**Assistant City Manager  
Economic Development  
Director**

Special Projects  
Coordinator

Economic Development  
Manager

Public  
Information Officer

Events & Outreach  
Manager

IT Systems  
Engineer

Communications  
Specialist

Events  
Coordinator

**Functions** Includes the operations of Public Information, IT System Engineer, Special Facilities & Activities, Economic Development, and Downtown Suwanee.

**Positions** 8 full-time.

**Role** This department provides information for citizens and business owners, promotes Suwanee's brand, manages the farmers market and events, and provides support to the Public Arts Commission and the Downtown Development Authority. This department also provides IT support to all departments.

**Notable FY 2022 Budget Items** Event funding \$175,060, newsletter funding \$69,000, and professional services \$41,000 to support economic initiatives, public art, volunteer program, and the Suwanee Youth Leader program.

**Final FY 2021 Budget** \$954,060

**Adopted FY 2022 Budget** \$1,309,770

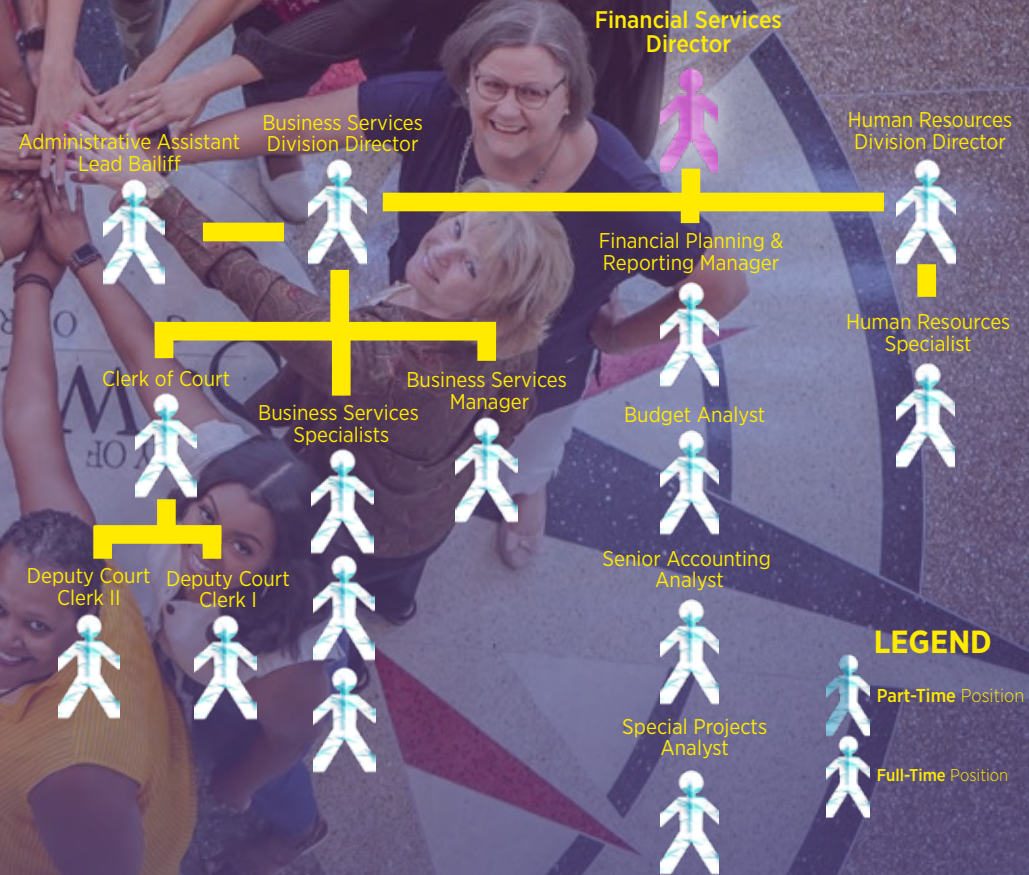
**Change from PY Budget** \$355,710

**Reason for Change** Re-organization staffing changes were made during FY 2021. Funding for this change for 12 months in FY 2022, \$224,700. Full year of event funding increase \$70,500. FY 2022 budget includes up to 4% for pay for performance raises \$38,550. Additional funding for the Volunteer Program \$9,000 and the Suwanee Youth Leadership program \$7,000. Due to COVID, the event season and other programs were put on hold during FY 2021.



