



City Council Meeting JANUARY 9, 2018

ALPHARETTA CITY HALL
COUNCIL CHAMBERS
2 PARK PLAZA
6:30 PM

- I. CALL TO ORDER**
- II. OATH OF OFFICE**
 - A. City Council**
- III. ROLL CALL**
- IV. PLEDGE TO THE FLAG**
- V. CONSENT AGENDA**
 - A. Council Meeting Minutes (Meeting of 12/18/17)**
 - B. Alcoholic Beverage License Applications**
 - PH-17-AB-31 Dongbang Enterprises Inc.**
d/b/a Ramen Bar by Hajime
4180 Old Milton Parkway 1-H
Alpharetta, GA 30005

Consumption Premises
Beer, Wine - Sunday Sales

Owner: Ju Kim
Registered Agent: Ju Kim
 - PH-17-AB-32 Outback Steakhouse of Florida**
d/b/a Outback Steakhouse
6400 North Point Parkway

Consumption on Premises
Beer, Wine, Liquor, Sunday Sales

Owner: Outback Steakhouse of Florida
Registered Agent: Michael Sard
 - C. Financial Management Report: Month Ending November 30, 2017**
 - D. Settlement of Parcel 6- Windward Parkway Triple Lefts Project.**
- VI. NEW BUSINESS**
 - A. Fiscal Year 2017 Bond Sidewalks - Phase 5, ITB 18-005**
 - B. Request From Tech Alpharetta: AgTech Conference Sponsorship**
 - C. Consideration of Special Event Alcohol Permit Waiver for Big Apple Circus**

D. Resolution authorizing Eminent Domain - 2100 Fairfax Drive (Parcel 55)

A Resolution of the Mayor and Council of the City of Alpharetta to authorize the use of eminent domain to acquire certain property located at 2100 Fairfax Drive, Alpharetta, Georgia, for road project –Rucker Road Corridor Improvements.

E. Big Creek Erosion Study

VII. PUBLIC COMMENT

VIII. REPORTS

IX. ADJOURNMENT



City Council Meeting and Public Hearing Summary DECEMBER 18, 2017

OFFICE OF THE CITY CLERK
678-297-6003

WWW.ALPHARETTA.GA.US

PREPARED BY: COTY THIGPEN
PUBLISHED: December 20, 2017

*This summary is provided as a convenience and service to the public, media and staff. It is not the intent to record proceedings verbatim. Any reproduction of this summary must include this notice. Public comments are noted as heard by Council, but not quoted or paraphrased. This document includes limited presentation by Council and invited speakers in **summary** form. **This is not an official record** of the Alpharetta City Council Meeting proceedings. Official Minutes are recorded and available for review.*

I. CALL TO ORDER

❖ *Mayor Belle Isle called the meeting to order at 6:30 P.M.*

II. ROLL CALL

- Council Members
 - o Mayor David Belle Isle
 - o Chris Owens (Mayor Pro Tem)
 - o Jason Binder
 - o Jim Gilvin
 - o Mike Kennedy
 - o Dan Merkel
 - o Donald Mitchell
- Staff
 - o Bob Regus, City Administrator
 - o Coty Thigpen, City Clerk
 - o Sam Thomas, City Attorney
 - o James Drinkard, Asst. City Administrator
 - o Peter Sewczwicz, Director of Public Works
 - o John Robison, Deputy Director of Public Safety

- o Morgan Rodgers, Director of Recreation and Parks
- o Kathi Cook, Director of Community Development
- o Michael Woodman, Senior Planner

III. PLEDGE TO THE FLAG

IV. PROCLAMATIONS AND PRESENTATIONS

A. 20 Year Service Award - John Kepler (Fire)

B. Bike Alpharetta Recognition

V. CONSENT AGENDA

A. Council Meeting Minutes (Meeting of 12/4/2017)

B. Alcoholic Beverage License Applications

PH-17-AB-29 Shitalnath LLC
 d/b/a Shell Food Mart 2005
 Hembree Rd.
 Alpharetta, GA 30004

Retail Package- Beer, Wine- Sunday Sales Owner:

Nikunj Shah
 Registered Agent: Nikunj Shah

PH-17-AB-30 Café Efendi
 d/b/a Café Efendi
 488 N. Main St. Ste. 111
 Alpharetta, GA 30009

Consumption on Premises
 Beer & Wine, Liquor- Sunday Sales

Owner: Yusuf Uludag
 Registered Agent: Hasan K. Aldermir

C. Financial Management Report: Month Ending October 31, 2017

D. Development Agreement: Thompson Street Townhomes

- ❖ *Council Member Owens offered a motion to approve the Consent Agenda*
 - *The motion was seconded by Council Member Kennedy*
 - *Motion approved unanimously (7-0)*

VI. OLD BUSINESS

A. Demonstration Farm At Old Rucker Road Park Property

- Director of Recreation and Parks, Morgan Rodgers, came forward to present this item on behalf of staff
- Staff recommends approval of a Donation Agreement between the City of Alpharetta and Whole Foods Market for acceptance of the Whole Foods donation of the Whole Kids Education Farm including all its assets, structure, tools, all program materials and memberships to the City of Alpharetta; and authorization of the Mayor to execute all necessary documents.
- This item is being presented as a follow-up to a previously presented workshop item heard at the October 23, 2017 Council Meeting. Staff is requesting formal consideration of a proposal for relocating the Whole Foods Demonstration Farm from its current location at the former Whole Foods property on Upper Hembree Road to the City's recently acquired tract on Old Rucker Road.
- Currently, the only thing under consideration is the City's acceptance of the assets as outlined in the attached donation agreement. The agreement clearly points out that it simply memorializes that the relationship of Whole Foods to Alpharetta is that of a donor and recipient and that no provision shall be construed to create a partnership, joint venture, agency, fiduciary or employment relationship.

Public Comment

- o Ruth Anne Tatum, 250 Pebble Trail, Alpharetta, GA, came forward to speak on this item
- o Sarah Nerswick, 334 Deerfield Point, Alpharetta, GA, came forward to speak on this item
- ❖ *Council Member Binder offered a motion to approval of a Donation Agreement between the City of Alpharetta and Whole Foods Market for acceptance of the Whole Foods donation of the Whole Kids Education Farm including all its assets, structure, tools, all program materials and memberships to the City of Alpharetta; and authorization of the Mayor to execute all necessary documents*
 - *The motion was seconded by Council Member Mitchell*
 - *Motion approved unanimously (7-0)*

VII. PUBLIC HEARING

A. Z-17-13/V-17-29 East of Main Phase II/Cricket Lane

- Director of Community Development, Kathi Cook, came forward to present this item on behalf of staff
- This item was heard at the December 7, 2017 Planning Commission meeting. One resident had concerns with the location of the applicant's proposed alleys in relation to the driveways of homes on the east side of Cricket Lane. After discussion, the Planning Commission recommended to approve the item, subject to staff conditions with some changes. Vote (6-0)
- Staff recommends approval of Z-17-13/V-17-29 East of Main Phase II/DT-R, subject to the following conditions:
 1. The site, consisting of approximately 3.44 acres, shall be zoned DT-R and developed substantially similar to site plan submitted by Travis Pruitt & Associates, Inc., dated 10/10/2017, except for modifications required to comply with the conditions below. However, lot yield depicted is not guaranteed and subject to meeting all City code requirements and conditions of zoning.

2. There shall be no more than 3 single-family detached lots fronting Cumming Street (Lots 18-20) and those lots shall have a minimum lot width of 40' and minimum lot size of 4,500 square feet. Lots 18-20 shall have a 30' heavily landscaped front setback along Cumming Street.
3. The maximum permitted building height shall be no more than 40' along Cricket Lane and max 2 stories height and 35' fronting Cumming Street.
4. Minimum building setbacks shall be:
 - a. Front – Cricket Ln – 10', Cumming St – 30', Lot – 10'
 - b. Side – Perimeter – 10', Lot – 0' (10' between structures)
 - c. Rear – Perimeter – 10', Lot – 10' (as measured from edge of alley)
5. Architecture and materials shall be developed similar to the submitted renderings, except for modifications required to comply with these conditions and Downtown Architect/Staff comments, and in compliance with the Alpharetta Downtown Code subject to approval by Staff. All homes shall have 4-sided architecture with brick or stone. Majority of units facing Cricket Ln and Cumming St shall have front porches with a minimum 6' deep and a minimum 50% of the façade length. Stoops shall have a minimum depth of 6'. Bay windows shall have a minimum depth of 2'.
6. Homes along Cumming Street shall include courtyards with low stacked stone walls between sidewalk and home.
7. Amenity space along Cricket Lane shall be developed with a park-like setting with decorative landscape and 1 sculpture approved by Staff. The landscape shall include plant selections promoting the historic district.
8. Street trees shall be required along Cumming Street and Cricket Lane within the beauty strip except where parallel parking is to be installed, as well as behind the sidewalks as a continuation of what has been previously planted or designed in the Downtown and outside of any utility easements, as approved by Staff. In lieu of tree grates, the soil area around street trees shall be planted with evergreen ornamental grasses, groundcovers and/or shrubs.
9. Final streetscape shall match the approved Downtown streetscape standards and include decorative pedestrian lighting as approved by Staff. A 6' sidewalk shall be required on Cricket Lane and an 8' sidewalk shall be required on Cumming Street. Minimum 3 on-street parallel parking spaces shall be required along Cricket Lane for the site to meet the required guest parking.
10. The corner of Cumming Street and Cricket Lane shall include a decorative knee wall and shall be heavily landscaped with ornamental plantings as approved by Staff. Landscape, hardscape, fences and walls shall complement materials used in the Downtown, as approved by Staff. Creeping fig or another creeping vine shall be planted to cover decorative and retaining walls as approved by Staff.
11. 5' area between the alley and the west and south property lines shall be planted with evergreen trees to provide a screen, as approved by Staff.
12. Developer shall remove exotic and invasive trees and shrubs within stream buffers and tree save areas and replant where sparse as approved by Staff.
13. Provide heavy landscape screening and decorative brick walls where alleys are exposed to streets. Sides of homes shall be screened with a minimum 10' landscape strip adjacent to public roadways.
14. Decorative paver aprons shall be required at the project driveways, as approved by Staff.
15. Development shall not be gated and roads will be private and maintained by the HOA.
16. Driveways shall be a minimum 18' from garage to alley.
17. Internal sidewalks shall be provided, including a connection to the fronts of units and shall be a minimum 5' and pedestrian-scale lighting provided throughout the development.
18. Fencing visible from the street shall be decorative as approved by Staff.
19. Existing trees shall be preserved as depicted on the site plan prepared by Travis Pruitt &

Associates, Inc., dated 10/10/2017. In addition, the developer shall save tree #262, 265, 266, 269, 275, 278, 280 – 283 and 287. Additional encroachments shall be allowed per this plan with additional tree care to offset the encroachment as approved by Staff.

20. Off-site tree encroachment shall be limited to no more than 20% on the CRZ and shall require notification/approval by property owner, as approved by administrative variance.
21. No more than 10% of the residential units shall be permitted to be rented, as recorded in the HOA's declarations and covenants.
22. Overhead utilities on the west side of Cricket Lane shall be placed underground or relocated on the east side of Cricket Lane, subject to utility provider approval.
23. The buffer to the west shall be improved, as approved by Staff.

- The applicant, The Providence Group, is requesting a rezoning of 3.44 acres from R-15 (Dwelling, 'For-Sale' Residential) to DT-R (Downtown Residential) to allow for the construction of 20 'For-Sale' single-family detached homes. If approved, the property would become Phase II of the adjacent East of Main subdivision to the south. Variances are requested to increase the building height, reduce stream buffers and to allow an alley within a residential lot. The property is located on the west side of Cricket Lane between Cumming Street and East of Main.
 - The submitted request, if approved, will allow for Phase II of the East of Main subdivision, including 20 'For-Sale' single-family detached homes on 3.44 acres. The proposed density is 5.81 dwelling units per acre. The property is located on the west side of Cricket Lane between Cumming Street and East of Main.
 - The property consists of four (4) parcels of land zoned R-15 and developed with two (2) single-family detached homes. A stream bisects the property from north to south. Surrounding properties are zoned R-15 to the north and west, R-8A/D to the south and R-15 and SU to the east. Unplatted single-family detached lots are located to the north, Alpharetta First United Methodist Church to the west, East of Main to the south and unplatted single-family detached lots on Cricket Lane to the east. The proposed use is consistent with the Comprehensive Land Use Plan designation of the property, which is 'Downtown Residential Density'.
 - The property was rezoned to R-8A/D on June 15, 2015 as part of a 10.43-acre residential development to allow for the construction of 83 'For-Sale' detached homes and townhomes. In addition, Council approved a comprehensive land use plan amendment, rezoning and variance in February 2017 to allow the Ben Manning House to be used for an office.
 - Since the approval of the Downtown Master Plan update in 2015, over 200 single-family detached units have been approved in the Downtown. Given the surrounding development, single-family detached product is appropriate at this location. Densities vary in the Downtown, with residential subdivisions in the vicinity having densities of 8.0 at East of Main (Phase 1), 2.9 at Lehigh Homes/Cumming St, 4.0 at Academy Park and 4.95 at Taylor Morrison/Cumming St. The applicant's proposed density of 5.81 dwelling units per acre is consistent with surrounding developments and represents a transition between Phase 1 of East of Main and the Lehigh Homes and Taylor Morrison developments on Cumming Street.
 - The following variances are requested from the regulations in the Unified Development Code (UDC):
24. UDC Subsection 3.3.6(C): A variance to reduce the required 150' perennial stream buffer to 75'. The applicant's environmental engineer has indicated that the stream is likely a perennial stream, which would require a 150' stream buffer and impervious setback. However, the stream in question has been piped on the adjacent property to the west. In an effort to preserve the stream in its current state, the applicant's request to reduce the stream buffer to 75' is reasonable.
 25. UDC Appendix A: Alpharetta Downtown Code, Section 3.8.5 Bulk and Mass: A variance is requested to increase the building height from 35' to 40'. The applicant received approval of a height variance to 40' in conjunction with the original rezoning for East of Main (Phase 1). The requested height variance is

consistent with the height of surrounding properties, which have maximum heights of 35' to 40'.

26. UDC Subsection 1.4.2: A variance is requested to the definition of 'Lot' to allow a private alley within residential lots. The site plan depicts a 20' private alley within each of the residential lots. The definition of a 'Lot' is provided below.

"A portion of a subdivision, or any other parcel of land, intended as a unit for transfer of ownership or for development or both. In determining the area and dimensions of a lot, no part of the street right-of-way or private street easement may be included."

- The submitted site plan depicts 20 single-family detached lots on 3.44 acres. Homes are proposed to be three (3) stories and 40'. Lots 1 – 15 are oriented to a central amenity space, including a tree save. Lots 16 – 20 are situated at the corner of Cricket Lane and Cumming Street with three (3) lots oriented to Cumming Street and two (2) lots oriented to Cricket Lane. Lots 16 and 17 should be removed and Lots 18-20 should be pushed back from Cumming Street to accommodate a linear green space between the street and the lots. This recommendation is similar to a condition placed on the Taylor Morrison development on Cumming Street. Minimum lot size is proposed to be 2,500 square feet with lots ranging in size from 2,678 to 3,190 square feet. The City recently changed the minimum lot size in the DT-R district from 2,500 to 4,500 square feet. However, the applicant submitted this public hearing application prior to this change.
- Minimum lot width is proposed to be 30'. Homes will be rear-loaded with access from a private alley. The 20' alley is depicted within each of the residential lots.
- Three (3) project driveways are depicted on Cricket Lane. Guest parking spaces are not provided on the site plan, which does not meet the Downtown Code minimum requirement of 0.15 parking spaces per residential unit. At least three (3) guest parking spaces should be provided on-site or as on-street parallel parking along Cricket Lane. Minimum building setbacks are proposed as follows:
 - Front – 10' Cricket Lane/Residential Lot, 20' Cumming Street
 - Side – 10' Perimeter, 0' Residential Lot (min. 5' between buildings)
 - Rear – 10' Perimeter, 3' Residential Lot
- The site plan depicts 0.36 acres of amenity space consisting of a central amenity space with tree save. An additional 0.74-acre greenspace is provided within the stream buffers; however, there are no proposed amenity improvements within this area. Amenity space is not provided on the north side of the stream for Lots 16 – 20. If approved, a minimum 30' wide linear greenspace is recommended between Lots 18 – 20 and Cumming Street.
- There are several trees on the subject property, consisting of Hardwoods. Tree save areas are depicted within the stream buffers and within a central amenity space. If approved, staff recommends certain tree saves. Stormwater facilities are proposed to the rear of Lots 16 – 20.
- The proposed project, consisting of 20 single-family detached homes, would generate less than 20 PM Peak Hour trips. The net increase (removal of 2 single-family detached homes) is less than 18 PM Peak Hour trips.
- Residential development is known to increase school enrollment. Based on the total figure for all three school levels, it can be assumed that the proposed development could house approximately 2 – 12 school age children. Since two (2) single-family detached homes already exist on the subject property, the net increase is 2 – 10 school age children. Numbers provided by Fulton County Schools show that all three (3) schools are currently over capacity.

- Staff has reviewed the applicant's proposal and finds that it can generally support the applicant's request for rezoning and variances. The proposed rezoning to DT-R is consistent with the comprehensive land use plan designation of the property and existing use of adjacent and nearby properties. While the proposed use is consistent with the vision in the Downtown Master Plan, staff has concerns with the number and size of lots at the corner of Cumming Street and Cricket Lane. Lehigh Homes was approved in 2016 for single-family detached lots, with a density of 2.9 units per acre and a minimum lot size of 7,000 square feet. Taylor Morrison was approved in 2017 for single-family detached lots, with a density of 4.95 units per acre and a minimum lot size of 4,000 square feet for lots on Cumming Street. Taylor Morrison also included a linear greenspace along Cumming Street.
- Even though this development is an extension of East of Main the architecture should be different than Phase I. Phase I has heavy siding, large porches and pitched roofs. This development should aim for a different roof style with heavy cornice detailing and brick and/or stone facades.
- Variances to reduce stream buffers, increase building height and to allow an alley within residential lots can be supported. The proposed building height is the same as the height variance approved for Phase 1 of East of Main. The property owner could pipe the stream, which would result in the loss of a natural feature and removal of several good quality trees on the site. It appears that all lots would meet the maximum impervious area even with the alley contained within the lots. If approved, staff recommends conditions to require certain tree saves, larger lots fronting Cumming Street and a linear greenspace along Cumming Street.
- The report submitted by the applicant states that property owners within 500' were contacted regarding the applicant's intent. The report states that no comments were received.
- Don Rolader came forward to present this item on behalf of the applicant and field questions posed by Mayor and Council

Public Comment

None

- ❖ *Council Member Kennedy offered a motion to approve Z-17-13/V-17-29 East of Main Phase II/DT-R subject to conditions as revised:*
 - o *Condition 2 shall read, "There shall be no more than 3 single-family detached lots fronting Cumming Street (Lots 18-20) and those lots shall have a minimum lot width of 40' and minimum lot size of 4,500 square feet before dedication of ROW. Lots 18-20 shall have a 30' heavily landscaped front setback along Cumming Street. One additional lot shall be permitted for 4 lots north the creek buffer. Total lot yield will be 19 lots for the development."*
 - o *Condition 3 shall read, "The maximum permitted building height shall be no more than 40' along Cricket Lane and max 2 stories height and 35' with a basement fronting Cumming Street."*
 - o *Condition 4 shall read, "Minimum building setbacks shall be:*
 - a. *Front- Cricket Ln- 10', Cumming St- 30' (from existing ROW), Lot- 10'*
 - b. *Side - Perimeter - 10', Lot - 0' (10' between structures on the 3 lots on Cumming Street. 5' between on the remaining lots.*
 - c. *Rear- Perimeter- 10', Lot - 10', (as measured from edge of alley)*

- o Condition 5 shall read, "Architecture and materials shall be developed similar to the submitted renderings, except for modifications required to comply with these conditions and Downtown Architect/Staff comments, and in compliance with the Alpharetta Downtown Code subject to approval by Staff. All homes shall have 4-sided architecture. Lots 1,2,3,13,14,15,18 and 19 shall have a substantial amount of brick or stone or a mix of brick and stone on all 4 sides. Stoops shall have a minimum depth of 6'. Bay windows shall have a minimum depth of 2'."
- o Condition #9 shall read, "Final streetscape shall match the approved Downtown streetscape standards and include decorative pedestrian lighting as approved by Staff. A 6' brick sidewalk shall be required on Cricket Lane and an 8' concrete sidewalk shall be required on Cumming Street. Minimum 3 on-street parallel parking spaces shall be required along Cricket Lane for the site to meet the required guest parking. Applicant shall be entitled to impact fee credits for the difference (brick versus concrete) in the cost of the 6' brick sidewalk on Cricket Lane."
- o Condition #11 shall read, "5' area between the alley and the west property lines shall be planted with landscape materials, shrubs and a fence to provide a screen, as approved by Staff."
- o Condition #12 shall read, "Developer shall remove exotic and invasive trees and shrubs within stream buffers and tree save areas and replant where sparse as approved by Staff. Applicant shall attempt to create a bird habitat in the stream buffer."
- o Condition #13 shall read, "Provide heavy landscape screening and decorative brick and/or stone walls where alleys enter Cricket Lane. Sides of homes shall be screened with a minimum 10' landscape strip adjacent to public roadways."
- o Condition #19 shall read, "Existing trees shall be preserved as depicted on the site plan prepared by Travis Pruitt & Associates, Inc., dated 10/10/2017. In addition, the developer shall save tree 265, 280-283 and 287. Additional encroachments shall be allowed per this plan with additional tree care to offset the encroachment as approved by Staff."
- o Condition #20 shall read, "Off-site tree encroachment shall be limited to no more than 20% on the CRZ except for tree #268 and 284C which shall be permitted 30% encroachment, so long as it does not encroach on the structural root plate. HOA shall provide continuing maintenance/care for tree 268 and 284C as approved by administrative variance."
- o Condition #23 – deleted
- o Add conditions #24-26:
 - 24. Traffic calming measures approved by the transportation department shall be constructed on Cricket Lane to reduce speed and increase safety.
 - 25. Applicant shall apply for bird sanctuary approval for the stream buffer.
 - 26. Applicant may install underground detention facilities. Said detention facilities shall be maintained by the HOA. The developer will have a maintenance agreement with a company to maintain and inspect the facilities prior to turning over the HOA to the residents.

- The motion was seconded by Council Member Merkel
- Motion approved unanimously (7-0)

B. CU-17-15/V-17-37 Natural Body Spa/City Center

- Senior Planner, Michael Woodman, came forward to present this item on behalf of staff
- This item was heard at the December 7, 2017 Planning Commission meeting. No one spoke in favor or in opposition to the request. After discussion, the Planning Commission recommended to deny the item. Vote (4-2)
- Staff recommends denial of CU-17-15/V-17-37 Natural Body Spa and Shop/City Center request for conditional use and variance.
- If approval is considered, the following conditions are recommended:
 1. 'Spa Services' shall be added as a conditional use at 575 Commerce Street, Suites 5M through 5S, and limited to no more than 4,365 square feet.
 2. Conditional use approval shall be limited to the Natural Body Spa and Shop and its affiliated partner use Skin ReMed (medical spa); no additional spa services businesses or subleasing shall be permitted within the approved space.
 3. Spa services shall be limited to medical spa services, body exfoliation, facials, waxing, massage, nail services and retail sales.
 4. Hours of operation shall be no greater than Monday – Friday 10:00 AM – 10:00 PM, Saturday 9:30 AM – 10:00 PM and Sunday 12:00 PM – 10:00 PM.
 5. Window signage shall be limited to no more than 10% of the window area. No lighting window trim.
- The applicant, Cheri Morris, is requesting a conditional use permit to allow 'Spa Services' for a day spa business. A variance is requested to reduce the minimum distance requirement between comparable 'Spa Services' uses and to allow a spa to occupy a space larger than 4,000 square feet. The subject property is located at 575 Commerce Street, Suites 5M – 5S in the City Center mixed-use development.
- Staff's analysis finds that the requested conditional use and variance is consistent with the established conditional use and variance standards. The proposed retail service use would complement the surrounding mixed-use development and sufficient parking exists to support the proposed use. The proposed reduction in the distance requirement is consistent with other City ordinances, which have relaxed requirements in mixed-use developments and the Downtown, such as the alcohol and noise ordinances. The proposed increase to the size of the space is reasonable given that 1/3 of the suite will be occupied by medical office use (medical spa) and retail sales. If approved, conditions are recommended limiting the approval to Natural Body Spa and Shop and its affiliated medical spa partner and limiting any expansion of services.
- The report submitted by the applicant states that property owners were contacted regarding the applicant's intent. The report states that no comments were received.
- Cheri Morris came forward to present this item on behalf of the applicant and field questions posed by Mayor and Council

Public Comment

None

- ❖ *Council Member Kennedy offered a motion to approve CU-17-15 V 17-37 subject to the 5 staff conditions*
 - *The motion was seconded by Council Member Mitchell*
 - *Motion approved unanimously (7-0)*

C. V-17-21: 55 & 61 Roswell Street

❖ *Council Member Owens recused himself from this item*

- Director of Community Development, Kathi Cook, came forward to present this item on behalf of staff
 - Staff recommends approval of V-17-21 55/61 Roswell Street Parking & Height Variance subject to the following conditions:
1. Building architecture and site plan shall be substantially similar to plans prepared by D. Tracy Ward, dated 9/20/2017, except for modifications required to comply with the conditions below, final approval by DRB.
 2. ~~Applicant shall contribute \$1,090,766 to the Downtown Parking Fund for exclusive, controlled access to the 4th level of the Milton Avenue Parking Deck, as indicated in the application from 7:00 AM to 4:00 PM, Monday through Friday only. 4th level will be open for public parking outside the hours above.~~ **Applicant shall contribute \$1,075,000 to the Downtown Parking Fund.** Half of the payment shall be required prior to receiving a building permit, remainder prior to a Certificate of Occupancy. Applicant shall not receive a building permit for the mixed-use building until the Milton Avenue Parking Deck is substantially complete.
 3. Building height shall be limited to no more than 58'.
 4. ~~Prior to a Certificate of Occupancy, the developer shall enter into an agreement with the City for access to the 4th level of the Milton Avenue Parking Deck. Developer shall be responsible for all costs associated with controlling access to the 4th level parking deck.~~
 5. The historic Skelton-Teasley House (61 Roswell Street) shall be restored and protected. Restoration and modifications shall require review and approval by Staff. The use of the structure shall be limited to retail, restaurant or office. The exterior of the structure shall be restored prior to final Certificate of Occupancy. Landscaping shall be designed to complement the time period of the structure. An easement shall be recorded providing for use of the Skelton-Teasley House yard as amenity space. No fencing permitted.
 6. Developer shall provide the City with a binding legal agreement providing for the protection and maintenance of the Skelton-Teasley House.
 7. Monument sign for Skelton-Teasley House shall not exceed 10 square feet and wall sign shall not exceed 4 square feet, both to be approved by DRB. The structure at 61 Roswell Street will forever be known as the Skelton-Teasley House and will be so designated by a plaque, which will be affixed to the exterior of the structure as approved by DRB.
 8. Restaurant use shall be limited to 5,000 square feet, not including outdoor/rooftop seating areas.
 9. First floor uses facing Roswell Street shall be limited to retail and restaurant.
 10. Prior to issuance of the LDP, the applicant shall be required to enter into an agreement approved by the City for temporary construction access through the City's Roswell Street parking lot. Temporary closure of the City's Roswell Street parking lot shall require Staff approval.
 11. Prior to Certificate of Occupancy, the applicant shall be required to enter into an agreement approved by the City for permanent access through the City's Roswell Street parking lot, including provisions for access to the applicant's onsite parking and pedestrian access from the Milton Avenue Parking Deck through the Roswell Street parking lot to the applicant's property. Permanent access easements shall be recorded prior to issuance of the LDP.
 12. ~~Developer shall construct covered pedestrian access from the parking deck to the mixed-use building, with final approval by Staff.~~
 13. Developer shall improve the area between the historic structure and the new mixed-use building with hardscape, landscape, decorative lighting, outdoor furniture and public art, as approved by DRB.
 14. Existing trees shall be preserved as depicted on site plan prepared by D. Tracy Ward, dated 8/23/2017, including tree #503 (31" Water Oak) and tree # 504 (41" Water Oak).
 15. Final streetscape shall match the approved Downtown streetscape standards and include decorative

pedestrian lighting as approved by Staff. Street trees shall be required along Roswell Street within the beauty strip, as well as behind the sidewalks as a continuation of what has been previously planted or designed in the Downtown, as approved by Staff. Heavy landscaping shall be provided along Manning Drive, as approved by Staff. All required landscaping shall be outside of utility easements.

16. Off-site tree encroachment shall be limited to no more than 20% on the CRZ and shall require notification/approval by property owner, as approved by administrative variance.
17. Dumpster(s) shall be contained within the parking level of the proposed building.

- The applicant, Rob Turner on behalf of Park Plaza Partners, LLC, is requesting consideration of a height and parking variance to allow a 4-story, 56,000 square foot mixed-use building with office, retail and restaurant uses within the Downtown Overlay. The historic Skelton-Teasley House is proposed to be saved and restored for use as retail, restaurant or office. A one-time contribution to the City's Downtown Parking Fund is proposed by the applicant to offset required parking that is not being accommodated onsite. The subject property is located at 55 and 61 Roswell Street, adjacent to the Roswell Street City parking lot.
- The submitted request, if approved, will allow for a 4-story, 56,000 square foot mixed-use building, including office, retail and restaurant uses on 0.66 acres in the Downtown Overlay. The historic Skelton-Teasley House at 61 Roswell Street is proposed to be saved and restored for use as retail, restaurant or office. The applicant proposes a one-time contribution to the City's Downtown Parking Fund to offset required parking that is not being accommodated onsite. The subject property is located at 55 and 61 Roswell Street, adjacent to the Roswell Street City parking lot.
- The subject property is zoned C-2 (General Commercial). The properties are developed with two (2) residential structures, which have been converted to non-residential use. The property is surrounded by C-2 parcels to the northeast, east and south, including Made Kitchen & Cocktails and La Casa Italian Grill to the northeast and 48, 54 and 62 Roswell Street to the east and south. Properties to the northwest and west are zoned R-10M and include the Roswell Street City parking lot and an office building at 65 Roswell Street. The property is located within the Downtown Overlay and has a comprehensive land use plan designation of Central Business District.
- The Skelton-Teasley House was built in 1856 for Dr. Skelton. The 1-story home was designed in the Greek Revival architectural style. The applicant proposes to save and restore the home and to use it as retail, restaurant or office. This request is similar to East of Main, where the Ben Manning House was preserved and restored for use as an office.
- The C-2 zoning district permits building heights up to 40'; however, the Downtown Master Plan recommends building heights up to four (4) stories or 60'. The proposed building is four (4) stories with a height of 57'-4". The building includes a 6'-8" parapet, which is exempt from the City's height requirements.
- The Downtown Master Plan Update and Alpharetta Downtown Code replaced the City's Historic Downtown Incentive Zoning (HDIZ) in 2015. The HDIZ was adopted in 2005 and permitted exemptions from the City's code required parking for uses other than office. The current Downtown Code parking requirements would require a total of 124 parking spaces for the proposed mixed-use building, as shown in the table below.

Downtown Code Required Parking

Use	SF	Parking Rate	Required Parking
Office	53,000 SF	3/1,000 SF	159
Retail/Restaurant	3,000 SF	2/1,000 SF	6
Subtotal			165
25% Shared Parking Reduction			-41.25

TOTAL			124
Proposed Onsite Parking			37
Parking Shortfall			87

- The City's parking and parking management consultants, TSW and Nelson/Nygaard, reviewed the applicant's request for parking variance. The consultants recommended that a parking ratio of two (2) parking spaces per 1,000 square feet is appropriate for the proposed retail/restaurant and office space when the uses are within the context of a larger, mixed-use downtown with flexible and available publicly-accessible parking. Under this scenario, the applicant's proposed mixed-use building would generate a need for 47 parking spaces.

Parking Consultants Recommended Parking

Use	SF	Parking Rate	Required Parking
Office	53,000 SF	2/1,000 SF	106
Retail/Restaurant	3,000 SF	2/1,000 SF	6
Subtotal			112
25% Shared Parking Reduction			28
TOTAL			84
Proposed Onsite Parking			37
Parking Shortfall			47

- Although 47 parking spaces are recommended by the City's parking consultant, the Unified Development Code (UDC) requires 124 spaces. With 37 spaces proposed on-site, the applicant is requesting 73 of the Code-required 87 parking spaces to be located on the 4th level of the Milton Avenue Parking Deck.
- Plans are currently under development for a public parking deck at 92 Milton Avenue, which is approximately 125' from the applicant's property. Construction of the Milton Avenue Parking Deck will begin in December of 2017. It's the applicant's intent to satisfy their remaining parking needs through exclusive, controlled access to the 73 parking spaces on the 4th level of the City parking deck during the hours of 7:00 AM - 4:00 PM Monday through Friday. Under this scenario, the proposed mixed-use building would have access to 110 parking spaces on-site and in the adjacent City parking deck.
- The proposed contribution works out to be \$14,942.00 per parking space, which is approximately half the cost of the per-space construction and land cost to the City.
- Staff previously recommended approval of the applicant's request for reserving 73 parking spaces on the top of the deck based upon current and future parking demand. However, during recent discussions with the parking consultant, Council voiced concerns with allowing reserved parking. Mainly since reserved spaces would be located in the deck, employees may chose more convenient parking and avoid the reserved spots placing a burden on additional spaces. The Council has discussed the following fee structure, with plans for probable future adoption:

Spaces Required	Non Reserved Pay In Lieu Parking Fees	Applicant's cost for 87 spaces
1 – 20	\$10,000	\$200,000
21- 40	\$15,000	\$300,000
41 – 60	\$20,000	\$400,000
61 – 100	\$25,000	\$675,000
101 or greater	\$30,000	

Total		\$1,575,000 – (500,000 for 20 spaces that could be accommodated on site with historic structure removal)
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- Using the proposed fees, the applicant would be required to pay \$1,575,000 into the parking fund. It should be noted that the applicant proposes to save a historic structure which if removed could accommodate approximately 20 surface parking spaces. If council considered giving a credit for leaving the home the spaces required would be 67 spaces instead of 87 spaces; removing \$500,000 would leave a fee of \$1,075,000. Variances are based upon hardships and certainly a plan that includes incorporation of a historic structure is a preferred plan in the downtown.
- The City's Alpha Loop project includes an alignment at the rear of properties across Roswell Street from the applicant's property. In an effort to reduce vehicular trips and encourage use of the Alpha Loop, the applicant proposes bicycle facilities in conjunction with the proposed development.
- The applicant proposes to construct a mixed-use building, consisting of structured parking for 37 cars in the lower level, approximately 16,000 square feet of ground level retail/restaurant/office, approximately 14,000 square feet of office and rooftop amenity on the 2nd floor, 13,000 square feet of office and rooftop amenity on the 3rd level and 13,000 square feet of office on the 4th floor.
- The submitted site plan depicts a 4-story (57'-4"), 56,000 square foot mixed-use building surrounding the historic Skelton-Teasley House on 0.66 acres. The Skelton-Teasley House is approximately 1,244 square feet. Parking is not required for use of the historic structure. Access to the property is depicted through the Roswell Street City parking lot at the rear of the new mixed-use building. A pedestrian connection is provided from the front door of each structure to the sidewalk along Roswell Street.
- The existing structure to be saved and the proposed mixed-use building meet all setback requirements in the C-2 district. Since the front setback in the C-2 district is conditional, staff requested that the mixed-use building have a similar setback as the historic Skelton-Teasley House, which is approximately 30'. Two (2) specimen trees (31" Water Oak and 41" Water Oak) are proposed to be saved on the property and are located at the front of the property along Roswell Street.
- The applicant's architect has stated that the new mixed-use building will be compatible with the Skelton-Teasley House, which represents Greek Revival architecture. The new building will emulate the historic structure with respect to materials (brick and cast stone), colors (earth tones) and stylistic details (classical Greek Revival and Federal). The ground level will be cast stone to create a base for the heavier brick material used on upper floors. Windows, shutters and doors will be detailed and fabricated to match historic precedents found in the Southeast. In addition, the applicant will make efforts to bring the Skelton-Teasley House back to its past Greek Revival purity. The proposed building complies with the Alpharetta Downtown Design Guidelines, which outlines specific building style, ornamentation, massing as well as requiring higher ornamentation at the pedestrian level.
- Sprinkle Consulting provided a trip generation for the applicant's proposed use. Trip generation is based on 56,500 square feet of office and 3,500 square feet of retail/restaurant use. Based on the table below, the applicant's proposal would generate 146 PM Peak Hour trips.

Development (Trip Type)	Size	ITE Code	Daily Trip Ends	AM Peak Hour Trip Ends Enter / Exit (%) / (%)	PM Peak Hour Trip Ends Enter / Exit (%) / (%)
General Office Building	60,000	710	891	112 / 15 88% / 12%	25 / 121 17% / 83%

- Staff has reviewed the proposal and finds that the variance requests can be supported by recommendations within the Downtown Master Plan. The Downtown Plan states the intent and purpose is for Downtown Alpharetta to be a focal point for high-quality mixed-use development. The property is within an area designated 'Central Business District', which permits higher densities and building heights than other areas in the Downtown Overlay. The historic Skelton-Teasley House is approximately 26' in height; however, buildings of varying heights within downtowns can create a more interesting street frontage as long as the pedestrian level has the highest level of ornamentation and building design standards and styles within a downtown tie the buildings together with a historic theme. Alpharetta Lofts and Teasley Place have been granted height variances to allow up to 60' and Liberty Hall up to 67', with four (4) stories. For comparison, City Hall is 61' to the roof peak above the clock. To the top of the dome it is 86' and 90' to the top of the cupula cap. The City Center development will include a mix of 1- to 4- story buildings.
- Existing parking in the Downtown requires expansion in order to serve this use and additional growth occurring in the Downtown. It's difficult to provide onsite parking on small downtown parcels as it limits density and in some areas parcels would be purchased and developed solely for the purpose of surface parking. This could be a detriment to building connectivity and needed density along Downtown streets.
- The City has budgeted over \$7 million to construct additional parking in the Downtown. The previous HDIZ contemplated the parking issue by offering developers the option of contributing to a parking fund in lieu of providing on-site parking, which would be used to build communal parking deck spaces. That document required half of the parking be provided on-site and the applicant could pay \$4,500.00 per space into the Downtown Parking Fund to satisfy the remaining parking requirement. In 2007, 44 Milton Avenue paid \$157,500.00 into the Parking Fund and in 2013 Alpharetta Lofts paid \$66,000.00 for their portion of required parking. CORO paid \$36,000.00, in 2014, for their parking variance approval. If the HDIZ were in place today, the applicant would have to provide 62 on-site parking spaces and be required to pay \$279,000.00 into the Parking Fund for the 62 parking spaces to be provided off-site.
- The cost for the 4th level of the Milton Avenue Parking Deck is \$1,090,766.00, as provided by the City's parking deck contractor and for land value. Total cost per parking space over the entire parking deck equates to \$26,000.00 per space. Therefore, the proposed \$14,942 per space is reasonable for half-day use Monday through Friday. However Council has stated concerns with reserved parking so approval should not permit reservation of spaces. It should be noted that each request for parking variances and contributions to the Parking Fund are based upon the available inventory at the request time, as well as proximity to structured parking.
- The report submitted by the applicant states that letters were mailed to each property owner within 500' of the subject property stating the applicant's intent. The applicant held a community meeting on October 10th. According to the applicant, a few residents from Victoria Square attended the meeting. Residents had questions about the parking variance and were concerned with the appearance of the building at the rear.
- Rob Turner came forward to present this item on behalf of the applicant and field questions posed by Mayor and Council

Public Comment

- o Christopher Bloor, 45 Roswell St, Alpharetta, GA came forward to speak on this item
- o Stephen Shippee, 12086 Cotton Alley, Alpharetta, GA, came forward to speak on this item
- o Jack Nugent, 12082 Cotton Alley, Alpharetta, GA, came forward to speak on this item
- o Chris Sedgwick, 13050 Bethany Rd, Alpharetta, GA, came forward to speak on this item

- ❖ *Council Member Kennedy offered a motion to table*
 - *The motion was seconded by Council Member Mitchell*
 - *Motion approved unanimously (6-0)*

D. PH-17-32 Northwinds Summit/Pope & Land

(NOTE: This item has been deferred at the request of the applicant and will be neither heard nor discussed during this meeting. The hearing has been rescheduled for January 16, 2018.)

E. PH-17-29 Unified Development Code Text Amendments

NOTE: This item has been deferred by Staff and will be neither discussed nor considered during this meeting.

VIII. NEW BUSINESS

A. Future Land Use Map - Scrivener's Error

- Senior Planner, Michael Woodman, came forward to present this item on behalf of staff
- Consideration of a resolution to correct a Scrivener's Error on the City's 2035 Comprehensive Plan Future Land Use Map. Staff has identified a Scrivener's Error on the 2035 Future Land Use Map. Properties fronting North Main Street between Church Street and Mayfield Road on the west side and between Cumming Street and 1 parcel south of Pine Grove Drive on the east side have a future land use designation of 'Central Business District'. However, the Downtown Master Plan update, approved in March 2015, included a future land use map showing the 'Central Business District' contracting further south and the properties in question changing to a 'Mixed Use' future land use designation. The intent of this change was to concentrate the Downtown Core at Main Street and Milton Avenue/Academy Street, with development density/intensity decreasing as you move away from the Downtown Core. While the Downtown Master Plan update recommended this change, it appears that the color coding used to depict the 'Central Business District' and 'Mixed Use' designations were not distinguishable and therefore, the recommended change to the 2035 Future Land Use Map was not fully implemented in the recent Comprehensive Plan update.
- City Attorney, Sam Thomas, read the Resolution aloud

Public Comment

None

- ❖ *Council Member Kennedy offered a motion to approve the Resolution*
 - *The motion was seconded by Council Member Merkel*
 - *Motion approved unanimously (6-1; Gilvin voting no)*

B. Vehicle Purchase: Department of Public Safety

- Director of Public Safety, John Robison, came forward to present this item on behalf of staff
- Staff recommends approval of the purchase of five (5) 2018 Ford Police Intercept Utility (Explorer) vehicles from Wade Ford at a total cost of \$141,428.00 and it is requested the City Council approve the purchase of one (1) 2018 Dodge Charger from Akins Ford, Dodge, Chrysler in the

amount of \$25,184.75.

- The Department of Public Safety is requesting approval to purchase six (6) new vehicles at a total cost of \$166,612.75.
- The Department of Public Safety is requesting to purchase two (2) Ford Police Explorers from City Council approved Capital account funds for the two new positions – Fire Inspector and Permitting Detective. The total cost for both vehicles is \$56,807.

QTY (1) Ford Police Interceptor Utility at \$28,207.00

QTY (1) Ford Police Interceptor Utility Admin at \$28,600.00

- The difference in cost is the Fire Inspector's vehicle is standard administrative package and the other is capable of being built out for Law Enforcement purposes.
- The Department of Public Safety has also experienced three (3) instances where Police Patrol vehicles have been rear-ended in the past 3 months – two of them by intoxicated drivers. These accidents led to the totaling of our Police vehicles making replacement. It is therefore requested that three (3) vehicles be replaced from the City's Risk Management Fund at a total cost of \$84,621.00:

QTY (3) Ford Police Interceptor Utilities at \$28,207.00 each

- These Five (5) requested replacement 2018 Ford Police Interceptor Utilities (Explorers) are available on State Contract pricing (99999-SPD-ES40199409-0003) and available from Wade Ford which is a current vendor with the City and has provided excellent service and support in our previous fleet purchases.
- The Department of Public Safety is also requesting to purchase a 2018 Dodge Charger for the Special Investigations Unit as a replacement for an unmarked car that has reached the end of its useful life to the unit. The purchase of this vehicle will be funded through the use of seized funds in the State forfeiture account. This vehicle is available on State Contract pricing (99999-SPD-ES40199409) and is available from Akins Ford, Dodge, Chrysler which is a current vendor with the City.

QTY (1) Dodge Charger at \$25,184.75

Public Comment

None

❖ *Council Member Gilvin offered a motion to approve the purchase of five (5) 2018 Ford Police Intercept Utility (Explorer) vehicles from Wade Ford at a total cost not to exceed \$141,428.00 and the purchase of one (1) 2018 Dodge Charger from Akins Ford, Dodge, Chrysler in an amount not to exceed \$25,184.75.*

- *The motion was seconded by Council Member Owens*
- *Motion approved unanimously (7-0)*

C. Replacement Office Furniture: Criminal Investigation Division

- Director of Public Safety, John Robison, came forward to present this item
- Authorize the purchase of replacement office furniture for the Criminal Investigation Division from

CWC Office Furnishings in the amount of \$38,909 and authorize the Mayor to execute all necessary documents.

- The Criminal Investigation Division (CID) office currently houses eight (8) detectives and three (3) supervisors with the Detectives in one common area in eight workstations. With the recent assignment of two additional Permitting Detectives to the CID office, the need is to now fit ten (10) Detectives and workstations into the same sized area.
- This initiative was a priority project early in the 2018 budget process but was removed due to uncertainty regarding funding of the overall Public Safety Headquarters Expansion project in addition to funding of the new Permitting Detective position. The PS Headquarters Expansion project is now fully funded, as is the new Permitting Detective position, and there is a need to revisit furniture replacements in several areas of the existing headquarters space.
- There is a current hodgepodge of office equipment including desks, chairs and filing cabinets - most of which were purchased when the Headquarters building was constructed in 1999 / 2000 (pictures are included in the attachments). Since that time the workstations have been handed down from one office to another until it ended up in the CID. As chairs were replaced the newer ones were found to be subpar and have worn out quickly. Additionally, with the current limited room in the CID office, storage of sensitive case documents is a concern.
- Funding is coming through a reprioritization of General Fund and Capital Fund accounts.
- Five (5) companies were contacted and requested to measure the workspaces, price furnishings and submit quotes. Only two vendors were responsive, including measuring the workspace, proposing layouts, and submitting quotes: **National Business Furniture** (\$32,806) and **CWC Office Furnishings** (\$38,909).
- CWC Office Furnishings is the preferred vendor as they provided a superior design plan for the ten (10) workstations and they will provide a higher quality product (Herman Miller furnishings) that fits the needs of the Division and Detectives. These furnishings will provide increased storage and new workstations with adjustable height desks which allow the investigators to stand while at their desks if they desire, and ergonomic chairs. In addition, each investigator will have a storage cabinet for storing investigative items such as cameras, print kits and case files.

