



City Council Meeting JUNE 1, 2020

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

- I. CALL TO ORDER
- II. ROLL CALL
- III. PLEDGE TO THE FLAG
- IV. CONSENT AGENDA
 - A. Council Meeting Minutes (Meeting of 5/26/2020)
 - B. Alcoholic Beverage License Applications
PH-20-AB-06 Five Guys Taverns, LLC
d/b/a Taffer's Tavern
33 South Main Street, Suite 100
Alpharetta, GA 30009

Restaurant
Consumption on Premises
Liquor, Beer, Wine & Sunday Sales

Owner: Gaurav Dharni, Vishal Chopra & Hemant Suri
Registered Agent: Hemant Suri
- V. PUBLIC HEARING
 - A. E-20-04 Burlington Sign Exception
Consideration of a sign exception to allow a 2nd wall sign on the front elevation of a building and a wall sign on the North elevation of the building. The applicant proposes to utilize unused wall sign area to allow for two (2) additional wall signs. The property is located at 7731 North Point Parkway and is legally described as being located in Land Lots 638 and 655, 1st District, 2nd Section, Fulton County, Georgia.
 - B. Public Hearing on the Fiscal Year 2021 Budget and Millage Rate Levy
- VI. NEW BUSINESS
 - A. Approval of Fiscal Year 2021 Budget and Millage Rate Levy (**1st Reading**)
 - B. Time And Attendance Data Collection System (RFP 20-115)
 - C. Consideration Of An Ordinance Providing For Regulations Governing Use Of Skateboards and Similar Devices (**1st Reading**) (Sponsored By: Mayor Pro Tem Mitchell & Council Member Richard)
 - D. RESOLUTION: Approval of 2020 Bulletproof Vest Partnership Grant Application
 - E. RFP 20-121 On Call Electrical Services for Parks
 - F. Greenway Pedestrian Bridge Erosion Control

G. Memorandum of Understanding between the City of Alpharetta and the Wills Park Equestrian Foundation

H. Phase one of the Will Park Equestrian Center Renovations to Include a New Arena and Parking Lot

I. Cooperative Agreement With Fulton County: Community Development Block Grant Program

J. Proposed Resolution Calling for State of Georgia FY 2021 Budget to Include Funding for New NOW-COMP Waiver Recipients (Sponsored By: Mayor Gilvin)

VII. PUBLIC COMMENT

VIII. REPORTS

IX. ADJOURNMENT



City Council Meeting STAFF REPORT

Submitting Department: City Clerk

Submitted By: Erin Cobb

Sponsored By:

Meeting Date: June 1, 2020

I. AGENDA ITEM TITLE: COUNCIL MEETING MINUTES (MEETING OF 5/26/2020)

II. RECOMMENDATION:

III. REPORT IN BRIEF:

IV. ALTERNATIVES:

V. ATTACHMENTS:

Council Meeting Minutes Draft 5-26-2020



City Council Meeting
May 26, 2020
Office of the City Clerk

6:30 PM

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 Gilvin called the meeting to order at 6:30 p.m.*

II. ROLL CALL

- **Council Members**

- o Mayor Jim Gilvin
- o Mayor Pro Tem Donald F. Mitchell
- o Jason Binder
- o Ben Burnett
- o John Hipes
- o Dan Merkel
- o Karen Richard

- **Staff**

- o Bob Regus, City Administrator
- o Sam Thomas, City Attorney
- o James Drinkard, Asst. City Administrator
- o Erin Cobb, City Clerk
- o Peter Sewczwicz, Director of Public Works
- o Morgan Rodgers, Director of Recreation, Parks & Cultural Services
- o Tom Harris, Director of Finance
- o Kathi Cook, Director of Community Development
- o Michael Woodman, Senior Planner

III. PLEDGE TO THE FLAG

IV. CONSENT AGENDA

A. Council Meeting Minutes (Meeting of 5/18/2020)

- ❖ Council Member Merkel offered a motion to approve the consent agenda
 - The motion received a second from Council Member Burnett
 - The motion was approved unanimously (7-0)

V. PUBLIC HEARING

A. Z-20-01/V-20-02 AlphaDev/296 & 304 Thompson Street

- Senior Planner, Michael Woodman, came forward to present this item.
- Staff is recommending Mayor and Council approve Z-20-01/V-20-02 ALPHADEV/296 & 304 THOMPSON STREET, subject to the following conditions:
 1. The site, consisting of approximately 2.21 acres, shall be zoned DT-LW and developed substantially similar to site plan submitted by Engineering 303, revised 1/7/2020, 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. Architecture and materials shall be developed substantially similar to the submitted renderings, except for modifications required to comply with these conditions and in compliance with the Alpharetta Downtown Code, subject to final approval by DRB. Detached homes shall include a mix of flat and gable roofs. Townhomes shall have flat roofs, be oriented to the Alpha Loop and include 4-sided architecture and materials, as approved by DRB.
 3. Detached lots shall generally utilize existing grades and include decorative walls (brick and/or stone), as depicted on the submitted renderings, with final approval by DRB.
 4. Thompson Street streetscape shall generally be improved as follows: 30' half width right-of-way to incorporate 8' sidewalk (concrete with brick paver banding), 6' planter, 8' on-street parking, 10' travel lane and street trees, with final approval by Staff.
 5. New shared private roadway shall be a paver system with a 40' right-of-way, as depicted on the plan prepared by Engineering 303, revised 1/7/2020. Roadway shall include 1' concrete bands, 5' paver sidewalks and 12' paver travel lane, with final design approved by Staff. Street shall be marked with "No Parking". Maintenance of paver system shall be addressed in HOA covenants.
 6. Final streetscapes shall include decorative pedestrian lights.
 7. Shade trees shall be required in the planter along Thompson Street and behind the sidewalk in the 10' landscape strip as a continuation of what has been planted or designed in the Downtown and outside of 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.
 8. Roadways with on-street parking shall incorporate curb extensions at intersections.
 9. Garages may face new street, per the plan prepared by Engineering 303, revised 1/7/2020.
 10. Development shall not be gated.

11. Project entrance shall include decorative landscaping and wall (depicted on submitted renderings), as approved by Staff.
 12. Amenity space shall be developed with decorative landscaping, hardscape, firepit, fountain, walls, and seating. The landscape shall include plant selections promoting the historic Downtown.
 13. Trees shall be saved as depicted on the tree save plan prepared by Engineering 303, dated 2/26/2020. The northern 30' of the property shall be a tree save area with limited tree removal as approved by Staff and related to the construction of the Alpha Loop.
 14. Developer shall plant minimum 6" caliper canopy trees on either side of project entrance and on either side of the new street at intersection with alley, as approved by Staff.
 15. Developer shall plant 5' landscape strips along the East and West property lines with a single row of Evergreen trees, spaced appropriately, along with the required shade trees.
 16. As depicted on the submitted site plan, developer shall construct the Alpha Loop (12' concrete, accessible multi-use trail) within the northern 30' of the property, with final alignment, design and materials approved by Staff and construction completed prior to the first CO. Alpha Loop shall be placed within public right-of way or a permanent easement and shall include seating/gathering areas, lighting (pedestrian and bollards), landscape and hardscape. Wayfinding signage shall be placed at key location(s) along the trail. Alpha Loop improvements shall be eligible for impact fee credits, as approved by Staff. Alpha Loop shall maintain a minimum 10' setback from residential buildings, as approved by Staff.
 17. No more than 10% of the residential units shall be permitted to be rented, as recorded in the HOA's declarations and covenants.
 18. Developer shall provide inter parcel access to allow for a future connection to the properties to the East and West, as depicted on the plan prepared by Engineering 303, revised 1/7/2020.
 19. Fences and walls visible from the public right-of-way shall be decorative, as approved by Staff. Unfinished wood fences and decks shall not be visible from the street.
- Developer agreements with surrounding neighborhoods:
 20. New utilities shall be placed underground.
 21. Stormwater management facility shall be underground.
 22. Stormwater runoff infiltration/detention system shall be designed and installed so that the Post-Development Discharge from the subject property shall not exceed the Pre-Development Discharge for the 1 year through 100-year storm events.
 23. Prior to a land disturbance permit on property, developer shall hire and pay for a licensed registered professional engineer(s) to conduct a photo journal of downstream water bodies located within 500' of the property to determine baseline conditions. Developer shall fund a post-development photo journal by the same engineer(s), to be conducted within 90 days following the recordation of the final plat for the last phase of the development. Developer shall remediate any siltation found by the photo journal over and above the predevelopment baseline that is caused by the development of the property and that is not the result of siltation that would have otherwise occurred absent the development of the property. No such study or remediation will be required if any owner of any such respective body of water refuses the developer access to conduct either the photo journal or the remediation.
 24. If allowed by the Academy Park HOA to be installed upon its property, the Developer shall install an 8' tall decorative fence with maintenance access gate along the common boundary of the subject property and Academy Park.

25. Developer shall install evergreen landscape material along Alpha Loop, if no impacts to existing trees, with final approval by Staff.
 26. Developer shall install additional landscape material on the south side of Thompson Street across from new street, as approved by Staff.
 27. Developer shall provide at least 2 additional on-street parking spaces within the development.
- The applicant, AlphaDev, LLC, is requesting to rezone 2.21 acres from R-12 (Dwelling, 'For-Sale', Residential) to DT-LW (Downtown Live-Work) in order to construct a 17-lot single-family subdivision, including eleven (11) detached homes and six (6) townhome units. A variance is requested to reduce the minimum 20' recess requirement applicable to street-facing garages associated with a detached home in the Downtown. The subject 3 property is located at 296 and 304 Thompson Street on the North side of Thompson Street and West of Westside Parkway.
 - City Staff has reviewed the applicant's zoning proposal and finds that it can generally support the request for rezoning and variance. The zoning proposal is consistent with the vision of the Downtown Master Plan and the City's Comprehensive Plan. The zoning proposal would be suitable as it relates to the use and development of adjacent or nearby properties, which are primarily developed with residential uses. Approval of the variance should not cause substantial detriment to the public good. The subject property is long and narrow, which constrains the site layout. In addition, the applicant proposes zero-lot line, courtyard homes, which further restricts a side-loaded product.
 - CZIM was held on January 8, 2020. There were several comments in support of the applicant's proposal.
 - Attorney, Joshua Scoggins, came forward to speak on behalf of the applicant.

Public Comment:

- No Public Comment
- ❖ Council Member Richard offered a motion approve Z-20-01/V-20-02 ALPHADEV/296 & 304 THOMPSON STREET, subject to the following conditions:
1. The site, consisting of approximately 2.21 acres, shall be zoned DT-LW and developed substantially similar to site plan submitted by Engineering 303, revised 1/7/2020, 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. Architecture and materials shall be developed substantially similar to the submitted renderings, except for modifications required to comply with these conditions and in compliance with the Alpharetta Downtown Code, subject to final approval by DRB. Detached homes shall include a mix of flat and gable roofs. Townhomes shall have flat roofs, be oriented to the Alpha Loop, and include 4-sided architecture and materials, as approved by DRB.
 3. Detached lots shall generally utilize existing grades and include decorative walls (brick and/or stone), as depicted on the submitted renderings, with final approval by DRB.
 4. Thompson Street streetscape shall generally be improved as follows: 30'

half width right-of-way to incorporate 8' sidewalk (concrete with brick paver banding), 6' planter, 8' on-street parking, 10' travel lane and street trees, with final approval by Staff.

5. New shared private roadway shall be a paver system with a 40' right-of-way, as depicted on the plan prepared by Engineering 303, revised 1/7/2020. Roadway shall include 1' concrete bands, 5' paver sidewalks and 12' paver travel lane, with final design approved by Staff. Street shall be marked with "No Parking". Maintenance of paver system shall be addressed in HOA covenants.
6. Final streetscapes shall include decorative pedestrian lights.
7. Shade trees shall be required in the planter along Thompson Street and behind the sidewalk in the 10' landscape strip as a continuation of what has been planted or designed in the Downtown and outside of 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.
8. Roadways with on-street parking shall incorporate curb extensions at intersections.
9. Garages may face new street, per the plan prepared by Engineering 303, revised 1/7/2020.
10. Development shall not be gated.
11. Project entrance shall include decorative landscaping and wall (depicted on submitted renderings), as approved by Staff.
12. Amenity space shall be developed with decorative landscaping, hardscape, firepit, fountain, walls, and seating. The landscape shall include plant selections promoting the historic Downtown.
13. Trees shall be saved as depicted on the tree save plan prepared by Engineering 303, dated 2/26/2020. The northern 30' of the property shall be a tree save area with limited tree removal as approved by Staff and related to the construction of the Alpha Loop.
14. Developer shall plant minimum 6" caliper canopy trees on either side of project entrance and on either side of the new street at intersection with alley, as approved by Staff.
15. Developer shall plant 5' landscape strips along the East and West property lines with a single row of Evergreen trees, spaced appropriately, along with the required shade trees.
16. As depicted on the submitted site plan, developer shall construct the Alpha Loop (12' concrete, accessible multi-use trail) within the northern 30' of the property, with final alignment, design and materials approved by Staff and construction completed prior to the first CO. Alpha Loop shall be placed within public right-of way or a permanent easement and shall include seating/gathering areas, lighting (pedestrian and bollards), landscape and hardscape. Wayfinding signage shall be placed at key location(s) along the trail. Alpha Loop improvements shall be eligible for impact fee credits, as approved by Staff. Alpha Loop shall maintain a minimum 10' setback from residential buildings, as approved by Staff.
17. No more than 10% of the residential units shall be permitted to be rented, as recorded in the HOA's declarations and covenants.
18. Developer shall provide inter parcel access to allow for a future connection to the properties to the East and West, as depicted on the plan prepared by Engineering 303, revised 1/7/2020.

19. Fences and walls visible from the public right-of-way shall be decorative, as approved by Staff. Unfinished wood fences and decks shall not be visible from the street.
20. New utilities shall be placed underground.
21. Stormwater management facility shall be underground.
22. Stormwater runoff infiltration/detention system shall be designed and installed so that the Post-Development Discharge from the subject property shall not exceed the Pre-Development Discharge for the 1 year through 100-year storm events.
23. Prior to a land disturbance permit on property, developer shall hire and pay for a licensed registered professional engineer(s) to conduct a photo journal of downstream water bodies located within 500' of the property to determine baseline conditions. Developer shall fund a post-development photo journal by the same engineer(s), to be conducted within 90 days following the recordation of the final plat for the last phase of the development. Developer shall remediate any siltation found by the photo journal over and above the predevelopment baseline that is caused by the development of the property and that is not the result of siltation that would have otherwise occurred absent the development of the property. No such study or remediation will be required if any owner of any such respective body of water refuses the developer access to conduct either the photo journal or the remediation.
24. If allowed by the Academy Park HOA to be installed upon its property, the Developer shall install an 8' tall decorative fence with maintenance access gate along the common boundary of the subject property and Academy Park.
25. Developer shall install evergreen landscape material along Alpha Loop, if no impacts to existing trees, with final approval by Staff.
26. Developer shall install additional landscape material on the south side of Thompson Street across from new street, as approved by Staff.
27. Developer shall provide at least 3 additional on-street parking spaces within the development as shown on the tree save plan 2/26/2020.
28. At least 50% of the homes (which would be 9 homes) will be 50% of either unpainted brick or stone on all four sides as approved by DRB.

- The motion received a second from Council Member Burnett
- Council Member Binder offered a substitute motion to approve without condition number 28
- The motion received a second from Council Member Merkel
- The motion was approved (4-3); Council Member Burnett, Mayor Pro Tem Mitchell and Council Member Richard voting in opposition

B. Z-20-02/V-20-06 Sedgwick Residence/Devore Road

- Senior Planner, Michael Woodman, came forward to present this item.
- Staff is recommending that Mayor and Council approve Z-20-02/V-20-06 SEDGWICK RESIDENCE/DEVORE ROAD, subject to the following conditions:

1. The site, consisting of approximately 0.29 acres, shall be zoned DT-MU and developed substantially similar to site plan prepared by Lew Oliver Inc., except for modifications required to comply with the conditions below. Permitted uses above the detached garage shall be limited to the following:
 - a. Dwelling
 - b. Professional Office
 - c. Shop or Studio, Craftsman/Artist
 2. Minimum 18' long driveway shall be required.
 3. Street-facing garage shall be recessed a minimum 5' behind the front façade of the home.
 4. Architecture and materials shall be substantially similar to the submitted renderings, except for modifications required to comply with the Downtown Consultant's markups related to the home and in compliance with the Alpharetta Downtown Code, with final approval by DRB.
 5. A mix of shrubs, vines and grasses shall be planted along the proposed wall, as approved by DRB.
- The applicant, Michele Sedgwick, is requesting a rezoning of 0.29 acres from C-2 (General Commercial) to DTMU (Downtown Mixed-Use) to allow for the construction of a 'For-Sale' single family detached home. Variances are requested to reduce the minimum driveway length and garage recess requirements. The subject property is located at 0 Devore Road on the South side of Devore Road between Alpharetta Highway and Karen Drive.
 - Staff has reviewed the applicant's proposal and finds that it can generally support the request for rezoning and variance to reduce the garage recess requirement. The proposal is consistent with the vision of the Downtown. The property could be developed under the existing C-2 zoning with a variety of auto-oriented uses, which is inconsistent with a walkable Downtown.
 - The property has an unusual, shallow shape, which limits site layout, including recessing the garage 20' behind the front façade of the home. The applicant could accommodate the minimum 18' long driveway if the detached garage were pushed back from Devore Road. The DT-MU district only requires a six-foot (6') rear setback, whereas the applicant's site plan depicts a ten-foot (10') rear setback. If approved, it is recommended that the 18' driveway be provided.
 - The CZIM was held on February 12, 2020. There were no public comments.
 - The applicant, Michele Sedgewick, 2451 Commerce Street, Alpharetta, GA, came forward to speak on behalf of the item.

Public Comment:

- No Public Comment

- ❖ Council Member Richard offered a motion to approve Z-20-02/V-20-06 SEDGWICK RESIDENCE/DEVORE ROAD, subject to the following conditions:

1. The site, consisting of approximately 0.29 acres, shall be zoned DT-MU and developed substantially similar to site plan prepared by Lew Oliver Inc., except for modifications required to comply with the conditions below. Permitted uses above the detached garage shall be limited to the following:
 - a. Dwelling
 - b. Professional Office
 - c. Shop or Studio, Craftsman/Artist
 2. Minimum 18' long driveway shall be required.
 3. Street-facing garage shall be recessed a minimum 5' behind the front façade of the home.
 4. Architecture and materials shall be substantially similar to the submitted renderings, or shall comply with the architectural style in the Downtown Code with final approval by DRB.
 5. A mix of shrubs, vines and grasses shall be planted along the proposed wall, as approved by DRB.
- The motion received a second from Council Member Binder
 - The motion was approved unanimously (7-0)

C. V-20-01 / E-20-02: Midgard Self Storage Parking Variance & Height Exception

This item has been deferred by the Applicant until Monday, July 27, 2020. It will neither be heard nor considered at this time.

D. E-20-04 Burlington Sign Exception

This item has been deferred by the Applicant until Monday, June 1, 2020. It will neither be heard nor considered at this time.

VI. OLD BUSINESS

A. Amendment to Alcohol Ordinance to Allow On-Premise Sales and Consumption in Privately-Owned Dog Parks (2nd Reading)

- City Clerk, Erin Cobb, came forward to present this item.
- Staff is recommending that Mayor and Council approve the second reading of the amendment to the City of Alpharetta's alcohol ordinance to allow on-premise sales and consumption in privately-owned dog parks.
- This ordinance amendment will allow for alcohol to be sold and consumed in privately owned dog parks that meet the following criteria: the park is located on a minimum 2-acre lot within the LI Zoning District; the park has a minimum of 25 due-paying members; the park derives a minimum of 40% of its total annual gross food and beverage sales from the sale of prepared food; the park has a full-service kitchen or regularly utilizes one or more food trucks to provide prepared foods to meet its food sales requirements; and the park has food trucks or other sources of prepared foods available for sale during all hours of operation.

- The following change has been made to the ordinance amendment since the first reading:
- The ordinance amendment read on May 18th stated that the hours of operation were limited to 10:00 a.m. and 8:00 p.m.
- The revised ordinance amendment is stating that a private dog park shall be subject to the same requirements as on-premises eating establishments, including hours of permitted alcohol sales.
- City attorney, Sam Thomas, read the ordinance aloud.

Public Comment:

- No Public Comment
- ❖ Council Member Richard offered a motion to approve the second reading of the amendment to the City of Alpharetta's alcohol ordinance to allow on-premise sales and consumption in privately-owned dog parks
 - The motion received a second from Council Member Binder
 - The motion was approved unanimously (7-0)

VII. WORKSHOP

A. Presentation and Discussion: Recommended Fiscal Year 2021 Budget

- Director of Finance, Tom Harris, came forward to present this item.
- The purpose of this presentation is to provide an overview of the Recommended Annual Operating and Capital Budget (the "FY 2021 Budget") and allow for a question and answer dialogue.
- The Fiscal Year 2021 Budget was distributed electronically to the City Council on April 30, 2020 and is available on the City's website as a downloadable pdf and available for filtering/analysis through the City's financial transparency site powered by OpenGov.
- The Finance Department presented an overview of the FY 2021 Budget at the May 4th and 18th City Council meetings.
- This meeting will focus on the operating and capital initiatives included within the FY 2021 Budget. Department Directors will be present to discuss their initiatives and answer questions.
- Public Hearings and City Council action on the FY 2021 Budget and Millage Levy are scheduled for June 1st, 15th, and 22nd.
- Changes to Budget Document since last Workshop: Reallocated \$3 million from recurring capital to an operational reserve within the General Fund to further insulate operations from COVID-19 economic impacts such as a continued erosion of revenues. After these adjustments, the General Fund operational reserve totals \$4.1 million (increase from \$1.1 million) and the recurring capital contribution totals \$189,000 (decrease from \$3.2 million). With these changes, total capital funding from the General Fund for 2021 totals \$4.5 million (\$4.3 million from available fund

balance and \$189,000 in recurring capital funding). Unallocated Capital within the capital project fund/stormwater fund decreased by \$3 million, to a balance \$1,073,000.

VIII. PUBLIC COMMENT

- No Public Comment

IX. REPORTS

- Council Member Binder thanked Public Works for the progress on Rucker Road. Additionally, he commented on how well Fulton County has been running the early voting precincts.
- Council Member Burnett congratulated Kathleen Craig on her retirement from the Fulton County School System.
- Council Member Merkel commented on Wills Park Pool opening date of June 15th. Additionally, Senior Planner, Michael Woodman, had his 6-year anniversary with the City of Alpharetta,
- Mayor Pro Tem Mitchell recognized this year's successful virtual Memorial Day celebration, as well as the North Farm Day celebration.
- City Administrator, Bob Regus, came forward and presented Mayor and Council with a brief update on City operations. Additionally, Mr. Regus, recognized the City's Public Works crews.
- Mayor Gilvin announced that our Recreation, Parks and Cultural Services Department assisted Alpharetta High School with having their graduation ceremony in cars in the parking lot at North Point Mall.

X. ADJOURNMENT

- ❖ With no further business to discuss or items to be heard, Mayor Gilvin adjourned the meeting at 8:41 P.M.

Respectfully submitted,

A handwritten signature in dark ink that reads "Erin Cobb". The signature is written in a cursive, flowing style.

Erin Cobb, City Clerk



City Council Meeting STAFF REPORT

Submitting Department: Administration

Submitted By:

Sponsored By:

Meeting Date: June 1, 2020

I. AGENDA ITEM TITLE: ALCOHOLIC BEVERAGE LICENSE APPLICATIONS

PH-20-AB-06 FIVE GUYS TAVERNS, LLC
D/B/A TAFFER'S TAVERN
33 SOUTH MAIN STREET, SUITE 100
ALPHARETTA, GA 30009

RESTAURANT
CONSUMPTION ON PREMISES
LIQUOR, BEER, WINE & SUNDAY SALES

OWNER: GAURAV DHARNI, VISHAL CHOPRA & HEMANT SURI
REGISTERED AGENT: HEMANT SURI

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:

V. ALTERNATIVES:

VI. ATTACHMENTS:

Taffer's Tavern Alcohol PH minutes (002)



**CITY OF ALPHARETTA
PUBLIC HEARING
LIQUOR LICENSE**

DATE: May 28, 2020
TIME: 2:00 P.M.
LOCATION: <https://zoom.us/j/97782709873>

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: City Attorney, Sam Thomas, called the meeting to order at 2:00 P.M.

II. LICENSE APPLICATIONS:

1. PH-20-AB-06 Five Guys Taverns, LLC
 d/b/a Taffer's Tavern
 33 South Main Street, Suite 100
 Alpharetta, GA 30009

 Restaurant
 Consumption on Premises
 Liquor, Beer, Wine & Sunday Sales

 Owner: Gaurav Dharni and Vishal Chopra
 Registered Agent: Hemant Suri

The applicant's representative, Hemant Suri, 11774 Wellsley Way, Alpharetta, GA 30005, was present on the Zoom call. Mr. Suri is co-owner in this establishment for 21.25% share. Mr. Thomas made Mr. Suri aware of an outstanding matter regarding Seth Chandlee that needs to be resolved prior to any license renewal.

Taffer's Tavern is a franchise and this is the first location opening. The kitchen is state of the art and cooking is designed where food is pre-packaged by food purveyors with very minimal raw material handling. Food will be cooked in high-end confection ovens, microwave ovens, fryers, etc. Food is prepared simplistically so not a lot of dependency on chefs. There is a beverage system installed called

Chillrite where patrons can see the actual temperature of drink being served to them. There is a beverage system which will be designed for simplicity to allow for bartenders to make any kind of drink without having to move more than 2 feet. This allows for more time to focus on customers. Mr. Thomas reminded Mr. Suri that 50% of sales must be food sales.

Mr. Thomas stated the application seems to be in order, other than the one issue with Seth Chandlee that needs to be resolved. Mr. Thomas also reminded Mr. Suri that servers are required to obtain serving permits. A State of Georgia license needs to be obtained as well and is in the process of being applied for according to Mr. Suri. The opening of the Tavern is scheduled for the end of July, but more realistically mid-August 2020.

Erin Cobb, City Clerk, asked Mr. Suri if he has a copy of the city alcohol ordinance and stated he may obtain a hard copy from Community Development when he picks up the license. Ms. Cobb asked Mr. Suri about training for their employees in which Mr. Suri stated there is a 3 week training program they have in place. Once new employees are hired (tentatively after July 4th holiday), they will be trained. Mr. Suri is a prior bar owner and recognizes that employees are to be trained to check identification, not to over-pour, over-serve and other alcohol serving requirements.

Public Comment: No Public Comment

Mr. Thomas stated that he is recommending approval of the alcohol license and it will appear on the Consent Agenda at the City Council Meeting scheduled for Monday, June 1, 2020 at 6:30 P.M. The applicant is required to appear in person at this Council meeting.

III. ADJOURNMENT: With no further business to discuss or items to be heard, City Attorney, Sam Thomas, adjourned the meeting at 2:12 P.M.

Respectfully submitted,

Kiersten VanHorn

Kiersten VanHorn, Assistant City Clerk



City Council Meeting STAFF REPORT

Submitting Department: Community Development

Submitted By:

Sponsored By:

Meeting Date: June 1, 2020

I. AGENDA ITEM TITLE: E-20-04 BURLINGTON SIGN EXCEPTION

CONSIDERATION OF A SIGN EXCEPTION TO ALLOW A 2ND WALL SIGN ON THE FRONT ELEVATION OF A BUILDING AND A WALL SIGN ON THE NORTH ELEVATION OF THE BUILDING. THE APPLICANT PROPOSES TO UTILIZE UNUSED WALL SIGN AREA TO ALLOW FOR TWO (2) ADDITIONAL WALL SIGNS. THE PROPERTY IS LOCATED AT 7731 NORTH POINT PARKWAY AND IS LEGALLY DESCRIBED AS BEING LOCATED IN LAND LOTS 638 AND 655, 1ST DISTRICT, 2ND SECTION, FULTON COUNTY, GEORGIA.

II. RECOMMENDATION:

III. REPORT IN BRIEF:

IV. ALTERNATIVES:

V. ATTACHMENTS:

Burlington Sign Exception CC Staff Report 060120, Aerial Map, Future Land Use, Zoning Map, Location Map, CZIM Sign In Sheet 2.12.20, Complete Citi Part B, Burlington Complete App1.8.20



CITY COUNCIL MEETING STAFF REPORT

SUBMITTING DEPARTMENT: COMMUNITY DEVELOPMENT
SUBMITTED BY: KATHI COOK
DRAFTED BY: MICHAEL WOODMAN

I. AGENDA ITEM TITLE: E-20-04 BURLINGTON SIGN EXCEPTION

CITY COUNCIL: JUNE 1, 2020

II. RECOMMENDATION:

Approve E-20-04 Burlington Sign Exception, subject to the following conditions:

1. Wall sign location, size, type, color, and illumination shall be limited to submitted plans, with final approval by Staff, except to comply with the conditions below.
2. The 2 additional wall signs shall not be internally illuminated.
3. No additional wall signs shall be permitted for the applicant's tenant space.

III. REPORT IN BRIEF:

The applicant, Burlington, is requesting consideration of a sign exception to allow a 2nd wall sign on the front elevation of a building and one (1) wall sign on the North elevation of a building. The two (2) additional wall signs are the Burlington 'heart' logo. The applicant proposes to utilize unused wall sign area for the two (2) additional wall signs. The subject property is located at 7731 North Point Parkway on the West side of North Point Parkway and North of Mansell Road.

DISCUSSION

The submitted request, if approved, would allow a 2nd wall sign on the front elevation of a building and one (1) wall sign on the north elevation of a building. The applicant proposes to utilize unused wall sign area to allow for a 16 square foot, 2nd wall sign on the front elevation and a 20 square foot wall sign on the North elevation of the building. The subject property is located at 7731 North Point Parkway on the West side of North Point Parkway and North of Mansell Road.

The subject property is zoned PSC (Planned Shopping Center) and is developed as the Mansell Crossing shopping center. Surrounding properties are zoned PSC and located within the North Point Overlay. The Aloft hotel is located to the South, Georgia 400 to the West, Mansell Crossing shopping center to the North and Studio Movie Grill is under construction to the East.

UDC Section 2.6.12 (B)(2) *Signs Permitted in Shopping Centers* states that, "One wall sign per road frontage for each tenant space no greater than one (1) sq. ft. of sign area per one (1) ln. ft. of tenant space frontage shall be permitted; provided, however, no more than two (2) wall signs shall be allowed for a tenant space (i.e. Corner tenants within strip shopping centers may have a wall sign on the end of the building in addition to the wall sign on the front of the building for a maximum of two (2) wall signs)." Therefore, one (1) wall sign up to 156 square feet is permitted on the front elevation of the building and one (1) wall sign up to 156 square feet is permitted on the end of the building (corner – South elevation).

Two (2) wall signs are depicted on the front elevation facing North Point Parkway; one (1) existing wall sign with 'Burlington' at 155 square feet and one (1) proposed wall sign with the Burlington 'heart' logo at 16 square feet. The existing wall sign is internally illuminated; however, the proposed 2nd wall sign is not. A 20 square foot Burlington 'heart' logo is proposed on the North elevation of the building and is internally illuminated. As shown in the table below, the applicant requests a total of three (3) wall signs with a total sign area of 191 square feet, which is 121 square feet, or 39% less in total sign area than permitted by the Sign Code.

Elevation	# Allowed	# Requested	Allowed Sign Area	Requested Sign Area
North	0	1	0	20 SF
West (Rear)	0	0	0	0
East (North Point Pkwy)	1	2	156 SF	155 SF (existing) + 16 SF (proposed) = 171 SF
South	1	0	156 SF	0
TOTAL	2	3	312 SF	191 SF

EXCEPTION REQUIREMENTS

The City of Alpharetta Unified Development Code Article II, Section 4.5.4. outlines the criteria set forth for granting an exception to the sign regulations. The ordinance specifically states..."an exception may be granted upon a finding that":

1. Exceptional conditions pertaining to the property where the sign is to be located as a result of its size, shape or topography, which are not applicable to other lands or structures in the area; or

Response: The applicant's tenant space is located at the end of a ½-mile long strip shopping center. The 3rd wall sign, which faces North, would provide visibility within the strip shopping center. In addition, the proposed sign area for three (3) wall signs is less than the allowable sign area of the two (2) permitted wall signs.

2. The applicant would be deprived of rights that are commonly enjoyed by others similarly situated;

Response: Sign exceptions have been approved in the past allowing unused wall sign area to be aggregated and distributed to other building elevations. In addition, the applicant's proposed sign area for three (3) wall signs is less than the allowable sign area of the two (2) permitted wall signs.

3. Granting the variance would not confer on the applicant any significant privileges which are denied to others similarly situated;

Response: Approval of the sign exception would not grant significant privileges to the applicant. Sign exceptions have been approved in the past allowing unused wall sign area to be aggregated and distributed to other building elevations. In addition, the applicant's proposed sign area for three (3) wall signs is less than the allowable sign area of the two (2) permitted wall signs.

4. The exceptional circumstances are not the result of action by the applicant;

Response: The applicant's request is not the result of action taken by the applicant.

5. The requested variance is the minimum variance necessary to allow the applicant to enjoy the rights commonly enjoyed by others similarly situated;

Response: The applicant's tenant space is located at the end of a ½-mile long strip shopping center. The 3rd wall sign, which faces North, would provide visibility within the strip shopping center. In addition, the proposed sign area for three (3) wall signs is less than the allowable sign area of the two (2) permitted wall signs.

6. Granting of the variance would not violate more than one standard of this Ordinance; and

Response: If approved, the applicant's request would not violate more than one standard of the Ordinance.

7. Granting the variance would not result in allowing a sign that interferes with road or highway visibility or obstruct or otherwise interfere with the safe and orderly movement of traffic.

Response: If approved, the applicant's request would not result in allowing a sign that interferes with roadway visibility or safety.

CONCURRENCES

Staff has reviewed the application and is in general agreement with the requested sign exception. The criteria have been met and the applicant's request should not impact surrounding properties. The applicant's tenant space is located at the end of a strip shopping center that is approximately ½-mile long. The 3rd wall sign, which faces North, would provide visibility within the strip shopping center. In addition, the applicant is permitted a total of two (2) wall signs with a sign area of 312 square feet, of which the applicant proposes 191 square feet of sign area over three (3) wall signs.

CITIZEN PARTICIPATION PLAN

The applicant notified adjacent property owners of the sign variance request and intent for the property. The citizen participation report states that no comments were received.

COMMUNITY ZONING INFORMATION MEETING

CZIM was held on February 12, 2020. There were no public comments.

IV. ATTACHMENTS:

- Sign Location & Details

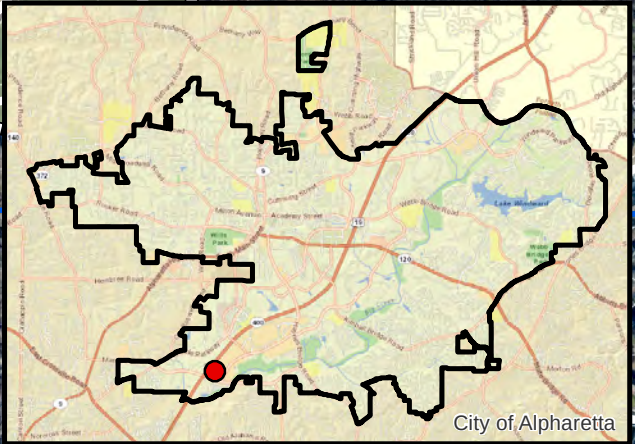
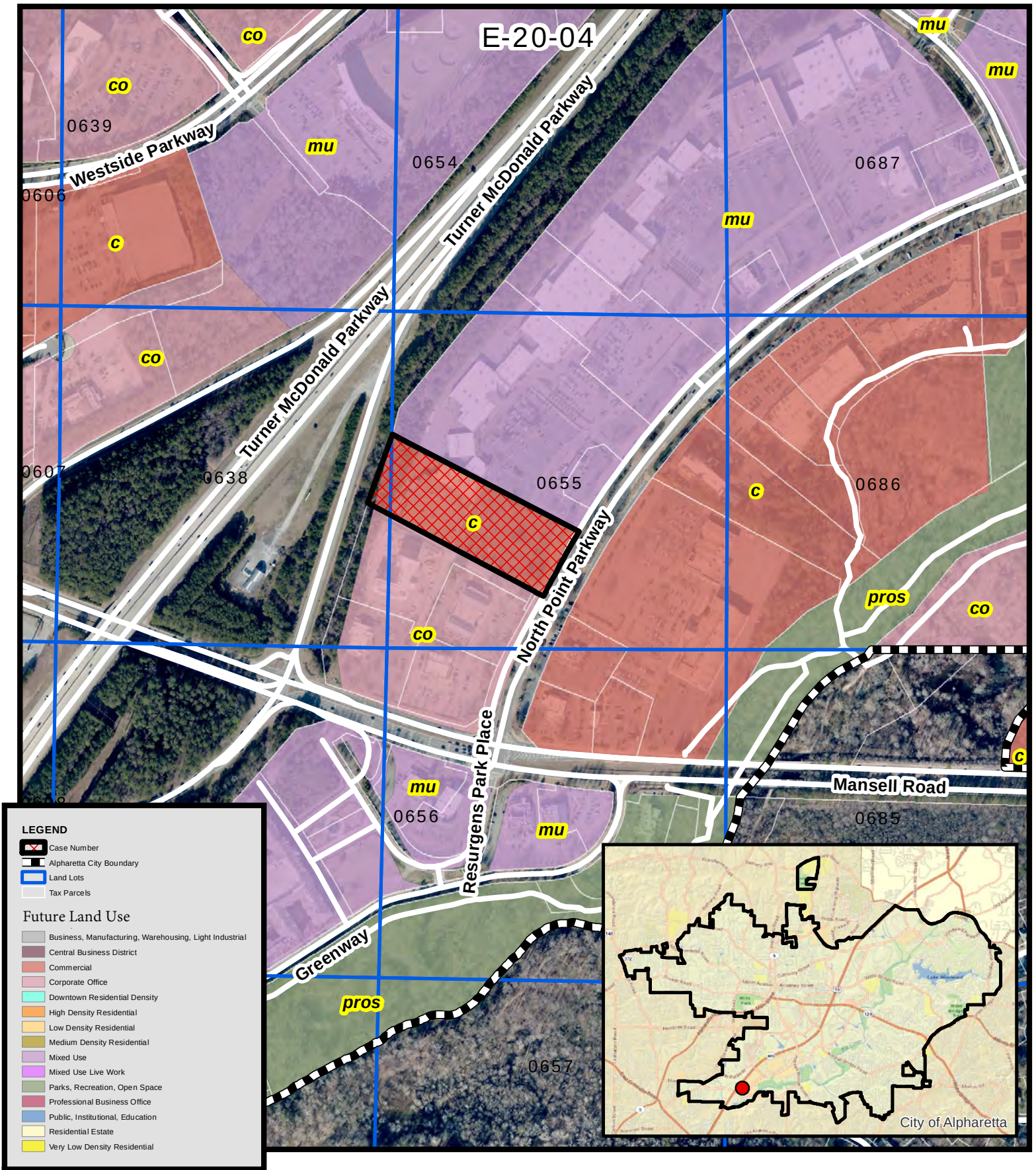


Aerial Map Burlington Sign Exception



E-20-04
D/LL: 1/2/655
CC: **5/26/20**

Location Map Provided by:
Community Development - GIS



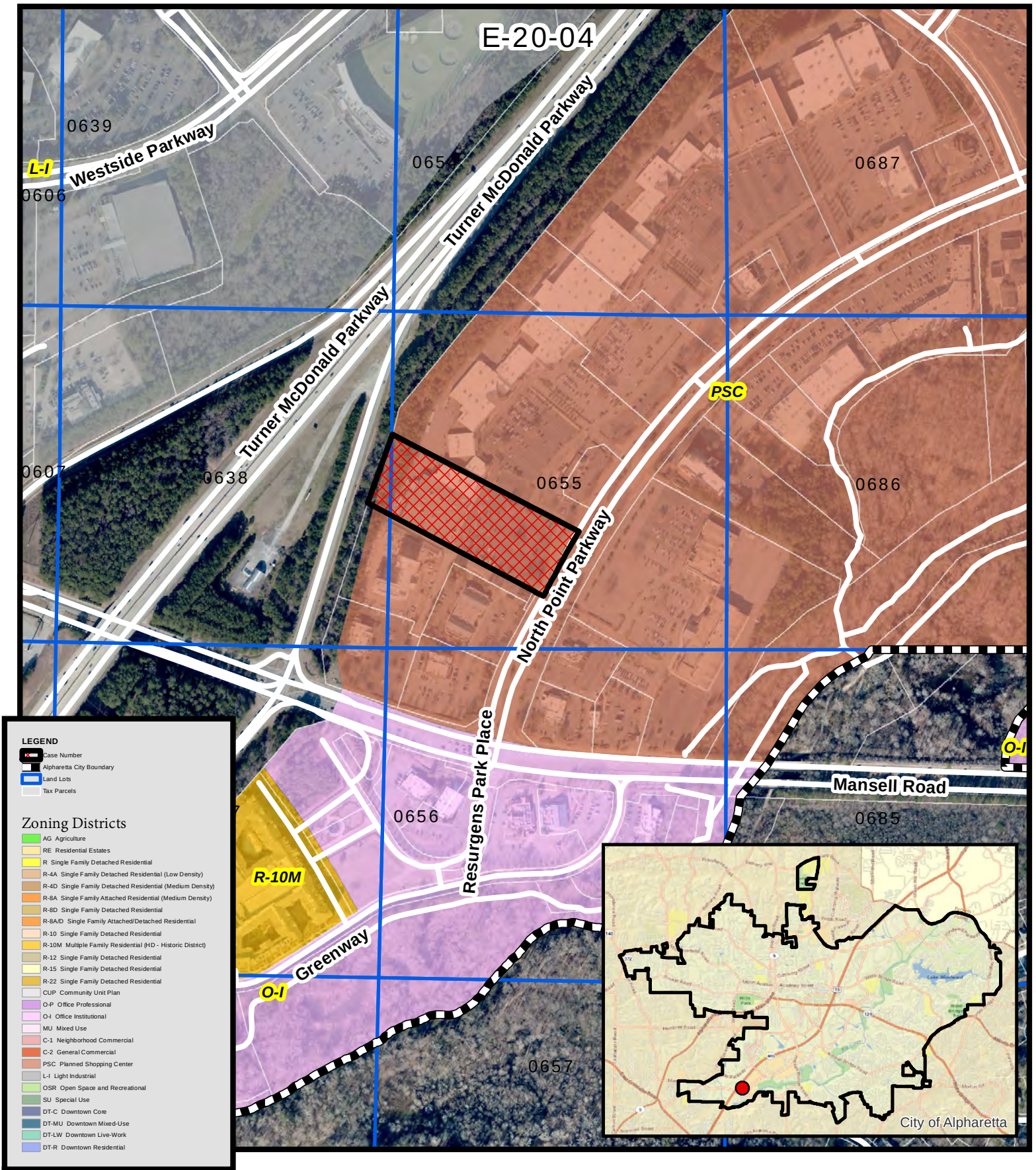
Future Land Use

Burlington Sign Exception

E-20-04
D/LL: 1/2/655
CC: 5/26/20

Location Map Provided by:
Community Development - GIS



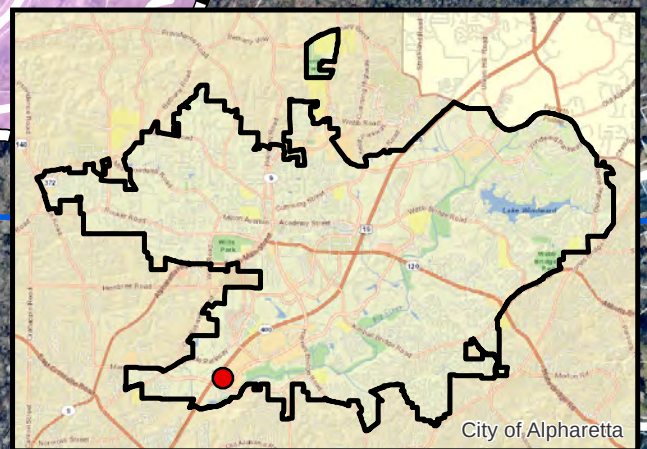


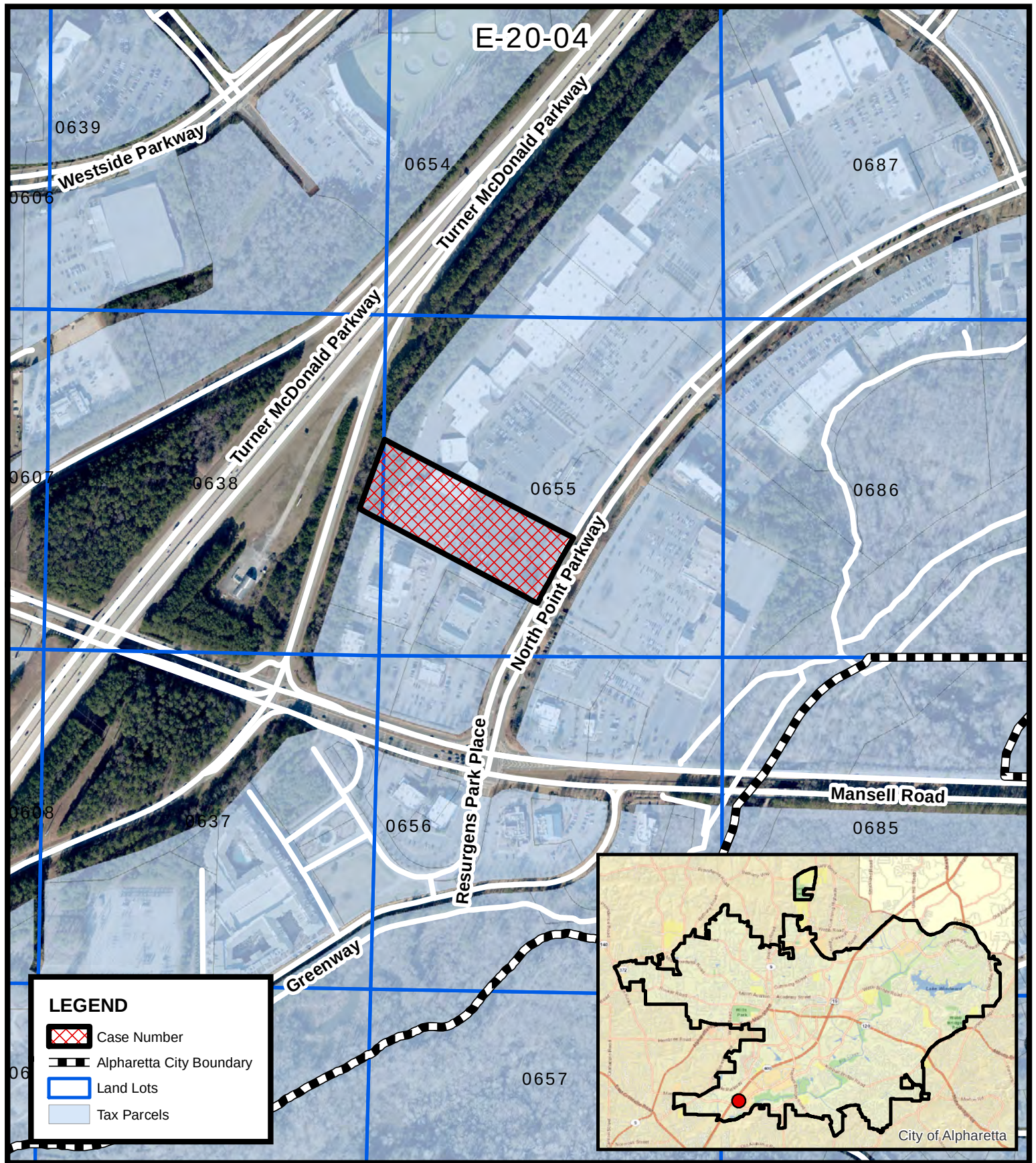
Zoning Map Burlington Sign Exception



E-20-04
D/L/L: 1/2/655
CC: 5/26/20

Location Map Provided by:
Community Development - GIS





Location Map Burlington Sign Exception

E-20-04
D/LL: 1/2/655
CC: **6/01/20**



Location Map Provided by:
Community Development - GIS

Burlington Sign Exception 2.12.2020

[illegible]

CITIZEN PARTICIPATION FORM - PART B

This form must be completed and submitted to the City of Alpharetta Community Development Department a minimum of twenty (20) working days prior to the scheduled Public Hearing. Failure to do so will result in cancellation of the scheduled hearing.