# FINANCIAL SERVICES

<b>Functions</b>	Includes the operations of Financial Administration, Human Resources, Business Support, and Municipal Court operations.
<b>Positions</b>	16 full-time.
<b>Role</b>	This department provides the accounting and financial reporting for all City operations, accounts payable, payroll, human resources, issuance of debt, fixed assets, business license, water billing, alcohol licenses, tax collections, municipal court operations, and risk management.
<b>Notable FY 2022 Budget Items</b>	Includes funding \$45,000 for the annual audit. \$10,000 for the GMA's Cable & Telecommunications Management Services. \$10,000 for drug screens, background checks, language line, and employee service awards. \$29,000 for court building operations and \$102,000 for judges, solicitors, and bailiff operations.
<b>Final FY 2021 Budget</b>	\$1,672,280
<b>Adopted FY 2022 Budget</b>	\$1,795,560
<b>Change from PY Budget</b>	\$123,280
<b>Reason for Change</b>	Re-organization staffing changes were made during FY 2021. Funding for this change for 12 months in FY 2022, \$100,850. Adopted FY 2022 budget includes up to 4% pay for performance raises \$35,390. Position upgrade of part-time to full-time for the Administrative Assistant/Lead Bailiff \$14,270. Small decreases were also noted in utilities, postage, supplies, and small equipment.







# PARKS & PUBLIC WORKS



**Functions** Includes the operations of Public Works Administration, Environmental, Paved Streets, Storm Drainage, and Park Areas.

**Positions** 27 full-time and 3 part-time seasonal.

**Role** Provides maintenance and repair of City-owned facilities, grounds, and infrastructure, including the City's water system.

**Notable FY 2022 Budget Items** Three new positions \$260,840. New truck with bucket assembly \$115,000. Landscape maintenance \$331,000. Storm water permitting \$90,000. Building and vehicle repairs \$99,000.

<b>Final FY 2021 Budget</b>	\$4,091,950
<b>Adopted FY 2022 Budget</b>	\$3,740,460
<b>Change from PY Budget</b>	(\$351,490)