Public Comment

None

❖ *Council Member Gilvin offered a motion to approve the purchase of replacement office furniture for the Criminal Investigation Division from CWC Office Furnishings in an amount not to exceed \$38,909 and authorize the Mayor to execute all necessary documents.*

- *The motion was seconded by Council Member Merkel*
- *Motion approved unanimously (7-0)*

IX. WORKSHOP

A. Recreation and Parks Master Plan Update

- Director of Recreation and Parks, Morgan Rodgers, came forward to introduce Jacobs Consultant, Allison Stewart-Harris to provide a brief overview of the Recreation and Parks Master Plan
- Jacobs, Inc. was retained by the City of Alpharetta to update the Recreation and Parks Master Plan. Since the last Plan was released, the City has passed a major bond referendum including

dollars for parkland purchases, renovation of the pool and an art center, completion of the Big Creek Greenway, and portions of the Alpha Loop.

The update highlights the following areas:

1. Improvements to existing parks and facilities
2. Future of the Equestrian Center
3. Trail connection including Greenway and Alpha Loop
4. General program improvements
5. Arts and Cultural Programming
6. Implementation plan

Jacobs conducted several public meetings, focus groups meet with staff and studied the surrounding cities plans.

Public Comment

- o Cheryl Sims, Providence Road, Alpharetta, GA, came forward to speak on this item
- o Don Nahser, 305 Karen Dr, Alpharetta, GA, came forward to speak on this item

VIII. (NEW BUSINESS Con't.)

B. Presentation of Financial Audit Reports

- Director of Finance, Tom Harris, came forward to introduce James Bence, of Mauldin and Jenkins, who came forward to provide Council with a brief overview of our most recent annual audit
- The Finance Department has issued the City of Alpharetta's Comprehensive Annual Financial Report (CAFR) for the Fiscal Year Ended June 30, 2017. In connection therein, Mauldin & Jenkins, LLC. issued an unmodified ("clean") opinion on the basic financial statements as well as a "clean" opinion on compliance for major federal programs. Additionally, no material weaknesses nor significant deficiencies were identified during testing of the internal controls necessary to issue their opinions.
- The Finance Department will be submitting the CAFR to the Government Finance Officers Association (GFOA) with the intent that such report will again be recognized with the prestigious Certificate of Achievement for Excellence in Financial Reporting. The CAFR will also be timely submitted to all applicable state and regulatory bodies.
- Some of the financial highlights of the General Fund are as follows:
 - The fund balance of the City's General Fund increased by \$1,169,981 during Fiscal Year 2017. Due to conservative budgeting practices, this increase is substantially more than was strategically forecasted as part of our budget. As Council approved the use of fund balance for capital outlay, fund balance was budgeted to decrease by \$5,617,830. The increase is a result of: operating revenues exceeding expenditures by \$8,895,591; net transfers-out of \$7,881,578 (\$10,549,857 for capital outlay less transfers-in from Hotel/Motel Tax Fund for \$2,668,279); and other sources such as proceeds from the sale of capital assets for \$155,968.
 - Revenues of \$62,228,653 exceeded the amount budgeted by \$2,815,363. Specific revenue variances include the following: property taxes (\$287,627 greater than budget);

business taxes (\$543,001 greater than budget); licenses and permits (\$1,870,382 greater than budget); charges for services (\$625,629 greater than budget); fines and forfeitures (\$158,226 less than budget); and franchise taxes (\$367,658 less than budget). Other financing sources also came in favorably (\$418,279), primarily from Hotel/Motel taxes (Transfers In).

- Expenditures came in well under budget, at \$53,333,062 with \$3,505,201 of the budgetary appropriation unspent. Management continues to work with department heads to ensure only necessary purchases are made, and to ensure all departments do not exceed budget appropriations, which creates a budget conscious atmosphere throughout the City.
- From a year to year operational perspective, total revenues decreased by \$251,458 primarily due to a decrease in property tax revenue as a result of the shift in millage rate from the General Fund to the Debt Service Fund to cover the debt service on the new bonds. Other financing sources (Transfer-In) was up \$238,285 due to Hotel/Motel taxes
- Total expenditures increased by \$901,951 from the prior year primarily due to the following growth drivers: (1) general salary growth; (2) increases in healthcare costs; (3) increases in overtime, seasonal/temporary salaries, and general benefits.

C. Resolution Reaffirming and Readopting Ethical Principals

- GMA has advised the City of Alpharetta that we are scheduled to re-certify as a Georgia Certified City of Ethics. To remain certified, the city must submit to GMA a copy of a current Resolution signed by the Council re-adopting the 5 ethics principals. GMA will present the re-certification to the City at the Mayor's Day Conference in January 2018. The City was last certified in 2012.
- City Attorney, Sam Thomas read the Resolution aloud

❖ *Council Member Owens offered a motion to approve the Resolution*

- *The motion was seconded by Council Member Mitchell*
- *Motion approved unanimously (7-0)*

X. PUBLIC COMMENT

None

XI. REPORTS

- Council Member Kenned announced that Community Development Director, Kathi Cook has been asked to speak on "walkable suburbs" at the National Planning Association Conference
- Council Member Mitchell thanked the Finance for their work on the recent audit and its success
- Council Member Owens thanked the Director and the entire Public Works Department for all their hardwork during the recent snow storm
- Council Member Owens also recognized Milton High School and Cambridge High School who had their Cross Country teams compete for the State title, for which Milton went on to win
- Council Member Merkel thanked Council Member Kennedy for his guidance and service during his time on Council

XII. ADJOURNMENT TO EXECUTIVE SESSION

- ❖ *Council Member Kennedy offered a motion to adjourn to Executive Session*
 - *The motion was seconded by Council Member Mitchell*
 - *Motion approved 5-2; Owens and Kennedy voting no*

Respectfully submitted,

A handwritten signature in black ink that reads "Coty Thigpen". The signature is written in a cursive, flowing style.

Coty Thigpen

City Clerk



City Council Meeting STAFF REPORT

Submitting Department: Administration

Submitted By:

Meeting Date: January 9, 2018

I. AGENDA ITEM TITLE: ALCOHOLIC BEVERAGE LICENSE APPLICATIONS

PH-17-AB-31 DONGBANG ENTERPRISES INC.
D/B/A RAMEN BAR BY HAJIME
4180 OLD MILTON PARKWAY 1-H
ALPHARETTA, GA 30005

CONSUMPTION PREMISES
BEER, WINE - SUNDAY SALES

OWNER: JU KIM
REGISTERED AGENT: JU KIM

PH-17-AB-32 OUTBACK STEAKHOUSE OF FLORIDA
D/B/A OUTBACK STEAKHOUSE
6400 NORTH POINT PARKWAY

CONSUMPTION ON PREMISES
BEER, WINE, LIQUOR, SUNDAY SALES

OWNER: OUTBACK STEAKHOUSE OF FLORIDA
REGISTERED AGENT: MICHAEL SARD

II. RECOMMENDATION:

III. BUDGET IMPLICATIONS:

BUDGETED ITEM: NO

FISCAL IMPACT: NO

INCLUDED IN CURRENT FY CPTL BUDGET: NO

INCLUDED IN CURRENT FY OPRT. BUDGET: NO

TOTAL PROJECT COST:

APPROPRIATIONS:

<u>ACCOUNT TITLE/NUMBER</u>	<u>DOLLAR AMOUNT</u>

EXTERNAL FUNDING SOURCES:

<u>ACCOUNT TITLE/NUMBER</u>	<u>DOLLAR AMOUNT</u>

IV. REPORT IN BRIEF:

PH-17-AB-31	Dongbang Ramen Old	Bar Milton GA	Enterprises by Parkway	Inc. Hajime 1-H 30005
	Consumption Beer,	Wine -	Sunday	Premises Sales

	Owner: Registered		Agent:	Ju		Kim Kim
PH-17-AB-32		Outback		Steakhouse	of	Florida
	d/b/a 6400		North	Outback	Point	Steakhouse Parkway
	Consumption Beer,	Wine,		on Liquor,	Sunday	Premises Sales
	Owner: Registered	Outback	Agent:	Steakhouse	of	Florida Sard
				Michael		

V. ALTERNATIVES:

VI. ATTACHMENTS:

Public Hearing Minutes Ramen Bar by Hajime, Public Hearing Minutes Outback Steakhouse



**CITY OF ALPHARETTA
PUBLIC HEARING
LIQUOR LICENSE**

DATE: December 21, 2017
TIME: 3:00 P.M.
LOCATION: City Hall, Council Chambers

Official Minutes

The public is advised the following minutes are not a verbatim transcription of business presented at the Public Hearing of the date shown, but are a synopsis of pertinent information. The public is further advised the tapes recorded at said meeting are a matter of public record and are available to be heard at the City of Alpharetta Clerk's office during normal business hours.

I. CALL TO ORDER: Sam Thomas, City Attorney, called the meeting to order at 3:25 pm

II. LICENSE APPLICATIONS:

1. PH-17-AB-31 Dongbang Enterprises Inc.
 d/b/a Ramen Bar by Hajime
 4180 Old Milton Parkway 1-H
 Alpharetta, GA 30005

Consumption on Premises
Beer & Wine – Sunday Sales

Owner: Ju Kim
Registered Agent: Ju Kim

Mr. Thomas asked the representative of Ramen Bar by Hajime to come forward and state her name and address. Mr. Thomas asked the representative if she has operated a restaurant before and if she has experience with serving alcohol in a restaurant. Mr. Thomas asked Ju Kim if she has any training in place for her employees and informed her that it is her responsibility to have some sort of training available for her employees.

The owner of Ramen Bar by Hajime, Ju Kim, 5590 Old Atlanta Parkway, Suwanee, GA stepped forward. She answered yes to all Mr. Thomas' questions and said that her husband has previous restaurant experience and knowledge of the alcohol laws.

Public Comment: None

Mr. Thomas stated that, after reviewing the applications, he found no reason why the application should not be approved; and it would be placed on the consent agenda for Tuesday January 9, at 6:30pm. He asked that a representative be present in case someone on the council may want to ask a question of the applicants.

III. ADJOURNMENT: There being no further business, Mr. Thomas adjourned the hearing at 3:35 pm.

Respectfully Submitted,



Erin Lampert, Assistant City Clerk



**CITY OF ALPHARETTA
PUBLIC HEARING
LIQUOR LICENSE**

DATE: December 28, 2017
TIME: 3:00 P.M.
LOCATION: City Hall, Council Chambers

Official Minutes

The public is advised the following minutes are not a verbatim transcription of business presented at the Public Hearing of the date shown, but are a synopsis of pertinent information. The public is further advised the tapes recorded at said meeting are a matter of public record and are available to be heard at the City of Alpharetta Clerk's office during normal business hours.

I. CALL TO ORDER: Sam Thomas, City Attorney, called the meeting to order at 3:00 pm

II. LICENSE APPLICATIONS:

1. PH-17-AB-32 Outback Steakhouse of Florida
 d/b/a Outback Steakhouse
 6400 North Point Parkway
 Alpharetta, GA 30022

Consumption on Premises
Beer, Wine, Liquor – Sunday Sales

Owner: Outback Steakhouse of Florida
Registered Agent: Michael Sard

Mr. Thomas asked the representative of Outback Steakhouse to come forward and state her name and address. He asked her if this is a new location and if she's had experience managing an Outback Steakhouse. He also asked her if she is familiar with the City's alcohol ordinance and informed her that all of her servers must have permits. Mr. Thomas reminded her that she has to get her state license and asked if she has a training program in place for her employees.

The manager of Outback Steakhouse, Kristen Saulsberry 2250 Castle Morrel Dr., Lawrenceville, GA, and Mindy Thompson of Sard and Leff Attorneys 3789 Roswell Rd Atlanta, stepped forward. The manager of Outback informed Mr. Thomas that she has managed Outback Steakhouse in the past and that she is familiar with the City's alcohol ordinance. All servers go through a mandatory training program, every customers' id is checked if they don't look over 40 and the restaurant's anticipated opening date is February 5th. The previous location was demolished and this is the only Outback Steakhouse in Alpharetta.

Public Comment: None

Mr. Thomas stated that, after reviewing the applications, he found no reason why the application should not be approved; and it would be placed on the consent agenda for Tuesday January 9, at 6:30pm. He asked that a representative be present in case someone on the council may want to ask a question of the applicants.

III. ADJOURNMENT: There being no further business, Mr. Thomas adjourned the hearing at 3:05 pm.

Respectfully Submitted,



Erin Lampert, Assistant City Clerk



City Council Meeting STAFF REPORT

Submitting Department: Finance

Submitted By:

Meeting Date: January 9, 2018

I. AGENDA ITEM TITLE: FINANCIAL MANAGEMENT REPORT: MONTH ENDING NOVEMBER 30, 2017

II. RECOMMENDATION:

Approve the Financial Management Reports for the month ending November 30, 2017 (period 5 of Fiscal Year 2018).

III. BUDGET IMPLICATIONS:

BUDGETED ITEM: NO

FISCAL IMPACT: NO

INCLUDED IN CURRENT FY CPTL BUDGET: NO

INCLUDED IN CURRENT FY OPRT. BUDGET: NO

TOTAL PROJECT COST:

APPROPRIATIONS:

<u>ACCOUNT TITLE/NUMBER</u>	<u>DOLLAR AMOUNT</u>

EXTERNAL FUNDING SOURCES:

<u>ACCOUNT TITLE/NUMBER</u>	<u>DOLLAR AMOUNT</u>

IV. REPORT IN BRIEF:

On a monthly basis, the Finance Department prepares detailed revenue and expenditure statements for all city operating funds (including prior-year comparisons for the General Fund).

In addition, this report includes:

1. Detailed capital project report including life-to-date activity;
2. Payments \$5,000 and greater;
3. Purchase orders with an estimated cost between \$5,000 and \$50,000; and
4. Status of current year bids/RFPs.

V. ALTERNATIVES:

VI. ATTACHMENTS:

Financial Management Report (November 2017)

Financial Management Reports



for the month ending
November 30, 2017
(Period 5 of 12 - unaudited)

Financial Management Reports

Fiscal Year 2018

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ALPHARETTA, GA 30009
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TO: HONORABLE MAYOR AND CITY COUNCIL MEMBERS
FROM: THOMAS G. HARRIS, FINANCE DIRECTOR *TH*
DATE: JANUARY 9, 2018
RE: FINANCIAL MANAGEMENT REPORTS AS OF NOVEMBER 30, 2017

The documents contained herein represent the financial management reports for the City of Alpharetta ("city") as of the period ending November 30, 2017.

General Fund

Revenue: The following section pertains to information detailed in the attached Revenue Summary and Collection Comparison report. FY 2018 revenues are budgeted at \$64 million (net of Carryforward Fund Balance totaling \$9 million). As of November 30, 2017, actual revenue collections total 30% or \$19 million.

Early collection trends indicate a net gain over budget of \$621,679 with the detail as follows:

• Building Permit Fees:	\$ 650,000
• Insurance Premium Taxes:	193,796
• Motor Vehicle Title Fees:	75,000
• Municipal Court Fines:	(300,000)
• Other:	<u>2,883</u>
Estimated Gain:	\$ 621,679

The FY 2018 budget for current year property taxes (non-motor vehicles) totals \$21.2 million and is based on a billable digest of \$4.6 billion (net of all exemptions/motor vehicle values). This figure was calculated in April/May 2017 based on staff forecasts of property values (including new construction estimates).

The tax digest submitted by the Fulton County Tax Commissioner totals \$4.7 billion (net of all exemptions/motor vehicle values). The budgetary estimate for FY 2018 property tax collections will remain at \$21.2 million pending approval of the tax digest by the Georgia Department of Revenue. Collections are trailing FY 2017 due to issues with the tax digest and a subsequent need for a TCO (temporary collection order) which delayed our tax billing by almost two months.

MAYOR
DAVID BELLE ISLE

COUNCIL MEMBERS
JASON BINDER
JIM GILVIN
MIKE KENNEDY
DAN MERKEL
DONALD F. MITCHELL
CHRIS OWENS

CITY ADMINISTRATOR
ROBERT J. REGUS

Building Permit Fee collections is trailing FY 2017 collection activity but still outpacing the conservative FY 2018 budget estimate. Collections are conservatively estimated to total \$2.2 million by year-end (\$2.8 million was collected in FY 2017) which is \$650,000 greater than budget. Building permit fee collections are variable but will likely exceed the estimate for FY 2018 and will be adjusted accordingly in future reports. Growth is being driven through an increase in the underlying number/value of permits.

Insurance Premium Tax collections total \$3.8 million in FY 2018 and represent a 6% increase over FY 2017 collections of \$3.6 million.

Municipal Court Fine collections is trending -24% lower than FY 2017 and is estimated to total \$1.9 million by year-end (\$2.2 million was collected in FY 2017) which is -\$300,000 less than budget. Factors for the decline include a combination of reduced tickets/citations and law changes that reduce collectability of court fines.

Motor Vehicle Title Tax (TAVT) collections is trending 7% higher than FY 2017 (\$854,978 was collected in FY 2017) and is estimated to total \$850,000 by year-end (non-standard revenue collection as it is dependent upon vehicle sales) which is \$75,000 greater than budget. Main driver includes a revision in the TAVT formula that increases the local share from 41% to 45% pursuant to the underlying legislation in addition to vehicle sale activity.

The Finance Department will continue to monitor revenue collections and report on potential budget impacts in future financial management reports.

Expenditures: The following section pertains to information detailed in the attached Expenditure Summary by Department (expenditure rollup by department) and Expenditure Summary by Category (expenditure rollup by account) reports.

As of November 30, 2017, city departments (not including General Government¹) have encumbered and expensed 46%, or \$26 million, of their FY 2018 budget appropriations. The City Administration Department is trending higher than FY 2017 due primarily to an upfront payment for election services to Fulton County. Now that the election has been conducted, a cost analysis will be completed with residual monies refunded to the city.

Contingency: The General Fund contingency balance as of November 30, 2017 totals \$649,979.

Special Revenue Funds (large funds only)

The following section references information included within the attached GAAP Financial Statements.

Hotel/Motel Fund: FY 2018 revenues are budgeted at \$7.3 million (net of carryforward fund balance totaling \$1.5 million) with budgeted disbursements as follows: Alpharetta Convention & Visitor's Bureau (43.75% or \$3.2 million); Facilities (18.75% or \$779,963 for debt service on the Series 2016 Convention Center Bonds, \$550,000 for the Alpharetta Arts Center, and \$34,674 in non-allocated); and the city (37.5% or \$2.7 million). Debt Service Reserve funding

¹ General Government is utilized to account for non-operating transactions such as transfers-out to other city funds, contingency, etc.

(Convention Center Bonds) from the Facilities portion of the tax totals \$1.5 million (funded in prior years and represents the carryforward fund balance figure referenced above).

As of November 30, 2017, the city has collected 34% or \$2.5 million (four months of collections). All collections have been distributed to the participating entities based on their proportionate share.

E-911 Fund: FY 2018 revenues are budgeted at \$3.95 million (net of carryforward fund balance totaling \$1 million for capital initiatives and reserve balances in excess of the 21% Emergency Reserve target). As of November 30, 2017 (4 months of collections), the city has collected 28% or \$1.1 million. Material revenue variances include E-911 landline collections (from AT&T), which began decreasing during FY 2017 with no explanations from the service provider despite many communication attempts by the city. As such, the city has engaged Georgia Municipal Association to complete an audit of these revenue streams to better understand the root causes of the revenue decline.

Expenditures/encumbrances during the same time period total \$2.2 million and represent general operations, blanket purchase orders that will sustain operations/capital initiatives throughout the year, and one-time capital initiatives. There are no budget variances anticipated at this time.

Debt Service Fund

The following section pertains to information detailed within the attached GAAP Financial Statements.

FY 2018 revenues are budgeted at \$5.2 million (net of carryforward fund balance totaling \$1.2 million). As of November 30, 2017, actual revenue totaled less than 16% of budget or \$824,912.

The FY 2018 budget for current year property taxes (non-motor vehicles) totals \$5.2 million and is based on a billable digest of \$5.2 billion (net of all exemptions/motor vehicle values). This figure was calculated in April/May 2017 based on staff forecasts of property values (including new construction estimates).

The tax digest submitted by the Fulton County Tax Commissioner totals \$5.2 billion (net of all exemptions/motor vehicle values). The budgetary estimate for FY 2018 property tax collections will remain at \$5.2 million pending approval of the tax digest by the Georgia Department of Revenue.

Grant Funds

The following section references information included within the attached Grant Funds Detail Reports.

Operating Grant Fund (Fund 220): Available funding totals \$107,962 and represents unencumbered/unspent project appropriations of \$87,985 and a non-allocated reserve for future projects (grant matches) of \$19,977.

Capital Grants Fund (Fund 340): Available funding totals \$825,882 and represents unencumbered/unspent capital project appropriations of \$649,794 and a non-allocated reserve for future capital projects (grant matches) of \$176,088.

Capital Project Funds

The following section references information included within the attached Capital Project Funds Detail Reports.

General Capital Project Fund (Fund 301): Available city funding totals \$16.3 million and represents unencumbered/unspent capital project appropriations of \$13.2 million and a non-allocated reserve for future capital projects of \$3 million.

Available ABC (Alpharetta Business Community) funding totals \$58,959 and represents unencumbered/unspent capital project appropriations (sidewalk connectivity).

Stormwater Capital Fund (Fund 302): Available funding totals \$756,563 and represents unencumbered/unspent capital project appropriations.

Conference Center Bond Fund (Fund 316): This fund accounts for proceeds of the Development Authority of Alpharetta Revenue Bonds, Series 2016 (Alpharetta Conference Center Project). Design and construction related phases are fully encumbered and the bond issuance costs have been spent.

Parks and Transportation Bond Fund (Fund 317): This fund accounts for proceeds of the voter approved General Obligation Bonds, Series 2016. Available funding totals \$26.3 million and represents unencumbered/unspent capital project appropriations.

TSPLOST Capital Project Fund (Fund 335): This fund accounts for collections under the Transportation Special Local Option Sales Tax (TSPLOST) that went into effect on April 1, 2017. Available funding totals \$14.1 million.

State estimates for Alpharetta TSPLOST collections totaled \$13 million annually (\$63 million over 5-years). Actual revenue trends are approaching \$850,000 monthly with an annualized total closer to \$10/11 million.

As the tax is still new, education along with collection enforcement is still being implemented which should increase the revenue trend in future months as will the holiday season. Capital programming for FY 2019 will be reflective of the updated TSPLOST revenue trends.

Enterprise Fund

The following section pertains to information detailed within the attached GAAP Financial Statements.

Solid Waste Fund: FY 2018 revenues are currently budgeted at \$3.7 million (net of carryforward fund balance totaling \$426,874 constituting reserve balances in excess of the 21% Emergency Reserve target). As of November 30, 2017, the city has collected \$2.8 million, which represents the 1st – 3rd quarter billings and associated investment earnings. Expenditures/ encumbrances during the same time period total \$3.2 million and represent general operations and blanket purchase orders (e.g. sanitation hauler) that will sustain operations throughout the year. There are no budget variances anticipated at this time.

Glass recycling services began in early December. The cost of this service, in addition to the approved 3% CPI contract growth, totals \$576,000 annually with \$336,000 occurring in FY

2018 (partial year). The new rates will go into effect on January 1, 2018 and were billed this month (billing done in advance for the quarter of January-March 2018).

Other Items

Council Member Stipend Activity Listing: The FY 2018 budget includes appropriations of \$9,000 for the Mayor and \$5,000 for each City Council Post and the available balances as of November 30, 2017 are as follows:

	Budget	Expenditures (year-to-date)	Available Balance
Mayor: David Belle Isle	\$ 9,000	\$ 1,121	\$ 7,879
Post #1: Donald Mitchell	\$ 5,000	\$ 338	\$ 4,662
Post #2: Mike Kennedy	\$ 5,000	\$ 298	\$ 4,702
Post #3: Chris Owens	\$ 5,000	\$ 77	\$ 4,923
Post #4: Jim Gilvin	\$ 5,000	\$ 586	\$ 4,414
Post #5: Jason Binder	\$ 5,000	\$ 833	\$ 4,167
Post #6: Dan Merkel	\$ 5,000	\$ 714	\$ 4,286

Development Authority² (Component Reporting Unit)

The following section pertains to information detailed within the attached Alpharetta Development Authority Financial Statements.

As of November 30, 2017, the Development Authority has \$166,736 in available resources to support its main functions of promoting the public good and general welfare, trade, commerce, industry, general tax base and the employment opportunities available in the city.

Other reports included with this packet are as follows:

- Listing of Payments \$5,000 and greater;
- Listing of PO's between \$5,000 and \$50,000; and
- Bid/RFP Status

² The Development Authority is a public corporation created and existing under the Constitution and laws of the State of Georgia and is governed by seven directors duly appointed by the Alpharetta City Council.



GENERAL FUND

Revenue Report



CITY OF ALPHARETTA
 Financial Management Reports
 General Fund (Unaudited)
Revenue Summary and Collection Comparison
 For the month ended November 30, 2017

	Current Fiscal Year					Prior Fiscal Year		
	2018 Budget	2018 YTD	% Collected	2018 Estimated	Variance	2017 Actual	2017 YTD	% Collected
Top 10 Revenues:								
Property Taxes								
Current Year	\$ 21,160,000	\$ 3,009,462	14.2%	\$ 21,160,000	\$ -	\$ 19,779,392	\$ 16,013,174	81.0%
Delinquent	239,000	119,905	50.2%	239,000	-	818,821	184,292	22.5%
Motor Vehicle Tax	180,000	69,123	38.4%	180,000	-	243,436	98,360	40.4%
Motor Vehicle Title Fee	775,000	302,117	39.0%	850,000	75,000	854,978	281,456	32.9%
Local Option Sales Tax	15,200,000	5,218,021	34.3%	15,200,000	-	14,943,853	5,048,172	33.8%
Franchise Tax	6,640,000	484,885	7.3%	6,580,000	(60,000)	6,357,342	462,709	7.3%
Insurance Premium Tax	3,620,000	3,813,796	105.4%	3,813,796	193,796	3,588,813	3,588,813	100.0%
Alcohol Beverage Excise Tax	2,100,000	716,648	34.1%	2,100,000	-	2,113,121	684,116	32.4%
Building Permit Fees	1,550,000	897,179	57.9%	2,200,000	650,000	2,750,273	995,793	36.2%
Business and Occupational Tax	1,025,000	68,978	6.7%	1,025,000	-	1,136,506	53,626	4.7%
Municipal Court Fines	2,200,000	792,719	36.0%	1,900,000	(300,000)	2,225,129	1,035,926	46.6%
Recreation/Special Event Fees	2,542,558	930,117	36.6%	2,577,558	35,000	2,512,745	879,460	35.0%
Hotel/Motel Tax (City portion)	2,718,750	928,527	34.2%	2,718,750	-	2,661,700	934,954	35.1%
subtotal	\$ 59,950,308	\$ 17,351,476	28.9%	\$ 60,544,104	\$ 593,796	\$ 59,986,109	\$ 30,260,852	50.4%
Other Revenues	4,132,762	1,765,361	42.7%	4,160,645	27,883	5,067,067	2,044,561	40.3%
Total Revenues	\$ 64,083,070	\$ 19,116,837	29.8%	\$ 64,704,749	\$ 621,679	\$ 65,053,175	\$ 32,305,413	49.7%
Carryforward Fund Balance	8,860,286							



GENERAL FUND

Expenditure Reports



CITY OF ALPHARETTA
 Financial Management Reports
 General Fund (unaudited)
Expenditure Summary by Department
 For the month ended November 30, 2017

	Current Fiscal Year						Prior Fiscal Year		
	2018 Budget	2018 Encumbrances	2018 Exp. (YTD)	Funds Available	% Enc./Exp.	% Exp.	2017 Exp. (Total)	2017 Exp. (YTD)	% Exp.
Expenditures by Department:									
Mayor & Council	\$ 364,488	\$ 568	\$ 135,747	\$ 228,174	37.4%	37.2%	\$ 319,101	\$ 130,810	41.0%
City Administration	2,212,696	109,988	991,653	1,111,055	49.8%	44.8%	1,979,409	827,416	41.8%
Finance	3,347,009	84,683	1,632,967	1,629,359	51.3%	48.8%	3,102,987	1,518,198	48.9%
City Attorney	665,000	-	41,671	623,329	6.3%	6.3%	650,104	39,829	6.1%
Information Technology	1,681,857	12,963	726,868	942,025	44.0%	43.2%	1,545,172	703,473	45.5%
Human Resources	415,782	13,114	129,148	273,519	34.2%	31.1%	368,527	121,071	32.9%
Municipal Court	1,126,546	150,823	426,819	548,904	51.3%	37.9%	953,220	405,607	42.6%
Public Safety	27,238,433	498,774	11,709,719	15,029,940	44.8%	43.0%	24,982,153	11,104,227	44.4%
Public Works	8,377,022	548,035	3,197,698	4,631,289	44.7%	38.2%	7,331,999	2,924,779	39.9%
Recreation & Parks	8,988,204	1,123,082	3,420,791	4,444,332	50.6%	38.1%	8,350,571	3,500,854	41.9%
Community Development	2,857,116	31,981	1,181,538	1,643,597	42.5%	41.4%	2,629,178	1,099,229	41.8%
subtotal	\$ 57,274,153	\$ 2,574,010	\$ 23,594,619	\$ 31,105,524	45.7%	41.2%	\$ 52,212,421	\$ 22,375,493	42.9%
General Government:									
Non-Departmental	\$ 45,000	\$ -	\$ 10,000	\$ 35,000	22.2%	22.2%	\$ 45,000	\$ 10,000	22.2%
Conv. Ctr Bonds Reserve	-	-	-	-	-	-	-	-	-
Insurance Premiums (Risk)	665,000	-	277,083	387,917	41.7%	41.7%	640,000	266,667	41.7%
Gwinnett Tech Bond P&I	286,840	-	55,920	230,920	19.5%	19.5%	286,940	58,470	20.4%
Transfer(s) to other Funds	14,022,363	-	5,842,651	8,179,712	41.7%	41.7%	10,549,857	4,395,774	41.7%
Contingency	650,000	-	21	649,979	0.0%	0.0%	114,541	33,278	29.1%
subtotal	\$ 15,669,203	\$ -	\$ 6,185,675	\$ 9,483,528	39.5%	39.5%	\$ 11,636,338	\$ 4,764,188	40.9%
Total Expenditures	\$ 72,943,356	\$ 2,574,010	\$ 29,780,294	\$ 40,589,051	44.4%	40.8%	\$ 63,848,760	\$ 27,139,681	42.5%



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CITY OF ALPHARETTA
Financial Management Reports
General Fund (unaudited)
Expenditure Summary by Category
For the month ended November 30, 2017

	Current Fiscal Year						Prior Fiscal Year		
	2018 Budget	2018 Encumbrances	2018 Exp. (YTD)	Funds Available	% Enc./Exp.	% Exp.	2017 Exp. (Total)	2017 Exp. (YTD)	% Exp.
Expenditures by Category:									
Salaries & Benefits:									
(1) Regular Salaries	\$ 25,846,196	\$ -	\$ 9,589,404	\$ 16,256,792	37.1%	37.1%	\$ 24,080,656	\$ 9,363,353	38.9%
Overtime	1,134,001	-	568,470	565,531	50.1%	50.1%	1,201,783	452,802	37.7%
Group Insurance	8,002,164	-	3,105,363	4,896,801	38.8%	38.8%	6,740,872	3,002,685	44.5%
FICA and Social Security	2,055,127	-	732,306	1,322,821	35.6%	35.6%	1,822,381	703,124	38.6%
Defined Benefit Pension	2,500,954	-	2,500,954	-	100.0%	100.0%	2,387,665	2,387,665	100.0%
401(A) Retirement/Match	1,688,463	-	732,611	955,852	43.4%	43.4%	1,577,717	651,419	41.3%
(2) Other	789,101	-	316,970	472,131	40.2%	40.2%	776,908	323,285	41.6%
subtotal	\$ 42,016,006	\$ -	\$ 17,546,077	\$ 24,469,929	41.8%	41.8%	\$ 38,587,982	\$ 16,884,334	43.8%
Maintenance & Operations:									
Professional Services	\$ 2,588,367	\$ 843,358	\$ 1,029,873	\$ 715,137	72.4%	39.8%	\$ 2,327,555	\$ 880,061	37.8%
Legal Services	665,000	-	41,671	623,329	6.3%	6.3%	650,104	39,829	6.1%
Vehicle Fuel/Maintenance	981,024	14,528	347,563	618,933	36.9%	35.4%	867,252	318,550	36.7%
Maintenance Contracts	2,176,949	979,826	683,959	513,164	76.4%	31.4%	1,693,598	548,368	32.4%
IT Professional Services	1,430,777	308,514	889,599	232,663	83.7%	62.2%	1,306,515	759,478	58.1%
General Supplies	1,010,914	152,599	365,078	493,236	51.2%	36.1%	917,204	367,442	40.1%
Utilities	2,604,475	-	825,570	1,778,905	31.7%	31.7%	2,348,611	823,223	35.1%
Other	2,959,473	260,385	1,103,966	1,595,122	46.1%	37.3%	2,737,714	1,042,945	38.1%
subtotal	\$ 14,416,979	\$ 2,559,210	\$ 5,287,279	\$ 6,570,489	54.4%	36.7%	\$ 12,848,554	\$ 4,779,898	37.2%
Capital:									
OSSI/Fire Truck Leases	\$ 578,669	\$ -	\$ 578,654	\$ 15	100.0%	100.0%	\$ 522,971	\$ 522,971	100.0%
Software Leases	187,526	-	180,944	6,582	96.5%	96.5%	192,147	185,568	96.6%
Other	74,973	14,800	1,664	58,509	22.0%	2.2%	60,768	2,723	4.5%
subtotal	\$ 841,168	\$ 14,800	\$ 761,263	\$ 65,105	92.3%	90.5%	\$ 775,885	\$ 711,261	91.7%
General Government:									
Non-Departmental	\$ 45,000	\$ -	\$ 10,000	\$ 35,000	22.2%	22.2%	\$ 45,000	\$ 10,000	22.2%
Conv. Ctr Bonds Reserve	-	-	-	-	-	-	-	-	-
Insurance Premiums (Risk)	665,000	-	277,083	387,917	41.7%	41.7%	640,000	266,667	41.7%
Gwinnett Tech Bond P&I	286,840	-	55,920	230,920	19.5%	19.5%	286,940	58,470	20.4%
Transfer(s) to other Funds	14,022,363	-	5,842,651	8,179,712	41.7%	41.7%	10,549,857	4,395,774	41.7%
Contingency	650,000	-	21	649,979	0.0%	0.0%	114,541	33,278	29.1%
subtotal	\$ 15,669,203	\$ -	\$ 6,185,675	\$ 9,483,528	39.5%	39.5%	\$ 11,636,338	\$ 4,764,188	40.9%
Total Expenditures	\$ 72,943,356	\$ 2,574,010	\$ 29,780,294	\$ 40,589,051	44.4%	40.8%	\$ 63,848,760	\$ 27,139,681	42.5%

Notes:

- (1) Includes the following components: regular salaries, holiday leave, temporary and seasonal salaries, and separation payout.
- (2) Includes the following components: workers compensation, educational programs, automobile allowance, tuition reimbursement, and employee service awards.



GRANT FUNDS

Revenue & Expenditure Reports



CITY OF ALPHARETTA
 Financial Management Reports
 Grant Funds
Operating Grant Fund Detail (Fund 220; life-to-date for active projects)
 As of November 30, 2017

Account #Project			Project Snapshot		FY 2018					
			Total Project Authorization	Prior Year Collections/ Expenditures	Carryforward Budget	FY 2018 Appropriations	Total Budget	Collections/ Expenditures	Encumbrances	Remaining
Revenues										
Public Safety										
22031150-371000-	G1407	BAC Pedal Car Walmart 2013	\$2,500	\$2,500	\$-	\$-	\$-	\$-	\$-	
22031150-331110-	C1617	2015 Bulletproof Vest Grant (DOJ)	34,201	12,793	21,408	-	21,408	5,605	15,803	
22031150-331110	C1730	2017 Bulletproof Vest Grant	13,178	-	-	13,178	13,178	-	13,178	
22031150-331150-	G1701	2017 Bicycle Safety Grant (GOHS)	25,396	22,585	2,811	-	2,811	550	2,261	
22031150-331110-	G1702	2017 Electronic Crime Taskforce	7,000	-	7,000	-	7,000	7,000	-	
		subtotal			\$31,219	\$13,178	\$44,397	\$13,155	\$31,242	
Recreation and Parks										
22061150-371000-	G1105	Camp Happy Hearts	\$30,345	\$30,345	\$-	\$-	\$-	\$-	\$-	
22061150-336000	C1815	2017 Camp Happy Hearts	14,550	-	14,550	-	14,550	7,275	7,275	
		subtotal			\$14,550	\$-	\$14,550	\$7,275	\$7,275	
General Government										
22090200-391100		Transfer-In from the General Fund (Match)			\$-	20,000	20,000	8,333	11,667	
22090200-395000		Carryforward Fund Balance			48,544	-	48,544	-	48,544	
		subtotal			\$48,544	\$20,000	\$68,544	\$8,333	\$60,211	
		Total			\$94,313	\$33,178	\$127,491	\$28,763	\$98,728	



CITY OF ALPHARETTA
 Financial Management Reports
 Grant Funds
Operating Grant Fund Detail (Fund 220; life-to-date for active projects)
 As of November 30, 2017

			Project Snapshot		FY 2018						
			Total Project Authorization	Prior Year Collections/ Expenditures	Carryforward Budget	FY 2018 Appropriations	Total Budget	Collections/ Expenditures	Encumbrances	Remaining	
Account #	Project										
Expenditures											
Public Safety											
22031150-531600-	G1407	BAC Pedal Car Walmart 2013	\$ 2,500	\$ 687	\$ 1,813	\$ -	\$ 1,813	\$ -	\$ -	\$ 1,813	
22031150-542100	C1617	2015 Bulletproof Vest Grant (DOJ)	68,400	36,796	31,604	-	31,604	18,360	-	13,244	
22031150-542100	C1730	2017 Bulletproof Vest Grant	26,356	-	-	26,356	26,356	-	-	26,356	
22031150-523500	G1701	2017 Bicycle Safety Grant (GOHS)	2,270	1,775	495	-	495	495	-	-	
22031150-523700	G1701	2017 Bicycle Safety Grant (GOHS)	3,150	1,500	1,650	-	1,650	674	-	976	
22031150-531100	G1701	2017 Bicycle Safety Grant (GOHS)	2,551	2,500	51	-	51	-	-	51	
22031150-531600	G1701	2017 Bicycle Safety Grant (GOHS)	2,001	1,935	66	-	66	-	-	66	
22031150-531600	G1702	2017 Electronic Task Force	7,000	7,000	-	-	-	-	-	-	
subtotal					\$ 35,679	\$ 26,356	\$ 62,035	\$ 19,529	\$ -	\$ 42,506	
Recreation and Parks											
22061150-531100-	G1105	Camp Happy Hearts	\$ 38,351	\$ 13,299	\$ 25,052	\$ -	\$ 25,052	\$ -	\$ -	\$ 25,052	
22061150-521200-	G1401	Fresh Grant Special Needs	14,349	8,472	5,877	-	5,877	-	-	5,877	
22061150-531100	C1815	2017 Camp Happy Hearts	14,550	-	14,550	-	14,550	-	-	14,550	
subtotal					\$ 45,479	\$ -	\$ 45,479	\$ -	\$ -	\$ 45,479	
Non-Allocated											
(1) 22090200-579000		Reserve for City Grant Matches			\$ -	\$ 19,977	\$ 19,977	\$ -	\$ -	\$ 19,977	
subtotal					\$ -	\$ 19,977	\$ 19,977	\$ -	\$ -	\$ 19,977	
Total					\$ 81,158	\$ 46,333	\$ 127,491	\$ 19,529	\$ -	\$ 107,962	

Notes:

(1) Represents funding available for City matches to City Council approved Grants.



CITY OF ALPHARETTA
 Financial Management Reports
 Grant Funds
Capital Grant Fund Detail (Fund 340; life-to-date for active projects)
 As of November 30, 2017

Account #	Project	Project Snapshot		FY 2018					Remaining
		Total Project Authorization	Prior Year Collections/ Expenditures	Carryforward Budget	FY 2018 Appropriations	Total Budget	Collections/ Expenditures	Encumbrances	
Revenue									
Public Works									
34041100-331350-	C0005 Encore Pkwy Greenway Connection (TE Grant)	\$ 780,795	\$ 595,313	\$ 185,482	\$ -	\$ 185,482	\$ -		\$ 185,482
34041100-331351-	C0005 Encore Pkwy Greenway Connection (GDOT)	7,600,000	6,717,930	882,070	-	882,070	-		882,070
34041100-336001-	C0005 Encore Pkwy Greenway Connection (NFCID SRTA)	1,000,000	1,000,000	-	-	-	-		-
34041100-336002-	C0005 Encore Pkwy Greenway Connection (NFCID)	3,262,758	2,578,434	684,324	-	684,324	125,155		559,169
34041100-334310-	C1219 Milling & Resurfacing (LMIG)	2,769,200	2,177,630	-	591,570	591,570			591,570
34090200-371000-	G1109 Encore Pkwy Improvements (Cousins Properties)	54,469	54,469	-	-	-	-		-
34041100-334310-	C1620 Northwinds Parkway	1,869,353	1,869,353	-	-	-	-		-
	subtotal			\$ 1,751,876	\$ 591,570	\$ 2,343,446	\$ 125,155		\$ 2,218,291
Community Development									
34074150-334310	C1816 ARC Northpoint LCI Update	\$ 100,000	\$ 3,573	\$ -	\$ 96,427	\$ 96,427	\$ 65,454		\$ 30,973
	subtotal			\$ -	\$ 687,997	\$ 96,427	\$ 65,454		\$ 30,973
General Government									
34090200-391100	Transfer-In from the General Fund (Match)			\$ -	\$ -	\$ -	\$ -		\$ -
34090200-395000	Carryforward Fund Balance			(197,468)	-	(197,468)	-		(197,468)
	subtotal			\$ (197,468)	\$ -	\$ (197,468)	\$ -		\$ (197,468)
	Total			\$ 1,554,408	\$ 1,279,567	\$ 2,242,405	\$ 190,609		\$ 2,051,796
Expenditures									
Public Works									
34041100-541410-	C0005 Encore Parkway Greenway Connection	\$ 12,643,552	\$ 11,347,561	\$ 1,295,991	\$ -	\$ 1,295,991	\$ 329,469	\$ 966,520	\$ 2
34041100-541410-	C1219 Milling & Resurfacing (LMIG)	2,769,200	2,177,630		591,570	591,570			591,570
34041100-541410-	C1620 Northwinds Parkway	2,119,354	2,115,601	3,753	-	3,753	-	-	3,753
34041100-541410-	G1109 Encore Pkwy Improvements (LCI Grant)	54,469	-	54,469	-	54,469	-	-	54,469
	subtotal			\$ 1,354,213	\$ 591,570	\$ 1,945,783	\$ 329,469	\$ 966,520	\$ 649,794
Community Development									
34074150-521200	C1816 ARC Northpoint LCI Update	\$ 125,000	\$ 4,466	\$ -	\$ 120,534	\$ 120,534	\$ 65,083	\$ 55,451.50	-
	subtotal			\$ -	\$ 120,534	\$ 120,534	\$ 65,083	\$ 55,452	\$ -
Non-Allocated									
(1) 34090200-579000	Reserve for City Grant Matches			\$ 200,195	\$ (24,107)	\$ 176,088	\$ -	\$ -	\$ 176,088
	subtotal			\$ 200,195	\$ (24,107)	\$ 176,088	\$ -	\$ -	\$ 176,088
	Total			\$ 1,554,408	\$ 687,997	\$ 2,242,405	\$ 394,552	\$ 1,021,971	\$ 825,882

Notes:

(1) Represents funding available for City matches to City Council approved Grants.