Public Hearing or Project Name: Burlington Sign Exception -7731 North Point Parkway

Contact Name: Jeff Katims, AICP Telephone: (954) 475-3070

Please describe comments and concerns provided by any and all individuals contacted as part of the the Citizen Participation Program. If any individuals provided written correspondence, please attach copies of same to this report.

No comments resulted from individuals contacted as part of the CPP, including CZIM.

Method by which these individuals were contacted. Please mark all that apply. *Please provide samples of any and all written communications used to provide notification.*

- | | |
|--|--|
| ☒ Letter | ☐ Personal Visits |
| ☐ Telephone | ☐ Group Meeting |
| ☐ Email | ☐ Other <i>(Please Specify)</i> _____ |

Attach a list of people who have been notified of this application and provided information describing the subject proposal. Please note that ALL adjoining property owners MUST be notified.

(provided w/ application submittal)

I, the undersigned, as an authorized representative of the applicant and Public Hearing item identified above, do solemnly swear and attest, subject to criminal penalties for false swearing, that the information provided in this Citizen Participation Form - Part B and in any and all documents provided in support of this report are true and accurate. I further understand that any false statements provided by representatives of the applicant as part of this report may result in penalties up to and including denial of the subject application.

Signature of Authorized Agent: _____

Date: February 14, 2020

Print Form

January 30, 2020

RE: CASE NO. E-20-04

Dear Property Owner:

Burlington Stores has filed a public hearing application with the City of Alpharetta for consideration of an exception request to allow a second wall sign on the primary façade of its store located at 7731 North Point Parkway. The sign would measure 16 square feet and would not be illuminated.

The Community Zoning Information Meeting will be held on Wednesday, February 12, 2020 from 6:00 p.m to 7:00 p.m. in the Community Room at City Hall. This is an informal, drop-in style meeting to allow the Public to view current applications and speak with the applicants.

The City Council hearing is scheduled for March 23, 2020 at 6:30 p.m. at City Hall.

If you have any questions, please contact me by email at jeff@floridaplanning.net or by phone at (954) 475-3070.

Sincerely,

Jeff Katims

01/08/2020

E-20-04

BURLINGTON SIGN EXCEPTION

CITY OF ALPHARETTA

FOR OFFICE USE ONLY

PUBLIC HEARING APPLICATION

Case #: _____

☐ Fee Paid Initial: _____

COMMUNITY DEVELOPMENT DEPARTMENT

2 PARK PLAZA

ALPHARETTA, GA 30009

1. This page should be the first page in each of your completed application packets.
2. It is preferred that all responses be typed. Illegible applications will not be accepted.
3. Prior to signing and submitting your application, please check all information supplied on the following pages to ensure that all responses are complete and accurate. Incomplete applications will not be accepted.
4. Payment of all applicable fees must be made at the time of application. Payment may be made via cash, credit card (American Express, Master Card or Visa), or check made payable to "City of Alpharetta."
5. Applications will be accepted only on the designated submittal dates between the hours of 8:30 AM and 3:30 PM.
6. If you have any questions regarding this form, please contact the Community Development Department by calling 678-297-6070.

Contact Information:

Contact Name: Jeff Katims Telephone: (954) 475-3070

Address: 3350 NW 53 Street Suite: 101

City: Fort Lauderdale State: FL Zip: 33317 Fax: n/a

Mobile Tel: (954) 554-8894 Email: jeff@floridaplanning.net

Subject Property Information:

Address: 7731 North Point Parkway Current Zoning: PSC

District: 12 Section: _____ Land Lot: 638,655 Parcel ID: 12 250006380287

Proposed Zoning: n/a Current Use: Vacant Commercial

This Application For *(Check All That Apply):*

- | | | |
|---|--|---|
| ☐ Conditional Use | ☐ Master Plan Amendment | ☒ Exception |
| ☐ Rezoning | ☐ Master Plan Review | |
| ☐ Variance | ☐ Public Hearing | |
| ☐ Comprehensive Plan Amendment | ☐ Other <i>(Specify):</i> _____ | |

01/08/2020



BURLINGTON SIGN EXCEPTION

E-20-04

3350 NW 53rd Street
Suite 101
Ft. Lauderdale, FL 33309
P. 954.475.3070
F. 954.475.9550

FLORIDAPLANNING.NET

December 31, 2019

Michael Woodman, Senior Planner
Department of Community Development
Planning & Zoning Division
City of Alpharetta
2 Park Plaza
Alpharetta, GA 30009

Re: Application for Sign Exception

Dear Mr. Woodman:

Enclosed, please find a Sign Exception application for the Burlington store that will be opening at 7731 North Point Parkway, formerly Toys R Us. Toys R Us has engaged Raider Hill Advisors to liquidate its 284 properties nationwide, including this location. As such, Raider Hill Advisors has executed the application as owner.

Burlington requests an exception to allow a second sign on its primary façade. The second sign measures 16 square feet in area, and is located at pedestrian level adjacent to the store entrance, shown as sign "C" on the elevation drawings made part of the application. As part of this request, Burlington proposes to transfer 16 square feet from the unused southwest-facing corner-side signage allowance.

Burlington's "heart" logo is an integral part of the company's branding. The location of the logo adjacent to the entrance is a feature that is employed on the Burlington stores nationwide. Note that the requested sign is not illuminated, and is not visible from a distance because of its placement at pedestrian-level. The requested sign exception is authorized by Subparagraphs 4.5.4. A and 4.B.1.d. (relief, if granted, would not cause detriment to the public good or impair the purpose and intent of the ordinance).

Enclosed are the following documents:

- Public hearing application
- Applicant request and intent form
- Property owner authorization
- Check in the amount of \$1,025.00
- Disclosure form
- Property survey
- Store elevations and sign details
- Citizen Participation Form Part A



01/08/2020

E-20-04
BURLINGTON SIGN EXCEPTION

- 500' radius map
- Mail Notification List

Thank you again for the assistance you provided regarding application preparation.

Sincerely,



Jeff Katims, Managing Principal
The Mellgren Planning Group



01/08/2020BURLINGTON SIGN EXCEPTION

APPLICANT REQUEST AND INTENT

What is the proposed use(s) of the property?

Junior department store (no change).

Applicant's Request (Please itemize the proposal):

Request for a second identity (logo) sign on the primary (southeast) facade using 16 square feet of unused sign allowance from the corner side (southwest) facade. The corner side will not contain any identity signage.

Applicant's Intent *(Please describe what the proposal would facilitate).*

The sign exception would allow Burlington to place its "heart" logo adjacent to the entrance of its store consistent with its nationwide store design.

01/08/2020

BURLINGTON SIGN EXCEPTION

PROPERTY OWNER AUTHORIZATION

Property Owner Information:Contact Name: Bryan Zabell Telephone: 216-750-8000Address: 25700 Science Park Dr Suite: 270City: Beachwood State: OH Zip: 44278Authorization:

I do solemnly swear and attest, subject to criminal penalties for false swearing, that I am the legal owner, as reflected in the records of Fulton County, Georgia, of the property identified below, which is the subject of the attached Application for Public Hearing before the City of Alpharetta, Georgia.

As the legal owner of record of the subject property, I hereby authorize the individual named below to act as the applicant in the pursuit of the Application for Public Hearing in request of the items indicated below.

- | | |
|---|--|
| ☐ Annexation | ☐ Special Use |
| ☐ Rezoning | ☐ Conditional Use |
| ☐ Variance | ☐ Master Plan |
| ☐ Land Use Application | ☒ Other Sign exception |

Identify Authorized Applicant:Name of Authorized Applicant: Burlington Coat Factory Telephone: (609) 387-7800

Address: _____ Suite: _____

City: 4287 Rte 130, South Edgewater Park State: NJ Zip: 08010So Sworn and Attested:Owner Signature:  Date: 12-30-19

*Bryan B. Zabell, Managing Director of Boulder Hill Advisors,
an authorized signatory for TBN 2005 BE LLC*

Notary:Notary Signature: Daniele Bettiskey  DANIELE BETTISKEY
NOTARY PUBLIC - OHIO
Date: 12-30-19
MY COMMISSION EXPIRES
JUNE 24, 2020

DISCLOSURE FORM

The Official Code of Georgia Annotated requires disclosure of campaign contributions to government officials by an applicant or opponent of a rezoning or public hearing petition (O.C.G.A. 36-67 A-1).

Applicants must file this form with the City of Alpharetta Community Development Department within ten (10) days after filing for rezoning or public hearing. Opponents to a rezoning or public hearing petition must file this form five (5) days prior to the Planning Commission meeting at which the subject rezoning or public hearing petition is scheduled to be heard.

Name of Applicant or Opponent:

Burlington Coat Factory Warehouse Corporation

Subject Public Hearing Case:

Campaign Contribution Information:

Please provide the requested information for each contribution with a dollar amount or value of \$250 or more made within the past two (2) years to an Alpharetta Official by the individual identified above. Please use a separate form for each Alpharetta Official to whom such a contribution as been made.

If the individual identified above has made no such contributions to an Alpharetta Official within the past two (2) years, please indicate this by entering "N/A" on the appropriate lines below.

Name of Official:

N/A

Position:

N/A

Description of Contribution:

N/A

Value:

0

Description of Contribution:

N/A

Value:

0

Description of Contribution:

N/A

Value:

0

Description of Contribution:

N/A

Value:

0

Description of Contribution:

N/A

Value:

0

Campaign Contribution Information:

I do solemnly swear and attest, subject to criminal penalties for false swearing, that the information provided in this Disclosure Form is true and accurate and that I have disclosed herein any and all campaign contributions made to an Official of the City of Alpharetta, Georgia in accordance with O.C.G.A. 36-67 A-1.

By: Signature:

Burlington Coat Factory Warehouse Corporation
Michael Shanahan
SVP REAL ESTATE

Date:

12/10/19

Exception Justification

Subsection 4.5.4. authorizes exceptions to the Unified Land Development Code (“ULDC”). Subparagraph A.2., which identifies the ULDC provisions from which exceptions are authorized, includes signage in accordance with a coordinated signage plan. Paragraph B. lists the standards for approval, as follows:

B. *Standards for Approval.*

1. An exception may be granted upon a finding that:

- a. There are extraordinary and exceptional conditions pertaining to the particular piece of property in question because of size, shape or topography; or

Applicant response: Not applicable.

- b. The application of the Ordinance to this particular piece of property would create an unnecessary hardship; or

Applicant response: The application of the sign regulations creates an unnecessary hardship for Burlington by precluding the company’s non-illuminated pedestrian-level logo on the primary façade, which is part of Burlington’s nationwide store design. The sign regulations do not allow a second sign on the primary façade, even though a second sign-eligible façade will remain free of the entitle signage.

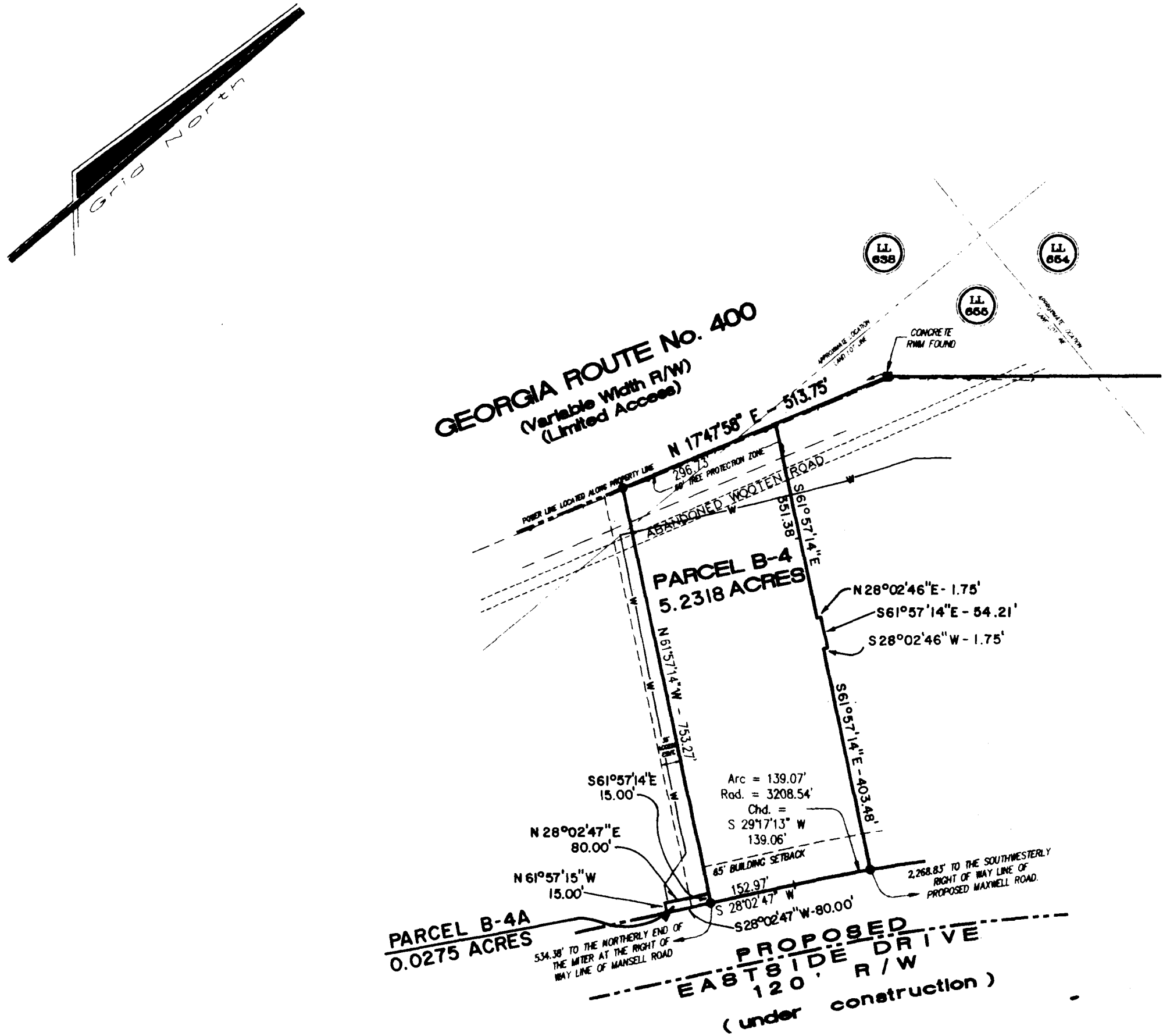
- c. There are conditions that are peculiar to the property which adversely affect its reasonable use or usability as currently zoned; or

Applicant response: Not applicable.

- d. Relief, if granted, would not cause substantial detriment to the public good or impair the purpose and intent of the Ordinance.

Applicant’s response: The requested relief, to allow a second sign measuring 16 square feet, would not cause any detriment to the public good, nor impair the purpose and intent of the Ordinance. The proposed sign is both small, not illuminated, and placed at pedestrian level above the sidewalk, and is therefore not visible from the street (more than 400 feet away). The sign will be visible primarily to pedestrians adjacent to the store. Additionally, the proposed sign would utilize unused sign area from the corner-side façade, thereby constituting a very minor transfer of sign allowance between facades and not exceeding the aggregate permitted signage for the store.

BURLINGTON SIGN EXCEPTION			E-20-04		
NO.	DATE	DESCRIPTION	NO.	DATE	DESCRIPTION
2	2-5-93	REMOVED SLOPE & CONST. ESMT.	2	6-17-93	ADD PARCEL B-4A.
1	1-20-93	INITIAL RELEASE	1	2-5-93	REMOVE SLOPE & CONST. ESMT.



This plat was prepared for the exclusive use of the person, persons, or entity named in the certificate hereon. Said certificate does not extend to any unnamed person without an express recertification by the surveyor naming said person.

This map or plat has been calculated for closure and is found to be accurate within 1 foot in 62,942 feet.

This plat has been prepared using a theodolite reading directly to 1 second and an electronic distance measuring device reading directly to 1, one thousandth of a foot.

The field data upon which this map or plat is based has a closure precision of (1) foot in 375,304 feet and an angular error of 0 seconds per angle point, and was adjusted using compass rule.

Information regarding the reputed presence, size, character and location of existing underground utilities and structures is shown hereon. There is no certainty of the accuracy of this information and it shall be considered in that light by those using this drawing. The location and arrangement of underground utilities and structures shown hereon may be inaccurate and utilities and structures not shown may be encountered. The owner, his employees, his consultants and his contractors shall hereby distinctly understand that the surveyor is not responsible for the correctness or sufficiency of this information.

FLOOD HAZARD NOTE
This property does not lie within a 100 year flood hazard zone as defined by the F.E.M.A. Flood Insurance Rate Map of FULTON COUNTY, Community Panel Number 130084-0001-B, dated FEB. 15, 1978.

- LEGEND
- P.O.B. POINT OF BEGINNING
 - D.E. DRAINAGE EASEMENT
 - RWM RIGHT OF WAY MONUMENT
 - RCP REINFORCED CONCRETE PIPE
 - CMP CORRUGATED METAL PIPE
 - P- OVERHEAD POWER LINE
 - S- SANITARY SEWER LINE
 - STORM SEWER/DRAINAGE LINE

NOTE: This site and the area adjacent to it are currently under construction.
Improvements not shown.



FOR THE FIRM
TRAVIS PRUITT & ASSOC., P.C.

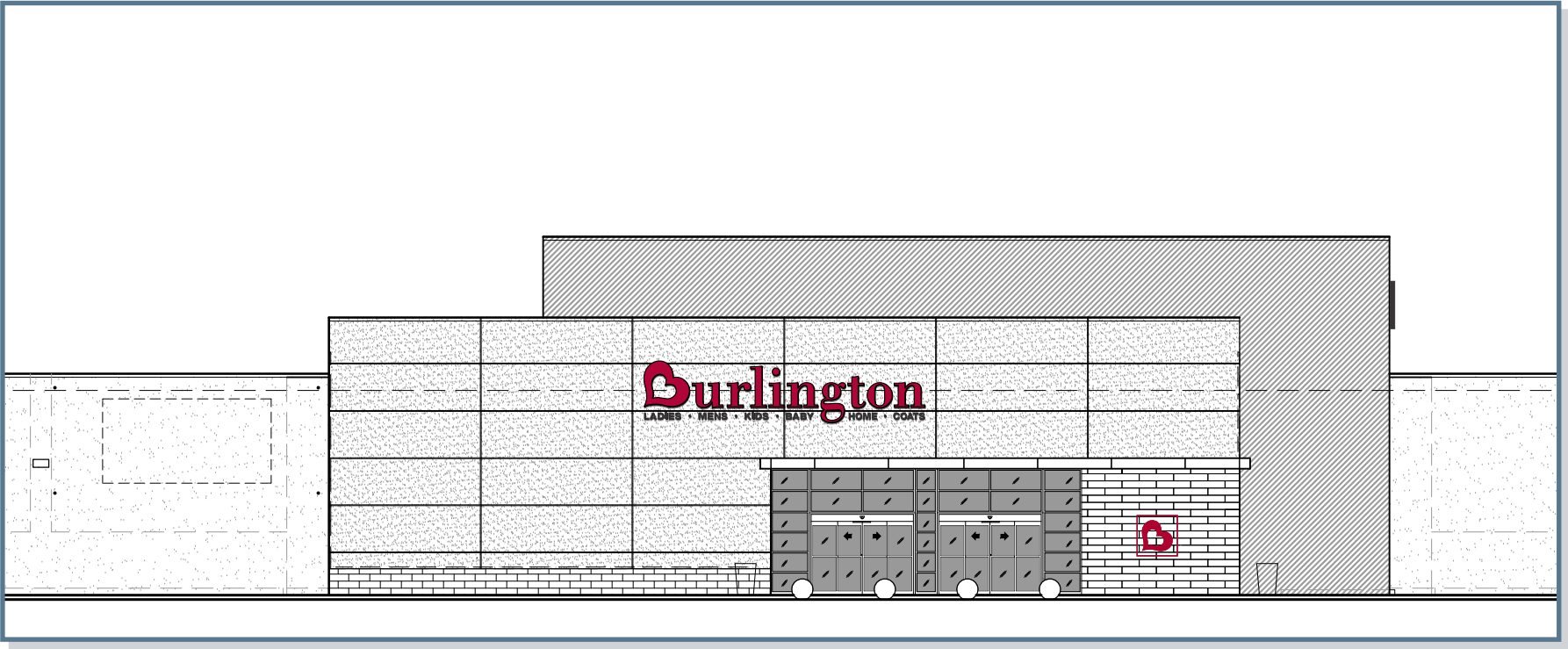
Alpharetta, GA.
TRU#8847

SURVEY FOR:
TOYS "R" US, INC. A DELAWARE CORPORATION,
OLD REPUBLIC NATIONAL TITLE INSURANCE COMPANY
AND MANSELL CROSSING ASSOCIATES
LAND LOTS 638 & 655
1st DISTRICT 2nd SECTION
CITY OF ALPHARETTA
FULTON COUNTY, GEORGIA
SCALE : 1" = 200' JANUARY 20, 1993
GRAPHIC SCALE - IN FEET

100 0 200 400 600 800

TRAVIS PRUITT & ASSOCIATES, P.C.
Consultants, Engineers & Surveyors
1901 Montreal Road - Suite 115
Tucker, Georgia 30084
Phone: (404) 938-0117 Fax: (404) 939-1243

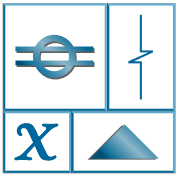
JN:92298 WN:122-RW-137 PTN:125-PT-1291 FN:116-C-1036B



STORE NO. 1171

EXTERIOR SIGN: PLANNING SUBMITTAL

NOVEMBER 21, 2019



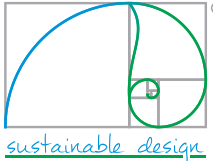
BLAIR SIGN
PROGRAMS

Nick Zahner
9932 Prospect Ave Studio 137
Santee, CA 92071
NickZ@blairsign.net
Northern California: (510) 337-9020 Southern California: (619) 792-1600
(510) 337-9029 fax (619) 792-1608 fax
California License #677503

- Design / Build
- Master Sign Programs
- Re-Image / Re-Model
- Property Branding
- Sustainable Relevance
LEED • CalGreen • Governance



TITLE 24

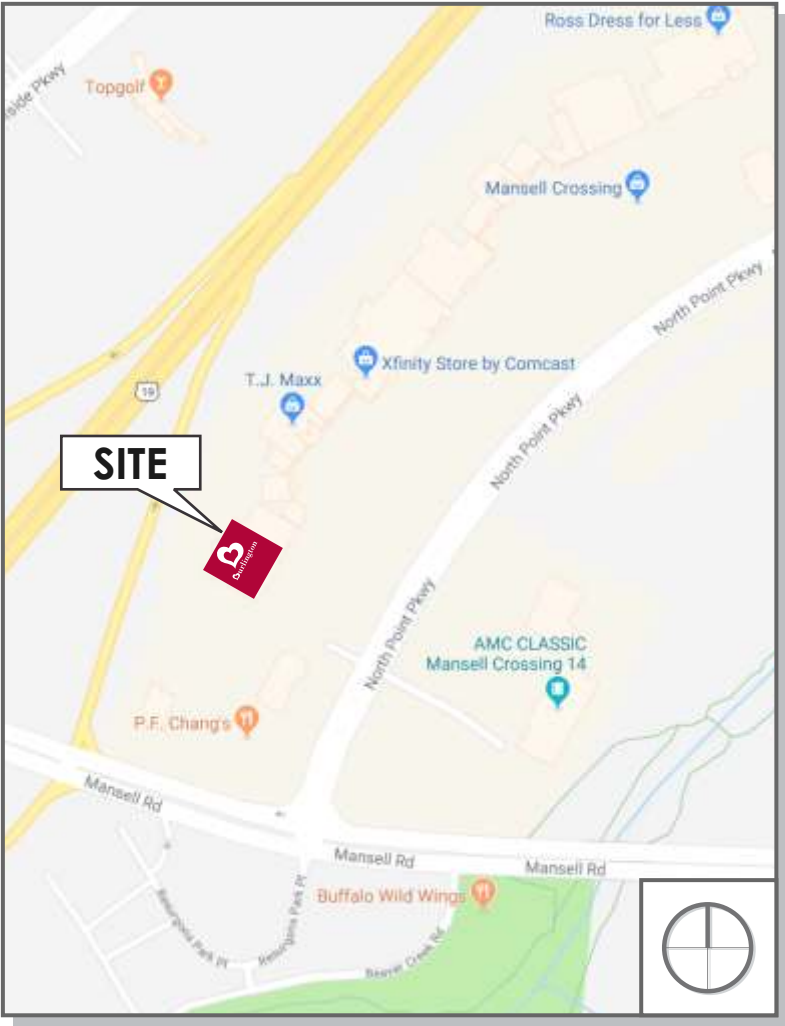


MANSELL CROSSING
7731 North Point Parkway
Alpharetta, GA 30022



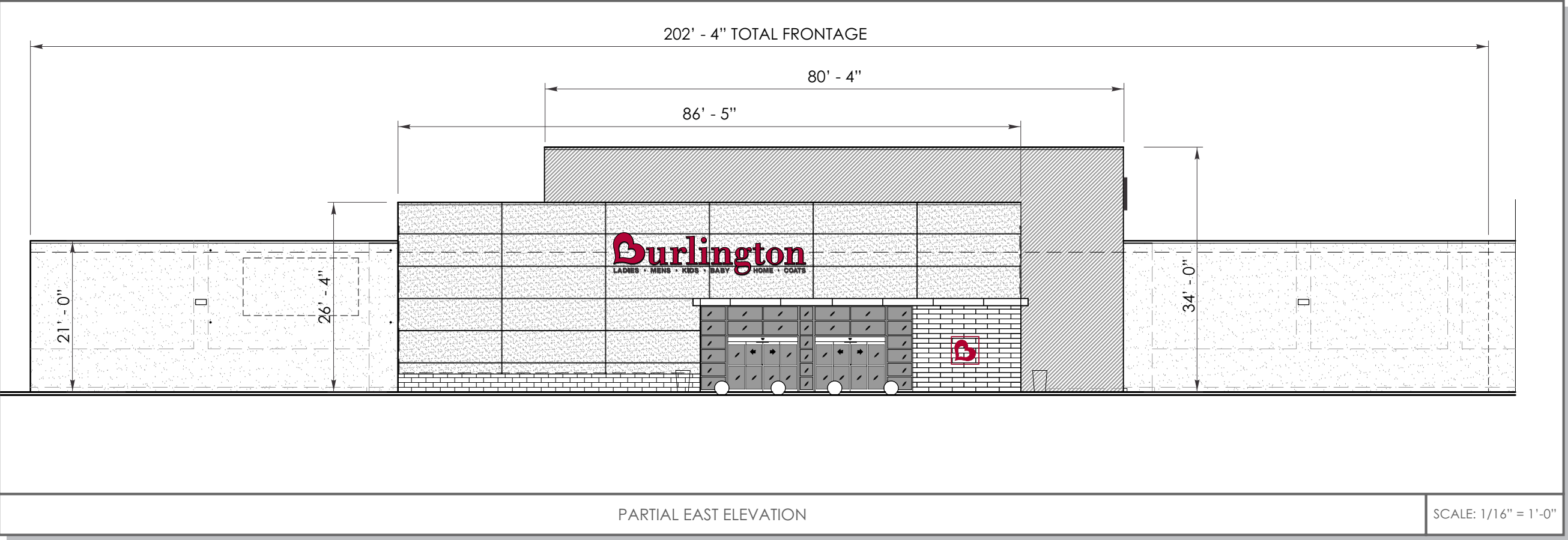
SITE PLAN

SECTION I: BUILDING SIGNS			
SIGN TYPE	SIGN DESCRIPTION	ALLOWED	PROPOSED
A	Channel Letters	156 Sq. Ft.	155 Sq. Ft.
B	Illuminated "Heart-B" Logo		20 Sq. Ft.
C	FCO "Heart-B" Logo		16 Sq. Ft.
BUILDING SIGN TOTAL		200 Sq. Ft.	191 Sq. Ft.
SECTION II: GROUND SIGNS			
N/A	N/A		
SECTION III: CONSTRUCTION			
A	Channel Letter Detail		
A	Tag Line Channel Letter Detail		



VICINITY MAP

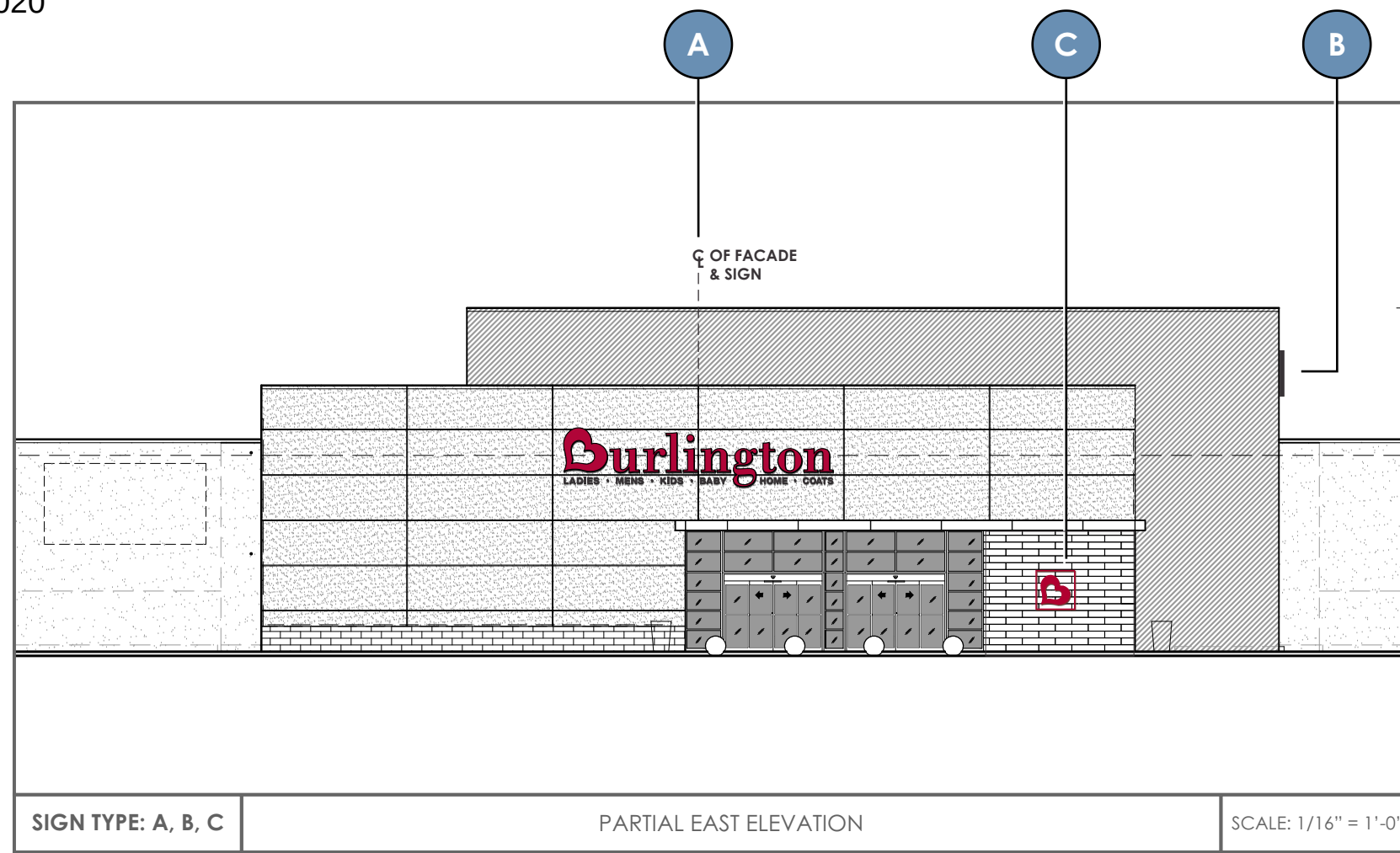
VICINITY MAP
SITE PLAN



EAST ELEVATION

SECTION I

NOTES:
All dimensions, site and installation
conditions, including access and
attachment methods, etc. to be verified.



SCOPE OF WORK

Sign(s) Type: A

Manufacture and Install:

(1) One Set of Internally (LED) Illuminated Remote Channel Letters

“Burlington” Letters:

- Body:
5" Deep, .040" Aluminum Returns
Pre-painted Black (Satin Finish)
w/ .063" Aluminum Backs.
- Faces:
3/16" White Acrylic with 1st Surface
Burlington Red Translucent Vinyl,
1" Black Trim Cap.
- Illumination:
Red LED's.

“Tag Line” Letters:

- Body:
3" Deep, .040" Aluminum Returns
Pre-painted Black (Satin Finish)
w/ .050" Aluminum Letter Backs.
- Faces:
3/16" Clear Plex with 1st Surface
3M #3635-222 Perforated Black Vinyl
2nd Surface 3M 30% Diffuser,
1" Black Trim Cap.
- Illumination:
White 6500k LED's.

Incoming Power/Access:

Primary Circuit(s) by Others, Reasonable Access Required within Six Feet (6') of Center of Sign (Behind Wall).

NOTE:

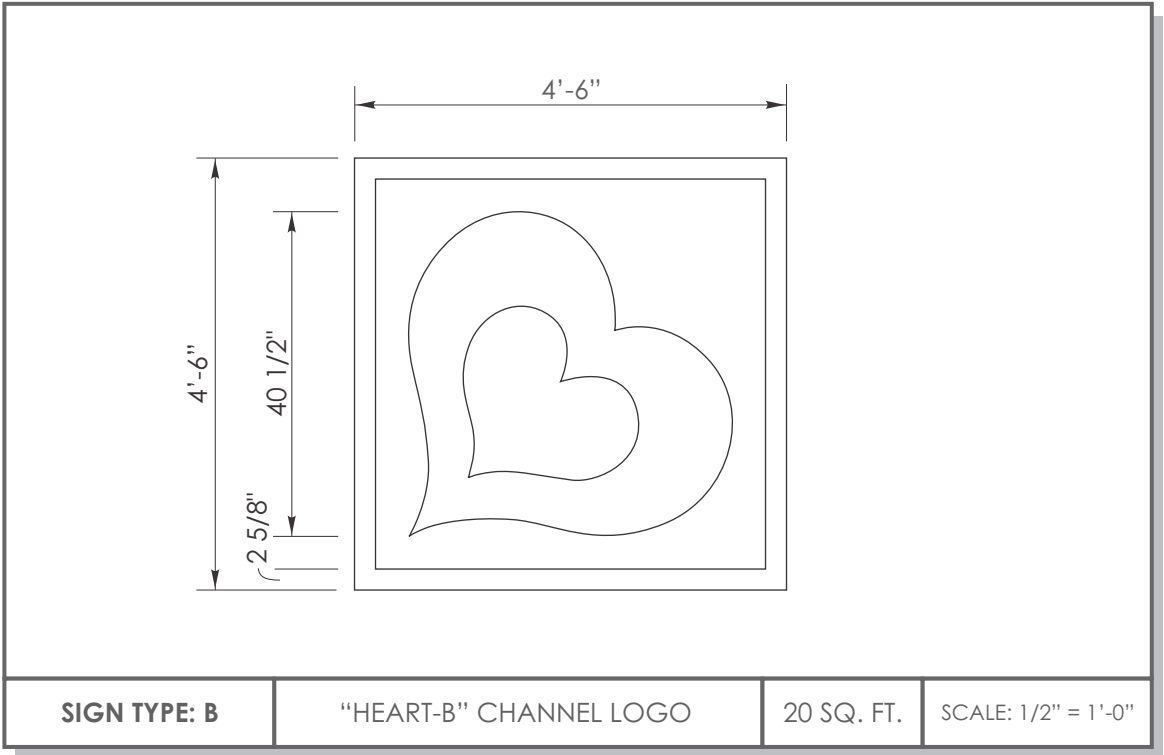
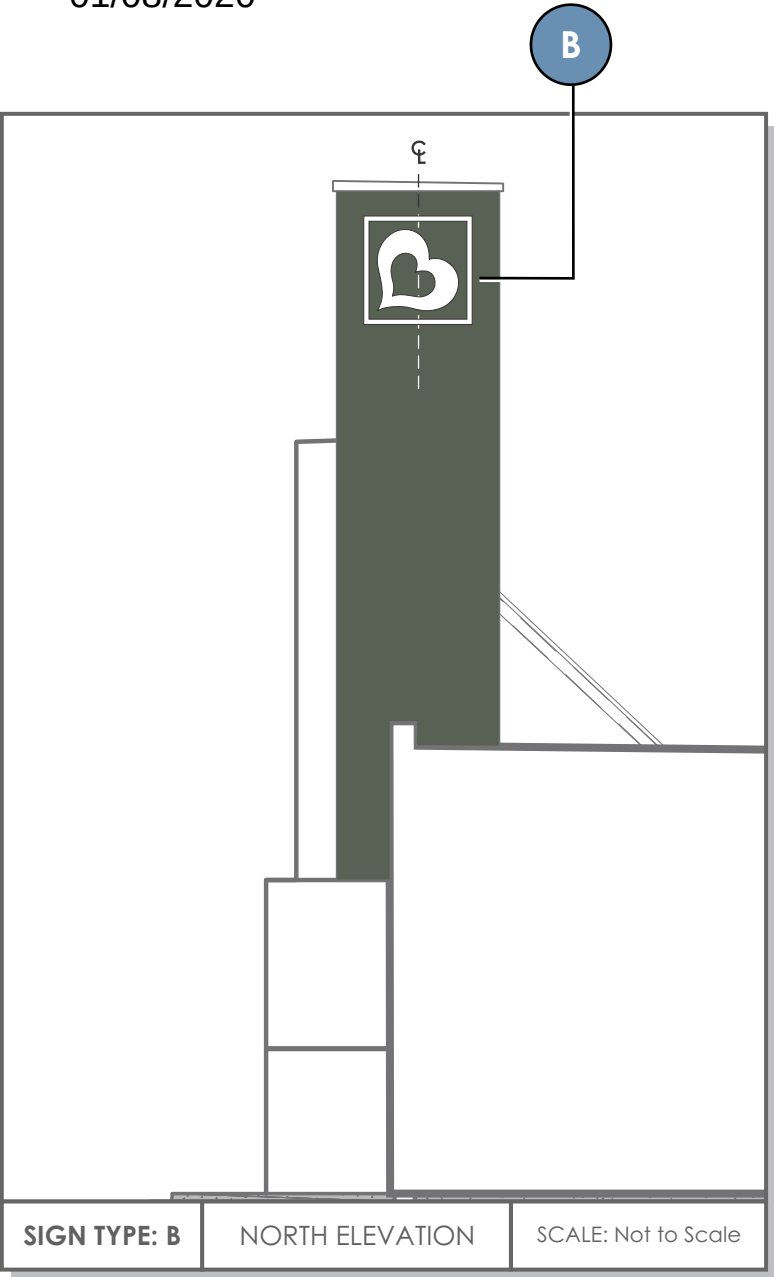
Scope of work for sign B and C is on following sheets.

**SIGN TYPE: A**

SECTION I

NOTES:

NOTES:
All dimensions, site and installation conditions, including access and attachment methods, etc. to be verified.



SCOPE OF WORK

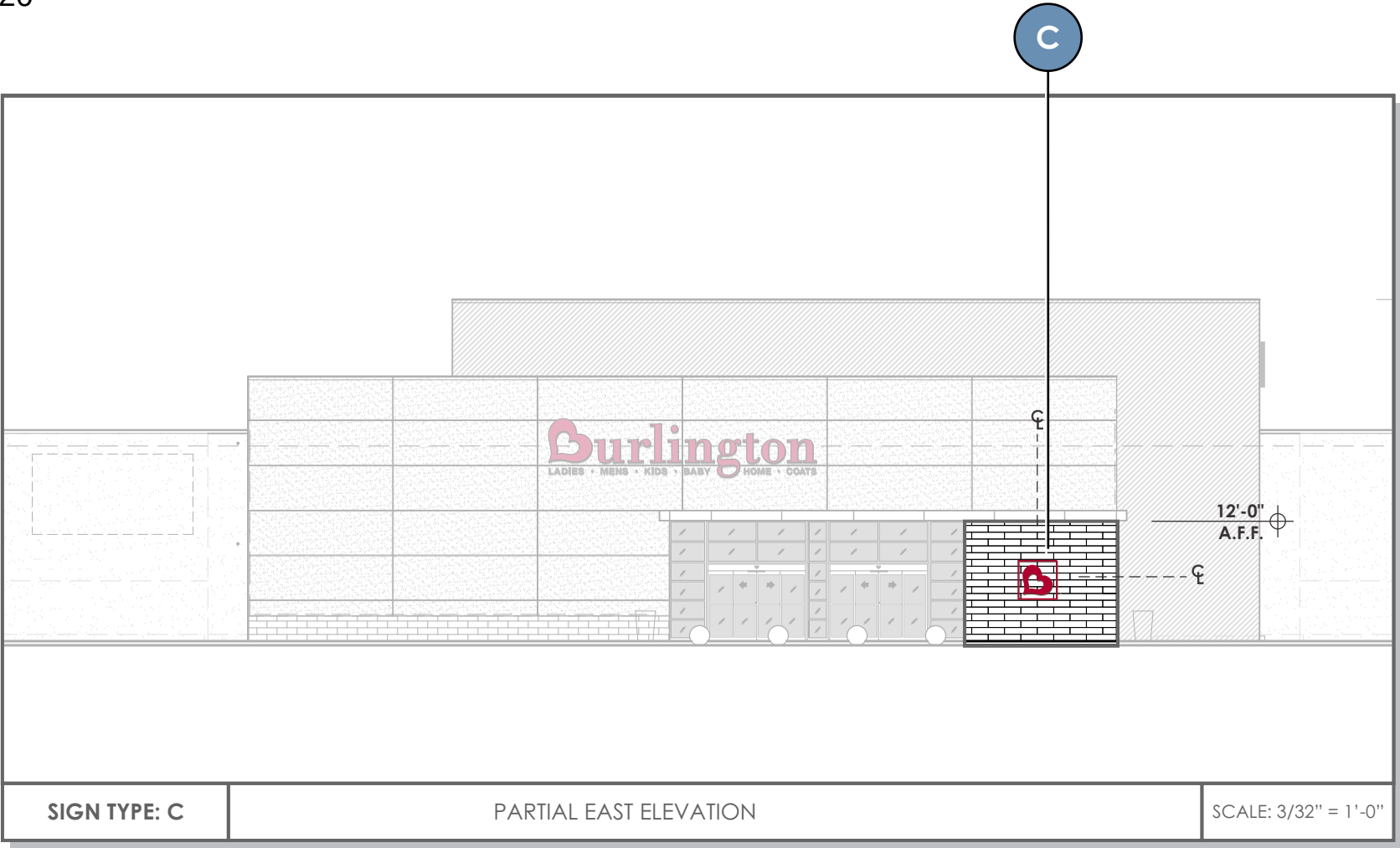
Sign(s) Type: B

Manufacture and Install:
(1) One Internally (LED) Illuminated Remote Channel Logo

"Heart B":
5" Deep, .040" Aluminum Returns Pre-painted Black (Satin Finish), 3/16" White Acrylic Faces, 1" Black Trim Cap, White LED's.