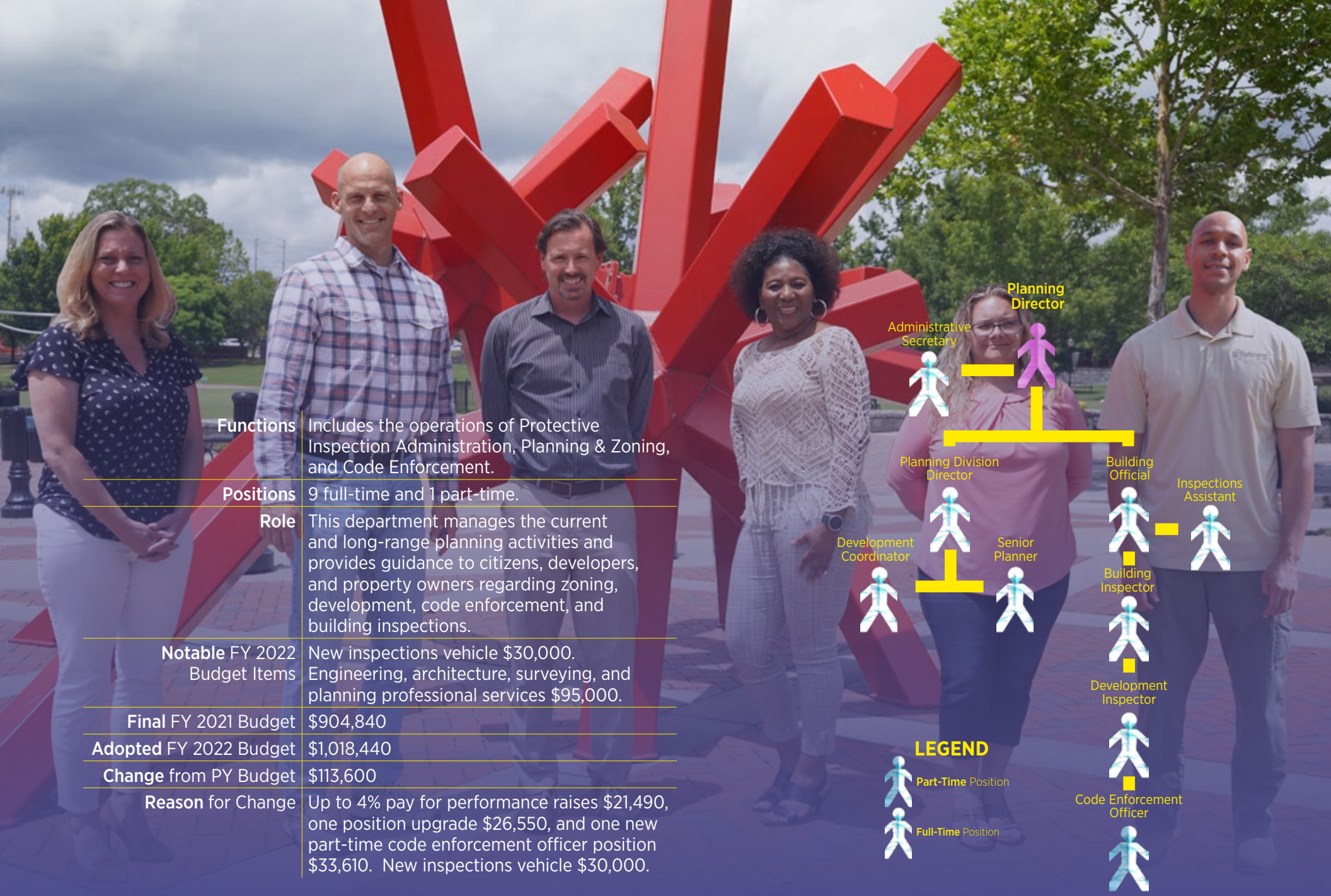
**Reason for Change** Up to 4% pay for performance raises \$121,250. Increase in overtime \$57,790. Three new positions and three position upgrades. Increase in large and small equipment \$117,750. Increase in landscape maintenance \$42,150. FY 2021 expenditures reimbursed under CARES act \$1,004,090.

**LEGEND**

Part-Time Position

Full-Time Position





**Functions** Includes the operations of Protective Inspection Administration, Planning & Zoning, and Code Enforcement.

**Positions** 9 full-time and 1 part-time.

**Role** This department manages the current and long-range planning activities and provides guidance to citizens, developers, and property owners regarding zoning, development, code enforcement, and building inspections.

**Notable FY 2022 Budget Items** New inspections vehicle \$30,000. Engineering, architecture, surveying, and planning professional services \$95,000.


**Final FY 2021 Budget** \$904,840

**Adopted FY 2022 Budget** \$1,018,440

**Change from PY Budget** \$113,600

**Reason for Change** Up to 4% pay for performance raises \$21,490, one position upgrade \$26,550, and one new part-time code enforcement officer position \$33,610. New inspections vehicle \$30,000.