CAPITAL PROJECT FUNDS

Revenue & Expenditure Reports



CITY OF ALPHARETTA
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 Capital Project Funds
General Capital Project Fund Detail (Fund 301; life-to-date for active projects)
 As of November 30, 2017

		Project Snapshot		FY 2018					
		Total Project Authorization	Prior Year Actuals	Carryforward Budget	FY 2018 Appropriations	Total Budget	Collections / Expenditures	Encumbrances	Funds Available
Account #	Project								
Revenue									
30113230-336000	C1538 Arts Center Study (ACVB)	\$ 25,894	\$ 23,144	\$ 2,750	\$ -	\$ 2,750	\$ -		\$ 2,750
30141100-336000	C0005 Fulton-Encore (Fulton County Waterline)	600,734	519,567	81,167	-	81,167	-		81,167
30141100-336000	C1410 Rucker Rd Waterline	1,782,350	-	1,782,350	-	1,782,350	-		1,782,350
30141100-371000	C1712 Alphaloop (Avalon)	1,000,000	-	1,000,000	-	1,000,000	-		1,000,000
30141100-371001	C1712 Alphaloop (CID)	250,000	-	-	250,000	250,000	-		250,000
30141100-336000	C1808 City Center Sidewalks (Dev Auth)	45,312	-	-	45,312	45,312	45,312		-
30141100-371000	C1808 City Center Utilities	100,000	-	-	100,000	100,000	100,000		-
30161150-371000	C1225 Scoreboards (AYBA/Coke)	24,940	-	-	24,940	24,940	-		24,940
30174150-337000	C0910 Tree Bank Contribution	255,200	-	-	255,200	255,200	255,200		-
30176100-371000	C0005 Encore Parkway Sidewalk (ABC)	1,705,000	1,330,295	374,705		374,705	216,115		158,590
30176100-371000	C1442 Main St. Improvements (ABC)	1,812,724	1,774,772	37,952		37,952	-		37,952
30176100-371000	C1712 Alphaloop (ABC)	388,770	40,741	348,029		348,029	-		348,029
	subtotal			\$ 3,626,953	\$ 675,452	\$ 4,302,405	\$ 616,627		\$ 3,685,778
Non-Departmental									
30190200-395000	Carryforward Fund Balance			\$ 14,452,839	\$ 410,000	\$ 14,862,839	\$ -		\$ 14,862,839
30190200-391100	Transfer-In from the General Fund (Match)			-	12,747,363	12,747,363	5,311,401		7,435,962
	subtotal			\$ 14,452,839	\$ 13,157,363	\$ 27,610,202	\$ 5,311,401		\$ 22,298,801
	Total			\$ 18,079,792	\$ 13,832,815	\$ 31,912,607	\$ 5,928,028		\$ 25,984,579
Expenditures									
Administration									
30113230-544100-	C1130 Downtown Façade Grant Program	\$ 194,593	\$ 132,071	\$ 62,522		\$ 62,522	\$ 16,500	\$ -	\$ 46,022
30113230-542400-	C1222 Records Management	35,000	32,425	2,575	-	2,575	-	-	2,575
30113230-541410	C1229 Admin Roof Repair/Replacement	137,225	-	(2,775)	140,000	137,225	74,223	61,515	1,487
30113230-544100-	C1300 Economic Development Initiatives	183,159	93,159	(35,000)	125,000	90,000	15,000	-	75,000
	Alpharetta History Room Design Svcs (City Ctr)								
30113230-544300-	C1501	303,500	53,380	250,120	-	250,120	176,770	72,318	1,032
30113230-544200-	C1527 Veterans Memorial	105,497	75,785	29,712	-	29,712	-	-	29,712
30113230-571000	C1532 ATC Operational Fund	95,000	-	-	95,000	95,000	95,000	-	-
30113230-544200	C1614 Senior Citizen History Project	75,000	35,000	15,000	25,000	40,000	-	15,000	25,000
	Economic Development Video Marketing Program								
30113230-544100-	C1625	180,600	145,600	35,000	-	35,000	35,000	-	-
	subtotal			\$ 357,154	\$ 385,000	\$ 742,154	\$ 412,493	\$ 148,833	\$ 180,828
Finance									
30115150-542400-	C1101 Archive Filing & Scanning	\$ 20,000	\$ 14,191	\$ 5,809	\$ -	\$ 5,809	\$ -	\$ -	\$ 5,809



CITY OF ALPHARETTA
 Financial Management Reports
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Account #	Project	Project Snapshot		FY 2018					Funds Available
		Total Project Authorization	Prior Year Actuals	Carryforward Budget	FY 2018 Appropriations	Total Budget	Collections / Expenditures	Encumbrances	
30115150-542400-	C1102 Finance Software Improvement	94,972	84,431	10,541	-	10,541	3,425	5,231	1,885
30115150-542400-	C1141 Tyler ERP System	805,002	761,467	43,535	-	43,535	-	-	43,535
	subtotal			\$ 59,885	\$ -	\$ 59,885	\$ 3,425	\$ 5,231	\$ 51,229
Information Technology									
30117400-542400	C0900 Cisco Data Network	\$ 300,001	\$ 144,058	\$ 155,943	\$ -	\$ 155,943	\$ -	\$ -	\$ 155,943
30117400-542400-	C0903 Data Center (Test Equip. & Software)	66,028	65,929	99	-	99	-	99	0
30117400-542400-	C1000 GIS Aerial Mapping	50,001	22,044	27,957	-	27,957	-	1,700	26,257
30117400-542400-	C1103 Network and VOIP	511,133	360,181	150,952	-	150,952	-	106,320	44,632
30117400-542400-	C1312 Backup Data Storage Management	510,002	461,916	48,086	-	48,086	13,958	-	34,128
30117400-542400-	C1313 Technology Replacement (recurring)	1,662,365	1,178,158	184,207	300,000	484,207	47,184	184,400	252,623
30117400-542400-	C1400 PW Data Center Server Replacement	207,503	202,215	5,288	-	5,288	-	5,287	1
30117400-542100	C1518 PW Data Center Generator/Air Conditioner	122,512	121,972	540	-	540	-	-	540
30117400-542400	C1615 App/Desktop Virtualization	265,001	75,699	64,302	125,000	189,302	-	-	189,302
30117400-542400	C1725 City Fiber Relocation	30,000	7,695	22,305	-	22,305	-	-	22,305
30117400-542400	C1809 Parcel Corrections	80,000	-	-	80,000	80,000	-	80,000	-
	subtotal			\$ 659,679	\$ 505,000	\$ 1,164,679	\$ 61,142	\$ 377,806	\$ 725,731
Public Safety									
30131150-542200-	C1202 Public Safety Fleet (recurring)	\$ 5,010,260	\$ 4,354,080	\$ 21,180	\$ 635,000	\$ 656,180	\$ 464,874	\$ 72,496	\$ 118,810
30131150-542100-	C1315 Cardiac Monitor Replacement	372,115	358,150	13,965	-	13,965	-	13,964	1
30131150-542100	C1401 PS Equipment Replacement	505,971	413,499	36,472	56,000	92,472	9,734	19,003	63,735
30131150-541300	C1609 PS Headquarters Improvements	114,655	106,905	7,750	-	7,750	7,750	-	-
30131150-541300	C1630 PS HQ Expansion	2,459,448	-	824,345	1,635,103	2,459,448	-	-	2,459,448
30131150-541300	C1706 RAPSTC Improvements	216,693	-	171,623	45,070	216,693	-	-	216,693
30131150-544200	C1707 License Plate Rec Grant	80,000	-	80,000	-	80,000	-	-	80,000
30131150-541300	C1729 Station Bathroom Renovations	37,859	-	37,859	-	37,859	37,859	-	0
30131150-542200	C1810 New Fleet	66,000	-	-	66,000	66,000	-	-	66,000
30131150-541300	C1811 Fire Marshal Area Cubicle Redesign	15,000	-	-	15,000	15,000	11,842	1,954	1,204
	subtotal			\$ 1,193,194	\$ 2,452,173	\$ 3,645,367	\$ 532,058	\$ 107,418	\$ 3,005,891



CITY OF ALPHARETTA
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Capital Project Funds
General Capital Project Fund Detail (Fund 301; life-to-date for active projects)
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			Project Snapshot		FY 2018					
			Total Project Authorization	Prior Year Actuals	Carryforward Budget	FY 2018 Appropriations	Total Budget	Collections / Expenditures	Encumbrances	Funds Available
Account #	Project									
Public Works										
30141100-541410-	C0005	Encore Parkway Greenway Connection	\$ 700,090	\$ 603,888	\$ 96,202	\$ -	96,202	\$ -	\$ 91,696	\$ 4,506
30141100-541410-	C0041	Traffic Signal Interconnect	322,523	72,522	250,001	-	250,001	-	-	250,001
30141100-541200-	C0910	Tree Replacement Fund	1,313,996	574,722	484,074	255,200	739,274	612	21,503	717,160
30141100-541200-	C1008	Cemetery Authority - Maintenance	518,557	136,278	382,279	-	382,279	9,045	4,590	368,644
30141100-541410-	C1207	Bridge Maintenance (recurring)	1,300,995	970,907	155,088	175,000	330,088	3,893	-	326,195
30141100-541410-	C1208	Mast Arm Maintenance (recurring)	463,495	445,111	18,384	-	18,384	-	-	18,384
30141100-541410-	C1215	Striping & Signage (recurring)	1,408,432	1,067,548	160,884	180,000	340,884	91,620	206,148	43,117
30141100-541410-	C1217	Traffic Calming Equipment/Intersection Safety Improvements (recurring)	368,519	307,685	25,834	35,000	60,834	3,492	9,778	47,565
30141100-541410-	C1218	Traffic Signal System Maintenance (recurring)	402,504	291,966	35,538	75,000	110,538	11,520	33,382	65,636
30141100-541410-	C1219	Milling & Resurfacing (recurring)	11,395,736	9,178,420	217,316	2,000,000	2,217,316	36,101	-	2,181,215
30141100-541410-	C1220	Traffic Control Equipment (recurring)	864,869	739,511	25,358	100,000	125,358	72,508	-	52,850
30141100-541410-	C1221	Design Services (recurring)	796,563	612,403	69,160	115,000	184,160	31,415	24,104	128,641
30141100-542200	C1223	Fleet Replacement	865,904	676,965	23,939	165,000	188,939	-	164,529	24,410
30141100-541200-	C1302	Tree Planting & Landscaping Improvements (recurring)	558,315	396,028	62,287	100,000	162,287	9,097	68,031	85,159
30141100-541200-	C1311	Downtown Improvements	110,002	90,540	19,462	-	19,462	-	-	19,462
30141100-541410-	C1324	Charlotte Drive @ Rucker Rd Intersection Improvements	25,000	-	25,000	-	25,000	-	-	25,000
30141100-541420-	C1325	Rucker Rd Sidewalk Improvements	50,000	5,000	45,000	-	45,000	-	45,000	-
30141100-541410-	C1407	Minor Intersection Upgrades	112,168	77,104	35,064	-	35,064	-	-	35,064
30141100-541410-	C1410	Rucker Rd Corridor Improvements	2,516,920	734,570	1,782,350	-	1,782,350	-	1,782,350	-
30141100-541430-	C1416	Clairborne Drive Culvert Design	52,762	41,033	11,729	-	11,729	-	11,729	0
30141100-541430-	C1503	Stormwater Studies/Design	426,386	386,090	40,296	-	40,296	29,236	11,060	0
30141100-541420-	C1512	Sidewalk Improvements	824,800	627,384	197,416	-	197,416	-	-	197,416
30141100-541410-	C1606	Major Intersection Improvements	149,427	64,760	84,667	-	84,667	-	-	84,667
30141100-542100-	C1608	Lowboy Trailer	57,851	40,721	17,130	-	17,130	17,130	-	-
30141100-541300-	C1620	Northwinds Parkway	716,580	575,554	141,026	-	141,026	-	-	141,026
30141100-541000-	C1627	Academy @ City Center Intersection Improvement	18,220	-	18,220	-	18,220	-	-	18,220
30141100-571000-	C1631	McGinnis Ferry Road Expansion IGA	400,000	-	400,000	-	400,000	-	-	400,000
30141100-541300-	C1632	West Parking Garages/Lot Construction	122,191	81,190	41,001	-	41,001	-	-	41,001
30141100-541410	C1637	Old Roswell St Pedestrian Imp	150,000	-	150,000	-	150,000	-	150,000	-
30141100-541410	C1638	Webb Bridge Rd Corridor Imp	100,000	36,177	63,823	-	63,823	-	1,841	61,982
30141100-541410	C1701	Pedestrian Intersection Imp	60,000	-	60,000	-	60,000	-	-	60,000
30141100-541300	C1704	West Parking Garages	7,573,774	-	6,317,250	1,256,524	7,573,774	-	6,786,284	787,490
30141100-541420	C1712	Alphaloop	1,328,368	-	1,000,000	328,368	1,328,368	-	78,368	1,250,000



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General Capital Project Fund Detail (Fund 301; life-to-date for active projects)
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Account #	Project	Project Snapshot		FY 2018					Funds Available
		Total Project Authorization	Prior Year Actuals	Carryforward Budget	FY 2018 Appropriations	Total Budget	Collections / Expenditures	Encumbrances	
30141100-541410	C1720 Temporary Traffic Signal Northwinds	21,690	13,515	8,175	-	8,175	-	-	8,175
30141100-541430	C1721 Mayfield Road Culvert	420,000	-	420,000	-	420,000	-	11,860	408,140
30141100-541410	C1722 Traffic Signal Improvements	290,001	35,442	254,559	-	254,559	-	-	254,559
30141100-541410	C1723 Teasley Street Improvements	18,075	1,200	16,875	-	16,875	4,750	250	11,875
30141100-541420	C1726 Sidewalks 2017 Phase 1	269,706	71,453	198,253	-	198,253	161,853	36,400	0
30141100-541420	C1801 Sidewalk Maintenance/Repair	100,000	-	-	100,000	100,000	-	-	100,000
30141100-542100	C1802 PW Equipment Replacement	42,000	-	-	42,000	42,000	-	39,259	2,741
30141100-541420	C1808 City Center Sidewalks/Utilities	425,000	-	-	425,000	425,000	394,898	-	30,102
	subtotal			\$ 13,353,640	\$ 5,352,092	\$ 18,705,732	\$ 877,168	\$ 9,578,161	\$ 8,250,403
Recreation and Parks									
30161150-541500	C0922 Webb Br Park Synthetic Turf	450,000	-	\$ -	\$ 450,000	\$ 450,000	\$ -	\$ 406,461	\$ 43,539
30161150-541500	C1221 Design Services	122,052	76,857	(4,805)	50,000	45,195	2,650	-	42,545
30161150-541500-	C1225 Athletic Scoreboards (maint/replacement)	224,992	168,375	11,677	44,940	56,617	-	49,880	6,737
30161150-541300-	C1229 Rec & Parks Building Re-Roof	821,029	732,254	2,775	86,000	88,775	30,877	57,898	-
30161150-542200-	C1232 Recreation/Parks Fleet (recurring)	372,801	344,058	28,743	-	28,743	-	-	28,743
30161150-541200-	C1332 Milton Center Field Re-Sod	20,000	6,900	13,100	-	13,100	-	-	13,100
30161150-542100-	C1402 Rec/Parks Equipment Replacement	357,001	289,340	20,661	47,000	67,661	49,423	-	18,238
30161150-541500	C1421 Lightning Warning System	115,000	50,000	-	65,000	65,000	-	-	65,000
30161150-541500-	C1424 Wills Park Pool Renovation	2,340,452	28,992	1,311,460	1,000,000	2,311,460	-	2,056,394	255,066
30161150-541500-	C1524 Adaptive Playground Equipment	28,501	20,422	8,079	-	8,079	-	-	8,079
30161150-544200-	C1600 Downtown Sculpture Project	165,000	7,840	157,160	-	157,160	40,015	63,210	53,935
30161150-541500-	C1612 Park Signage	55,001	48,764	6,237	-	6,237	-	-	6,237
30161150-541510-	C1636 Greenway Repair and Maintenance	44,500	42,331	2,169	-	2,169	-	2,169	-
30161150-541500	C1641 Park Master Plans	166,450	24,570	73,880	68,000	141,880	23,974	49,906	68,000
30161150-541300	C1710 Log Cabin Relocation	50,000	-	50,000	-	50,000	-	-	50,000
30161150-541300	C1803 Bleacher Replacement	32,000	-	-	32,000	32,000	-	29,370	2,630
30161150-541500	C1804 Park Repairs/Improvements	100,000	-	-	100,000	100,000	24,686	2,761	72,553
30161150-531300	C1805 North Park Restroom Expansion	30,000	-	-	30,000	30,000	-	-	30,000
30161150-541500	C1806 Parks Playground Equipment	50,000	-	-	50,000	50,000	-	-	50,000
30161150-544100	C1806 Public Arts Program	85,000	-	-	85,000	85,000	10,000	-	75,000
	subtotal			\$ 1,681,136	\$ 2,107,940	\$ 3,789,076	\$ 181,624	\$ 2,718,049	\$ 889,403



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Account #	Project	Project Snapshot		FY 2018						
		Total Project Authorization	Prior Year Actuals	Carryforward Budget	FY 2018 Appropriations	Total Budget	Collections / Expenditures	Encumbrances	Funds Available	
Community Development										
30174150-544100-	C0019 Downtown Parking Fund	\$ 263,250	\$ 219,309	\$ 43,941	\$ -	\$ 43,941	\$ 15,106	\$ 28,834	\$ 1	
30174150-542400	C1222 Records Management	50,001	16,572	33,429	-	33,429	-	-	33,429	
30174150-542200-	C1433 Fleet Replacement	195,001	132,008	12,993	50,000	62,993	27,590	19,435	15,968	
30174150-541410	C1602 Lilly Garden Terrace	40,000	32,995	7,005	-	7,005	-	5,755	1,250	
30174150-541410	C1603 Design Services	200,001	89,113	35,888	75,000	110,888	17,227	44,393	49,268	
30174150-521200	C1634 TSPLOST Project Consultant	35,001	33,200	1,801	-	1,801	-	-	1,801	
	subtotal			\$ 135,057	\$ 125,000	\$ 260,057	\$ 59,923	\$ 98,417	\$ 101,717	
Alpharetta Business Community Sidewalk Projects										
30176100-541420-	C0005 Encore Parkway Sidewalk	\$ 1,705,001	\$ 1,546,410	\$ 158,591	\$ -	\$ 158,591	\$ 53,097	\$ 51,175	\$ 54,319	
30176100-541420-	C1442 Main St. Improvements	1,812,724	1,774,772	37,952	-	37,952	-	33,312	4,640	
30176100-541420-	C1712 City Trail (Loop)	388,769	41,869	346,900	-	346,900	110,821	236,079	-	
	subtotal			\$ 543,443	\$ -	\$ 543,443	\$ 163,918	\$ 320,566	\$ 58,959	
Non-Departmental										
30190200-579000	Non-Allocated			\$ 96,604	\$ 2,905,610	\$ 3,002,214	\$ -	\$ -	\$ 3,002,214	
	subtotal			\$ 96,604	\$ 2,905,610	\$ 3,002,214	\$ -	\$ -	\$ 3,002,214	
	Total			\$ 18,079,792	\$ 13,832,815	\$ 31,912,607	\$ 2,291,752	\$ 13,354,481	\$ 16,266,374	



CITY OF ALPHARETTA
 Financial Management Reports
 Capital Project Funds
Stormwater Capital Fund Detail (Fund 302; life-to-date for all projects)
 As of November 30, 2017

		Project Snapshot		FY 2018					
		Total Project Authorization	Prior Year Actuals	Carryforward Budget	FY 2018 Appropriations	Total Budget	Collections / Expenditures	Encumbrances	Funds Available
Revenue									
Non-Departmental									
30290200-391100	Transfer-In from the General Fund (Match)			\$ -	\$ 1,255,000	\$ 1,255,000	\$ 627,500		\$ 627,500
30290200-395000	Carryforward Fund Balance			679,257	-	679,257	-		679,257
	Total			\$ 679,257	\$ 1,255,000	\$ 1,934,257	\$ 627,500		\$ 1,306,757
Expenditures									
Administration									
30241100-541430-C1216	Stormwater Drainage Maintenance	\$ 239,428	\$ 49,767	\$ 39,661	\$ 150,000	\$ 189,661	\$ 31,932	\$ 1,837	\$ 155,891
30241100-541430-C1308	Stormwater Pipe & Structure Maintenance	1,995,054	765,534	324,520	905,000	1,229,520	460,127	530,552	238,841
30241100-541430-C1503	Stormwater Studies	100,000	-	-	100,000	100,000	-	-	100,000
30241100-541430-C1604	Stormwater Inspections	183,420	61,371	22,049	100,000	122,049	9,019	96,450	16,580
30241100-541430-C1721	Mayfield Road Culvert	280,000	-	280,000	-	280,000	9,550	25,200	245,250
30261150-541430-C1521	Wills Park Water Quality Improvement	36,496	30,421	6,075	-	6,075	614	5,460	0
30261150-541430-C1640	Wills Park Drainage Improvement	34,760	27,808	6,952	-	6,952	-	6,952	-
	Total			\$ 679,257	\$ 1,255,000	\$ 1,934,257	\$ 511,243	\$ 666,452	\$ 756,563



CITY OF ALPHARETTA
 Financial Management Reports
 Capital Project Funds
Convention Center Capital Fund Detail (Fund 316; life-to-date for all projects)
 As of November 30, 2017

Account #	Project	Project Snapshot		FY 2018					
		Total Project Authorization	Prior Year Actuals	Carryforward Budget	FY 2018 Appropriations	Total Budget	Collections / Expenditures	Encumbrances	Funds Available
Revenue									
Non-Departmental									
31690200-395000	Carryforward Fund Balance			\$ 6,830,177	\$ -	\$ 6,830,177			\$ 6,830,177
	Total			\$ 6,830,177	\$ -	\$ 6,830,177	\$ -		\$ 6,830,177
Expenditures									
Administration									
31613230-541300-C1618	Conference Center (Construction/Design)	\$ 24,147,356	\$ 17,672,718	\$ 6,474,638	\$ -	\$ 6,474,638	\$ 6,474,637	\$ -	\$ 1
31613230-541300-C1619	Conference Center (Consulting)	264,165	41,789	222,376	-	222,376	2,449	16,766	203,161
31690200-579000	Non-Allocated	133,163	-	133,163	-	133,163	-	-	133,163
31690200-584000	Conference Center Issuance Cost	621,851	621,851	-	-	-	-	-	-
	Total			\$ 6,830,177	\$ -	\$ 6,830,177	\$ 6,477,086	\$ 16,766	\$ 336,325



CITY OF ALPHARETTA
 Financial Management Reports
 Capital Project Funds
Parks and Transportation Bond Fund Detail (Fund 317; life-to-date for all projects)
 As of November 30, 2017

				Project Snapshot		FY 2018					
				Total Project Authorization	Prior Year Actuals	Carryforward Budget	FY 2018 Appropriations	Total Budget	Collections / Expenditures	Encumbrances	Funds Available
Account #	Project										
Revenue											
Non-Departmental											
31790200-395000	Carryforward Fund Balance					\$ 47,433,907	\$ -	\$ 47,433,907	\$ -	\$ 47,433,907	
	Total					\$ 47,433,907	\$ -	\$ 47,433,907	\$ -	\$ 47,433,907	
Expenditures											
Administration											
31741100-541410-	C1410	Rucker Road Corridor Improvements		14,850,001	343,362	\$ 14,506,639	\$ -	\$ 14,506,639	\$ 395,851	\$ 14,005,313	\$ 105,475
31741100-541420-	C1512	Sidewalk Improvements		3,420,266	213,108	3,207,158	-	3,207,158	29,389	3,900	3,173,869
31741100-541410-	C1602	Lilly Garden Terrace Ext.		1,500,000	-	1,500,000	-	1,500,000	-	-	1,500,000
31741100-541410-	C1702	Kimball Br Rd Improvements		9,000,001	425,174	8,574,827	-	8,574,827	107,020	43,112	8,424,695
31741100-541410-	C1703	Windward Pkwy Improvements		2,000,000	-	2,000,000	-	2,000,000	24,365	286,415	1,689,220
31741100-541420	C1712	Alpha Loop		500,000	-	500,000	-	500,000	-	187,250	312,750
31741100-541420	C1726	Sidewalks 2017 Phase 1		436,999	184,635	252,364	-	252,364	155,844	96,519	1
31741100-541420	C1727	Mayfield Rd Sidewalk		942,370	63,000	879,370	-	879,370	318,679	559,640	1,051
31741100-541420	C1814	Windward Sidewalks		320,982	-	320,982	-	320,982	82,818	238,164	-
31741100-541420	C1818	Sidewalks 2017 Phase 4		379,384	-	-	379,384	379,384	-	-	379,384
31761150-541000-	C1100	Park Land Acquisition		4,000,001	2,532,239	1,467,762	-	1,467,762	840,517	49,885	577,360
31761150-541500-	C1424	Wills Park Pool Renovation		2,700,001	275,293	2,424,708	-	2,424,708	933,106	1,491,601	1
31761150-541500-	C1611	Alpharetta Arts Center		1,500,001	403	1,499,598	-	1,499,598	95,015	1,145,583	259,000
31761150-541300-	C1708	Greenway Ext to Forsyth County		6,500,000	784,026	5,715,974	-	5,715,974	-	-	5,715,974
31761150-541300-	C1709	Eastside Community Center		2,500,000	-	2,500,000	-	2,500,000	-	-	2,500,000
31761150-541000-	C1711	Cultural Arts Land/Park Land		1,450,000	-	1,450,000	-	1,450,000	-	-	1,450,000
31741100-579000		Public Works Reserve		143,752	-	143,752	-	143,752	-	-	143,752
31761150-579000		Parks Reserve		111,389	-	111,389	-	111,389	-	-	111,389
31790200-584000		Bond Issuance Cost		361,301	361,301	-	-	-	-	-	-
	Total					\$ 47,054,523	\$ 379,384	\$ 47,433,907	\$ 2,982,605	\$ 18,107,382	\$ 26,343,920



CITY OF ALPHARETTA
 Financial Management Reports
 Capital Project Funds
TSPLOST Fund Detail (Fund 335; life-to-date for all projects)
 As of November 30, 2017

Account #	Project	Project Snapshot		FY 2018					
		Total Project Authorization	Prior Year Expenditures	Carryforward Budget	FY 2018 Appropriations	Total Budget	Collections / Expenditures	Encumbrances	Funds Available
Revenue									
Non-Departmental									
33590200-395000	Carryforward Fund Balance			\$ 188,167	\$ 1,650,901	\$ 1,839,068	\$ -		\$ 1,839,068
33590200-313400	TSPLOST			-	13,000,000	13,000,000	3,509,652		9,490,348
	Total			\$ 188,167	\$ 14,650,901	\$ 14,839,068	\$ 3,509,652		\$ 11,329,416
Expenditures									
Administration									
33541100-541410	Roadway Improvements	\$ 469,382	\$ 22,040	\$ (552,658)	\$ 1,000,000	\$ 447,342	\$ -	\$ -	\$ 447,342
33541100-541410	Academy St/ Webb Br Rd Operational Improvements	1,000,000	-	-	1,000,000	1,000,000	-	-	1,000,000
33541100-541410	C1713 Kimball Br Rd Operational Improvements	462,930	122,647	340,283	-	340,283	1,593	338,690	1
33541100-541410	C1714 Bethany Rd @ Mid-Broadwell Rd Intersection Improvements	563,004	61,771	101,233	400,000	501,233	64,930	36,303	400,000
33541100-541410	C1715 Bethany Rd @ Mayfield Rd Intersection Improvements	1,280,000	74,129	85,376	1,120,495	1,205,871	52,207	33,169	1,120,495
33541100-541410	C1716 Morris Rd Operational Improvements	2,700,001	160,765	115,950	2,423,286	2,539,236	62,413	58,536	2,418,287
33541100-541410	C1717 Old Milton Pkwy Capacity Improvements	1,790,675	66,761	16,794	1,707,120	1,723,914	3,472	13,322	1,707,121
33541100-541410	C1718 Windward Pkwy Business Dist/Union Hill Rd Capacity Improvements	2,203,391	122,202	81,189	2,000,000	2,081,189	40,873	40,315	2,000,000
33541100-541410	C1800 Haynes Bridge Road Improvements	5,000,000	-	-	5,000,000	5,000,000	-	-	5,000,000
	Total			\$ 188,167	\$ 14,650,901	\$ 14,839,068	\$ 225,487	\$ 520,335	\$ 14,093,247



SPECIAL REVENUE FUNDS WITH CAPITAL PROJECTS

Revenue & Expenditure Reports



CITY OF ALPHARETTA
 Financial Management Reports
 Special Revenue Funds
Confiscated Assets Fund (Fund 210; life-to-date for active projects)
 As of November 30, 2017

		Project Snapshot		FY 2018					
		Total Project Authorization	Prior Year Actuals	Carryforward Budget	FY 2018 Appropriations	Total Budget	Collections / Expenditures	Encumbrances	Funds Available
Account #	Project								
Revenue									
DEA									
21031110-351300	Confiscation/Federal Seizures			\$ -	\$ -	\$ -	28,693		\$ (28,693)
21031110-361000	Interest Earnings			-	-	-	378		(378)
21031110-395000	Carryforward Fund Balance			916,030	517,706	1,433,736	-		1,433,736
	subtotal			\$ 916,030	\$ 517,706	\$ 1,433,736	\$ 29,071		\$ 1,404,665
State									
21031120-351301	Confiscation/State Seizures			\$ -	\$ -	\$ -	41,498		\$ (41,498)
21031120-395000	Carryforward Fund Balance			17,337	-	17,337	-		17,337
	subtotal			\$ 17,337	\$ -	\$ 17,337	\$ 41,498		\$ (24,161)
	Total			\$ 933,367	\$ 517,706	\$ 1,451,073	\$ 70,569		\$ 1,380,504
Expenditures									
DEA									
21031110-51*	Personnel Services	-	-	\$ -	240,759	240,759	106,509	\$ -	\$ 134,250
21031110-52*	Maintenance and Operations	-	-	-	-	-	9,460	3,500	(12,960)
21031110-542100	Machinery & Equipment	-	-	18,428	-	18,428	18,428	-	0
21031110-542100 C1401	Equipment Replacement	58,000	-	-	58,000	58,000	-	-	58,000
21031110-541300 C1630	PS Headquarters Expansion	600,000	-	500,000	100,000	600,000	2,630	-	597,370
21031110-542400 C1812	Body Camera Program	70,000	-	-	70,000	70,000	-	-	70,000
21031110-581200 C1623	Taser Lease (Principal)	-	-	-	46,130	46,130	46,129	-	1
21031110-582200 C1623	Taser Lease (Interest)	-	-	-	2,817	2,817	2,816	-	1
21031110-579007	Next Year Budget Reserve	-	-	397,602	-	397,602	-	-	397,602
	subtotal			\$ 916,030	\$ 517,706	\$ 1,433,736	\$ 185,972	\$ 3,500	\$ 1,244,264
State									
21031120-532400	Non-Recurring Expenses	-	-	\$ -	\$ -	\$ -	2,376	\$ -	\$ (2,376)
21031120-579000	Non-Allocated	-	-	17,337	-	17,337	-	-	17,337
	subtotal			\$ 17,337	\$ -	\$ 17,337	\$ 2,376	\$ -	\$ 14,961
	Total			\$ 933,367	\$ 517,706	\$ 1,451,073	\$ 188,348	\$ 3,500	\$ 1,259,225



CITY OF ALPHARETTA
 Financial Management Reports
 Special Revenue Funds
Impact Fee Fund (Fund 270; life-to-date for active projects)
 As of November 30, 2017

		Project Snapshot		FY 2018					
		Total Project Authorization	Prior Year Actuals	Carryforward Budget	FY 2018 Appropriations	Total Budget	Collections / Expenditures	Encumbrances	Funds Available
Account #	Project								
Revenue									
27074110-341321	Impact Fees (Roads)			\$ -	\$ -	\$ -	\$ 70,482		\$ (70,482)
27074110-341323	Impact Fees (Recreation and Parks)			-	550,000	550,000	361,868		188,132
27074110-341324	Impact Fees (Public Safety)			-	-	-	18,971		(18,971)
27074110-361000	Interest Earnings			-	-	-	11,703		(11,703)
	subtotal			\$ -	\$ 550,000	\$ 550,000	\$ 463,024		\$ 86,976
Non-Departmental									
27074110-395000	Carryforward Fund Balance			\$ 3,015,456	\$ 1,080,000	\$ 4,095,456	\$ -		\$ 4,095,456
	subtotal			\$ 3,015,456	\$ 1,080,000	\$ 4,095,456	\$ -		\$ 4,095,456
	Total			\$ 3,015,456	\$ 1,630,000	\$ 4,645,456	\$ 463,024		\$ 4,182,432
Expenditures									
Public Safety									
27031150-541300	C1630 PS Headquarters Expansion	\$ 678,751	\$ 158,286	\$ 440,465	\$ 80,000	\$ 520,465	\$ 131,004	\$ 38,061	\$ 351,401
	subtotal			\$ 440,465	\$ 80,000	\$ 520,465	\$ 131,004	\$ 38,061	\$ 351,401
Public Works									
27041100-541410	C1630 Rucker Road Corridor	\$ 1,150,000	\$ -	\$ 1,150,000	\$ -	1,150,000	\$ -	\$ -	\$ 1,150,000
27041100-541410	C1720 Temporary Traffic Signal Northwinds	68,310	42,564	25,746	-	25,746	-	-	25,746
27041100-541410	C1723 Teasley Street Improvements	56,925	-	56,925	-	56,925	-	-	56,925
	subtotal			\$ 1,232,671	\$ -	\$ 1,232,671	\$ -	\$ -	\$ 1,232,671
Recreation and Parks									
27061150-541500	C1424 Wills Park Pool Expansion	1,100,000	-	\$ -	\$ 1,100,000	\$ 1,100,000	\$ -	\$ 1,100,000	\$ -
27061150-541500	C1611 Alpharetta Arts Center	1,300,000	172,957	1,127,043	-	1,127,043	14,243	1,107,087	5,713
27061150-541000	C1711 Cultural Arts/Park Land Acquisition	150,000	-	-	150,000	150,000	-	-	150,000
27061150-541500	C1808 City Center Sidewalks	300,000	-	-	300,000	300,000	-	-	300,000
	subtotal			\$ 1,127,043	\$ 1,550,000	\$ 2,677,043	\$ 14,243	\$ 2,207,087	\$ 455,713
Non-Departmental									
27074110-579001	Non-Allocated (Roads)			\$ 321,389	\$ -	\$ 321,389	\$ -	\$ -	\$ 321,389
27074110-579002	Non-Allocated (Recreation and Parks)			(103,897)	-	(103,897)	-	-	(103,897)
27074110-579003	Non-Allocated (Public Safety)			(2,215)	-	(2,215)	-	-	(2,215)
	subtotal			\$ 215,277	\$ -	\$ 215,277	\$ -	\$ -	\$ 215,277
	Total			\$ 3,015,456	\$ 1,630,000	\$ 4,645,456	\$ 145,246	\$ 2,245,148	\$ 2,255,062



CITY OF ALPHARETTA
 Financial Management Reports
 Special Revenue Funds
Hotel/Motel Fund (Fund 275; life-to-date for active projects)
 As of November 30, 2017

Account #	Project	Project Snapshot		FY 2018					
		Total Project Authorization	Prior Year Actuals	Carryforward Budget	FY 2018 Appropriations	Total Budget	Collections / Expenditures	Encumbrances	Funds Available
Revenue									
27590150-314100	Hotel/Motel Taxes			\$ -	\$ 7,250,000	\$ 7,250,000	\$ 2,476,072		\$ 4,773,928
	subtotal			\$ -	\$ 7,250,000	\$ 7,250,000	\$ 2,476,072		\$ 4,773,928
Non-Departmental									
27590150-395000	Carryforward Fund Balance			\$ 1,505,262	\$ -	\$ 1,505,262	\$ -		\$ 1,505,262
	subtotal			\$ 1,505,262	\$ -	\$ 1,505,262	\$ -		\$ 1,505,262
	Total			\$ 1,505,262	\$ 7,250,000	\$ 8,755,262	\$ 2,476,072		\$ 6,279,190
Expenditures									
Alpharetta Convention & Visitors Bureau									
27590150-572002	ACVB Distribution	\$ -	\$ 3,171,875	\$ 3,171,875	\$ 1,083,281	\$ -	\$ 2,088,594		
	subtotal	\$ -	\$ 3,171,875	\$ 3,171,875	\$ 1,083,281	\$ -	\$ 2,088,594		
City/Other									
27590150-521200	Professional Services	\$ -	\$ -	\$ -	\$ 3,000	\$ -	\$ (3,000)		
27590150-611100	City of Alpharetta Distribution	-	2,718,750	2,718,750	928,527	-	1,790,223		
	subtotal	\$ -	\$ 2,718,750	\$ 2,718,750	\$ 931,527	\$ -	\$ 1,787,223		
Tourism Product Development									
27590150-541500	C1611 Alpharetta Arts Center	550,000	-	\$ -	\$ 550,000	\$ -	\$ 550,000	\$ -	
27590150-579000	Reserve (Tourist Product Development)			34,674	-	34,674	-	34,674	
27590150-579006	Debt Service Reserve			1,470,588	29,412	1,500,000	-	1,500,000	
27590151-582100	D1600 Interest Pmt (2016 Conference Center Bond)			-	779,963	779,963	389,981	-	
	subtotal			\$ 1,505,262	\$ 1,359,375	\$ 2,864,637	\$ 389,981	\$ 550,000	\$ 1,924,656
	Total			\$ 1,505,262	\$ 7,250,000	\$ 8,755,262	\$ 2,404,789	\$ 550,000	\$ 5,800,473



OTHER REPORTS

Payments \$5,000 and Greater



CITY OF ALPHARETTA
 Financial Management Reports
Listing of Payments \$5,000 and greater
 for the month ended November 30, 2017

Vendor	Description	Department	\$ Amount
360 Network Solutions LLC	Surveillance Cameras	Public Works	\$ 8,850.00
Ace American Insurance Co (EFT)	Monthly Workers Comp Invoice	Risk Management	\$ 31,660.47
AFLAC	October 2017 Premiums	Finance	\$ 11,110.74
Allan Vigil Ford Lincoln Inc.	Vehicle Replacements	Public Safety	\$ 136,388.00
Alpha Training Center LLC	Detector Lab - Raider	Public Safety	\$ 7,000.00
Alpharetta Convention & Visitors Bureau	Hotel Motel Tax for November 2017	Finance	\$ 296,319.30
Alpharetta Technology Commission	December 2017 ATC	Development Authority	\$ 10,416.66
Alta Planning + Design	Alpha Loop	Public Works	\$ 14,350.00
American Facility Services Inc.	October 2017 Janitorial Services	Public Works	\$ 7,897.02
Ashley Banan	November 2017 Team Gymnastics and October 2017 Optional Practices	Recreation & Parks	\$ 9,552.90
AT&T	October 2017 Phone Service	Information Technology	\$ 5,650.50
AT&T Corp	Cisco Systems	Information Technology	\$ 37,737.00
AT&T CWO Coordinator	Payment 1 of 4 Relocate Aerial Cables	Public Works	\$ 56,178.88
AT&T Mobility National Account	Software and Annual Maintenance/Support	Recreation & Parks	\$ 44,961.69
Atlanta Softball Umpires Assn	September and October 2017 Umpires	Recreation & Parks	\$ 8,326.00
Avalon Hotel Associates LLC (EFT)	Alpharetta Conference Center and Hotel Avalon Funding Request	Finance	\$ 737,545.39
B&T Shavings, Inc.	Premium Flake Bedding	Recreation & Parks	\$ 5,460.00
Bridgeway Foundation for Education	October 2017 Facility Rental	Recreation & Parks	\$ 5,110.00
Brit Insurance Services USA Inc.	Auto Liability Claims	Risk Management	\$ 9,439.46
CDW LLC	Window and SQL Server License for Traffic Control Center	Public Works	\$ 8,050.16
Cellebrite USA Inc.	Renewal Existing Computer Forensic Software	Public Safety	\$ 7,400.00
Cigna (wire)	Monthly Premium	Finance	\$ 127,811.95
Cigna (wire)	Monthly Premium	Finance	\$ 39,206.37
Cigna (wire)	Monthly Premium	Finance	\$ 34,552.61
City of Roswell	October 2017 Actual Expenses - Training Center	Public Safety	\$ 11,925.53
Comfort By Design	HVAC Units and Maint/Repairs	Public Works	\$ 10,048.70
Commercial Truck & Van Equipment Inc.	Swenson EV100 Spreader	Public Works	\$ 17,130.00
Dana Safety Supply Inc.	Body Armor	Public Safety	\$ 9,030.00



CITY OF ALPHARETTA
 Financial Management Reports
Listing of Payments \$5,000 and greater
 for the month ended November 30, 2017

Vendor	Description	Department	\$ Amount
Dana Safety Supply Inc.	Police Vehicle Upfitting and Window Tinting	Public Safety	\$ 21,639.18
Daniel H Vernon	Downtown Façade & Improvement Grant	City Administration	\$ 16,500.00
Disys Solutions Inc.	Cisco SmartNet	Information Technology	\$ 16,498.80
Downey Trees Inc.	Tree Services	Public Works	\$ 12,462.50
Ed Castro Landscape Inc.	September/October 2017 Maintenance Contract and Mansell House Maint.	Recreation & Parks	\$ 27,181.98
ESIS Payment	Risk Management	Finance	\$ 31,660.47
Excellere Construction LLC	Multiple Sidewalk Improvements	Public Works	\$ 59,150.06
Fulton County Board of Commissioners	October 2017 State Reports - LVAP Fund Disbursements	Municipal Courts	\$ 7,277.75
Fulton County Board of Education	October 2017 Fuel Bill	Finance	\$ 25,988.14
Gates at Northpoint LLC	Landscape Maintenance Bond Released	Community Development	\$ 9,996.00
Georgia Power Co	Power Bill	Finance	\$ 138,540.68
Georgia Power Co	Power Bill	Finance	\$ 5,870.85
Georgia Superior Court Clerks	October 2017 State Reports	Municipal Courts	\$ 31,948.53
Houser Walker Architecture LLC	Alpharetta Arts Center	Recreation & Parks	\$ 14,242.75
IPR Southeast LLC	Standby Storm Water Repair Contract	Public Works	\$ 45,913.00
J&J Computer Connection Inc.	Leased Copier Equipment	Finance	\$ 5,978.36
Kimley-Horn & Associates Inc.	North Point LCI Update	Community Development	\$ 41,497.00
LD Gymnastics Inc.	Payment 1 of 4 Winter Gymnastics	Recreation & Parks	\$ 10,392.12
Mason Tractor Company	Kubota Track Loader/Bucket/Rotary Cutter	Recreation & Parks	\$ 47,812.57
Mass Services Inc.	October 2017 Stall Cleaning	Recreation & Parks	\$ 11,600.44
Mauldin & Jenkins LLC	2017 Audit	Finance	\$ 30,000.00
Media Frenzy Global	November 2017 PR	City Administration	\$ 8,333.33
Meer Electrical Contractors Inc.	Electrical Services for Events	Recreation & Parks	\$ 7,165.00
Monro Muffler Brake Inc.	Vehicle Tires and Services	Public Safety	\$ 5,330.34
Morgan Stanley Global Banking	Investment Advisory - 401A & 457	Finance	\$ 7,500.00
OPEB (wire)	Monthly Payment	Finance	\$ 7,100.01
PC Specialists Inc.	Surveillance Cameras	Public Works	\$ 17,370.00
Peace Officer's Annuity/Benefit Fund of GA	October 2017 State Reports	Municipal Courts	\$ 6,998.75
Peek Pavement Marking LLC	On Call Pavement Marking Services	Public Works	\$ 6,311.19
PFM Solutions LLC	Whitebirch Implementation Fee	Finance	\$ 5,000.00



CITY OF ALPHARETTA
 Financial Management Reports
Listing of Payments \$5,000 and greater
 for the month ended November 30, 2017

Vendor	Description	Department	\$ Amount
Pieper O'Brien Herr Architects	City of Alpharetta Police Addition and Renovations	Public Safety	\$ 12,884.70
Pitney Bowes Inc.	Postage Meter Refill	Finance	\$ 5,017.00
Pond & Company	Southlake Drive Culvert Replacement Design	Public Works	\$ 12,050.00
Pond & Company	Alpha Loop	Public Works	\$ 23,637.20
Priority Dispatch Corp	Annual ProQA Esp	Public Safety	\$ 28,380.00
Republic Services #800	October 2017 Waste Services	Finance	\$ 276,768.09
Ruppert Landscape	October 2017 Landscape Maintenance and Watering	Public Works	\$ 30,232.80
Russel Landscape LLC	SR400 @ 5 Interchanges Maintenance	Public Works	\$ 26,279.50
Russell Landscape LLC	SR400 @ 5 Interchanges Maintenance	Public Works	\$ 12,641.00
Russell Landscape LLC	SR400 @ 5 Interchanges Maintenance	Public Works	\$ 13,139.75
Sawnee Electric Membership Corp	Power Bills	Finance	\$ 30,587.23
Stevens & Wilkinson	Wills Park Pool Renovation	Recreation & Parks	\$ 9,442.96
Sunbelt Builders Inc.	Wills Park Pool Renovation	Recreation & Parks	\$ 364,453.10
SunTrust Pcard	Procurement Card	Finance	\$ 182,382.60
The Macallan Group	Alpharetta Arts Center	Recreation & Parks	\$ 85,513.80
Tri Scapes Inc.	October 2017 Maintenance/Bush Hog Property/Pine Straw	Recreation & Parks	\$ 23,370.83
Tyr Tactical LLC	Police Protection Equipment	Public Safety	\$ 6,594.30
Wade Ford Inc.	Ford Police Interceptors	Public Safety	\$ 256,122.00
Malone Design/Fabrication	Alpharetta History Room	City Administration	\$ 180,904.00



OTHER REPORTS

Purchase Orders between
\$5,000 and \$50,000



CITY OF ALPHARETTA
 Financial Management Reports
Listing of PO's between \$5,000.01 and \$50,000.00
 for the month ended November 30, 2017

Purchase Order #	Vendor	Department	Purchase Order Amt.	Description
18000266	Cellebrite USA Inc.	Public Safety	\$ 7,400.00	Computer forensics software renewal
18000267	Sweeping Corporation of America Inc.	Public Works	\$ 20,961.18	Annual street sweeping contract
18000271	360 Network Solutions LLC	Public Works	\$ 20,650.00	CCTV cameras and hardware for (7) locations in the City
18000273	Ruppert Landscape	Public Works	\$ 25,730.30	Shrub replacements on Old Milton Parkway and Haynes Bridge Road
18000277	Atlanta Business Chronicle	Administration	\$ 8,481.00	State of the Region advertisement
18000280	Landair Surveying Co of Georgia	Public Works	\$ 8,100.00	Surveying services for 80 Milton Avenue
18000281	Temple Inc.	Public Works	\$ 8,743.50	Pedestrian push button traffic signal equipment
18000282	Pond & Company	Public Works	\$ 13,500.00	Traffic calming and operational review for Douglas Road
18000284	Konark Software Solutions LLC	Information Technology	\$ 13,175.25	ManageEngine event log analyzer and ManageEngine AD360 Ad Auditing annual software subscription
18000287	Summit Construction and Development	Public Works	\$ 49,885.11	Demolition services for (2) locations on Mid Broadwell Road
18000289	Dana Safety Supply Inc.	Public Safety	\$ 21,489.18	Upfitting for (6) public safety vehicles
18000290	Medical Priority Consultants Inc.	Information Technology	\$ 28,380.00	Proqa ESP software license renewal, service and support
18000291	AT&T Mobility	Public Safety	\$ 44,962.00	Smart911 and SmartPrepare license renewal
18000293	RCS Productions.Com Inc.	Recreation and Parks	\$ 15,579.00	Holiday tree lighting production services
18000297	Kevin Belford	Public Safety	\$ 20,000.00	Radio replacements in police vehicles
18000302	AFS Acquisitions LLC	Public Safety	\$ 5,351.04	Ice makers for fire station 81 and 82
18000303	CDW LLC	Information Technology	\$ 7,337.00	Solarwinds patch manager license and maintenance
18000304	Smyrna Police Distributors	Public Safety	\$ 6,448.44	Custom t-shirts for fire
18000307	Wilburn Engineering LLC	Public Works	\$ 30,812.00	Traffic signal loop detection replacement for locations effected by the annual milling and resurfacing
18000308	Atlanta Hawks LP	Recreation and Parks	\$ 23,200.00	Basketball uniforms, including participation in the Jr Hawks program
18000309	Georgia Fire and Rescue Supply LLC	Public Safety	\$ 9,213.00	(111) Firefighting particulate hoods
18000311	Biteful LLC	Human Resources	\$ 11,900.00	Catering services for employee holiday luncheon