Incoming Power/Access:
120v Primary Circuit(s) by Others, Reasonable Access Required.

NOTES:
All dimensions, site and installation conditions, including access and attachment methods, etc. to be verified.



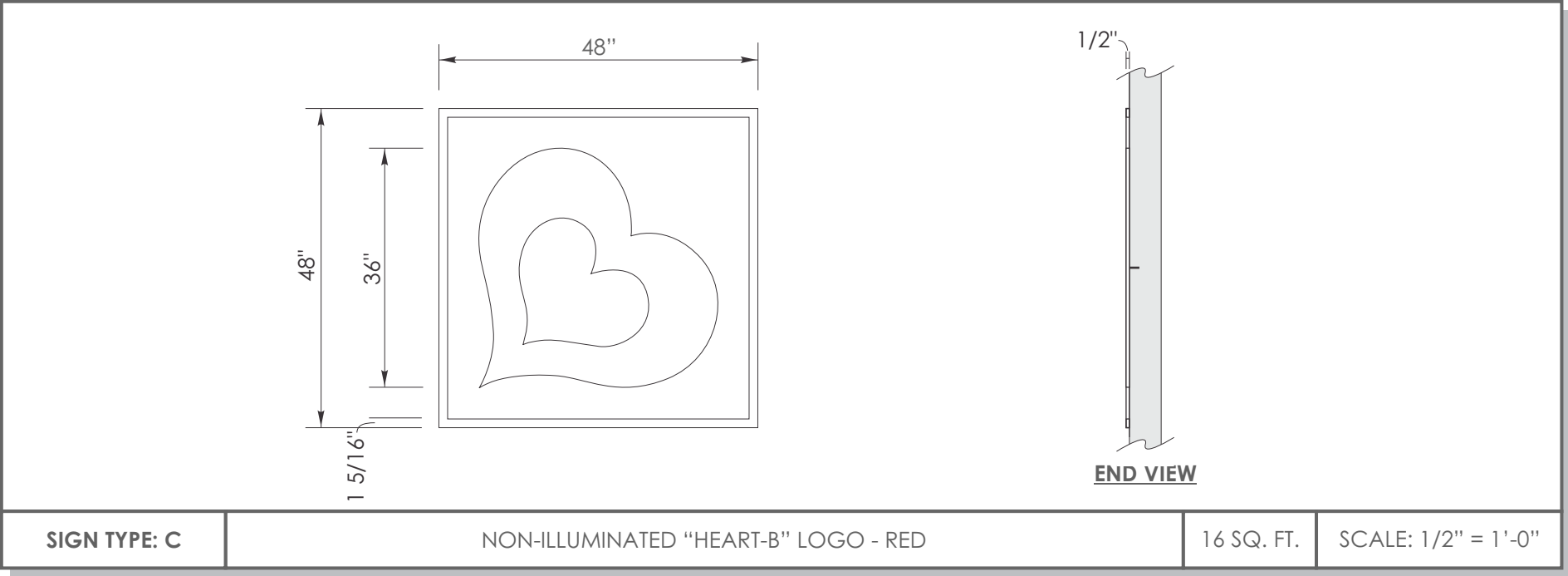
SCOPE OF WORK

Sign(s) Type: C

Manufacture and Install:
(1) One Non-Illuminated "Heart-B" Logo

"Heart-B" Logo:
1/2" Thk. FCO Acrylic painted to match PMS 207c, satin finish on face and returns.

Install:
Stud mount, flush to ceramic tile wall with D/F 3M VHB tape and clear silicone on backs of FCOs.



NOTES:
All dimensions, site and installation conditions, including access and attachment methods, etc. to be verified.



1	.040" Aluminum Returns Pre Painted Black (Satin Finish)	7	Power Supply w/ Enclosure (SNAP 2 Power Supply Box P.N. 980054C)*
2	1" Black Trim Cap	8	Attachment Anchor - Varies
3	3/16" White Acrylic w/ 1st Surface Translucent Burlington Red Vinyl (PMS 207c)	9	Disconnect Switch*
4	1/2" Pass Through*	10	1/4" Dia. Weep Hole (2) Per Letter. w/ Weep Hole Cover
5	"Red" LED Modules*	11	SS. Pan Head Screw Painted Black
6	.050" Aluminum Letter Backs up to 47"; .063" Aluminum Letter Backs 48" & Above	12	Incoming Power by Others

SIGN TYPE: A
C.L. DETAIL

SECTION III

The image shows three logos: the UL Listed logo (a circle with 'UL' and 'LISTED' below it), the Energy Star logo (a green leaf-like shape with 'UL' inside), and the Energy Verified logo (a green checkmark-like shape with 'UL' inside and 'Energy Verified' text to its right).

UL LABEL PLACEMENT
TO BE PLACED ON TOP OF LETTERS

Exterior - Red Channel Letters: Remote P/S



SIGN TYPE: A
TAG LINE C.L. DETAIL

SECTION III

UL LABEL PLACEMENT
TO BE PLACED ON TOP OF LETTERS

Exterior - Perforated Black Tag Line Channel Letters: Remote P/S

01/08/2020

BURLINGTON SIGN EXCEPTION

CITIZEN PARTICIPATION FORM - PART A

This form must be completed and submitted with the applicant's completed Public Hearing Application. Applications submitted to the City of Alpharetta without a completed Citizen Participation Form - Part A will not be accepted.

Public Hearing or Project Name: Burlington Sign Exception - 7731 North Point Pkwy

Contact Name: Jeff Katims Telephone: (954) 475-3070

The following people will be notified of this application and provided information describing the subject proposal. Please note that ALL adjoining property owners MUST be notified. Use additional pages as needed.

See Attached Mailing List

Method by which these individuals will be contacted. Please mark all that apply. If you select "Other," please provide a description of the method of contact that will be used.

- | | |
|--|---|
| ☒ Letter | ☐ Personal Visits |
| ☐ Telephone | ☐ Group Meeting |
| ☐ Email | ☐ Other (Please Specify) |

Please describe the method(s) by which these individuals will have the opportunity to respond or contact the applicant with questions or concerns about the proposal.

Via telephone, email and/or city "open house".

01/08/2020

BURLINGTON SIGN EXCEPTION

1	12 250006370338	SHOPS AT MANSELL LLC	7855 NORTH POINT PKWY	SHOPS AT MANSELL LLC 2022 US HIGHWAY 1 VERO BEACH FL 32960
2	12 250006380345	GREATER ATLANTA HOTEL LLC	7895 NORTH POINT PKWY	GREATER ATLANTA HOTEL LLC 116B TOMMY STALNAKER DR WARNER ROBINS GA 31088
3	12 250006550236	CENTRO WATT OPERATING	7660 NORTH POINT PKWY	CENTRO WATT OPERATING PTNRSHIP TWO LLC ATTN: KAREN DOYLE P O BOX 4900 DEPT 124 SCOTTSDALE AZ 85261-4900
4	12 250006550293	815 NORTH POINT PKWY	CENTRO WATT OPERATING	CENTRO WATT OPERATING PTNRSHIP TWO LLC C/O RYAN LLC TAX COMPLIANCE P.O. BOX 4900 DEPT 124 SCOTTSDALE AZ 85261-4900
5	12 250006550269	7800 EASTSIDE DR	DB TRIPLE DIPPER RESTAURANT LLC	DB TRIPLE DIPPER RESTAURANT LLC 6820 LBJ FRWY DALLAS TX 75240
6	12 250006550368	7925 MANSELL RD	MANSELL NORTH POINT LLC	MANSELL NORTH POINT L L C 3 PIEDMONT CENTER, SUITE 707 3565 PIEDMONT RD NE ATLANTA GA 30305-4657
7	12 250006560250	7900 NORTH POINT PKWY	FAMILY INVESTMENT GROUP LLC	FAMILY INVESTMENT GROUP LLC 1345 CHARLOTTESVILLE BLVD KNOXVILLE TN 37922-6663
8	12 250006550228	7601 NORTH POINT PKWY	ORIGINAL HONEY BAKED HAM CO	ORIGINAL HONEY BAKED HAM CO OF GA INC THE 3875 MANSELL RD ALPHARETTA GA 30022-1532
9	12 250006560243	2310 MANSELL RD	ARC CAFEUSA001 LLC	ARC CAFEUSA001 LLC C/O SOUTHERN RESTAURANT HOSPITALITY 6230 SHILOH RD STE 215 ALPHARETTA GA 30005
10	12 262006550173	7500 NORTH POINT PKWY	AHP HG ALPHARETTA LLC	AHP H6 ALPHARETTA LLC 5950 BERKSHIRE LN SUITE 850 DALLAS TX 75225
11	12 250006550312	0 NORTH POINT PKWY	CENTRO WATT OPERATING	CENTRO WATT OPERATING PTNRSHIP TWO LLC ATTN: REAL ESTATE TAX DEPT. 1 FAYETTE ST SUITE 150 CONSHOHOCKEN PA 19428
12	12 250006370353	7955 MANSELL RD	CAPTEC NET LEASE REALTY INC	CAPTEC NET LEASE REALTY INC 450 S ORANGE AVE STE 900 ORLANDO FL 32801-333
13	12 25006380287	7731 NORTHPOINT PKWY	TRU TWO THOUSAND FIVE RE I LLC	TRU TWO THOUSAND FIVE RE I LLC 2825 WILCREST DR 669 ATTN: TAX RECOJRSE HOUSTON TX 770

01/08/2020

E-20-04
BURLINGTON SIGN EXCEPTION

BURLINGTON SIGN EXCEPTION
500' MAIL NOTIFICATION MAP





City Council Meeting STAFF REPORT

Submitting Department: Finance

Submitted By:

Sponsored By:

Meeting Date: June 1, 2020

I. AGENDA ITEM TITLE: PUBLIC HEARING ON THE FISCAL YEAR 2021 BUDGET AND MILLAGE RATE LEVY

II. RECOMMENDATION:

The purpose of this hearing is to obtain public comment on the Recommended Fiscal Year 2021 Budget.

III. BUDGET IMPLICATIONS:

BUDGETED ITEM: NO

FISCAL IMPACT: YES

INCLUDED IN CURRENT FY CPTL BUDGET: NO

INCLUDED IN CURRENT FY OPRT.
BUDGET: NO

TOTAL PROJECT COST: \$142,316,592 (SEE ATTACHED
BUDGET EXCERPT).

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:

The FY 2021 Budget was distributed electronically to the City Council on April 30, 2020, and is available on the City's website as a downloadable pdf and available for filtering/analysis through the City's financial transparency site powered by OpenGov.

The Finance Department presented an overview of the operating and capital budget at the May 4th, May 18th, and May 26th City Council meetings.

Tonight is the first of three public hearings and the first of two votes on the FY 2021 Budget and Millage Rate Levy with the schedule as follows:

June 1, 2020:

Public Hearing

City Council Meeting

Budget Ordinance (1st Reading)

Millage Ordinance (1st Reading)

June 15, 2020:

Public Hearing

June 22, 2020:

Public Hearing

City Council Meeting

Budget Ordinance (2nd Reading)

Millage Ordinance (2nd Reading)

There have been no changes to the budget since the May 26th City Council Budget Work Session.

V. ALTERNATIVES:

VI. ATTACHMENTS:

FY 2021 Budget (excerpt)

Operating and Capital Budget For Fiscal Year 2021

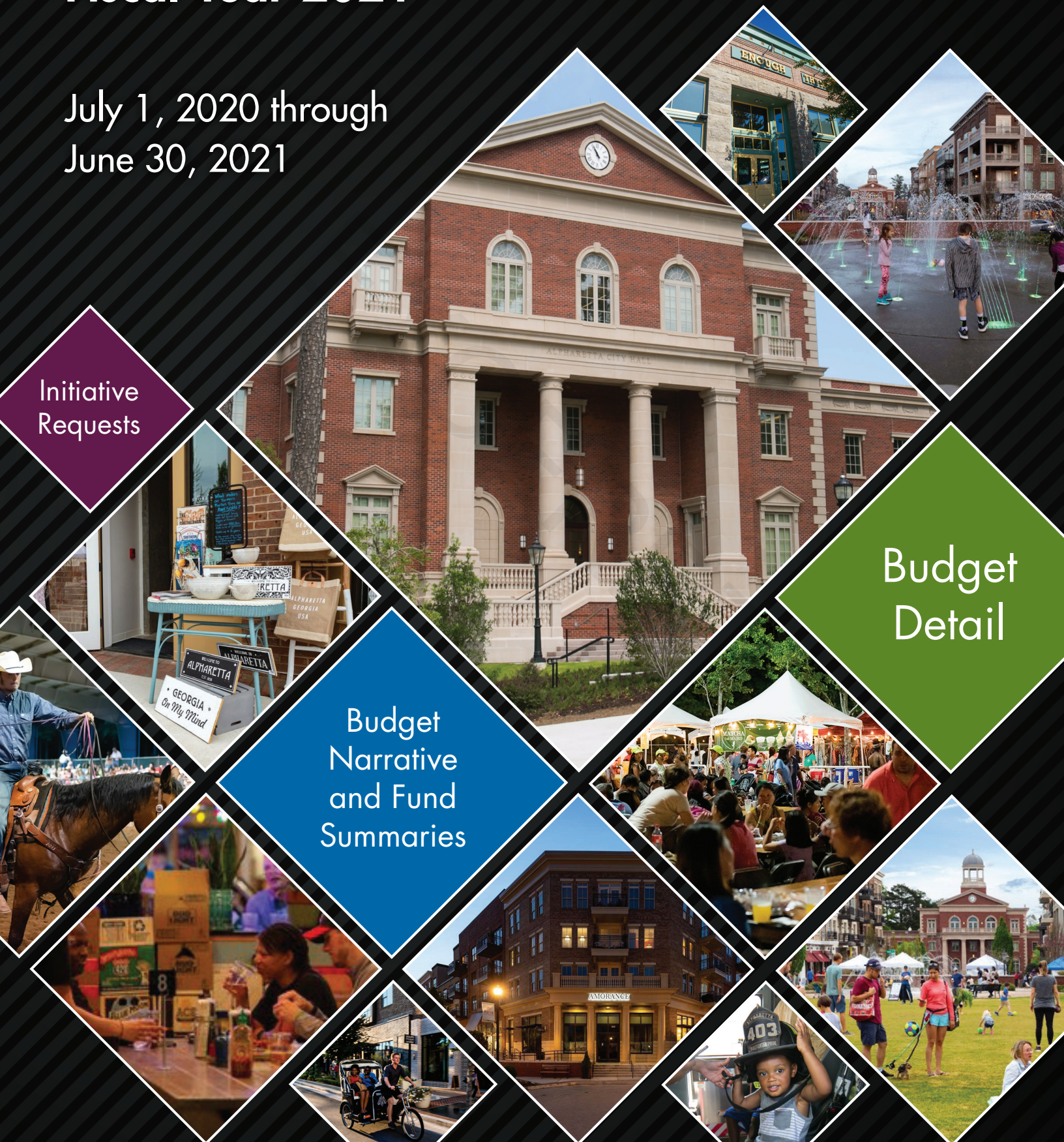
July 1, 2020 through
June 30, 2021

THE CITY OF
ALPHARETTA
GEORGIA

Initiative
Requests

Budget
Detail

Budget
Narrative
and Fund
Summaries



City of Alpharetta, GA

Prepared by:
Finance Department
2 Park Plaza
Alpharetta, GA 30009
Phone (678) 297-6094
Fax (678) 297-6063

Annual Operating & Capital Budget

for Fiscal Year 2021

(July 1, 2020 through June 30, 2021)



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MAYOR AND CITY COUNCIL

Mayor and City Council

DONALD MITCHELL
CITY COUNCIL (POST 1)



DMitchell@alpharetta.ga.us

BEN BURNETT
CITY COUNCIL (POST 2)



BBurnett@alpharetta.ga.us

KAREN RICHARD
CITY COUNCIL (POST 3)



KRichard@alpharetta.ga.us

JIM GILVIN
MAYOR



JGilvin@alpharetta.ga.us

Mission Statement

*TO MAKE A POSITIVE DIFFERENCE in the
community by efficiently managing public resources
and providing effective services and leadership that
exceed the expectations of our citizens.*

JOHN HIPES
CITY COUNCIL (POST 4)



JHipes@alpharetta.ga.us

JASON BINDER
CITY COUNCIL (POST 5)



JBinder@alpharetta.ga.us

DAN MERKEL
CITY COUNCIL (POST 6)



DMerkel@alpharetta.ga.us

EXECUTIVE MANAGEMENT TEAM

Executive Management Team



BOB REGUS
CITY ADMINISTRATOR



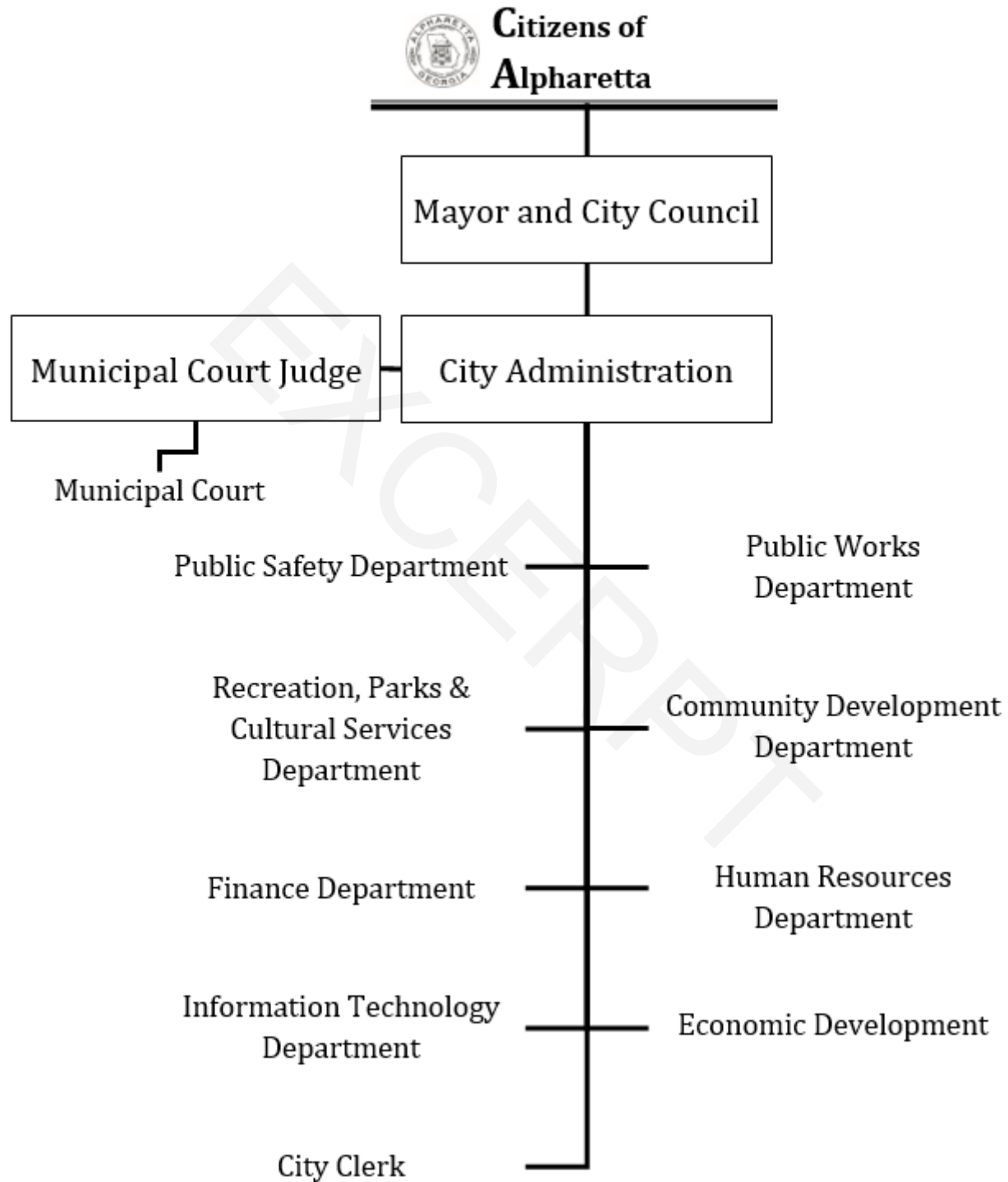
BRegus@alpharetta.ga.us

EXECUTIVE STAFF

James Drinkard	JDrinkard@alpharetta.ga.us	Assistant City Administrator
Barry Zimmerman	BLz@zimmermanattys.com	Chief Judge
John Robsion	JRobison@alpharetta.ga.us	Director of Public Safety
Pete Sewczwicz	PSewczwicz@alpharetta.ga.us	Director of Public Works
Morgan Rodgers	MRodgers@alpharetta.ga.us	Director of Recreation, Parks & Cultural Services
Kathi Cook	KCook@alpharetta.ga.us	Director of Community Development
Thomas G. Harris	THarris@alpharetta.ga.us	Director of Finance
Cris Randall	CRandall@alpharetta.ga.us	Director of Human Resources
Randy Bundy	RBundy@alpharetta.ga.us	Director of Information Technology
Erin Cobb	ECobb@alpharetta.ga.us	City Clerk

ORGANIZATIONAL STRUCTURE

Organizational Structure





2 PARK PLAZA
ALPHARETTA, GA 30009
PHONE: 678.297.6000
WWW.ALPHARETTA.GA.US

May 18, 2020

To the City Council and Citizens of Alpharetta:

We are pleased to present our Annual Operating and Capital Budget (line-item budget detail) for Fiscal Year 2021 (the "Budget") of the City of Alpharetta, Georgia. Our recommendations are based on direction provided at the City Council Retreat as well as a thorough review of our current financial status, revenue trends, economic data, and our standard of providing top level service while maintaining our focus on keeping Alpharetta an affordable option for our citizens and stakeholders.

The City of Alpharetta, like many cities in our region and throughout the world, is currently facing fiscal challenges as a result of the COVID-19 pandemic and associated social distancing policies. Current challenges include severe economic losses within the hospitality, restaurant, and arts/entertainment/recreation market segments, declining business investment and operations (including closures), job losses, reduced consumer spending (e.g. local option sales tax collections), declining consumer confidence in the economy, etc.

All of these factors have combined to limit revenue growth (e.g. Franchise Fees) and in many cases reduce revenues below prior-year levels (e.g. local option sales taxes, alcohol beverage excise taxes, licenses and permits, charges for services, etc.).

In light of the current economic challenges and its impact on city resources, staff has compiled a budget in line with our guiding principles that accomplishes the following:

- Tax-burden reductions for our homeowners approaching \$5 million annually (see section entitled *Taxpayer Savings* for more information).
- Continuation of the same high service levels our citizenry, business owners, and stakeholders expect from our city.
- Maintenance of the city's millage rate at 5.750 mills (flat with FY 2020).

MAYOR
JIM GILVIN

MAYOR PRO TEM
DONALD MITCHELL

COUNCIL MEMBERS
JASON BINDER
BEN BURNETT
JOHN HIPES
DAN MERKEL
KAREN RICHARD

CITY ADMINISTRATOR
ROBERT J. REGUS

INTRODUCTION AND OVERVIEW

- Alignment of departmental operating budgets to the city's short-term revenue outlook.
- Capital investment focused on maintaining and improving city infrastructure and assets (\$12.7 million) while reserving sufficient funds to provide flexibility for future prioritized capital investment (\$24 million).

Budget Process and Overview

In response to the economic challenges, our businesses and citizens have tightened their budgets and are doing more with less. And so too shall the City of Alpharetta.

The city has been proactive in realigning its spending to match the current economic reality. Spending during FY 2020 has been limited to essential items only and vacancies are filled on a priority basis with an emphasis on public safety operations. Proactive fiscal management has positioned us to more effectively approach the challenges in the FY 2021 Budget resulting from COVID-19.

The Fiscal Year 2021 Budget process began with an update of the city's financial condition, which was presented to the Mayor and City Council during the January 2020 City Council retreat. During this update, a financial plan was established which prioritized the use of available fund balance to most effectively position the city for financial success in the future. This information was also shared with the city's department directors during budget kick-off meetings.

However, 2020 operations and the 2021 budget plan changed in early March 2020 due to the COVID-19 pandemic and associated social distancing policies.

As provided monthly to the City Council through the Financial Management Reports, the Finance Department has closely monitored our revenue and expenditure trends and indicated that spending would need to be reduced for FY 2020 to compensate for the COVID-19 economic impacts.

City departments responded to the direction provided by the Finance Department and revised their 2021 budget requests to be in-line with current revenue estimates.

INTRODUCTION AND OVERVIEW

The FY 2021 Budget is balanced for all funds and totals \$142 million with the breakdown by fund type as follows:

FUNDS BY TYPE	\$	
General Fund	\$74,520,115	
Special Revenue Funds	12,319,188	(1)
Debt Service Fund	4,953,000	
Capital Project Funds	35,338,610	(1)
Solid Waste Fund	4,494,338	
Risk Management Fund	1,526,250	
Medical Insurance Fund	8,485,000	
OPEB Funds	680,091	
Total	\$142,316,592	

(1) Amounts contained herein represent new appropriations for FY 2021. Unexpended FY 2020 appropriations for City Council approved projects are re-appropriated annually pursuant to city policy.

Several of the major points of the FY 2021 Budget are as follows.

- Maintenance of the city's millage rate at 5.750 mills (flat with FY 2020).
- Tax-burden reductions for our homeowners approaching \$5 million annually including multiple homestead exemptions measures implemented in FY 2021 that will save our homeowners over \$360,000 in the 1st year alone (see section entitled *Taxpayer Savings* for more information). The city's homestead exemptions go great lengths in keeping Alpharetta an affordable place to live and retire.
- \$276,000 for targeted operational initiatives (please refer to the Operating Initiatives Request section of this document for detail of the requests).
- \$4.1 million reserve to further insulate operations from COVID-19 pandemic economic impacts such as a continued erosion of revenues beyond what is already forecasted for 2021.

INTRODUCTION AND OVERVIEW

- Management of personnel and compensation program to align with current market environment:
 - Staffing level at 452 full-time equivalents “FTE” with the funding breakdown as follows:
 - 445.5 full-time equivalents (funded);
 - 6.5 full-time equivalents (unfunded; budgetary savings of \$460,000); positions to remain vacant pending an identified funding source and workload justification.
 - Implementation of Evergreen Class & Compensation Study findings totaling \$620,000 annually;
 - Implementation of a one-time compensation payout in-lieu of the performance-based merit program:
 - One-time compensation payout will cost \$1 million citywide and approximates the standard performance-based merit program (3% pay adjustment on average). The one-time compensation payout is being funded through available fund balance from the fiscal year ended September 30, 2019 (allowable use of one-time funds).
 - Removal of the 2021 performance-based merit program from the base operation budget (\$250,000 savings for the 2021 budget; 3-month impact). Continuation of this program is currently a recommended operating initiative (please refer to the *Operating Initiatives Request* section of this document for detail of the requests).
 - Coverage of growth drivers including healthcare costs (5% increase citywide or \$493,433).
- Material reduction (-3% or -\$544,777) in departmental maintenance and operations budgets (General Fund) including controls on non-essential spending.
 - Net reduction is in excess of -6% after adjusting for the growth drivers including utilities (6% growth or \$160,150 due to approved rate adjustments by multiple utility providers), legal services (13% growth or \$100,000), risk insurance premiums (8% growth or \$52,750), and multiple items implemented during FY 2020 (+\$15,000 for office lease costs for the Special Investigations Unit, +\$50,000 for right-of-way maintenance for newly constructed streetscape improvements along Rucker Road and Morris Road, +\$30,000 for janitorial and landscape maintenance services for new park spaces such as Windward, Rucker, etc.).

INTRODUCTION AND OVERVIEW

Please refer to the Fund and Departmental Summary sections of this document for (1) multi-year revenue/expense statements on both a citywide and individual fund basis (e.g. Special Revenue Funds, Enterprise Fund, etc.) as well as (2) a personnel listing by department.

Budget and Millage Rate Hearings

As set forth under Georgia law and the City of Alpharetta Code, citizen input is solicited during the process of adopting the budget through publicly advertised meetings as follows.

DATE	ACTION
April 30, 2020	Distribute 2021 Mayor's Recommended Budget
May 4, 2020	Council Meeting
May 18, 2020	Council Meeting
May 26, 2020	Council Meeting
June 1, 2020	Public Hearing and Council Meeting (Budget) <i>1st reading of Budget Ordinance</i> <i>1st reading of Millage Rate Ordinance</i>
June 15, 2020	Public Hearing and Council Meeting (Budget)
June 22, 2020	Public Hearing and Council Meeting (Budget) <i>2nd reading of Budget Ordinance</i> <i>2nd reading of Millage Rate Ordinance</i>

Budget Issues and Priorities

The FY 2021 Budget formalizes numerous key financial factors which have been themes for several years within the government.

- ✓ Bond ratings;
- ✓ Cost of government;
- ✓ Taxpayer savings;
- ✓ Debt service payments;
- ✓ Expansion of departmental service levels;
- ✓ Maintaining an effective capital improvement program;
- ✓ Proper use of fund balance; and
- ✓ Funding recurring capital from operating budget.

INTRODUCTION AND OVERVIEW

Bond Ratings

The city's AAA bond rating was reaffirmed by Moody's and Standard & Poor's ("S&P") during April 2020 in conjunction with the sale of \$18 million (par) of City of Alpharetta General Obligation Bonds Refunding Bonds, Series 2020, for refunding of the outstanding Series 2012 General Obligation Bonds (saving over \$300,000 annually).

The AAA rating represents the highest rating available to municipalities and translates to significant savings to our citizens and stakeholders through reduced borrowing costs. This rating demonstrates the strongest creditworthiness relative to other US municipal or tax-exempt issuers and reflects the city's current sound financial position as well as strong financial management practices guiding our ongoing decision making. These practices are supported by formal policies to guide budget and procurement practices, capital investment, and debt management. Other positive factors include a relatively strong economic base and debt/pension burdens. The FY 2021 Budget is mindful of these factors and the importance of maintaining the highest rating, not only for our citizens but also our bondholders.

Cost of Government

The city has historically acknowledged the need to provide a taxation rate commensurate with the government's level of service. The FY 2021 Budget is based on maintenance of the city's millage rate at 5.750 mills.

The portion of the millage rate funding debt service (Debt Service Fund) is estimated to decrease from 0.93 mills in FY 2020 to 0.815 mills in FY 2021. Estimated growth in the property tax digest, coupled with a recent refunding of the Series 2012 General Obligation Bonds to reflect lower market

Fiscal Year	Operating Millage Levy	Debt Service Millage Levy	Total Millage Levy	% Increase (Decrease)
2021 est.	4.935	0.815	5.750	0.0%
2020	4.820	0.930	5.750	0.0%
2019	4.770	0.980	5.750	0.0%
2018	4.720	1.030	5.750	0.0%
2017	4.620	1.130	5.750	0.0%
2016	5.000	0.750	5.750	0.0%
2015	4.950	0.800	5.750	0.0%
2014	4.870	0.880	5.750	0.0%
2013	4.820	0.930	5.750	0.0%
2012	4.215	1.535	5.750	0.0%

interest costs, allows for a reduction in the millage rate dedicated for debt service. The FY 2021 Budget proposes to program the debt service millage reduction into the General Fund. Homestead exemptions, with a few exceptions, are not applicable to the debt millage levy. As such, the revenue generation for a given millage levy will be different depending on the source (e.g. debt levy vs operating levy). Specifically, the shift of 0.115 mills will result in a loss of \$700,000 for the Debt Service Fund and a gain of \$600,000 for the General Fund.

The portion of the millage rate funding operations and recurring capital investment (General Fund) is estimated to increase from 4.82 mills in FY 2020 to 4.935 mills in FY 2021. Property tax revenue forecasts for FY 2021 total \$25.4 million (excluding motor vehicle taxes) and includes \$600,000 from the debt service millage shift discussed above. Of this amount,

INTRODUCTION AND OVERVIEW

\$189,000 is included for recurring capital initiatives, \$276,000 for targeted operational initiatives (please refer to the *Operating Initiatives Request* section of this document for detail of the requests), and a \$4.1 million reserve to further insulate operations from COVID-19 pandemic economic impacts such as a continued erosion of revenues beyond what is already forecasted for 2021. As the fiscal year progresses and market conditions become known with more certainty, and assuming the \$4.1 million is no longer needed to protect operational service delivery capabilities, these funds can be programmed back to capital investment.

Taxpayer Savings

The FY 2021 millage rate, coupled with the city's substantial Homestead Exemptions, goes great lengths in keeping Alpharetta an affordable place to live and strategically positions us relative to neighboring areas.

The city's multiple homestead exemptions are estimated to save our homeowners \$5 million annually and include:

- Floating Homestead exemption that caps the taxable value growth of homesteaded properties to the lesser of 3% or CPI;
- Basic Homestead exemption of \$45,000 off the assessed value of homesteaded properties which is among the highest in the State;
 - o Voters approved increasing the exemption by \$5,000 effective with the FY 2021 Budget which will save our homeowners over \$300,000 in the 1st year alone.
- Senior Basic Homestead exemption of \$25,000 off the assessed value of homesteaded properties for residents age 65 and older;
 - o Prior to FY 2021, the Senior Basic Homestead exemption was split between a general \$15,000 exemption and an income-restricted \$10,000 exemption. Voters approved removing the income restriction on the \$10,000 exemption which will be implemented with the FY 2021 Budget and save our homeowners over \$60,000 in the 1st year alone.
- Senior full-value exemption available to residents age 70 and older who meet certain income requirements.

INTRODUCTION AND OVERVIEW

Debt Service Payments

The city's primary method of funding large scale capital projects is through the issuance of bonds (e.g. general obligation bonds, Development Authority bonds, etc.). General obligation bonds have been issued to fund numerous large-scale projects including public safety facilities, parks and recreation facilities, and transportation improvements that continue to define Alpharetta as a desirable community to work and live.

The Alpharetta Development Authority, a component unit of the city that is focused on economic development within our borders, issued bonds in 2016 to fund construction of our state-of-the-art Conference Center. These bonds are funded by a portion of the Hotel/Motel Tax.

Principal and interest payments for fiscal year 2021 are budgeted at \$6.5 million with the following forecast: 2022 - 2041¹: \$7 million (annual average). These figures include city and Development Authority obligations and span multiple Funds.

Expansion of Departmental Service Levels (Operating Initiatives)

Recommended operating initiative funding totals \$276,000 and is allocated as follows:

Funds Available for Operating Initiatives:			\$ 276,000	
Recommended Initiatives:	Operations Impact			
	Expenditures	Revenue	Total (net)	
	Employee Merit Program (partial year)	\$ 250,000	\$ -	\$ 250,000
	Web Help Desk Software Replacement	\$ 26,000	\$ -	\$ 26,000
	Eastside Community Center Programs	\$ 40,000	\$ 40,000	\$ -
		\$ 316,000	\$ 40,000	\$ 276,000

Operating Initiative funding for FY 2021 has been programmed into a non-allocated account within the General Fund. Operating Initiatives not recommended for funding total \$1 million (net). Please refer to the *Operating Initiatives Request* section of this document for detail of the requests.

¹ Represents the final maturity of the Series 2016 Alpharetta Parks and Transportation Bonds issued in FY 2017.

INTRODUCTION AND OVERVIEW

Maintaining an Effective Capital Improvement Program (Capital Initiatives)

The FY 2021 Capital Plan includes funding of \$37 million for capital initiatives. Recommended capital investment totals \$12.7 million and is focused on maintaining and improving city infrastructure and assets. An additional \$24 million is being reserved to provide flexibility for future prioritized capital investment.

	Capital Project Fund	Stormwater Capital Fund	T-SPLOST Capital Fund	Impact Fee Fund	Subtotal	Other Sources	Total
Sources:							
Available Fund Balance	\$ 4,100,000	\$ 325,000	\$ 15,500,000	\$ 925,000	\$ 20,850,000	\$ -	\$ 20,850,000
General Fund Transfer:							
Available Fund Balance	2,927,862	1,425,000	-	-	4,352,862	-	4,352,862
(1) Recurring Capital Program	189,000	-	-	-	189,000	-	189,000
(2) Pay-as-you-go Capital Investment	171,748	-	10,700,000	-	10,871,748	-	10,871,748
(3) Other Sources	-	-	-	-	-	600,000	600,000
	\$ 7,388,610	\$ 1,750,000	\$ 26,200,000	\$ 925,000	\$ 36,263,610	\$ 600,000	\$ 36,863,610
Uses:							
(4) Capital/Grant-Matching	\$ 6,315,000	\$ 1,750,000	\$ 4,000,000	\$ -	\$ 12,065,000	\$ 600,000	\$ 12,665,000
	\$ 6,315,000	\$ 1,750,000	\$ 4,000,000	\$ -	\$ 12,065,000	\$ 600,000	\$ 12,665,000
Non-Allocated:							
Future Capital/Grant Initiatives	\$ 1,073,610	\$ -	\$ 22,200,000	\$ 925,000	\$ 24,198,610	\$ -	\$ 24,198,610

- (1) Represents funding programmed within the General fund budget to cover recurring capital needs (e.g. milling & resurfacing of city roadways, fleet replacement, etc.).
- (2) Represents investment earnings (Capital Project Fund) and T-SPLOST taxes (T-SPLOST Capital Fund).
- (3) Represents potential LMIG grant funding for milling and resurfacing initiatives (\$600,000) and would be appropriated upon execution of binding agreements and/or receipt of the funds.
- (4) Represents capital appropriations included in the base FY 2021 Budget.

Please refer to the *Capital Initiatives Request* section of this document for detail of the requests.

Proper Use of Fund Balance

General Fund - Based on audited financial statements for the year ended June 30, 2019, the city's fund balance totaled \$27.8 million. Of this amount, approximately \$5.5 million was appropriated in the FY 2020 Budget for capital/one-time initiatives and \$15 million has been designated as an emergency account based on a conservative policy of 21% of total appropriations (i.e. roughly 2½ months of operating expenditures). It has been the city's policy to utilize the remaining fund balance above the emergency requirement for one-time expenditures (generally capital investment). Available capital/one-time initiative funding resulting from FY 2019 operations totals \$7.3 million with the programmed usage as follows:

- \$7,289,252 Available Fund Balance as of June 30, 2019
- (2,000,000) FY 2020 Mid-Year Budget (capital investment)
- (936,390) FY 2021 One-Time Compensation Payout (General Fund)
- \$4,352,862 FY 2021 One-Time Capital Funding

INTRODUCTION AND OVERVIEW

Funding Recurring Capital/Operational Reserves from Operating Budget

The original budget proposal for 2021 (pre COVID-19) included \$5 million in appropriations within the General Fund budget to fund recurring capital initiatives (e.g. milling and resurfacing of city streets, traffic equipment replacement, fleet replacement, stormwater repair and maintenance, etc.). By programming the recurring capital program into the operating budget, the city is announcing to its citizens and stakeholders that capital investment in our roads and infrastructure is a priority that should be funded with certainty as opposed to relying on fund balance which may or may not be accumulated.

However, due to the sudden impact of COVID-19 on forecasted revenues, operational funding from the General Fund for recurring capital was reduced to \$189,000. The funding was primarily reallocated to an operational reserve (\$4.1M) within the General fund to further insulate operations from COVID-19 pandemic economic impacts such as a continued erosion of revenues beyond what is already forecasted for 2021. Remaining amounts were reallocated to cover operating initiative funding as well as implementation of the Evergreen Class & Compensation Study findings.

Funding from the General Fund available for immediate capital investment in 2021 includes the following:

- \$4,352,862 Fund Balance for one-time capital;
 - \$ 189,000 Recurring Capital Contribution from the General Fund
- \$4,541,862

This budget is committed to continuing our focus on providing effective and efficient services to our citizens and stakeholders.

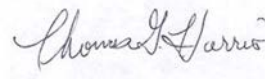
Respectfully Submitted,



Jim Gilvin
Mayor



Robert J. Regus
City Administrator



Thomas G. Harris
Finance Director

OPERATING INITIATIVE REQUESTS

Operating Initiative Requests

Executive Summary

Funds Available for Operating Initiatives:

\$ 276,000

Recommended Initiatives:	Operations Impact		
	Expenditures	Revenue	Total (net)
Employee Merit Program (partial year)	\$ 250,000	\$ -	\$ 250,000
Web Help Desk Software Replacement	\$ 26,000	\$ -	\$ 26,000
Eastside Community Center Programs	\$ 40,000	\$ 40,000	\$ -
	\$ 316,000	\$ 40,000	\$ 276,000

Operating Initiative funding for FY 2021 has been programmed into a non-allocated account within the General Fund.

Operating Initiatives not recommended for funding total \$1 million (net).

Detail (Recommended Operating Initiatives)

Citywide

Performance-Based Merit Program (4/1/2021)

\$250,000 (2021 impact)

Forecasted cost to reinstate the performance-based employee merit program (est. 3% on average) on April 1, 2021 (estimated cost of \$250,000 citywide for fiscal year 2021 and \$1 million for fiscal year 2022).

Information Technology

Replacement of Web Help Desk Software

\$26,000

This request is for replacement of the IT Departments existing legacy Web Help Desk system that is experiencing serious issues (particularly as of 03-17-2020 when Microsoft instituted new security standards). This is a one-year contract for ZenDesk (a highly rated hosted Help Desk system that is modern and many enhanced features). This system was selected because of relatively low-cost system that integrates with our current Office 365/Teams and Azure Cloud environment.

Recent changes (03-17-2020) implemented by Microsoft that has tightened security requiring beyond basic security protocols has caused portions of the emailing part of our current software to no longer function. This is causing more effort on our users and our staff to support help desk tickets. We are also concerned that there will be other issues as well. The existing system is legacy product that is no longer being updated and does not have features of other current systems. Therefore, we have prioritized this for immediate replacement.

OPERATING INITIATIVE REQUESTS

Help Desk is how we support our Departments/Employees when they have needs or issues. The annual cost of our current legacy system totals \$8,000. The ZenDesk system costs approximately \$26,000 annually. In year 1, we will have both systems operational during implementation and most likely incur software costs for both systems. Moving forward, the net annual cost will be approximately \$18,000 (\$26,000 less \$8,000 current costs).

Recreation, Parks, and Cultural Services

Eastside Community Center Programs \$40,000 (revenue)/ \$40,000 (expense)

In partnership with Ed Isakson YMCA, the City of Alpharetta will operate and program the Eastside Community Center at the YMCA, starting May 2020. Activities, staff and operations will be managed by the Recreation Services Division. Operation hours and programming are still to be determined; programming will focus on providing activities to the Eastside population, not duplicating the YMCA programs. Rentals and special events will be part of the programming.

Annual operational costs total \$82,000 and includes \$56,000 for salary/benefits and \$26,000 for general operations (e.g. instructor fees, equipment rental, general supplies and materials, small equipment, etc.). Program Fees are forecasted to fully cover operations. The estimated impact during fiscal year 2021 is \$40,000 (partial year).

Detail (Unfunded Operating Initiatives)

General Fund

City Administration

It's My Town App

\$35,000

Annual subscription fee for the Alpharetta branded It's My Town App. This app employs a user-first mindset. Actionable icons within the app let users perform a variety of tasks: contact the city; receive direct notifications from city staff; find more info about the city; save an event to their calendar and invite a friend; set reminders; find a car service; and much more... all from inside this single app. Subscription fee is estimated at \$35,000 annually.

Human Resources

HRIS Software Enhancements

\$37,000

- NEOGOV Human Resources Information System (HRIS) PERFORM module to automate the performance management review process. Increases transparency and engagement between employees and supervisors and identifies growth opportunities for professional development. Easily track workflows and reports on employee performance trends at the organizational, departmental, team, and individual level. Increase operation efficiency and effectiveness by eliminating laborious and cumbersome paper processes.
- eFORMS module, working cohesively with NEOGOV's other modules, is a central repository for any employee documents used within the product suite. eFORMS

OPERATING INITIATIVE REQUESTS

OPERATING INITIATIVES NOT RECOMMENDED FOR FUNDING AT THIS TIME

allows records consolidation and an increase of accuracy and efficiency in retrieving documents and automation of workflows. It drives accountability through notifications and reporting.

- The enhancement of NEOGOV for the integration of background checks unites our current applicant tracking system and the online hiring center with our background check process, saving staff time, resources, and reduces report turnaround time allowing the filling of positions more quickly. This initiative is intended to decrease average time to hire, especially during busy periods such as seasonal hiring.