**LEGEND**

 Part-Time Position

 Full-Time Position



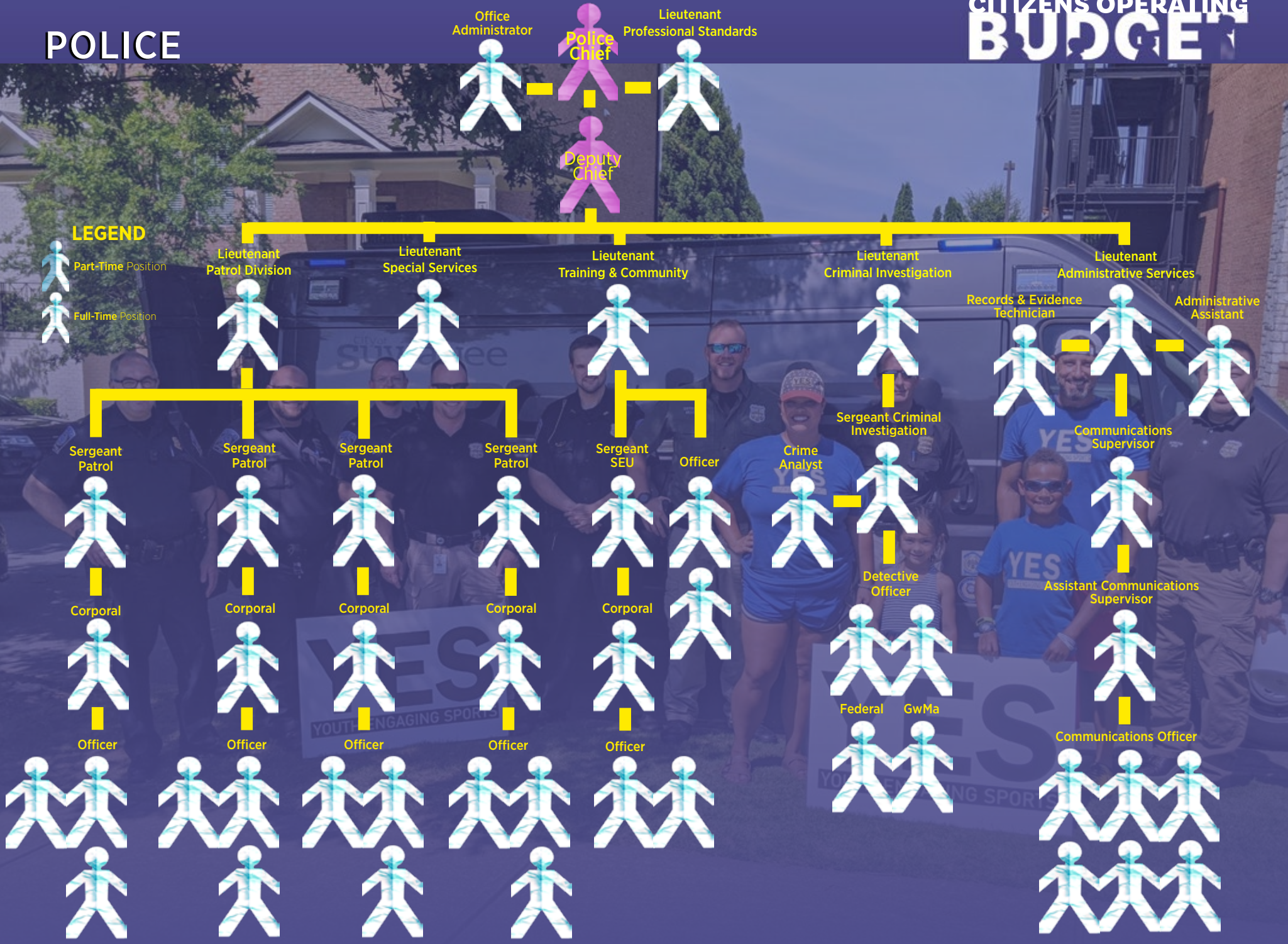


<b>Functions</b>	Includes the operations of Police Administration, Criminal Investigation, Patrol, Records & Identification, Police Training, Special Detail Services, Police Station, Police Sub-Station, Dispatcher, and Public Relations.
<b>Positions</b>	39 sworn officers and 12 non-sworn personnel.
<b>Role</b>	This department provides safety and security services, responds to calls for service, investigates and solves cases referred, manages the Police and Citizens Together (PACT) program, and the Citizen's Police Academy.
<b>Notable FY 2022 Budget Items</b>	Three vehicles (replacement) \$162,750, records and computer aided dispatch software \$101,500, Motorola service contract \$146,570, fleet repairs \$65,000, police training \$277,000, and police equipment \$26,800.
<b>Final FY 2021 Budget</b>	\$5,450,900
<b>Adopted FY 2022 Budget</b>	\$5,664,010
<b>Change from PY Budget</b>	\$213,110
<b>Reason for Change</b>	Up to 4% pay for performance raises \$106,690. Benefit enrollment changes \$157,790. Increase in police vehicle replacements \$107,860. Prior period (FY 2021) dispatch equipment upgrade (\$73,900). Decrease in expenditures related to prior period pandemic expenditures (\$93,250).



# POLICE

# CITIZENS OPERATING BUDGET



## LEGEND





## Law

<b>Role</b>	To provide timely and effective advice and professional representation to City's officials. The City Attorney has the responsibility of responding to requests for advice and answering lawsuits in a manner as to eliminate or minimize legal difficulties and damages before decisions are made which might create legal problems.
<b>Final</b> FY 2021 Budget	\$45,000
<b>Adopted</b> FY 2022 Budget	\$40,000
<b>Change</b> from PY Budget	(\$5,000)

## Data Processing

<b>Role</b>	To provide secure, efficient, innovative, and cost effective data communication services that will support and enhance the daily business operations of the City and enable staff to better serve citizens.
<b>Final</b> FY 2021 Budget	\$258,150
<b>Adopted</b> FY 2022 Budget	\$270,000
<b>Change</b> from PY Budget	\$11,850