OTHER REPORTS

Bid/RFP Status



CITY OF ALPHARETTA
Financial Management Reports
Bid/RFP Status
for the month ended November 30, 2017

Bid#	RFP#	Department	Description	Close Date	Number of Vendor Responses	Award Date	Awarded To	Award Amount	Purchase Order Date	Purchase Order #
	17-1004 RFQ	Community Development	Design / Build for Downtown Parking Deck	9/1/2016	10	N/A	Shortlisted 4 Bidders for RFP 17-102	N/A		
	17-102 RFP	Community Development	Design / Build for Downtown Parking Decks	5/11/2017	4	7/17/2017	The Christman Company	\$ 6,928,183.00		
	17-1011 RFQ	Rec/Parks	Alpharetta Arts Center Construction	3/23/2017	11	N/A	Shortlisted 3 Bidders for RFP 17-112	N/A		
	17-112 RFP	Rec/Parks	Alpharetta Arts Center	5/3/2017	3	8/7/2017	Macallan Construction	\$ 2,836,935.00	10/5/2017	18000232
	17-111 RFP	Information Technology	Cadastral Conversion Services	6/15/2017	4	8/21/2017	Atlas Geographic Data, Inc.	\$ 81,700.00	10/9/2017	18000234
	17-1013	Public Works	Rucker Road Corridor Improvements	5/18/2017	5	N/A	Shortlisted 2 Bidders for PW ITB 17-011			
17-011		Public Works	Rucker Road Corridor Improvements	6/29/2017	2	8/7/2017	C. W. Matthews Contracting Co.	\$ 15,030,195.75	9/29/2017	18000225
17-010		Public Works	Windward Sidewalk Improvements	6/15/2017	7	7/17/2017	Construction 57, Inc.	\$ 320,982.00	8/9/2017	18000157
	18-101	Public Safety	Public Safety Uniforms and Duty Gear	7/27/2017	8	cancelled/no award				
	18-102	Rec/Parks	Webb Bridge Park Artificial Turf Field Replacement	7/13/2017	7	8/21/2017	Sprinturf, LLC	\$ 406,461.00	10/31/2017	18000264
18-001		Public Works	FY 2018 Milling and Resurfacing	8/31/2017	5	10/23/2017	Allied Paving Contractors	\$ 2,645,448.30		
18-002		Public Works	FY 2017 Bond Sidewalk Improvements-Phase 4	9/28/2017	7	10/23/2017	Sol Construction, LLC	\$ 379,383.50		
18-004		Public Works	FY 2018 Bridge Maintenance	10/12/2017	8	11/6/2017	Massana, Inc.	\$ 310,984.00		



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OTHER REPORTS

GAAP Financial Statements

**City of Alpharetta
Balance Sheet
Governmental Funds
November 30, 2017**

	Major Governmental Funds						Non-Major	Total
	General Fund	Capital Project Fund	Capital Grant Fund	Conf Center Bond Fund	Construction Bond Fund	T-SPLOST Capital Fund	Governmental Funds	Governmental Funds
ASSETS								
Cash / Cash Equivalents / Investments	\$ 19,114,582	\$ 18,622,961	\$ -	\$ 371,616	\$ 44,904,332	\$ 5,194,421	\$ 9,992,399	\$ 98,200,310
Receivables (net of allowance for uncollectibles)			1,619,422					1,619,422
Taxes Receivable								-
Property Taxes	18,546,668	-		-	-	-	4,415,052	22,961,720
Other Taxes	-	-		-	-	-	-	-
Interest	-	-		-	-	-	-	-
Accounts	1,260,561	263,908		-	-	-	10,349	1,534,817
Due from Other Funds	-	-	-	-	-	-	-	-
Prepaid Items	-	-		-	-	-	-	-
Cash - Restricted	-	-		-	-	-	-	-
Intergovernmental Receivable	-	-		-	-	-	-	-
Restricted	-	-		-	-	-	-	-
Total Assets	38,921,811	18,886,868	1,619,422	371,616	44,904,332	5,194,421	14,417,800	124,316,270
LIABILITIES AND FUND BALANCES								
Liabilities								
Current								
Accounts Payable	2,446,725	82,830	-	-	\$ 55,604	58,510	84,266	2,727,935
Retainage Payable	-	23,331		-	184,872	-	6,158	214,361
Intergovernmental Payable	-	-	-	-	-	-	-	-
Arbitrage Payable	-	-	-	-	-	-	-	-
Accounts payable/AR Suspense acct	-	-		-	-	-	-	-
Claims Payable	-	-		-	-	-	-	-
Payroll Payable	22,016	-		-	-	-	2,125	24,142
Due to Other Funds	-	-	-	-	-	-	-	-
Deferred Revenue	18,615,023	234,191	\$ 2,023,174	-	-	-	4,427,901	25,300,289
Unearned Revenue	-	-		-	-	-	-	-
Teen Driving/Donation	-	-		-	-	-	-	-
T.A.D Payment to County	-	-		-	-	-	-	-
Compensated Absences	-	-		-	-	-	-	-
Non-Current								
Unclaimed Property	-	-		-	-	-	-	-
Claims Payable	-	-		-	-	-	-	-
Total Liabilities	21,083,764	340,352	2,023,174	-	240,477	58,510	4,520,451	28,266,727
Fund Balances:								
Restricted for:								
Capital Projects	-	401,531	(403,753)	371,616	44,663,855	5,135,911	4,413,628	54,582,787
Law Enforcement	-	-		-	-	-	1,333,301	1,333,301
Emergency Telephone Activities	-	-		-	-	-	1,228,545	1,228,545
Grant Projects	-	-		-	-	-	-	-
Debt Service	-	-		-	-	-	596,446	596,446
Promotion of Tourism	-	-		-	-	-	1,576,544	1,576,544
Assigned for:								
Grant Projects	-			-	-	-	57,954	57,954
Capital Projects		18,144,986						18,144,986
2019 Fiscal year Expenditures	6,083,689	-		-	-	-	-	6,083,689
Unassigned	11,754,359			-	-	-	690,932	12,445,290
Total Fund Balances	17,838,048	18,546,517	(403,753)	371,616	44,663,855	5,135,911	9,897,348	96,049,542
Total Liabilities and Fund Balances	\$ 38,921,811	\$ 18,886,868	\$ 1,619,422	\$ 371,616	\$ 44,904,332	\$ 5,194,421	\$ 14,417,800	\$ 124,316,270

City of Alpharetta
Statement of Revenues, Expenditures, and Changes in Fund Balances
Governmental Funds
For the Period Ended November 30, 2017

	Major Governmental Funds						Non-Major Governmental Funds	Total Governmental Funds
	General Fund	Capital Project Fund	Capital Grant Fund	Conf Ctr Fund	S2016 Const Bond Fund	T-SPLOST Capital Fund		
REVENUES								
Taxes:								
Property Tax	\$ 3,129,367	-	-	-	-	-	2,476,072	\$ 5,605,439
Local Option Sales Tax	5,218,021	-	-	-	-	-	821,480	6,039,501
Transportation Special Purpose Local Option Sales Tax	-	-	-	-	-	3,509,652	-	3,509,652
Other Taxes	5,772,808	-	-	-	-	-	1,086,703	6,859,511
Licenses and permits	1,084,557	-	-	-	-	-	451,322	1,535,879
Intergovernmental	25,000	300,512	190,609	-	-	-	70,191	586,312
Charges for services	1,971,160	-	-	-	-	-	20,430	1,991,590
Impact Fees	-	-	-	-	-	-	-	-
Fines/Forfeitures	800,346	-	-	-	-	-	19,838	820,184
Investment earnings	64,674	47,401	(2,342)	18,524	209,491	12,677	-	350,426
Contributions and Donations	-	316,115	-	-	-	-	-	316,115
Other	68,530	-	-	-	3,061	-	-	71,591
Total revenues	18,134,463	664,028	188,267	18,524	212,552	3,522,329	4,946,035	27,686,199
EXPENDITURES								
Current:		-						
Unallocated	-	-	-	-	-	-	1,083,281	1,083,281
General government	4,084,873	477,060	-	6,477,086	-	-	1,478,872	12,517,892
Public safety	11,709,719	532,058	-	-	-	-	2,029,092	14,270,870
Public works	3,197,698	877,168	329,469	-	1,113,966	225,487	510,628	6,254,417
Economic and community development	1,181,538	59,923	65,083	-	-	-	-	1,306,543
Alpharetta Business Community	-	163,918	-	-	-	-	-	163,918
Culture and recreation	3,420,791	181,624	-	-	1,868,639	-	14,857	5,485,910
Debt service:								
Principal	-	-	-	-	-	-	-	-
Interest	55,920	-	-	-	-	-	389,981	445,901
Other Costs	287,104	-	-	-	-	-	-	287,104
Bond issuance costs	-	-	-	-	-	-	3,000	3,000
Capital outlay	-	-	-	-	-	-	-	-
Total expenditures	23,937,643	2,291,752	394,552	6,477,086	2,982,605	225,487	5,509,712	41,818,837
Excess (deficiency) of revenues over (under) expenditures	(5,803,180)	(1,627,724)	(206,285)	(6,458,562)	(2,770,053)	3,296,842	(563,677)	(14,132,638)
OTHER FINANCING SOURCES (USES)								
Transfers in	928,527	5,311,401	-	-	-	-	-	6,239,928
Transfers out	(5,842,651)	-	-	-	-	-	(397,277)	(6,239,928)
Loan Proceeds	-	-	-	-	-	-	-	-
Capital Leases	-	-	-	-	-	-	-	-
Sale of capital assets	47,482	-	-	-	-	-	-	47,482
Sale of non-capital assets	12,084	-	-	-	-	-	-	12,084
Land Sale	1,000	-	-	-	-	-	-	1,000
Insurance Proceeds	-	-	-	-	-	-	-	-
Bond Proceeds	-	-	-	-	-	-	-	-
Total other financing sources and (uses)	(4,853,558)	5,311,401	-	-	-	-	(397,277)	60,566
Net change in fund balances	(10,656,738)	3,683,677	(206,285)	(6,458,562)	(2,770,053)	3,296,842	(960,954)	(14,072,072)
Fund balances - beginning	28,494,785	14,862,840	(197,468)	6,830,178	47,433,908	1,839,069	10,858,303	110,121,615
Fund balances - ending	\$ 17,838,048	\$ 18,546,517	\$ (403,753)	\$ 371,616	\$ 44,663,855	\$ 5,135,911	\$ 9,897,348	\$ 96,049,542

City of Alpharetta
General Fund
Statement of Revenues, Expenditures, and Changes in Fund Balances - Budget and Actual
For the Period Ended November 30, 2017

	Budget	Actual Amounts	Variance with Budget- Positive (Negative)
REVENUES			
Taxes:			
Property Tax	\$ 21,399,000	\$ 3,129,367	\$ (18,269,633)
Local Option Sales Tax	15,200,000	5,218,021	(9,981,979)
Other Taxes	15,654,500	5,772,808	(9,881,692)
Licenses and Permits	2,070,550	1,084,557	(985,993)
Intergovernmental	435,000	25,000	(410,000)
Charges for Service	4,039,750	1,971,160	(2,068,590)
Fines/Forfeitures	2,209,250	800,346	(1,408,904)
Investment Earnings	75,000	64,674	(10,326)
Contributions and Donations			-
Other	181,270	68,530	(112,740)
Total revenues	61,264,320	18,134,463	(43,129,857)
EXPENDITURES			
Current:			
General government			
City Administration	2,212,696	1,101,641	1,111,055
Finance	3,347,009	1,717,650	1,629,359
Human Resources	415,782	142,263	273,519
Legal	665,000	41,671	623,329
Mayor and Council	364,488	136,316	228,172
Municipal Court	1,126,546	577,642	548,904
Information Technology	1,681,857	739,832	942,025
Non-Departmental	710,000	287,083	422,917
Contingency	650,000	21	649,979
Total general government	11,173,378	4,744,118	6,429,260
Public Safety	27,238,433	12,208,493	15,029,940
Public works	8,377,022	3,745,733	4,631,289
Economic and community development	2,857,116	1,213,519	1,643,597
Culture and recreation	8,988,204	4,543,872	4,444,332
Debt Service			
Principal	175,000	-	175,000
Interest	111,840	55,920	55,920
Total expenditures	58,920,993	26,511,655	32,409,338
Excess (Deficiency) of revenues over expenditures	2,343,327	(8,377,192)	(10,720,519)
OTHER FINANCING SOURCES (USES)			
Transfers in	2,718,750	928,527	(1,790,223)
Transfers out	(14,022,363)	(5,842,651)	8,179,712
Capital leases	-	-	-
Land Sale	-	1,000	1,000
Sale of capital assets	60,000	47,482	(12,518)
Sale of non-capital assets	40,000	12,084	(27,916)
Total other financing sources and uses	(11,203,613)	(4,853,558)	6,350,055
Net change in fund balances	(8,860,286)	(13,230,750)	(4,370,464)
Fund balances - beginning		28,494,785	
Fund balances - ending		\$ 15,264,035	
Adjustments to GAAP basis:			
Encumbrances		2,574,010	
Misc adj			
Fund balances-ending		\$ 17,838,048	

City of Alpharetta
Capital Project Fund
Statement of Revenues, Expenditures, and Changes in Fund Balances - Budget and Actual
For the Period Ended November 30, 2017

	Budget	Actual Amounts	Variance with Budget- Positive (Negative)
REVENUES			
Intergovernmental	\$ 2,166,779	\$ 300,512	\$ (1,866,267)
Contributions & Donations	1,885,626	316,115	(1,569,511)
Investment earnings	-	47,401	47,401
Misc Revenue	-	-	-
Other	-	-	-
Total revenues	4,052,405	664,028	(3,388,377)
EXPENDITURES			
Capital Outlay			
General Government:			
City Administration	742,154	561,326	180,828
Finance	59,885	8,656	51,229
Information Technology	1,164,679	438,948	725,731
Non-departmental	2,952,214	-	2,952,214
Total general government	4,918,932	1,008,930	3,910,002
Public Safety	3,647,508	639,476	3,008,032
Engineering & Public Works	18,746,584	10,455,329	8,291,255
Alpharetta Business Community	543,443	484,484	58,959
Economic and community development	260,057	158,340	101,717
Culture and recreation	3,796,083	2,899,673	896,410
Total Capital Outlay	31,912,607	15,646,233	16,266,374
Excess (Deficiency) revenue over expenditures	(27,860,202)	(14,982,205)	12,877,997
OTHER FINANCING SOURCES (USES)			
Transfers in	12,747,363	5,311,401	(7,435,962)
Capital leases	-	-	-
Budgeted Fund Balance	-	-	-
Total other financing sources and uses	12,747,363	5,311,401	(7,435,962)
Net change in fund balances	(15,112,839)	(9,670,803)	5,442,036
Fund balances - beginning		14,862,840	
Fund balances - ending		\$ 5,192,036	
Adjustments to GAAP basis:			
Encumbrances		13,354,481	
Misc adj-			
Fund balances-ending		\$ 18,546,517	

City of Alpharetta
Capital Grant Fund
Schedule of Revenues, Expenditures, and Changes in Fund Balances - Budget and Actual
For the Period Ended November 30, 2017

	Budget	Actual Amounts	Variance with Budget - Positive (Negative)
Revenues:			
Intergovernmental	\$ 2,439,873	190,609	\$ (2,249,264)
Contributions & Donations	-	-	-
Interest Earnings	-	(2,342)	(2,342)
Total	<u>2,439,873</u>	<u>188,267</u>	<u>(2,251,606)</u>
Expenditures:			
Public Safety	-	-	-
General Government	176,088	-	176,088
Community Development	120,534	120,534	-
Public Works	1,945,783	1,295,989	649,794
Recreation & Parks	-	-	-
Non-Departmental	-	-	-
Total	<u>2,242,405</u>	<u>1,416,523</u>	<u>825,882</u>
Excess (Deficiency) revenue over expenditures	<u>197,468</u>	<u>(1,228,256)</u>	<u>(1,425,724)</u>
Other Financing Sources & Uses:			
Transfers in	-	-	-
Budgeted Fund Balance	-	-	-
Subtotal:	<u>-</u>	<u>-</u>	<u>-</u>
Net change in fund balance	<u>197,468</u>	<u>(1,228,256)</u>	<u>(1,425,724)</u>
Fund balance - beginning		<u>(197,468)</u>	
Fund balance - ending		<u>\$ (1,425,724)</u>	
Adjustments to GAAP basis:			
Misc adj			
Encumbrances		1,021,971	
Fund balances - ending		<u>\$ (403,753)</u>	

City of Alpharetta
Conference Center Fund
Statement of Revenues, Expenditures, and Changes in Fund Balances - Budget and Actual
For the Period Ended November 30, 2017

	Budget	Actual Amounts	Variance with Budget- Positive (Negative)
REVENUES	\$ -	\$ -	\$ -
Bond Proceeds	-	-	-
Premium on Bond Proceeds	-	-	-
Misc Rev	-	-	-
Investment Earnings	-	18,524	18,523.78
Total revenues	-	18,524	18,523.78
EXPENDITURES			
General Government:			
Cost of Bond Issuance		-	-
Non-Departmental	133,163	-	133,163
Total general government	133,163	-	133,163
City Administration	6,697,014	6,493,852	203,162
Public Safety	-	-	-
Excess (Deficiency) of Revenues Over expenditures	(6,830,177)	(6,475,328)	354,849
OTHER FINANCING SOURCES			
General Obligation Bond Proceeds	-	-	-
Operating Transfers Out			-
Total other financing sources (uses)	-	-	-
Net change in fund balances	(6,830,177)	(6,475,328)	354,849
Fund balances - beginning		6,830,178	
Fund balances - ending		<u>\$ 354,850</u>	
Adjustments to GAAP basis:			
Encumbrances		16,766	
Fund balances-ending		<u>\$ 371,616</u>	

City of Alpharetta
Bond Construction Fund
Statement of Revenues, Expenditures, and Changes in Fund Balances - Budget and Actual
For the Period Ended November 30, 2017

	Budget	Actual Amounts	Variance with Budget- Positive (Negative)
REVENUES			
Bond Proceeds	\$ -	\$ -	\$ -
Premium on Bond Proceeds	-	-	\$ -
Misc Revenue	-	3,061	\$ 3,061
Investment Earnings	-	209,491	209,491
Total revenues	-	212,552	212,552
EXPENDITURES			
General Government:			
Cost of Bond Issuance	-	-	-
Public Works	32,264,476	16,534,279	15,730,197
Recreation & Parks	1,516,431	4,555,707	(3,039,276)
Total general government	33,780,907	21,089,987	12,690,920
City Administration			-
Public Safety	-	-	-
Excess (Deficiency) of Revenues Over expenditures	(33,780,907)	(20,877,435)	12,903,472
OTHER FINANCING SOURCES			
General Obligation Bond Proceeds	-	-	-
Operating Transfers Out			-
Total other financing sources (uses)	-	-	-
Net change in fund balances	(33,780,907)	(20,877,435)	12,903,472
 Fund balances - beginning			
		47,433,908	
 Fund balances - ending			
		<u>\$ 26,556,473</u>	
Adjustments to GAAP basis:			
Encumbrances		18,107,382	
Fund balances-ending		<u>\$ 44,663,855</u>	

City of Alpharetta
TSPLOST Fund
Statement of Revenues, Expenditures, and Changes in Fund Balances - Budget and Actual
For the Period Ended November 30, 2017

	Budget	Actual Amounts	Variance with Budget- Positive (Negative)
REVENUES			
Transportation Special Purpose Local Option Sales Tax	\$ 13,000,000	\$ 3,509,652	\$ (9,490,348)
Investment Earnings		12,677	12,677
Total revenues	13,000,000	3,522,329	(9,477,671)
EXPENDITURES			
General Government:			
Cost of Bond Issuance			-
Public Works	14,839,068	745,821	14,093,247
Recreation & Parks			-
Total general government	14,839,068	745,821	14,093,247
City Administration			-
Public Safety	-	-	-
Excess (Deficiency) of Revenues			-
Over expenditures	(1,839,068)	2,776,507	4,615,575
OTHER FINANCING SOURCES			
General Obligation Bond Proceeds			-
Operating Transfers Out			-
Total other financing sources (uses)	-	-	-
Net change in fund balances	(1,839,068)	2,776,507	4,615,575
Fund balances - beginning			
		1,839,069	
Fund balances - ending			
		<u>\$ 4,615,576</u>	
Adjustments to GAAP basis:			
Encumbrances		520,335	
Fund balances-ending		<u>\$ 5,135,911</u>	

City of Alpharetta
Internal Service Fund - Medical Insurance
Statement of Net Position
November 30, 2017

ASSETS

Current Assets:		
Cash and Cash Equivalents & Investments	\$	2,347,857
Accounts Receivables (net of allowance for uncollectibles)		-
Total Current Assets		<u>2,347,857</u>
Noncurrent Assets:		
Restricted Cash, Cash Equivalents, and Investments		-
Total Restricted Assets		<u>-</u>
Total Noncurrent Assets		<u>-</u>
Total Assets		<u>2,347,857</u>

LIABILITIES

Current Liabilities:		
Accounts Payable		-
Claims Payables		755,702
Accrued Interest Payable		-
Due to Other Funds		-
Total Current Liabilities		<u>755,702</u>
Current Liabilities Payable from Restricted Assets:		
		-
Total Current Liabilities Payable from Restricted Assets		<u>-</u>
Noncurrent Liabilities:		
Other Non-Current Liabilities		-
Total Noncurrent Liabilities		<u>-</u>
Total Liabilities		<u>755,702</u>

NET ASSETS

Invested in Capital Assets, net of related debt		-
Reserved for Debt Service		-
Reserved for Encumbrances		-
Unreserved		<u>1,592,155</u>
Total Net Assets		<u>1,592,155</u>
Total Liabilities & Net Assets	\$	<u>2,347,857</u>

City of Alpharetta
Internal Service Fund - Medical Insurance
Statement of Revenues, Expenses, and Changes in Net position - Budget and Actual
For the Period Ended November 30, 2017

	Budget	Actual Amounts	Variance with Budget - Positive (Negative)
REVENUES			
Investment Earnings	\$ -	\$ 46	\$ (46)
Employer Medical Contribution	6,289,453	2,593,118	(3,696,335)
Employee Medical Contribution	702,209	314,813	(387,396)
Insurance Proceeds	-	-	
Total revenues	6,991,662	2,907,977	(4,083,685)
EXPENDITURES			
Medical Premiums	1,501,694	625,166	876,528
Medical Claims	5,408,414	1,713,223	3,695,191
Contingency	1,104,121	0	1,104,121
Total expenditures	8,014,229	2,338,389	5,675,840
Excess (Deficiency) of Revenues Over expenditures	(1,022,567)	569,588	1,592,155
OTHER FINANCING SOURCES			
Asset Disposition		-	
Operating Transfers In	-	-	-
Operating Transfers Out	-	-	-
Total other financing sources (uses)	-	-	-
Net change in fund balances	(1,022,567)	569,588	1,592,155
Fund balances - beginning		1,022,567	
Fund balances - ending		\$ 1,592,155	
Adjustments to GAAP basis:			
Encumbrances		-	
Misc adj			
Fund balances-ending		\$ 1,592,155	

City of Alpharetta
Enterprise Fund -Solid Waste
Statement of Net Position
November 30, 2017

	<u>Solid Waste</u>
ASSETS	
Current Assets:	
Cash and Cash Equivalents & Investments	\$ 1,876,396
Inventories, at cost	-
Accounts Receivables (net of allowance for uncollectibles)	937,035
Prepaid Insurance Expenses	-
Total Current Assets	<u>2,813,431</u>
Noncurrent Assets:	
Restricted Cash, Cash Equivalents, and Investments	-
Total Restricted Assets	<u>-</u>
Other	-
Capital Assets	
Buildings and System	-
Machinery and Equipment	
Less Accumulated Depreciation	-
Total Capital Assets (net of accumulated depreciation)	<u>-</u>
Total Noncurrent Assets	<u>-</u>
Total Assets	<u>2,813,431</u>
LIABILITIES	
Current Liabilities:	
Accounts Payable	440
Accounts Payable/ Customer Credit Balances	(56)
Accounts Payable/ Customer Pre-Paid Service	-
Accounts Payable/ A/R Module Suspense Acct	1,399
Payroll Liabilities	624
Accrued Salaries	-
Accrued Interest Payable	-
Compensated Absences Payable	713
Notes Payable - Revenue Bonds	-
Due to Other Funds	-
Total Current Liabilities	<u>3,119</u>
Current Liabilities Payable from Restricted Assets:	
Revenue Bonds Payable	-
Total Current Liabilities Payable from Restricted Assets	<u>-</u>
Noncurrent Liabilities:	
Customer Deposits	-
Compensated Absences less Current Portion	-
Revenue Bonds Payable	-
Total Noncurrent Liabilities	<u>-</u>
Total Liabilities	<u>3,119</u>
NET ASSETS	
Invested in Capital Assets, net of related debt	-
Reserved for Debt Service	-
Reserved for Encumbrances	-
Unreserved	<u>2,810,312</u>
Total Net Assets	<u>2,810,312</u>
Total Liabilities & Net Assets	<u>\$ 2,813,431</u>

City of Alpharetta
Enterprise Fund - Solid Waste
Statement of Revenues, Expenses, and Changes in Net Position
For the Period Ended November 30, 2017

Operating revenues:		
Charges for sales and services:		
Refuse Collection charges	\$	2,826,916
Misc Revenue		6,284
Total operating revenues		<u>2,833,200</u>
Operating expenses:		
Administration		3,222,260
Non-departmental		-
Total operating expenses		<u>3,222,260</u>
Operating Gain (loss)		(389,059)
Non-operating revenues (expenses):		
Investment earnings		-
Total non-operating revenue (expenses)		<u>-</u>
Income (loss) before transfers		(389,059)
Transfers In		-
Transfers Out		<u>-</u>
Change In Net Assets		(389,059)
Total net assets-beginning		<u>1,133,246</u>
Total net assets-ending (net of encumbrances)		<u><u>744,188</u></u>
Adjustments to GAAP basis:		
Encumbrances		2,066,126
Misc adj-Encumbrances Resv/Prior Year		
Total net assets-ending	\$	<u><u>2,810,312</u></u>

City of Alpharetta
Internal Service Fund - Risk Management
Statement of Net Position
November 30, 2017

ASSETS

Current Assets:	
Cash and Cash Equivalents & Investments	\$ 888,279
Accounts Receivables (net of allowance for uncollectibles)	-
Total Current Assets	<u>888,279</u>
Noncurrent Assets:	
Restricted Cash, Cash Equivalents, and Investments	-
Total Restricted Assets	<u>-</u>
Total Noncurrent Assets	<u>-</u>
Total Assets	<u>888,279</u>

LIABILITIES

Current Liabilities:	
Accounts Payable	1,856
Claims Payables	473,206
Accrued Interest Payable	-
Due to Other Funds	-
Total Current Liabilities	<u>475,062</u>
Current Liabilities Payable from Restricted Assets:	
Total Current Liabilities Payable from Restricted Assets	<u>-</u>
Noncurrent Liabilities:	
Other Non-Current Liabilities	553,962
Total Noncurrent Liabilities	<u>553,962</u>
Total Liabilities	<u>1,029,024</u>

NET ASSETS

Invested in Capital Assets, net of related debt	-
Reserved for Debt Service	-
Reserved for Encumbrances	-
Unreserved	<u>(140,746)</u>
Total Net Assets	<u>(140,746)</u>
Total Liabilities & Net Assets	<u>\$ 888,279</u>

City of Alpharetta
Internal Service Fund - Risk Management
Statement of Revenues, Expenses, and Changes in Net position - Budget and Actual
For the Period Ended November 30, 2017

	Budget	Actual Amounts	Variance with Budget - Positive (Negative)
REVENUES			
Investment Earnings	\$ 3,000	\$ 2,387	\$ (613)
Charges for Service	1,335,000	556,250	(778,750)
Discounts	-	-	-
Insurance Proceeds	-	11,054	11,054
Total revenues	1,338,000	569,691	(768,310)
EXPENDITURES			
Workers Compensation Admin	-	-	-
Professional Fees	125,000	118,901	6,099
Auto Liability	150,000	159,588	(9,588)
Property & Equipment Liability	90,000	90,014	(14)
General Liability	60,000	56,626	3,374
Law Enforcement Liability	100,000	0	100,000
Public Entity Liability	60,000	143,271	(83,271)
Workers Comp Excess Liability	105,000	103,609	1,391
Employee Benefits Liability	-	-	-
Criminal Liability	5,000	3,386	1,614
Cyber Liability	8,000	6,394	1,606
Umbrella Liability	60,000	52,782	7,218
Medical Services	30,000	2,437	27,563
Claims/Judgements	550,000	257,764	292,236
Contingency	274,335	-	274,335
Total expenditures	1,617,335	994,771	622,564
Excess (Deficiency) of Revenues			
Over expenditures	(279,335)	(425,081)	(145,746)
OTHER FINANCING SOURCES			
Asset Disposition		-	
Operating Transfers In	-	-	-
Operating Transfers Out	-	-	-
Total other financing sources (uses)	-	-	-
Net change in fund balances	(279,335)	(425,081)	(145,746)
Fund balances - beginning			
		279,335	
Fund balances - ending			
		<u>\$ (145,746)</u>	
Adjustments to GAAP basis:			
Encumbrances		5,000	
Misc adj			
Fund balances-ending		<u><u>\$ (140,746)</u></u>	

**City of Alpharetta
Statement of Net Position
OPEB Trust Fund
November 30, 2017**

	OPEB Plan
ASSETS	
Current Assets:	
Cash and Cash Equivalents	\$ 1,147,310
Investments	-
Accounts Receivables (net of allowance for uncollectibles)	-
Total Assets	<u>1,147,310</u>
LIABILITIES	
Current Liabilities:	
Accounts Payable	\$ -
Due to Other Funds	-
Total Current Liabilities	<u>-</u>
Current Liabilities Payable from Restricted Assets:	-
Total Current Liabilities Payable from Restricted Assets	<u>-</u>
Noncurrent Liabilities:	-
Total Noncurrent Liabilities	<u>-</u>
Total Liabilities	<u>-</u>
NET ASSETS	
Net Assets held in trust for pension benefits	<u>1,147,309</u>
Total Net Assets	<u>1,147,309</u>
Total Liabilities & Net Assets	<u><u>\$ 1,147,310</u></u>

City of Alpharetta
Statement of Changes in Fiduciary Net Position
OPEB Trust Fund
For the Period Ended November 30, 2017

	<u>Actual Amounts</u>
Additions:	
Employer Contribution	\$ 35,500
Employee Contribution	
Total Contribution	<u>35,500</u>
Investment Income	-
Net appreciation in FMV	-
Interest and Dividends	5,347
Total Investment Income	<u>5,347</u>
Total Additions (Deductions)	<u>40,847</u>
Deductions:	
Benefits payments	-
Professional Fees	-
Total deductions	<u>-</u>
Net Increase (Decrease)	<u>40,847</u>
Net Assets held in trust for pension benefits	
Beginning of year	1,106,462
Total net assets	<u>\$ 1,147,310</u>

**City of Alpharetta
Statement of Net Position
Pension Trust Fund
November 30,2017**

	Pension Trust Fund
ASSETS	
Current Assets:	
Cash and Cash Equivalents	31,948
Investments	70,676,257
	-
Accounts Receivables (net of allowance for uncollectibles)	727,303
Total Assets	<u>71,435,508</u>
LIABILITIES	
Current Liabilities:	
Accounts Payable	489,148
	-
Due to Other Funds	-
Total Current Liabilities	<u>489,148</u>
Current Liabilities Payable from Restricted Assets:	
	-
Total Current Liabilities Payable from Restricted Assets	<u>-</u>
Noncurrent Liabilities:	
	-
Total Noncurrent Liabilities	<u>-</u>
Total Liabilities	<u>489,148</u>
NET ASSETS	
Net Assets held in trust for pension benefits	<u>70,946,360</u>
Total Net Assets	<u>70,946,360</u>
Total Liabilities & Net Assets	<u>\$ 71,435,508</u>

City of Alpharetta
Statement of Changes in Fiduciary Net Position
Pension Trust Fund
For the Period Ended November 30, 2017

	<u>Actual Amounts</u>
Additions:	
Employer Contribution	\$ 2,625,003
Employee Contribution	144,854
Total Contribution	<u>2,769,857</u>
Investment Income	(99,822)
Net appreciation in FMV	4,067,399
Interest and Dividends	530,272
Accrued Interest & Dividends	54,131
Other Receipts	1,612
Total Investment Income	<u>4,553,592</u>
Total Additions (Deductions)	<u>7,323,448</u>
Deductions:	
Benefits payments	799,410
Professional Fees	238,792
Other Disbursements	-
Total deductions	<u>1,038,202</u>
Net Increase (Decrease)	<u>6,285,246</u>
Net Assets held in trust for pension benefits	
Beginning of year	64,661,113
Total net assets	<u>\$ 70,946,360</u>

City of Alpharetta
Combining Balance Sheet
Non-Major Governmental Funds
November 30, 2017

	Special Revenue							Total Non-major Governmental Funds
	Hotel Motel	Impact Fee	Confiscated Assets	Grant Operating	E911	Debt Service Fund	Stormwater Capital Fund	
ASSETS								
Cash / Cash Equivalents / Investments	\$ 1,576,544	\$ 4,413,628	\$ 1,333,698	\$ 57,954	\$ 1,257,549	\$ 598,946	\$ 754,080	\$ 9,992,399
Taxes Receivable	-	-	-	-	-	-	-	-
Pre-Paid Expenditures	-	-	-	-	-	-	-	-
Accounts Receivable	-	-	-	10,349	\$ -	-	-	10,349
Property Taxes	-	-	-	-	-	4,415,052	-	4,415,052
Intergovernmental Receivable	-	-	-	-	-	-	-	-
Due From Other Funds	-	-	-	-	-	-	-	-
Restricted	-	-	-	-	-	-	-	-
Total Assets	1,576,544	4,413,628	1,333,698	68,303	1,257,549	5,013,998	754,080	14,417,800
LIABILITIES								
Accounts Payable	-	-	-	-	27,276	-	56,990	84,266
Retainage Payable	-	-	-	-	-	-	6,158	6,158
Intergovernmental Payable	-	-	-	-	-	-	-	-
Arbitrage Payable	-	-	-	-	-	-	-	-
Accounts payable/AR Suspense acct	-	-	-	-	-	-	-	-
Compensated Absences	-	-	-	-	-	-	-	-
Payroll Liabilities	-	-	397	-	1,728	-	-	2,125
Due to Other Fund	-	-	-	-	-	-	-	-
Deferred Revenue	-	-	-	10,349	-	4,417,552	-	4,427,901
Unearned Revenue	-	-	-	-	-	-	-	-
Total Liabilities	-	-	397	10,349	29,004	4,417,552	63,148	4,520,451
FUND BALANCES								
Restricted:								
Capital Projects	-	4,413,628	-	-	-	-	-	4,413,628
Law Enforcement	-	-	1,333,301	-	-	-	-	1,333,301
Promotion of Tourism	1,576,544	-	-	-	-	-	-	1,576,544
Emergency Telephone Activities	-	-	-	-	1,228,545	-	-	1,228,545
Debt Service	-	-	-	-	-	596,446	-	596,446
Assigned for: Grant Projects	-	-	-	-	-	-	-	-
Grant Projects	-	-	-	57,954	-	-	-	57,954
Unassigned:	-	-	-	-	-	-	690,932	690,932
Total Fund Balances	1,576,544	4,413,628	1,333,301	57,954	1,228,545	596,446	690,932	9,897,348
Total Liabilities and Fund Balances	\$ 1,576,544	\$ 4,413,628	\$ 1,333,698	\$ 68,303	\$ 1,257,549	\$ 5,013,998	\$ 754,080	\$ 14,417,800

City of Alpharetta
Combining Statement of Revenues, Expenditures, and Changes in Fund Balances
Non-major Governmental Funds
For the Period Ending November 30, 2017

	Special Revenue							Total Non-major Governmental Funds
	Hotel Motel	Impact Fee	Confiscated Assets	Grant Operations	E911 Fund	Debt Service Fund	Stormwater Service Fund	
REVENUES:								
Hotel Motel Tax	\$ 2,476,072	-	-	-				\$ 2,476,072
Property tax						821,480	-	821,480
Charges for Service	-	-	-	-	1,086,703			1,086,703
Impact Fees	-	451,322		-				451,322
Forfeiture Income	-	-	70,191	-				70,191
Intergovernmental	-	-	-	20,430	-			20,430
Contributions & Donations	-	-	-	-				-
Investment Earnings	-	12,096	385	175	3,750	3,432		19,838
Other	-		-				-	-
Total revenues	2,476,072	463,418	70,576	20,605	1,090,453	824,912	-	4,946,035
EXPENDITURES:								
Tourism	1,083,281	-	-	-	-			1,083,281
Community Development	-	-	-	-	-			-
Culture/Recreation		14,243	-	-	-		614	14,857
Public Safety	-	131,004	188,348	19,529	1,690,211			2,029,092
Public Works		-					510,628	510,628
General Government	-	-	-	-	-	1,478,872	-	1,478,872
Debt Service:							-	-
Principal							-	-
Interest	389,981						-	389,981
Bond Issuance Costs	3,000						-	3,000
Total expenditures	1,476,263	145,246	188,348	19,529	1,690,211	1,478,872	511,243	5,509,712
Excess (deficiency) of revenues over expenditures	999,809	318,171	(117,772)	1,076	(599,759)	(653,960)	(511,243)	(563,677)
OTHER FINANCING SOURCES (USES):								
Transfers in / out:								-
Debt service fund	-	-	-	-				-
Capital Projects								-
Operating grants fund	-	-	-	-				-
Capital grants fund	-	-	-	-				-
General fund	(928,527)	-	-	8,333	-		522,917	(397,277)
Budgeted Fund Balance:	-	-	-	-				-
Total other financing sources and (uses)	(928,527)	-	-	8,333	-		522,917	(397,277)
Net change in fund balances	71,282	318,171	(117,772)	9,410	(599,759)	(653,960)	11,674	(960,954)
Fund balances - beginning	1,505,262	4,095,456	1,451,073	48,544	1,828,304	1,250,406	679,258	10,858,303
Fund balances - ending	1,576,544	\$ 4,413,628	\$ 1,333,301	\$ 57,954	\$ 1,228,545	\$ 596,446	\$ 690,932	\$ 9,897,348

City of Alpharetta
Hotel Motel Special Revenue Fund
Schedule of Revenues, Expenditures, and Changes in Fund Balances - Budget and Actual
For the Period Ended November 30, 2017

	Budget	Actual Amounts	Variance with Budget - Positive (Negative)
REVENUES:			
Hotel Motel Tax	\$ 7,250,000	\$ 2,476,072	\$ (4,773,928)
Misc Revenue	-	-	-
Investment Earnings	-	-	-
Total revenues	7,250,000	2,476,072	(4,773,928)
EXPENDITURES:			
Professional Services	-	3,000	(3,000)
Recreation Improvements	550,000	550,000	-
Alpharetta Convention & Visitor's Bureau	3,171,875	1,083,281	2,088,594
Alpharetta Business Community	-	-	-
Debt Service Reserve	1,529,412		1,529,412
Bond Interest	779,963	389,981	389,982
Contingency	5,262	-	5,262
Total Expenditures	6,036,512	2,026,263	4,010,249
Excess of revenues over expenditures	1,213,488	449,809	(763,679)
OTHER FINANCING SOURCES (USES):			
Transfers Out	(2,718,750)	(928,527)	1,790,223
Total other financing sources and uses	(2,718,750)	(928,527)	1,790,223
Net change in fund balances	(1,505,262)	(478,718)	1,026,544
Fund balances - beginning	\$ 1,505,262		
Fund balances - ending	\$ 1,026,544		
Enbumbances	\$ 550,000		
Fund balances - ending	\$ 1,576,544		

City of Alpharetta
Impact Fee Special Revenue Fund
Schedule of Revenues, Expenditures, and Changes in Fund Balances - Budget and Actual
For the Period Ended November 30, 2017

	Budget	Actual Amounts	Variance with Budget - Positive (Negative)
REVENUES:			
Impact Fees	\$ 550,000	\$ 451,322	\$ (98,678)
Investment Earnings	-	12,096	12,096
Total Revenues	550,000	463,418	(86,582)
EXPENDITURES:			
Public Safety	520,465	169,064	351,401
Public Works	1,232,671	-	1,232,671
Recreation & Parks	2,677,043	2,221,330	455,713
Community Development	215,277	-	215,277
General Government	-	-	-
Total expenditures	4,645,456	2,390,394	2,255,062
Excess (deficiency) of revenues over expenditures	(4,095,456)	(1,926,976)	(2,168,480)
OTHER FINANCING SOURCES (USES):			
Transfers Out	-	-	-
Total other financing sources and uses	-	-	-
Net change in fund balances	(4,095,456)	(1,926,976)	(2,168,480)
Fund balances - beginning		4,095,456	
Fund balances - ending		\$ 2,168,480	
Encumbrances		2,245,148	
Fund balances - ending		\$ 4,413,628	

City of Alpharetta
Confiscated Assets Special Revenue Fund
Schedule of Revenues, Expenditures, and Changes in Fund Balances - Budget and Actual
For the Period Ended November 30, 2017

	Budget	Actual Amounts	Variance with Budget - Positive (Negative)
REVENUES:			
Forfeiture Income	\$ -	\$ 70,191	\$ 70,191
Investment Earnings	-	385	385
Misc Revenue	-		
Total Revenues	-	70,576	70,577
EXPENDITURES:			
Public Safety	1,451,073	191,848	1,259,225
Non-Departmental	-		-
Total expenditures	1,451,073	191,848	1,259,225
Excess (deficiency) of revenues over expenditures	(1,451,073)	(121,272)	1,329,802
OTHER FINANCING SOURCES (USES):	-	-	-
Net change in fund balances	(1,451,073)	(121,272)	1,329,802
Fund balances - beginning		1,451,073	
Fund balances - ending		\$ 1,329,801	
Adjustments to GAAP basis:			
Encumbrances		3,500	
Fund balances - ending		\$ 1,333,301	

City of Alpharetta
Grant Fund - Operating
Schedule of Revenues, Expenditures, and Changes in Fund Balances - Budget and Actual
For the Period Ended November 30, 2017

	Budget	Actual Amounts	Variance with Budget - Positive (Negative)
REVENUES:			
Intergovernmental	\$ 58,947	\$ 20,430	(38,517)
Contributions & Donations	-	-	-
Discounts Taken	-	-	-
Interest Earnings	-	175	175
Transfers in	20,000	8,333	(11,667)
Contingencies	-	-	-
Total	<u>78,947</u>	<u>28,939</u>	<u>(50,008)</u>
EXPENDITURES:			
General Government	19,977	-	19,977
Community Development	-	-	-
Engineering/Public Works	-	-	-
Public Safety	62,035	19,529	42,506
Recreation & Parks	45,479	-	45,479
Contingencies	-	-	-
Operating Transfers Out	-	-	-
Non-Allocated	-	-	-
Total	<u>127,491</u>	<u>19,529</u>	<u>107,962</u>
Excess (deficiency) of revenues over expenditures	<u>(48,544)</u>	<u>9,410</u>	<u>57,954</u>
OTHER FINANCING SOURCES (USES):	<u>-</u>	<u>-</u>	<u>-</u>
Net change in fund balance	<u>(48,544)</u>	<u>9,410</u>	<u>57,954</u>
Fund balance - beginning		<u>48,544</u>	
Fund balance - ending		<u><u>\$ 57,954</u></u>	
Adjustments to GAAP basis:			
Encumbrances		-	
Fund balances - ending		<u><u>\$ 57,954</u></u>	

City of Alpharetta
Emergency 911 Special Revenue Fund
Schedule of Revenues, Expenditures, and Changes in Fund Balances - Budget and Actual
For the Period Ended November 30, 2017

	Budget	Actual Amounts	Variance with Budget - Positive (Negative)
REVENUES:			
Charges for Service	\$ 3,940,000	\$ 1,086,703	\$ (2,853,297)
Capital Lease	504,025	-	(504,025)
Investment Earnings	5,478	3,750	(1,728)
Total Revenues	4,449,503	1,090,453	(3,359,050)
EXPENDITURES:			
Public Safety	5,447,806	2,246,139	3,201,667
Total expenditures	5,447,806	2,246,139	3,201,667
Excess (deficiency) of revenues over expenditures	(998,303)	(1,155,686)	(157,383)
OTHER FINANCING SOURCES (USES):			
Transfers In	-	-	-
Transfers Out - Capital Project Fund	-	-	-
Total other financing sources and uses	-	-	-
Net change in fund balances	(998,303)	(1,155,686)	(157,383)
Fund balances - beginning		1,828,304	
Fund balances - ending		\$ 672,618	
Adjustments to GAAP basis:			
Encumbrances		555,928	
Fund balances - ending		\$ 1,228,545	

City of Alpharetta
Debt Service Fund
Statement of Revenues, Expenditures, and Changes in Fund Balances - Budget and Actual
For the Period Ended November 30, 2017

	Budget	Actual Amounts	Variance with Budget - Positive (Negative)
REVENUES:			
Property tax	\$ 5,164,000	\$ 821,480	\$ (4,342,520)
Misc Revenue		-	-
Investment earnings	12,000	3,432	(8,568)
Total revenues	5,176,000	824,912	(4,351,088)
EXPENDITURES:			
Current:			
General government			
Finance			-
Non-departmental		-	-
Total general government	-	-	-
Debt Service:			
Principal	2,755,500	115,500	2,640,000
Interest	2,719,158	1,361,022	1,358,136
Contingency	946,748	-	946,748
Bond issuance costs	5,000	2,350	2,650
Total debt service	6,426,406	1,478,872	4,947,534
Total expenditures	6,426,406	1,478,872	4,947,534
Excess (Deficiency) of revenues over expenditures	(1,250,406)	(653,960)	596,446
OTHER FINANCING SOURCES (USES):			
Transfers in			-
Transfers out			-
Total other financing sources and uses	-	-	-
	(1,250,406)	(653,960)	596,446
Fund balances - beginning		1,250,406	
Fund balances - ending		\$ 596,446	

City of Alpharetta
Stormwater Capital Fund
Schedule of Revenues, Expenditures, and Changes in Fund Balances - Budget and Actual
For the Period Ended November 30, 2017

	Budget	Actual Amounts	Variance with Budget - Positive (Negative)
REVENUES:			
Misc Revenue	-	-	-
Investment Earnings	-	-	-
Total Revenues	-	-	-
EXPENDITURES:			
Public Works	1,921,230	1,164,668	756,563
Recreation & Parks	13,027	13,027	0
Total expenditures	1,934,257	1,177,694	756,563
Excess (deficiency) of revenues over expenditures	(1,934,257)	(1,177,694)	756,563
OTHER FINANCING SOURCES (USES):			
Transfers In	1,255,000	522,917	(732,083)
Transfers Out	-	-	-
Total other financing sources and uses	1,255,000	522,917	(732,083)
Net change in fund balances	(679,257)	(654,778)	24,479
Fund balances - beginning		679,258	
Fund balances - ending		\$ 24,480	
Adjustments to GAAP basis:			
Encumbrances		666,452	
Fund balances - ending		\$ 690,932	



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DEVELOPMENT AUTHORITY



Revenue & Expenditure Report GAAP Financial Statements



ALPHARETTA DEVELOPMENT AUTHORITY

Financial Management Report - As of November 30, 2017

Account #	Project	Total Budget	Actuals (Collections/ Expenditures)	Forecasted Receivables/ Encumbrances	Remaining
Revenues					
99575100-346900	Bond Application Fee	\$ -	\$ 162,500		\$ (162,500)
99575100-361000	Investment Earnings	-	37		(37)
99575100-334310-C1528	FISERV REBA Grant	125,000	-		125,000
99575100-371000-C1625	Alpharetta Virtual Reality Video (ACVB Contribution)	12,500	-		12,500
99575100-371000-C1532	ATC Operational Funding (COA)	95,000	95,000		-
99575100-381000-C1535	Innovation Center Operations (ATC)	3,209	3,209	13,558	0
	<i>subtotal</i>	\$ 235,709	\$ 260,746.29		\$ (25,037)
(1) 99575100-395000	Carryforward Fund Balance	\$ 163,458	\$ -		\$ 163,458
	<i>subtotal</i>	\$ 163,458	\$ -		\$ 163,458
	Total	\$ 399,167	\$ 260,746		\$ 138,421
Expenditures					
99575100-531100	General Supplies	\$ 4,500	\$ -	\$ -	\$ 4,500
99575100-571000-C1403	Local Job Creation Grant Program	46,000	-	-	46,000
99575100-544100-C1532	ATC Operational Funds	115,001	52,083	-	62,918
99575100-544100-C1601	High Impact Permitting Grant Program (IGA with COA)	20,948	-	-	20,948
99575100-544100-C1528	FISERV REBA Grant	125,000	-	-	125,000
99575100-544100-C1625	Alpharetta Virtual Reality Video (Economic Development)	35,000	35,000	-	-
99575100-571000-C1808	City Center Contribution	45,312	45,312	-	-
	<i>subtotal</i>	\$ 391,761	\$ 132,395	\$ -	\$ 259,366
(2) 99575100-523860-C1535	Innovation Center Operations (Maintenance Contracts)	\$ 1,221	\$ 3,041	\$ 9,249	\$ (11,069)
99575100-531100-C1535	Innovation Center Operations (General Supplies)	-	1,270	-	(1,270)
99575100-531200-C1535	Innovation Center Operations (Miscellaneous Utilities)	261	349	-	(88)
99575100-531210-C1535	Innovation Center Operations (Water/Sewer)	66	66	-	0
99575100-531220-C1535	Innovation Center Operations (Natural Gas)	715	1,031	-	(316)
99575100-531230-C1535	Innovation Center Operations (Electricity)	945	1,761	-	(816)
	<i>subtotal</i>	\$ 3,208	\$ 7,517	\$ 9,249	\$ (13,559)
99575100-579000	Reserve	\$ 4,198	\$ -	\$ -	\$ 4,198
	<i>subtotal</i>	\$ 4,198	\$ -	\$ -	\$ 4,198
	Total	\$ 399,167	\$ 139,913	\$ 9,249	\$ 250,005

- (1) Carryforward Fund Balance represents cash available at the end of the prior fiscal year that is programmed into the current fiscal year budget. As this account represents cash already received, there will not be actual collections.
- (2) Innovation Center utilities are being funded by the Alpharetta Technology commission (ATC) on a reimbursement basis. As such, expenses will outpace budget at month end due to the billing/reimbursement delay.