Tuition Reimbursement Incentive Improvements

\$30,000

Recommended increase of tuition reimbursement allowance as part of the overall revision and updates to the Employee Handbook and Benefits Handbook. Presented at the City Council workshop Feb. 24, 2020 with anticipated approval March 02, 2020 during the Regular Council meeting. Changes to new fee schedule are recommended to be effective July 1, 2020 as part of FY 2021. The FY 2021 base Operating Budget includes \$55,000 for the Tuition Reimbursement Incentive.

Public Safety

Quint Apparatus Initiative and Personnel (3.0 FTE – Phase 1)

\$300,000

The City of Milton currently houses an aerial ladder truck at Fire Station 81 and responds to Alpharetta calls under the automatic aid agreement that is in place. Milton is currently building a fire station within their city boundaries and will relocate their aerial ladder truck to the new facility as early as the Spring of 2022. As such, Alpharetta will experience an impact to its level-of-service capabilities. This capital request is for the acquisition of one Quint Apparatus truck to compensate for this service fluctuation.

Specifically, this request is for the replacement of an existing Pumper (purchased in 2012 and set for replacement in 2022 along with delivery of the requested unit) with a new Quint Apparatus for Fire Station 81. The Quint will give us the capabilities of a pumper and ladder in one unit. However, the Quint does require additional staffing over the existing Pumper. Specifically, 6 personnel (2 per shift) which will be hired in phases (3 in FY 2021 and the remaining 3 in FY 2022).

The request also proposes to acquire an F-250 for a Rescue-Rapid Response Unit to augment the call volume and reduce the response of the Quint to lower priority incidents. The requested personnel will be utilized as staffing for the Rescue Rapid Response Unit while the Quint is not in the field.

Cost forecast is as follows:

- FY 2021: \$300,000 for personnel (3 FTE) and related operational startup costs which represent this Operating Initiative request.
- FY 2022: \$300,000 for the remaining personnel (3 FTE) and related operational startup costs which will be a component of an FY 2022 Operating Initiative

OPERATING INITIATIVE REQUESTS

OPERATING INITIATIVES NOT RECOMMENDED FOR FUNDING AT THIS TIME

request. All active Fire Apparatus are funded through capital lease programs within the General Fund. The estimated annual lease payment for the Quint acquisition totals \$150,000 (\$1.4 million financed over a 13-year term). The existing lease payment for the Pumper that is being replaced by the Quint totals \$54,000. As such, the lease difference of \$96,000 is what's being requested. Additionally, \$200,000 is being requested for capital acquisition costs for the F-250 Rescue-Rapid Response Unit and related equipment.

From a timing standpoint, the final payment on the pumper lease will be made in FY 2021. The Quint will be procured in December 2020 with the 1st payment due in FY 2022 as set forth above.

DEA Taskforce transfer to General Fund (3.0 FTE) \$315,282

This request is to transfer funding of the three (3) Police Officer positions funded within the DEA Fund (related to the Drug Taskforce unit) to the General Fund. Based on asset forfeiture collection trends, it is doubtful the DEA Fund can continue funding all three positions past FY 2021/2022.

Information Technology Analyst (1.0 FTE) \$98,000

This request is for one civilian (1) Public Safety IT Analyst, Grade G. This position would report to the Public Safety Technology Division to specifically support Public Safety users and operations.

In the past two years the Department has seen the demand for complex information technology assistance increase to an unprecedented level. The addition of body cameras and the accompanying infrastructure upkeep, maintenance, and continuing education alone justifies the addition of a permanent IT position. Additionally, we have added Next Gen 911 systems, Traffic Light Preemption systems, license plate reader systems, school zone speed detection camera systems with LPR, a drone program for police and fire, Flock Safety neighborhood watch camera systems, and signed an agreement with Ring for access to smart doorbell technology.

In the course of implementing these programs we faced significant challenges in implementing the technologies due to the ad hoc nature in which they were acquired. These programs came from several different corners of the agency and the effects on other parts of the organization were not always appropriately considered. This is not out of malice or a lack of effort – merely a lack of understanding as to how these pieces could and should fit together. We continue to face difficulties in implementing these systems completely (LPR alert access for officers) due to our reliance on the IT Department to physically touch each computer in order to add and administer programs and functions.

We have reached a critical mass of technology applications in Public Safety and need a dedicated information technology position to correct our current administration of these systems and to guide us toward a more integrated and productive future. The current forecasting models for the future of public safety all point to a complex form of

OPERATING INITIATIVE REQUESTS

intelligence-led initiatives based on the highly technical integration of computer systems in every aspect of our work.

We are already feeling negative effects from a lack of coordination and oversight of these activities. The requested position would oversee and administer our current programs and incorporate all future additions of future technology. Operational costs total \$98,000 and include \$85,000 for salary/benefits and \$13,000 for general operations (desktop pc, laptop, tablet, cell phone, office equipment, travel and training).

Explorer Program

\$11,000

This request is to cover registration, travel and per diem costs for advisors and explorers to attend five (5) competitions and training conferences per year. Professional services include the registration fees for youth and adults, as well as re-charter fees paid to Learning for Life to cover insurance for the program. Registration and re-charter fees are \$3,000 and lodging and per diem costs are \$4,500. In addition, the Explorer program has operated out of the main PD Uniform and Equipment budget. We are seeking a line item of \$3,500 annually to equip our Explorers with uniforms and equipment when necessary. We have been covering this expense in previous budgets in the past; however, with other expenses increasing, we need dedicated money to continue the Explorer program. Operational costs total \$11,000 annually (uniforms, equipment, travel, etc.).

National Professional Accreditation Registration

\$18,000

This request is for national professional accreditation registration costs. In the Fire Service field, there are many certifications that are required. There is also a necessity to be accredited to certain levels of training as to legitimize our department and our employees for legal proposes. In order to be registered nationally for these certifications, we must adhere to the accrediting agencies rules. Currently, personnel have been individually paying for their certifications (approx. 90 impacted staff members).

PS Technology Initiatives

\$9,100

As the demands on Public Safety services grow, the efficiencies and capabilities of staff must also grow. These software initiatives are intended to increase service delivery and staff effectiveness.

- Active Directory Integration (\$4,000) - This request is for an active directory integration between the City of Alpharetta and CentralSquare RMS, MCT, and CAD. The integration will reduce the amount of support calls by having the user's passwords sync with his/her window's account. It will reduce downtime when waiting for a password reset.
- Digital Forensics (\$5,100) - This request is for one (1) Apple Computer at \$1,500 and Magnet Axion, a robust software that addresses smartphones, cloud services, CPU's, Internet of Things (e.g.: wearables, smart TV's, smart appliances, commercial security, industrial and enterprise) for Digital Forensics. The software is \$3,600.00 annually.

OPERATING INITIATIVE REQUESTS

Recreation, Parks, and Cultural Services

Parks Maintenance Technicians (2 FTE)

\$115,000

This request is for two (2) additional Park Maintenance Technician I positions. These positions will allow the department to service the new parks coming online in the next year. The new parks include: Windward Park, Mid Broadwell Park, Alpha Loop, Serenade (Encore) Park, Old Rucker Park, and the Old Rucker Farm.

Operational costs total \$115,000 and includes \$111,500 for salary/benefits and \$3,500 for general operations (e.g. employee training, employee travel, cell phone, employee uniforms, small equipment, etc.).

Old Rucker Farm Staffing (2 part-time)

\$25,000

This request is for two (2) part-time temporary employees to work at the Old Rucker Farm during the (30) weeks of the intensive growing season (April-October). These employees will maintain the entire farm area, execute the crop plan, maintain the perennial, fruit bearing plants (apple trees, berries, etc.), monitor for and apply pest control measures as needed. These employees will also be present to answer questions of the community garden members who come to farm throughout the day. This is an improvement to the existing service level. Operational costs total \$25,000 for salary/benefits.

Adventure Day Camp

\$37,000 (revenue)/ \$37,000 (expense)

This request is for a teen adventure camp for ages 12-13. It is essential to keep a kid's mind active and engaged during the summer. To that end, the teen adventure camp will provide an opportunity for teenagers to interact effectively with other people. In the unplugged, noncompetitive camp culture, teens build up their "emotional intelligence" (EQ), their face-to-face communication and relationship skills.

Operational costs total \$37,000 and includes \$24,000 for salary/benefits and \$13,000 for general operations (e.g. instructor fees, general supplies and materials, employee training, etc.). Program Fees are estimated at \$225 (resident) and \$338 (non-resident) and are forecasted to fully cover operations.

Most Valuable Player (MVP) Day Camp **\$78,000 (revenue)/ \$78,000 (expense)**

This request is for a sports themed camp. It is essential to keep kid's mind active and engaged during the summer. To that end, offering an additional camp with a sports theme will provide an opportunity for campers interact effectively with other people. In the unplugged, noncompetitive camp culture, kids build up their "emotional intelligence" (EQ), their face-to-face communication and relationship skills.

Operational costs total \$78,000 and includes \$40,000 for salary/benefits and \$38,000 for general operations (e.g. instructor fees, equipment rental, general supplies and materials, employee uniforms, etc.). Program Fees are estimated at \$150 (resident) and \$225 (non-resident) and are forecasted to fully cover operations.

CAPITAL INITIATIVE REQUESTS

Capital Initiative Requests

Summary

Capital Funding Sources:

General Fund	
<u>Recurring Capital Program</u>	\$ 189,000
<u>Available Fund Balance</u>	4,352,862
Capital Project Fund	
<u>Available Fund Balance</u>	4,100,000
<u>Other (int. earnings)</u>	171,748
Stormwater Capital	
<u>Available Fund Balance</u>	325,000
T-SPLOST Capital Fund	
<u>Available Fund Balance</u>	15,500,000
<u>Other (taxes, int. earnings)</u>	10,700,000
Impact Fee Fund	
<u>Available Fund Balance</u>	925,000
Grant ²	600,000
Total Sources:	\$36,863,610

Recommended Capital Initiatives*:

<u>Recurring Capital Initiatives</u>	\$ 6,667,500
<u>Recurring Stormwater/Drainage Initiatives</u>	1,750,000
<u>General Capital Initiatives</u>	247,500
<u>TSPLOST Initiatives</u>	4,000,000
Total Uses:	\$12,665,000

Non-Allocated (Future Capital/One-Time Investment)

<u>Capital Project Fund:</u>	\$ 1,073,610
<u>T-SPLOST Capital Fund:</u>	22,200,000
<u>Impact Fee Fund (Roads):</u>	925,000
Total Non-Allocated:	\$24,198,610

* Capital initiatives not recommended for funding total \$21,721,000.

² Includes potential LMIG grant funding for milling and resurfacing initiatives (\$600,000) and would be appropriated upon execution of binding agreements and/or receipt of the funds.

CAPITAL INITIATIVE REQUESTS

Detail (Recommended Capital Investment)

Recurring Capital Initiatives

Public Works

Recurring Traffic Signal System Maintenance

\$100,000

Priority 1: This request is for the continual maintenance, repair, and upgrading of existing traffic signals throughout the City. This includes vehicular detection systems, pedestrian signals, signal heads, signal cabinets and components, and signal communication systems. This funding request also allows for the replacement of loops removed during the annual milling and resurfacing project.

Recurring Milling and Resurfacing

\$2,917,740

Priority 1: This request is for the on-going maintenance of milling and resurfacing and preservation of city streets. Resurfacing of city streets increases the life expectancy of the roads. Without resurfacing, roadways will deteriorate and be more costly to repair. It is anticipated that this project will be augmented through an LMIG grant (additional \$600,000 that will be appropriated upon grant submission/approval).

In FY 2019, the City contracted with Dynatest to complete a full evaluation of the city roadways. Each road receives a Pavement Condition Index score between 0 and 100. This standardized rating system is also used by the Georgia Department of Transportation. Lower scores indicate need for maintenance or reconstruction.

In FY 2021 the City will allocate funding in accordance with the Pavement Condition Index findings and identify preservation techniques that will best extend the life of our roads. This includes a combination of surface coating techniques, milling and resurfacing, soil cement, etc. **Funding to be provided through the following sources: Recurring Capital (\$1,135,000); Fund Balance (\$1,182,740); and LMIG Grant (\$600,000).**

Recurring Traffic Control Equipment

\$100,000

Priority 1: This request is for equipment necessary for traffic control throughout the City. This includes traffic signal communications, traffic monitoring, and temporary traffic control measures. Traffic signal communications enable the intersections to work together and smoothen traffic flow. Traffic signal monitoring includes equipment such as traffic cameras and maintenance to the Traffic Control Center. Temporary traffic control equipment includes devices used to detour or delineate traffic flow, such as cones, delineators and barricades, and variable message boards.

Recurring Traffic Responsive System Maintenance

\$100,000

Priority 1: Since 2018, the Georgia Department of Transportation has upgraded over 100 signals throughout the City with new software (MaxTime) and has worked with the City staff to develop new Traffic Responsive timing plans along major corridors. All at no cost to the City. This request provides funds to maintain the upgraded traffic signal software and equipment provided and installed by GDOT. Additionally, the funds will be utilized to

CAPITAL INITIATIVE REQUESTS

work with consultants to analyze data collected through these upgrades to continue modifying timing plans and expand the system throughout the City with new signal timings. The funds will also be utilized for maintenance, replacements, upgrades, and necessary installations of network, security, and communication systems to and from signalized intersections/traffic cameras in the server room and out at the field. Furthermore, this request is for maintenance, replacements, upgrades, and installations of emergency vehicles preemption system and connected vehicles technology.

Recurring Traffic Striping and Signage

\$200,000

Priority 1: This request is for purchase of equipment and material needed for the repair/replacement of traffic striping and signage throughout the City. Repair/replacement of striping consists of refreshing the existing striping due to normal wear and the restriping of roadways after milling and resurfacing. Repair/replacement of traffic signage consists of replacement of existing signage due to normal wear as well as damage. This request also includes equipment/materials needed for fabrication of the city's signage (performed in-house).

Recurring Traffic Calming Improvements

\$75,000

Priority 1: This request is for the identification, design, and implementation of safety improvements primarily in neighborhoods and at high crash rate intersections. Additionally, funds will enable staff to implement necessary traffic calming measures within the city. Projects may consist of roadway striping, signage such as radar signs, speed cushions, and channelization to mitigate existing safety deficiencies. Program will enhance public health and safety for users of the city's transportation system.

Recurring Traffic Signal Pole Painting and Maintenance

\$35,000

Priority 2: This request funds the continued paint maintenance of the city's traffic signal mast arms and pedestrian signals. Painting will coincide with the expected 7-10-year lifespan of the current signal pole painting plus miscellaneous general maintenance and touchups. Current total costs per intersection averages \$15,000. FY 2021 includes funding for a minimum of two intersections.

Recurring Tree Planting and Landscape Improvements

\$100,000

Priority 1: This request is for tree pruning, tree removal, tree planting, and landscape improvements within city rights-of-way. The city's aging tree canopy within right-of-way areas requires pruning and removal to address issues such as pedestrian and vehicular safety, conflicts with streetlights, signal head clearance, and intersection sightline clearance. FY 2021 funding will be used for: (a) landscaping the two (2) roundabouts at Mid Broadwell Road, Bethany Road, and Mayfield Road; (b) tree and shrub replacement citywide as needed due to storms, vehicular damage, etc.; (c) miscellaneous landscape enhancements throughout City as determined by ongoing needs-based assessments; (d) begin improvements to median on Haynes Bridge Rd. from SR 400 to North Point Parkway.

CAPITAL INITIATIVE REQUESTS

Recurring Sidewalk Maintenance and Repair

\$150,000

Priority 1: This request is for the continual maintenance and repair of the city's sidewalk inventory. Over the last 10 years, the city has expended in excess of \$5 million on sidewalk projects. During that same period, the city's sidewalk inventory has also been increased through larger roadway and streetscape projects, through private development, and through annexation.

In FY 2019 the City contracted with Dynatest to complete a sidewalk inventory and evaluate sidewalk conditions. This list will standardize the evaluation process, provide a clear prioritized list of sidewalks needing repair, and tie sidewalk data into the city's GIS and asset management software. Types of repairs (cracking, trip hazard vertical displacements, and spalling) along with location (near schools and parks, along arterial roadways, in the downtown district, etc.) will help determine the repair priority. Dynatest's work was completed in spring of 2019. Due to the large number and complexity, the City contracts out some of these repairs. This budget item covers the cost of sidewalk repairs completed by outside contractors. The FY 2021 work will occur in various locations throughout the city pursuant to the Dynatest findings.

Streetlight Maintenance (recurring)

\$80,000

Priority 1: This request is for City streets that currently do not have enough lighting or no lighting at all throughout the street and maintenance to existing City owned streetlights. The City owns and maintains approximately 600+ lights. This work will include installation and maintenance of new and existing lighting either on existing power poles or the installation of new poles along with lighting. This will increase the safety of citizens who use our streets and sidewalks daily. Periodic inspections and troubleshooting will ensure longevity and minimum replacement of lighting components. Funding will also be for installation of new lighting in areas where there is currently none or enough lighting for pedestrian safety.

Traffic Control Center/Server Room Maintenance (recurring)

\$60,000

Priority 1: This project is to make necessary improvements and keep the City traffic control center and server room equipment up to industry standards concerning network communication and security features. Some of the major tasks include: 1) Asset management and upgrade assessment of ITS equipment; 2) Server room reorganization and reconfiguration; 3) Commissioning and configuring new and existing switches, routers, firewalls, and servers; 4) Implementing and configuring network management tools and software packages.

Recurring PS Facility Roof Replacement

\$300,000

Priority 1: Roof replacement of the metal roof segments of Fire Stations 83.

- Fire Station 83 – Replacement of the metal roof segment at Fire Station 83. This roof was installed in 1993 and totals approximately 4,000 sq.ft. Although the field of the roof is in good shape, the transition at the ridge and eave are showing significant signs of

CAPITAL INITIATIVE REQUESTS

age and are no longer providing adequate watertight protection. This facility is actively experiencing leaks.

Recurring Facility Renovations (Fire Stations)

\$125,000

Priority 1: This Request is for the renovation of bathrooms, kitchens, flooring, lighting, appliances, ceiling fans, etc. at various Fire Stations within the City. The renovations will be accomplished over multiple years. FY 2021 request includes:

- Fire Station 83 will receive flooring and lighting renovations, new appliances, exterior painting, and replacement of exterior doors and windows.
- Fire Station 85 will receive bathroom and flooring renovations and new appliances.

If remaining funds are available, funds will go towards improvements (lighting replacement, painting, window and door replacements) at these stations or others.

Recurring Facility Renovations (PW Headquarters)

\$50,000

Priority 1: This request is for renovations at the Public Works Facility. This funding will be used to remodel public bathrooms, replace flooring, paint walls and trim, replace cove base, and replacement of training room furniture subject to funding availability. The training room is utilized by multiple departments and outside entities. Furniture has not been replaced in over 20 years and is falling apart.

Recurring Rec Facility Bathroom, Painting, Floor Repairs

\$60,000

Priority 1: This request is for painting and floor repairs at the following restroom facilities: North Park, Northpoint Park Greenway, Rock Mill Park.

Recurring Parking Garage Maintenance

\$25,000

Priority 1: This request is for general maintenance of the two Parking Garages. FY 2021 includes pressure washing the City Center Parking Garage. This will increase safety in the parking deck as well as keep the parking deck aesthetically pleasing.

Recurring Fountain Repairs (Welcome Center)

\$50,000

Priority 2: This request is for repairs for the fountain at the Alpharetta Welcome Center. Currently Public Works staff is at the fountain weekly performing maintenance to keep the fountain operating due to the fountain drainage basin leaking and other mechanical and structural issues. The following will be repaired if funding is approved. Waterproof both upper and lower basins using flexible waterproofing material, replace water level sensor, replace lights with 12 standing LED fixtures, replace leaking flange, and replace filter.

Recurring HVAC Replacements

\$60,000

Priority 2: This request is for the replacement of HVAC units for all City maintained facilities. Useful life expectancy for HVAC units is 15 years and a lot of the units serving facilities within the City are approaching or have exceeded the life expectancy. FY 2021

CAPITAL INITIATIVE REQUESTS

replacements include units at the Community Center (est. 4 units) and Alpharetta Technology Center (1 unit).

Recurring Generator Replacement (Fire Stations 81/PS HQ) \$100,000

Priority 1: This request is for replacement of generators for city facilities. New generators will be natural gas instead of diesel. FY 2020 replacement is for Fire Station 81 and Public Safety Headquarters (both are over 20 years old).

Information Technology

Recurring Technology Replacement (all city departments) \$300,000

Priority 1: This request is to provide for the annual replacement of technology for all city departments. As in prior-years, funding for technology replacement is placed in one capital project account to allow for more efficient management (as opposed to being spread across multiple departments based on an estimate of replacement needs which may or may not equate to the actual need during the fiscal year). The city currently has 555 computers in operation (288 desktops; 267 laptops). The main component of the FY 2021 request includes funding for the replacement of approximately 124 PCs, 78 iPhones, 58 iPads, and wireless access points throughout city facilities (although actual replacement will be driven by equipment condition).

The current city standards for technology replacement (based on funding availability) are as follows: servers (5-6 years); SANS – Storage (5-6 years); desktop PCs (4 years); laptop PCs (4 years); iPad tablets (3 years); iPhones (3 years); large scale multi-function printers (MFPs) (5-7 years); small scale MFPs (5 years); small printers (3-5 years); desktop UPS (electrical service backup) (3 years); Network UPS (closets) (4 years); Wireless Access Points [WAPs] (5 years); network routers/switched/firewalls (5 years); telephony gateways (5-6 years). Larger replacement initiatives are not included in this appropriation (e.g. CISCO network devices).

Public Safety

Recurring Fleet Replacement (Qty: 10) \$465,000

Priority 1: This request is for the forecasted annual replacement of Police and Fire SUVs, light trucks and motorcycles. The replacement need is driven by the model year, mileage and mechanical condition of the vehicles. Emergency response vehicles are expected to last in excess of 100,000 to 110,000 miles; administrative vehicles will generally run somewhat longer. This request includes the complete upfitting costs for new vehicles and the stripping costs for expired vehicles in preparation for public auction. Funding levels are anticipated to remain as illustrated above. The forecasted replacement plan identifies annual lows and highs over the ten-year period. Over the next three years, the forecasted replacement plan will increase three hundred percent (300%) to \$1,250,000, leveling for a period of three years at that amount and then decreasing proportionally based on current replacement philosophies. Replacement vehicles to be purchased in FY 2021 include: (2) SUVs for Patrol; (1) F150 and (1) SUV for CID; (2) F150s for CSU; (1) SUV for the Admin team; (1) F150 for Training and (2) motorcycles, totaling 10 vehicles.

CAPITAL INITIATIVE REQUESTS

Security System Replacement (Cameras/Servers)

\$132,510

Priority 1: This request is for the recurring replacement of security system cameras and servers.

FY 2021: Provide centralized and redundant Avigilon Video Servers to replace legacy servers that cover everything but the jail. The total cost is \$132,510 to provide a redundant system. About half that amount if we don't want redundant systems in the event a server fails. By far, this is the most critical issue. We have cameras deployed now that are not on any server because of both a lack of storage and mismatched software versions. Those servers that are out there most are out of warranty and running old non-supported software versions.

Recurring Public Safety Equipment (replacement)

\$217,250

Priority 1: This request is for scheduled replacement of equipment that is essential for the safety of firefighters and police officers which has expired, failed inspection, is uneconomical to repair, or otherwise must be taken out of service.

FY 2021 request includes funding for Fire Station replacements for furniture/bedding (\$7,000) and fire tools/equipment (\$10,000); personal protective equipment to include: turnout gear replacement for NFPA 10 year service life (\$95,000); replacement of 10 AEDs (patrol; \$15,000); police tools/equipment (\$30,000); replacement of 40 in-car thermal printers for traffic/patrol units that are currently in excess of their useful life (\$15,000); Fire Marshal's Knox system (\$25,000); Fire hazmat monitors (\$5,000); Crash Data Retrieval (CDR) (15,250).

Recurring Self-Contained Breathing Apparatus (payment 2 of 2)

\$100,000

Priority 1: A self-contained breathing apparatus (SCBA) is a respiratory device that contains and delivers breathable compressed air. It is typically used by firefighters and rescue workers while operating in areas of immediate danger to life and health, such as inside a building fire filled with smoke or toxic gas. The City of Alpharetta currently has 54 SCBA's which are deployed as follows: in-service Fire Apparatus (30); reserve Fire Apparatus (15); Training Division (6); spares (3). SCBA equipment is a long-lived asset (10-15 years) but is susceptible to obsolescence when industry standards evolve.

The National Fire Protection Association (NFPA) is a standard setting body for firefighting professionals. The 2019 NFPA standards included technological/mechanical innovations to SCBA equipment that made units manufactured under the 1997 and 2002 standards obsolete. We have 30 SCBA that were manufactured under the old standards and are also between 12-15 years old and are being requested for replacement. Once replaced, these 30 units will be deployed on the in-service Fire Apparatus. The City entered into a no-interest lease in FY 2020 with annual payments of \$100,000 in FY 2021 and FY 2022.

CAPITAL INITIATIVE REQUESTS

Recreation, Parks & Cultural Services

Recurring Park Enhancements

\$150,000

Priority 2: This funding is for amenities within the parks themselves such as fence replacement and repair, bleacher repair and replacement, new trash cans, new benches, netting replacement and signage not related to wayfinding (such as park rules, dogs on leash, no smoking, etc.) and maintenance shade structures. Each year we are repairing and/or replacing the amenities, plus adding these same amenities to our new parks and downtown areas.

Recurring Playground Equipment Improvements

\$100,000

Priority 1: One of our park systems favorite amenity is our playgrounds. This program will allow for the replacement of all our playgrounds in a timely manner. FY 2021 funding is for replacement of the playgrounds at North Park (by Fields 1-4; last renovated in 2010).

Recurring Park Repairs/Improvements

\$100,000

Priority 1: This funding is for general park repairs and improvements on a smaller scale (non-capital size projects). This account allows us to repair trails throughout the system as they need to be repaired. As an example, FY 2020 funds were used to: (1) repair Webb Bridge Park Pedestrian Bridge; (2) complete buildout of Brewable space at Community Center; (3) pressure wash and paint silos; (4) purchase tables and chairs for the Art Room at the Adult Activity Center, etc. This account is crucial to the Department's ability to respond to the needs and repairs as they arise throughout the year.

Recurring Tennis Courts Resurfacing

\$60,000

Priority 1: This request is for the repair/resurface/recoat of tennis courts with a fabric crack repair system. This request is for the resurfacing of six courts at Wills Park. These courts were last resurfaced in 2014. Department policy is to resurface tennis courts every five years. These courts are approaching six years and sizeable cracks are occurring which is beginning to affect the playability. Further delays will eventually lead to safety issues.

Recurring Park Equipment Replacement

\$105,000

Priority 2: This request is for the replacement of a 1996 Ford 4630 Tractor, 2006 John Deere Gator (over 3,350 usage hours), and 2012 John Deere Gator (over 2,500 usage hours). Replacement requested due to age, hours of use, and estimated repair cost.

Recurring Greenway Improvements/Repairs

\$250,000

Priority 3: This fund will be used to repair, improve and enhance the entire length of the Alpharetta Greenway. This asset is extremely valuable to the City but is showing its age. Washouts, erosion, heavy use and constant maintenance has taken a toll on the Greenway. Major repairs are needed on the boardwalk portion of the Greenway. Many trees need to be maintained and/or removed to ensure the health of the Greenway and Big Creek.

CAPITAL INITIATIVE REQUESTS

Recurring Stormwater/Drainage Initiatives

Public Works

Recurring Stormwater Pipes/Structure Repair/Maintenance **\$1,500,000**

Priority 1: This request is for stormwater pipe and structure maintenance, repair, and replacement. This category includes unclogging pipes and structures filled with sediment and debris, repairing pipes by relining, contractual repairs to stormwater structures, and pipe replacement projects. The contractual pipe unclogging and structure repair will be throughout the city based on inspection results.

The following project locations have been identified for pipe repair or replacement and relining in FY 2021, subject to funding availability: Douglas Road; Tuxford; Kimball Crossing; and The Pines at Kimball Bridge Road.

Recurring Stormwater Drainage Maintenance **\$150,000**

Priority 1: This request is for the continual maintenance and small drainage maintenance work within the city including: (1) small repairs such as grouting, paved inverts, and replacing tops; (2) annual maintenance of the city's stormceptor units, oil/water separators, and city-owned detention ponds (as required by the Georgia Environmental Protection Division); and (3) Water Quality lab testing (as required by the Georgia Environmental Protection Division).

Recurring Stormwater Inspections **\$100,000**

Priority 1: The National Pollutant Discharge Elimination System (NPDES) Stormwater Permit requires Alpharetta to complete several inspections to protect our stormwater system. These inspections include site visits to private industrial facilities, private carwash and auto body repair shops, city ponds and stormwater management facilities, private ponds and stormwater management facilities, and city-maintained storm structures and pipes. These inspections help us identify maintenance repair work, help us prioritize our crews and CIP lists, and help us recognize private violations of the stormwater ordinance. This project includes hiring a private consultant to complete the inspections so that city staff can focus their efforts toward planning, maintenance, and enforcement activities.

General Capital Initiatives

City Administration

Economic Development Toolbox **\$87,500**

Priority 1: The City of Alpharetta provides local incentives through its economic development toolbox and facilitated by our team of experienced economic development professionals. New or growing businesses that demonstrate a serious economic impact through job creation and capital investment qualify for these programs. The programs funded in this request include the Local Jobs Creation Grant and the Alpharetta360 Video Marketing Fund to name a few.

CAPITAL INITIATIVE REQUESTS

The 360 Marketing Videos have been influential in marketing the city as a business destination and has been directly responsible for the location of new businesses to the city. To date we have had more than 10,000 unique views on our A360 website and have added in a marketing boosting strategy that has significantly increased our viewership.

Community Development

2040 Comprehensive Plan

\$30,000

Priority 1: This project is a required update to the City's Comprehensive Plan. Compliance with the Georgia Planning Act is required to maintain the City's Qualified Local Government (QLG) status and eligibility for state and federal grant programs.

Comprehensive Plans are updated every 5 years with a major update every 10 years. Our last update was a minor update with the incorporation of the Downtown Plan in 2016. This request is for completion of a major update to the Plan.

Design Services

\$30,000

Priority 2: This request is to provide funding for various studies and professional services that arise each year from Council and/or Department initiatives. Such services may include revisions to Comprehensive Plans, Small Area Plans, project designs such as plazas, landscape architecture, hosting a series of public input sessions, conceptual design standards, etc. These types of studies and professional services are essential and will assist in forecasting the current market environment, recommend standards that will assist in policy decisions, improve project completion timelines and functionality to maintain the high level of performance by City Staff that our citizens and business owners are accustomed to.

Public Works

Design Services

\$37,500

Priority 1: This request is for various design services associated with minor projects unable to be completed by city staff. Such services include structural designs and/or evaluations, sub-surface geotechnical investigations, miscellaneous right-of-way/easement research. Utilizing experts in various fields enables city staff to make the appropriate decisions related to resolving construction issues. Additionally, the information gathered by the design professionals allows staff to properly design or address issues in the field.

Recreation, Parks & Cultural Services

Design Services

\$20,000

Priority 2: This request is to provide funding for various studies and professional services that arise each year from Council and/or Department initiatives. Such services may include revisions to Recreation Master Plans, construction plans for recreation amenities including pavilions, gazebos, etc. These types of studies and professional services are essential and will assist in forecasting the current market environment, recommend standards that will assist in policy decisions, improve project completion timelines and functionality to maintain the high level of services our customers are accustomed to.

CAPITAL INITIATIVE REQUESTS

Alpharetta Public Arts Initiative

\$42,500

Priority 1: Arts Alpharetta is a nonprofit organization dedicated to bringing quality arts to Alpharetta. Arts Alpharetta have several public art projects they are currently working on.

- Instruments of Inspirations - Permanent art installations throughout downtown Alpharetta
- Miscellany - Temporary art installations in Brooke Street Park, City Hall and City Center
- Thompson Street art - permanent art installations along the Alpha Loop between City Hall and Avalon
- Mid-Wick Wall - Temporary art on the wall on the Alpha Loop

The funds requested will fund these programs on an alternate year basis (subject to available funding) as the art installations will be in place on average for 1.5/2 years.

T-SPLOST

Windward Pkwy Eastbound Improvements

\$2,000,000

Priority 1: This project is for widening of Windward Parkway eastbound direction to increase number of the existing thru traffic lanes between Westside Parkway and HP/The Plaza by one. It also includes necessary signal poles and associated equipment relocations, pavement milling and resurfacing, and roadway striping. The project design is anticipated to be completed by April 2020.

Windward Pkwy Westbound Improvements

\$2,000,000

Priority 1: This project includes lengthening the existing dual left turn lanes from Windward Parkway onto North Point Parkway, providing an additional thru traffic lane between North Point Parkway and GA-400, and necessary signal, pavement, and striping work. The project design is anticipated to be completed by April 2020.

CAPITAL INITIATIVE REQUESTS

Detail (Unfunded Capital Investment)

Public Works

Recurring Park Facilities Pavement Preservation

\$250,000

Priority 1: This request is for the on-going maintenance of pavement within the city's park facilities. Preservation of the roads, drives, and parking lots increases their life expectancy. Without preservation, these pavements will deteriorate and be more costly to repair. FY 2021 funding request is for North Park.

Pedestrian Safety Improvements

\$225,000

Priority 1: This request is for funding to evaluate, design, and construct pedestrian safety improvements throughout the City. Utilizing the tools and recommendations set forth in the pedestrian safety study funded in FY 2019, projects will be identified City-wide and may include pedestrian refuge islands, lighting improvements, midblock crossings, intersection treatments, and signal timing adjustments. The requested design funding would be used to acquire surveys needed for in-house design of the improvements.

Midblock Crosswalks

\$100,000

Priority 1: Midblock crosswalks facilitate crossings to places that people want to go but that are not well served by the existing traffic network. These pedestrian crossings, which commonly occur at schools, parks, in the Downtown area, and other destinations, improve pedestrian safety. With this initiative, future midblock crosswalks within the City Downtown Overlay District will be finished with bricks, and the ones outside of the Downtown Overlay District will be finished with stamped concrete or traditional striping. In response to the citizens requests and observed safety concerns, conceptual designs are being prepared for midblock crosswalks at the following locations, in no particular order: 1) Cogburn Road in front of the Park; 2) Bethany Road at Chantilly Drive; 3) Cumming Street at Manning Oaks Elementary School; 4) Mid Broadwell Road at Charlotte Drive; 5) Cumming Street at Jayne Ellen Way; 6) Providence Road at Lantern Ridge Drive.

92 Milton Avenue Mid-Block Crossing

\$280,000

Priority 2: This request is for the construction of a midblock pedestrian crossing on Milton Avenue at Teasley Street including a refuge area for pedestrians and installation of rectangular rapid flashing beacons (RRFBs). Also, it includes addition of two handicap ramps internal to the Milton Avenue parking deck site and one handicap ramp at the sidewalk connection point internal to the Roswell Street parking lot. The ramp proposed in the Roswell Street parking lot will tie to a sidewalk currently under construction as part of the 55 Roswell Street private development.

Roswell at Old Roswell St. Pedestrian Improvements

\$140,000

Priority 2: This request is for the installation of two pairs of rectangular rapid flashing beacons (RRFBs), crosswalks and handicap ramp upgrades at the intersection of Roswell Street and Old Roswell Street.

CAPITAL INITIATIVES NOT RECOMMENDED FOR FUNDING AT THIS TIME

CAPITAL INITIATIVE REQUESTS

Roundabout Studies

\$125,000

Priority 1: When designed and placed appropriately, roundabouts promote a continuous flow of traffic allowing for more efficient travel. Additionally, the long-term maintenance costs are significantly less than those of a signalized intersection.

This request is for funding to study the replacement of five signalized intersections throughout the City with roundabouts. Studies will provide a conceptual layout, traffic analysis, conceptual cost estimate, and modeling of each intersection. The five intersections to be studied are:

- Cumming Street at Henderson Parkway;
- Mayfield Road at Providence Road;
- Mayfield Road at Canton Street;
- Milton Avenue at Canton Street / Roswell Street; and
- Upper Hembree Road at Harris Road.

Major Intersection Improvements

\$50,000

Priority 1: This request would allow the City to quickly address intersection improvement projects, such as adding turn lanes. Projects will be selected based on their effect on traffic flow and safety.

The requested FY 2021 funding is for creating a left-turn lane from Webb Bridge Road onto Timberline Place to reduce likelihood of rear-end and sideswipe crashes between left-turning vehicles and the through vehicles behind them at the intersection of Webb Bridge Road at Timberline Place. Also, this project will improve traffic flow on the Webb Bridge Road corridor. To this end, the existing pavement markings on Webb Bridge Road from Webb Bridge Way to just west of Maid Marion Close will be removed and new striping with appropriate traffic calming devices will be installed.

Dryden Road Extension (Design)

\$300,000

Priority 2: This project would create a new two-lane roadway with sidewalks connecting North Point Parkway and Edison Drive. Proposed roadway would utilize the existing curb-cut for the AT&T property on the east side of North Point Parkway at Dryden Road. Proposed roadway would be approximately 900 linear feet in length.

FY 2021 funding request is for design. Construction is currently estimated at \$2.6 million and would be part of a future funding request. Project is contingent upon a partnership with the property owner.

Cumming Street at Henderson Parkway Roundabout (Design)

\$200,000

Priority 3: This request is to perform necessary studies, evaluations, and analysis for replacement of the existing traffic signal at the intersection of Cumming Street at Henderson Parkway with a single-lane roundabout. Improved traffic flow and safety benefits are potential advantages of a roundabout compared to the existing traffic signal at this location.

CAPITAL INITIATIVES NOT RECOMMENDED FOR FUNDING AT THIS TIME

CAPITAL INITIATIVE REQUESTS

Construction and right-of-way acquisition costs are estimated at \$1.6 million and would be part of a future funding request.

Mayfield Road at Canton Street Roundabout (Design) \$200,000

Priority 3: This request is to perform necessary studies, evaluations, and analysis for replacement of the existing traffic signal at the intersection of Mayfield Road at Canton Street with a single-lane roundabout. Improved traffic flow and safety benefits are potential advantages of a roundabout compared to the existing traffic signal at this location.

Construction and right-of-way acquisition costs are estimated at \$1.6 million and would be part of a future funding request.

Mayfield Road at Providence Road Roundabout (Design) \$200,000

Priority 3: This request is to perform necessary studies, evaluations, and analysis for replacement of the existing traffic signal at the intersection of Mayfield Road at Providence Road with a single-lane roundabout. Improved traffic flow and safety benefits are potential advantages of a roundabout compared to the existing traffic signal at this location.

Construction and right-of-way acquisition costs are estimated at \$1.8 million and would be part of a future funding request.

Windward Parkway at Clubhouse Drive Roundabout (Design) \$300,000

Priority 3: This request is to perform necessary studies, evaluations, and analysis for replacement of the existing traffic signal at the intersection of Windward Parkway at Clubhouse Drive with a dual-lane roundabout with slip lanes. Improved traffic flow and safety benefits are potential advantages of a roundabout compared to the existing traffic signal at this location. Construction and right-of-way acquisition costs are estimated at \$2.7 million and would be part of a future funding request.

Southlake Drive Traffic Calming (Design) \$350,000

Priority 1: This request is for the design and evaluation of appropriate traffic calming and safety treatments along Southlake Drive between Webb Bridge Road and Douglas Road, including the following projects:

- A roundabout at Southlake Drive at Clipper Bay Drive.
- Lane narrowing with center medians on Southlake Drive at the intersection of Westchester Way.
- A roundabout at Southlake Drive at Schooner Ridge.
- Lane narrowing with center medians on Southlake Drive at the intersection of Southlake Court.
- A roundabout at Southlake Drive at Americas Cup Cove.

Construction costs are estimated at \$1.8 million and would be part of a future funding request.

CAPITAL INITIATIVES NOT RECOMMENDED FOR FUNDING AT THIS TIME

CAPITAL INITIATIVE REQUESTS

CAPITAL INITIATIVES NOT RECOMMENDED FOR FUNDING AT THIS TIME

Marjean Way Extension (Design)

\$500,000

Priority 1: This request is for the design of the extension of Marjean Way from its current terminus at Orchid Lane north to Milton Avenue. The roadway extension will include brick sidewalks on both sides of the road to match the roadway section approved as part of the Windsong Townhomes development. Also included in the project scope will be the design of a regional stormwater facility designed to accommodate any future redevelopment of the adjacent upstream properties (currently occupied by the Masonic Lodge and Krogh Cabinetry) and the city-owned property at 90/92 Milton Avenue. The stormwater facility will be designed in such a manner to provide an attractive amenity to the area. In addition, the design shall include amenities associated with the future park. Construction costs are estimated at \$2.5 million and would be part of a future funding request.

Wills Road Widening (Design/ROW; Milton Ave. to Old Milton Pkwy) \$200,000

Priority 1: The City has received complaints of traffic backups that occur at the intersection of Mid Broadwell Road and Wills Road. The Downtown area of Milton Avenue near Roswell Street/Canton Street is becoming more congested. Providing connectivity to the multi-lane of Old Milton Parkway from Wills Road may serve as a reliever route for traffic not wishing to go through Downtown. An additional southbound lane on Wills Road from Mid Broadwell Road will provide a free flow right off of Mid Broadwell Road and allow connection to Old Milton Parkway thus giving drivers an option around Downtown. This request is for funding of design and estimated right-of-way costs. Construction costs are estimated at \$1 million and would be part of a future funding request.

Waters Road Traffic Calming (Design)

\$300,000

Priority 2: The city has received numerous complaints from citizens living along Waters Road regarding the volume of traffic and speed of vehicles. Several options and locations were evaluated, and it has been determined that roundabouts at the intersections of Waters Road and Centennial Drive, and Waters Road and Waters Mill Drive, would be the most feasible method for addressing these concerns. Design funds are being requested for FY 2021.

It is anticipated that right-of-way will be needed from property owners and will be acquired in FY 2022 after completion of the design documents.

Construction costs are estimated at \$3 million and would be part of a future funding request.

Kimball Bridge Road Improvements (design; Waters Rd to Buice Rd) \$250,000

Priority 2: This request is for design funding for roadway improvements along Kimball Bridge Road between Waters Road and Buice Road. Improvements will include the addition of left-turn lanes along Kimball Bridge Road to serve all intersections with South Kimball Bridge Crossing and Bracebridge Road. Project will also investigate adding improvements like replacing the signal at the intersection with Glen Abbey Drive/Tuxford Drive with a roundabout.

CAPITAL INITIATIVE REQUESTS

Project goal is to provide these improvements along the corridor to slow vehicles and improve pedestrian safety. Cost savings can be accomplished in construction by pairing the project up with the future 60" water transmission line work by the County along Kimball Bridge Road from the cemetery to Buice Road.

Right-of-way and construction costs are estimated at \$250K and \$2.5 million respectively and would be part of future funding requests.

Douglas Rd Traffic Calming (Option 1 – No Roundabout; Design) \$50,000

Priority 2: This request is for the design and implementation of safety improvements along Douglas Road. Citizens of Waters Road have expressed concerns of individuals driving at excessive speeds. The topography of Douglas Road does not make it any easier to slow drivers. Requests have been submitted for roundabouts, sidewalks on both sides of the street, chicanes, and improved landscape areas.

This funding request is for design of improvements which include removal of right turn lanes along the corridor. Removal of the right turn lanes and replacing the areas with landscaping will provide drivers a tunnel effect and force drivers to slow their speed and become more aware of their surroundings.

Construction costs are estimated at \$450K and would be part of a future funding request. Another option would be roundabouts which are included in a separate capital request.

Douglas Rd Traffic Calming (Option 2 – Roundabout; Design) \$150,000

Priority 2: The City has received numerous complaints from citizens living along Douglas Road regarding the volume of traffic and speed of vehicles. Several options and locations were evaluated along Douglas Road. Intersection improvements at Douglas Road/Clubhouse Drive and Douglas Road/Newport Bay Passage are being considered. A roundabout is being proposed at Douglas Road/Clubhouse Drive to address the intersections volume as well as a traffic calming. Traffic calming measures for the Newport Bay Passage intersection would include a lane diet and sight distance improvements. Design funds are being requested for FY 2021. It is anticipated that right-of-way will be needed from property owners and will be acquired in FY 2022 after completion of the design documents (estimated at \$100K).

Construction costs are estimated at \$1.5 million and would be part of a future funding request. Another option includes smaller scale traffic calming measures including removal of right-turn lanes and are included in a separate capital request.

Haynes Bridge Road Lighting \$460,000

Priority 1: This request is for funding of a lighting design and installation of Pedestrian Streetlights on the East and West side of Haynes Bridge Road between Old Milton Parkway and Academy Street. Lighting will consist of pedestrian lighting along the sidewalk (both sides) as well as taller streetlights in the vicinity of the roundabout. A formal lighting design will determine the best approach taking into consideration lighting casted onto neighboring streets as well as safety for pedestrians and vehicles.

CAPITAL INITIATIVE REQUESTS

City Center Decorative Signposts

\$180,000

Priority 2: This request is to upgrade the signposts at City Center to the approved decorative black Wadsworth design post. This project will include all signposts located in and around City Center including Academy Street (SR 9 to Haynes Bridge Road) and Haynes Bridge Road (Academy Street to Old Milton Parkway). As a part of this project, a GIS inventory of the permanent sign locations will be done, and sign clutter will be taken into consideration to reduce the overall number of signs.