## General Government Building

<b>Role</b>	To manage building operations and maintenance activities for the City's facilities so that employees and visitors have a clean and comfortable environment. It is the responsibility of this function to maintain City facilities, including minor renovations as necessary.
<b>Final</b> FY 2021 Budget	\$322,400
<b>Adopted</b> FY 2022 Budget	\$316,600
<b>Change</b> from PY Budget	(\$5,800)

## Capital Contributions

<b>Role</b>	Accounts for the general fund transfer for local funding of capital needs or pay-as-you-go financing.
<b>Final</b> FY 2021 Budget	\$2,228,470
<b>Adopted</b> FY 2022 Budget	\$235,000
<b>Change</b> from PY Budget	(\$1,993,470)



## Conclusion

The City appreciates any comments from citizens relative to the budget. All citizens are invited and encouraged to attend budget hearings held in June of each year.

Anyone interested in attending or receiving additional information, should contact the Financial Services Department at 770-945-8996.



### ***Suwanee Quality***

- \* High standards.
- \* Others take notice.
- \* Not done to receive awards, but awards are likely to follow.

### ***Unique***

- \* Bold, risky, quirky, artsy, cool, different, innovative, eye-catching.
- \* It hasn't been done before and if it has it will be different in Suwanee.
- \* The normal solution is not the solution in Suwanee.

### ***Remarkable***

- \* Attracting attention by being special, unusual or extraordinary.
- \* Worthy of remarks from others, both supportive and critical.

### ***Visionary***

- \* Lasting beyond those who make the decisions.



# **CITY COUNCIL**      **MANAGEMENT TEAM**

**MAYOR** Jimmy Burnette 770-868-7115  
**MAYOR PRO TEM** Linnea Miller 678-592-4150  
**COUNCIL** Peter Charpentier 770-757-3323  
Heather Hall 410-979-7905  
Beth Hilscher 678-546-3388  
Larry Pettiford 678-464-3651

**CITY MANAGER** Marty Allen 770-945-8996  
**ASSISTANT CITY MANAGER** Denise Brinson 770-904-3385  
**FINANCE** Amie Sakmar 770-904-2797  
**PLANNING AND INSPECTIONS** Josh Campbell 770-904-3372  
**POLICE** Cass Mooney 770-904-7611  
**PUBLIC WORKS** Bob Dean 770-904-3373