ALPHARETTA DEVELOPMENT AUTHORITY
Financial Management Report - As of November 30, 2017

Account #	Project	Total Budget	Actuals (Collections/ Expenditures)	Forecasted Receivables/ Encumbrances	Remaining
Fund Balance Reconciliation					
Fund Balance (beginning of Fiscal Year)			\$ 163,460		
Revenues collected to date			260,746		
Expenditures incurred to date			(139,913)		
Fund Balance (current)			\$ 284,294		
Forecasted revenue collections			151,058		
Fund Balance (forecasted)			\$ 435,352		
Allocation of Forecasted Fund Balance:					
Spendable (available for investment by the Board)			\$ 166,736		
Non-Spendable (unspent/remaining project allocations)			268,615		
			\$ 435,352		

GAAP



Financial Statements

City of Alpharetta
Balance Sheet
COMPONENT UNIT-DEVELOPMENT AUTHORITY
November 30, 2017

ASSETS

Current Assets:

Cash and Cash Equivalents	\$ 284,219
Investments	828

Restricted Cash for Bond Issuance Costs	-
Total Assets	<u>285,047</u>

LIABILITIES

Current Liabilities:

Accounts Payable	752
Due to Other Funds	-
Total Current Liabilities	<u>752</u>

Current Liabilities Payable from Restricted Assets:

	-
Total Current Liabilities Payable from Restricted Assets	<u>-</u>

Noncurrent Liabilities:

	-
Total Noncurrent Liabilities	<u>-</u>
Total Liabilities	<u>752</u>

Fund Balance

Restricted	117,558
Unassigned	166,736
Total Fund Balance	<u>284,294</u>

Total Liabilities & Fund Balance	<u><u>\$ 285,047</u></u>
----------------------------------	--------------------------

City of Alpharetta
Statement of Revenues, Expenditures, and Changes in Fund Balance
COMPONENT UNIT-DEVELOPMENT AUTHORITY
For the Period Ended November 30, 2017

	<u>Actual Amounts</u>
Revenues	
Rent/Royalties	\$ 3,209
State Grant	-
Fees	162,500
Contributions & Donations	95,000
Miscellaneous Income-Interest	37
	<u> </u>
Total Revenues	<u>260,746</u>
Expenditures	
Economic Development	132,395
Utilities - Miscellaneous	7,518
Debt Service:	
Principal	-
Interest	-
	<u> </u>
Total Expenditures	<u>139,913</u>
Excess (deficiency) of revenues over (under) expenditures	120,834
Other Financing Sources (Uses)	
Sale of capital assets	-
	<u> </u>
Net Change in Fund Balances	120,834
Fund Balance, Beginning of Year	<u>163,460</u>
Fund Balance, End of Year	<u>\$ 284,294</u>





City Council Meeting STAFF REPORT

Submitting Department: City Clerk

Submitted By:

Meeting Date: January 9, 2018

I. AGENDA ITEM TITLE:

SETTLEMENT OF PARCEL 6- WINDWARD PARKWAY TRIPLE LEFTS PROJECT.

II. RECOMMENDATION:

III. REPORT IN BRIEF:

- ***City of Alpharetta, Georgia v. Alice Montgomery, et al. (2017CV295307) – APPROVAL OF SETTLEMENT (Consent Order)***
- **Condemnation Action – Parcel 6 of SR 400 at Windward Pkwy. Project** (GDOT and NFCID are involved in this Project)
- The City filed a Petition for Condemnation and Declaration of Taking on September 15, 2017, to condemn .033 acres of required right of way and 1,738 sq. ft. of temporary construction easement. At the time of filing, the City paid the sum of \$45,000.00 into the Registry of the Court as the estimated just compensation for the subject property.
- Parcel 6 is commercial property (Cracker Barrel)
- We have negotiated a settlement of this matter with the owner of the property, Alice Montgomery (resident of California). We prepared the attached **Consent Final Order and Judgment and Rule 23 Certificate**, which the owner has executed. If approved by Council, we will file same next week. The proposed Consent Order provides for the City's additional payment of \$2,300.00 directly to the owner - the Clerk of the Court will pay the \$45,000.00 in the Registry of the Court to the owner. The proposed Order fully resolves this condemnation action.

IV. ALTERNATIVES:

V. ATTACHMENTS:



City Council Meeting STAFF REPORT

Submitting Department: Public Works
Submitted By: Pam Bush, Geoffrey Sarra
Meeting Date: January 9, 2018

I. AGENDA ITEM TITLE: FISCAL YEAR 2017 BOND SIDEWALKS - PHASE 5, ITB 18-005

II. RECOMMENDATION:

Please award Bid No. 18-005 to Autaco Development LLC in the amount of \$229,406 for the FY 2017 Bond Sidewalks - Phase 5 and authorize the Mayor to execute all necessary documents.

III. BUDGET IMPLICATIONS:

BUDGETED ITEM: YES

FISCAL IMPACT: YES

INCLUDED IN CURRENT FY CPTL BUDGET: YES INCLUDED IN CURRENT FY OPRT. BUDGET: NO

TOTAL PROJECT COST: \$229,406

APPROPRIATIONS:

<u>ACCOUNT TITLE/NUMBER</u>	<u>DOLLAR AMOUNT</u>
Sidewalk Improvements (31741100-541420-C1512)	\$229,406.00

EXTERNAL FUNDING SOURCES:

<u>ACCOUNT TITLE/NUMBER</u>	<u>DOLLAR AMOUNT</u>
N/A	\$0.00

IV. REPORT IN BRIEF:

The award of this bid is for the construction of a sidewalk segment along North Point Court and a segment along Hembree Road. Both segments were included in the 2016 Bond. The scope of work at each location is as follows:

North Point Court - Construction of approximately 1,300 linear feet of sidewalk along the west side of North Point Court from North Point Drive to North Point Parkway. Completion of this gap will provide contiguous sidewalk along the west side of North Point Court from North Point Drive to North Point Parkway.

Thorough measures to bridge critical root zones were taken to preserve as many trees as possible; however, several non-specimen trees will be removed, including 5 trees determined to be dead or dying by the City Arborist, a non-specimen maple removed due to relocating a fire hydrant, 8 Bradford Pears in the middle of the block, and a non-specimen oak that has deformed the existing guardrail anchorage system. Because of the locations of the trees to remain and the proximity of wooded areas adjacent to the site, the removal of these trees should not affect the character of the street. Public Works understands the importance of the street trees to provide shade and if replanting is necessary such work will be added to the contract.

The west side was chosen over the east side due to the steep cross-slopes along that side of the road, that would require several retaining walls and the removal of more trees, including the well-established trees along the frontages of the Chic-Fil-A and Wendy's restaurants.

Hembree Road at Westside Parkway - Construction of approximately 700 linear feet of sidewalk long the south side of Hembree Road. Completion of this gap will provide contiguous sidewalk along south side of Hembree Road from North Fulton Industrial to Westside Parkway.

The Department of Public Works prepared plans and specifications for the sidewalk projects and advertised for competitive bids during November and December 2017. Bids for the project were received on December

14, 2017 and the City received a total of six bids from the following:

Autaco Development	\$229,406.00
A1 Contracting, LLC	\$278,500.00
Sol Construction LLC	\$291,888.00
CMEC, LLC	\$294,398.00
Vertical Earth, Inc.	\$343,120.38
Construction 57 Inc.	\$569,960.00

The apparent low bidder, Autaco Development, is an experienced contractor and has worked on numerous projects with similar scopes of work in Georgia for several agencies including the City of Dunwoody, City of Decatur and the City of Lithonia. The contacted references stated that Autaco Development provided reliable work on time and within budget and would utilize their services again.

Staff met with representatives of Autaco Development to review the scope of work and the City's expectations. Autaco Development assured staff that they could complete the project for the bid amount and within the allocated time frames. Thus, Staff determined Autaco Development to be the lowest responsive and responsible bidder.

The low bid of \$229,406 comes in approximately 13% above the originally estimated cost of \$203,079 for these two segments. Staff attributes this increase in cost to the large number of projects being pursued in the metro area.

Once a contract with Autaco Development has been finalized and executed, construction may begin immediately. The anticipated completion date for work at all locations is no more than 120 days from notice to proceed. Work along North Point Court shall be substantially completed within 60 calendar days of starting work at that location. Work along Hembree Road shall be substantially completed within 60 calendar days of starting work at that location.

V. ALTERNATIVES:

None

VI. ATTACHMENTS:

Location Maps, Bid Tab (ITB 18-005), Autaco Dev Bid Submission Excerpt (ITB 18-005)



START
PROJECT

HEMBREE ROAD

A - APPROX 700 LINEAR
FEET OF SIDEWALK

END
PROJECT

WESTSIDE
PKWY

MORRISON PKWY

LOCATION A - HEMBREE ROAD AT WESTSIDE PARKWAY



NORTH POINT DRIVE

START
PROJECT

NORTH POINT COURT

NORTH POINT PARKWAY

B - APPROX 1300 LINEAR
FEET OF SIDEWALK

END
PROJECT

LOCATION B - NORTH POINT COURT



CITY OF ALPHARETTA

PRELIMINARY INVITATION TO BID (ITB) TABULATION

This Preliminary Bid Tabulation serves as a record of the bid opening. In no way does the recording and posting of this document assume the information in the bids received and recorded herein to be correct. Nor is it assumed that the bids conform to the specifications of the ITB request. This document does not constitute an award or contract with any bidder.

ITB #: **18-005**

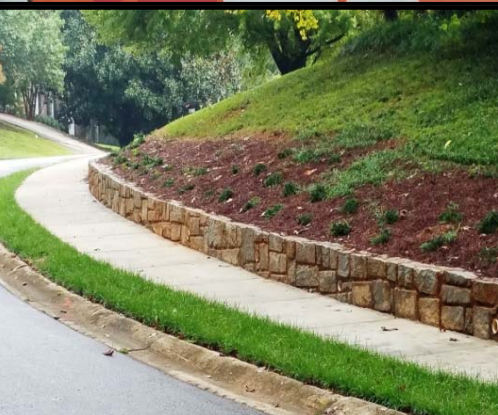
Due Date: **12/14/2017**

ITB NAME: **FY2017 Bond Sidewalk Improvements Phase 5**

Due Time: **10:00 AM**

	BIDDER NAME (noted on bid package)	DATE RECEIVED	TIME RECEIVED	SIGNED BID FORM	BID BOND	ADDENDA ACKNOWLEDGMENT	GRAND TOTAL
1	CONSTRUCTION ST	12-14-17	9:25AM	✓	✓	✓	569,930.00
2	SOL CONSTRUCTION	12-14-17	9:26AM	✓	✓	✓	291,888.00
3	AUTACO DEVELOPMENT	12-14-17	9:27AM	✓	✓	✓	229,406.00
4	A1 CONTRACTING	12-14-17	9:28AM	✓	✓	✓	260,000.00
5	CMEC, LLC	12-14-17	9:34AM	✓	✓	✓	294,398.00
6	VERTICAL EARTH	12-14-17	9:39AM	✓	✓	✓	343,120.83
* 7	EXCELLERE	12-14-17	9:40AM	✓	✓	✓	260,900.00
* 8	TOPL	12-14-17	9:49AM	✓	✓	NO	281,458.55 under Review
* 9	PROTERRA	12-14-17	9:49AM	✓	✓	NO	277,003.39 under Review
10							
11							
12							
13							
14							
15							

* Bids determined to be non-responsive during the evaluation process.



INVITATION TO BID (ITB)

FY2017 BOND SIDEWALK IMPROVEMENTS PHASE 5 ITB# 18-005

FOR
ALPHARETTA, GEORGIA

ITB Due Date & Time:
December 14, 2017 | 10:00 A.M.



Submit Sealed Bids to:
City of Alpharetta
Finance Department
City Hall 1st Floor Greeter Station
2 Park Plaza
Alpharetta, Georgia 30009
ATTN: Stephanie Cochran

LICENSE No.: GCCO000296



COMPANY PROFILE

We have a simple philosophy: "Vision, Design, Excellence!"

AUTACO DEVELOPMENT, LLC is a Construction Consulting and General Contracting company operating in the southern region of the United States. Our focus is providing top-quality construction, while providing creative solutions that are cost effective. AUTACO Development was founded on integrity of product and service and has a commitment to uphold community values throughout the construction and development process.

Our professional team is dedicated to the successful completion of each project. We believe that success is measured by the satisfaction of our clients. Each project we engage in AUTACO is held first to our own high standards which has led us to satisfactory results and repeat clients. We listen carefully and work cooperatively with our clients during each step of the process - creative design, innovative construction and close out to ensure complete satisfaction.

Service Areas

- Construction Management
- Project Management
- General Contracting
- Site Development

Clients & Sectors

- Municipality
- Schools & Universities
- Restaurant/Food Service
- Private Commercial
- Office
- Retail
- Multi-Family

QUALIFICATION

Autaco Development was formed in 2002 in the State of Georgia. The company methodology is to view the development and construction of any project through the lens of our client. We make use of all of the technical and personal experience of our group not only as designers and constructors but as property owners, to participate in any way we can to help our clients receive the best results. We view every project as though it were our own, constantly searching for ways to get the most aesthetics and sustainability for every dollar spent.

Autaco is financially stable and owns tools and equipment for our projects, from large equipment excavators, skid steers, loaders, scissors lifts and trucks, to small equipment welders, generators, jigs, routers, etc.

Autaco has performed work as a pre-qualified contractor for clients such as DeKalb County Schools, Fulton County Schools, DeKalb County Facilities Management, DeKalb County Roads & Drainage, City of Dunwoody over the last ten years and is familiar with the performance of this type of project. Refer to the project experience section and reference letters for additional information on performance on projects of a similar nature.



PROJECT MANAGEMENT AND COMMUNICATION

We have a simple philosophy: "Vision, Design, Excellence!"

CONTRACTOR AND STAKEHOLDER COMMUNICATION

As Developers, our team is experienced with communication with the jurisdictional contacts, neighbors of the construction site, interested parties and the representatives of our client. We coordinate with the owner as to notices provided to neighbors or interested parties, as appropriate. Due to our experience with fast track projects, we coordinate in advance with our jurisdictional partners, and provide our owner representatives with frequent progress updates.

For construction project management, we utilize Corecon management system for processing RFI, Change Order Requests, Communication Logs, Submittals, Sub-contracting, sub-contractor compliance, safety logs, incident reporting, scheduling and job costing. The A/E, Owner and sub-contractors can utilize the system for total team coordination.

Autaco maintains a site specific OSHA approved Safety Plan, which the Site Superintendent posts and implements. Autaco has zero site injuries throughout the firm's 12 year history. We keep our jobsite safe and secured from entry by unauthorized parties.

COMPANY PHILOSOPHY AND QUALITY CONTROL

Quality starts with the intent to perform the best job possible. In that regard, we seek to perform as directed by the A/E and/or by manufacturer's recommendations. During job performance we have a superintendent with responsibility for proper install. Project Managers are assigned to the job with responsibility to verify significant installations and to view each portion of the work with the eyes of the client. "What would I want done, if this was

my building?" Finally a Director or Principal visits throughout the interim and at a pre-final walk through and final test of all project elements. "If it doesn't look good to me, it won't look good to you" is our mantra when performing our own walk through and inspections. In most cases we are harder on ourselves than our clients are. Our staff receive regular training and attend "lunch and learns" on various products and materials. Keeping the proper perspective goes farther than any training. We treat our clients projects as though they are our own. See project experience and reference letters for additional information on performance and quality.



COMPANY RESOURCES, SAFETY, AND COMPLIANCE

We have a simple philosophy: "Vision, Design, Excellence!"

RESOURCES

- Autaco owns its equipment for the performance of project with no equipment leases or equipment debt
- Autaco has current available bond availability for this project
- Autaco has two licensed GCs and a UC on staff.
- Autaco uses best practices for work and safety on sites for ZERO loss runs on general liability and workman's compensation
- Autaco has qualified key personnel for project performance
- Reference letters for multiple clients attached indicating past performance on quality, schedule, budget and creativity
- Licensed General Contractor in Georgia and three other states
- GDOT Pre-qualified
- GSWCC Level I certification
- AIA Allied Member
- NASCLA Accredited
- EPA RRP certified
- Proliance certified

SAFETY RECORD

Autaco has a No Loss Runs for GL and Workman's Comp and no incidents for OSHA or any other regulatory entity for safety for the entire history of the company. We attribute this to our Safety program and preparedness of staff and sub-contractors for work at our sites. See Autaco Safety Program Summary on the following page.



OCCUPATIONAL HEALTH AND SAFETY PROGRAM SUMMARY

We have a simple philosophy: "Vision, Design, Excellence!"

Autaco strives to maintain a safe place to work and to employ safe workers. In furtherance of this goal, Autaco has a Health and Safety Manual which details required safety measures and reporting. In order to fulfill work place safety, the rules must be known to all, preventative measures must be implemented, regular meetings and training must be accomplished. All project managers and site superintendent have complete copies of the manual available for their reference and use. The following general areas are detailed in the manual.

- Injury and Illness Prevention Program
- General Code of Safe Work Practices
- Housekeeping
- Confined Spaces Electrical Safety Lockout-Tagout
- Employee Emergency Action Plan
- Fire Protection Program
- Gases/ Welding& Cutting
- Power& Hand Tools
- Materials Handling
- Hearing Conservation
- Personal Protective Equipment
- Employee Environmental Protection
- Ladders Scaffolds/ Aerial Lifts
- Fall Protection
- Concrete Work
- Excavations Safety Training
- Tool& Machine Guarding
- Traffic& Transportation Control
- Trucks/ Heavy Equipment
- Structural Steel
- Hazard Warnings
- Sanitation
- Bloodborne Pathogens
- Site Specific Safety Plan
- Drug Free Workplace Program
- Material and Safety Data Sheet (MSDS)
- Training Requirements
- Incident Report
- OSHA Reporting
- Forms

All Project Managers and superintendents are present for in-house safety program meetings and are provided with policy updates when they are issued. Superintendents hold regular site safety meetings for staff and sub-contractors on site and are responsible for daily implementation of safety requirements. OSHA approved first aid kits are in the possession of superintendents and available on all project sites.



REQUIRED FORM SUBMITTALS

**CITY OF ALPHARETTA
INVITATION TO BID (ITB)
(THIS IS NOT AN ORDER)**



Finance Department
2 Park Plaza
Alpharetta, GA 30009
P: (678) 297-6052
F: (678) 297-6093
purchasing@alpharetta.ga.us

ITB TITLE: FY2017 BOND SIDEWALK IMPROVEMENTS – PHASE 5
ITB #: 18-005
ITB RESPONSE DUE DATE/TIME: THURSDAY, DECEMBER 14, 2017 AT 10:00 AM
ITB ISSUE DATE: THURSDAY, NOVEMBER 16, 2017
NUMBER OF PAGES: 179

CONTACT INFORMATION

PROCUREMENT AGENT AND ITB CONTACT:

City of Alpharetta
Finance Department
Budget & Procurement Team
2 Park Plaza
Alpharetta, GA 30009

Stephanie Cochran

Phone: 678-297-6052
FAX: 678-297-6093
Email: purchasing@alpharetta.ga.us
Website: <https://www.ebidexchange.com/alpharetta>

INSTRUCTIONS TO BIDDERS CITY HALL HOURS OF OPERATION FOR RECEIPT OF DELIVERIES: MON – THURS 8:30 AM – 5:00 PM
FRI 8:30 AM – 4:30 PM

RETURN SEALED BID TO:

CITY OF ALPHARETTA
FINANCE DEPARTMENT
CITY HALL 1ST FLOOR GREETER STATION
2 PARK PLAZA
ALPHARETTA, GA 30009
ATTN: STEPHANIE COCHRAN

EXTERIOR OF SEALED ENVELOPE/PACKAGE MUST NOTE:

Bidder's Name and Address
ITB Title & Number as noted on top of this page
ITB Due Date & Time as noted on top of this page
(or as may be changed by Official Written Addendum)

SPECIAL INSTRUCTIONS: N/A

BIDDER MUST COMPLETE THE FOLLOWING, SIGN, AND RETURN THIS PAGE WITH EACH BID

By signing and returning this form with a Bid, the authorized signer and represented firm have read, understand, and agree to information within this ITB:

Firm/Bidder Name: Autaco Development, LLC
Firm/Bidder Mailing Address: 3099 Washington Road, East Point, GA 30344
Firm/Bidder Phone Number(s): 404-559-1805
Firm/Bidder FAX Number(s): 404-761-0020
Email Address for Bidder's Contact: acooper@autaco.com
Authorized Bidder Signature: 
Printed Name of Signer: Audra Cooper
Bidder Federal I.D. Number: 14-1879838
Bidder DUNS Number: 14-249-0346

SCHEDULE OF ITEMS
FY2017 BOND SIDEWALK IMPROVEMENTS – PHASE 5
ITB # 18-005

Item #	Item Description	Quantity	Unit	Unit Price	Item Price
LOCATION 1 - NORTH POINT COURT					
<u>TRAFFIC CONTROL</u>					
1.01	Traffic Control	1	LS	\$ 3,200.00	\$ 3,200.00
<u>DEMOLITION</u>					
1.02	Demolition (including any necessary clearing and tree removal)	1	LS	\$ 9,500.00	\$ 9,500.00
<u>SITE DEVELOPMENT</u>					
1.03	6' Concrete Sidewalk (Alpharetta Standard 902)	770	LF	\$ 30.00	\$ 23,100.00
1.04	6' Concrete Sidewalk (Alpharetta Bridging Detail)	540	LF	\$ 34.00	\$ 18,360.00
1.05	Guardrail (including anchor)	1	LS	\$ 4,750.00	\$ 4,750.00
1.06	Handicap Ramp	5	EA	\$ 950.00	\$ 4,750.00
1.07	Adjust Utilities to Finished Grade (including, but not limited to, valve boxes, meter boxes, and pull boxes)	1	LS	\$ 4,500.00	\$ 4,500.00
1.08	Pavement marking and striping	1	LS	\$ 1,800.00	\$ 1,800.00
1.09	Relocate Fire Hydrant	1	LS	\$ 2,990.00	\$ 2,990.00
1.10	Relocate Signage	1	LS	\$ 750.00	\$ 750.00
<u>GRADING & DRAINAGE</u>					
1.11	Grading Complete	1	LS	\$ 6,500.00	\$ 6,500.00
1.12	Reconstruct Catch Basin top & throat	2	EA	\$ 3,400.00	\$ 6,800.00
<u>EROSION CONTROL</u>					
1.13	Erosion Control (including, but not limited to installation, maintenance, and removal)	1	LS	\$ 7,500.00	\$ 7,500.00
<u>LANDSCAPING</u>					
1.14	Sodding	295	SY	\$ 8.00	\$ 2,360.00
1.15	Liriope Spicata "Silver Dragon" 4" Pots	1,145	EA	\$ 4.00	\$ 4,580.00
1.16	Wood Mulch (as specified on sheet C.510)	150	SY	\$ 5.50	\$ 825.00
1.17	Pine Straw (as specified on sheet C.602)	260	SY	\$ 4.00	\$ 1,040.00
1.18	Tree Save Fence	1	LS	\$ 1,500.00	\$ 1,500.00
1.19	Tree Care Plan (per requirements on sheet C.100)	1	LS	\$ 2,700.00	\$ 2,700.00
<u>MISCELLANEOUS CONSTRUCTION</u>					
1.20	Miscellaneous Construction Allocation	1	LS	\$ 11,000.00	\$ 11,000.00
<u>TESTING</u>					
1.21	Required Testing including, but not limited to, soil and material testing.	1	LS	\$ 1,500.00	\$ 1,500.00

SCHEDULE OF ITEMS
FY2017 BOND SIDEWALK IMPROVEMENTS – PHASE 5

ITB # 18-005

Item #	Item Description	Quantity	Unit	Unit Price	Item Price
LOCATION 1 - NORTH POINT COURT					
<u>MOBILIZATION BONDS & INSURANCE</u>					
1.22	Mobilization Bonds & Insurance	1	LS	\$ 5,000.00	\$ 5,000.00
SUB-TOTAL FOR LOCATION 1					\$ 125,005.00

Item #	Item Description	Quantity	Unit	Unit Price	Item Price
LOCATION 2 - HEMBREE ROAD AT WESTSIDE PARKWAY					
<u>TRAFFIC CONTROL</u>					
2.01	Traffic Control	1	LS	\$ 2,500.00	\$ 2,500.00
<u>DEMOLITION</u>					
2.02	Demolition (including any necessary clearing and tree removal)	1	LS	\$ 10,500.00	\$ 10,500.00
<u>SITE DEVELOPMENT</u>					
2.03	6' Concrete Sidewalk	690	LF	\$ 30.00	\$ 20,700.00
2.04	Handicap Ramp	2	EA	\$ 950.00	\$ 1,900.00
2.05	Header Curb	130	LF	\$ 18.00	\$ 2,340.00
2.06	24" Curb & Gutter (including 6" GAB extending 6" behind back of curb)	610	LF	\$ 24.00	\$ 14,640.00
2.06a	Handrail	125	LF	\$ 55.00	\$ 6,875.00
2.06b	Concrete Apron	1	LS	\$ 500.00	\$ 500.00
2.07	Relocate Signage (including, but not limited to, roadway signs, for sale signs, and space available signs)	1	LS	\$ 750.00	\$ 750.00
2.09	Adjust Utilities to Finished Grade (including, but not limited to, valve boxes, meter boxes, and pull boxes)	1	LS	\$ 2,700.00	\$ 2,700.00
<u>GRADING & DRAINAGE</u>					
2.10	Grading Complete	1	LS	\$ 8,500.00	\$ 8,500.00
2.11	Storm Sewer System Materials & Installation (including, but not limited to, flumes, catch basins, junction boxes, pipe and bedding, and modification of existing structures)	1	LS	\$ 7,200.00	\$ 7,200.00
<u>EROSION CONTROL</u>					
2.12	Erosion Control (including, but not limited to installation, maintenance, and removal)	1	LS	\$ 5,500.00	\$ 5,500.00
<u>LANDSCAPING</u>					
2.13	Sodding	295	SY	\$ 8.00	\$ 2,360.00
2.14	Permanent Seeding	1,236	SY	\$ 1.00	\$ 1,236.00
2.15	Tree Save Fence	1	LS	\$ 1,200.00	\$ 1,200.00

2.16	Tree Care Plan (per requirements on sheet C.100)	1	LS	\$	<u>1,500.00</u>	\$	<u>1,500.00</u>
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SCHEDULE OF ITEMS
FY2017 BOND SIDEWALK IMPROVEMENTS – PHASE 5
ITB # 18-005

Item #	Item Description	Quantity	Unit	Unit Price	Item Price
LOCATION 2 - HEMBREE ROAD AT WESTSIDE PARKWAY					
<u>MISCELLANEOUS CONSTRUCTION</u>					
2.17	Miscellaneous Construction Allocation	1	LS	\$ 7,500.00	\$ 7,500.00
<u>TESTING</u>					
2.18	Required Testing including, but not limited to, soil and material testing.	1	LS	\$ 1,500.00	\$ 1,500.00
<u>MOBILIZATION BONDS & INSURANCE</u>					
2.19	Mobilization Bonds & Insurance	1	LS	\$ 4,500.00	\$ 4,500.00
SUB-TOTAL FOR LOCATION 2					\$ 104,401.00

BID TOTALS

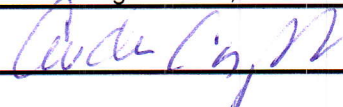
SUB-TOTAL FOR LOCATION 1	\$ 125,005.00
SUB-TOTAL FOR LOCATION 2	\$ 104,401.00
GRAND TOTAL	\$ 229,406.00

Bid Price Certification for ITB #18-005

In compliance with Section 3 Scope of Project/Specifications, the undersigned offers and agrees that if this Bid is accepted by the City Council within one hundred twenty (120) days of the date of ITB Response Due Date and Bid opening, that the undersigned will furnish any or all of the deliverables upon which prices are quoted, at the price set opposite each, to the designated point(s) within the time specified.

Company Name: Autaco Development, LLC

Company Address: 3099 Washington Road, East Point, GA 30344

Authorized Signature(s): 

Print/Type Name(s) and Title(s): Audra Cooper, Managing Member

Date Signed: 12/14/2017

Contact Info - Phone Number: 404-559-1805

Contact Info - E-mail Address: acooper@autaco.com

**CITY OF ALPHARETTA
ADDENDUM #1**



Finance Department
2 Park Plaza
Alpharetta, GA 30009
P: (678) 297-6052
F: (678) 297-6093
purchasing@alpharetta.ga.us

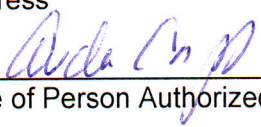
ADDENDUM POSTING DATE:	SEPTEMBER 22, 2017
ITB TITLE:	FY2017 BOND SIDEWALK IMPROVEMENTS - PHASE 5
ITB #:	18-005
ITB RESPONSE DUE DATE/TIME:	DECEMBER 14, 2017 AT 10:00AM
ITB ISSUE DATE:	NOVEMBER 16, 2017
NUMBER OF PAGES:	N/A

TO ALL BIDDERS:

1. The attached information is made part of the ITB noted above and part of any contract that may be awarded as a result of response to this ITB.
2. The purpose of this addendum is to provide additional and/or revised information or documents.
3. In the event of a conflict between previously released information and the information contained herein, the information contained herein shall prevail.
4. A signature on this page acknowledges receipt of this addendum.
5. This signed addendum acknowledgment must be included with Bid response.
6. A signature on this addendum does not constitute your signature on the original Bid document.
7. See Addendum information beginning on the next page.

Autaco Development, LLC
Firm Name

3099 Washington Road, East Point, GA 30344
Firm Address


Signature of Person Authorized to Bind this Firm

December 14, 2017
Date

Audra Cooper, Managing Member
Typed or Printed Name and Title

404-559-1805 / acooper@autaco.com
Phone Number and E-mail Address

The invitation to bid documents are hereby modified in the following respects:

1. The Schedule of Items has been revised as follows:
 - a. Added Line Item 2.06a, Handrail.
 - b. Added Line Item 2.06b, Concrete Apron.
 - c. Removed Line Item 2.08, Pavement Striping and Markings.
2. The plan set for Sidewalk Improvements at Hembree Road and Westside Parkway included with the initial offering has been revised. Revised sheets bear a revision number of 3 and the revision date of 12/08/2017. The revised sheets have been posted in conjunction with this Addendum. Revisions include, but are not necessarily limited to, the following:
 - a. Revised handrail locations and lengths.
 - b. Revised sidewalk flume detail.
 - c. Revised handrail detail.

END ADDENDUM



EXPERIENCE SHEETS



Recent/Relevant Projects

CLIENT: City of Peachtree Corners

SCOPE-of-WORK: Sidewalks, ADA Ramps, Mortar Rubble Walls and Landscaping

Project Location: Technology Parkway

Completion Date: April 2016

Project Description:

1. Demo grass areas
2. Excavated for new sidewalk
3. Formed and poured curb and sidewalk
4. Installed new ADA ramps
5. Stamped Concrete: Formed, poured and stamped color concrete



Reference:

Project Manager

Sam J. Serio, P.E., LEED AP | Associate Vice President

3090 Premiere Pkwy, Ste. 200,

Duluth, GA. 30097

(678) 417-4023

sserio@keckwood.com



**PROJECT NAME – Technology Parkway
In Progress**



**PROJECT NAME – Technology Parkway
Complete**





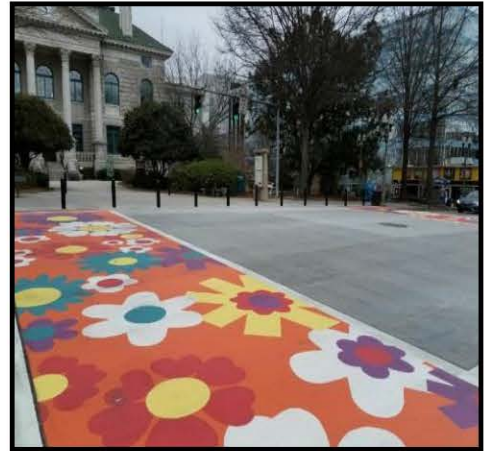
Recent/Relevant Projects

City of Decatur – Decorative Crosswalks

Project Location: City of Decatur
Completion Date: November 2016

Project Description:

1. Demo existing asphalt crossing
2. Install new asphalt
3. Install decorative crosswalks
4. Constructed elevated crossings
5. Installed Handicap ramps
6. Installed brick pavers
7. Restripe roads

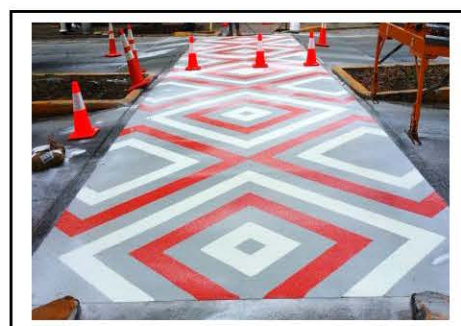


Reference:

David Junger
Assistant City Manager, City of Decatur Public Works
2635 Talley Street
Decatur, GA 30030
(404) 377-5571 (Office)



PROJECT NAME – City of Decatur:
Crosswalks
Complete





Recent/Relevant Projects

CLIENT: City of Dunwoody

SCOPE-of-WORK: Sidewalks and ADA Ramps

Project Location: Roberts Drive

Completion Date: April 2016

Project Description:

1. Demo existing sidewalk and HC ramps
2. Formed & Poured sidewalks
3. Installed new ADA ramps

Reference:

Project Manager

Dana Gravedoni

41 Perimeter Center, E

Dunwoody, GA 30346

404-382-6851

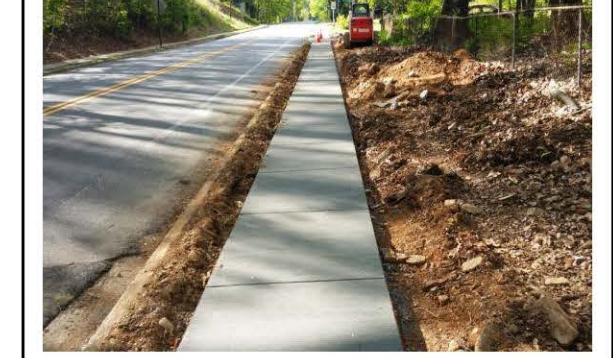
Dana.Gravedoni.dunwoodyga.gov



**PROJECT NAME – Roberts Drive
In Progress**



PROJECT NAME – Roberts Drive
Complete





Recent/Relevant Projects

CLIENT: City of Decatur-Fayetteville Road

SCOPE-of-WORK: CMP Pipe Replacement

Project Location: Decatur, Georgia

Completion Date:



Project Description:

SAWCUT TRENCH AND REMOVE EXISTING RUSTED CMP
REMOVE UP TO 3" OF EXISTING PIPE BEDDING, IF UNSUITABLE
BED PIPE WITH NEW COMPACTED STONE UP TO 3"
INSTALL HDPE (SMOOTH FACED INTERIOR)
INSTALL CONCRETE AND ASPHALT COVER
REPAIR AND REPOINT EXISTING CB AND ASSOCIATED CURB REPAIR

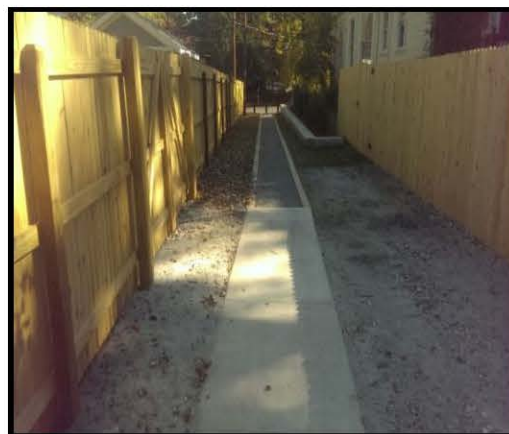
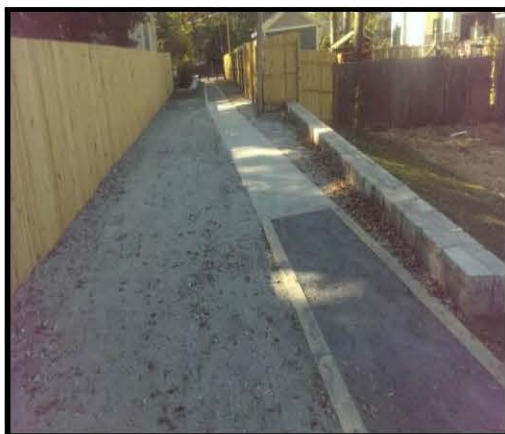
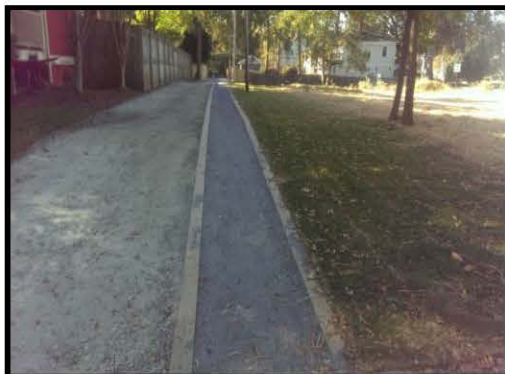
The work consisted of clearing and grading and construction of a pedestrian trail between Olympic Place and Mead Road. Autaco constructed a timber, gravel and "slatescape" trail approximately 320 feet long and 4 feet in width. Project included surveying, identifying, and marking property corners and boundaries; demolition, removal and disposal of existing gravel and concrete drives and walks; removal of trees and shrubs; furnishing, placing, and finishing timber trail, installation of granite rubble walls, gravel driveway, concrete drive entry, "slatescape" and Portland cement concrete trails; wood fencing and gates, sod and landscape plantings; furnishing work zone traffic and pedestrian control and soil erosion and sedimentation control.

Reference:

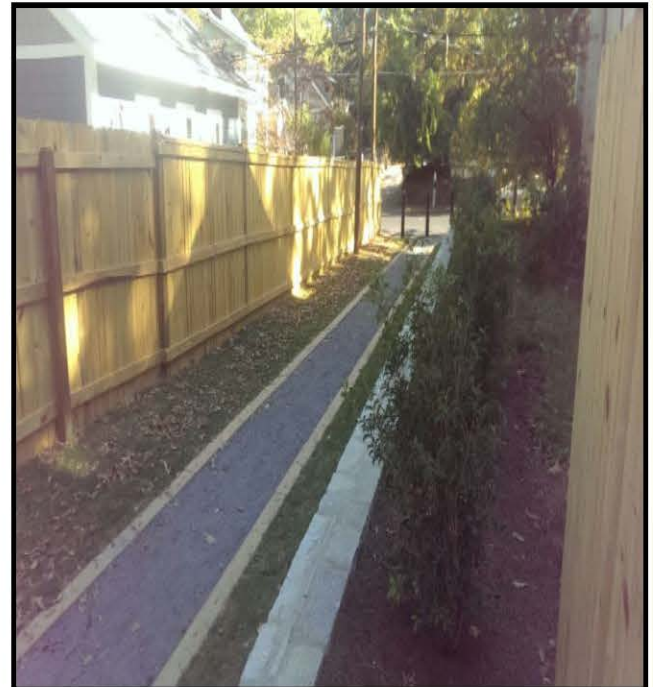
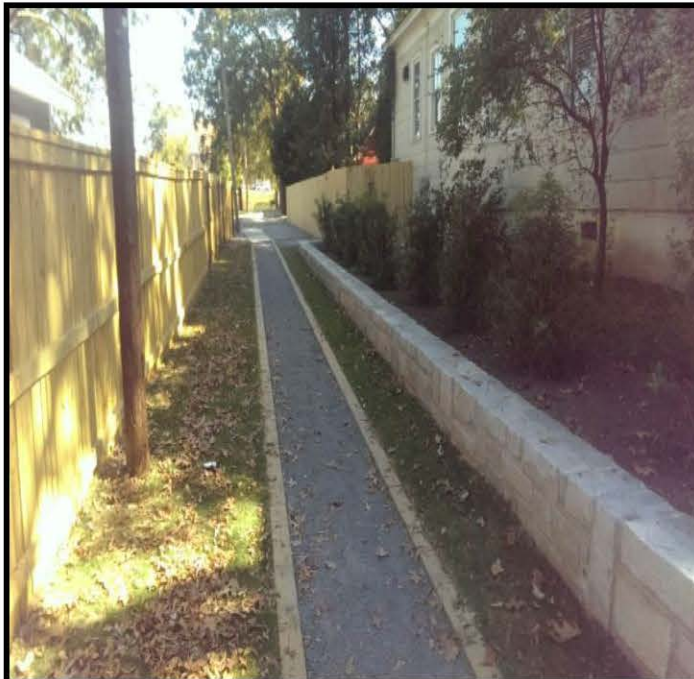
David Junger
Assistant City Manager
City of Decatur
Public Works
2635 Talley Street
Decatur, GA 30030
(404) 377-5571 (Office)



**PROJECT NAME –City of Decatur-
Fayetteville Road
In Progress**



**PROJECT NAME - City of Decatur-
Fayetteville Road
Complete**





Recent/Relevant Projects

City of Lithonia – Sidewalks and ADA Ramps

Project Location: Lithonia, Georgia Max Cleland Blvd.
Completion Date: December 2015

Project Description:

1. Excavate for new sidewalks and handicap ramps
2. Formed and poured sidewalks and ramps
3. Install new ADA ramps

Reference:

Project Manager
Eddie Moody
6920 Main St
Lithonia, GA 30058
(770) 482-8136 office
(678) 200-8412 mobile
eddie.moody@lithoniacity.org



**PROJECT NAME – Max Cleland Blvd.
In Progress**



**PROJECT NAME – Max Cleland Blvd.
Complete**





Recent/Relevant Projects

City of Dunwoody – Hensley Streetscape

Project Location: Hensley Drive -

Dunwoody, GA

Completion Date: July 2015



Project Description:

This streetscape project for City of Dunwoody involved installation of water service lines, domestic water meters, irrigation service lines, sidewalks, retaining walls, aprons, curb and gutter, header curbs, ADA ramps, erosion control, traffic control and landscaping. The project was 2,000 lf along the south side of Hensley Road and included 200 lf of granite retaining wall, landscaping included sod, lariope and junipers.