AlphaLoop (City Trail)

\$9,000,000

Priority 1: This request is to provide construction funding for the AlphaLoop City Trail. AlphaLoop is envisioned as a multi-use trail and park system intended to connect City Center, Avalon, and the Northwinds Area together via paved pedestrian pathways.

Phase A runs from Old Milton Parkway to Westside Parkway, Phase B covers the crossing under Westside Parkway, and Phase C runs from Westside Parkway to Northwinds Parkway.

Construction estimates total \$9 million and include the following: Phase A (\$6 million); Phase B (\$1 million); Phase C (\$2 million).

Windward Parkway Pedestrian Bridges (Design)

\$250,000

Priority 2: This request is for the design of five pedestrian bridges:

- An 8' pedestrian bridge (6' clear width) over Camp Creek between Marconi Drive and Alderman Drive on north side of Windward Parkway. (The south side pedestrian bridge will be constructed as part of Big Creek Greenway Extension).
- Two pedestrian bridges over Big Creek between Union Hill Road and Clubhouse Drive. It consists of an 8' pedestrian bridge (6' clear width) on north side of Windward Parkway; and another same type of the bridge with an additional 10' multi-use trail on south side of Windward Parkway to connect the existing sidewalk to Big Creek Greenway.
- Two 8' pedestrian bridges (6' clear width) over Big Creek Tributary between Clubhouse Drive and Admiral Crossing on both sides of Windward Parkway.

Construction costs are estimated at \$2.7 million and would be part of a future funding request.

Waters Road Sidewalk Improvements (ROW)

\$20,000

Priority 1: This funding request is for the purchase of right-of-way for the eventual installation of sidewalks to fill in two gaps along the east side of Waters Road. Citizens of Waters Road have expressed concerns of individuals driving at excessive speeds. Installation of these sidewalks would provide continuous sidewalk along both sides of Waters Road. Pedestrians would only need to cross Waters Road at signalized intersections: Kimball Bridge Road and Jones Bridge Road.

Design of these sidewalk segments was completed in-house by Staff in FY 2019. Construction costs are estimated at \$970,000 and would be part of future funding requests.

CAPITAL INITIATIVES NOT RECOMMENDED FOR FUNDING AT THIS TIME

CAPITAL INITIATIVE REQUESTS

CAPITAL INITIATIVES NOT RECOMMENDED FOR FUNDING AT THIS TIME

Southlake Drive Culvert Replacement (partial)

\$100,000

Priority 1: This request is for the reconstruction of the culvert under Southlake Drive at Westchester Way. The existing culvert and headwalls are deteriorating and do not carry the 100-year flood without topping the roadway. This project will replace the triple culverts with an arch culvert similar to Mayfield Road. The walls on either side will not be adjacent to the sidewalk, so they will not extend to be visible while on the roadway. The face of the walls (visible from the resident home side) will be finished with stone pattern like the surrounding stacked stone signs and pillars in the vicinity. The new bottomless culvert will require less maintenance and be equipped with a rack to capture floating debris on the southside of Southlake Drive to prevent some floatables from entering Lake Windward. The Southlake Project will include some additional stormwater pipe realignment to tie into the new culvert, placement of sidewalk and handicap ramps, and installation of sod and landscaping. FY 2021 money will be used for work that can be accomplished without open cutting the road including utility relocation and coordination. The bulk of the project will be funded in FY 2022 for construction to occur June and July 2023 with road closures and is currently estimated at \$1.2 million.

Public Safety HQ Parking Lot Expansion

\$100,000

Priority 1: Due to the increased number of individuals accessing the Public Safety Headquarters, additional parking needs are desired. This request is for funding to construct an additional 24 parking spaces along the main entrance off Westside Parkway to the Public Safety Headquarters complex. Design was funded in FY 2019 and completed by Staff.

Alpharetta Arts Center Parking Expansion (Design)

\$50,000

Priority 1: This request is for funding of the design for an expansion of the parking lot at the Arts Center. The existing parking lot provides 39 parking spaces. The proposed expansion would increase this number by 36 spaces to 75 (total). The parking lot expansion would be constructed atop the current detention pond. This will necessitate the creation of an underground detention system beneath the parking expansion. The use of permeable pavers in lieu of asphalt is proposed for the parking expansion. Construction costs are estimated at \$900,000 and would be part of future funding requests.

Recurring Rec Roof Replacement (Mansell House Pavilion)

\$60,000

Priority 1: This request is for replacement of the roof for the pavilion located at the Mansell House. The replacement will include new roof decking, asphalt shingles, and tongue and groove underside decking. The pavilion is in major need of a new roof. The roof issues have caused the roof and underside decking to rot beyond repair and will need replacement also.

City Hall Beautification

\$10,000

Priority 2: This request is for the beautification of City Hall including interior art aesthetics.

CAPITAL INITIATIVE REQUESTS

Public Safety

3D Laser Scanner

\$60,100

Priority 1: This request is for a Faro 3-D laser scanner and software with equipment which will replace the out-of-service and outdated Total Station equipment previously used during crash investigations by the Traffic Unit. The laser scanner captures a 3D representation of any scene, exactly how it was at the time. It can create 2D and 3D scene diagrams/animations, perform crash/crime scene analysis, and courtroom presentations. This system can be used for crime scene investigations, arson investigations, training, fire pre-planning, and wide array of other uses by several units within Public Safety. This request includes: Faro 3D scanner (\$30,000); set up (\$4,000); software (\$9,000); equipment (\$6,100); and 3-year maintenance and warranty on equipment and software (\$11,000). Additional costs every 4 years of \$16,000 to upgrade software and warranties.

CRT License Plate Reader Expansion

\$17,500

Priority 1: Requesting funding to expand the current vehicle mounted License Plate Reader (LPR) system in use in the Community Response Team (CRT). Currently, CRT is equipped with one vehicle mounted LPR with 3 cameras on one patrol vehicle. This request is to purchase 2 additional processing units (appx \$8,750 per unit) and then equip three patrol vehicles with vehicle mounted LPR with 1 camera per vehicle. The LPR cameras will expand our effectiveness of the LPR system already in use and will allow for more coverage which in turn will increase the amount of contacts with violators. Training on the additional systems will be done on-duty at no additional costs. Annual software fees will be identical to the fees already budgeted for the LPR system.

PS Equipment (new)

\$33,400

Priority 2: This request is for various capital items within Public Safety including:

- CID Vests (\$6,400) - This request is for tactical/active shooter response outer carriers for the detectives of the Criminal Investigation Division. Recently, there have been numerous active shooter type events around the country, including one in Alpharetta where detectives were the first on-scene. Currently, we are asking our detectives to respond to assist and or take over incidents from the patrol division when the need for more in-depth responses are warranted. At this time, our detectives do not have a vest that they can keep in their vehicle that would have body armor, extra equipment, as well a clearly defined POLICE patch for identification purposes. By providing detectives with tactical/active shooter response outer carriers, it will allow them to have additional mags, tourniquets, taser, gloves, and other items necessary in an active shooter situation. The approximate cost will be \$250-\$275 per carrier for twenty-three (23) detectives.
- CRT Star Chaser (\$7,000) - This request is for the StarChase System, a vehicle mounted GPS deployed dart that adheres to the offender's vehicle. This allows for the vehicle to be tracked via GPS tracking and allows law enforcement to track the offender from a safe distance eliminating the need for a vehicle pursuit. The system

CAPITAL INITIATIVE REQUESTS

costs \$7,000 per unit plus installation. Annual costs are estimated at \$1,000 and will be funded within the operating budget.

- Flock Safety LPR Cameras (\$20,000) - This request is for ten (10) Flock Safety LPR cameras that will be placed at strategic locations in the city to identify vehicles used for burglaries, robberies, entering autos, and other crimes. They will also alert Alpharetta law enforcement in real time to stolen vehicles and wanted persons that are actively being sought by law enforcement. The usage of the cameras will assist detectives in solving crimes and making the necessary arrests.

Recreation, Parks & Cultural Services

Wills Park Master Plan Improvements

\$970,000

Priority 2: This program provides for the systematic development of Wills Park as outlined in the 2018 Wills Park Master Plan. In 2021, construction of gateway entrances, improvements to the dog park to include drainage upgrades, and renovations to disc golf facilities are planned.

The two Gateway entrance signs are tentatively set for Old Milton Parkway and Roswell Street as well as Old Milton Parkway and Wills Road. Said sign improvements will include entrance archways and heavy landscaping (Roswell Street) and a boardwalk (Wills Road). The disc golf course needs rerouting as many of the holes need to be moved away from the eroding stream bank. Exact locations will be determined thru survey work and storm drainage issues. Waggy World was constructed without proper drainage. A consultant is currently working on construction drawings for the approved master plan. Portions of this scope were originally included in the FY 2020 funding request but were not feasible due to removal and increased costs of the replacement maintenance barn.

Recurring Synthetic Turf Field Replacements

\$500,000

Priority 2: This request is for the replacement of North Park turf field #2. This multi-use field is over 11-years old and accommodates youth football, lacrosse, soccer programs, and public use. Average life of a turf field is 8-10 years. This field has required extensive turf repairs over the past 2-years. The current condition calls for immediate replacement for better playability and safety for users.

Park System Wayfinding Signage

\$100,000

Priority 1: This project is the implementation of the park system wayfinding and signage plan developed in FY 2017. The purpose of the signage plan is to bring uniformity to the numerous signs in our entire park system. The plan defines a specific sign style that will become our "brand" and help park patrons easily identify Alpharetta parks. The plan recommends locations for signs to help visitors locate various amenities in the parks, such as fields, playgrounds, tennis courts, restrooms, etc. Signs within parks will be evaluated and prioritized for replacement. Staff will systematically replace signs using the new guidelines outlined in the plan. Entrance upgrades were listed for all parks in the Master Plan and part of the upgrade includes signage. This is a multi-year initiative.

CAPITAL INITIATIVES NOT RECOMMENDED FOR FUNDING AT THIS TIME

CAPITAL INITIATIVE REQUESTS

CAPITAL INITIATIVES NOT RECOMMENDED FOR FUNDING AT THIS TIME

Pocket Park Development (design)

\$50,000

Priority 1: Design/development of downtown pocket parks throughout downtown Alpharetta. These parks need to be planned for connectivity and curb appeal. Included in these areas are Ole Milton Park (where the fountain and Christmas tree are); areas at the corner of Old Roswell and Roswell Street; the corner of Old Canton and Canton; the parking area where Food Truck Alley is held; and other small city-owned areas in downtown. FY 2021 includes funding for design of the improvements. Construction of the improvements would span multiple years and is currently estimated at \$375,000.

Neighborhood Park Renovation/Development

\$550,000

Priority 2: Old Rucker park has been identified as the next neighborhood park scheduled for development. Funds are being requested for the development of a park master plan, construction drawings and the first phase of development which includes park entrance improvements, restroom facility, and parking.

Wills Park Equestrian Center Master Plan Buildout

\$4,825,000

Priority 3: This funding request includes the following Wills Park Equestrian Center improvements:

- Reroute the four (4) existing rings complete with new footings, fencing, and lighting.
- Construct a new 5th ring on the old maintenance barn site.
- Construct a new geo-grid parking lot in the southernmost vacant field to handle the increase in traffic from the new ring.
- Replace all existing barns with new structures (approximately 300 stalls).

Historic Preservation Initiative

\$85,000

Priority 2: This fund supports several initiatives to preserve the rich history of the City of Alpharetta

- Farmhouse property
This request is for funding of a master plan, along with the necessary permits for the Farmhouse property.
- The Stories Project
This project entails video recording the stories and oral history of our citizens and their memories of the Alpharetta Experience. This project will continue into the future and involve the recordings of a number of citizens each year as seniors are willing to express their emotions, memories and recollections of the Alpharetta they have known. As time progresses, the videos will be compiled so they can be used as an online story of our past and its respected citizens who have helped to shape our city. This documentation can also be used within the History Center as an oral history of Alpharetta's development over time. We are hoping to record 50 citizens within the next year. Funding is \$25,000 annually.
- Alpharetta Old Milton County Museum
This request is for upgrading the displays, artifacts, equipment, etc. and totals \$10,000 in 2021.

CAPITAL INITIATIVE REQUESTS

Cultural Services Plan

\$30,000

Priority 1: In 2018, Recreation, Parks and Cultural Services Master Plan recommended that Cultural Services develop a public art program to integrate art into all parks and public spaces in Alpharetta; create the Arts Center as a cultural hub; and create a Department-wide Program Plan. This Cultural Plan would be a yearlong planning effort, which includes in-depth research, engagement, analysis of City plans and collaboration with residents, artists, organizations, City Staff Departments and City Council / Leaders. Fulton County Arts & Culture is working with a consultant for an Arts & Culture Strategic Plan. To better collaborate and obtain funding, staff would like to have a Cultural Plan in place to follow on a City, County, and State level.

Big Creek Stream Bank Restoration

\$100,000

Priority 2: At the direction of the Director of Recreation, Parks and Cultural Services, this capital item is for construction projects repairing bank stabilization along the Brig Creek Greenway has been included as a separate non-recurring capital request. The projects listed here were identified in the FY 2018 Big Creek Erosion Study and were designed in FY 2019 and FY 2020. The FY 2021 funds are for the construction of a culvert replacement along the greenway trail south of Old Milton Parkway. This area has seen severe erosion and sediment deposition. The FY 2022 funds are earmarked for 3 project locations along the greenway near the YMCA north of Old Milton Parkway. In these areas the bank of Big Creek has been eroding away and threatens to impact the greenway trail.

CAPITAL INITIATIVES NOT RECOMMENDED FOR FUNDING AT THIS TIME

CITYWIDE BUDGET SUMMARIES

Citywide Budget Summaries

Overview

The *Citywide Budget Summaries* section is intended to provide readers with an overall understanding of the city's fiscal year 2021 budget. The following schedules provide readers with revenue and expenditure summaries from several different perspectives including:

- **Citywide Budget Summary by Fund**

This section provides a summary/narrative of FY 2021 budget data by fund type (e.g. General Fund, Special Revenue Funds, etc.).

- **Citywide Budget Summary by Revenue Source**

This section provides a summary/narrative of FY 2021 budget data by revenue source (i.e. Property Taxes, Other Taxes, Charges for Services, etc.). Please refer to the specific Fund Summaries section (e.g. General Fund Summary, Special Revenue Fund Summaries, etc.) of this document for more detailed information about the city's various revenue sources.

- **Citywide Budget Summary by Department Expenditures**

This section provides a summary/narrative of FY 2021 budget data by department expenditures (e.g. City Administration, Public Safety, etc.). Please refer to the *Departmental Summaries* section of this document for more detailed information about each department's expenditures.

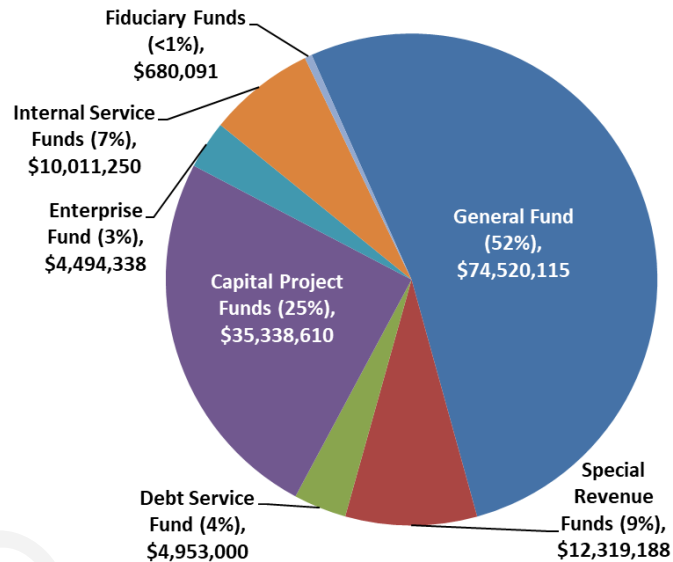
- **Citywide Budget Summary by Expenditure Category**

This section provides a summary/narrative of FY 2021 budget data by expenditure category (e.g. Personnel Services, Maintenance & Operations, etc.).

CITYWIDE BUDGET SUMMARIES

Summary by Fund Type

**FY 2021 Citywide Budget
totals \$142 Million**



The Fiscal Year 2021 budget for all funds totals \$142 million. The city budget includes appropriations for the following fund types:

General Fund: The city's General Fund is its largest fund and includes governmental activities such as police, fire, recreation, and other general governmental functions that are primarily funded with property taxes, utility taxes, franchise fees, and charges for services, such as recreation program fees.

Special Revenue Funds: These Funds are established to account for revenues that are restricted by statute, ordinance, or resolution for a specific purpose. The city currently utilizes the following special revenue funds: E-911 Fund; Impact Fee Fund; Drug Enforcement Agency Fund; Hotel/Motel Fund; and the Operating Grants Fund.

Debt Service Fund: This Fund is utilized to account for debt service requirements of the city's general government debt obligations.

Capital Project Funds: These Funds are used for various citywide capital projects. Projected

funding for FY 2021 is from fund balance, T-SPLOST collections, and transfers from other funds. Unspent appropriations from fiscal year 2020 will be re-appropriated to continue previously approved projects.

Enterprise Fund: This Fund is a self-supporting entity that derives its revenue primarily from charges levied on the users of its services, much like private enterprises. The city utilizes an enterprise fund to account for operations of its solid waste system.

Internal Service Fund: These Funds are used to accumulate and allocate costs internally among the city's various functions. The city utilizes a Risk Management Fund (administering general liability, automotive liability, workers' compensation and property insurance coverage) and Medical Insurance Fund (account for activity under the Minimum Premium Plan in accordance with GAAP).

Fiduciary Funds: These Funds are used to account for resources held for the benefit of parties outside the government and include the OPEB Funds.

CITYWIDE BUDGET SUMMARIES

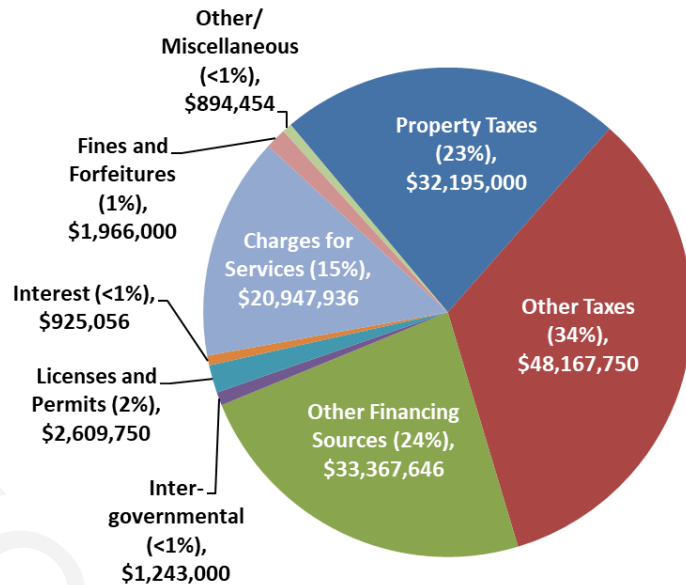
Summary by Fund

	Revenues	Expenditures	Balanced Budget
General Fund	\$ 74,520,115	\$ 74,520,115	√
Special Revenue Funds:			
E-911 Fund	\$ 4,276,568	\$ 4,276,568	√
Drug Enforcement Agency (DEA) Fund	315,282	315,282	√
Impact Fee Fund	925,000	925,000	√
Hotel/Motel Fund	6,802,338	6,802,338	√
	\$ 12,319,188	\$ 12,319,188	√
Debt Service Fund	\$ 4,953,000	\$ 4,953,000	√
Capital Project Funds:			
Capital Projects Fund	\$ 7,388,610	\$ 7,388,610	√
Stormwater Capital Fund	1,750,000	1,750,000	√
T-SPLOST Capital Fund	26,200,000	26,200,000	√
	\$ 35,338,610	\$ 35,338,610	√
Enterprise Fund:			
Solid Waste Fund	\$ 4,494,338	\$ 4,494,338	√
Internal Service Funds:			
Risk Management Fund	\$ 1,526,250	\$ 1,526,250	√
Medical Insurance Fund	8,485,000	8,485,000	√
	\$ 10,011,250	\$ 10,011,250	√
Fiduciary Funds:			
OPEB Health Benefit Fund	\$ 86,589	\$ 86,589	√
OPEB Reimbursement Benefit Fund	593,502	593,502	√
	\$ 680,091	\$ 680,091	√
Total	\$ 142,316,592	\$ 142,316,592	√

CITYWIDE BUDGET SUMMARIES

Summary by Revenue Source

**FY 2021 Citywide Budget
totals \$142 Million**



The chart above segments the FY 2021 budget by revenue source and includes the following:

Property Taxes: Ad Valorem tax on real/personal property owned within the city. The adopted millage rate for FY 2021 totals 5.750 mills and is composed of the following: Operating Millage Rate of 4.935 mills (used to fund general city operations and the recurring capital program); and a Debt Service Millage Rate of 0.815 mills (used to fund debt service on voter approved general obligation bonds).

Other Taxes: Includes local option sales taxes (i.e. LOST), T-SPLOST collections (transportation special purpose local option sales taxes), franchise fees (fees charged to utility companies operating within the city that allow for the use of public right-of-way), hotel/motel taxes, business and occupational taxes, etc.

Licenses and Permits: Includes building permit fees, occupancy permit fees, alcohol

beverage permit fees, development permits and related fees, etc.

Intergovernmental: Includes federal, state, and local grant funding as well as revenue sharing associated with intergovernmental agreements.

Charges for Services: Includes recreation user fees, planning and development fees, fire plan review fees, special event fees, solid waste fees, employer/employee premium fees; etc.

Fines and Forfeitures: Includes municipal court fines, code enforcement board fines, etc.

Interest: Includes investment earnings on city funds.

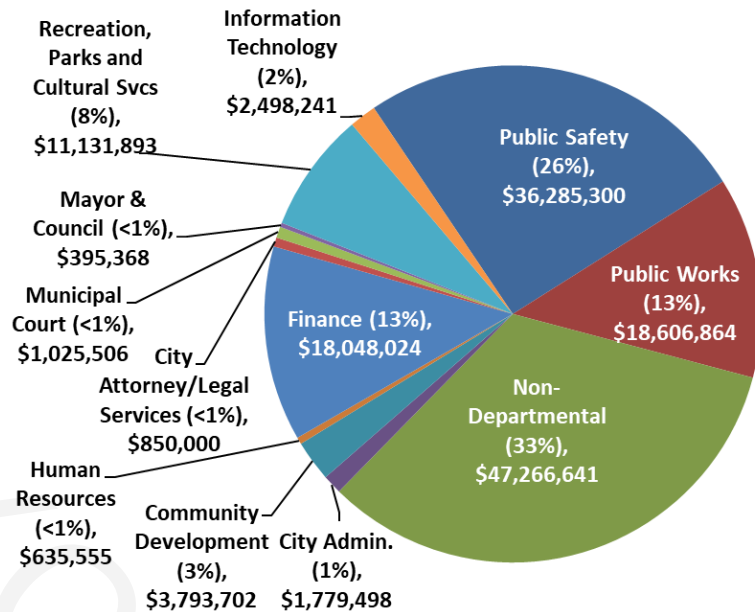
Other/Miscellaneous: Includes the sale of surplus assets, donations, and other miscellaneous revenues.

Other Financing Sources: Includes inter-fund transfers and budgeted fund balance.

CITYWIDE BUDGET SUMMARIES

Summary by Department Expenditures

**FY 2021 Citywide Budget
totals \$142 Million**



The chart above segments the FY 2021 budget by department/functional unit and includes the following:

Mayor and City Council

City Administration

Community Development

Public Works

Finance (includes general operations and activities associated with the Solid Waste Fund, Risk Management Fund, and Medical Insurance Fund)

Human Resources

Information Technology

Legal Services (City Attorney)

Municipal Court

Public Safety (includes general operations and activities associated with the DEA Fund and E-911 Fund)

Recreation, Parks and Cultural Services

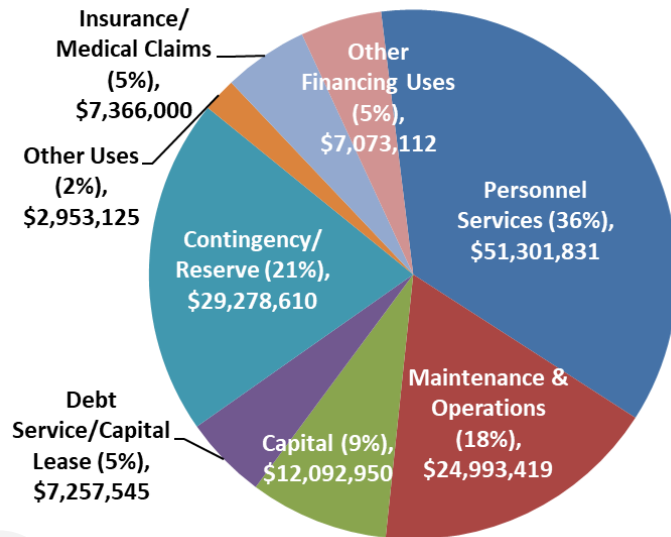
Non-Departmental (interfund transfers, contingency/reserves, Hotel/Motel Fund distributions, debt service, activities within the OPEB Funds, etc.)

Please refer to the *Departmental Summaries* section of this document for specific information on each department including mission, goals and objectives, financial summary, and performance measures.

CITYWIDE BUDGET SUMMARIES

Summary by Expenditure Category

**FY 2021 Citywide Budget
totals \$142 Million**



The chart above segments the FY 2021 budget by expenditure category and includes the following:

Personnel Services: Includes expenses for salaries, wages, and related employee benefits provided for all persons employed by the city whether on a full-time, part-time, temporary, or seasonal basis. Employee benefits include employer contribution for health insurance, pension, social security, workers compensation, other post-employment benefits, etc.

Maintenance and Operations: Includes expenses for goods and services associated with city's provision of services. Examples include professional fees, repair & maintenance, utilities, travel and training, etc.

Capital: Includes expenses for the acquisition of capital assets (e.g. building improvements, machinery and equipment, vehicle replacement/acquisition, etc.).

Debt Service: Includes expenses related to the repayment of the city's voter approved

debt obligations (e.g. principal and interest payments, debt service fees, etc.).

Insurance/Medical Claims: Includes an actuarially determined estimate for risk-management insurance claims and estimated medical claims under the city's Minimum Premium Plan. There is a grossing-up effect with the Medical Insurance Fund as the employer premium expenses are also reflected in the Operating Funds (e.g. General Fund, E911 Fund, etc.).

Other Uses: Includes Hotel/Motel Tax disbursements to the Alpharetta Convention & Visitors Bureau.

Contingency/Reserves: Includes General Fund contingency appropriations and reserve appropriations across multiple funds (Capital Projects Fund, Stormwater Capital Fund, T-SPLOST Fund, etc.).

Other Financing Uses: Includes interfund transfers for items such as grant matches, capital improvements, etc.

CITYWIDE BUDGET SUMMARIES

Consolidated Summary (Revenues by Source/Expenditures by Department)

	General Fund	Special Revenue Funds				Capital Project Funds			
		DEA Fund	E-911 Fund	Impact Fee Fund	Hotel/Motel Fund	Capital Projects Fund	Stormwater Capital Fund	T-SPLOST Capital Fund	
REVENUES:									
Property Taxes	\$ 27,242,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Local Option Sales Taxes/T-SPLOST	15,700,000	-	-	-	-	-	-	10,400,000	
Other Taxes	15,317,750	-	-		6,750,000				
Licenses and Permits	2,609,750	-	-	-	-	-	-	-	
Intergovernmental Revenue	113,000	-	1,130,000	-	-	-	-	-	
Charges for Services	3,357,750	-	3,120,000	-	-	-	-	-	
Fines and Forfeitures	1,806,000	160,000	-	-	-	-	-	-	
Interest Earnings	310,000	-	26,568	-	52,338	171,748	-	300,000	
Other/Miscellaneous	243,363	-	-	-	-	-	-	-	
subtotal	\$ 66,699,613	\$ 160,000	\$ 4,276,568	\$ -	\$ 6,802,338	\$ 171,748	\$ -	\$ 10,700,000	
Other Financing Sources									
Interfund Transfer from General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,116,862	\$ 1,425,000	\$ -	
Interfund Transfer from Hotel/Motel Fund	2,531,250		-	-	-	-	-	-	
Budgeted Fund Balance	5,289,252	155,282	-	925,000	-	4,100,000	325,000	15,500,000	
subtotal	\$ 7,820,502	\$ 155,282	\$ -	\$ 925,000	\$ -	\$ 7,216,862	\$ 1,750,000	\$ 15,500,000	
Total Revenues	\$ 74,520,115	\$ 315,282	\$ 4,276,568	\$ 925,000	\$ 6,802,338	\$ 7,388,610	\$ 1,750,000	\$ 26,200,000	
EXPENDITURES:									
Mayor and City Council	\$ 395,368	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
City Administration	1,691,998	-	-	-	-	87,500	-	-	
Finance	3,542,436	-	-	-	-	-	-	-	
Legal Services	850,000	-	-	-	-	-	-	-	
Information Technology	2,198,241	-	-	-	-	300,000	-	-	
Human Resources	635,555	-	-	-	-	-	-	-	
Municipal Court	1,025,506	-	-	-	-	-	-	-	
Public Safety	30,478,690	315,282	4,276,568	-	-	1,214,760	-	-	
Public Works	9,031,624	-	-	-	-	3,825,240	1,750,000	4,000,000	
Recreation, Parks and Cultural Services	10,304,393	-	-	-	-	827,500	-	-	
Community Development	3,733,702	-	-	-	-	60,000	-	-	
Non-Departmental	-	-	-	-	6,000	-	-	-	
Insurance Premiums (Risk Fund)	720,250	-	-	-	-	-	-	-	
Alpharetta Convention and Visitors Bureau	-	-	-	-	2,953,125	-	-	-	
Debt Service (Principal and Interest)*	290,490	-	-	-	1,311,963	-	-	-	
Contingency	700,000	-	-	-	-	-	-	-	
Non-Allocated (Operating Initiatives)	276,000	-	-	-	-	-	-	-	
Non-Allocated (Reserve)	4,104,000	-	-	925,000	-	1,073,610	-	22,200,000	
subtotal	\$ 69,978,253	\$ 315,282	\$ 4,276,568	\$ 925,000	\$ 4,271,088	\$ 7,388,610	\$ 1,750,000	\$ 26,200,000	
Other Financing Uses									
Interfund Transfer to General Fund	\$ -	\$ -	\$ -	\$ -	\$ 2,531,250	\$ -	\$ -	\$ -	
Interfund Transfer to Capital Funds	4,541,862	-	-	-	-	-	-	-	
subtotal	\$ 4,541,862	\$ -	\$ -	\$ -	\$ 2,531,250	\$ -	\$ -	\$ -	
Total Expenditures	\$ 74,520,115	\$ 315,282	\$ 4,276,568	\$ 925,000	\$ 6,802,338	\$ 7,388,610	\$ 1,750,000	\$ 26,200,000	

* Not including Capital Leases which are programmed into the appropriate Departmental budget above.

CITYWIDE BUDGET SUMMARIES

	Enterprise Fund		Internal Service Funds		Fiduciary Funds		
	Debt Service Fund	Solid Waste Fund	Risk Management Fund	Medical Insurance Fund	OPEB Health Benefit Fund	OPEB Reimb. Fund	TOTAL
REVENUES:							
Property Taxes	\$ 4,953,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 32,195,000
Local Option Sales Taxes/IT-SPLOST	-	-	-	-	-	-	26,100,000
Other Taxes	-	-	-	-	-	-	22,067,750
Licenses and Permits	-	-	-	-	-	-	2,609,750
Intergovernmental Revenue	-	-	-	-	-	-	1,243,000
Charges for Services	-	4,471,575	1,513,611	8,485,000	-	-	20,947,936
Fines and Forfeitures	-	-	-	-	-	-	1,966,000
Interest Earnings	-	22,763	12,639	-	10,000	19,000	925,056
Other/Miscellaneous	-	-	-	-	76,589	574,502	894,454
<i>subtotal</i>	\$ 4,953,000	\$ 4,494,338	\$ 1,526,250	\$ 8,485,000	\$ 86,589	\$ 593,502	\$ 108,948,946
Other Financing Sources							
Interfund Transfer from General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,541,862
Interfund Transfer from Hotel/Motel Fund	-	-	-	-	-	-	2,531,250
Budgeted Fund Balance	-	-	-	-	-	-	26,294,534
<i>subtotal</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 33,367,646
Total Revenues	\$ 4,953,000	\$ 4,494,338	\$ 1,526,250	\$ 8,485,000	\$ 86,589	\$ 593,502	\$ 142,316,592
EXPENDITURES:							
Mayor and City Council	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 395,368
City Administration	-	-	-	-	-	-	1,779,498
Finance	-	4,494,338	1,526,250	8,485,000	-	-	18,048,024
Legal Services	-	-	-	-	-	-	850,000
Information Technology	-	-	-	-	-	-	2,498,241
Human Resources	-	-	-	-	-	-	635,555
Municipal Court	-	-	-	-	-	-	1,025,506
Public Safety	-	-	-	-	-	-	36,285,300
Public Works	-	-	-	-	-	-	18,606,864
Recreation, Parks and Cultural Services	-	-	-	-	-	-	11,131,893
Community Development	-	-	-	-	-	-	3,793,702
Non-Departmental	15,860	-	-	-	86,589	593,502	701,951
Insurance Premiums (Risk Fund)	-	-	-	-	-	-	720,250
Alpharetta Convention and Visitors Bureau	-	-	-	-	-	-	2,953,125
Debt Service (Principal and Interest)*	4,937,140	-	-	-	-	-	6,539,593
Contingency	-	-	-	-	-	-	700,000
Non-Allocated (Operating Initiatives)	-	-	-	-	-	-	276,000
Non-Allocated (Reserve)	-	-	-	-	-	-	28,302,610
<i>subtotal</i>	\$ 4,953,000	\$ 4,494,338	\$ 1,526,250	\$ 8,485,000	\$ 86,589	\$ 593,502	\$ 135,243,480
Other Financing Uses							
Interfund Transfer to General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,531,250
Interfund Transfer to Capital Funds	-	-	-	-	-	-	4,541,862
<i>subtotal</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,073,112
Total Expenditures	\$ 4,953,000	\$ 4,494,338	\$ 1,526,250	\$ 8,485,000	\$ 86,589	\$ 593,502	\$ 142,316,592

* Not including Capital Leases which are programmed into the appropriate Departmental budget above.

CITYWIDE BUDGET SUMMARIES

Consolidated Summary (Revenues by Source/Expenditures by Category)

	General Fund	Special Revenue Funds				Capital Project Funds		
		DEA Fund	E-911 Fund	Impact Fee Fund	Hotel/Motel Fund	Capital Project Fund	Stormwater Capital Fund	T-SPLOST Capital Fund
REVENUES:								
Property Taxes	\$27,242,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Local Option Sales Taxes/T-SPLOST	15,700,000	-	-	-	-	-	-	10,400,000
Other Taxes	15,317,750	-	-	-	6,750,000	-	-	-
Licenses and Permits	2,609,750	-	-	-	-	-	-	-
Intergovernmental Revenue	113,000	-	1,130,000	-	-	-	-	-
Charges for Services	3,357,750	-	3,120,000	-	-	-	-	-
Fines and Forfeitures	1,806,000	160,000	-	-	-	-	-	-
Interest Earnings	310,000	-	26,568	-	52,338	171,748	-	300,000
Other/Miscellaneous	243,363	-	-	-	-	-	-	-
subtotal	\$66,699,613	\$ 160,000	\$4,276,568	\$ -	\$6,802,338	\$ 171,748	\$ -	\$10,700,000
Other Financing Sources								
Interfund Transfer from General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,116,862	\$1,425,000	\$ -
Interfund Transfer from Hotel/Motel Fund	2,531,250	-	-	-	-	-	-	-
Budgeted Fund Balance	5,289,252	155,282	-	925,000	-	4,100,000	325,000	15,500,000
subtotal	\$ 7,820,502	\$ 155,282	\$ -	\$ 925,000	\$ -	\$ 7,216,862	\$1,750,000	\$15,500,000
Total Revenues	\$74,520,115	\$ 315,282	\$4,276,568	\$ 925,000	\$6,802,338	\$ 7,388,610	\$1,750,000	\$26,200,000
EXPENDITURES:								
Personnel Services	\$47,351,144	\$ 315,282	\$2,908,468	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance and Operations	16,587,495	-	1,291,322	-	6,000	-	-	-
Capital	27,950	-	-	-	-	6,315,000	1,750,000	4,000,000
Debt Service	931,664	-	76,778	-	1,311,963	-	-	-
Other								
Insurance/Medical Claims	-	-	-	-	-	-	-	-
Alpharetta Convention and Visitors Bureau	-	-	-	-	2,953,125	-	-	-
Contingency	700,000	-	-	-	-	-	-	-
Non-Allocated (Operating Initiatives)	276,000	-	-	-	-	-	-	-
Non-Allocated (Reserve)	4,104,000	-	-	925,000	-	1,073,610	-	22,200,000
subtotal	\$69,978,253	\$ 315,282	\$4,276,568	\$ 925,000	\$4,271,088	\$ 7,388,610	\$1,750,000	\$26,200,000
Other Financing Uses								
Interfund Transfer to General Fund	\$ -	\$ -	\$ -	\$ -	\$2,531,250	\$ -	\$ -	\$ -
Interfund Transfer to Capital Funds	4,541,862	-	-	-	-	-	-	-
subtotal	\$ 4,541,862	\$ -	\$ -	\$ -	\$2,531,250	\$ -	\$ -	\$ -
Total Expenditures	\$74,520,115	\$ 315,282	\$4,276,568	\$ 925,000	\$6,802,338	\$ 7,388,610	\$1,750,000	\$26,200,000

CITYWIDE BUDGET SUMMARIES

	Enterprise Fund		Internal Service Funds		Fiduciary Fund		
	Debt Service Fund	Solid Waste Fund	Risk Management Fund	Medical Insurance Fund	OPEB Health Benefit Fund	OPEB Reimb. Fund	TOTAL
REVENUES:							
Property Taxes	\$ 4,953,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 32,195,000
Local Option Sales Taxes/T-SPLOST	-	-	-	-	-	-	26,100,000
Other Taxes	-	-	-	-	-	-	22,067,750
Licenses and Permits	-	-	-	-	-	-	2,609,750
Intergovernmental Revenue	-	-	-	-	-	-	1,243,000
Charges for Services	-	4,471,575	1,513,611	8,485,000	-	-	20,947,936
Fines and Forfeitures	-	-	-	-	-	-	1,966,000
Interest Earnings	-	22,763	12,639	-	10,000	19,000	925,056
Other/Miscellaneous	-	-	-	-	76,589	574,502	894,454
<i>subtotal</i>	\$ 4,953,000	\$ 4,494,338	\$ 1,526,250	\$ 8,485,000	\$ 86,589	\$ 593,502	\$ 108,948,946
Other Financing Sources							
Interfund Transfer from General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,541,862
Interfund Transfer from Hotel/Motel Fund	-	-	-	-	-	-	2,531,250
Budgeted Fund Balance	-	-	-	-	-	-	26,294,534
<i>subtotal</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 33,367,646
Total Revenues	\$ 4,953,000	\$ 4,494,338	\$ 1,526,250	\$ 8,485,000	\$ 86,589	\$ 593,502	\$ 142,316,592
EXPENDITURES:							
Personnel Services	\$ -	\$ 75,846	\$ -	\$ -	\$ 76,589	\$ 574,502	\$ 51,301,831
Maintenance and Operations	15,860	4,418,492	845,250	1,800,000	10,000	19,000	24,993,419
Capital	-	-	-	-	-	-	12,092,950
Debt Service	4,937,140	-	-	-	-	-	7,257,545
Other							
Insurance/Medical Claims	-	-	681,000	6,685,000	-	-	7,366,000
Alpharetta Convention and Visitors Bureau	-	-	-	-	-	-	2,953,125
Contingency	-	-	-	-	-	-	700,000
Non-Allocated (Operating Initiatives)	-	-	-	-	-	-	276,000
Non-Allocated (Reserve)	-	-	-	-	-	-	28,302,610
<i>subtotal</i>	\$ 4,953,000	\$ 4,494,338	\$ 1,526,250	\$ 8,485,000	\$ 86,589	\$ 593,502	\$ 135,243,480
Other Financing Uses							
Interfund Transfer to General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,531,250
Interfund Transfer to Capital Funds	-	-	-	-	-	-	4,541,862
<i>subtotal</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,073,112
Total Expenditures	\$ 4,953,000	\$ 4,494,338	\$ 1,526,250	\$ 8,485,000	\$ 86,589	\$ 593,502	\$ 142,316,592

CITYWIDE BUDGET SUMMARIES

Personnel Listing by Department

	Actual FY 2017	Actual FY 2018	Actual FY 2019	Actual FY 2020	Proposed FY 2021*	Variance
Detail by Department:						
General Fund						
Mayor & City Council	7.0	7.0	7.0	7.0	7.0	-
City Administration	10.0	10.0	8.0	7.0	7.0	-
Community Development	26.0	26.0	28.0	30.0	30.0	-
Public Works	52.0	52.0	52.0	52.0	52.0	-
Finance	21.5	21.5	21.5	21.5	21.5	-
Public Safety	219.0	221.0	221.0	223.5	223.5	-
Human Resources	2.0	2.0	3.0	3.0	3.0	-
Municipal Court	9.0	9.0	8.0	8.0	8.0	-
Recreation, Parks and Cultural Svcs	51.0	51.0	51.0	51.0	51.0	-
Information Technology	11.0	11.0	11.0	12.0	12.0	-
subtotal	408.5	410.5	410.5	415.0	415.0	-
E-911 Fund (Special Revenue Fund)						
Public Safety	29.0	29.0	29.0	32.0	32.0	-
Information Technology	1.0	1.0	1.0	1.0	1.0	-
subtotal	30.0	30.0	30.0	33.0	33.0	-
DEA Fund (Special Revenue Fund)						
Public Safety	3.0	3.0	3.0	3.0	3.0	-
Solid Waste Fund (Enterprise Fund)						
Finance	1.0	1.0	1.0	1.0	1.0	-
Full-Time-Equivalent (FTE) Positions	442.5	444.5	444.5	452.0	452.0	-

Notes:

- * Includes 6.5 full-time equivalent positions that are not funded but are part of the City's authorized work force. These positions will remain vacant pending a (1) justifiable needs assessment by City Administration and (2) identification of a sustainable funding source.

Frozen positions include:

<u>General Fund</u>	<u>Department</u>	<u>Full-time Equivalent</u>
Public Works Crew Leader	Public Works	1
Public Works Crew Leader	Public Works	1
Public Works Tech 1	Public Works	1
Civil Engineer	Public Works	1
Treasury Services Manager	Finance	1
Deputy Court Clerk III	Court	1
Parking Enforcement Officer	Public Safety	0.5
		<u>6.5</u>

GENERAL FUND SUMMARY

General Fund Summary

Overview

The *General Fund Summary* section is intended to provide readers with an overall understanding of the city's fiscal year 2021 General Fund budget. The following schedules provide readers with revenue and expenditure summaries/narratives from several different perspectives including:

- **General Fund Summary**

This section provides a brief description of the General Fund as well as charts segmenting revenues by source (e.g. Property Taxes, Licenses & Permits, etc.) and expenditures by department (e.g. City Administration, Public Safety, etc.).

- **Statement of Budgetary Comparisons**

This statement provides a detailed comparison of revenues and expenditures for fiscal years 2020 and 2021. Revenues are presented by source and expenditures are presented by category (i.e. Personnel Services, Maintenance & Operations, Capital, etc.).

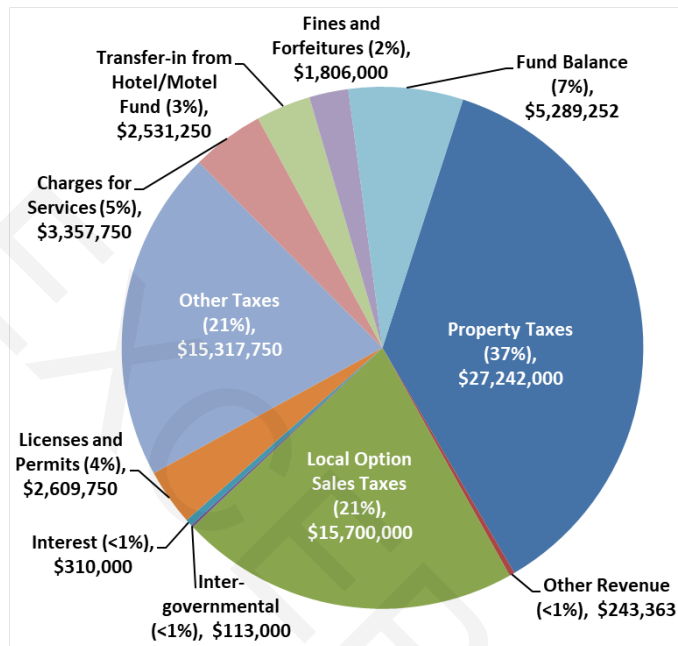
- **Budget Narrative**

This section provides a narrative of General Fund revenue and expenditure trends including historical information.