Reference:

Project Manager

John Gurbal

41 Perimeter Center E

Dunwoody, GA 30346

(678) 697-6063

John.Gurbal@dunwoodyga.gov



Hensley Road Streetscape



Hensley Road Streetscape



Recent/Relevant Projects

City of Dunwoody - Windwood Hollow Park

Project Location: Dunwoody, Ga.

Completion Date: June 2015

Project Description:

1. Clearing and grading, grubbing around existing trees and foliage to remain.
2. Formed and poured meandering sidewalk throughout the park and around the playground equipment
3. Installed miscellaneous concrete pads for site furniture and exercise equipment.
4. Installed curb and gutter miscellaneous areas
5. Parking lot expansion



Reference:

Project Manager

Dana Gravedoni

41 Perimeter Center, E

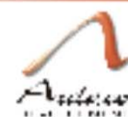
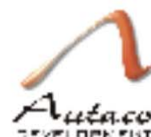
Dunwoody, Ga. 30346

404-382-6851

Dana.Gravedoni.dunwoodyga.gov



Windwood Hollow Park
City of Dunwoody





Recent/Relevant Projects

MARTA

Marta Shelter and Sidewalk

Completion Date: Ongoing 2017
Project Location: Various locations



Project Description:

Throughout the Metro Atlanta cities, Autaco has installed Tolar spec bus shelters for MARTA. Autaco performed turnkey installation of concrete pads, electrical and grounding, installation of bus shelters, sidewalk replacements, sod and finish landscaping for shelters in Atlanta, Clayton County, Jonesboro, Riverdale, Sandy Springs, and Dunwoody.



References:

Wendy Prescott, Bus Shelter Coordinator
2424 Piedmont Road, NE
Atlanta, Georgia 30324
404-848-4199
wprescott@itsmarta.com

Ludlow Brown
2424 Piedmont Road, NE
Atlanta, Georgia 30324
404-427-9240
lbrown@itsmarta.com





City Council Meeting STAFF REPORT

Submitting Department: Economic Development
Submitted By: Karen Cashion
Meeting Date: January 9, 2018

I. AGENDA ITEM TITLE: REQUEST FROM TECH ALPHARETTA: AGTECH CONFERENCE SPONSORSHIP

II. RECOMMENDATION:

Staff does not have a recommendation on this item.

III. REPORT IN BRIEF:

Representatives of Tech Alpharetta (formerly the Alpharetta Technology Commission) will discuss the first AgTech Conference that will be hosted in Alpharetta July 23 - 25. They will also explain the need for and request additional sponsorship support for the event.

IV. ALTERNATIVES:

V. ATTACHMENTS:



City Council Meeting STAFF REPORT

Submitting Department: City Clerk

Submitted By:

Meeting Date: January 9, 2018

I. AGENDA ITEM TITLE: CONSIDERATION OF SPECIAL EVENT ALCOHOL PERMIT WAIVER FOR BIG APPLE CIRCUS

II. RECOMMENDATION:

Approve a special event alcohol permit for the Big Apple Circus from January 26, 2018 to February 25, 2018 and authorize the City Clerk to grant future administrative approval of a special event alcohol permit for the Big Apple Circus for a period of up to 30 consecutive days within a calendar year.

III. REPORT IN BRIEF:

The Big Apple Circus has submitted a Special Event Application for their annual circus to be held at Verizon Wireless from January 26, 2018 to February 25, 2018. As part of their application, they have requested to sell alcohol during the event. Council previously approved granting the Director of Community Development administrative approval of the Circus for up to 30 days; however, the Circus is under new ownership and alcohol has not previously been sold or contemplated.

The City's Alcohol Code allows for an entity to apply for a Special Event Alcohol Permit; however, it is limited to a 2 day maximum. There are no provisions in the Code that allow for waiver of this requirement, so staff is requesting that Council formally consider their request.

Further, staff is requesting that Council grant future administrative approval to the City Clerk to avoid Council having to annually consider this request. Administrative approval would be limited to the Special Events Alcohol Permit for the Big Apple Circus and for a period of no more than 30 consecutive days within a calendar year.

The applicant has met all other requirements of the Special Events Permit Application process and if this request is granted, applicant will be required to include liquor liability coverage on their Certificate of Insurance. Public Safety has also reviewed their request and is in agreement with staff recommendation.

IV. ALTERNATIVES:

V. ATTACHMENTS:

Application, Special Event Alcohol Permit Code Section

SPECIAL EVENTS APPLICATION

City of Alpharetta

Mayor David Belle Isle



Office of Special Events
2 South Main Street
Alpharetta, GA 30009
678-297-6078

kdodson@alpharetta.ga.us

www.alpharetta.ga.us



CITY OF ALPHARETTA



SPECIAL EVENTS APPLICATION



Welcome

Alpharetta is a city that celebrates our community. From sporting events, to parades and cultural events, from community based festivals to music gatherings, the City will help guide and facilitate your special event.

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Introduction

What is a Special Event?

Events and activities that may require application and permits are as follows: private parties; street closure; film production shoot; events requiring erected tents with more than 400 square feet; encroachment on City property; noise sources; building use for any event other than what it was originally designed for; events that may create traffic; planned event that the Risk Management believes creates City liability; and events that require City employees in any way at any time.

Public Information, Internet and Special Events Calendar

Information you provide in these sections is public information and may be used for promotional purposes including, but not limited to print, electronic, and internet formats. Certain information you provide may be used in developing a web site Special Events Calendar. Please complete the information carefully.



Application Process

Contact: Kim Dodson / Special Events Manager / kdodson@alpharetta.ga.us / 678-297-6078

Submitting the Application and Fee

The process begins when a completed City of Alpharetta Special Events Application, associated permits, and the non-refundable application fee of two hundred dollars (\$200) are submitted to the Special Events Office. Applications and permits along with the application fee must be received no later than ninety (90) days prior to the actual date of your event and may not be received earlier than one year prior to the event. **Applications will only be accepted electronically.** To complete the application process, you will need Adobe Reader 9. When you open the application, save the PDF file to your computer then complete the application. Keep in mind that submitting an application, permits, and application fee is in no way to be construed as approval or confirmation of your event.

After Application is Submitted

Upon receipt of your electronic application, permits, and application fee (\$200), a representative from the city will contact you. **In your planning, please allow a minimum of thirty (30) days for the review process.** During our initial application process you will be allowed time to provide us with all pending documents (e.g. certificate of insurance, food permits, etc.). We must receive these items before final application approval. Delays may occur if your event requires a special meeting, a special route, or additional clarification. Please do not begin advertising your event until your application is approved.

Final Application Approval

Once approved, you will be required to provide original signatures on the application and permits along with a copy of the signee's valid driver's license. Mail all required documents to Alpharetta City Hall, Special Events, 2 South Main Street, Alpharetta, Georgia, 30009.

Following the Application Approval

Approval of your application does not automatically reserve city resources or staff. It is event contact's responsibility to contact and reserve city resources and staff. **Please contact each city department listed through this application immediately after receiving your event approval. Then reconfirm city resources and staffing by contacting each city department thirty (30) days prior to your event date.** Due to an unforeseen circumstance, your event could be impacted. Please stay in contact with the city throughout your planning process.

Possible Reasons for Denial of Current and/or Future Applications and Permits include but are not limited to:

1. The event will disrupt traffic within the city beyond practical solution.
2. The event will unreasonably interfere with access of fire fighting equipment and fire hydrants.
3. The location of the event will cause extreme hardship to adjacent businesses or residents.
4. The event will require the diversion of enough city employees that allowing the event would unreasonably deny service to the remainder of the city residents. This includes City Holidays.
5. The event will interfere with another event for which an application and permits have been issued.
6. The application, permits, and application fee were not properly submitted.
7. A reoccurring event that did not leave the site clean, pay city services, notify surrounding businesses and residences, or in anyway disregard the application and permits requirements.
8. Anything the City of Alpharetta Risk Manager feels is unsafe.
9. Failure to submit City of Alpharetta Special Event Application or Permit requests.
10. Estimated attendance and event is too large for the requested venue.
11. The event may interfere with other City activities or use of the facilities by City residents.
12. Failure to contact each city department to reserve city resources and staffing.



SPECIAL EVENTS APPLICATION

Summary of Event

Date Special Event Application Submitted

11/09/2017

Event Title

Big Apple Circus at Verizon Amphitheater

Event Description

Celebrating its 40th Anniversary this year, the Big Apple Circus is one of the most celebrated and internationally recognized circuses in the world. Originally founded in 1977, the Big Apple Circus has been an alternative to the glitz and spectacle of the American three ring circus, and has come to epitomize the intimacy and artistry associated of the "one ring" European form. It will bring to Alpharetta the talents of Nik Wallenda, the "Greatest Daredevil of our Generation" and the Fabulous Wallendas with a 7 person pyramid on the high wire, the lovable antics of Grandma the clown, and the quadruple somersaulting of the Tuniziani Flying Act. There will also be several shows of Big Apple Circus' signature community performances---Circus of the Senses for blind and deaf kids and Big Apple Circus Embraces Autism performances. These shows are customized to the sensitivities of these customers. The circus will open on January 26, 2018 and close on February 25, 2018. That includes four weekends with no performances on Mondays and Tuesdays.

Event Location

(Include Site Name, Address, and/or Boundaries)

Verizon Wireless Amphitheater, Parking Lot A, 2200 Encore Parkway, Alpharetta, GA 30009
(Circus site and parking would be within Lot A, all incoming & outgoing traffic would be via the Founders Pkwy entrance)

Event Category (Check All That Apply)

- | | | |
|---|--|--|
| ☐ Parking Lot/Street Celebration | ☐ Parade/Procession/March | ☐ Farmer/Outdoor Market |
| ☐ Festival/Celebration | ☐ Road Race | ☐ Exhibits/Special Attraction |
| ☒ Circus/Carnival | ☐ Cycling Event | ☐ Other (Specify above) |
| ☐ Concert/Performance | ☐ Other Athletic Event | |

Event Dates/Times

Dates Requested:

First Choice

1/26/18 to 2/25/18

Second Choice

N/A

Time:

Event Start

varies

Set Up Begins

01/09/2018

Event End

2 hours after start

Clean Up Ends

2/28/18

☐ Yes ☒ No Is this an annual event? If so, for how many years have you been holding the event?

Where did you hold your event in previous years?

☐ Yes ☒ No Is your event part of a larger marketing campaign?

If yes, Please Explain

Estimated Participants

125

Estimated Spectators

1723 max per show

****Remember that completion of this application does not approve your event for consecutive years.****



SPECIAL EVENTS APPLICATION

Organization and Applicant Information

The organization contact must be the person in charge of management and is responsible for the event. The applicant contact must be a representative of the organization who has been authorized to plan the event. The applicant must be available to work closely with the City's Special Events Committee for reserving city resources and staffing.

Organization Information

Organization Name	BigTopWorks LLC d/b/a Big Apple Circus (please note no spaces between BigTopWorks)		
Organization Contact Name	Cheryl Jones- Business Advisor		
Organization Contact Name	Michael Couper, CEO		
Street Address	595 Madison Ave, Floor 39		
City	New York	State	New York
		Zip Code	10022
Work Phone	646.793.9313	Cell Phone	917.974.4632 (Cheryl)
E-mail Address	cjones@bigapplecircus.com mcouper@bigapplecircus.com		

Applicant Information

Organization Name	Big Apple Circus dba BigTopWorks LLC		
Applicant Contact Name	Cheryl Jones		
Street Address	595 Madison Ave, Floor 39		
City	New York	State	New York
		Zip Code	10022
Work Phone	917.974.4632	Cell Phone	917.974.4632
E-mail Address	cjones@bigapplecircus.com		
Additional Representative	Felipe Teran - VP of Operations		
Work Phone	941.961.3012	Cell Phone	941.961.3012
E-mail Address	fteran@bigapplecircus.com		



SPECIAL EVENTS APPLICATION

☒ Yes ☐ No Is this Organization a commercial entity?

☐ Yes ☒ No Is this Organization a bona fide tax exempt, nonprofit entity? If yes, you must attach to this application a copy of your IRS 501(C) tax exemption letter providing proof and certifying your current tax exempt and non-profit status.

☒ Yes ☐ No Are patron admission, entry fees, or participation fees required?

If yes, please provide detailed amounts

varies \$35 to \$109

☐ Yes ☒ No Are vendor or other fees required?

If yes, please provide detailed amounts

We are our own vendor

Event Location

Site Map/Routes

Site Map descriptions should be a detailed narrative including a description of activities in the event, such as event entry & exit, water stations, sags stops, start/finish sites, inflatables, and a time line of your event. Please write this description in the space provided below or attach the description as a word document.

Routes need to be approved both by the City of Alpharetta and the surrounding businesses. The City of Alpharetta cannot create site maps/routes, but will be happy to review them or refer you to a professional event planner. If you are using one of the following predetermined routes, please check your preferred route below. Maps are available upon request. **(Note: Although the route is predetermined, it will need to be approved by the City of Alpharetta and the businesses or residents on the route. If you would like to request a different route than the ones listed below check "other." Please describe and include a map or drawing of the route. We limit the number of times each race route is used yearly.)**

☐ North Point Route

☐ Alderman Route

☐ Downtown Route

☒ Other

If not one of the pre-determined routes, then please include your Site Map and/or Route Description:

N/A See Next Page



SPECIAL EVENTS APPLICATION

Detailed Map, Drawing of Site, and/or Route is Required. Show all entry and exit points.
(Click on Space Below to Insert Electronic Image of Route Map)



SPECIAL EVENTS APPLICATION Recreation and Parks

Contact: Lisa Cherry
Deputy Director
lcherry@alpharetta.ga.us
678-297-6162



Contact: Jodie Gilfillan
Recreation Supervisor II
jgilfillan@alpharetta.ga.us
678-297-6152

General Information

To hold an event in Alpharetta's facilities or parks, you will need to complete a separate Recreation and Parks application in addition to the City of Alpharetta Special Event application. Please contact the appropriate Recreation and Parks representative listed below for their application and fee schedule. They can help you with special rules, regulations, and restrictions unique to each facility or park. City parks are public parks, as such, most park areas cannot be reserved for the exclusive use of one group, and access to the area by the general public must be available at all times. These areas cannot be roped off or otherwise secured.

Facility rental fees will be charged based on current Recreation and Parks fee schedule. Staffing fees may apply depending upon the nature of the rental activity and the need for certain services that can only be provided by the Recreation and Parks staff. Cost estimates for facility rental and staffing fees shall be based on the information provided on the City of Alpharetta and/or Recreation and Parks applications. Alcohol is not permitted in City Parks (Exception: Wills Park Equestrian Center with approved alcoholic beverage permit). The use of tobacco products is strictly prohibited in all City parks per City ordinance.

Contacts for Recreation and Parks Facilities and Parks

Athletic Fields and Park Trails	Deputy Director	678-297-6162
Community/Recreation Centers	Recreation Supervisor II	678-297-6152
Wills Park Equestrian Center	Equestrian Center Manager	678-297-6122
Wills Park Picnic Pavilions	Wills Park Recreation Center	678-297-6130
Rock Mill Park Pavilion	Administrative Office	678-297-6104
North Park Picnic Pavilion	Crabapple Government Center	678-297-6160
Alpharetta City Pool	Recreation Supervisor II	678-297-6152
Union Hill Park	Recreation Supervisor II	678-297-6173

Big Creek Greenway and Park Trails Usage Policy

The City of Alpharetta Recreation and Parks Department manages and maintains Big Creek Greenway and park trails at both Webb Bridge Park and Wills Park.

1. Greenways are explicitly not intended for organized activities.
2. Greenways and park trails are not available for rental by any entity.
3. A special and historic relationship is recognized between the City of Alpharetta, Alpharetta Recreation Commission, Recreation and Parks Department, and the public schools that serve the residents of the City of Alpharetta. Through this relationship, several local schools, including but not limited to Milton High School, Alpharetta High School, and Lake Windward Elementary School have been granted permission to use Park Trails at Webb Bridge Park and Wills Park. This limited use is recognized and will continue, but will not be expanded beyond current levels. Such usage must be requested of the Director of Recreation and Parks using the facility use agreement in the normal way, and if granted, shall be facilitated through a standard facility use agreement.

Solicitation in City Parks

There shall be no solicitation activities being engaged in within City of Alpharetta parks. This shall include any person, corporation, partnership, association, joint-stock company, trust, or unincorporated organization which engages in the practice of 1) Selling or taking orders for or offering to sell or take orders for goods, merchandise, wares, or other items of value for further delivery, or services to be performed in the future, for commercial purposes; or 2) Requesting contributions of funds, property, or anything of value, or the pledge of any type of future donation, or selling or offering for sale any type of property, including but not limited to goods, tickets, books, and pamphlets, for political, charitable, religion, or other noncommercial purposes. Any and all requests for exception to the City Code must be submitted in writing along with the completed special event application. The City shall have the authority in its sole discretion to approve and disapprove requests for exceptions to the City Code.



SPECIAL EVENTS APPLICATION **Police/Fire/Public Works**

Police Contact: Jomo Bent, Police Officer
jbent@alpharetta.ga.us
678-297-6350 x5329

Fire Contact: Craig Schmitz, Battalion Chief
cschmitz@alpharetta.ga.us
678-297-1318

Fire Contact: David Morris, Fire Marshall/Battalion Chief
dmorris@alpharetta.ga.us
678-297-6274

Public Works Contact: Earl Chatham,
Senior Operations Manager
echatham@alpharetta.ga.us
678-297-6200

Public Works Contact: John Maloney
Senior Engineering Tech
jmaloney@alpharetta.ga.us
678-297-6200

General Information

The type of event that you are hosting determines the level of Police/Fire/Public Works presence required. We will work with you to address security and safety concerns, but reserve the right to make the final ruling on any security and safety related decision. Any costs incurred for these services will be billed to the event contact(s) at the completion of the event by the City of Alpharetta Finance Department. Cost estimations can be given upon request but may change as the details of your event evolve.

Note: Approval of your application does not automatically reserve city resources or staff. It is your responsibility to contact and reserve city resources and staff with each city department listed in this application.

Road Races

If you are applying for a road race, four predetermined routes for 5K and 10K races are listed below. The costs for these routes are also predetermined for Police, Fire/EMS, and Public Works services. Any additional services required will be at the expense of the event contact(s).

Pre-Approved 5K/10K Road Race Routes

Detailed descriptions, maps, and estimated prices for routes are available upon request.

1. North Point Route:
 - Peachtree Road Race certified qualifier route
 - 1 lap= 5K; 2 laps= 10K
 - 1K fun run/walk North Point Pkwy. (two options for start/finish line)
2. Downtown Route:
 - Peachtree Road Race certified qualifier route
 - 1 lap= 5K; 2 laps= 10K
 - 1K fun run/walk Old Milton Pkwy.
3. Alderman Drive Route:
 - 2 laps= 5K
 - Can be used as evening route during weekdays

Use of Road Systems for Events

If you are applying for a race route, parade, or other event that utilizes the road systems of Alpharetta, you must submit a detailed route plan to include a written description and map of the proposed route along with your application. Police, Fire, and Public Works Departments will evaluate the plan for safety and security of the participants, spectators, and residents. We reserve the right to have final approval on any proposed route or plan.



SPECIAL EVENTS APPLICATION

Road Closure/Event Notification For the Public

If your route or event is approved, the event organizer is responsible for notifying all businesses and residences along the route or event area. Below is a list of required road closure processes that must be submitted to the City of Alpharetta Special Events Department. An additional list of public notifications steps may be necessary depending on the details of your event. **(Note: Public road closure and/or event notification is a very important part of the planning process. Omitting this process may affect approval of future event applications. The four pre-approved 5K/10K road race routes require the same public notification process.)**

Required notification process for all events and/or road closures:

1. Three months prior to event date, submit a word file with event description, road closure description, and a PDF map. Post the same road closure information on your event web-site.
2. One week prior to event date, run (1) newspaper ad in a local Alpharetta newspaper. Ad must include basic event information with name, date, times, and map along with written text of road closure and event contact information.
3. Three weeks prior to event date, e-mail, mail, or hand-deliver road closure text description with map to all businesses and residents along race route or within one mile of the event and/or road closure. Include basic event information with name, date, times, map; along with written text of road closure including contact information. This includes but will not be limited to home owners associations, church newsletters, and property management notifications.

To complete your application process, send all of the above required information to Kim Dodson at kdodson@alpharetta.ga.us. This includes your event description, newspaper ad, road closure description, list of business and/or residents notified, and road closure map. Once ALL these steps are completed, we will list the information on the City of Alpharetta web-site to further notify the public.

Additional road closure notification steps that may be required upon review of your application:

1. Rent variable message signs (VMS) - City of Alpharetta will designate required number of signs required for your road closure. Scheduling and payment must be made directly with the VMS company.
2. Four weeks prior to event date, e-mail, mail, and hand-deliver the road closure text description with a map to all businesses and residents along the race route or within a larger area of the road closure depending on the size of your event.
3. Dedicate phone line with voice mail, for businesses and residents to access for quick event information. On event day, phone line should be checked every fifteen minutes. List this phone number on all public notifications above.



SPECIAL EVENTS APPLICATION

Noise Control Plan

As the event contact(s), you must be certain that all event related activities comply with the city, county, state, federal laws. Please be aware that loud and unreasonable noise is a violation of city law. If your event will be utilizing live music, amplified music or loud speakers, or generating any other type of noise beyond the usual noise generated on a typical day in the area, the event contact(s) will need to ensure the event complies within the noise ordinance of the City of Alpharetta (Article II, Section 13-20 to 13-26). As needed, the Alpharetta Police Department may enforce the noise ordinance by the utilizing decibel meters as prescribed by the ordinance.

☒ Yes ☐ No Will electronic sound amplification equipment or a public address system be used at the event?

If yes, Please indicate on the Site Map/Route, the location and number of the stages and sound systems, the location and direction of the speakers, and the proximity to residents.

There is an eight piece band that provides music for the show. There is an interior sound system with speakers in the Big Top Tent. As the location is in a light industrial area, it should not disturb any of the residents.

Amplified Sound Will Be Used Start Time End Time

(Note: Include Sound Checks in Time Frame)

Please describe the sound equipment to be used at your event.

A theatrical sound reinforcement system, consisting of speaker clusters hung inside of circus tent.

Explain how the sound will be controlled and identify the means by which it can be further controlled if necessary at the event.

Sound is controlled by a sound engineer from a front of house control board. The engineer has a decibel meter, and monitors the sound levels throughout the show. The sound is under 90 decibels.



SPECIAL EVENTS APPLICATION

☐ Yes ☒ No Will you have fireworks at your event?

If yes, please describe
(include professional
company and type of
fireworks and times).

(Note: Fireworks must be permitted by Fulton County Probate Court and City of Alpharetta Fire Marshall's Office 678-297-6274 no less than thirty days before event.)

Security

As an event organizer, you are required to provide a safe and secure environment for your event. This is accomplished through pre-planning by anticipating potential problems and concerns related to the event activities and surrounding environment. The size, time of day, and location of your event, as well as the overall activities, are all areas that need to be analyzed in depth and addressed through your security plan.

☐ Yes ☒ No Will your event need overnight security?

☐ Yes ☒ No Will you require police officers outside of the event time frames listed on this application?

Please describe
or attach your
security plan
including crowd
control, internal
security, or
venue safety.

There are 125 employees that reside on the circus site. For crowd control during a show, there are 15 ushers, 3 ticket takers and house manager. There are additional personnel stationed throughout the tent and outside -- tent master, 3 tent crew, 3 maintenance, lot supervisor, performance director, ring crew, senior managers. There are 45 radios used by on site personnel during shows and during the day. Operations staff and tent crew stay on radio 24/7.

Do you plan on hiring a licensed professional security company to develop and manage your event's security plan? If yes, you are required to provide a copy of the security company's contact information. **(Note: City of Alpharetta Police Department will have final approval on all security companies used for events, as they will have the final decision in all matters involving safety and security at events.)**

Security Organization

Street

City

State

Georgia

Zip Code

Work Phone

Cell Phone

Evening Phone

Private Patrol Operator License Number



SPECIAL EVENTS APPLICATION

Medical Plan

The City of Alpharetta has final authority to determine and provide your event medical services requirements. Please let us know if you would like to provide your own services and we can review. Please include location of First Aid and Medical Services in your event site map/route plan.

☐ Yes ☒ No Have you hired a licensed professional medical service provider to develop and manage your event's medical plan?

If yes, please explain.

If required, we will hire EMS for the event. We have on site first aid for patrons by the front gate and several people trained in CPR and basic first aid.

Medical Services Provider

Street

City

State

Georgia

Zip Code

Work Phone

Cell Phone

Evening Phone

Please describe your medical plan including your communications plan, the number, certifications levels (MD, RN, Paramedic, EMT) and types of resources that will be at your event and the manner in which they will be managed and deployed. Your plan should include hours of setup and dismantle of medical aid areas.
(Note: You may attach the plan to this application.)

Use of Approved Event Site

The City of Alpharetta reserves the right to suspend usage of an event site, route, or any roadway due to weather conditions, road construction, or anything that may potentially endanger the participants and/or residents. This suspension may occur at any time. We advise that all event organizers stay current with their approved event site; and to have a back up site.



SPECIAL EVENTS APPLICATION

Event Parking and Shuttle Plan

It is important that you plan for the safe arrival and departure of event attendees, participants, and vendors. As an event contact(s), you should develop parking and/or shuttle plans that are suitable for your event site and logistics. You must always include accessible parking and/or access points in your event plans for attendees, while leaving accessible parking for surrounding business and residents at all times.

The City of Alpharetta may require your event to provide staff on-site or hire a police officer to ensure compliance of approved parking plan.

One week prior to event date, *No Parking Signs* may be required depending on the location of your event. Details on signs are to include date of event, time and date of closing, re-opening, and event contact information. The event organizer will need to print signs in 11" x 17" with large font. One parking sign is required every 30'to 50' feet depending on event location.

☒ Yes ☐ No Will your event use parking and/or shuttle plans?



If yes, please describe.
(Note: You may attach the plan to this application.)

There will be event parking in Lot A for all patrons. There are approximately 400+ spaces available with additional parking for handicapped patrons.

Event Staffing and Volunteers

The event contact(s) is responsible for providing staff or volunteers to plan, set up, produce and clean-up the event. The City of Alpharetta does not provide city resources or staff for these services.



Temporary Permits

Contact: Bret Schroeder, Code Enforcement Officer-Sign Officer
bschroeder@alpharetta.ga.us / 678-297-6088

General Information

Based on your event requests and plan components, you may require additional permits to ensure safety at your event. The City of Alpharetta Community Development may also require an inspection of your venue at your cost, before and/or during the event. When you submit this application, your site map/route plan will be reviewed for permitting and inspections.

Event Signage Permit Guidelines

[The City Sign Ordinance Section 2.6 of the Unified Development Code](#) requires permits for signage. **All event signage that occurs prior to your event must be [permitted](#) prior to installation.**

Businesses located within the City limits of Alpharetta that have individual business street frontage are able to permit a banner of no greater than 48 square feet, 4 times per year, with each permit being valid for 30 days. Your event will need to get permission from the business location. The business will need to submit a separate application for the signage for your event, as this process will use one of their yearly banner “slots.” The business must be “banner less” for 30 days prior to your event receiving a permit for a banner. [UDC Section 2.6.11.D](#) provides more information.

Event Signage is allowed on the date(s) of your scheduled event on the event site only, as long as they follow Section 2.6.11.C of The [Unified Development Code](#). This may include start/finish lines, rest rooms, registration, entrance, parking, inflatable displays, streamers, and similar sign types. Signs cannot be placed along the roads, the Unified Development Code prohibits signs in the right-of-way, street corners, sidewalks, medians, utility poles, etc.

How to Obtain Sign Permits for Events

Sign Permit Application is separate from this application (City of Alpharetta Special Events Application). To download the Sign Permit Application, go to www.alpharetta.ga.us and click on Community Development tab then Signs Permits.

Banners should be applied for in person at: City of Alpharetta Community Development Department, 287 South Main Street, Alpharetta, GA 30009. **Allow 10 to 15 minutes for the application to be reviewed.** Banner permits are usually issued while-you-wait at the office window if all requirements (size, mounting location, frequency of banner installation, etc.) have been met.

Event Signage Removal

Event contact(s) must remove all signage upon completion of the event (the same day of the event). Signage removal is an important part of the post-clean up process. Omitting this process will affect approval of future special event applications.



SPECIAL EVENTS APPLICATION

Food Vendors and Permits

The City of Alpharetta requires that all food vendors at events have a valid business license and insurance. Forty-five (45) days prior to your event, submit a list of food vendors each with their business license and insurance (see Food Vendor application below) to kdodson@alpharetta.ga.us. This will ensure compliance with all Fulton County Health Department regulations.

Please reference the Fulton County Special Events Food Vendor Package to assist you in developing plans for food handling, preparation and distribution in the most responsible and legal manner. Although your event may be inspected at anytime, it is the event contact's responsibility to ensure the planning and safe handling of all food, as well as the proper disposal of grease or coals at the close of the event. Separate permits are required to use grills in City parks.

Upon review of your application, the City of Alpharetta may also require you to apply for a health permit. Different permits, policies, and procedures depend on your event classification and duration. Prepackaged food is allowed without a business license, but a certificate of insurance is always required from the event contact(s).

☒ Yes ☐ No Does your event include food concessions and/or preparation areas?

If yes, please describe how food will be served and/or prepared

There are 2 concession stands inside of a reception/lobby tent. There are 2 enclosed wagons with electricity that make popcorn, cotton candy, Churros, pretzels, and Lemonade. There is also a hot dog warmer for hot dogs. There is inside plumbing with hand washing sinks also in these wagons. All sodas and water are served in plastic bottles

There is a Dippin' Dots enclosed stand inside lobby tent and a Cinnabon enclosed stand inside lobby tent. All hard candies are pre-packaged.

We will obtain a permit from Fulton County Health Department.

☐ Yes ☒ No Do you intend to cook food in the event area?

If yes, please specify method: ☐ Charcoal

☐ Gas

☒ Electric

Other (specify)

Temporary Food Vendor Application and Fees

Forty-five (45) days prior to your event, attach a list of food vendors with basic information including name of vendor, address, food items to be sold and how they are prepared, business tax ID number, and certificate of insurance.

*** Review Fee for one Food Vendor: \$25**

*** Review Fee for multiple Food Vendors: \$50** (Note: This fee covers all additional food vendors)

In a separate check, please include Food Vendor Fee upon submitting this City of Alpharetta Special Event Application.

City of Alpharetta Fire Department requires (1) 5 lb. ABC fire extinguisher per food vendor. Sternos must be gel based (not liquid) and fuel tanks (including propane) must be secured.



SPECIAL EVENTS APPLICATION

Send a final list of all food vendors with valid business license and insurance for each to kdodson@alpharetta.ga.us and bschroeder@alpharetta.ga.us. *(Note: Only those vendors who are selling or sampling (not just displaying) items need to be included. You may attach a printout of a list of vendors with the below information if it is more convenient. If the vendor does not have a Georgia Business Tax (IBT) Number, they should contact the Georgia Department of Revenue.)*

Food Vendor/Business	Big Apple Circus		
Street Address	595 Madison Ave, Floor 39		
City	New York	State	New York
		Zip Code	10022
Contact Name	Chris Palm - Director of Food and Beverage		
Work Phone	941.404.9120	Cell Phone	941.404.9120
Business License Number	will apply for Georgia Business Tax number		

Temporary Structures

Should the scope of work proposed for the event include portable structures, prefabricated structures, or site built structures such as bleachers, elevated platforms, temporary pedestrian bridges, tents, and membrane structures as well as similar structures, the Community Development Planning and Review Department may require the issuance of a separate permit.

Please provide all necessary structural calculations and drawings to facilitate the structural review for permit issuance, and related site inspections. This process may require more than thirty (30) calendar days to review based on the size, number, and scope of the proposed temporary construction.

All tents must have proper weights suited to the size of the tent for each leg. For example, 10' x 10' tents are secured with a 40 lb. weight on each tent leg. To prevent damage to the roadway, tents may not be secured to the roadway with stakes, no exceptions. All tents larger than 100 square feet must also obtain a temporary use permits from Community Development Building Department and Fire Marshall Permit from Fire Marshall's Office. A site inspection, as well as additional fees, are required.



SPECIAL EVENTS APPLICATION

Insurance

Contact: Derek Nelson, Risk and Safety Administrator
dnelson@alpharetta.ga.us / 678-297-6292

Insurance Requirements

Before the final application approval, you will need proof of commercial general liability insurance or event insurance that names, as additional insured, the "City of Alpharetta, its officers, employees, and agents" and any other public entities (e.g. County, volunteers, etc.) impacted by your event with waiver of subrogation in regards to workers compensation. Insurance coverage must be maintained for the duration of the event including setup and cleanup dates.

If your event will include alcohol, liquor liability coverage must be included on your Certificate of Insurance. To determine the necessary amount of coverage required, please contact the Risk & Safety Administrator. If you are serving alcohol, additional insurance may be required.

Prior to the final approval of your event application, an electronic and original *Certificate of Insurance* must be received by the City of Alpharetta. Mail two copies. one to: City of Alpharetta, Special Events Office, Kim Dodson, Two South Main Street, Alpharetta GA, 30009; and second to Derek Nelson, 2970 Webb Bridge Road, Alpharetta GA, 30009.

Name of Insurance Agency	Beecher Carlson Insurance Services		
Street Address	8 Concourse Parkway, Suite 2300		
City	Atlanta	State	Georgia
		Zip Code	30328
Contact Name	Judith Boich or Scott Mateer 678.235.2133- O 770.856.8489 cell		
Work Phone	770.870.3031	Cell Phone	
Policy Type	Commercial General Liability		
Policy Amount	\$1,000,000 \$6,000,000 Total		
Policy or Certificate Number	B0621 CBIGA 000117		

ADA Accessibility

As an event contact(s), you are required to comply with all city, county, state, and federal disability access requirements applicable to your event. All temporary venues, related structures and outdoor sites for special events shall be accessible to persons with disabilities.

Disability access may include but not limited to parking, rest rooms, telephones, clear paths of travel, transportation, signage, accessible vendors, and booths. If all areas are not accessible, a map or program must be provided to attendees indicating the accessible rest rooms, parking, telephones, and drinking fountains.



Recycling and Sanitation

Contact: Terry Porter
Environmental Education Coordinator
tporter@alpharetta.ga.us
678-297-6200 x-1209

Contact: Earl Chatham
Senior Operations Manager
echatham@alpharetta.ga.us
678-297-6200 x-1233

General Information

Throughout the term of your event, from setup to breakdown, the event contact(s) must properly dispose of waste and garbage so the area is returned to a clean condition. Events have high visibility and if you leave an area cleaner than you found it, you can have a highly beneficial impact on the Alpharetta community. Should you fail to properly cleanup, you will be billed, at full cost recovery rates, plus overhead, for cleanup and any possible repair. In addition, failure to cleanup may result in a denial of future applications.

Recycling

Alpharetta is a "Go Green" community and strongly supports recycling. Please do your part and create a recycling plan for your event.

Recycling Containers

The City of Alpharetta has the "Away from Home" Recycling Trailer and Containers that can be reserved and loaned out for events. Contact our Environmental Education Coordinator for recycling trailer checkout procedures and any costs. A security deposit may be necessary for the equipment. Please take care of the recycling equipment as any damage to the trailer or containers will be billed to you after the event. In addition to these containers, there are many other container options available for events.

Recycling and Sanitation Plan

What will be the number of trash cans at your event?	(15) 55 gal. in tents and public area
What will be the number of dumpsters with lids at the event?	(1) 30 yd animal waste& (1-2) 30 yd /trash
What will be the number of recycling containers at the event?	6
What will be the number of rest rooms at the event?	restroom rtailer and 12-14 portables
What will be the number of ADA accessible rest rooms at the event?	
How will you collect recyclables from the public?	with blue recycling cans inside venue
How will you collect recyclables from vendors?	We are our own vendor. We will recycle cardboard and plastics
Where will you take your recyclables?	will coordinate with Terry Porter



SPECIAL EVENTS APPLICATION

What recyclables will be collected from the public?

☐ Cans and Bottles

Other

☒ Paper Products

What recyclables will be collected from the vendors?

☐ Cans and Bottles

Other

☐ Paper Products

How will you notify the vendors about their recycling options?

We will be able to recycle some cans and bottles used by employees living on the site

How will you monitor the recycling throughout the event to avoid contamination problems?

TBD - will put in clear plastic bags

Event Contact for Recycling

Contact Name

Work Phone

Cell Phone

Evening Phone

A post event report must be submitted to the City of Alpharetta Special Events and Recycling departments detailing how much material was recycled.

Street Sweeping

Some events may require streets sweeping to properly clean the area. The city does not provide street sweeping services, so please plan appropriately.

Street Sweeping Company

Contact Name

Work Phone

Cell Phone

Evening Phone



SPECIAL EVENTS APPLICATION

Signage

All event signage (e.g.- banners, no parking signs, etc.) are to be removed and placed in a dumpster after the event is completed (same day of the event).

Dumpsters

Estimate (1) eight yard dumpster for every increment of 500 people attending the event. Food events or events creating large amounts of trash may require additional dumpsters. The City of Alpharetta does not provide dumpsters, but they can be rented from local sanitation companies.

Sanitation Company	Comfort Zone (most likely)		
Contact Name	Beth Southall		
Work Phone	770.772.8066	Cell Phone	
		Evening Phone	
Equipment Set-Up	Date	1/11/18 to 1/22/18	Time
			varies during day
Equipment Pick-Up	Date	02/28/2018	Time
			during day

Rest rooms

You are required to provide rest room facilities at your event, unless you can substantiate the sufficient availability of rest rooms and ADA accessible rest rooms in the immediate area of the event site. Fulton County Health Department recommends (1) chemical or portable toilet for every 250 people attending the event. The figure is based upon the maximum number of attendees at your event during peak time. Remember a percent of these facilities must follow ADA guidelines. Use a rest room company that has hand sanitizer available with rest room rentals. If the event is especially large or lasts more than one day, the rest room will need to be serviced and additional toilet paper provided. Please include this in your contract with the rest room company.

Rest room Company	Comfort Zone		
Contact Name	Beth Southall		
Work Phone	770.772.8066	Cell Phone	
		Evening Phone	
Equipment Set-Up	Date	1/11/18 to 1/22/18	Time
			during day
Equipment Pick-Up	Date	02/28/2018	Time
			during day



SPECIAL EVENTS APPLICATION

Alcohol

Contact: Sandy West, Captain
swest@alpharetta.ga.us
678-297-6320

Permit and Insurance

If you plan to sell or furnish alcoholic beverages at your event you will be required to obtain a permit. In many areas of the city, the public consumption of alcohol is illegal. Liquor Liability Coverage must be included on your Certificate of Insurance. Your event application will need both of these for approval.

Does your event involve the use of alcoholic beverages? (Explain)

☒ Yes ☐ No

If yes, please check all that apply:

- | | |
|--|--|
| ☐ Beer | ☒ Beer, Wine and Distilled Spirits |
| ☐ Alcohol Sales | ☐ Free/Host Alcohol |
| ☐ Beer and Wine | ☐ Host and Sale Alcohol |

Please describe your security plan to ensure the safe sale or distribution of alcohol at your event.

Checking of I.D.s and limiting drinks served per customer.

Medical

If your event will be serving alcohol in accordance with the provisions described in this application the City of Alpharetta Fire and Emergency Services reserves the right to have the final decision regarding the medical presence needed at any event where alcohol is served. If the need is determined, personnel will be employed by the event contact at your expense. The total number of personnel will be determined by the Alpharetta Fire and Emergency Services along with the Event Organizer.

Security

If your event will be serving alcohol in accordance with the provisions described in this application at least one uniformed City of Alpharetta Police Officer will be employed by the event contact at your expense. The total number of officers will be determined by the Alpharetta Police Department along with the event contact. The police department reserves the right to have the final decision regarding the security presence needed at any event where alcohol is served.

Parks

Alcohol is not permitted in city parks, with the exception of the Wills Park Equestrian Center upon approval of a Recreation & Parks application and Alcoholic Beverage permit.



Finance

Contact:

Ronda Glover /Tax Billing Coordinator
rglover@alpharetta.ga.us / 678-297-6062

General Information

The event organization, contact or applicant on this application will be responsible for any costs relating to City of Alpharetta police officers and public safety services, traffic-control signage and barricades, adequate cleanup, and/or damage occurred to city property and facilities due to the event.

An *Event Cost Estimation Form* can be requested providing an estimate of city costs from details submitted in the application. This form will provide an estimation with itemized costs for each city department. *(Note: This is only an estimation of cost and fees and is subject to change at anytime. Reasons for cost changes may include, but are not limited to, an event contact's request, a safety requirement, additional permits, etc.)*

Application Fee

A non-refundable two hundred (\$200) application fee is due and payable upon submission of the special events application. This fee covers the application review process. The deposit of the check does not constitute or ensure approval of your event application. The application fee should be made payable to: *City of Alpharetta, GA.*

City Resources and Staff Payments

Event Organizers will be billed a minimum of four (4) hours for each city employee and equipment utilized for your event. For events that reserve city resources and staff, we require a fifty-percent (50%) deposit thirty (30) days in advance of the event date. These cost will be detailed on an *Event Cost Estimation Form*.

Within fifteen (15) days following the event, each department will review resources and staff utilized for your event. Any identified costs that were not part of the original payment (e.g. additional cleanup requirements, overtime hours, etc.) will be added to your invoice.

The final payment is due thirty days (30) following your event date.

5K/10K Race Packages

All 5K/10K races will require a fifty-percent (50%) deposit from the pre-determined race packages thirty (30) days prior to the event date. These race packages include police, fire, public works and equipment. The final fifty-percent (50%) is due thirty days (30) following the event date.



Affidavit of Applicant

The applicant, and if applicable, the professional event contact, must complete, sign, and date this application and submit along with a valid Georgia drivers license to: City of Alpharetta, Special Events Department, 2 South Main Street, Alpharetta GA, 30009.

I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief that I have read, understood, and agreed to abide by the rules and regulations governing the proposed special event under the City of Alpharetta Municipal Code. I understand that this application is made subject to the rules and regulations established by the City Council and/or the City Administrator or the City Administrator's designee. I agree to comply with all other requirements of the city, county, state, federal government, and any other applicable entity which may pertain to the use of the event venue and the conduct of the event. In the event that a possessory interest subject to property taxation is created by virtue of this use permit, I agree to pay all possessory interest taxes and the City shall not be liable for the payment of such taxes I further agree that the payment of any such taxes shall not reduce any consideration paid to the City pursuant to this use permit. I agree to abide by these rules, and further certify that I, on behalf of the Organization, am also authorized to commit that Organization, and therefore agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the event to the City of Alpharetta.

Applicant/Host Name	Cheryl Jones		
Organization	BigTopWorks LLC d/b/a Big Apple Circus		
Title	Business Advisor		
Signature	Sign and Send Original Signature Page to Special Events	Date	
Event Organizer Name			
Title			
Signature	Sign and Send Original Signature Page to Special Events	Date	

Please Click on the Space below to insert an electronic image of your Driver's License.

[Print Form](#)[Submit by E-mail](#)

ARTICLE XII. - SPECIAL EVENTS^[4]

Footnotes:

--- (4) ---

Editor's note—Ord. No. 679, § 18, adopted July 15, 2013, amended article XII in its entirety to read as herein set out. Formerly, article XII pertained to nonprofit civic organizations, and derived from Ord. No. 373, adopted March 25, 1996.

Sec. 3-140. - Special temporary outside events.

- (a) Establishments duly licensed by the city to sell alcoholic beverages for consumption on the premises must submit an application and site plan to the director of public safety or designee to engage in outside special events. A special event temporary permit shall authorize the retail consumption licensee to sell alcoholic beverages for consumption on the premises for a period not to exceed the hours otherwise specified in this chapter. The applicant must meet the following requirements:
- (1) The licensed establishment must have an existing license for the sale of alcoholic beverages for consumption on the premises. The entrances and exits to the event must be through controlled entry points which allow for easy monitoring of patrons entering and leaving the event.
 - (2) A site plan must be submitted to and approved by the director of public safety as well as the city fire marshal for approval. If the site plan provides for an area to accommodate more than twenty-five (25) persons, a crowd control and security plan must be submitted to the director of public safety for approval. The community development department and city fire marshal must approve any temporary structures.
 - (3) A signed and notarized letter from the property owner must be submitted to the director of public safety authorizing the use of the property for the event.
 - (4) The outside event shall not exceed two (2) days.
 - (5) All outside events for an individual licensed establishment will be restricted to two (2) events per year.
 - (6) A non-refundable fee of one hundred fifty dollars (\$150.00) per event must be paid at the time of filing of the application.
 - (7) The completed application must be submitted to the director of public safety no less than twenty (20) days prior to the scheduled event.

Nothing in this section shall be construed to waive or appeal any other requirements ordained under this Code.

- (b) The licensee or the licensee's employee shall supervise all aspects of the special event pertaining to the handling and storage of alcoholic beverages and the distribution of alcoholic beverages to consumers. The licensee shall be responsible for compliance with all aspects of this article and state law, and liable for infractions thereof.

(Ord. No. 679, § 18, 7-15-13)

Secs. 3-141—3-149. - Reserved.



City Council Meeting STAFF REPORT

Submitting Department: City Clerk

Submitted By:

Meeting Date: January 9, 2018

I. AGENDA ITEM TITLE:

RESOLUTION AUTHORIZING EMINENT DOMAIN - 2100 FAIRFAX DRIVE (PARCEL 55)

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF ALPHARETTA TO AUTHORIZE THE USE OF EMINENT DOMAIN TO ACQUIRE CERTAIN PROPERTY LOCATED AT 2100 FAIRFAX DRIVE, ALPHARETTA, GEORGIA, FOR ROAD PROJECT –RUCKER ROAD CORRIDOR IMPROVEMENTS.

II. RECOMMENDATION:

III. REPORT IN BRIEF:

Resolution authorizing Eminent Domain - 2100 Fairfax Drive (Parcel 55)

A Resolution of the Mayor and Council of the City of Alpharetta to authorize the use of eminent domain to acquire certain property located at 2100 Fairfax Drive, Alpharetta, Georgia, for road project –Rucker Road Corridor Improvements.

IV. ALTERNATIVES:

V. ATTACHMENTS:

Resolution

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF ALPHARETTA TO AUTHORIZE THE USE OF EMINENT DOMAIN TO ACQUIRE CERTAIN PROPERTY LOCATED AT 2100 FAIRFAX DRIVE, ALPHARETTA, GEORGIA, FOR ROAD PROJECT - RUCKER ROAD CORRIDOR IMPROVEMENTS

WHEREAS, the City of Alpharetta (the "City") has determined that it is necessary to construct a road project, which includes bridge replacement, road reconstruction, and the construction of intersection improvements and other operational improvements, on Rucker Road from Barrow Downs Road to Wills Road, such road project being known as the Rucker Road Corridor Improvements project (the "Project"); and

WHEREAS, in order to construct the Project, it is necessary to acquire certain rights in, over, under, and through the property now or formerly owned by Landon Schenck and Tiffany Feuerborn (n/k/a Tiffany Schenk) located at 2100 Fairfax Drive within the City of Alpharetta, Georgia (reference: Parcel No. 55), as further described in Exhibit "A" attached hereto and incorporated herein by this reference; and

WHEREAS, the Mayor and Council have considered the Project and determined that the Project and the use of eminent domain to acquire those certain rights in the foregoing property are necessary, in the public interest, and must be carried out expeditiously to ensure the timely completion of the Project.

NOW, THEREFORE, IT IS HEREBY RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF ALPHARETTA, GEORGIA, AS FOLLOWS:

For public road purposes and to meet the public necessity for immediately acquiring the subject property rights, which is hereby declared, the Mayor and Council authorize the City Attorney's Office to acquire through the use of Eminent Domain, pursuant to Title 32 of the Code of Georgia Annotated, the necessary property rights in, over, under, and across the property located at 2100 Fairfax Drive, Alpharetta, Georgia, in order to ensure the timely completion of the Project - Rucker Road Corridor Improvements. Further, the Mayor is specifically authorized to execute any and all documents necessary to further the filing of any Petition for Condemnation or Declaration of Taking related to the same and/or in furtherance of this Resolution.

STATE OF GEORGIA
COUNTY OF FULTON

RESOLUTION R2018-_____

SO RESOLVED AND ADOPTED this _____ day of _____, 2018.

CITY OF ALPHARETTA, GEORGIA

By: _____
David Belle Isle, Mayor

COUNCILMEMBERS

Attest:

Coty Thigpen, City Clerk (SEAL)

APPROVED AS TO FORM:

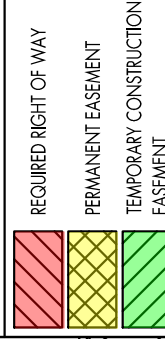
C. Sam Thomas, City Attorney



1790 Hembree Road
Alpharetta, Georgia 30009
Phone: 678-297-6200
Fax: 678-297-6201

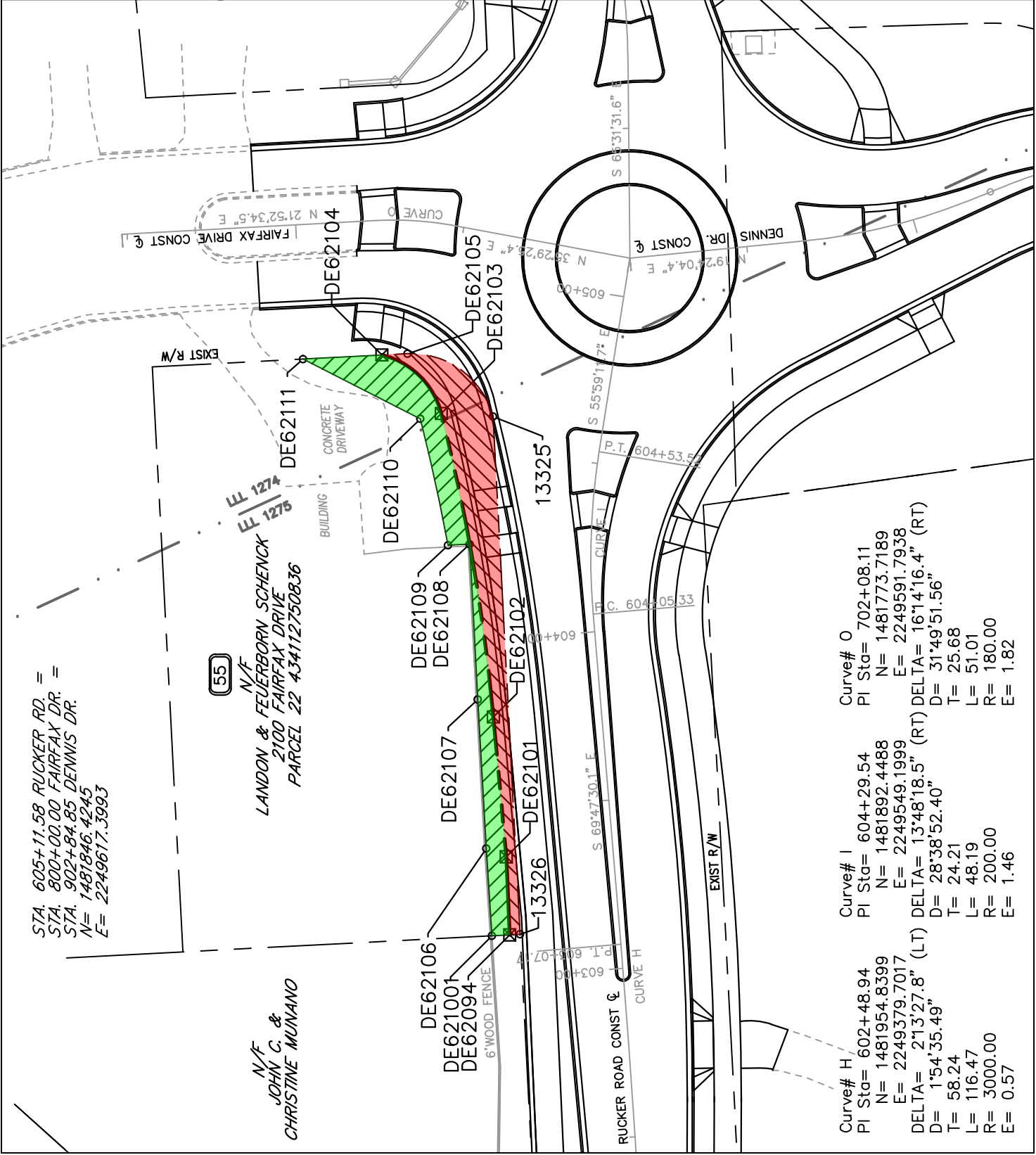
RIGHT OF WAY & EASEMENT
EXHIBIT FOR
2100 FAIRFAX DRIVE
LAND LOTS 1274 & 1275
2ND DISTRICT, 2ND SECTION
CITY OF ALPHARETTA,
FULTON COUNTY,
GEORGIA

DATE: MARCH 15, 2017



0' 20' 40'

EXHIBIT "A"
SHEET 1 OF 2





1790 Hembree Road
Alpharetta, Georgia 30009

Phone: 678-297-6200
Fax: 678-297-6201

RIGHT OF WAY & EASEMENT
EXHIBIT FOR
2100 FAIRFAX DRIVE

LAND LOTS 1274 & 1275
2ND DISTRICT, 2ND SECTION
CITY OF ALPHARETTA,
FULTON COUNTY,
GEORGIA

DATE: MARCH 15, 2017

EXHIBIT "A"
SHEET 2 OF 2

LONDON & FEUERBORN SCHENCK [55]					
2100 FAIRFAX DRIVE					
PARCEL #22-4341-1275-083-6					
REQUIRED RIGHT OF WAY					
PNT	OFFSET/DIST	STATION/BEARING	ALIGNMENT		
I 3326	29.50 L 3.05	603+12.61 N 22°00'46.4" E	Rucker Rd		
DE62094	32.55 L 23.16	603+12.70 S 67°34'02.3" E	Rucker Rd		
DE62101	31.65 L 41.57	603+35.84 S 70°15'41.7" E	Rucker Rd		
DE62102	31.99 L	603+77.41	Rucker Rd		
ARC LENGTH = 91.27					
CHORD BEAR = S 74°44'24.4" E					
LNTH CHORD = 91.18					
RADIUS = 583.83					
DEGREE = 9°48'49.4"					
DE62103	47.94 L	604+57.39	Rucker Rd		
ARC LENGTH = 25.97					
CHORD BEAR = N 69°33'34.8" E					
LNTH CHORD = 24.71					
RADIUS = 23.83					
DEGREE = 240°24'18.8"					
DE62104	68.04 L 7.59	604+71.75 S 22°00'46.4" W	Rucker Rd		
DE62105	60.62 L	604+73.33	Rucker Rd		
ARC LENGTH = 33.98					
CHORD BEAR = S 61°21'11.6" W					
LNTH CHORD = 31.47					
RADIUS = 25.25					
DEGREE = 226°53'53.8"					
I 3325	32.66 L	604+58.88	Rucker Rd		
153.52					
13326	29.50 L	N 67°59'13.6" W 603+12.61	Rucker Rd		
REQUIRED RIGHT OF WAY AREA = 1,257.62 SF					

LONDON & FEUERBORN SCHENCK [55]					
2100 FAIRFAX DRIVE					
PARCEL #22-4341-1275-083-6					
TEMPORARY CONSTRUCTION EASEMENT					
PNT	OFFSET/DIST	STATION/BEARING	ALIGNMENT		
DE62094	32.55 L 5.27	603+12.70 N 22°00'46.4" E	Rucker Rd		
DE62100	37.82 L 25.91	603+12.87 S 68°44'51.2" E	Rucker Rd		
DE62106	37.35 L 44.22	603+38.78 S 68°14'05.2" E	Rucker Rd		
DE62107	36.14 L 46.05	603+82.98 S 68°01'00.4" E	Rucker Rd		
DE62108	35.91 L 6.44	604+25.44 N 21°58'59.7" E	Rucker Rd		
DE62109	42.33 L	604+25.07	Rucker Rd		
ARC LENGTH = 38.33					
CHORD BEAR = S 77°19'01.4" E					
LNTH CHORD = 38.32					
RADIUS = 577.43					
DEGREE = 9°55'21.2"					
DE62110	53.83 L 39.01	604+54.86 N 51°58'11.0" E	Rucker Rd		
DE62111	39.80 L 23.40	801+00.00 S 22°00'46.4" W	Fairfax Dr		
DE62104	68.04 L	604+71.75	Rucker Rd		
ARC LENGTH = 25.97					
CHORD BEAR = S 69°33'34.8" W					
LNTH CHORD = 24.71					
RADIUS = 23.83					
DEGREE = 240°24'18.8"					
DE62103	47.94 L	604+57.39	Rucker Rd		
ARC LENGTH = 91.27					
CHORD BEAR = N 74°44'24.4" W					
LNTH CHORD = 91.18					
RADIUS = 583.83					
DEGREE = 9°48'49.4"					
DE62102	31.99 L 41.57	603+77.41 N 70°15'41.7" W	Rucker Rd		
DE62101	31.65 L 23.16	603+35.84 N 67°34'02.3" W	Rucker Rd		
DE62094	32.55 L	603+12.70	Rucker Rd		

TEMPORARY CONSTRUCTION EASEMENT AREA = 1070.79 SF



City Council Meeting STAFF REPORT

Submitting Department: Public Works

Submitted By: Jill Bazinet

Meeting Date: January 9, 2018

I. AGENDA ITEM TITLE: BIG CREEK EROSION STUDY

II. RECOMMENDATION:

Please approve Tetra Tech's proposal in the amount of \$144,160.00 for the professional services necessary to perform the Big Creek Erosion Study and one large (up to 500 feet) restoration design project and authorize the Mayor to execute all necessary documents.

III. BUDGET IMPLICATIONS:

BUDGETED ITEM: YES

FISCAL IMPACT: YES

INCLUDED IN CURRENT FY CPTL BUDGET: YES INCLUDED IN CURRENT FY OPRT. BUDGET: NO

TOTAL PROJECT COST: \$144,160.00

APPROPRIATIONS:

ACCOUNT TITLE/NUMBER	DOLLAR AMOUNT
Stormwater Studies / 30241100 541430 C1503	\$100,000.00
SW Drainage Maintenance / 30241100 541430 C1216	\$44,160.00

EXTERNAL FUNDING SOURCES:

ACCOUNT TITLE/NUMBER	DOLLAR AMOUNT
N/A	\$0.00
N/A	\$0.00

IV. REPORT IN BRIEF:

The City has experienced erosion along the banks of Big Creek. In some areas this erosion is severe enough to threaten the stability of the greenway trail or cause trees to fall and either block the stream or the trail.

The Big Creek Greenway is one of the highlights of the City's Recreation and Parks amenities. It is used daily by residents and provides a recreational opportunity and a sanctuary from the hustle and bustle of the City.

This project will map areas of erosion and bank instability and identify areas where City infrastructure is threatened. Areas of erosion and identified areas of concern will be classified into groups to determine priorities for repair and maintenance.

For areas where the repair is considered relatively minor and not needing state or federal permitting, the consultant will provide five standard repair/maintenance drawings. When possible these repairs will be low maintenance, aesthetically pleasing, environmentally sensitive, and easy to implement by Recreation and Parks staff or their contractors.

The consultant will identify areas where the erosive condition has exceeded standard maintenance repair. These larger streambank stabilization or restoration projects will be prioritized and preliminary cost estimates and scopes of work, including state and federal permitting requirements, will be provided.

The Department of Public Works requested proposals from the City's three on-call engineering design firms on November 6, 2017. Staff from the Department of Public Works reviewed and scored the proposals based on Plan and Approach (80 points) and Cost (20 points). All three firms responded.

The resulting scores were as follows:

Tetra Tech 96.28
AECOM 94.80
Pond & Co 71.52

The high scoring firm, Tetra Tech, has completed similar work throughout the southeastern United States. Tetra Tech has assured Alpharetta that they can complete the study portion of the project scope for \$88,160.00 and one large (up to 500 feet) restoration design project for \$56,000 (total of \$144,160.00). Tetra Tech is the low cost provider for this combination of deliverables (base study and design of one large restoration project). Additional large restoration designs will cost between \$56,000 and \$80,000 each depending on length of restoration. Tetra Tech has included research and application for grants within the large restoration project design costs. Administration of awarded grants would be an additional fee.

Staff recommends award of the Big Creek Erosion Study to Tetra Tech.

V. ALTERNATIVES:

VI. ATTACHMENTS:

Tetra Tech Proposal



December 1, 2017

Jill Bazinet, PE, CFM
Senior Stormwater Engineer
City of Alpharetta
Public Works Department
1790 Hembree Road
Alpharetta, Georgia 30009

Subject: Big Creek Erosion Study RFP with Amended Scope of Work

Dear Ms. Bazinet:

Tetra Tech is extremely pleased to submit this proposal to the City of Alpharetta (City) to support efforts to protect two valuable resources in the community, Big Creek and the Alpharetta Greenway. Not only do we enjoy developing innovative solutions for the City to address their stormwater needs, we also enjoy recreating along the Greenway with our families. As users of the trail system ourselves, we hope to support the City in maintaining its use and character for years to come. Our team has prepared this response to your request with these things in mind, and as always, we have pulled together experts in the field to offer the City the most value for the least cost.

On November 6, 2017, Tetra Tech received a solicitation to expand the original scope of services to include the costs to complete all designs for larger projects that require permitting (i.e., stream restoration), as well as the costs for the permitting. For ease, Tetra Tech made slight modifications to sections B through G (to address clarifications to the original scope of work), and added sections H through L which focus on the expanded scope of services.

We have put considerable thought into this proposal and our team is very excited about the project. We would really like to have the opportunity to work with City to help protect Big Creek and the Alpharetta Greenway. Please contact me if you have questions or need any additional information.

Respectfully submitted,

A handwritten signature in blue ink that reads 'Brian J. Watson'.

Brian J. Watson, PE, PH, D.WRE
Director of Water Resources



Proposal to City of Alpharetta Department of Public Works for the Big Creek Erosion Study

Submitted to:

Jill Bazinet, PE
Senior Engineer
City of Alpharetta Public Works Department
1790 Hembree Road
Alpharetta, Georgia 30009

Email: jbazinet@alpharetta.ga.us

Phone: (678) 297-6203

Submitted by:

Tetra Tech, Inc.
1899 Powers Ferry Road SE
Suite 400
Atlanta, Georgia 30339

Email: brian.watson@tetrattech.com

Phone: (770) 738-6030

October 20, 2017

Revised December 1, 2017

A. Introduction

Tetra Tech is excited to provide this proposal to the City of Alpharetta (City) to support efforts to protect Big Creek and the Alpharetta Greenway (Greenway), which are valuable resources in the community. Our team has been instrumental in developing and providing innovative stormwater management solutions for municipalities throughout Georgia. Several of our staff members have enjoyed recreating along the Greenway with their families, and as users of the trail system, we want to support the City in maintaining its use and character for years to come. Our team has developed our approach with these ideas in mind, and as always, we have pulled together a team of experts that offers the City the most value for the least cost.

Tetra Tech received a solicitation from the City on September 29, 2017 for the Big Creek Erosion Study and submitted a proposal to the City on October 20, 2017. On November 6, 2017, Tetra Tech received a solicitation to expand the original scope of services to include the costs to complete all designs for larger projects that require permitting (i.e., stream restoration), as well as the costs for the permitting. For ease, Tetra Tech made slight modifications to sections B through G (to address clarification to the original scope of work), and added sections H through L which focus on the expanded scope of services.

This project is being performed in accordance with the City of Alpharetta/Tetra Tech On-Call Engineering Contract (16-1009C) executed August 19, 2016.

B. Relevant Experience

Tetra Tech has performed erosion studies like the Big Creek Erosion Study for municipalities, state, and federal agencies throughout the metropolitan Atlanta area and across the country. The table below highlights numerous projects that showcase our diverse and extensive expertise with sedimentation and erosion studies. Many of these listed projects included key tasks like those identified for the Big Creek Erosion Study, such as stream assessment, prioritization, and design plans and specifications. We have provided three detailed project descriptions for (1) Athens-Clarke County Watershed Management Plans, (2) Beargrass Creek Trail Conceptual Shared Use Path, and (3) Environmental Permitting Support for Sewer Repair, Replacement, and Rehabilitation Program, which were similar in scope and breadth as the Big Creek Erosion Study. These project descriptions are located on pages 4 through 8.

Tetra Tech's Experience	Stream Assessment and Prioritization	Design Plans & Specs
Foe Killer Creek Watershed Improvement Plan, Alpharetta, GA	✓	✓
Athens-Clarke County Watershed Management Plans, GA	✓	
Spalding County Sediment Sampling, GA	✓	
Heads Creek Reservoir Sedimentation Study, Spalding County, GA	✓	✓
Potato Creek Stream Stability Assessment, Griffin, GA	✓	
Cabin Creek Stream Stability Assessment, Griffin, GA	✓	
Shoal Creek Stream Stability Assessment, Griffin, GA	✓	

Tetra Tech's Experience	Stream Assessment and Prioritization	Design Plans & Specs
Jackson Creek Ecosystem Restoration Study, Gwinnett County, GA	✓	✓
Stream Geomorphic Assessment for the Upper Etowah River Watershed, GA	✓	
Reservoir Sedimentation and Erosion Reports, Georgia, Alabama, and Mississippi	✓	
D'Olive Creek Sediment Source Assessment, Baldwin County, AL	✓	
Assessment of Tributaries to the Tallapoosa River for Impairment by Siltation, AL	✓	
Highland Lake Dredging Feasibility Study, Highland Lake, AL	✓	✓
Bonnet Lake Canal Sediment and Trash Source Assessment, Lakeland, FL	✓	
Morgan Hole Creek Watershed Characterization, Avon Park, FL	✓	
Stream Channel Assessment of Goose and Crooked Creeks, Union County, NC	✓	✓
Assessment of Construction Site Impact on Davis and Poplar Creeks, Forest and Perry Counties, MS	✓	
Sediment Total Maximum Daily Load Protocol for the 303(d) listed streams, TN	✓	
Beargrass Creek Trail Conceptual Shared Use Path and Ecological Restoration Plan, Jefferson County, KY	✓	✓
Harpersfield Dam Ecosystem Restoration Feasibility Study, OH	✓	✓
High-Gradient Perennial Stream Assessment, WV	✓	
Environmental Permitting Support for Sewer Repair, Replacement, and Rehabilitation Program, Washington DC	✓	✓
Tittabawassee River Geomorphic Assessment, MI	✓	
Kinnickinnic River Ecosystem Restoration Feasibility Study, WI	✓	✓
Los Penasquitos Stormwater Outfall Erosion Rate Modeling, CA	✓	✓
Stream Channel Assessment of the Aqua Hedionda Watershed, CA	✓	
Stream Channel Stability and Condition Assessment of Tributaries to Big Bear Lake, CA	✓	

Athens-Clarke County Watershed Management Plans

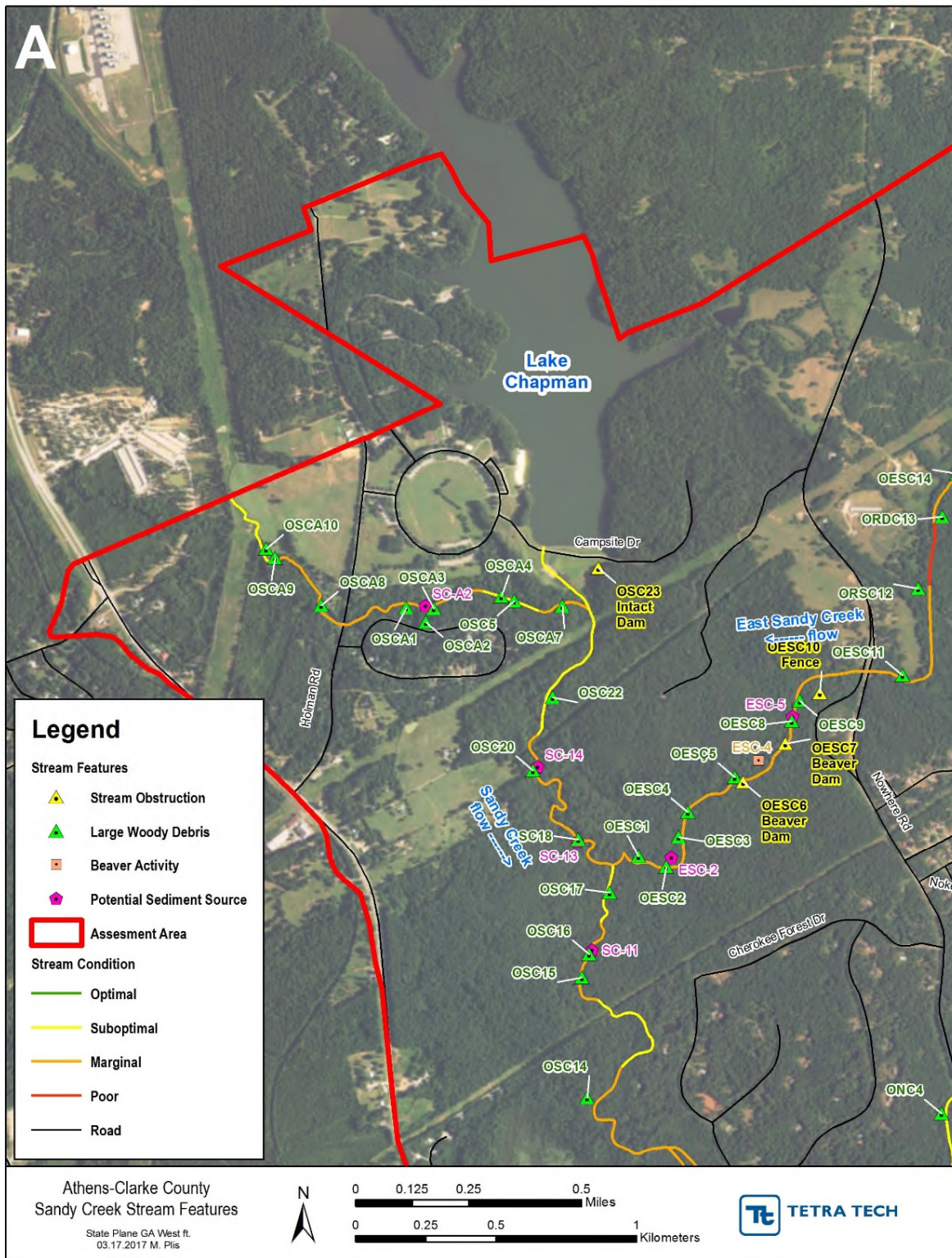
2008-Present

Tetra Tech was contracted by Athens-Clarke County (ACC), Georgia, a Phase II MS4 community, to assist in developing Watershed Management Plans to proactively reduce non-point source pollution associated with urban runoff and improve the overall health of the community's watersheds. While the Water Management Plan included multiple tasks, such as potential mitigation plans, one of the most important elements of the plan process were the stream field assessments.



The stream field assessments identified impairment and priority areas for management efforts. For the assessments, our team walked wadeable streams and canoed unwadeable streams throughout ACC and documented the overall stream conditions. Tetra Tech collected global positioning system (GPS) points, photographs, documented overall stream condition (in-stream habitat rankings, bankface vegetation density, bank erosion rankings, floodplain connection, and others), conducted reach level assessments (surrounding landuse, base flow as percentage of channel width, stream shading, channel dynamics, and accessibility), and documented general geomorphic observations (e.g., bank height, channel width, areas of erosion, mass wasting). All of the data were input in the field into a tablet outfitted with ESRI Data Collector. The data were uploaded at the end of each day to a project sharepoint, which allowed staff back in the office to analyze and QA/QC the data immediately. In addition, the nearly-real time data uploads allowed ACC staff to review the progress of the field crew. All of the stream condition data were evaluated using a scoring matrix, and stream were assigned a condition from Poor to Optimal. Page 5 shows an ACC stream features and stream condition figure from the Watershed Management Plan, and similar outputs can be used for the Big Creek study.





Beargrass Creek Trail Conceptual Shared Use Path and Ecological Restoration Plan

2016

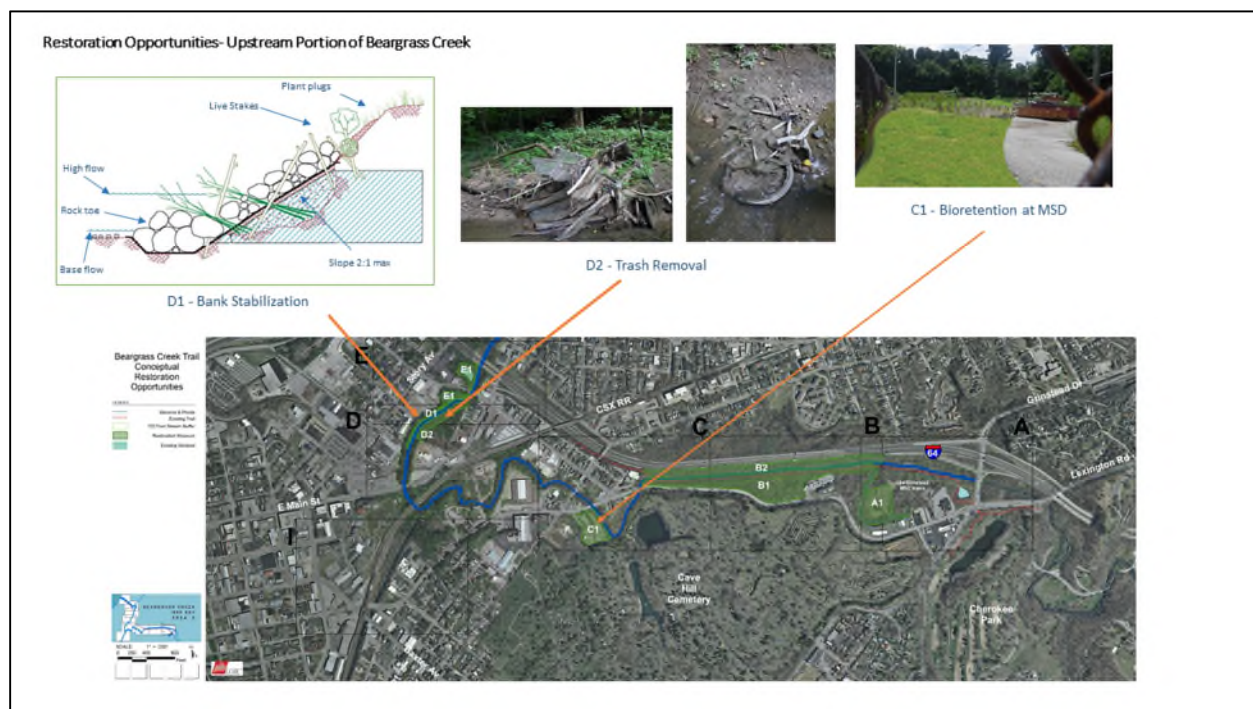
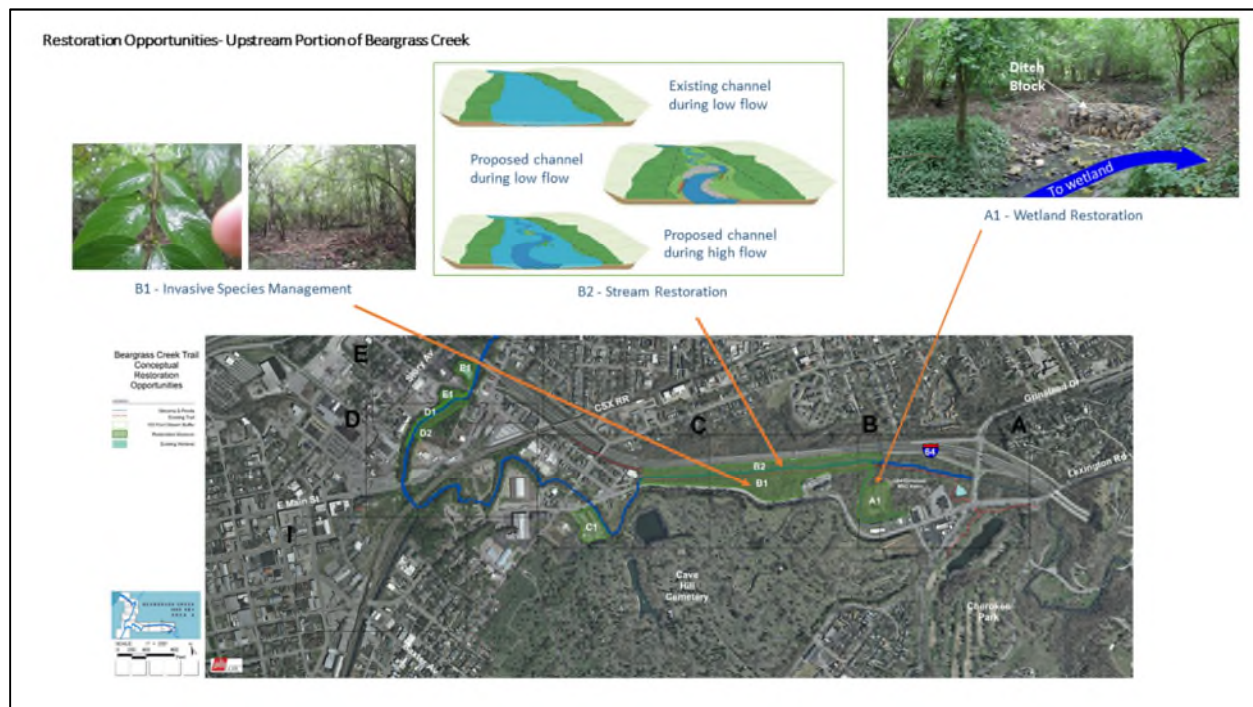
Tetra Tech provided planning services to support the *Beargrass Creek Conceptual Shared Use Path and Ecological Restoration Plan*. The project included the development of a conceptual alignment plan for a pathway along and in the vicinity of Beargrass Creek in Louisville, KY. The project also identified ways to improve water quality, wildlife habitat, and native plant species along Beargrass Creek. Tetra Tech worked with USACE and Louisville/Jefferson County Metro Parks personnel to evaluate existing conditions and to identify restoration opportunities.



To evaluate existing conditions, Tetra Tech scientists conducted a visual-based habitat assessment along the 3.5-mile stream reach. Additionally, vegetation community types along the riparian corridor were characterized, habitat suitability was assessed for federal and state threatened and endangered species, wetlands were delineated, and a hazardous materials database search was conducted.

Ecological restoration opportunities were identified throughout the project area, including stream restoration, bank stabilization, invasive species management, stream buffer enhancement, bioretention, live cribwall, interactive environmental station, trash removal, and wetland preservation. Concept plans were developed for 12 recommended measures, and two of the initial concept plan sheets are provided on page 7.

Tetra Tech conducted two public meetings to present project findings and get input from stakeholders and community members.



Environmental Permitting Support for Sewer Repair, Replacement and Rehabilitation Program 2011-Present

Since 2011, Washington Suburban Sanitary Commission (WSSC) has been under a consent decree to address and correct issues related to sanitary sewer overflows (SSO) in its service area, which includes the whole of Prince George's and Montgomery Counties in Maryland. As part of the consent decree, repair and rehabilitation of thousands of sewer assets must be completed with special attention given to avoiding and minimizing impacts to streams, wetlands, or other environmentally-sensitive areas (ESA). Tetra Tech has been providing primary technical support to WSSC by developing guidelines for the permitting process; reviewing wetland and forest stand delineations; and developing erosion control, bank stabilization, and stream restoration designs that minimize environmental impacts and avoid habitats harboring rare, threatened, and endangered species. Tetra Tech has also supported the development of standardized guidance and agency coordination between the right of entry program and public outreach.

In 2013, Tetra Tech provided design and construction oversight for the emergency repair of Coquelin Run in Chevy Chase, MD (photos on right), caused by the failure of a 60-inch diameter water main. The break caused excessive erosion, failure of slopes, and deposition of sediment. The design approach involved re-establishing stable slopes, defining an appropriately sized channel, and adding stream structures to counteract higher shear stresses. Tetra Tech worked closely with WSSC, the homeowners association, and the contractor, leading to the increased use of on-site material and adjustments that reduced the cost and schedule of the project. The in-stream construction was completed in a week, creating a stabilized and restored channel that benefitted all affected parties.

To date, Tetra Tech has supported restoration design activities on five additional sites within the WSSC service area.

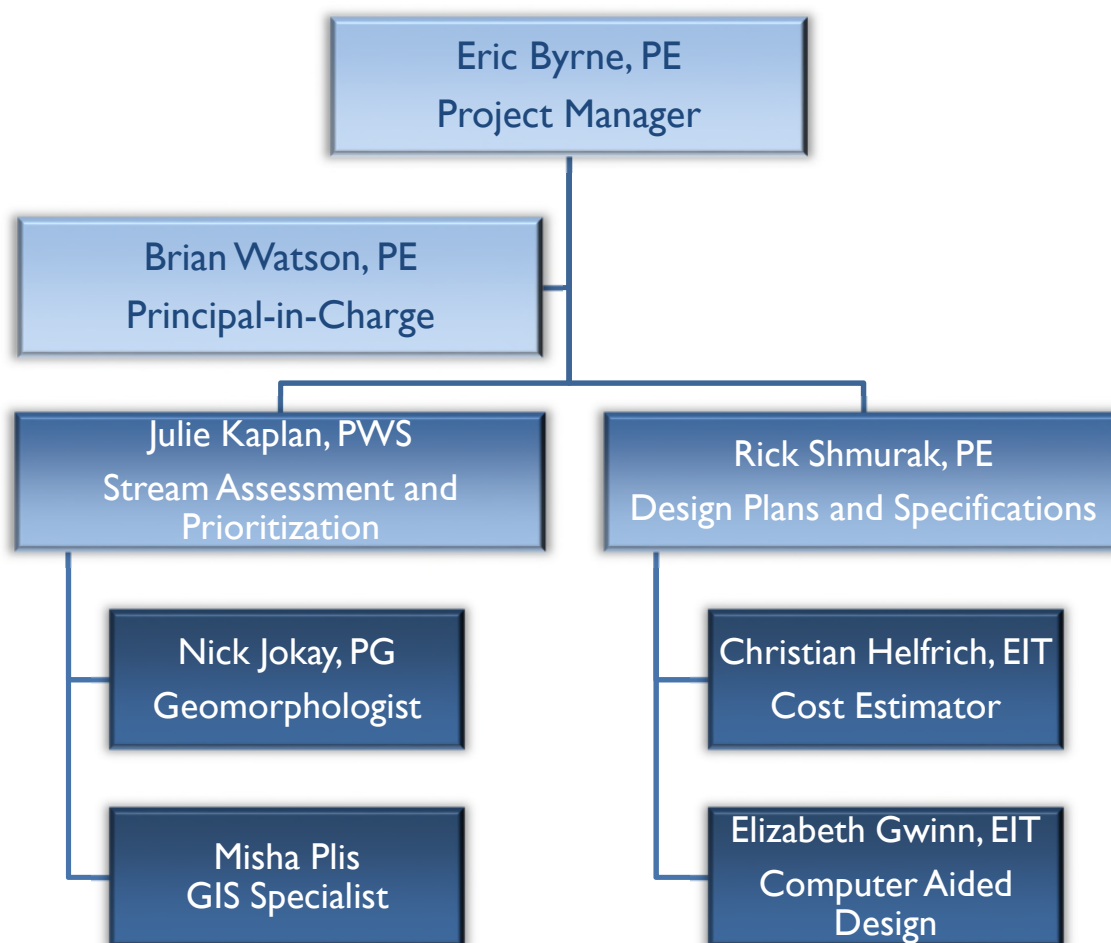


C. Key Personnel

Tetra Tech's team for the Big Creek Erosion Study includes staff who have worked on watershed evaluations, erosion studies, and mitigation designs plans throughout the country, including most of the projects listed in Section B Relevant Experience table. In addition, many of these staff members have worked on projects with the City.

Our project manager and technical leads will coordinate closely with the City to ensure clear lines of communication. As the City has experienced on previous projects, our team is committed to transparency, value, and quality to accomplish the City's goals.

Tetra Tech's project manager, Eric Byrne, PE will provide weekly updates and consistent coordination with Jill Bazinet, PE. Brian Watson, PE will support Mr. Byrne and the City as the principal-in-charge, and will review all work products to ensure that they are the highest quality. Julie Kaplan, PWS and Rick Shmurak, PE will lead the technical teams for this project. Brief biographies of our management team, technical leads, and supporting staff are included on the following pages.



PROJECT MANAGER—Eric Byrne, PE

Mr. Byrne has 16 years of professional experience, specializing in project management, water resources engineering, geotechnical engineering, and construction oversight. His experience includes stream restoration design, geomorphic assessments, and green infrastructure design concepts. He also has experience with watershed management plans, traditional best management plan (BMP) recommendations, and slope stability modeling. His technical and management experience have been in support of a variety of projects throughout the Southeast. He is currently managing several projects under Tetra Tech's On-Call Engineering Services Contract with the City. In this role he is overseeing the design of three transportation projects, and is providing oversight on the bacteria source tracking and water quality monitoring being conducted in the Foe Killer Creek watershed and areas surrounding Wills Park. Mr. Byrne was also the lead design engineer responsible for coordinating the innovative design solutions chosen by the City to address stormwater pollution and fecal coliform in Wills Park. He is excited about the opportunity to continue working with the City of Alpharetta on the Big Creek Erosion Study and is confident that the Tetra Tech team will be able to provide workable, cost effective, long-term maintenance solutions along the Big Creek Greenway that share interdepartmental support.



PRINCIPAL-IN-CHARGE—Brian Watson, PE, PH

Mr. Watson is a professional civil engineer with over 19 years of experience, specializing in environmental engineering, water resources engineering and stormwater management, including smart stormwater design and innovative water resources planning. He is currently the Director of Tetra Tech's Southeastern Integrated Watershed Management Group located in Atlanta, Georgia. He has successfully managed numerous projects and contracts of varying size and complexity and is Tetra Tech's program manager for On-Call Engineering Design Services Contract with the City. Mr. Watson works closely with his staff, provides highest quality deliverables, and ensures that we maintain a culture of transparency and understanding with our clients.

DESIGN PLANS AND SPECIFICATIONS LEAD—Rick Shmurak, PE

Mr. Shmurak is a subject matter expert with 25 years of experience in many aspects of civil and environmental engineering; including planning, design, and permitting of stormwater, and site design projects. His extensive experience in stormwater management and land development supports our municipal clients for on-call engineering contracts. His experience includes HEC-HMS, HEC-RAS and Dambrk hydrological & hydraulic modeling, civil design, geotechnical investigations, environmental and regulatory permitting, and Federal Emergency Management Agency (FEMA) map revisions.

STREAM ASSESSMENT AND PRIORITIZATION LEAD—Julie Kaplan, PWS

Ms. Kaplan is an ecologist and water resources scientist with 13 years of experience as a consultant in the private sector. She provides project management and technical support on water resources projects, specializing in watershed planning, assessment, and monitoring. Ms. Kaplan was the lead planner in the development of the Foe Killer Creek watershed management plan and continues to support the City by providing oversight of bacteria source tracking and water quality monitoring in the watershed.



GEOMORPHOLOGIST—Nick Jokay, PG

Mr. Jokay is an applied geomorphologist with experience conducting field assessments of streams at the national, state, and local levels. His work spans 26 states and includes research on streambeds and erosion related issues. He is experienced in applying a variety of geomorphic assessment protocols including Rosgen, Montgomery-Buffington, and Channel Evolution Model.

Mr. Jokay's mechanical engineering background is often valuable during design and fabrication of installations for stream gaging, automatic water sampling, and sediment sampling. He is currently supporting the City by performing monitoring in the Foe Killer Creek watershed.

GIS SPECIALIST—Misha Plis

Mr. Plis is an environmental scientist with over 15 years of experience specializing in geographic information systems (GIS) related programs such as ESRI ArcGIS Desktop Suite and SDE, ESRI Model Builder/Python ArcGIS, ESRI ArcGIS and database management programs such as MS Access, Excel and the Water Resources Database, Trimble Feature Definition Manager.

COST ESTIMATOR—Christian Helfrich, EIT

Mr. Helfrich has 5 years of experience as an environmental engineer supporting federal and municipal clients in site assessments and monitoring to meet regulatory requirements and providing technical support in watershed analysis and stormwater infrastructure design. He has also generated cost estimating databases for stormwater infrastructure projects for the City of San Diego, California; Richland County, South Carolina; Fayette County, Georgia; and Athens-Clarke County, Georgia.

COMPUTER AIDED DESIGN—Elizabeth Gwinn, EIT

Ms. Gwinn is the newest member of our team. She is a junior engineer with experience preparing project specifications and engineering drawings using AutoCAD 2015, AutoCAD 2017 and AutoCAD Civil 3D. She has supported a variety of water resource design projects including LID demonstration projects, stormwater detention facilities, road crossing culverts, and water and wastewater treatment facilities. She will work closely with Mr. Shmurak and Mr. Byrne in offering the City off-the shelf as well as innovative solutions to adequately address stream maintenance along the Big Creek Greenway.

D. Scope of Services

Tetra Tech's approach to accomplishing the study objectives of the Big Creek Erosion Study are separated into 4 tasks:

- Task 1. Management and QA/QC,
- Task 2. Stream Assessment and Prioritization,
- Task 3. Design Plans and Specifications, and
- Task 4. Design Report.

Task 1. Management and QA/QC

Tetra Tech will kick off the study with a team meeting that includes all key Tetra Tech and City personnel. The meeting will identify the City's erosion management goals; review Tetra Tech's action items, key personnel, communication plans, and quality control protocols; and review the projects constraints, possible challenges, and schedule. These items will be summarized in a collaborative Project Management Plan.

The Project Management Plan will ensure that:

- There is clear and effective communication between Tetra Tech and City staff.
- Roles and responsibilities are defined prior to embarking on the study tasks.
- Expectations of study outcomes are clearly defined.
- Constraints, assumptions, risks and dependencies are identified upfront.
- Adaptive management is applied when necessary to ensure that the study objectives are accomplished.

Tetra Tech's project manager, Eric Byrne, PE will conduct regular telephone calls with the City's Senior Stormwater Engineer, Jill Bazinet, PE, and/or other designated representative(s) to discuss the status of the study. There will be monthly progress reports that detail work progress, upcoming activities, and describe any problems/issues that may impact work.