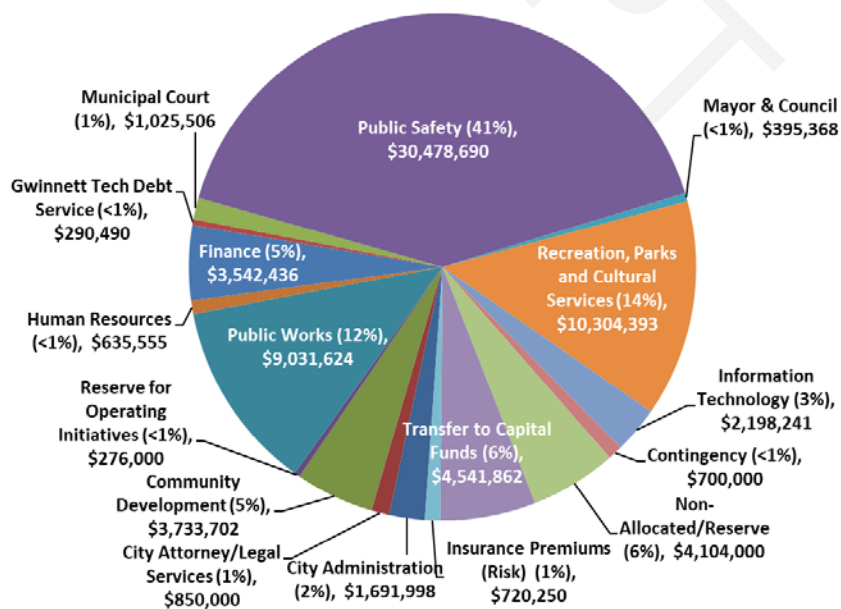
GENERAL FUND SUMMARY

The General Fund is the city's largest fund and includes governmental activities such as police, fire, recreation, and other general governmental functions that are primarily funded with property taxes, utility taxes, franchise fees, state shared revenues, and charges for services, such as recreation program fees.

Summary by Revenue Source



Summary by Department Expenditures



FY 2021 General Fund Budget

totals \$75 Million

GENERAL FUND SUMMARY

Statement of Budgetary Comparisons

General Fund

	FY 2020 AMENDED BUDGET	FY 2021 RECOMMENDED BUDGET	\$ Variance	% Variance
Revenues:				
Property Taxes:				
Current Year	\$ 23,605,000	\$ 25,350,000	\$ 1,745,000	7.4%
Motor Vehicle	95,000	75,000	(20,000)	-21.1%
Motor Vehicle Title Tax Fee	1,025,000	1,600,000	575,000	56.1%
Prior Year/Delinquent	282,000	217,000	(65,000)	-23.0%
Local Option Sales Tax	16,450,000	15,700,000	(750,000)	-4.6%
Other Taxes	15,685,214	15,317,750	(367,464)	-2.3%
Licenses & Permits	2,999,250	2,609,750	(389,500)	-13.0%
Intergovernmental	120,533	113,000	(7,533)	-6.2%
Charges for Services	4,244,669	3,357,750	(886,919)	-20.9%
Fines & Forfeitures	1,687,500	1,806,000	118,500	7.0%
Interest	200,000	310,000	110,000	55.0%
Other Revenues	284,407	243,363	(41,044)	-14.4%
Other Financing Sources:				
Interfund Transfer (Hotel/Motel Fund)	3,300,000	2,531,250	(768,750)	-23.3%
Total Operating Revenues	\$ 69,978,573	\$ 69,230,863	\$ (747,710)	-1.1%
Fund Balance Carryforward	7,537,018	5,289,252		
Total Revenues	\$ 77,515,591	\$ 74,520,115		
Expenditures (by Category):				
Personnel Services:				
Salaries	\$ 29,595,713	\$ 30,023,317	\$ 427,604	1.4%
Group Insurance	8,506,331	8,975,444	469,113	5.5%
Pension (Defined Benefit)	2,675,532	2,661,280	(14,252)	-0.5%
Pension (401A)	1,935,988	2,110,093	174,105	9.0%
Miscellaneous Benefits	3,667,377	3,581,010	(86,367)	-2.4%
subtotal	\$ 46,380,941	\$ 47,351,144	\$ 970,203	2.1%
Maintenance and Operations:				
Professional Services	\$ 3,307,196	\$ 2,856,480	\$ (450,716)	-13.6%
Repair/Maintenance	1,680,807	1,595,100	(85,707)	-5.1%
Maintenance Contracts	2,568,307	2,674,813	106,506	4.1%
Professional Services (IT)	1,987,447	2,013,316	25,869	1.3%
General Supplies	1,020,002	942,102	(77,900)	-7.6%
Utilities	2,737,625	2,897,775	160,150	5.8%
Legal Services	750,000	850,000	100,000	13.3%
Insurance Premiums (Risk Fund)	667,500	720,250	52,750	7.9%
Miscellaneous	2,413,388	2,037,659	(375,729)	-15.6%
subtotal	\$ 17,132,272	\$ 16,587,495	\$ (544,777)	-3.2%
Capital/Lease:	\$ 677,420	\$ 669,124	\$ (8,296)	-1.2%
Other Uses:				
Contingency	\$ 685,000	\$ 700,000	\$ 15,000	2.2%
Gwinnett Tech Contribution (Debt Svc)	291,190	290,490	(700)	-0.2%
subtotal	\$ 976,190	\$ 990,490	\$ 14,300	1.5%
Total Operating Expenditures	\$ 65,166,823	\$ 65,598,253	\$ 431,430	0.7%
Non-Allocated/Reserve (Oper. Initiative)	32,500	276,000		
Non-Allocated/Reserve	-	4,104,000		
Interfund Transfer (Capital/Grant Funds):				
Fund Balance	7,537,018	4,352,862		
Recurring Capital Program	4,779,250	189,000		
Total Expenditures	\$ 77,515,591	\$ 74,520,115		
Personnel (full-time-equivalent)*	415.0	415.0		

* FY 2021 includes 6.5 full-time equivalent positions that are not funded but are part of the City's authorized workforce. These positions will remain vacant pending a (1) justifiable needs assessment by City Administration and (2) identification of a sustainable funding source.

GENERAL FUND SUMMARY

Budget Narrative

The City of Alpharetta, like many cities in our region and throughout the world, is currently facing fiscal challenges as a result of the COVID-19 pandemic and associated social distancing policies. Current challenges include declining business investment and operations (including closures), job losses, reduced consumer spending (e.g. local option sales tax collections) and declining consumer confidence in the economy, etc.

All of these factors have combined to limit revenue growth (e.g. Franchise Fees) and in many cases reduce revenues below prior-year levels (e.g. local option sales taxes, alcohol beverage excise taxes, licenses and permits, charges for services, etc.).

In response to the economic challenges, our businesses and citizens have tightened their budgets and are doing more with less. And so too shall the City of Alpharetta.

The City has been proactive in realigning its spending to match the current economic reality. Spending during FY 2020 has been limited to essential items only and vacancies are filled on a priority basis with an emphasis on public safety operations. Proactive fiscal management has positioned us to more effectively approach the challenges in the FY 2021 Budget resulting from COVID-19.

GENERAL FUND SUMMARY

Revenues

FY 2021 General Fund operating revenues are forecasted to contract by -1%, or -\$747,710, compared to Amended FY 2020. The following table compares major revenue categories within the General Fund:

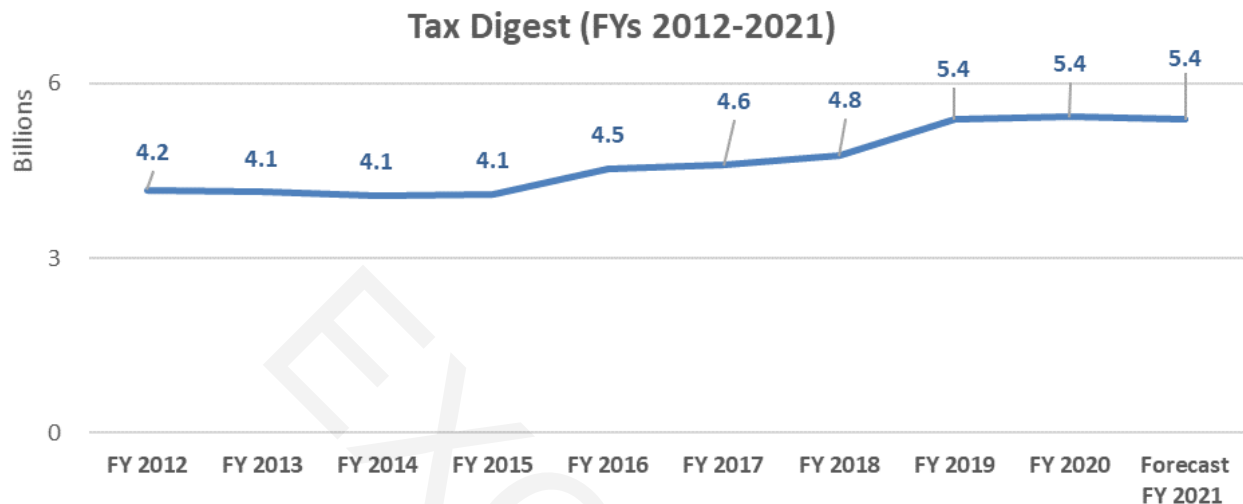
	FY 2020 AMENDED BUDGET	FY 2021 RECOMMENDED BUDGET	\$ Variance	% Variance
Revenues:				
Property Taxes:				
Current Year	\$ 23,605,000	\$ 25,350,000	\$ 1,745,000	7.4%
Motor Vehicle	95,000	75,000	(20,000)	-21.1%
Motor Vehicle Title Tax Fee	1,025,000	1,600,000	575,000	56.1%
Prior Year/Delinquent	282,000	217,000	(65,000)	-23.0%
Local Option Sales Tax	16,450,000	15,700,000	(750,000)	-4.6%
Other Taxes:				
Franchise Fees	6,570,000	6,675,000	105,000	1.6%
Insurance Premium Tax	4,200,000	4,350,000	150,000	3.6%
Alcohol Beverage Excise Tax	2,300,000	2,100,000	(200,000)	-8.7%
Other Taxes	2,615,214	2,192,750	(422,464)	-16.2%
Licenses & Permits	2,999,250	2,609,750	(389,500)	-13.0%
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Other Revenues	284,407	243,363	(41,044)	-14.4%
Other Financing Sources:				
Interfund Transfer (Hotel/Motel Fund)	3,300,000	2,531,250	(768,750)	-23.3%
Total Operating Revenues	\$ 69,978,573	\$ 69,230,863	\$ (747,710)	-1.1%
Fund Balance Carryforward	7,537,018	5,289,252		
Total Revenues	\$ 77,515,591	\$ 74,520,115		

Property and Motor Vehicle Taxes

Property taxes are calculated based on an assessed millage rate on real and personal property owned within the city. Real property consists of land, buildings, structures, and improvements affixed to land. Personal property includes machinery, equipment, inventory supplies, furniture, motor vehicles, boats, etc. The Fulton County Board of Assessors (the "BOA") determines the fair market value of property (i.e. tax digest) utilizing numerous analytical methods including comparative sales data. As of the date of this budget submission, the BOA has not provided the updated tax digest. As such, FY 2021 is based on a forecasted tax digest.

GENERAL FUND SUMMARY

The chart below illustrates the tax digest growth within the city for the last 9 years as provided by the BOA and a staff forecast for FY 2021. These figures are net of all exemptions (e.g. basic homestead and floating homestead exemptions).



As previously mentioned, FY's 2012-2020 represent tax digest valuations provided by the BOA. Property valuations have stagnated from a digest perspective over the last several years due to a combination of the following:

- FY 2020: Implementation of the floating homestead exemption;
- FY 2021: \$5,000 increase to the basic homestead exemption (\$40,000 to \$45,000);
- FY 2021: Removal of income restrictions for residents age 65 and older to qualify for the \$10,000 senior homestead exemption; and
- General tax digest appeal valuation adjustments.

As highlighted above, the tax digest is subject to tax appeal adjustments which reduce overall valuations. It is the City's practice to conservatively estimate appeal valuation adjustments as well as collectability when forecasting property tax collections for the upcoming budget year. Specifically, the city is estimating that the FY 2020 digest will be eroded through appeal reductions and minor collection losses and settle at \$5.2 billion. The tax digest for FY 2021 is forecasted to grow to \$5.4 billion through general tax base growth (2% residential, 4% commercial; \$74 million in new construction value-added) which is offset through the homestead exemptions (including the changes detailed above).

It should be noted that FY 2021 property valuations represent market conditions as of January 1, 2020. As such, the impact to the tax digest from COVID-19 will not be reflected until FY 2022.

GENERAL FUND SUMMARY

In conjunction with the annual budget process, the city adopts a millage rate to be applied to the tax digest in order to determine the taxroll value and, consequently, the property tax billings.

The city has historically acknowledged the need to provide a taxation rate commensurate with the government's level of service. The chart below illustrates the annual millage rates levied by the city for the last 9 years including the request for FY 2021.



The FY 2021 Budget is based on maintenance of the city's millage rate at 5.750 mills.

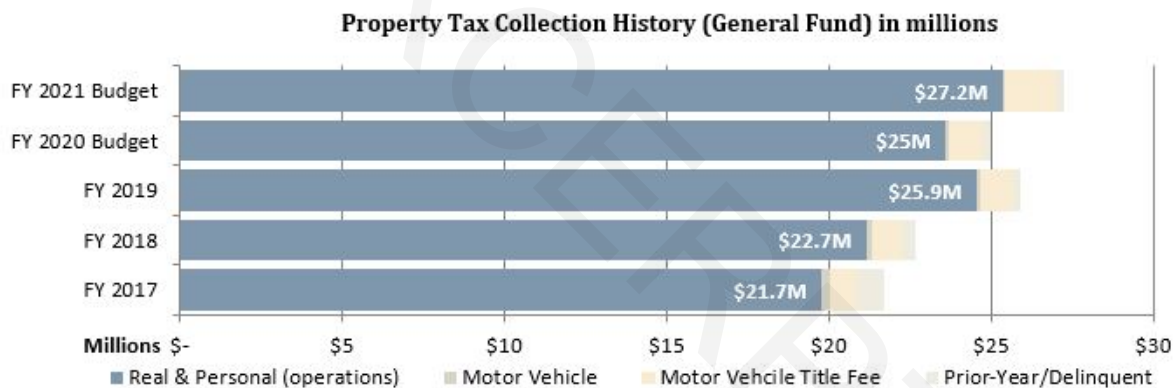
- The portion of the millage rate funding debt service (Debt Service Fund) is estimated to decrease from 0.93 mills in FY 2020 to 0.815 mills in FY 2021. Estimated growth in the property tax digest, coupled with a recent refunding of the Series 2012 General Obligation Bonds to reflect lower market interest costs, allows for a reduction in the millage rate dedicated for debt service. The FY 2021 Budget proposes to program the debt service millage reduction into the General Fund. Homestead exemptions, with a few exceptions, are not applicable to the debt millage levy. As such, the revenue generation for a given millage levy will be different depending on the source (e.g. debt levy vs operating levy). Specifically, the shift of 0.115 mills will result in a loss of \$700,000 for the Debt Service Fund and a gain of \$600,000 for the General Fund.
- The portion of the millage rate funding operations and recurring capital investment (General Fund) is estimated to increase from 4.82 mills in FY 2020 to 4.935 mills in FY 2021. Property tax revenue forecasts for FY 2021 total \$25.4 million (excluding motor vehicle taxes) and includes \$600,000 from the debt service millage shift discussed above. This millage rate levy funds general operations and also includes \$3.2 million for a recurring capital replacement program (decline from \$4.8 million in FY 2020), \$276,000 for recommended operating initiatives (please refer to the *Operating Initiatives Request* section of this document for detail of the requests), and

GENERAL FUND SUMMARY

\$1.1 million to cover (1) further revenue declines resulting from the COVID-19 pandemic and associated economic slowdown and (2) unanticipated expenditures. The capital funding will be transferred to the Capital Projects Fund and Stormwater Capital Fund to properly account for the capital improvement activities.

The property tax revenue estimates are net of the city's homestead exemptions which is estimated to save our homeowners around \$5 million annually. The main homestead components include the floating homestead exemption that caps the valuation growth of homesteaded properties at the lesser of 3% or CPI and the basic homestead exemption that lowers the taxable value of a homesteaded property by \$45,000 (includes a \$5,000 increase that goes into effect in FY 2021). The city's homestead exemptions go great lengths in keeping Alpharetta an affordable place to live and retire.

General Fund property taxes are budgeted at \$27 million in FY 2021 and represent approximately 37% of General Fund revenues. The chart below depicts a 5-year history of General Fund property tax collections by type.



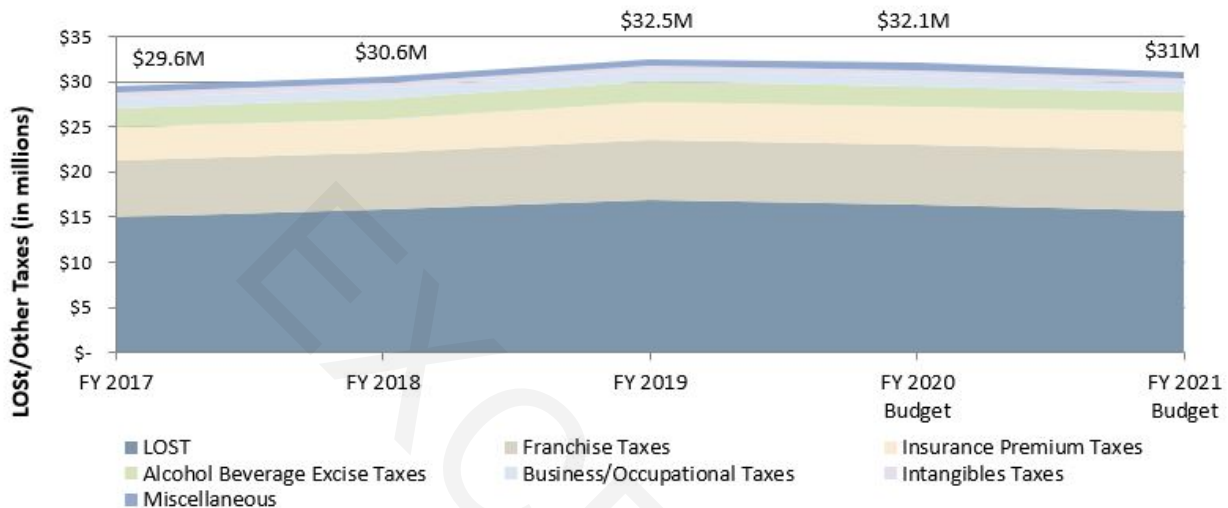
Motor vehicle taxes are experiencing declines due to House Bill 386 which phased out motor vehicle taxes on all vehicles titled on or after March 1, 2013. The city is still receiving motor vehicle taxes on vehicles titled before March 1, 2013 until the vehicle is sold/transferred. The city is forecasting motor vehicle revenues to be fully phased-out over the period ending in FY 2024. HB 386 created a Motor Vehicle Title Fee to partially offset the reduction in motor vehicle taxes. The Title Fee is shared between the State and local governments (county, city, and school boards). An increase of 56% is forecasted for FY 2021 for motor vehicle title fees from a budget-to-budget standpoint. However, multiple adjustments are reflected in the 2021 forecast including the following:

- Significant increase in the local share (from 51.5% to 65%) effective July 1, 2019;
- Reduction in the overall Title Fee from 7% to 6.6% on January 1, 2020; and
- Overall reduction in revenue collections due to COVID-19 and its impact on the economy.

GENERAL FUND SUMMARY

Other Taxes (including LOST)

Other taxes account for 42%, or \$31 million, of total General Fund revenue for FY 2021. Specifically, revenue sources within the Other Taxes category include Local Option Sales Taxes ("LOST"), Franchise Taxes, Insurance Premium Taxes, Alcohol Beverage Excise Taxes, etc. The chart below provides a 5-year history of Other Tax collections by type.



- **Local Option Sales Taxes ("LOST"):** This revenue source represents the city's portion of the 7% sales and use tax collected in Fulton County (not counting T-SPLOST levy) and totals \$15.7 million for FY 2020.

Sales and use tax is collected by the retailer making sales of tangible personal property in Fulton County. LOST is reported and remitted to the Georgia Department of revenue each month for the previous month's sales. The DOR calculates the distribution and remits the revenue to the city monthly.

The LOST is distributed to municipalities within Fulton County based on population. The rate of distribution is negotiated every 10-years after the decennial U.S. Census. Due to relative population growth (including annexations), the city received an increase in its proportionate distribution in 2013 to 5.84% of the amount shared by local governments (roughly 1% of the 7% sales and use tax levy).

A reduction of -5% is forecasted for FY 2021 from a budget-to-budget standpoint due to the forecasted impact of COVID-19 and associated social distancing policies and their economic impact. Market indicators highlight a contraction in business and consumer spending on taxable goods/services.

- **Franchise Taxes:** Several of the larger franchise agreements include the following: Georgia Power (electric/4% of taxable gross sales); Comcast (cable and communications/5% of gross receipts); BellSouth (communications/3% of gross

GENERAL FUND SUMMARY

receipts); etc.

Growth of 2% is forecasted for FY 2020 from a budget-to-budget standpoint. However, actual collections are estimated at \$6.7 million in FY 2020 which is essentially flat compared to FY 2021.

Franchise Fee revenue is sensitive to fluctuations in usage (e.g. cool summer significantly lessens the need for air conditioning and associated energy usage) and economic activity. COVID-19 and the associated social distancing policies are having a detrimental effect from a commercial perspective as business were shuttered and/or operating hours were lessened thereby impacting onsite energy usage. That said, the residential segment will provide growth in energy usage (and cable usage) as families work/attend school from home. Budgetary practice is to be conservative with forecasting these collections to insulate the operating budget from the associated short-term collection fluctuations inherent in this revenue source.

Collections from GA Power, the largest contributor of this revenue source (70% of total franchise fees), totaled \$4.8 million in FY 2020 and represents a \$26,517 increase over the prior year (\$4.7 million was collected in FY 2019). The budget forecast for FY 2021 totals \$4.7 million. The 2021 forecast represents a minor reduction compared to 2020 collections and reflects the impact of COVID-19 which is partially offset through approved rate increases by GA Power (average of 4% on 1/1/2020, 3% on 1/1/2021 and 5% on 1/1/2022).

Collections from cable franchise agreements represent the next largest source and are estimated to total \$950,000 in FY 2020. The budget forecast for FY 2021 totals \$925,000 and reflects a minor contraction due to COVID-19 and its economic impact. The city raised the Cable Franchise Fee from 3% to 5% effective January 1, 2019.

- **Insurance Premium Taxes:** This revenue source represents a percentage of insurers' gross direct premiums on life, accident, and sickness insurance policies written within the State and totals \$4.4 million in FY 2021. Growth of 4% is forecasted for FY 2021 from a budget-to-budget standpoint. However, actual collections during FY 2020 totaled \$4.4 million which is essentially flat with FY 2021.

Insurance premium tax is due on the first day of the calendar year and is collected directly by the city.

- **Alcohol Beverage Excise Taxes:** This revenue source represents taxes levied on dealers and wholesalers of alcoholic beverages within the city and totals \$2.1 million in FY 2021. A contraction of -9% is forecasted for FY 2021 from a budget-to-budget standpoint. COVID-19 and associated social distancing policies are materially impacting this revenue source (e.g. temporary closure of restaurants for in-person dining).

GENERAL FUND SUMMARY

Licenses & Permits

Licenses & permits account for 4%, or \$2.6 million, of total General Fund revenue for FY 2021. Licenses and permit revenues include alcoholic beverage permit fees, development permit and related fees, building permit fees, occupancy permit fees, sign permit fees, etc.

A contraction of -13% is forecasted for FY 2021 based on the economic impact of COVID-19 and associated social distancing policies. License and Permit revenue is cyclical and sensitive to fluctuations in the market (e.g. construction market, employment market, etc.) such as what is being experienced currently as part of COVID-19.

The largest revenue source is Building Permit Fees (\$1.6 million forecast for FY 2021; \$1.6 million estimated for FY 2020) which has experienced declining collections since the 2nd quarter of 2019.

Intergovernmental

Intergovernmental sources account for <1%, or \$113,000, of total General Fund revenue for FY 2020. This revenue is primarily generated from Intergovernmental Agreements with the City of Milton related to the sharing of public safety capabilities as well as overtime reimbursement through the Federal HIDTA (High Intensity Drug Trafficking Area) program.

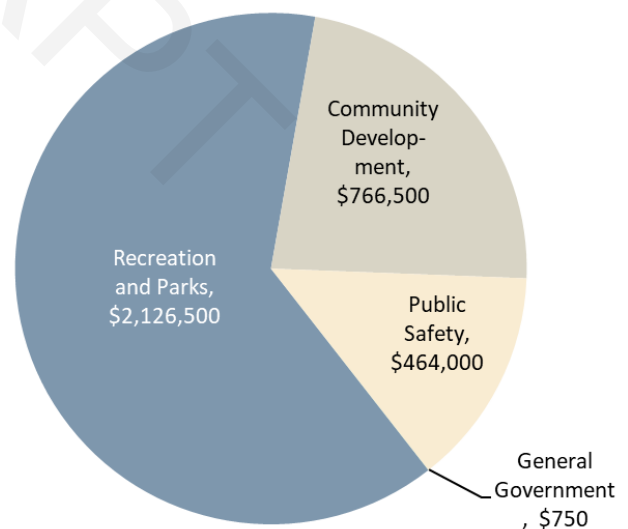
A decrease of -6% is forecasted for FY 2021 due primarily to one-time special event funding provided by the Alpharetta Convention & Visitors Bureau in FY 2020.

Charges for Services

Charges for services include user fees for community development (plan review, planning and development fees, etc.), public safety (plan review, police reports and services, etc.), recreation and parks (program and activity fees, etc.), and special events (Taste of Alpharetta event fees, etc.).

Charges for services account for 5%, or \$3.4 million, of total General Fund revenue. A contraction of -21% is forecasted for FY 2021 due to COVID-19 and its impact on Recreation programs and activities (summer programs represent the largest revenue driver for our recreation program) and the elimination of special events (e.g. Taste of Alpharetta).

Charges for Services: \$3.4M



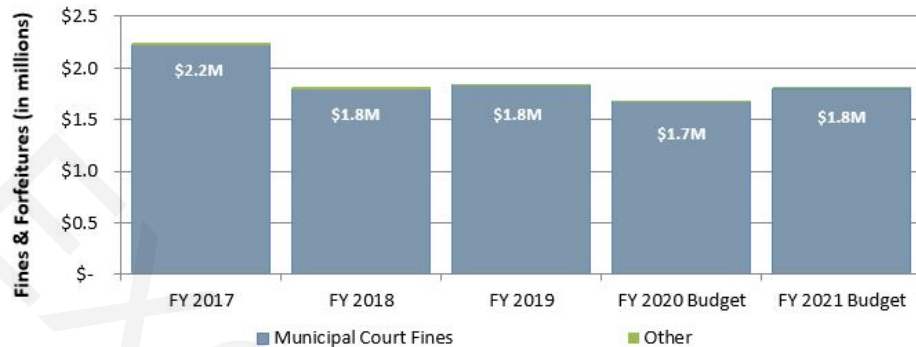
GENERAL FUND SUMMARY

Fines & Forfeitures

Fines & Forfeitures include municipal court fines, code enforcement, etc.

Fines & forfeitures account for 2%, or \$1.8 million, of total General Fund revenue for FY 2021. An increase of 7% is forecasted for FY 2020 from a budget-to-budget standpoint. However, actual collections are estimated at \$1.8 million in FY 2020 which equates to a revised growth rate of 2%. Prior to COVID-19, monthly growth of this revenue source exceeded 20%.

However, the impact from COVID-19 has been strong including a decline in citations coupled with Court facility closings which have resulted in a backup of court hearings.



Interest

Interest earnings account for <1%, or \$310,000, of total General Fund revenue for FY 2021. Increases are forecasted to more accurately reflect the earnings the city is currently receiving on its investments as governed by the city's investment management policy.

Other Financing Sources

Other Financing Sources account for 3%, or \$2.5 million, of total General Fund revenue for FY 2021 and consists of the city's share (40%) of the Hotel/Motel Tax. This revenue source is discussed in more detail within the *Special Revenue Fund Summaries* (Hotel/Motel Fund) section of this document.

Fund Balance

Carryforward fund balance accounts for 7%, or \$5.3 million, of total General Fund appropriations for FY 2021. Carryforward Fund Balance represents available cash in excess of the city's 21% emergency reserve.

It has been the city's policy to utilize the remaining fund balance above the emergency requirement for one-time expenditures.

- \$7,289,252 Available Fund Balance as of June 30, 2019
- (2,000,000) FY 2020 Mid-Year Budget (capital investment)
- (936,390) FY 2021 One-Time Compensation Payout (General Fund cost)
- \$4,352,862 FY 2021 One-Time Capital Funding

GENERAL FUND SUMMARY

Expenditures

Operating expenditures of the General Fund are forecasted to grow by 1% over FY 2020. The following table compares departmental appropriations within the General Fund:

Expenditures (by Department):	FY 2020 AMENDED BUDGET	FY 2021 RECOMMENDED BUDGET	\$ Variance	% Variance
Mayor and Council	\$ 382,496	\$ 395,368	\$ 12,872	3.4%
City Administration	2,029,672	1,691,998	(337,674)	-16.6%
Finance	3,608,890	3,542,436	(66,454)	-1.8%
Legal Services	750,000	850,000	100,000	13.3%
Information Technology	2,119,345	2,198,241	78,896	3.7%
Human Resources	643,973	635,555	(8,418)	-1.3%
Municipal Court	1,119,715	1,025,506	(94,209)	-8.4%
Public Safety	30,074,241	30,478,690	404,449	1.3%
Public Works	8,956,657	9,031,624	74,967	0.8%
Recreation, Parks & Cultural Services	10,372,634	10,304,393	(68,241)	-0.7%
Community Development	3,465,510	3,733,702	268,192	7.7%
Non-Departmental:				
Contingency	685,000	700,000	15,000	2.2%
Insurance Premiums (Risk Fund)	667,500	720,250	52,750	7.9%
Gwinnett Tech Contribution (Debt Svc)	291,190	290,490	(700)	-0.2%
Total Operating Expenditures	\$ 65,166,823	\$ 65,598,253	\$ 431,430	0.7%
Non-Allocated/Reserve (Oper. Initiative)	32,500	276,000		
Non-Allocated/Reserve	-	4,104,000		
Interfund Transfer (Capital/Grant Funds):				
Fund Balance	7,537,018	4,352,860		
Recurring Capital Program	4,779,250	189,000		
Total Expenditures	\$ 77,515,591	\$ 74,520,113		

GENERAL FUND SUMMARY

The following table compares expenditure category appropriations within the General Fund:

	FY 2020 AMENDED BUDGET	FY 2021 RECOMMENDED BUDGET	\$ Variance	% Variance
Expenditures (by Category):				
Personnel Services:				
Salaries	\$ 29,595,713	\$ 30,023,317	\$ 427,604	1.4%
Group Insurance	8,506,331	8,975,444	469,113	5.5%
Pension (Defined Benefit)	2,675,532	2,661,280	(14,252)	-0.5%
Pension (401A)	1,935,988	2,110,093	174,105	9.0%
OPEB/Post Employment Healthcare	566,864	606,029	39,165	6.9%
Miscellaneous Benefits	3,100,513	2,974,981	(125,532)	-4.0%
<i>subtotal</i>	\$ 46,380,941	\$ 47,351,144	\$ 970,203	2.1%
Maintenance and Operations:				
Professional Services	\$ 3,307,196	\$ 2,856,480	\$ (450,716)	-13.6%
Repair/Maintenance	1,680,807	1,595,100	(85,707)	-5.1%
Maintenance Contracts	2,568,307	2,674,813	106,506	4.1%
Professional Services (IT)	1,987,447	2,013,316	25,869	1.3%
General Supplies	1,020,002	942,102	(77,900)	-7.6%
Utilities	2,737,625	2,897,775	160,150	5.8%
Legal Services	750,000	850,000	100,000	13.3%
Insurance Premiums (Risk Fund)	667,500	720,250	52,750	7.9%
Miscellaneous	2,413,388	2,037,659	(375,729)	-15.6%
<i>subtotal</i>	\$ 17,132,272	\$ 16,587,495	\$ (544,777)	-3.2%
Capital/Lease:	\$ 677,420	\$ 669,124	\$ (8,296)	-1.2%
Other Uses:				
Contingency	\$ 685,000	\$ 700,000	\$ 15,000	2.2%
Gwinnett Tech Contribution (Debt Svc)	291,190	290,490	(700)	-0.2%
<i>subtotal</i>	\$ 976,190	\$ 990,490	\$ 14,300	1.5%
Total Operating Expenditures	\$ 65,166,823	\$ 65,598,253	\$ 431,430	0.7%
Non-Allocated/Reserve (Oper. Initiative)	32,500	276,000		
Non-Allocated/Reserve	-	4,104,000		
Interfund Transfer (Capital/Grant Funds):				
Fund Balance	7,537,018	4,352,862		
Recurring Capital Program	4,779,250	189,000		
Total Expenditures	\$ 77,515,591	\$ 74,520,115		

GENERAL FUND SUMMARY

Meeting the Internal Needs of Operating Departments

Several of the major points of the FY 2020 Budget are as follows:

- Management of personnel and compensation program to align with current market environment:
 - Staffing level at 452 full-time equivalents “FTE” with the funding breakdown as follows:
 - 445.5 full-time equivalents (funded);
 - 6.5 full-time equivalents (unfunded; budgetary savings of \$460,000); positions to remain vacant pending an identified funding source and workload justification.
 - Implementation of Evergreen Class & Compensation Study findings totaling \$620,000 annually;
 - Implementation of a one-time compensation payout in-lieu of the performance-based merit program:
 - One-time compensation payout will cost \$1 million citywide and approximates the standard performance-based merit program (3% pay adjustment on average). The one-time compensation payout is being funded through available fund balance from the fiscal year ended September 30, 2019 (allowable use of one-time funds).
 - Removal of the 2021 performance-based merit program from the base operation budget (\$250,000 savings for the 2021 budget; 3-month impact). Continuation of this program is currently a recommended operating initiative (please refer to the *Operating Initiatives Request* section of this document for detail of the requests).
 - Coverage of growth drivers including healthcare costs (5% increase citywide or \$493,433).
- Material reduction (-3% or -\$544,777) in departmental maintenance and operations budgets (General Fund) including controls on non-essential spending.
 - Net reduction is in excess of -6% after adjusting for the growth drivers including utilities (6% growth or \$160,150 due to approved rate adjustments by multiple utility providers), legal services (13% growth or \$100,000), risk insurance premiums (8% growth or \$52,750), and multiple items implemented during FY 2020 (+\$15,000 for office lease costs for the Special Investigations Unit, +\$50,000 for right-of-way maintenance for newly constructed streetscape improvements along

GENERAL FUND SUMMARY

Rucker Road and Morris Road, +\$30,000 for janitorial and landscape maintenance services for new park spaces such as Windward, Rucker, etc.).

- The departmental operating capital/lease budget primarily represents funding for the city's capital lease obligations (fire trucks, police tasers, etc.) coupled with minor maintenance capital needs.
- The Other Uses category includes contingency (approximately 1% of the operating budget) and funding of debt service on the Gwinnett Technical College contribution (Alpharetta campus).
- \$276,000 is included for targeted operating initiatives (please refer to the Operating Initiatives Request section of this document for detail of the requests).
- The original budget proposal for 2021 (pre COVID-19) included \$5 million in appropriations within the General Fund budget to fund recurring capital initiatives (e.g. milling and resurfacing of city streets, traffic equipment replacement, fleet replacement, stormwater repair and maintenance, etc.). By programming the recurring capital program into the operating budget, the city is announcing to its citizens and stakeholders that capital investment in our roads and infrastructure is a priority that should be funded with certainty as opposed to relying on fund balance which may or may not be accumulated.

However, due to the sudden impact of COVID-19 on forecasted revenues, operational funding from the General Fund for recurring capital was reduced to \$189,000. The funding was primarily reallocated to an operational reserve (\$4.1M) within the General fund to further insulate operations from COVID-19 pandemic economic impacts such as a continued erosion of revenues beyond what is already forecasted for 2021. Remaining amounts were reallocated to cover operating initiative funding as well as implementation of the Evergreen Class & Compensation Study findings.

- Funding from the General Fund which is available for immediate capital investment in 2021 includes the following:
 - \$4,352,862 Fund Balance for one-time capital;
 - \$ 189,000 Recurring Capital Contribution from the General Fund

\$4,541,862

The departmental budgets are detailed within the *Departmental Summaries* section of this document.



City Council Meeting STAFF REPORT

Submitting Department: Finance

Submitted By:

Sponsored By:

Meeting Date: June 1, 2020

I. AGENDA ITEM TITLE: APPROVAL OF FISCAL YEAR 2021 BUDGET AND MILLAGE RATE LEVY (1ST READING)

II. RECOMMENDATION:

The purpose of this hearing is to provide an update on the Recommended Fiscal Year 2021 Budget and adopt the following: (a) Fiscal Year 2021 Budget Ordinance (1st reading); and (b) Fiscal Year 2021 Millage Rate Ordinance (1st reading).

III. BUDGET IMPLICATIONS:

BUDGETED ITEM: NO

FISCAL IMPACT: YES

INCLUDED IN CURRENT FY CPTL BUDGET: NO

INCLUDED IN CURRENT FY OPRT.
BUDGET: NO

TOTAL PROJECT COST: \$142,316,592 (SEE
ATTACHED BUDGET)

APPROPRIATIONS:

ACCOUNT TITLE/NUMBER	DOLLAR AMOUNT

EXTERNAL FUNDING SOURCES:

ACCOUNT TITLE/NUMBER	DOLLAR AMOUNT

IV. REPORT IN BRIEF:

The FY 2021 Budget was distributed electronically to the City Council on April 30, 2020, and is available on the City's website as a downloadable pdf and available for filtering/analysis through the City's financial transparency site powered by OpenGov.

The Finance Department presented an overview of the operating and capital budget at the May 4th, May 18th, and May 26th City Council meetings.

Tonight is the first of three public hearings and the first of two votes on the FY 2021 Budget and Millage Rate Levy with the schedule as follows:

June 1, 2020:

Public Hearing

City Council Meeting

Budget Ordinance (1st Reading)

Millage Ordinance (1st Reading)

June 15, 2020:

Public Hearing

June 22, 2020:

Public Hearing

City Council Meeting

Budget Ordinance (2nd Reading)

Millage Ordinance (2nd Reading)

There have been no changes to the budget since the May 26th City Council Budget Work Session.

The attached Budget Ordinance is substantially similar in structure as in previous years and provides authority for revenue/appropriation levels, carryforward appropriation authority, staffing level authorizations, etc.

V. ALTERNATIVES:

VI. ATTACHMENTS:

Budget Ordinance (FY 2021 Budget), Exhibit A - Legal Level of Control (FY 2021 Budget), Exhibit B - Budget (FY 2021 Budget), Millage Rate Ordinance (FY 2021)



AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE CITY OF ALPHARETTA, GEORGIA, ADOPTING THE FINAL ESTIMATES OF REVENUE AND EXPENDITURES FOR THE FISCAL YEAR COMMENCING JULY 1, 2020, AND ENDING ON JUNE 30, 2021, AS ITS ANNUAL BUDGET, APPROPRIATING THE USE OF FUNDS SHOWN THEREIN AS MAY BE NEEDED OR DEEMED NECESSARY TO DEFRAY ALL EXPENDITURES AND LIABILITIES OF THE CITY FOR SUCH FISCAL YEAR; PROVIDING AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

WHEREAS, the Mayor and Council of the City of Alpharetta have held public hearing(s) upon its proposed budget for the 2020-2021 fiscal year;

WHEREAS, the proposed budget represents a balanced budget for each of the City's various funds, so that anticipated revenues equal proposed expenditures for each fund; and

WHEREAS, the 2020-2021 fiscal year budget provides a financial plan for the government, establishing appropriations for each operating department in order to extend services:

NOW, THEREFORE BE IT ORDAINED that this budget, "Exhibit A" attached hereto and by this reference made a part hereof this ordinance, shall be the City of Alpharetta's 2020-2021 fiscal year budget; and

BE IT FURTHER ORDAINED that this budget be and is hereby approved and the several items of revenues shown in the budget for each fund in the amounts anticipated are adopted and that the several amounts shown in the budget for each fund as proposed expenditures are hereby appropriated to the departments named in each fund; and

BE IT FURTHER ORDAINED that the expenditures shall not exceed the appropriations authorized by this budget or amendments thereto provided that expenditures for the fiscal year shall not exceed actual funding available; and

BE IT FURTHER ORDAINED that for the following funds, all project encumbrances and unexpended appropriations outstanding as of fiscal year end 2019-2020 shall carry forward for the same purpose. If the project is complete, the unexpended appropriations shall be re-appropriated to a reserve account.

Fund 210:	Confiscated Assets Fund (Federal)	Fund 302:	Storm Water Capital Project Fund
Fund 211:	Confiscated Assets Fund (State)	Fund 317:	Series 2016 Capital Improvements Bond Fund
Fund 215:	Emergency 911 Fund	Fund 335:	T-SPLOST Capital Fund
Fund 220:	Operating Grant Fund	Fund 340:	Capital Grant Fund
Fund 270:	Impact Fee Fund	Fund 410:	Debt Service Fund
Fund 275:	Hotel/Motel Fund	Fund 540:	Solid Waste Fund
Fund 301:	Capital Project Fund	Fund 600:	Risk Management Fund

BE IT FURTHER ORDAINED that for the following funds, fund balance as of fiscal year end 2019-2020, if applicable, shall be appropriated to a reserve account:

Fund 210:	Confiscated Assets Fund (Federal)	Fund 317:	Series 2016 Capital Improvements Bond Fund
Fund 211:	Confiscated Assets Fund (State)	Fund 335:	T-SPLOST Capital Fund
Fund 215:	Emergency 911 Fund	Fund 340:	Capital Grant Fund
Fund 220:	Operating Grant Fund	Fund 410:	Debt Service Fund
Fund 270:	Impact Fee Fund	Fund 540:	Solid Waste Fund
Fund 275:	Hotel/Motel Fund	Fund 600:	Risk Management Fund
Fund 301:	Capital Project Fund	Fund 605:	Medical Insurance Fund
Fund 302:	Storm Water Capital Project Fund	Fund 790:	OPEB Health Benefit Fund
		Fund 791:	OPEB Health Reimbursement Fund

BE IT FURTHER ORDAINED that the budget detail, “Exhibit B” attached hereto is hereby approved for the purposes of administering the aforementioned adopted budget and authorizing the number of positions for each employee classification; and

BE IT FURTHER ORDAINED that the Director of Finance is authorized to amend the budget to reflect expenditures and appropriations for projects/initiatives as approved by the City Council; and

BE IT FURTHER ORDAINED that the Director of Finance is authorized to amend the budget to reflect grant/contract revenues and expenditures upon receipt of an executed grant award document, intergovernmental agreement, contract, or comparable documentation; and

BE IT FURTHER ORDAINED that the Director of Finance is authorized to amend the budget to reflect actual revenue/expense activity within those funds statutorily/contractually obligated to distribute all collections to the city and other entities (e.g. Hotel/Motel Fund which distributes all tax proceeds to the City, Alpharetta Convention & Visitor’s Bureau, and the Tourism Product Development – Conference Center Facility); and

BE IT FURTHER ORDAINED that the Director of Finance is authorized to amend the budget to reflect donation and/or contribution revenues and expenditures upon documented approval by the director of the benefiting department and the actual receipt of the donation and/or contribution; and

BE IT FURTHER ORDAINED that this Ordinance shall take effect as provided by law, but the budget adopted hereby shall take effect as of July 1, 2020.

ADOPTED AND APPROVED this _____ day of _____, 2020.