Tetra Tech has an established framework for quality assurance and quality control (QA/QC) which will be incorporated into the Project Management Plan to ensure that the all study tasks and deliverables are completed to acceptable standards. The framework for our standards includes templates for calculations and design packages, tiered review of all work products and concise documentation of assumptions and references. Mr. Byrne and the proposed personnel have a proven track record for implementing this framework and tailoring the procedures for Alpharetta, ensuring that projects are delivered with exceptional quality.

Technical reviewers for engineering and planning will provide QA/QC with Mr. Watson serving as overall QA/QC verifier. QA/QC forms will be completed by senior technical staff and technical reviewers in the design stage to identify and correct errors. Our QA/QC process has greatly improved our project success rate and has resulted in few change orders during construction.

Deliverables for Task 1:

- 1) Project kickoff meeting and meeting minutes,
- 2) Project Management Plan,
- 3) Weekly conference calls, and
- 4) Monthly electronic progress reports.

Approximate duration: Duration of the study.

Task 2. Stream Assessment and Prioritization

Task 2 will be broken into the following five subtasks: (a) review existing data, (b) perform desktop analysis, (c) conduct stream walks, (d) prioritize maintenance and capital improvement projects, and (e) prepare stream assessment and prioritization draft report. Performing these tasks will give the City a long-term strategy for maintenance and resilience of Big Creek and the Big Creek Greenway.

Task 2(a). Review existing data

Tetra Tech will request maintenance records from the City to understand historic issues and repairs of erosion problems along Big Creek and the areas of occurrence. We will work with the Public Works Department to schedule a site visit to selected sites along Big Creek and the Greenway with all City staff that participate in the process of (1) identification of issues, (2) reporting of issues, (3) approval of repair, and (4) performing the actual repair. It is critical for our team to understand these processes early in this study so we can develop tools that will be easily integrated into the City's existing information exchange framework and so we can get the support of all relevant departments. Tetra Tech will also assess the software that the City uses (CityWorks) and incorporate that information and process into our prioritization matrix (Task 2d).

Tetra Tech will look to data we have collected in the past for the City, as well as the results of the Big Creek Watershed Improvement Plan and other City datasets, to understand the unique characteristics of the watershed. The team will review and analyze land use, zoning, stormwater infrastructure, elevation (LIDAR), and soils data used to characterize how water moves through the Big Creek watershed as well as the physical characteristics of the channel. These data along with water quality and quantity data, habitat data, and biological data will be fully evaluated to support the desktop analysis and stream walks.

These data will be organized into a project specific GIS database that includes ArcGIS data shapefiles provided by the City and those that Tetra Tech will develop throughout the study. This GIS database will be used throughout the study to illustrate maintenance prioritization. The GIS database will also be designed to allow the City to continue to update the shapefiles as repairs occur to re-prioritize maintenance efforts based on the established prioritization matrix.

Tetra Tech will identify gaps in the existing data (i.e., informational, temporal, spatial) that could limit the ability to comprehensively characterize erosion along Big Creek. A description of data gaps and the usefulness of inclusion of such additional data in the development of the Big Creek Erosion Study will be provided to the City. Identification of these gaps will aid the City in future data collection efforts to allow the development of a comprehensive data set that could aid in future watershed improvement planning.

Task 2(b). Perform desktop analysis

Tetra Tech will conduct an assessment of upland areas of the Big Creek watershed to identify potential sources of hydrologic impairment. The assessment will include a review of data collected in Task 2a along with aerial photographs to identify potential problem areas. This will be followed by stream walks of Big Creek (Task 2c) to verify and further characterize the nature of areas identified by the desktop analysis.

Task 2(c). Conduct stream walks

Stream walks will be conducted in the early 2018 to characterize existing conditions, identify areas of erosion issues, and help identify priority areas for maintenance and capital improvement projects. Stream walks/assessments will be conducted along the entire length of Big Creek that is within the City limits with a particular focus on the 8-mile Greenway. This will be completed by either walking Big Creek in wadeable areas or canoeing in stretches that are

not wadeable. Tetra Tech will also utilize the Greenway access to bike portions of the watershed. Given the size (width and depth) of Big Creek, our Team anticipates being able to assess the entire area. However, if conditions limit our ability to assess any part of Big Creek within the City limits, we will communicate that to the City, and work on a solution to complete the assessment.

The stream walks will consist of collecting data points on computer tablets using the Environmental Systems Research Institute (ESRI) Collector application. For consistency, data points will be selected at distance intervals based on stream size (about 40 times the stream width) or when a significant change in channel form or stream characteristics is observed.

In order to quantify the stream condition, each of four stream condition parameters (in-stream habitat rankings, bankface vegetation density, bank erosion ratings, and floodplain connection) will be scored, and the overall stream condition for each reach will be determined by totaling the scores of the four parameters. In addition to the stream condition parameter scores, each data point will include global positioning system (GPS) information; photographs capturing general stream features; and a reach level assessment that characterizes the surrounding land use, base flow as a percentage of channel width, dominant substrate, water clarity, aquatic plants in stream, wildlife in and around the stream, stream shading, channel dynamics, reach accessibility, potential for tree removal, and excessive trash. Geomorphic observations will also be recorded that included bank height, channel width, and areas of erosion and mass wasting.

The range of data collected, along with the range of values and classifications defined in the tablets for the field assessments and photographs, will be included in the GIS database developed for this study and summarized in a brief memorandum delivered to the City. Reach accessibility, which refers to the ease of accessing a site to implement a maintenance fix or capital improvement project, will also be scored.

In addition to the data collected above, Tetra Tech will fill out our customized **Stream Restoration Potential Checklist** that is utilized to objectively rate stream restoration opportunities. In evaluating the checklist, if the stream restoration opportunity is considered a large project (e.g., where permitting is needed) and not just bank armoring, then the potential design of the project would fall outside of the basic scope of services. This is further described in Section J.

Stream condition and other assessment data collected during the stream assessment will be used to help identify and prioritize erosion issues, maintenance and capital improvement projects such as stream restoration measures. The results of Task 2c will be illustrated in figures similar to the example provided from Tetra Tech's work in Athens-Clarke County.

Task 2(d). Prioritize Maintenance and Capital Improvement Projects

Prioritization of parcels and projects will occur in four steps.

- Step 1: Parcel level screening
- Step 2: Field assessments of prioritized parcels
- Step 3: Project level screening
- Step 4: Finalize selection of projects with City staff

Step 1. Parcel level screening will start by defining metrics to score parcels for maintenance activities (Type 1) or capital improvement projects (Type 2). Point values will be assigned to each metric so that preferred attributes will score higher. Tetra Tech will collaborate with the City to finalize the parcel screening metrics. Parcels may be prioritized by features such as erosion problems, publicly owned land, percent slope, proximity to maintenance need, proximity

to structural damage, and close proximity to the Greenway. Metrics defined by the results of the stream assessments will play a large role in prioritizing parcels. Weighting of preferred features will be done within the scoring system itself, rather than applying a weighting factor to each metric. Individual metric scores will be summed to obtain a total score for each parcel along Big Creek.

Tetra Tech will review the top rated parcels in detail using aerial images, photos, and notes from the stream assessment to further evaluate their potential need for Type 1 or Type 2 recommendations. Some parcels may be removed if opportunities are limited based on ownership, land use, access, or other constraining factors. In Step 2, field assessments will be performed on the prioritized parcels along Big Creek.

Step 2. Field assessments of prioritized parcels will be performed to further evaluate opportunities for Type 1 and Type 2 projects. These assessments will be performed to verify access, existing conditions, contributing land use, potential utility conflicts, to propose management features, and create a photo log. Field forms will be used to document site characteristics and will be included as an appendix to the stream assessment and prioritization report.

Step 3. Project level screening will be performed following the field assessments to prioritize the Type 1 and Type 2 projects. Similar to the parcel ranking, each project opportunity will be scored and ranked based on preferred attributes. Tetra Tech will collaborate with the City to finalize the project screening metrics. Metrics will be defined for the scoring criteria that may include distance from Greenway, maintenance need, education potential, potential for future erosion, potential for reducing erosion, ease of constructability, or overall environmental benefit. After scoring, a weighting factor may also be applied to emphasize projects based on the study goals and to balance the importance that some attributes provide.

Step 4. After the draft prioritized list of projects is provided to the City, a field meeting will be held with City staff. We will schedule the meeting at the convenience of City staff and anticipate that the meeting can occur two to three weeks after the draft prioritized list of projects is delivered. Our goal is to visit the prioritized sites and collaboratively finalize the selection of Type 1 and Type 2 project opportunities.

Task 2(e). Prepare stream assessment and prioritization draft report

Tetra Tech will summarize work from Task 2 into a draft report. Memorandums developed in each subtask will be incorporated into one stream assessment and prioritization draft report. The methods and approach used to assess erosion in Big Creek and to prioritize Type 1 (Maintenance) and Type 2 (Capital Improvement Projects) projects will be described in the draft report for the City to review and provide comments.

Tetra Tech will also work to ensure deliverables clearly communicate the study's intent and results to the City's stakeholders, including council members and citizens. To effectively transfer information to the City and stakeholders, Tetra Tech will use electronic PDF fact sheets and electronic data that easily integrate into *The Alharetta Big Creek Greenway* online ArcGIS interactive webpage. The proposed fact sheets will include easy to understand graphics tailored to Alharetta's goals to visualize resilient solutions along the Big Creek Greenway. Tetra Tech has included the development of at least five (5) fact sheets in this proposal. We will coordinate closely with City staff to develop the best approach to engage stakeholders.

Deliverables for Task 2:

- 1) Meeting materials for two (2) field meetings with City staff (Tasks 2a and 2d),
- 2) GIS database,
- 3) Subtask memorandums,
- 4) Draft stream assessment and prioritization report.
- 5) Five (5) PDF fact sheets, and
- 6) Electronic ArcGIS files and photos to illustrate prioritized areas at *The Alpharetta Big Creek Greenway* online ArcGIS map.

Approximate duration: Five months.

Task 3. Design Plans and Specifications

Tetra Tech will use the list of prioritized Type 1 (Maintenance) and Type 2 (Capital Improvement Projects) to provide the City with at least five (5) off-the-shelf plan sets for identified areas, which can also be used in the future for areas with similar characteristics and constraints, as needs arise. Tetra Tech will develop 30, 60, 90, and 100% design plans for each off-the-shelf plan set.

Task 3(a). Preliminary Design (30%)

Unique characteristics are expected to be identified at each project site. Therefore, Tetra Tech proposes to define a range of conditions inclusive of unique conditions found in the Big Creek watershed. The approach will allow the designs to be applicable for a range of conditions to support off-the-shelf Maintenance (Type 1) and Capital Improvement Projects (Type 2). Tetra Tech may recommend that the City conduct soil testing if site conditions illustrate unstable or inconsistent materials. Tetra Tech's engineers will utilize existing hydrologic and hydraulic (H&H) models to simulate flows and velocities to evaluate design alternatives.

An alternatives workshop will be held with the City to facilitate coordination during 30% design. The objective of this workshop will be to present the City with a variety of alternatives and present the benefits and challenges of each alternative. Tetra Tech will incorporate feedback from the workshop into the 30% design documents.

Tetra Tech will then develop at least five (5) preliminary designs that address the needs of prioritized areas. These designs are expected to address Type 1, Maintenance, but may also address Type 2, Capital Improvement Projects depending on the prioritization and coordination with the City. Designs will be developed to incorporate vegetation and materials that are familiar to City crews and that fit into the surrounding landscape. The preliminary 30% designs will then be provided to the City for review.

If requested, a 30% Design Workshop will be held with the City, approximately one (1) week following receipt of the 30% design submittal. A review comment matrix will be prepared to capture review comments and responses. The responses will allow the City to fully understand the nature of the comment and how the comment will be addressed in the 60% design.

Task 3(b). Design Development (60%)

Tetra Tech will incorporate City comments and continue the 30% design to 60% design. A typical profile of Big Creek will be shown where applicable. If necessary, traffic control plans will be prepared to provide safe alternative routes along roadways and the Greenway during construction. Tetra Tech will also, to the best of our ability, propose temporary bike path routes during construction when projects are located within the limits of the Greenway path. The 60% designs will be provided to the City for review.

If requested, a 60% Design Workshop will be held with the City, approximately one (1) week following receipt of the 60% design submittal. The review comment matrix will be used to capture comments and responses on the 60% design. This will allow the City to understand the nature of the comment and how the comment will be addressed in the 90% design.

Task 3(c). Revised Design Development (90%)

Tetra Tech will incorporate the City's comments in the 90% design submittal. The 90% design submittal will include a complete set of plans and specifications suitable for construction cost estimates and a constructability review. The cost estimates will be prepared based on local sources of materials, recent bid results for Alpharetta, Regional CostWorks (RS Means), City Time and Materials, and professional judgement.

Task 3(d). Complete Design (100%)

Tetra Tech will incorporate feedback from the City to finalize the design submittals. The City's comments will be incorporated along with comments received from Tetra Tech's internal QA/QC and constructability review. A complete set of plans and specifications suitable for construction bids will be provided. The engineer's cost estimate will again be updated for the 100% submittal. Drawings and specifications will conform to the City's standards and will be stamped by a registered Professional Civil Engineer in the State of Georgia.

Task 3(e). Regulatory Coordination

Tetra Tech will provide the City a process for coordinating environmental permitting with state and federal regulatory agencies to expedite maintenance and construction of CIPs.

The Nationwide Permit for bank stabilization (Nationwide Permit 13) authorizes a variety of bank stabilization techniques, and we expect that this will be a good option for many of the prioritized Type 1 (Maintenance) recommendations. This permit also authorizes temporary structures, fills, and work necessary to construct stabilization activity. Wetland delineations are required if Pre-Construction Notification (PCN) is necessary. As documented in the Big Creek Watershed Implementation Plan, the wetland area along Big Creek is very limited. Prioritized areas that fall within wetland areas will be noted as these areas may require wetland delineations as part of the environmental permitting process.

Large Capital Improvement Projects will likely be covered by Nationwide Permit 27 for aquatic habitat restoration, enhancement, and establishment activities. These permits have no limit on length but require a PCN and a wetland delineation. As documented in the Big Creek Watershed Implementation Plan, the wetland area along Big Creek is limited. However, a wetland delineation will be performed in all prioritized areas where a Capital Improvement Project is identified, in order to prepare accurate design plans and to prepare for permitting. A wetland investigation report will be prepared, characterizing stream and wetlands, and showing delineated wetlands on a figure of Potential Waters of the United States.

Projects requiring a Nationwide Permit 27 are also expected to need a stream buffer variance from the Georgia Environmental Protection Division and a sediment and erosion control plan depending on the type of land clearing, grading, and staging areas that would be necessary during construction.

Tetra Tech will provide the City a list of the required environmental permits to accomplish the project objectives. We consider these requirements a component of design and will clearly communicate their intent using a checklist to assess environmental permitting needs when Capital Improvement Projects are identified for construction.

Deliverables for Task 3:

- 1) Alternatives Workshop and meeting minutes,
- 2) 30% designs,
- 3) 60% designs,
- 4) 90% designs, specifications, and construction cost opinion,
- 5) 100% designs, specifications, and construction cost opinion,
- 6) Wetland Investigation Report,
- 7) Environmental permitting checklist, and
- 8) Applicable environmental permitting documents.

Approximate duration: Six months.

Task 4. Final Report

Tetra Tech will bring the results of Tasks 2 and 3 together into a final report by combining the draft stream assessment and prioritization report with the draft design documents. A draft report that incorporates all previously received memorandums and reports will be provided to the City for review. The City will have two weeks to review, and Tetra Tech will address comments and provide the City with a final report.

Deliverables for Task 4:

- 1) Draft electronic Big Creek Erosion Study report, and
- 2) Final electronic Big Creek Erosion Study report.

Approximate duration: Two months.

E. Project Cost (October 20, 2017 Submittal)

An estimate of project cost is provided in the table below. The cost was based on the current understanding and best estimates of level of effort required to perform the basic services and may be subject to change upon agreement between the City and Tetra Tech.

These costs correspond to Tetra Tech's proposal submitted to the City on October 20, 2017.

Task	Task Cost
Task 1. Management and QA/QC	\$9,080
Task 2. Stream Assessments and Prioritization	\$38,440
Task 3. Design Plans and Specifications	\$32,640
Task 4. Final Report	\$8,000
Total Costs	\$88,160

F. Project Schedule (October 20, 2017 Submittal)

The approximate duration quoted is based on current understanding and best estimates of time required to perform the basic services and may be subject to change upon agreement between the City and Tetra Tech.

Task	Length
Task 1. Management and QA/QC	Duration of Project
Task 2. Stream Assessments and Prioritization	6 Months
Task 3. Design Plans and Specifications	5 Months
Task 4. Final Report	2 months

G. Assumptions and Considerations (October 20, 2017 Submittal)

This scope of services is based on the following assumptions:

- 1) Tetra Tech received and acknowledges the responses to questions on the RFP provided on October 5 and 12, 2017.
- 2) Tetra Tech will not collect any new water quality data (i.e., TSS, nutrients, etc).
- 3) Soil testing will not be performed under this scope of work. However, Tetra Tech may recommend that the City conduct soil testing if site conditions illustrate unstable or inconsistent materials.
- 4) Tetra Tech will utilize existing hydrologic and hydraulic (H&H) models to simulate flows and velocities to evaluate design alternatives.
- 5) During the stream walks, Tetra Tech will note any utilities observed, however, Tetra Tech will not conduct a full utility locates, and is not responsible for any utility conflicts that might happen with a repair.
- 6) This scope of work does not cover permitting fees, bid administration, or construction management.
- 7) The estimated duration of the project is 1 year. This is due to the unknowns of the City's schedule, therefore, as soon as Tetra Tech gets the notice to proceed, we will work with the City to make sure that there is a schedule that works for both the City and Tetra Tech.

H. Stream Restoration Qualifications

In addition to Tetra Tech's erosion and sedimentation experience, our team of engineers and scientists are qualified to address stream degradation and hydromodification to improve stream health via stream restoration. We believe that the long-term success of a project requires a multifaceted approach that incorporates inherent natural complexities into restoration design and considers the needs of all users and stakeholders. Our team members identified in Section C Key Personnel includes experts in geomorphology, ecology, wetland science, botany, engineering, restoration design, modeling, and hydrology, providing a holistic understanding of a stream system to better evaluate all possible design alternatives. To further enhance these skill sets, we have added two stream restoration experts to our team, identified in Section I Stream Restoration Supplemental Personnel.

Tetra Tech staff are trained in a number of stream assessment techniques and use a variety of tools to evaluate stream conditions and search for current and past instability. We combine analysis of GIS datasets of existing infrastructure and historical aerial photography with field investigations to identify stressors and changes. Our stream restoration experts also understand the evolution of streams and how various types of historical and current activities affect their condition. For example, in areas such as the Georgia Piedmont, stream systems responded to the historic farming process and additions of mill dams by trapping fine sediment over the course of a few centuries. With recent urban development increasing impervious areas and thereby increasing storm flows and velocities, these streams are responding once again by cutting down through these legacy sediments, causing bank failure. Having an understanding of the historical stressors and how streams geomorphically react to these is critical to the success of any restoration project.

Tetra Tech's knowledge extends beyond a stream system's physical condition to its ecology, a qualification that sets us apart from many competitors. Tetra Tech scientists are national leaders in this area and have developed relevant field sampling guidance to help prioritize restoration efforts and establish baseline conditions for identifying design goals and subsequently measuring improvement. Where other firms might take just recommend a stream restoration project for the sake of it, Tetra Tech performs a pre-restoration evaluation to determine if the ecological condition can be supported under desired design objectives, recognizing that different species require different restoration approaches. Our designs have withstood the test of time and weather and successfully met goals of channel stability, enhanced habitat, improved water quality, recreation and aesthetics, and infrastructure protection.

The following table identifies several selected projects which highlights the diversity of Tetra Tech's stream restoration design capabilities. These projects range from 100 ft in length to over 20,000 ft in length, and cover both urban and rural areas. Our team has also supported in the permitting of the design on most of these projects. The same data gathering and design principles for stream restoration also apply to dam removal and fish passage design, and we have included several of these projects as well in the restoration table.

Detailed project descriptions for three (3) selected projects are provided after the table. They include 1) Kelsey Avenue Ecosystem Restoration, 2) Kinnickinnic River Restoration Feasibility and Design Study, and 3) Lackland AFB River Restoration.

Select List of Tetra Tech's Recent Stream Restoration Experience

Wills Park Drainage Improvement Design – Main Parking Lot, Alpharetta, GA

Kelsey Avenue Ecosystem Restoration, Griffin, GA

Anneewakee and Crooked Creek Ecosystem Restoration, Gwinnett County, GA

Jackson Creek Ecosystem Restoration Study, Gwinnett County, GA

Savannah River Revetment, Savannah, GA

Concord Stream and Ecosystem Restoration, Concord, NC

South Fork New River Restoration, Boone, NC

Cape Fear Fish Passage and Stream Restoration Design at Lock and Dam No. 1, Wilmington, NC

Beargrass Creek Trail Conceptual Shared Use Path and Ecological Restoration Design, Jefferson County, KY

Buck Creek Habitat Restoration, Whitley County, KY

St. Clair River Restoration, Port Huron, MI

Kinnickinnic River Restoration Feasibility and Design Study, Milwaukee, WI

Harpersfield Dam Ecosystem Restoration Feasibility Study, OH

Environmental Permitting Support for Sewer Repair, Replacement, and Rehabilitation Program, Washington DC

North Clear Creek Stream Restoration, Blackhawk, CO

Fred Creek Drainage Improvements, Tulsa, OK

Lackland AFB River Restoration Design, San Antonio, TX

Kelly Creek Dam Removal and Stream Restoration, Multnomah County, OR

Goldsborough Creek Dam Removal and Stream Restoration, Mason County, WA



Kelsey Avenue Stream Restoration in Griffin, GA
(Tetra Tech provided design, permitting and construction management for 960' of restoration)

Kelsey Avenue Ecosystem Restoration, Griffin, GA

2017

Tetra Tech designed a comprehensive ecosystem restoration project for the City of Griffin, Georgia, and assisted the City with permitting and obtaining grant funding. The project, located adjacent to a county park and a middle school, includes 960 feet of stream restoration, a dry detention pond, a bioretention area, and the replacement of two undersized culverts within the stream restoration reach. The design includes native vegetation, floodplain benches, natural channel structures, and properly sized culverts. These discrete improvement projects were designed as a single ecosystem restoration project so that the individual elements could be fully integrated into a well-functioning system that treats stormwater runoff and improves stream health. The culvert design included burying the culverts 20 percent to encourage a natural substrate and fish passage. The overall project will improve failing infrastructure, reduce pollutant loads entering an impaired stream, facilitate fish passage, and provide an educational resource for the middle school.



The stream restoration and the two stormwater best management practices (BMPs) — dry detention and bioretention — are improvement projects recommended in the City's Watershed Protection Plan (Tetra Tech 2012). These projects were recommended based on a watershed assessment that identified management needs, and a BMP modeling effort that identified the most cost effective BMP projects for reducing nutrient and TSS loads. The close proximity of these projects to each other and to planned culvert replacements provided an opportunity to integrate the projects, resulting in a holistic plan that meets multiple objectives and costs less than implementing the projects separately. The

proposed project supports other ongoing projects in the watershed, including community revitalization efforts in one of the poorest communities in Griffin, as well as the City's efforts to promote Green Infrastructure practices.

Prior to initiating design, Tetra Tech gathered site information on utilities, property boundaries, and soil conditions at the proposed BMP location. Tetra Tech conducted a wetland delineation of the existing stream channel and prepared a Jurisdictional Determination request for the U. S. Army Corps of Engineers. Tetra Tech also submitted permit applications to the U.S Army Corps of Engineers and Georgia Environmental Protection Division.

Design plans and specifications were presented to the City for review at 30%, 60% and 90% completion milestones. The final design documents package included a Basis of Design Report, sealed construction plans, the engineer's opinion of probable cost, and a proposed construction schedule. Tetra Tech also provided construction management and close-out of the project.

Tetra Tech prepared a 319(h) grant application for the project, which involved the development of a project description, project goals, project activities, a project budget, and a draft monitoring plan. Tetra Tech worked with the City to identify roles and responsibilities of participating organizations. The City was awarded a grant for the project in the amount of \$384,000.

Kinnickinnic River Restoration Feasibility and Design Study, Milwaukee, Wisconsin

2016



Tetra Tech was retained by the U.S. Army Corps of Engineers (USACE) to perform a feasibility study for restoration of approximately 1-mile of the Kinnickinnic River between Jackson Park Tunnel and S. 27th Street as part of a Section 206 of the Water Resources Development Act of 1996 project. The project reach was channelized, straightened and concrete lined in the 1960's for flood conveyance purposes. The current channel has moderately to significantly damaged concrete lining along the channel bed that typically extends a short distance up the bank slopes. The Milwaukee Metropolitan

Sewerage District (MMSD) is the local sponsor for the project and is responsible for maintaining the channel to mitigate flooding and protect public safety, the costs of which are estimated at \$200,000 annually. The current channel is undersized and does not convey the 100-year (1%) flood event through most of the reach, provides essentially no aquatic and riparian habitat, and offers minimal recreational opportunities. High velocity flood flows have resulted in a number of deaths in the Kinnickinnic River since construction of the channel.

As part of the feasibility study, Tetra Tech conducted an analysis of baseline conditions (geotechnical, soil contamination, hydraulic, hydrologic, geomorphic, sediment-transport, aquatic and riparian habitat,) along the project reach. To support the baseline analysis, field-based geomorphic assessments and soil borings were conducted. Five separate alternatives were developed to remove the concrete and rehabilitate the project reach. Hydrologic and hydraulic modeling was carried out to evaluate the flood conveyance benefits associated with each alternative, and to provide input to the habitat suitability index (HSI) analysis. Results from the HSI analysis were used with cost estimates to assess the cost-effectiveness of the alternatives.

Tetra Tech coordinated closely with the USACE and MMSD, along with other stakeholders, in the development and selection of the preferred alternative. This alternative involved construction of a compound, two-stage channel that provides adequate conveyance, channel stability, improved aesthetics and improved in-channel and channel-margin habitat conditions. A meandering low-flow channel was designed to convey flows up to the 0.1 percent mean daily flow to ensure hydraulic connectivity with the bounding floodplain, and included channel protection measures to insure lateral and vertical stability. The design included riffles, pools, boulder clusters, root-wads and re-vegetation of the overbanks to enhance riparian habitat. The overall flood conveyance channel was designed to convey the 100-year peak discharge with 1-foot of freeboard and generally follows the alignment of the existing channel to minimize costs associated with excavation and disposal of excess material. Conceptual design-level drawings for the preferred alternative were prepared, and the necessary permitting was obtained.



Lackland AFB River Restoration Design, San Antonio, Texas

2017

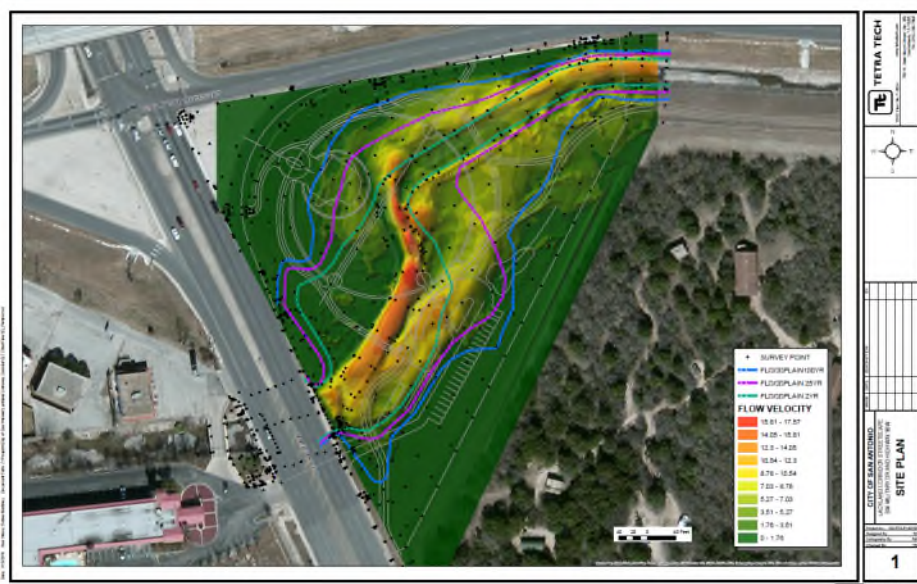
The City of San Antonio TX, and Camacho Hernandez & Associates contracted Tetra Tech to support the analysis and designs for Natural Channel Designs (NCD) and Low Impact Developments (LID) enhancements for a channel transect between W. Military Dr. and US 90 near the entrance to Lackland Air Force Base (AFB) in San Antonio, TX. The NCD techniques were applied to improve channel stability, eliminate the existing concrete channel and improve the ecologic function of the stream. The area is being developed into a small park.

For the NCD analysis, Tetra Tech used a computational fluid dynamics (CFD) model to evaluate the spatial distribution of flow velocities and shear stresses under different flow conditions to ultimately support the design of a stable channel configuration that will replace the existing concrete channel.

Tetra Tech used the CFD model, FLOW-3D, to simulate in detail the horizontal and vertical distribution of flow velocities and shear stresses in the project site under peak flows of different return period. FLOW-3D resolves the full set of Navier Stokes equations for compressible, incompressible and constant or variable density fluids. The ability to resolve the vertical terms of the Navier Stokes equations allows FLOW-3D to simulate vertical accelerations of flow due to local changes in channel geometry, channel obstructions or other physical phenomena and the changes in shear stress associated with those accelerations.

Tetra Tech simulated flow velocities, shear stresses, extent of inundation and depths of inundation at the project area under six peak flow conditions: the 1 year, 2 years, 5 years, 10 years, 25 years, and 100 years return periods. The modeling results were used to propose a channel configuration with optimized geometry and to assist in the selection and design of the materials necessary to avoid erosion and damage of the future structures. The final proposed channel designs included a rip rap basin at the outlet of the culvert designed to pond water and reduce velocity. This design created a pool that forces turbulence and energy loss before the flow enters the channel.

The modeling effort allowed Tetra Tech to save the City over \$200,000 in construction costs due to the ability to better quantify the material needed and its optimal placement.



I. Stream Restoration Supplemental Personnel

Russ Dudley, PE, LEED AP, and Jonathan Smith, PE, CPSWQ, CPESC, LEED AP have been added to the Tetra Tech team to augment our stream restoration capabilities. Their biographies are below.

Russ Dudley, PE, LEED AP, has more than 11 years of experience designing and constructing stream restoration projects throughout the Mid-Atlantic United States. He has developed designs for stable, natural stream channels and has worked on both mitigation and habitat restoration projects, totaling more than 35,000 linear feet of stream restoration. He has developed concept designs for another 22,000 feet and provided peer review of designs for more than 54,000 feet. Examples of recent experience include the emergency stream repair, restoration design, and construction oversight for an urban stream reach impacted by a water main failure in Chevy Chase, MD and multiple design reviews and expert consultation to develop natural approaches to long-term protection of exposed assets for Washington Suburban Sanitary Commission's consent decree-driven sewer rehabilitation program. Russ has also provided stream restoration design for a number of projects that integrated stream restoration, stormwater BMP implementation, and infrastructure improvements for watershed level and comprehensive ecosystem restoration, such as projects for the City of Griffin, GA, City of Durham, NC, and the U.S. Army Corps of Engineers (USACE) Mobile and Wilmington Districts. Prior to joining Tetra Tech, Russ served as a project engineer and lead designer for the \$70-million Northern Virginia Stream Restoration Bank, the first stream mitigation bank in Virginia.

Jonathan Smith, PE, CPSWQ, CPESC, LEED AP, has over 21 years of experience in assisting communities in adopting sustainable stormwater management solutions to address flooding and surface water quality issues in a manner that also meets community specific objectives such as ecosystem restoration, urban revitalization, and watershed scale improvements. He has assessed nearly 50,000 linear feet of impaired streams and more than 250 potential stormwater BMPs and has served as engineer of record for 8,500 linear feet of stream restoration and multiple stormwater BMPs, including stormwater wetlands, bioretention areas, green roofs, pervious pavement practices, innovative wet ponds and level spreaders. Before becoming a consultant, he was an extension engineer at North Carolina State University for more than 11 years, where he supervised numerous projects in a stormwater focused research group. Jonathan currently serves as a senior engineer for stormwater services and is the technical lead for a number of green infrastructure and stream restoration related projects throughout the county. Examples of relevant experience include assessing the in-stream stability for more than 40,000 linear feet of stream in the Atlanta, GA, area and developing restoration concepts for priority reaches as part of a USACE Section 206 ecosystem restoration project; assessing the feasibility of more than 80 potential retrofit stormwater BMP sites and more than 30 potential stream restoration reaches for development of watershed protection plans for the City of Griffin, GA; managing design of the complete ecosystem restoration of an urbanized watershed in Concord, NC, including four retrofit stormwater BMPs and restoration of 819 linear feet of perennial stream; and leading restoration design and permitting of three relic sand mining areas along Rich Fork Creek in Davidson County, NC.

J. Stream Restoration Technical Approach

The first step for restoration of Big Creek is to identify and prioritize potential stream restoration reaches. Often, the identification of stream restoration opportunities is subjective. Our team utilizes a **Stream Restoration Potential Checklist** that works to objectively rate stream restoration opportunities. This checklist, which will be completed during Task 2(c), has been customized by Tetra Tech for use in the types of streams/rivers that are found in Georgia. We have successfully implemented our checklist in dozens of stream restoration projects, identifying the best candidates for restoration while taking into consideration the potential constraints and impacts. The checklist includes rankings for conditions and functions such as, but not limited to:

- Dimension (incised, over-wide, highly variable),
- Pattern (straightened, sharp bends, cutting into hillslope),
- Profile (lacking bedform diversity, over-steep riffles, head-cutting),
- Bank stability (eroding bends, high banks, steep banks, lack of roots, high stress),
- Bed sediment (embedded with fines, excessive scour, excessive bars),
- Floodplain connection (filled, drained, levees, aggrading),
- Vegetation (natives removed, invasive plants, poor shade),
- Water quality (turbid, algae, slime, odor, foam),
- Habitat (poor bed form, poor cover, uniform flow, lack of food and refuge),
- Human access (trampled banks, missing vegetation),
- Discharges (stormwater, wastewater, runoff, dumping),
- Constraints (roads, bridges, culverts, sewer lines, utilities, property lines),
- Interventions (armoring, piping, filling, dredging),
- Upstream impacts (stormwater, sediment, wastewater, roads),
- Education potential (paths, parks, schools, etc.), and
- Public amenity (quality of life, aesthetics, park setting, recreation).

During the stream walks in Task 2(c), staff will utilize Tetra Tech's **Stream Restoration Potential Checklist** and will record existing and potential stream restoration conditions and functions in tablets using the ESRI Collector application. This will include evaluating the overall length of potential restoration and type of restoration (i.e., bank armoring vs. overall channel restoration). If the segment of Big Creek is determined to only need bank armoring, this will fall under the original scope, otherwise, the segment will be evaluated as a large project that will need a separate design and permitting. Based on Tetra Tech's experience, the design of stream restoration practices that are over 500 ft in length require more effort than those under 500 ft. This is due to the fact that on reaches over 500 ft, there are more opportunities for restoration elements to be incorporated (i.e., channel modification, cross-vanes, J-Hooks, step pools, etc). Therefore, the stream conditions, functions and length will be scored and results from the stream walks will be reviewed with the City and the highest rated restoration opportunities offering the best value / return on investment will be considered for stream restoration design.

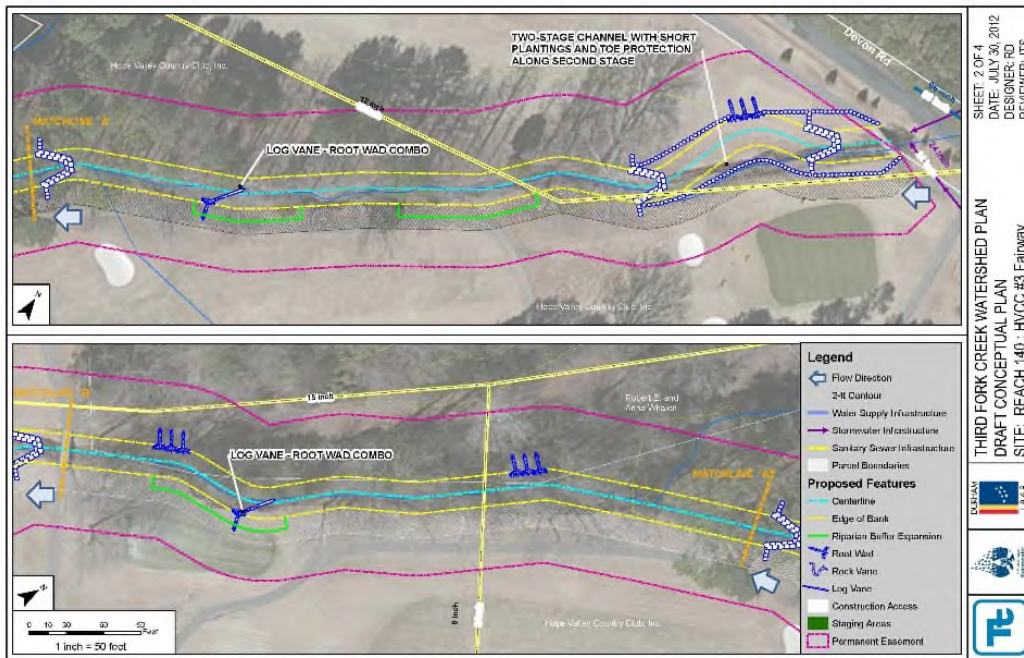
Our team's design philosophy is a holistic, natural approach to all stream and riparian restoration and stabilization projects, regardless of the stream size or length. First and foremost, we will work closely with the City to evaluate preferred design protocols, standard details and specifications. We will discuss preferred in-stream structures and construction practices to establish the preferred "toolbox" for restoration and stabilization projects.

Our team will use a mix of empirical and theoretical approaches to establish design parameters. Geomorphic data collected in Task 2(c), along with the stream restoration potential checklist supports the Rosgen Natural Channel Design (NCD) approach. Using this approach, we will assess the stage of the reach on the channel equilibrium model and determine the appropriate restoration priority that accounts for the project goals. The NCD approach includes the assessment of reference reaches or regional relationships to determine a baseline / target reach condition. We will rely on local and regionally published data and experience for this assessment.

The NCD approach also relies on establishing the proper channel size, pattern, and profile as well as a diverse vegetative cover to create stability of the stream corridor. In-stream structures such as cross vanes or constructed riffles are included to maintain grade control, as well as to help direct flows and provide habitat for aquatic wildlife. Often floodplain obstructions, critical infrastructure, or construction cost will prevent a standard NCD approach and require additional structures or heavier channel material to provide long term stability. In these situations, we prefer to evaluate the hydraulics of the stream channel and floodplain in more detail using hydraulic modeling to determine sediment transport capacity and areas of high velocities and shear stresses. This allows us to take a "belt and suspenders" approach to the design and often prevents the use of heavy rock or riprap over the entire restoration reach. Instead, we focus heavy structures and reinforced bed materials in areas where we anticipate high stresses. This helps maintain habitat features throughout the reach and ensures that we can effectively transition between restored and unrestored sections of the stream corridor. This type of process will allow Tetra Tech to design the stream restoration to seamlessly fit into the Big Creek landscape and not "force" a design that does not meet the overall objective.

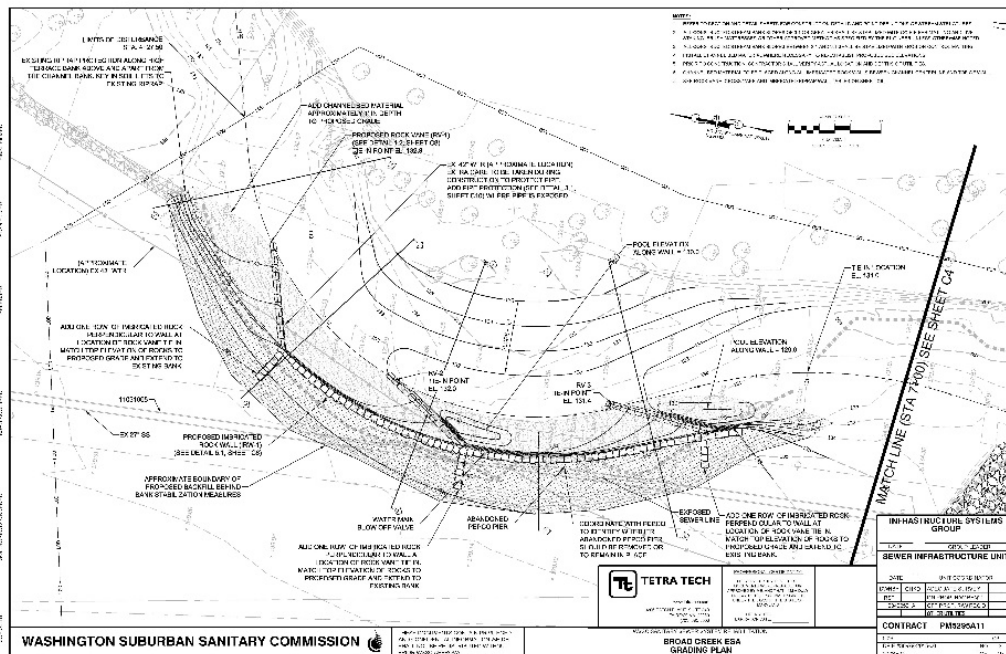
Using multiple design approaches prevents a cookie cutter perspective of stream restoration and allows us to better address spot stabilization areas or emerging restoration concepts, such as regenerative stormwater conveyance design or legacy sediment removal. We will work closely with the City to explore these opportunities and select the best approach for each individual project.

The design approach and design parameters will be documented in a Basis of Design Report (BDR) to facilitate review and discussion with City staff. Following the acceptance of the BDR, our team will develop conceptual design plans. The conceptual design will build on the field assessment, hydraulic analysis, and discussion of restoration objectives seeking to maximize system flexibility through the placement of in-stream structures. Channel stability will be achieved through the placement of in-stream grade control elements (cross vanes, step pools, rock/log sills, etc.) and a carefully selected palette of riparian vegetation. Our stream restoration concept design plans focus on visualizing the design parameters and in-stream structures in relation to the site conditions and constraints.



Example Conceptual Stream Restoration Design Plan

Following the conceptual design plans, we will continue with the submittal process with milestones at 30%, 60%, 90%, and 100% design stages. These stage submittals will continue to refine detail and address comments from City and other reviewers. We perform all design work in AutoCAD Civil3D and utilize automatic corridor grading tools to minimize the amount of manual effort between revisions so that we can focus resources on producing accurate, detailed construction plans and specifications to ensure the project is built successfully.



Example 100% Stream Restoration Design Plan

K. Additional Project Costs

Based on the additional scope of services that the City requested on November 6, 2017, an estimate of select project costs are provided in the table below. These costs are in addition to those provided in Section E. There are not really any “off-the-shelf” stream restoration designs that can perfectly fit the various opportunities that will be found in Big Creek, and therefore each design will need to be tailored to the specific segment of interest. These costs are based on the current understanding and best estimates of level of effort required to perform the basic services and may be subject to change upon agreement between the City and Tetra Tech.

Permitting costs were separated from the design of large project costs, as the City may require permitting support on certain projects identified in the Erosion Study portion of this proposal.

Service	Total Cost/ Per Project (pp)
Permitting for Bank Stabilization Projects ^A	\$4,000/pp
Permitting for Large Projects (i.e., Stream Restoration) ^A	\$7,000/pp
Design of Large Projects (less than 500' in length) ^A	\$49,000/pp
Design	
Survey	
Design of Large Projects (greater than 500' and less than 1,500' in length) ^A	\$68,000/pp
Design	
Survey	
Geotechnical Allowance ^B	
Large Projects (less than 500' in length)	\$3,000/pp
Large Projects (greater than 500' in length)	\$5,000/pp

^A See Assumptions and Considerations #7.

^B See Assumptions and Considerations #8.

L. Assumptions and Considerations

This scope of services is based on the following assumptions:

- 1) Tetra Tech received and acknowledges the responses to questions on the Amended RFP provided on November 15, 2017.
- 2) For permitting of bank stabilization projects, the following assumptions apply:
 - Each project will not to exceed 500 ft in length.
 - Activity will be covered under a Nationwide Permit # 13 for bank stabilization.
 - Cost includes a wetland delineation of the project area.
 - There will be no buffer disturbance and therefore, a stream buffer variance will not be needed.

- 3) For permitting of larger projects (i.e., stream restoration), the following assumptions apply:
 - Activity will be covered under a Nationwide Permit # 27 for aquatic habitat restoration, enhancement, and establishment activities.
 - Assumes that a stream buffer variance will be required.
 - Wetland delineation costs are not included here, as this would have already been done under the Erosion Study.
- 4) Survey will extend approximately 100-150 ft on both sides of Big Creek.
- 5) Design costs cover the following:
 - Regular reviews (30%, 60%, 90% and 100%).
 - Erosion, Sedimentation, and Pollution Control Plan.
 - Cost estimates:
 - i. Preliminary costs will be provided at 60% submittal.
 - ii. Final costs will be provided at 90% submittal.
 - Basis of Design Report.
 - Planning and Development permitting.
- 6) Design costs do not cover the following:
 - Culvert or bridge modification/design.
 - Bid administration or construction management.
 - Stakeholder engagement/meetings.
- 7) Depending on the location and number of Bank Stabilization and Large Projects, Tetra Tech will work with the City to see if there are opportunities to gain efficiencies of costs. Tetra Tech has been very successful in this area, and the Kelsey Avenue project that was presented earlier, is a very good example of this. For that project, by combining several elements together, the City of Griffin saved over \$100,000 in design, survey and permitting costs.
- 8) Tetra Tech does not anticipate that a significant amount of geotechnical investigation will be needed, and suggests that this be an allowance. Geotechnical allowance is for a limited subsurface investigation and lab work.