CITY OF ALPHARETTA, GEORGIA

By: _____
Mayor

Council Member

Council Member

Council Member

Council Member

Council Member

Council Member

(SEAL)

Attest:

City Clerk

EXHIBIT A
FY 2021 Budget - Legal Level of Control (1st Reading)

City of Alpharetta
FY 2021 Budget
Citywide Statement of Revenues and Expenditures (by Department)

	Special Revenue Funds					Capital Project Funds				Enterprise Fund	Internal Service Funds		Fiduciary Funds		
	General Fund	DEA Fund	E-911 Fund	Impact Fee Fund	Hotel/Motel Fund	Capital Projects Fund	Stormwater Capital Fund	T-SPLOST Capital Fund	Debt Service Fund	Solid Waste Fund	Risk Management Fund	Medical Insurance Fund	OPEB Health Benefit Fund	OPEB Reimb. Fund	TOTAL
REVENUES:															
Property Taxes	\$ 27,242,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,953,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 32,195,000
Local Option Sales Taxes/T-SPLOST	15,700,000	-	-	-	-	-	-	10,400,000	-	-	-	-	-	-	26,100,000
Other Taxes	15,317,750	-	-	-	6,750,000	-	-	-	-	-	-	-	-	-	22,067,750
Licenses and Permits	2,609,750	-	-	-	-	-	-	-	-	-	-	-	-	-	2,609,750
Intergovernmental Revenue	113,000	-	1,130,000	-	-	-	-	-	-	-	-	-	-	-	1,243,000
Charges for Services	3,357,750	-	3,120,000	-	-	-	-	-	-	4,471,575	1,513,611	8,485,000	-	-	20,947,936
Fines and Forfeitures	1,806,000	160,000	-	-	-	-	-	-	-	-	-	-	-	-	1,966,000
Interest Earnings	310,000	-	26,568	-	52,338	171,748	-	300,000	-	22,763	12,639	-	10,000	19,000	925,056
Other/Miscellaneous	243,363	-	-	-	-	-	-	-	-	-	-	-	76,589	574,502	894,454
<i>subtotal</i>	\$ 66,699,613	\$ 160,000	\$ 4,276,568	\$ -	\$ 6,802,338	\$ 171,748	\$ -	\$ 10,700,000	\$ 4,953,000	\$ 4,494,338	\$ 1,526,250	\$ 8,485,000	\$ 86,589	\$ 593,502	\$ 108,948,946
Other Financing Sources															
Interfund Transfer from General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,116,862	\$ 1,425,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,541,862
Interfund Transfer from Hotel/Motel Fund	2,531,250	-	-	-	-	-	-	-	-	-	-	-	-	-	2,531,250
Budgeted Fund Balance	5,289,252	155,282	-	925,000	-	4,100,000	325,000	15,500,000	-	-	-	-	-	-	26,294,534
<i>subtotal</i>	\$ 7,820,502	\$ 155,282	\$ -	\$ 925,000	\$ -	\$ 7,216,862	\$ 1,750,000	\$ 15,500,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 33,367,646
Total Revenues	\$ 74,520,115	\$ 315,282	\$ 4,276,568	\$ 925,000	\$ 6,802,338	\$ 7,388,610	\$ 1,750,000	\$ 26,200,000	\$ 4,953,000	\$ 4,494,338	\$ 1,526,250	\$ 8,485,000	\$ 86,589	\$ 593,502	\$ 142,316,592
EXPENDITURES:															
Mayor and City Council	\$ 395,368	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 395,368
City Administration	1,691,998	-	-	-	-	87,500	-	-	-	-	-	-	-	-	1,779,498
Finance	3,542,436	-	-	-	-	-	-	-	-	4,494,338	1,526,250	8,485,000	-	-	18,048,024
Legal Services	850,000	-	-	-	-	-	-	-	-	-	-	-	-	-	850,000
Information Technology	2,198,241	-	-	-	-	300,000	-	-	-	-	-	-	-	-	2,498,241
Human Resources	635,555	-	-	-	-	-	-	-	-	-	-	-	-	-	635,555
Municipal Court	1,025,506	-	-	-	-	-	-	-	-	-	-	-	-	-	1,025,506
Public Safety	30,478,690	315,282	4,276,568	-	-	1,214,760	-	-	-	-	-	-	-	-	36,285,300
Public Works	9,031,624	-	-	-	-	3,825,240	1,750,000	4,000,000	-	-	-	-	-	-	18,606,864
Recreation, Parks and Cultural Services	10,304,393	-	-	-	-	827,500	-	-	-	-	-	-	-	-	11,131,893
Community Development	3,733,702	-	-	-	-	60,000	-	-	-	-	-	-	-	-	3,793,702
Non-Departmental	-	-	-	-	6,000	-	-	-	15,860	-	-	-	86,589	593,502	701,951
Insurance Premiums (Risk Fund)	720,250	-	-	-	-	-	-	-	-	-	-	-	-	-	720,250
Alpharetta Convention and Visitors Bureau	-	-	-	-	2,953,125	-	-	-	-	-	-	-	-	-	2,953,125
Debt Service (Principal and Interest)*	290,490	-	-	-	1,311,963	-	-	-	4,937,140	-	-	-	-	-	6,539,593
Contingency	700,000	-	-	-	-	-	-	-	-	-	-	-	-	-	700,000
Non-Allocated (Operating Initiatives)	276,000	-	-	-	-	-	-	-	-	-	-	-	-	-	276,000
Non-Allocated (Reserve)	4,104,000	-	-	925,000	-	1,073,610	-	22,200,000	-	-	-	-	-	-	28,302,610
<i>subtotal</i>	\$ 69,978,253	\$ 315,282	\$ 4,276,568	\$ 925,000	\$ 4,271,088	\$ 7,388,610	\$ 1,750,000	\$ 26,200,000	\$ 4,953,000	\$ 4,494,338	\$ 1,526,250	\$ 8,485,000	\$ 86,589	\$ 593,502	\$ 135,243,480
Other Financing Uses															
Interfund Transfer to General Fund	\$ -	\$ -	\$ -	\$ -	\$ 2,531,250	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,531,250
Interfund Transfer to Capital Funds	4,541,862	-	-	-	-	-	-	-	-	-	-	-	-	-	4,541,862
<i>subtotal</i>	\$ 4,541,862	\$ -	\$ -	\$ -	\$ 2,531,250	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,073,112
Total Expenditures	\$ 74,520,115	\$ 315,282	\$ 4,276,568	\$ 925,000	\$ 6,802,338	\$ 7,388,610	\$ 1,750,000	\$ 26,200,000	\$ 4,953,000	\$ 4,494,338	\$ 1,526,250	\$ 8,485,000	\$ 86,589	\$ 593,502	\$ 142,316,592

* Not including Capital Leases which are programmed into the appropriate Departmental budget above.

City of Alpharetta
FY 2021 Budget
Capital Plan Use (Project Detail)

	Capital Project Fund	Stormwater Capital Fund	T-SPLOST Fund	Impact Fee Fund	Total	Other Sources	Total
City Administration							
Economic Development Toolbox	\$ 87,500	\$ -	\$ -	\$ -	\$ 87,500	\$ -	\$ 87,500
Subtotal	\$ 87,500	\$ -	\$ -	\$ -	\$ 87,500	\$ -	\$ 87,500
Community Development							
2040 Comprehensive Plan	\$ 30,000	\$ -	\$ -	\$ -	\$ 30,000	\$ -	\$ 30,000
Design Services	30,000	-	-	-	30,000	-	30,000
Subtotal	\$ 60,000	\$ -	\$ -	\$ -	\$ 60,000	\$ -	\$ 60,000
Information Technology							
Recurring Technology Replacement (all city departments)	\$ 300,000	\$ -	\$ -	\$ -	\$ 300,000	\$ -	\$ 300,000
Subtotal	\$ 300,000	\$ -	\$ -	\$ -	\$ 300,000	\$ -	\$ 300,000
Public Works							
Recurring Traffic Signal System Maintenance	\$ 100,000	\$ -	\$ -	\$ -	\$ 100,000	\$ -	\$ 100,000
Recurring Milling and Resurfacing	2,317,740	-	-	-	2,317,740	600,000	2,917,740
Recurring Traffic Control Equipment	100,000	-	-	-	100,000	-	100,000
Recurring Traffic Responsive System Maintenance	100,000	-	-	-	100,000	-	100,000
Recurring Traffic Striping and Signage	200,000	-	-	-	200,000	-	200,000
Recurring Traffic Calming Improvements	75,000	-	-	-	75,000	-	75,000
Recurring Traffic Signal Pole Painting and Maintenance	35,000	-	-	-	35,000	-	35,000
Recurring Tree Planting and Landscape Improvements	100,000	-	-	-	100,000	-	100,000
Recurring Sidewalk Maintenance and Repair	150,000	-	-	-	150,000	-	150,000
Streetlight Maintenance (recurring)	80,000	-	-	-	80,000	-	80,000
Traffic Control Center/Server Room Maintenance (recurring)	60,000	-	-	-	60,000	-	60,000
Recurring Facility Renovations (Fire Stations)	125,000	-	-	-	125,000	-	125,000
Recurring Facility Renovations (PW Headquarters)	50,000	-	-	-	50,000	-	50,000

City of Alpharetta
FY 2021 Budget
Capital Plan Use (Project Detail)

	Capital Project Fund	Stormwater Capital Fund	T-SPLOST Fund	Impact Fee Fund	Total	Other Sources	Total
Recurring Rec Facility Bathroom, Painting, Floor Repairs	60,000	-	-	-	60,000	-	60,000
Recurring Parking Garage Maintenance	25,000	-	-	-	25,000	-	25,000
Recurring Fountain Repairs (Welcome Center)	50,000	-	-	-	50,000	-	50,000
Recurring HVAC Replacements	60,000	-	-	-	60,000	-	60,000
Recurring Generator Replacement (Fire Stations 81/PS HQ)	100,000	-	-	-	100,000	-	100,000
Recurring Stormwater Pipes/Structure Repair/Maintenance	-	1,500,000	-	-	1,500,000	-	1,500,000
Recurring Stormwater Drainage Maintenance	-	150,000	-	-	150,000	-	150,000
Recurring Stormwater Inspections	-	100,000	-	-	100,000	-	100,000
Design Services	37,500	-	-	-	37,500	-	37,500
Windward Pkwy Eastbound Improvements	-	-	2,000,000	-	2,000,000	-	2,000,000
Windward Pkwy Westbound Improvements	-	-	2,000,000	-	2,000,000	-	2,000,000
Subtotal	\$ 3,825,240	\$ 1,750,000	\$ 4,000,000	\$ -	\$ 9,575,240	\$ 600,000	\$ 10,175,240
Public Safety							
Recurring Fleet Replacement (Qty: 10)	\$ 465,000	\$ -	\$ -	\$ -	\$ 465,000	\$ -	\$ 465,000
Security System Replacement (Cameras/Servers)	132,510	-	-	-	132,510	-	132,510
Recurring Public Safety Equipment (replacement)	217,250	-	-	-	217,250	-	217,250
Recurring PS Facility Roof Replacement	300,000	-	-	-	300,000	-	300,000
Recurring Self-Contained Breathing Apparatus (payment 2 of 2)	100,000	-	-	-	100,000	-	100,000
Subtotal	\$ 1,214,760	\$ -	\$ -	\$ -	\$ 1,214,760	\$ -	\$ 1,214,760

**City of Alpharetta
FY 2021 Budget
Capital Plan Use (Project Detail)**

	Capital Project Fund	Stormwater Capital Fund	T-SPLOST Fund	Impact Fee Fund	Total	Other Sources	Total
Recreation, Parks & Cultural Services							
Recurring Park Enhancements	\$ 150,000	\$ -	\$ -	\$ -	\$ 150,000	\$ -	\$ 150,000
Recurring Playground Equipment Improvements	100,000	-	-	-	100,000	-	100,000
Recurring Park Repairs/Improvements	100,000	-	-	-	100,000	-	100,000
Recurring Tennis Courts Resurfacing	60,000	-	-	-	60,000	-	60,000
Recurring Park Equipment Replacement	105,000	-	-	-	105,000	-	105,000
Recurring Greenway Improvements/Repairs	250,000	-	-	-	250,000	-	250,000
Design Services	20,000	-	-	-	20,000	-	20,000
Alpharetta Public Arts Initiative	42,500	-	-	-	42,500	-	42,500
Subtotal	\$ 827,500	\$ -	\$ -	\$ -	\$ 827,500	\$ -	\$ 827,500
TOTAL	\$ 6,315,000	\$ 1,750,000	\$ 4,000,000	\$ -	\$ 12,065,000	\$ 600,000	\$ 12,665,000
NON-ALLOCATED (future capital/one-time	\$ 1,073,610	\$ -	\$ 22,200,000	\$ 925,000	\$ 24,198,610		\$ 24,198,610
Budgeted as part of FY 2021 Budget						Budgeted once received	

(1) Capital Initiative funding will be transferred and accounted for within the Capital Projects Fund, Stormwater Capital Fund, and/or Grant Funds.

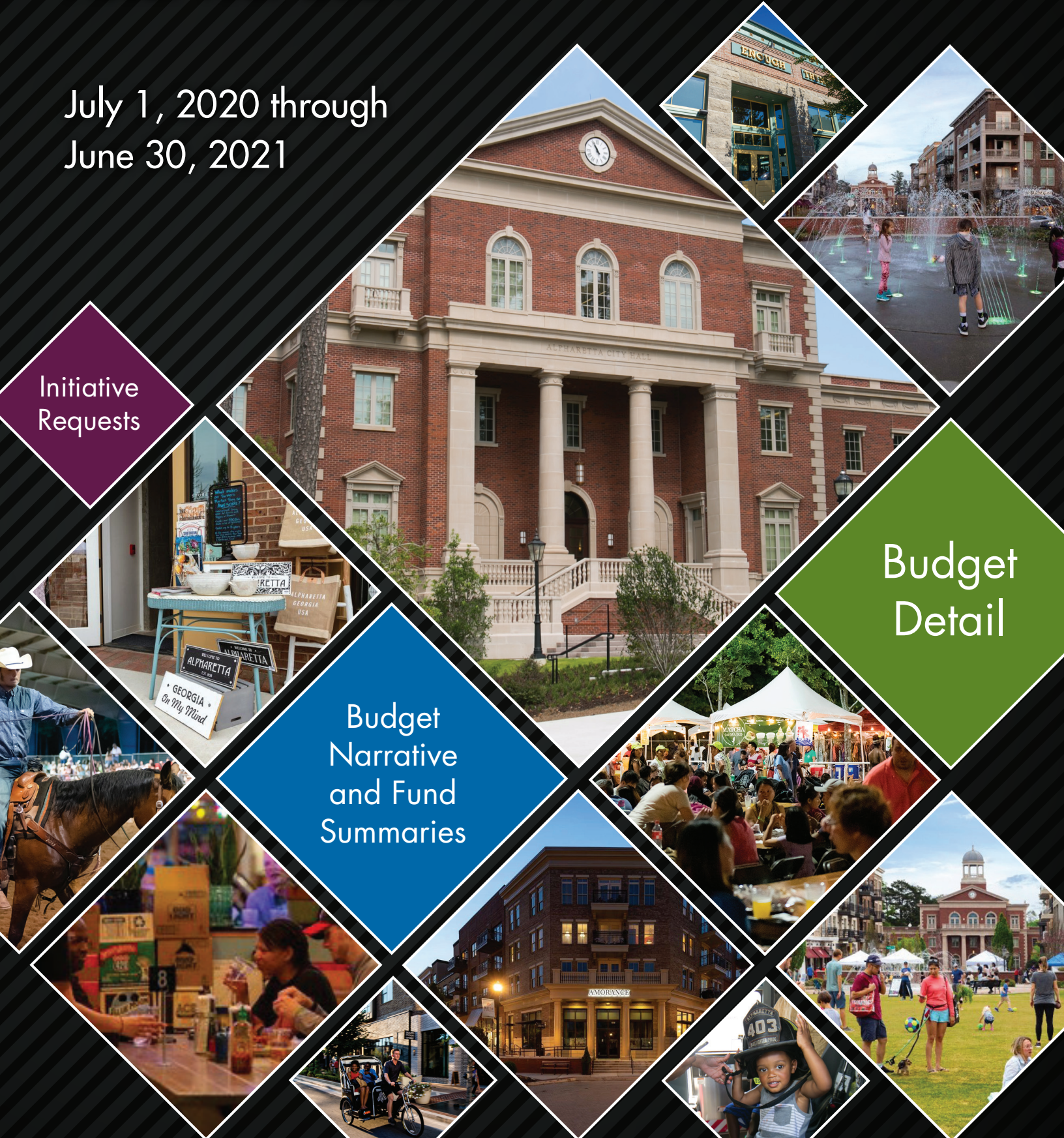
Operating and Capital Budget For Fiscal Year 2021

July 1, 2020 through
June 30, 2021

Initiative
Requests

Budget
Detail

Budget
Narrative
and Fund
Summaries



City of Alpharetta, GA

Prepared by:
Finance Department
2 Park Plaza
Alpharetta, GA 30009
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Annual Operating & Capital Budget

for Fiscal Year 2021

(July 1, 2020 through June 30, 2021)



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Mayor and City Council

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BEN BURNETT
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KAREN RICHARD
CITY COUNCIL (POST 3)

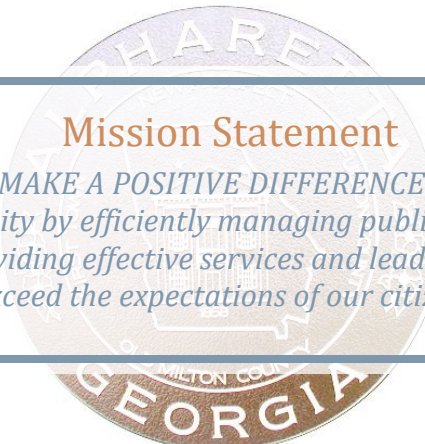


KRichard@alpharetta.ga.us

JIM GILVIN
MAYOR



JGilvin@alpharetta.ga.us



Mission Statement

*TO MAKE A POSITIVE DIFFERENCE in the
community by efficiently managing public resources
and providing effective services and leadership that
exceed the expectations of our citizens.*

JOHN HIPES
CITY COUNCIL (POST 4)



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JASON BINDER
CITY COUNCIL (POST 5)



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DAN MERKEL
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Executive Management Team



BOB REGUS
CITY ADMINISTRATOR

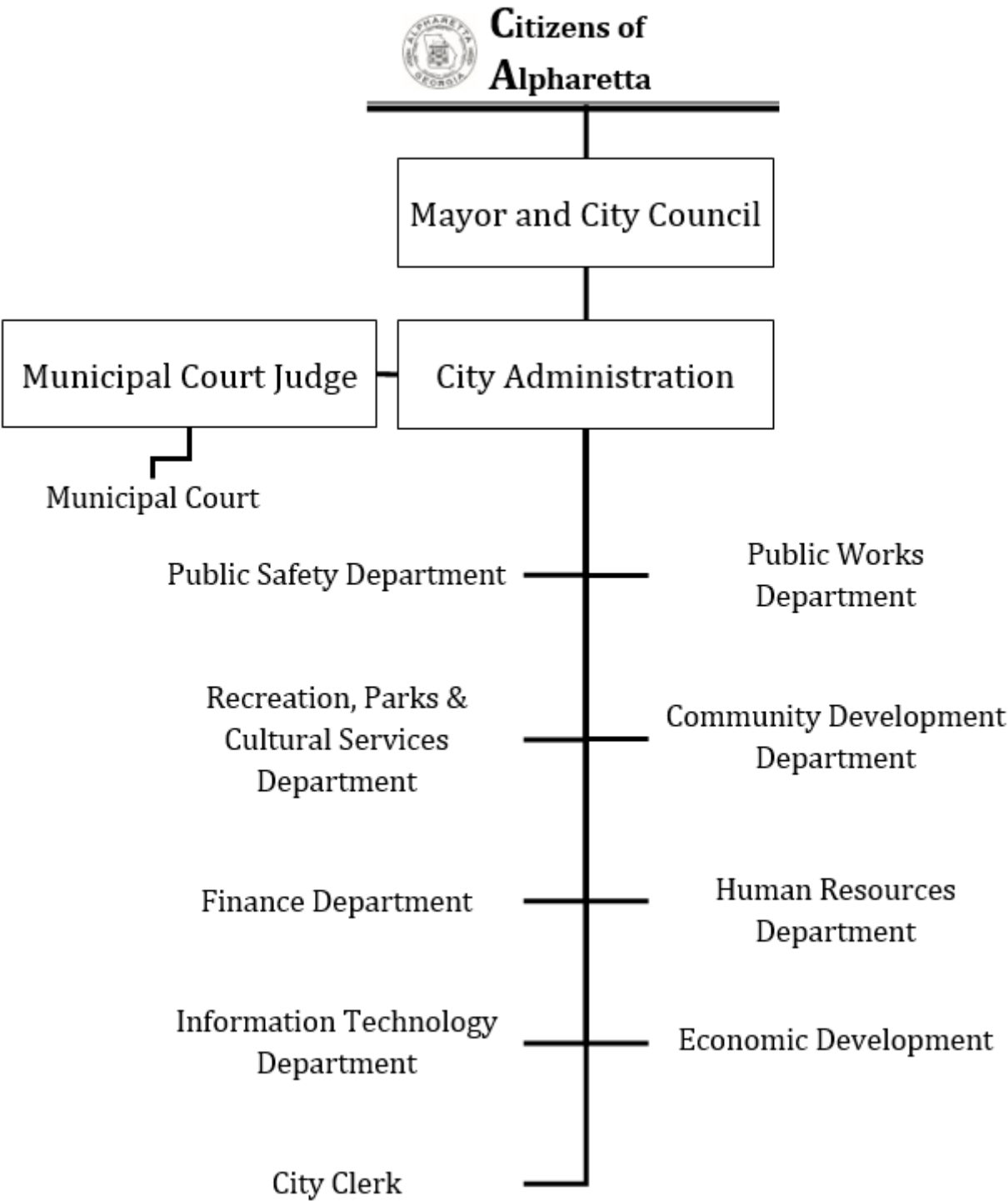


BRegus@alpharetta.ga.us

EXECUTIVE STAFF

James Drinkard	JDrinkard@alpharetta.ga.us	Assistant City Administrator
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Morgan Rodgers	MRodgers@alpharetta.ga.us	Director of Recreation, Parks & Cultural Services
Kathi Cook	KCook@alpharetta.ga.us	Director of Community Development
Thomas G. Harris	THarris@alpharetta.ga.us	Director of Finance
Cris Randall	CRandall@alpharetta.ga.us	Director of Human Resources
Randy Bundy	RBundy@alpharetta.ga.us	Director of Information Technology
Erin Cobb	ECobb@alpharetta.ga.us	City Clerk

Organizational Structure





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ALPHARETTA, GA 30009
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WWW.ALPHARETTA.GA.US

May 18, 2020

To the City Council and Citizens of Alpharetta:

We are pleased to present our Annual Operating and Capital Budget (line-item budget detail) for Fiscal Year 2021 (the "Budget") of the City of Alpharetta, Georgia. Our recommendations are based on direction provided at the City Council Retreat as well as a thorough review of our current financial status, revenue trends, economic data, and our standard of providing top level service while maintaining our focus on keeping Alpharetta an affordable option for our citizens and stakeholders.

The City of Alpharetta, like many cities in our region and throughout the world, is currently facing fiscal challenges as a result of the COVID-19 pandemic and associated social distancing policies. Current challenges include severe economic losses within the hospitality, restaurant, and arts/entertainment/recreation market segments, declining business investment and operations (including closures), job losses, reduced consumer spending (e.g. local option sales tax collections), declining consumer confidence in the economy, etc.

All of these factors have combined to limit revenue growth (e.g. Franchise Fees) and in many cases reduce revenues below prior-year levels (e.g. local option sales taxes, alcohol beverage excise taxes, licenses and permits, charges for services, etc.).

In light of the current economic challenges and its impact on city resources, staff has compiled a budget in line with our guiding principles that accomplishes the following:

- Tax-burden reductions for our homeowners approaching \$5 million annually (see section entitled *Taxpayer Savings* for more information).
- Continuation of the same high service levels our citizenry, business owners, and stakeholders expect from our city.
- Maintenance of the city's millage rate at 5.750 mills (flat with FY 2020).

MAYOR
JIM GILVIN

MAYOR PRO TEM
DONALD MITCHELL

COUNCIL MEMBERS
JASON BINDER
BEN BURNETT
JOHN HIPES
DAN MERKEL
KAREN RICHARD

CITY ADMINISTRATOR
ROBERT J. REGUS

- Alignment of departmental operating budgets to the city's short-term revenue outlook.
- Capital investment focused on maintaining and improving city infrastructure and assets (\$12.7 million) while reserving sufficient funds to provide flexibility for future prioritized capital investment (\$24 million).

Budget Process and Overview

In response to the economic challenges, our businesses and citizens have tightened their budgets and are doing more with less. And so too shall the City of Alpharetta.

The city has been proactive in realigning its spending to match the current economic reality. Spending during FY 2020 has been limited to essential items only and vacancies are filled on a priority basis with an emphasis on public safety operations. Proactive fiscal management has positioned us to more effectively approach the challenges in the FY 2021 Budget resulting from COVID-19.

The Fiscal Year 2021 Budget process began with an update of the city's financial condition, which was presented to the Mayor and City Council during the January 2020 City Council retreat. During this update, a financial plan was established which prioritized the use of available fund balance to most effectively position the city for financial success in the future. This information was also shared with the city's department directors during budget kick-off meetings.

However, 2020 operations and the 2021 budget plan changed in early March 2020 due to the COVID-19 pandemic and associated social distancing policies.

As provided monthly to the City Council through the Financial Management Reports, the Finance Department has closely monitored our revenue and expenditure trends and indicated that spending would need to be reduced for FY 2020 to compensate for the COVID-19 economic impacts.

City departments responded to the direction provided by the Finance Department and revised their 2021 budget requests to be in-line with current revenue estimates.

The FY 2021 Budget is balanced for all funds and totals \$142 million with the breakdown by fund type as follows:

FUNDS BY TYPE	\$	
General Fund	\$74,520,115	
Special Revenue Funds	12,319,188	(1)
Debt Service Fund	4,953,000	
Capital Project Funds	35,338,610	(1)
Solid Waste Fund	4,494,338	
Risk Management Fund	1,526,250	
Medical Insurance Fund	8,485,000	
OPEB Funds	680,091	
Total	\$142,316,592	

(1) Amounts contained herein represent new appropriations for FY 2021. Unexpended FY 2020 appropriations for City Council approved projects are re-appropriated annually pursuant to city policy.

Several of the major points of the FY 2021 Budget are as follows.

- Maintenance of the city's millage rate at 5.750 mills (flat with FY 2020).
- Tax-burden reductions for our homeowners approaching \$5 million annually including multiple homestead exemptions measures implemented in FY 2021 that will save our homeowners over \$360,000 in the 1st year alone (see section entitled *Taxpayer Savings* for more information). The city's homestead exemptions go great lengths in keeping Alpharetta an affordable place to live and retire.
- \$276,000 for targeted operational initiatives (please refer to the Operating Initiatives Request section of this document for detail of the requests).
- \$4.1 million reserve to further insulate operations from COVID-19 pandemic economic impacts such as a continued erosion of revenues beyond what is already forecasted for 2021.

- Management of personnel and compensation program to align with current market environment:
 - Staffing level at 452 full-time equivalents “FTE” with the funding breakdown as follows:
 - 445.5 full-time equivalents (funded);
 - 6.5 full-time equivalents (unfunded; budgetary savings of \$460,000); positions to remain vacant pending an identified funding source and workload justification.
 - Implementation of Evergreen Class & Compensation Study findings totaling \$620,000 annually;
 - Implementation of a one-time compensation payout in-lieu of the performance-based merit program:
 - One-time compensation payout will cost \$1 million citywide and approximates the standard performance-based merit program (3% pay adjustment on average). The one-time compensation payout is being funded through available fund balance from the fiscal year ended September 30, 2019 (allowable use of one-time funds).
 - Removal of the 2021 performance-based merit program from the base operation budget (\$250,000 savings for the 2021 budget; 3-month impact). Continuation of this program is currently a recommended operating initiative (please refer to the *Operating Initiatives Request* section of this document for detail of the requests).
 - Coverage of growth drivers including healthcare costs (5% increase citywide or \$493,433).
- Material reduction (-3% or -\$544,777) in departmental maintenance and operations budgets (General Fund) including controls on non-essential spending.
 - Net reduction is in excess of -6% after adjusting for the growth drivers including utilities (6% growth or \$160,150 due to approved rate adjustments by multiple utility providers), legal services (13% growth or \$100,000), risk insurance premiums (8% growth or \$52,750), and multiple items implemented during FY 2020 (+\$15,000 for office lease costs for the Special Investigations Unit, +\$50,000 for right-of-way maintenance for newly constructed streetscape improvements along Rucker Road and Morris Road, +\$30,000 for janitorial and landscape maintenance services for new park spaces such as Windward, Rucker, etc.).

Please refer to the Fund and Departmental Summary sections of this document for (1) multi-year revenue/expense statements on both a citywide and individual fund basis (e.g. Special Revenue Funds, Enterprise Fund, etc.) as well as (2) a personnel listing by department.

Budget and Millage Rate Hearings

As set forth under Georgia law and the City of Alpharetta Code, citizen input is solicited during the process of adopting the budget through publicly advertised meetings as follows.

DATE	ACTION
April 30, 2020	Distribute 2021 Mayor's Recommended Budget
May 4, 2020	Council Meeting
May 18, 2020	Council Meeting
May 26, 2020	Council Meeting
June 1, 2020	Public Hearing and Council Meeting (Budget)
	<i>1st reading of Budget Ordinance</i>
	<i>1st reading of Millage Rate Ordinance</i>
June 15, 2020	Public Hearing and Council Meeting (Budget)
June 22, 2020	Public Hearing and Council Meeting (Budget)
	<i>2nd reading of Budget Ordinance</i>
	<i>2nd reading of Millage Rate Ordinance</i>

Budget Issues and Priorities

The FY 2021 Budget formalizes numerous key financial factors which have been themes for several years within the government.

- ✓ Bond ratings;
- ✓ Cost of government;
- ✓ Taxpayer savings;
- ✓ Debt service payments;
- ✓ Expansion of departmental service levels;
- ✓ Maintaining an effective capital improvement program;
- ✓ Proper use of fund balance; and
- ✓ Funding recurring capital from operating budget.

Bond Ratings

The city's AAA bond rating was reaffirmed by Moody's and Standard & Poor's ("S&P") during April 2020 in conjunction with the sale of \$18 million (par) of City of Alpharetta General Obligation Bonds Refunding Bonds, Series 2020, for refunding of the outstanding Series 2012 General Obligation Bonds (saving over \$300,000 annually).

The AAA rating represents the highest rating available to municipalities and translates to significant savings to our citizens and stakeholders through reduced borrowing costs. This rating demonstrates the strongest creditworthiness relative to other US municipal or tax-exempt issuers and reflects the city's current sound financial position as well as strong financial management practices guiding our ongoing decision making. These practices are supported by formal policies to guide budget and procurement practices, capital investment, and debt management. Other positive factors include a relatively strong economic base and debt/pension burdens. The FY 2021 Budget is mindful of these factors and the importance of maintaining the highest rating, not only for our citizens but also our bondholders.

Cost of Government

The city has historically acknowledged the need to provide a taxation rate commensurate with the government's level of service. The FY 2021 Budget is based on maintenance of the city's millage rate at 5.750 mills.

The portion of the millage rate funding debt service (Debt Service Fund) is estimated to decrease from 0.93 mills in FY 2020 to 0.815 mills in FY 2021. Estimated growth in the property tax digest, coupled with a recent refunding of the Series 2012 General Obligation Bonds to reflect lower market

Fiscal Year	Operating Millage Levy	Debt Service Millage Levy	Total Millage Levy	% Increase (Decrease)
2021 est.	4.935	0.815	5.750	0.0%
2020	4.820	0.930	5.750	0.0%
2019	4.770	0.980	5.750	0.0%
2018	4.720	1.030	5.750	0.0%
2017	4.620	1.130	5.750	0.0%
2016	5.000	0.750	5.750	0.0%
2015	4.950	0.800	5.750	0.0%
2014	4.870	0.880	5.750	0.0%
2013	4.820	0.930	5.750	0.0%
2012	4.215	1.535	5.750	0.0%

interest costs, allows for a reduction in the millage rate dedicated for debt service. The FY 2021 Budget proposes to program the debt service millage reduction into the General Fund. Homestead exemptions, with a few exceptions, are not applicable to the debt millage levy. As such, the revenue generation for a given millage levy will be different depending on the source (e.g. debt levy vs operating levy). Specifically, the shift of 0.115 mills will result in a loss of \$700,000 for the Debt Service Fund and a gain of \$600,000 for the General Fund.

The portion of the millage rate funding operations and recurring capital investment (General Fund) is estimated to increase from 4.82 mills in FY 2020 to 4.935 mills in FY 2021. Property tax revenue forecasts for FY 2021 total \$25.4 million (excluding motor vehicle taxes) and includes \$600,000 from the debt service millage shift discussed above. Of this amount,

\$189,000 is included for recurring capital initiatives, \$276,000 for targeted operational initiatives (please refer to the *Operating Initiatives Request* section of this document for detail of the requests), and a \$4.1 million reserve to further insulate operations from COVID-19 pandemic economic impacts such as a continued erosion of revenues beyond what is already forecasted for 2021. As the fiscal year progresses and market conditions become known with more certainty, and assuming the \$4.1 million is no longer needed to protect operational service delivery capabilities, these funds can be programmed back to capital investment.

Taxpayer Savings

The FY 2021 millage rate, coupled with the city's substantial Homestead Exemptions, goes great lengths in keeping Alpharetta an affordable place to live and strategically positions us relative to neighboring areas.

The city's multiple homestead exemptions are estimated to save our homeowners \$5 million annually and include:

- Floating Homestead exemption that caps the taxable value growth of homesteaded properties to the lesser of 3% or CPI;
- Basic Homestead exemption of \$45,000 off the assessed value of homesteaded properties which is among the highest in the State;
 - o Voters approved increasing the exemption by \$5,000 effective with the FY 2021 Budget which will save our homeowners over \$300,000 in the 1st year alone.
- Senior Basic Homestead exemption of \$25,000 off the assessed value of homesteaded properties for residents age 65 and older;
 - o Prior to FY 2021, the Senior Basic Homestead exemption was split between a general \$15,000 exemption and an income-restricted \$10,000 exemption. Voters approved removing the income restriction on the \$10,000 exemption which will be implemented with the FY 2021 Budget and save our homeowners over \$60,000 in the 1st year alone.
- Senior full-value exemption available to residents age 70 and older who meet certain income requirements.

Debt Service Payments

The city's primary method of funding large scale capital projects is through the issuance of bonds (e.g. general obligation bonds, Development Authority bonds, etc.). General obligation bonds have been issued to fund numerous large-scale projects including public safety facilities, parks and recreation facilities, and transportation improvements that continue to define Alpharetta as a desirable community to work and live.

The Alpharetta Development Authority, a component unit of the city that is focused on economic development within our borders, issued bonds in 2016 to fund construction of our state-of-the-art Conference Center. These bonds are funded by a portion of the Hotel/Motel Tax.

Principal and interest payments for fiscal year 2021 are budgeted at \$6.5 million with the following forecast: 2022 - 2041¹: \$7 million (annual average). These figures include city and Development Authority obligations and span multiple Funds.

Expansion of Departmental Service Levels (Operating Initiatives)

Recommended operating initiative funding totals \$276,000 and is allocated as follows:

Funds Available for Operating Initiatives: **\$ 276,000**

Recommended Initiatives:	Operations Impact		
	Expenditures	Revenue	Total (net)
Employee Merit Program (partial year)	\$ 250,000	\$ -	\$ 250,000
Web Help Desk Software Replacement	\$ 26,000	\$ -	\$ 26,000
Eastside Community Center Programs	\$ 40,000	\$ 40,000	\$ -
	\$ 316,000	\$ 40,000	\$ 276,000

Operating Initiative funding for FY 2021 has been programmed into a non-allocated account within the General Fund. Operating Initiatives not recommended for funding total \$1 million (net). Please refer to the *Operating Initiatives Request* section of this document for detail of the requests.

¹ Represents the final maturity of the Series 2016 Alpharetta Parks and Transportation Bonds issued in FY 2017.

Maintaining an Effective Capital Improvement Program (Capital Initiatives)

The FY 2021 Capital Plan includes funding of \$37 million for capital initiatives. Recommended capital investment totals \$12.7 million and is focused on maintaining and improving city infrastructure and assets. An additional \$24 million is being reserved to provide flexibility for future prioritized capital investment.

	Capital Project Fund	Stormwater Capital Fund	T-SPLOST Capital Fund	Impact Fee Fund	Subtotal	Other Sources	Total
Sources:							
Available Fund Balance	\$ 4,100,000	\$ 325,000	\$ 15,500,000	\$ 925,000	\$ 20,850,000	\$ -	\$ 20,850,000
General Fund Transfer:							
Available Fund Balance	2,927,862	1,425,000	-	-	4,352,862	-	4,352,862
(1) Recurring Capital Program	189,000	-	-	-	189,000	-	189,000
(2) Pay-as-you-go Capital Investment	171,748	-	10,700,000	-	10,871,748	-	10,871,748
(3) Other Sources	-	-	-	-	-	600,000	600,000
	\$ 7,388,610	\$ 1,750,000	\$ 26,200,000	\$ 925,000	\$ 36,263,610	\$ 600,000	\$ 36,863,610
Uses:							
(4) Capital/Grant-Matching	\$ 6,315,000	\$ 1,750,000	\$ 4,000,000	\$ -	\$ 12,065,000	\$ 600,000	\$ 12,665,000
	\$ 6,315,000	\$ 1,750,000	\$ 4,000,000	\$ -	\$ 12,065,000	\$ 600,000	\$ 12,665,000
Non-Allocated:							
Future Capital/Grant Initiatives	\$ 1,073,610	\$ -	\$ 22,200,000	\$ 925,000	\$ 24,198,610	\$ -	\$ 24,198,610

- (1) Represents funding programmed within the General fund budget to cover recurring capital needs (e.g. milling & resurfacing of city roadways, fleet replacement, etc.).
- (2) Represents investment earnings (Capital Project Fund) and T-SPLOST taxes (T-SPLOST Capital Fund).
- (3) Represents potential LMIG grant funding for milling and resurfacing initiatives (\$600,000) and would be appropriated upon execution of binding agreements and/or receipt of the funds.
- (4) Represents capital appropriations included in the base FY 2021 Budget.

Please refer to the *Capital Initiatives Request* section of this document for detail of the requests.

Proper Use of Fund Balance

General Fund - Based on audited financial statements for the year ended June 30, 2019, the city's fund balance totaled \$27.8 million. Of this amount, approximately \$5.5 million was appropriated in the FY 2020 Budget for capital/one-time initiatives and \$15 million has been designated as an emergency account based on a conservative policy of 21% of total appropriations (i.e. roughly 2½ months of operating expenditures). It has been the city's policy to utilize the remaining fund balance above the emergency requirement for one-time expenditures (generally capital investment). Available capital/one-time initiative funding resulting from FY 2019 operations totals \$7.3 million with the programmed usage as follows:

- \$7,289,252 Available Fund Balance as of June 30, 2019
- (2,000,000) FY 2020 Mid-Year Budget (capital investment)
- (936,390) FY 2021 One-Time Compensation Payout (General Fund)
- \$4,352,862 FY 2021 One-Time Capital Funding

Funding Recurring Capital/Operational Reserves from Operating Budget

The original budget proposal for 2021 (pre COVID-19) included \$5 million in appropriations within the General Fund budget to fund recurring capital initiatives (e.g. milling and resurfacing of city streets, traffic equipment replacement, fleet replacement, stormwater repair and maintenance, etc.). By programming the recurring capital program into the operating budget, the city is announcing to its citizens and stakeholders that capital investment in our roads and infrastructure is a priority that should be funded with certainty as opposed to relying on fund balance which may or may not be accumulated.

However, due to the sudden impact of COVID-19 on forecasted revenues, operational funding from the General Fund for recurring capital was reduced to \$189,000. The funding was primarily reallocated to an operational reserve (\$4.1M) within the General fund to further insulate operations from COVID-19 pandemic economic impacts such as a continued erosion of revenues beyond what is already forecasted for 2021. Remaining amounts were reallocated to cover operating initiative funding as well as implementation of the Evergreen Class & Compensation Study findings.

Funding from the General Fund available for immediate capital investment in 2021 includes the following:

- \$4,352,862 Fund Balance for one-time capital;
 - \$ 189,000 Recurring Capital Contribution from the General Fund
- \$4,541,862

This budget is committed to continuing our focus on providing effective and efficient services to our citizens and stakeholders.

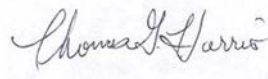
Respectfully Submitted,



Jim Gilvin
Mayor



Robert J. Regus
City Administrator



Thomas G. Harris
Finance Director

Operating Initiative Requests

Executive Summary

Funds Available for Operating Initiatives:

\$ 276,000

Recommended Initiatives:	Operations Impact		
	Expenditures	Revenue	Total (net)
Employee Merit Program (partial year)	\$ 250,000	\$ -	\$ 250,000
Web Help Desk Software Replacement	\$ 26,000	\$ -	\$ 26,000
Eastside Community Center Programs	\$ 40,000	\$ 40,000	\$ -
	\$ 316,000	\$ 40,000	\$ 276,000

Operating Initiative funding for FY 2021 has been programmed into a non-allocated account within the General Fund.

Operating Initiatives not recommended for funding total \$1 million (net).

Detail (Recommended Operating Initiatives)

Citywide

Performance-Based Merit Program (4/1/2021) \$250,000 (2021 impact)

Forecasted cost to reinstate the performance-based employee merit program (est. 3% on average) on April 1, 2021 (estimated cost of \$250,000 citywide for fiscal year 2021 and \$1 million for fiscal year 2022).

Information Technology

Replacement of Web Help Desk Software \$26,000

This request is for replacement of the IT Departments existing legacy Web Help Desk system that is experiencing serious issues (particularly as of 03-17-2020 when Microsoft instituted new security standards). This is a one-year contract for ZenDesk (a highly rated hosted Help Desk system that is modern and many enhanced features). This system was selected because of relatively low-cost system that integrates with our current Office 365/Teams and Azure Cloud environment.

Recent changes (03-17-2020) implemented by Microsoft that has tightened security requiring beyond basic security protocols has caused portions of the emailing part of our current software to no longer function. This is causing more effort on our users and our staff to support help desk tickets. We are also concerned that there will be other issues as well. The existing system is legacy product that is no longer being updated and does not have features of other current systems. Therefore, we have prioritized this for immediate replacement.

Help Desk is how we support our Departments/Employees when they have needs or issues. The annual cost of our current legacy system totals \$8,000. The Zendesk system costs approximately \$26,000 annually. In year 1, we will have both systems operational during implementation and most likely incur software costs for both systems. Moving forward, the net annual cost will be approximately \$18,000 (\$26,000 less \$8,000 current costs).

Recreation, Parks, and Cultural Services

Eastside Community Center Programs \$40,000 (revenue)/ \$40,000 (expense)

In partnership with Ed Isakson YMCA, the City of Alpharetta will operate and program the Eastside Community Center at the YMCA, starting May 2020. Activities, staff and operations will be managed by the Recreation Services Division. Operation hours and programming are still to be determined; programming will focus on providing activities to the Eastside population, not duplicating the YMCA programs. Rentals and special events will be part of the programming.

Annual operational costs total \$82,000 and includes \$56,000 for salary/benefits and \$26,000 for general operations (e.g. instructor fees, equipment rental, general supplies and materials, small equipment, etc.). Program Fees are forecasted to fully cover operations. The estimated impact during fiscal year 2021 is \$40,000 (partial year).

Detail (Unfunded Operating Initiatives)

General Fund

City Administration

It's My Town App

\$35,000

Annual subscription fee for the Alpharetta branded It's My Town App. This app employs a user-first mindset. Actionable icons within the app let users perform a variety of tasks: contact the city; receive direct notifications from city staff; find more info about the city; save an event to their calendar and invite a friend; set reminders; find a car service; and much more... all from inside this single app. Subscription fee is estimated at \$35,000 annually.

Human Resources

HRIS Software Enhancements

\$37,000

- NEOGOV Human Resources Information System (HRIS) PERFORM module to automate the performance management review process. Increases transparency and engagement between employees and supervisors and identifies growth opportunities for professional development. Easily track workflows and reports on employee performance trends at the organizational, departmental, team, and individual level. Increase operation efficiency and effectiveness by eliminating laborious and cumbersome paper processes.
- eFORMS module, working cohesively with NEOGOV's other modules, is a central repository for any employee documents used within the product suite. eFORMS

allows records consolidation and an increase of accuracy and efficiency in retrieving documents and automation of workflows. It drives accountability through notifications and reporting.

- The enhancement of NEOGOV for the integration of background checks unites our current applicant tracking system and the online hiring center with our background check process, saving staff time, resources, and reduces report turnaround time allowing the filling of positions more quickly. This initiative is intended to decrease average time to hire, especially during busy periods such as seasonal hiring.

Tuition Reimbursement Incentive Improvements

\$30,000

Recommended increase of tuition reimbursement allowance as part of the overall revision and updates to the Employee Handbook and Benefits Handbook. Presented at the City Council workshop Feb. 24, 2020 with anticipated approval March 02, 2020 during the Regular Council meeting. Changes to new fee schedule are recommended to be effective July 1, 2020 as part of FY 2021. The FY 2021 base Operating Budget includes \$55,000 for the Tuition Reimbursement Incentive.

Public Safety

Quint Apparatus Initiative and Personnel (3.0 FTE – Phase 1)

\$300,000

The City of Milton currently houses an aerial ladder truck at Fire Station 81 and responds to Alpharetta calls under the automatic aid agreement that is in place. Milton is currently building a fire station within their city boundaries and will relocate their aerial ladder truck to the new facility as early as the Spring of 2022. As such, Alpharetta will experience an impact to its level-of-service capabilities. This capital request is for the acquisition of one Quint Apparatus truck to compensate for this service fluctuation.

Specifically, this request is for the replacement of an existing Pumper (purchased in 2012 and set for replacement in 2022 along with delivery of the requested unit) with a new Quint Apparatus for Fire Station 81. The Quint will give us the capabilities of a pumper and ladder in one unit. However, the Quint does require additional staffing over the existing Pumper. Specifically, 6 personnel (2 per shift) which will be hired in phases (3 in FY 2021 and the remaining 3 in FY 2022).

The request also proposes to acquire an F-250 for a Rescue-Rapid Response Unit to augment the call volume and reduce the response of the Quint to lower priority incidents. The requested personnel will be utilized as staffing for the Rescue Rapid Response Unit while the Quint is not in the field.

Cost forecast is as follows:

- FY 2021: \$300,000 for personnel (3 FTE) and related operational startup costs which represent this Operating Initiative request.
- FY 2022: \$300,000 for the remaining personnel (3 FTE) and related operational startup costs which will be a component of an FY 2022 Operating Initiative

request. All active Fire Apparatus are funded through capital lease programs within the General Fund. The estimated annual lease payment for the Quint acquisition totals \$150,000 (\$1.4 million financed over a 13-year term). The existing lease payment for the Pumper that is being replaced by the Quint totals \$54,000. As such, the lease difference of \$96,000 is what's being requested. Additionally, \$200,000 is being requested for capital acquisition costs for the F-250 Rescue-Rapid Response Unit and related equipment.

From a timing standpoint, the final payment on the pumper lease will be made in FY 2021. The Quint will be procured in December 2020 with the 1st payment due in FY 2022 as set forth above.

DEA Taskforce transfer to General Fund (3.0 FTE) \$315,282

This request is to transfer funding of the three (3) Police Officer positions funded within the DEA Fund (related to the Drug Taskforce unit) to the General Fund. Based on asset forfeiture collection trends, it is doubtful the DEA Fund can continue funding all three positions past FY 2021/2022.

Information Technology Analyst (1.0 FTE) \$98,000

This request is for one civilian (1) Public Safety IT Analyst, Grade G. This position would report to the Public Safety Technology Division to specifically support Public Safety users and operations.

In the past two years the Department has seen the demand for complex information technology assistance increase to an unprecedented level. The addition of body cameras and the accompanying infrastructure upkeep, maintenance, and continuing education alone justifies the addition of a permanent IT position. Additionally, we have added Next Gen 911 systems, Traffic Light Preemption systems, license plate reader systems, school zone speed detection camera systems with LPR, a drone program for police and fire, Flock Safety neighborhood watch camera systems, and signed an agreement with Ring for access to smart doorbell technology.

In the course of implementing these programs we faced significant challenges in implementing the technologies due to the ad hoc nature in which they were acquired. These programs came from several different corners of the agency and the effects on other parts of the organization were not always appropriately considered. This is not out of malice or a lack of effort – merely a lack of understanding as to how these pieces could and should fit together. We continue to face difficulties in implementing these systems completely (LPR alert access for officers) due to our reliance on the IT Department to physically touch each computer in order to add and administer programs and functions.

We have reached a critical mass of technology applications in Public Safety and need a dedicated information technology position to correct our current administration of these systems and to guide us toward a more integrated and productive future. The current forecasting models for the future of public safety all point to a complex form of

intelligence-led initiatives based on the highly technical integration of computer systems in every aspect of our work.

We are already feeling negative effects from a lack of coordination and oversight of these activities. The requested position would oversee and administer our current programs and incorporate all future additions of future technology. Operational costs total \$98,000 and include \$85,000 for salary/benefits and \$13,000 for general operations (desktop pc, laptop, tablet, cell phone, office equipment, travel and training).

Explorer Program

\$11,000

This request is to cover registration, travel and per diem costs for advisors and explorers to attend five (5) competitions and training conferences per year. Professional services include the registration fees for youth and adults, as well as re-charter fees paid to Learning for Life to cover insurance for the program. Registration and re-charter fees are \$3,000 and lodging and per diem costs are \$4,500. In addition, the Explorer program has operated out of the main PD Uniform and Equipment budget. We are seeking a line item of \$3,500 annually to equip our Explorers with uniforms and equipment when necessary. We have been covering this expense in previous budgets in the past; however, with other expenses increasing, we need dedicated money to continue the Explorer program. Operational costs total \$11,000 annually (uniforms, equipment, travel, etc.).

National Professional Accreditation Registration

\$18,000

This request is for national professional accreditation registration costs. In the Fire Service field, there are many certifications that are required. There is also a necessity to be accredited to certain levels of training as to legitimize our department and our employees for legal proposes. In order to be registered nationally for these certifications, we must adhere to the accrediting agencies rules. Currently, personnel have been individually paying for their certifications (approx. 90 impacted staff members).

PS Technology Initiatives

\$9,100

As the demands on Public Safety services grow, the efficiencies and capabilities of staff must also grow. These software initiatives are intended to increase service delivery and staff effectiveness.

- Active Directory Integration (\$4,000) - This request is for an active directory integration between the City of Alpharetta and CentralSquare RMS, MCT, and CAD. The integration will reduce the amount of support calls by having the user's passwords sync with his/her window's account. It will reduce downtime when waiting for a password reset.
- Digital Forensics (\$5,100) - This request is for one (1) Apple Computer at \$1,500 and Magnet Axion, a robust software that addresses smartphones, cloud services, CPU's, Internet of Things (e.g.: wearables, smart TV's, smart appliances, commercial security, industrial and enterprise) for Digital Forensics. The software is \$3,600.00 annually.

Recreation, Parks, and Cultural Services

Parks Maintenance Technicians (2 FTE)

\$115,000

This request is for two (2) additional Park Maintenance Technician I positions. These positions will allow the department to service the new parks coming online in the next year. The new parks include: Windward Park, Mid Broadwell Park, Alpha Loop, Serenade (Encore) Park, Old Rucker Park, and the Old Rucker Farm.

Operational costs total \$115,000 and includes \$111,500 for salary/benefits and \$3,500 for general operations (e.g. employee training, employee travel, cell phone, employee uniforms, small equipment, etc.).

Old Rucker Farm Staffing (2 part-time)

\$25,000

This request is for two (2) part-time temporary employees to work at the Old Rucker Farm during the (30) weeks of the intensive growing season (April-October). These employees will maintain the entire farm area, execute the crop plan, maintain the perennial, fruit bearing plants (apple trees, berries, etc.), monitor for and apply pest control measures as needed. These employees will also be present to answer questions of the community garden members who come to farm throughout the day. This is an improvement to the existing service level. Operational costs total \$25,000 for salary/benefits.

Adventure Day Camp

\$37,000 (revenue)/ \$37,000 (expense)

This request is for a teen adventure camp for ages 12-13. It is essential to keep a kid's mind active and engaged during the summer. To that end, the teen adventure camp will provide an opportunity for teenagers to interact effectively with other people. In the unplugged, noncompetitive camp culture, teens build up their "emotional intelligence" (EQ), their face-to-face communication and relationship skills.

Operational costs total \$37,000 and includes \$24,000 for salary/benefits and \$13,000 for general operations (e.g. instructor fees, general supplies and materials, employee training, etc.). Program Fees are estimated at \$225 (resident) and \$338 (non-resident) and are forecasted to fully cover operations.

Most Valuable Player (MVP) Day Camp

\$78,000 (revenue)/ \$78,000 (expense)

This request is for a sports themed camp. It is essential to keep kid's mind active and engaged during the summer. To that end, offering an additional camp with a sports theme will provide an opportunity for campers interact effectively with other people. In the unplugged, noncompetitive camp culture, kids build up their "emotional intelligence" (EQ), their face-to-face communication and relationship skills.

Operational costs total \$78,000 and includes \$40,000 for salary/benefits and \$38,000 for general operations (e.g. instructor fees, equipment rental, general supplies and materials, employee uniforms, etc.). Program Fees are estimated at \$150 (resident) and \$225 (non-resident) and are forecasted to fully cover operations.

Capital Initiative Requests

Summary

Capital Funding Sources:

General Fund	
<u>Recurring Capital Program</u>	\$ 189,000
<u>Available Fund Balance</u>	4,352,862
Capital Project Fund	
<u>Available Fund Balance</u>	4,100,000
<u>Other (int. earnings)</u>	171,748
Stormwater Capital	
<u>Available Fund Balance</u>	325,000
T-SPLOST Capital Fund	
<u>Available Fund Balance</u>	15,500,000
<u>Other (taxes, int. earnings)</u>	10,700,000
Impact Fee Fund	
<u>Available Fund Balance</u>	925,000
Grant ²	<u>600,000</u>
Total Sources:	\$36,863,610

Recommended Capital Initiatives*:

<u>Recurring Capital Initiatives</u>	\$ 6,667,500
<u>Recurring Stormwater/Drainage Initiatives</u>	1,750,000
<u>General Capital Initiatives</u>	247,500
<u>TSPLOST Initiatives</u>	4,000,000
Total Uses:	\$12,665,000

Non-Allocated (Future Capital/One-Time Investment)

<u>Capital Project Fund:</u>	\$ 1,073,610
<u>T-SPLOST Capital Fund:</u>	22,200,000
<u>Impact Fee Fund (Roads):</u>	925,000
Total Non-Allocated:	\$24,198,610

* Capital initiatives not recommended for funding total \$21,721,000.

² Includes potential LMIG grant funding for milling and resurfacing initiatives (\$600,000) and would be appropriated upon execution of binding agreements and/or receipt of the funds.

Detail (Recommended Capital Investment)

Recurring Capital Initiatives

Public Works

Recurring Traffic Signal System Maintenance

\$100,000

Priority 1: This request is for the continual maintenance, repair, and upgrading of existing traffic signals throughout the City. This includes vehicular detection systems, pedestrian signals, signal heads, signal cabinets and components, and signal communication systems. This funding request also allows for the replacement of loops removed during the annual milling and resurfacing project.

Recurring Milling and Resurfacing

\$2,917,740

Priority 1: This request is for the on-going maintenance of milling and resurfacing and preservation of city streets. Resurfacing of city streets increases the life expectancy of the roads. Without resurfacing, roadways will deteriorate and be more costly to repair. It is anticipated that this project will be augmented through an LMIG grant (additional \$600,000 that will be appropriated upon grant submission/approval).

In FY 2019, the City contracted with Dynatest to complete a full evaluation of the city roadways. Each road receives a Pavement Condition Index score between 0 and 100. This standardized rating system is also used by the Georgia Department of Transportation. Lower scores indicate need for maintenance or reconstruction.

In FY 2021 the City will allocate funding in accordance with the Pavement Condition Index findings and identify preservation techniques that will best extend the life of our roads. This includes a combination of surface coating techniques, milling and resurfacing, soil cement, etc. **Funding to be provided through the following sources: Recurring Capital (\$1,135,000); Fund Balance (\$1,182,740); and LMIG Grant (\$600,000).**

Recurring Traffic Control Equipment

\$100,000

Priority 1: This request is for equipment necessary for traffic control throughout the City. This includes traffic signal communications, traffic monitoring, and temporary traffic control measures. Traffic signal communications enable the intersections to work together and smoothen traffic flow. Traffic signal monitoring includes equipment such as traffic cameras and maintenance to the Traffic Control Center. Temporary traffic control equipment includes devices used to detour or delineate traffic flow, such as cones, delineators and barricades, and variable message boards.

Recurring Traffic Responsive System Maintenance

\$100,000

Priority 1: Since 2018, the Georgia Department of Transportation has upgraded over 100 signals throughout the City with new software (MaxTime) and has worked with the City staff to develop new Traffic Responsive timing plans along major corridors. All at no cost to the City. This request provides funds to maintain the upgraded traffic signal software and equipment provided and installed by GDOT. Additionally, the funds will be utilized to

work with consultants to analyze data collected through these upgrades to continue modifying timing plans and expand the system throughout the City with new signal timings. The funds will also be utilized for maintenance, replacements, upgrades, and necessary installations of network, security, and communication systems to and from signalized intersections/traffic cameras in the server room and out at the field. Furthermore, this request is for maintenance, replacements, upgrades, and installations of emergency vehicles preemption system and connected vehicles technology.

Recurring Traffic Striping and Signage **\$200,000**

Priority 1: This request is for purchase of equipment and material needed for the repair/replacement of traffic striping and signage throughout the City. Repair/replacement of striping consists of refreshing the existing striping due to normal wear and the restriping of roadways after milling and resurfacing. Repair/replacement of traffic signage consists of replacement of existing signage due to normal wear as well as damage. This request also includes equipment/materials needed for fabrication of the city's signage (performed in-house).

Recurring Traffic Calming Improvements **\$75,000**

Priority 1: This request is for the identification, design, and implementation of safety improvements primarily in neighborhoods and at high crash rate intersections. Additionally, funds will enable staff to implement necessary traffic calming measures within the city. Projects may consist of roadway striping, signage such as radar signs, speed cushions, and channelization to mitigate existing safety deficiencies. Program will enhance public health and safety for users of the city's transportation system.

Recurring Traffic Signal Pole Painting and Maintenance **\$35,000**

Priority 2: This request funds the continued paint maintenance of the city's traffic signal mast arms and pedestrian signals. Painting will coincide with the expected 7-10-year lifespan of the current signal pole painting plus miscellaneous general maintenance and touchups. Current total costs per intersection averages \$15,000. FY 2021 includes funding for a minimum of two intersections.

Recurring Tree Planting and Landscape Improvements **\$100,000**

Priority 1: This request is for tree pruning, tree removal, tree planting, and landscape improvements within city rights-of-way. The city's aging tree canopy within right-of-way areas requires pruning and removal to address issues such as pedestrian and vehicular safety, conflicts with streetlights, signal head clearance, and intersection sightline clearance. FY 2021 funding will be used for: (a) landscaping the two (2) roundabouts at Mid Broadwell Road, Bethany Road, and Mayfield Road; (b) tree and shrub replacement citywide as needed due to storms, vehicular damage, etc.; (c) miscellaneous landscape enhancements throughout City as determined by ongoing needs-based assessments; (d) begin improvements to median on Haynes Bridge Rd. from SR 400 to North Point Parkway.

Recurring Sidewalk Maintenance and Repair **\$150,000**

Priority 1: This request is for the continual maintenance and repair of the city's sidewalk inventory. Over the last 10 years, the city has expended in excess of \$5 million on sidewalk projects. During that same period, the city's sidewalk inventory has also been increased through larger roadway and streetscape projects, through private development, and through annexation.

In FY 2019 the City contracted with Dynatest to complete a sidewalk inventory and evaluate sidewalk conditions. This list will standardize the evaluation process, provide a clear prioritized list of sidewalks needing repair, and tie sidewalk data into the city's GIS and asset management software. Types of repairs (cracking, trip hazard vertical displacements, and spalling) along with location (near schools and parks, along arterial roadways, in the downtown district, etc.) will help determine the repair priority. Dynatest's work was completed in spring of 2019. Due to the large number and complexity, the City contracts out some of these repairs. This budget item covers the cost of sidewalk repairs completed by outside contractors. The FY 2021 work will occur in various locations throughout the city pursuant to the Dynatest findings.

Streetlight Maintenance (recurring) **\$80,000**

Priority 1: This request is for City streets that currently do not have enough lighting or no lighting at all throughout the street and maintenance to existing City owned streetlights. The City owns and maintains approximately 600+ lights. This work will include installation and maintenance of new and existing lighting either on existing power poles or the installation of new poles along with lighting. This will increase the safety of citizens who use our streets and sidewalks daily. Periodic inspections and troubleshooting will ensure longevity and minimum replacement of lighting components. Funding will also be for installation of new lighting in areas where there is currently none or enough lighting for pedestrian safety.

Traffic Control Center/Server Room Maintenance (recurring) **\$60,000**

Priority 1: This project is to make necessary improvements and keep the City traffic control center and server room equipment up to industry standards concerning network communication and security features. Some of the major tasks include: 1) Asset management and upgrade assessment of ITS equipment; 2) Server room reorganization and reconfiguration; 3) Commissioning and configuring new and existing switches, routers, firewalls, and servers; 4) Implementing and configuring network management tools and software packages.

Recurring PS Facility Roof Replacement **\$300,000**

Priority 1: Roof replacement of the metal roof segments of Fire Stations 83.

- Fire Station 83 – Replacement of the metal roof segment at Fire Station 83. This roof was installed in 1993 and totals approximately 4,000 sq.ft. Although the field of the roof is in good shape, the transition at the ridge and eave are showing significant signs of

age and are no longer providing adequate watertight protection. This facility is actively experiencing leaks.

Recurring Facility Renovations (Fire Stations) \$125,000

Priority 1: This Request is for the renovation of bathrooms, kitchens, flooring, lighting, appliances, ceiling fans, etc. at various Fire Stations within the City. The renovations will be accomplished over multiple years. FY 2021 request includes:

- Fire Station 83 will receive flooring and lighting renovations, new appliances, exterior painting, and replacement of exterior doors and windows.
- Fire Station 85 will receive bathroom and flooring renovations and new appliances.

If remaining funds are available, funds will go towards improvements (lighting replacement, painting, window and door replacements) at these stations or others.

Recurring Facility Renovations (PW Headquarters) \$50,000

Priority 1: This request is for renovations at the Public Works Facility. This funding will be used to remodel public bathrooms, replace flooring, paint walls and trim, replace cove base, and replacement of training room furniture subject to funding availability. The training room is utilized by multiple departments and outside entities. Furniture has not been replaced in over 20 years and is falling apart.

Recurring Rec Facility Bathroom, Painting, Floor Repairs \$60,000

Priority 1: This request is for painting and floor repairs at the following restroom facilities: North Park, Northpoint Park Greenway, Rock Mill Park.

Recurring Parking Garage Maintenance \$25,000

Priority 1: This request is for general maintenance of the two Parking Garages. FY 2021 includes pressure washing the City Center Parking Garage. This will increase safety in the parking deck as well as keep the parking deck aesthetically pleasing.

Recurring Fountain Repairs (Welcome Center) \$50,000

Priority 2: This request is for repairs for the fountain at the Alpharetta Welcome Center. Currently Public Works staff is at the fountain weekly performing maintenance to keep the fountain operating due to the fountain drainage basin leaking and other mechanical and structural issues. The following will be repaired if funding is approved. Waterproof both upper and lower basins using flexible waterproofing material, replace water level sensor, replace lights with 12 standing LED fixtures, replace leaking flange, and replace filter.

Recurring HVAC Replacements \$60,000

Priority 2: This request is for the replacement of HVAC units for all City maintained facilities. Useful life expectancy for HVAC units is 15 years and a lot of the units serving facilities within the City are approaching or have exceeded the life expectancy. FY 2021

replacements include units at the Community Center (est. 4 units) and Alpharetta Technology Center (1 unit).

Recurring Generator Replacement (Fire Stations 81/PS HQ) \$100,000

Priority 1: This request is for replacement of generators for city facilities. New generators will be natural gas instead of diesel. FY 2020 replacement is for Fire Station 81 and Public Safety Headquarters (both are over 20 years old).

Information Technology

Recurring Technology Replacement (all city departments) \$300,000

Priority 1: This request is to provide for the annual replacement of technology for all city departments. As in prior-years, funding for technology replacement is placed in one capital project account to allow for more efficient management (as opposed to being spread across multiple departments based on an estimate of replacement needs which may or may not equate to the actual need during the fiscal year). The city currently has 555 computers in operation (288 desktops; 267 laptops). The main component of the FY 2021 request includes funding for the replacement of approximately 124 PCs, 78 iPhones, 58 iPads, and wireless access points throughout city facilities (although actual replacement will be driven by equipment condition).

The current city standards for technology replacement (based on funding availability) are as follows: servers (5-6 years); SANS – Storage (5-6 years); desktop PCs (4 years); laptop PCs (4 years); iPad tablets (3 years); iPhones (3 years); large scale multi-function printers (MFPs) (5-7 years); small scale MFPs (5 years); small printers (3-5 years); desktop UPS (electrical service backup) (3 years); Network UPS (closets) (4 years); Wireless Access Points [WAPs] (5 years); network routers/switched/firewalls (5 years); telephony gateways (5-6 years). Larger replacement initiatives are not included in this appropriation (e.g. CISCO network devices).

Public Safety

Recurring Fleet Replacement (Qty: 10) \$465,000

Priority 1: This request is for the forecasted annual replacement of Police and Fire SUVs, light trucks and motorcycles. The replacement need is driven by the model year, mileage and mechanical condition of the vehicles. Emergency response vehicles are expected to last in excess of 100,000 to 110,000 miles; administrative vehicles will generally run somewhat longer. This request includes the complete upfitting costs for new vehicles and the stripping costs for expired vehicles in preparation for public auction. Funding levels are anticipated to remain as illustrated above. The forecasted replacement plan identifies annual lows and highs over the ten-year period. Over the next three years, the forecasted replacement plan will increase three hundred percent (300%) to \$1,250,000, leveling for a period of three years at that amount and then decreasing proportionally based on current replacement philosophies. Replacement vehicles to be purchased in FY 2021 include: (2) SUVs for Patrol; (1) F150 and (1) SUV for CID; (2) F150s for CSU; (1) SUV for the Admin team; (1) F150 for Training and (2) motorcycles, totaling 10 vehicles.

Security System Replacement (Cameras/Servers)

\$132,510

Priority 1: This request is for the recurring replacement of security system cameras and servers.

FY 2021: Provide centralized and redundant Avigilon Video Servers to replace legacy servers that cover everything but the jail. The total cost is \$132,510 to provide a redundant system. About half that amount if we don't want redundant systems in the event a server fails. By far, this is the most critical issue. We have cameras deployed now that are not on any server because of both a lack of storage and mismatched software versions. Those servers that are out there most are out of warranty and running old non-supported software versions.

Recurring Public Safety Equipment (replacement)

\$217,250

Priority 1: This request is for scheduled replacement of equipment that is essential for the safety of firefighters and police officers which has expired, failed inspection, is uneconomical to repair, or otherwise must be taken out of service.

FY 2021 request includes funding for Fire Station replacements for furniture/bedding (\$7,000) and fire tools/equipment (\$10,000); personal protective equipment to include: turnout gear replacement for NFPA 10 year service life (\$95,000); replacement of 10 AEDs (patrol; \$15,000); police tools/equipment (\$30,000); replacement of 40 in-car thermal printers for traffic/patrol units that are currently in excess of their useful life (\$15,000); Fire Marshal's Knox system (\$25,000); Fire hazmat monitors (\$5,000); Crash Data Retrieval (CDR) (15,250).

Recurring Self-Contained Breathing Apparatus (payment 2 of 2)

\$100,000

Priority 1: A self-contained breathing apparatus (SCBA) is a respiratory device that contains and delivers breathable compressed air. It is typically used by firefighters and rescue workers while operating in areas of immediate danger to life and health, such as inside a building fire filled with smoke or toxic gas. The City of Alpharetta currently has 54 SCBA's which are deployed as follows: in-service Fire Apparatus (30); reserve Fire Apparatus (15); Training Division (6); spares (3). SCBA equipment is a long-lived asset (10-15 years) but is susceptible to obsolescence when industry standards evolve.

The National Fire Protection Association (NFPA) is a standard setting body for firefighting professionals. The 2019 NFPA standards included technological/mechanical innovations to SCBA equipment that made units manufactured under the 1997 and 2002 standards obsolete. We have 30 SCBA that were manufactured under the old standards and are also between 12-15 years old and are being requested for replacement. Once replaced, these 30 units will be deployed on the in-service Fire Apparatus. The City entered into a no-interest lease in FY 2020 with annual payments of \$100,000 in FY 2021 and FY 2022.

Recreation, Parks & Cultural Services

Recurring Park Enhancements

\$150,000

Priority 2: This funding is for amenities within the parks themselves such as fence replacement and repair, bleacher repair and replacement, new trash cans, new benches, netting replacement and signage not related to wayfinding (such as park rules, dogs on leash, no smoking, etc.) and maintenance shade structures. Each year we are repairing and/or replacing the amenities, plus adding these same amenities to our new parks and downtown areas.

Recurring Playground Equipment Improvements

\$100,000

Priority 1: One of our park systems favorite amenity is our playgrounds. This program will allow for the replacement of all our playgrounds in a timely manner. FY 2021 funding is for replacement of the playgrounds at North Park (by Fields 1-4; last renovated in 2010).

Recurring Park Repairs/Improvements

\$100,000

Priority 1: This funding is for general park repairs and improvements on a smaller scale (non-capital size projects). This account allows us to repair trails throughout the system as they need to be repaired. As an example, FY 2020 funds were used to: (1) repair Webb Bridge Park Pedestrian Bridge; (2) complete buildout of Brewable space at Community Center; (3) pressure wash and paint silos; (4) purchase tables and chairs for the Art Room at the Adult Activity Center, etc. This account is crucial to the Department's ability to respond to the needs and repairs as they arise throughout the year.

Recurring Tennis Courts Resurfacing

\$60,000

Priority 1: This request is for the repair/resurface/recoat of tennis courts with a fabric crack repair system. This request is for the resurfacing of six courts at Wills Park. These courts were last resurfaced in 2014. Department policy is to resurface tennis courts every five years. These courts are approaching six years and sizeable cracks are occurring which is beginning to affect the playability. Further delays will eventually lead to safety issues.

Recurring Park Equipment Replacement

\$105,000

Priority 2: This request is for the replacement of a 1996 Ford 4630 Tractor, 2006 John Deere Gator (over 3,350 usage hours), and 2012 John Deere Gator (over 2,500 usage hours). Replacement requested due to age, hours of use, and estimated repair cost.

Recurring Greenway Improvements/Repairs

\$250,000

Priority 3: This fund will be used to repair, improve and enhance the entire length of the Alpharetta Greenway. This asset is extremely valuable to the City but is showing its age. Washouts, erosion, heavy use and constant maintenance has taken a toll on the Greenway. Major repairs are needed on the boardwalk portion of the Greenway. Many trees need to be maintained and/or removed to ensure the health of the Greenway and Big Creek.

Recurring Stormwater/Drainage Initiatives

Public Works

Recurring Stormwater Pipes/Structure Repair/Maintenance **\$1,500,000**

Priority 1: This request is for stormwater pipe and structure maintenance, repair, and replacement. This category includes unclogging pipes and structures filled with sediment and debris, repairing pipes by relining, contractual repairs to stormwater structures, and pipe replacement projects. The contractual pipe unclogging and structure repair will be throughout the city based on inspection results.

The following project locations have been identified for pipe repair or replacement and relining in FY 2021, subject to funding availability: Douglas Road; Tuxford; Kimball Crossing; and The Pines at Kimball Bridge Road.

Recurring Stormwater Drainage Maintenance **\$150,000**

Priority 1: This request is for the continual maintenance and small drainage maintenance work within the city including: (1) small repairs such as grouting, paved inverts, and replacing tops; (2) annual maintenance of the city's stormceptor units, oil/water separators, and city-owned detention ponds (as required by the Georgia Environmental Protection Division); and (3) Water Quality lab testing (as required by the Georgia Environmental Protection Division).

Recurring Stormwater Inspections **\$100,000**

Priority 1: The National Pollutant Discharge Elimination System (NPDES) Stormwater Permit requires Alpharetta to complete several inspections to protect our stormwater system. These inspections include site visits to private industrial facilities, private carwash and auto body repair shops, city ponds and stormwater management facilities, private ponds and stormwater management facilities, and city-maintained storm structures and pipes. These inspections help us identify maintenance repair work, help us prioritize our crews and CIP lists, and help us recognize private violations of the stormwater ordinance. This project includes hiring a private consultant to complete the inspections so that city staff can focus their efforts toward planning, maintenance, and enforcement activities.

General Capital Initiatives

City Administration

Economic Development Toolbox **\$87,500**

Priority 1: The City of Alpharetta provides local incentives through its economic development toolbox and facilitated by our team of experienced economic development professionals. New or growing businesses that demonstrate a serious economic impact through job creation and capital investment qualify for these programs. The programs funded in this request include the Local Jobs Creation Grant and the Alpharetta360 Video Marketing Fund to name a few.

The 360 Marketing Videos have been influential in marketing the city as a business destination and has been directly responsible for the location of new businesses to the city. To date we have had more than 10,000 unique views on our A360 website and have added in a marketing boosting strategy that has significantly increased our viewership.

Community Development

2040 Comprehensive Plan

\$30,000

Priority 1: This project is a required update to the City's Comprehensive Plan. Compliance with the Georgia Planning Act is required to maintain the City's Qualified Local Government (QLG) status and eligibility for state and federal grant programs.

Comprehensive Plans are updated every 5 years with a major update every 10 years. Our last update was a minor update with the incorporation of the Downtown Plan in 2016. This request is for completion of a major update to the Plan.

Design Services

\$30,000

Priority 2: This request is to provide funding for various studies and professional services that arise each year from Council and/or Department initiatives. Such services may include revisions to Comprehensive Plans, Small Area Plans, project designs such as plazas, landscape architecture, hosting a series of public input sessions, conceptual design standards, etc. These types of studies and professional services are essential and will assist in forecasting the current market environment, recommend standards that will assist in policy decisions, improve project completion timelines and functionality to maintain the high level of performance by City Staff that our citizens and business owners are accustomed to.

Public Works

Design Services

\$37,500

Priority 1: This request is for various design services associated with minor projects unable to be completed by city staff. Such services include structural designs and/or evaluations, sub-surface geotechnical investigations, miscellaneous right-of-way/easement research. Utilizing experts in various fields enables city staff to make the appropriate decisions related to resolving construction issues. Additionally, the information gathered by the design professionals allows staff to properly design or address issues in the field.

Recreation, Parks & Cultural Services

Design Services

\$20,000

Priority 2: This request is to provide funding for various studies and professional services that arise each year from Council and/or Department initiatives. Such services may include revisions to Recreation Master Plans, construction plans for recreation amenities including pavilions, gazebos, etc. These types of studies and professional services are essential and will assist in forecasting the current market environment, recommend standards that will assist in policy decisions, improve project completion timelines and functionality to maintain the high level of services our customers are accustomed to.

Alpharetta Public Arts Initiative

\$42,500

Priority 1: Arts Alpharetta is a nonprofit organization dedicated to bringing quality arts to Alpharetta. Arts Alpharetta have several public art projects they are currently working on.

- Instruments of Inspirations - Permanent art installations throughout downtown Alpharetta
- Miscellany - Temporary art installations in Brooke Street Park, City Hall and City Center
- Thompson Street art - permanent art installations along the Alpha Loop between City Hall and Avalon
- Mid-Wick Wall - Temporary art on the wall on the Alpha Loop

The funds requested will fund these programs on an alternate year basis (subject to available funding) as the art installations will be in place on average for 1.5/2 years.

T-SPLOST

Windward Pkwy Eastbound Improvements

\$2,000,000

Priority 1: This project is for widening of Windward Parkway eastbound direction to increase number of the existing thru traffic lanes between Westside Parkway and HP/The Plaza by one. It also includes necessary signal poles and associated equipment relocations, pavement milling and resurfacing, and roadway striping. The project design is anticipated to be completed by April 2020.

Windward Pkwy Westbound Improvements

\$2,000,000

Priority 1: This project includes lengthening the existing dual left turn lanes from Windward Parkway onto North Point Parkway, providing an additional thru traffic lane between North Point Parkway and GA-400, and necessary signal, pavement, and striping work. The project design is anticipated to be completed by April 2020.

Detail (Unfunded Capital Investment)

Public Works

Recurring Park Facilities Pavement Preservation

\$250,000

Priority 1: This request is for the on-going maintenance of pavement within the city's park facilities. Preservation of the roads, drives, and parking lots increases their life expectancy. Without preservation, these pavements will deteriorate and be more costly to repair. FY 2021 funding request is for North Park.

Pedestrian Safety Improvements

\$225,000

Priority 1: This request is for funding to evaluate, design, and construct pedestrian safety improvements throughout the City. Utilizing the tools and recommendations set forth in the pedestrian safety study funded in FY 2019, projects will be identified City-wide and may include pedestrian refuge islands, lighting improvements, midblock crossings, intersection treatments, and signal timing adjustments. The requested design funding would be used to acquire surveys needed for in-house design of the improvements.

Midblock Crosswalks

\$100,000

Priority 1: Midblock crosswalks facilitate crossings to places that people want to go but that are not well served by the existing traffic network. These pedestrian crossings, which commonly occur at schools, parks, in the Downtown area, and other destinations, improve pedestrian safety. With this initiative, future midblock crosswalks within the City Downtown Overlay District will be finished with bricks, and the ones outside of the Downtown Overlay District will be finished with stamped concrete or traditional striping. In response to the citizens requests and observed safety concerns, conceptual designs are being prepared for midblock crosswalks at the following locations, in no particular order: 1) Cogburn Road in front of the Park; 2) Bethany Road at Chantilly Drive; 3) Cumming Street at Manning Oaks Elementary School; 4) Mid Broadwell Road at Charlotte Drive; 5) Cumming Street at Jayne Ellen Way; 6) Providence Road at Lantern Ridge Drive.

92 Milton Avenue Mid-Block Crossing

\$280,000

Priority 2: This request is for the construction of a midblock pedestrian crossing on Milton Avenue at Teasley Street including a refuge area for pedestrians and installation of rectangular rapid flashing beacons (RRFBs). Also, it includes addition of two handicap ramps internal to the Milton Avenue parking deck site and one handicap ramp at the sidewalk connection point internal to the Roswell Street parking lot. The ramp proposed in the Roswell Street parking lot will tie to a sidewalk currently under construction as part of the 55 Roswell Street private development.

Roswell at Old Roswell St. Pedestrian Improvements

\$140,000

Priority 2: This request is for the installation of two pairs of rectangular rapid flashing beacons (RRFBs), crosswalks and handicap ramp upgrades at the intersection of Roswell Street and Old Roswell Street.

CAPITAL INITIATIVES NOT RECOMMENDED FOR FUNDING AT THIS TIME

Roundabout Studies

\$125,000

Priority 1: When designed and placed appropriately, roundabouts promote a continuous flow of traffic allowing for more efficient travel. Additionally, the long-term maintenance costs are significantly less than those of a signalized intersection.

This request is for funding to study the replacement of five signalized intersections throughout the City with roundabouts. Studies will provide a conceptual layout, traffic analysis, conceptual cost estimate, and modeling of each intersection. The five intersections to be studied are:

- Cumming Street at Henderson Parkway;
- Mayfield Road at Providence Road;
- Mayfield Road at Canton Street;
- Milton Avenue at Canton Street / Roswell Street; and
- Upper Hembree Road at Harris Road.

Major Intersection Improvements

\$50,000

Priority 1: This request would allow the City to quickly address intersection improvement projects, such as adding turn lanes. Projects will be selected based on their effect on traffic flow and safety.

The requested FY 2021 funding is for creating a left-turn lane from Webb Bridge Road onto Timberline Place to reduce likelihood of rear-end and sideswipe crashes between left-turning vehicles and the through vehicles behind them at the intersection of Webb Bridge Road at Timberline Place. Also, this project will improve traffic flow on the Webb Bridge Road corridor. To this end, the existing pavement markings on Webb Bridge Road from Webb Bridge Way to just west of Maid Marion Close will be removed and new striping with appropriate traffic calming devices will be installed.

Dryden Road Extension (Design)

\$300,000

Priority 2: This project would create a new two-lane roadway with sidewalks connecting North Point Parkway and Edison Drive. Proposed roadway would utilize the existing curb-cut for the AT&T property on the east side of North Point Parkway at Dryden Road. Proposed roadway would be approximately 900 linear feet in length.

FY 2021 funding request is for design. Construction is currently estimated at \$2.6 million and would be part of a future funding request. Project is contingent upon a partnership with the property owner.

Cumming Street at Henderson Parkway Roundabout (Design)

\$200,000

Priority 3: This request is to perform necessary studies, evaluations, and analysis for replacement of the existing traffic signal at the intersection of Cumming Street at Henderson Parkway with a single-lane roundabout. Improved traffic flow and safety benefits are potential advantages of a roundabout compared to the existing traffic signal at this location.

Construction and right-of-way acquisition costs are estimated at \$1.6 million and would be part of a future funding request.

Mayfield Road at Canton Street Roundabout (Design) \$200,000

Priority 3: This request is to perform necessary studies, evaluations, and analysis for replacement of the existing traffic signal at the intersection of Mayfield Road at Canton Street with a single-lane roundabout. Improved traffic flow and safety benefits are potential advantages of a roundabout compared to the existing traffic signal at this location.

Construction and right-of-way acquisition costs are estimated at \$1.6 million and would be part of a future funding request.

Mayfield Road at Providence Road Roundabout (Design) \$200,000

Priority 3: This request is to perform necessary studies, evaluations, and analysis for replacement of the existing traffic signal at the intersection of Mayfield Road at Providence Road with a single-lane roundabout. Improved traffic flow and safety benefits are potential advantages of a roundabout compared to the existing traffic signal at this location.

Construction and right-of-way acquisition costs are estimated at \$1.8 million and would be part of a future funding request.

Windward Parkway at Clubhouse Drive Roundabout (Design) \$300,000

Priority 3: This request is to perform necessary studies, evaluations, and analysis for replacement of the existing traffic signal at the intersection of Windward Parkway at Clubhouse Drive with a dual-lane roundabout with slip lanes. Improved traffic flow and safety benefits are potential advantages of a roundabout compared to the existing traffic signal at this location. Construction and right-of-way acquisition costs are estimated at \$2.7 million and would be part of a future funding request.

Southlake Drive Traffic Calming (Design) \$350,000

Priority 1: This request is for the design and evaluation of appropriate traffic calming and safety treatments along Southlake Drive between Webb Bridge Road and Douglas Road, including the following projects:

- A roundabout at Southlake Drive at Clipper Bay Drive.
- Lane narrowing with center medians on Southlake Drive at the intersection of Westchester Way.
- A roundabout at Southlake Drive at Schooner Ridge.
- Lane narrowing with center medians on Southlake Drive at the intersection of Southlake Court.
- A roundabout at Southlake Drive at Americas Cup Cove.

Construction costs are estimated at \$1.8 million and would be part of a future funding request.

Marjean Way Extension (Design)

\$500,000

Priority 1: This request is for the design of the extension of Marjean Way from its current terminus at Orchid Lane north to Milton Avenue. The roadway extension will include brick sidewalks on both sides of the road to match the roadway section approved as part of the Windsong Townhomes development. Also included in the project scope will be the design of a regional stormwater facility designed to accommodate any future redevelopment of the adjacent upstream properties (currently occupied by the Masonic Lodge and Krogh Cabinetry) and the city-owned property at 90/92 Milton Avenue. The stormwater facility will be designed in such a manner to provide an attractive amenity to the area. In addition, the design shall include amenities associated with the future park. Construction costs are estimated at \$2.5 million and would be part of a future funding request.

Wills Road Widening (Design/ROW; Milton Ave. to Old Milton Pkwy) \$200,000

Priority 1: The City has received complaints of traffic backups that occur at the intersection of Mid Broadwell Road and Wills Road. The Downtown area of Milton Avenue near Roswell Street/Canton Street is becoming more congested. Providing connectivity to the multi-lane of Old Milton Parkway from Wills Road may serve as a reliever route for traffic not wishing to go through Downtown. An additional southbound lane on Wills Road from Mid Broadwell Road will provide a free flow right off of Mid Broadwell Road and allow connection to Old Milton Parkway thus giving drivers an option around Downtown. This request is for funding of design and estimated right-of-way costs. Construction costs are estimated at \$1 million and would be part of a future funding request.

Waters Road Traffic Calming (Design)

\$300,000

Priority 2: The city has received numerous complaints from citizens living along Waters Road regarding the volume of traffic and speed of vehicles. Several options and locations were evaluated, and it has been determined that roundabouts at the intersections of Waters Road and Centennial Drive, and Waters Road and Waters Mill Drive, would be the most feasible method for addressing these concerns. Design funds are being requested for FY 2021.

It is anticipated that right-of-way will be needed from property owners and will be acquired in FY 2022 after completion of the design documents.

Construction costs are estimated at \$3 million and would be part of a future funding request.

Kimball Bridge Road Improvements (design; Waters Rd to Buice Rd) \$250,000

Priority 2: This request is for design funding for roadway improvements along Kimball Bridge Road between Waters Road and Buice Road. Improvements will include the addition of left-turn lanes along Kimball Bridge Road to serve all intersections with South Kimball Bridge Crossing and Bracebridge Road. Project will also investigate adding improvements like replacing the signal at the intersection with Glen Abbey Drive/Tuxford Drive with a roundabout.

Project goal is to provide these improvements along the corridor to slow vehicles and improve pedestrian safety. Cost savings can be accomplished in construction by pairing the project up with the future 60" water transmission line work by the County along Kimball Bridge Road from the cemetery to Buice Road.

Right-of-way and construction costs are estimated at \$250K and \$2.5 million respectively and would be part of future funding requests.

Douglas Rd Traffic Calming (Option 1 – No Roundabout; Design) \$50,000

Priority 2: This request is for the design and implementation of safety improvements along Douglas Road. Citizens of Waters Road have expressed concerns of individuals driving at excessive speeds. The topography of Douglas Road does not make it any easier to slow drivers. Requests have been submitted for roundabouts, sidewalks on both sides of the street, chicanes, and improved landscape areas.

This funding request is for design of improvements which include removal of right turn lanes along the corridor. Removal of the right turn lanes and replacing the areas with landscaping will provide drivers a tunnel effect and force drivers to slow their speed and become more aware of their surroundings.

Construction costs are estimated at \$450K and would be part of a future funding request. Another option would be roundabouts which are included in a separate capital request.

Douglas Rd Traffic Calming (Option 2 – Roundabout; Design) \$150,000

Priority 2: The City has received numerous complaints from citizens living along Douglas Road regarding the volume of traffic and speed of vehicles. Several options and locations were evaluated along Douglas Road. Intersection improvements at Douglas Road/Clubhouse Drive and Douglas Road/Newport Bay Passage are being considered. A roundabout is being proposed at Douglas Road/Clubhouse Drive to address the intersections volume as well as a traffic calming. Traffic calming measures for the Newport Bay Passage intersection would include a lane diet and sight distance improvements. Design funds are being requested for FY 2021. It is anticipated that right-of-way will be needed from property owners and will be acquired in FY 2022 after completion of the design documents (estimated at \$100K).

Construction costs are estimated at \$1.5 million and would be part of a future funding request. Another option includes smaller scale traffic calming measures including removal of right-turn lanes and are included in a separate capital request.

Haynes Bridge Road Lighting \$460,000

Priority 1: This request is for funding of a lighting design and installation of Pedestrian Streetlights on the East and West side of Haynes Bridge Road between Old Milton Parkway and Academy Street. Lighting will consist of pedestrian lighting along the sidewalk (both sides) as well as taller streetlights in the vicinity of the roundabout. A formal lighting design will determine the best approach taking into consideration lighting casted onto neighboring streets as well as safety for pedestrians and vehicles.

City Center Decorative Signposts

\$180,000

Priority 2: This request is to upgrade the signposts at City Center to the approved decorative black Wadsworth design post. This project will include all signposts located in and around City Center including Academy Street (SR 9 to Haynes Bridge Road) and Haynes Bridge Road (Academy Street to Old Milton Parkway). As a part of this project, a GIS inventory of the permanent sign locations will be done, and sign clutter will be taken into consideration to reduce the overall number of signs.

AlphaLoop (City Trail)

\$9,000,000

Priority 1: This request is to provide construction funding for the AlphaLoop City Trail. AlphaLoop is envisioned as a multi-use trail and park system intended to connect City Center, Avalon, and the Northwinds Area together via paved pedestrian pathways.

Phase A runs from Old Milton Parkway to Westside Parkway, Phase B covers the crossing under Westside Parkway, and Phase C runs from Westside Parkway to Northwinds Parkway.

Construction estimates total \$9 million and include the following: Phase A (\$6 million); Phase B (\$1 million); Phase C (\$2 million).

Windward Parkway Pedestrian Bridges (Design)

\$250,000

Priority 2: This request is for the design of five pedestrian bridges:

- An 8' pedestrian bridge (6' clear width) over Camp Creek between Marconi Drive and Alderman Drive on north side of Windward Parkway. (The south side pedestrian bridge will be constructed as part of Big Creek Greenway Extension).
- Two pedestrian bridges over Big Creek between Union Hill Road and Clubhouse Drive. It consists of an 8' pedestrian bridge (6' clear width) on north side of Windward Parkway; and another same type of the bridge with an additional 10' multi-use trail on south side of Windward Parkway to connect the existing sidewalk to Big Creek Greenway.
- Two 8' pedestrian bridges (6' clear width) over Big Creek Tributary between Clubhouse Drive and Admiral Crossing on both sides of Windward Parkway.

Construction costs are estimated at \$2.7 million and would be part of a future funding request.

Waters Road Sidewalk Improvements (ROW)

\$20,000

Priority 1: This funding request is for the purchase of right-of-way for the eventual installation of sidewalks to fill in two gaps along the east side of Waters Road. Citizens of Waters Road have expressed concerns of individuals driving at excessive speeds. Installation of these sidewalks would provide continuous sidewalk along both sides of Waters Road. Pedestrians would only need to cross Waters Road at signalized intersections: Kimball Bridge Road and Jones Bridge Road.

Design of these sidewalk segments was completed in-house by Staff in FY 2019. Construction costs are estimated at \$970,000 and would be part of future funding requests.

Southlake Drive Culvert Replacement (partial)

\$100,000

Priority 1: This request is for the reconstruction of the culvert under Southlake Drive at Westchester Way. The existing culvert and headwalls are deteriorating and do not carry the 100-year flood without topping the roadway. This project will replace the triple culverts with an arch culvert similar to Mayfield Road. The walls on either side will not be adjacent to the sidewalk, so they will not extend to be visible while on the roadway. The face of the walls (visible from the resident home side) will be finished with stone pattern like the surrounding stacked stone signs and pillars in the vicinity. The new bottomless culvert will require less maintenance and be equipped with a rack to capture floating debris on the southside of Southlake Drive to prevent some floatables from entering Lake Windward. The Southlake Project will include some additional stormwater pipe realignment to tie into the new culvert, placement of sidewalk and handicap ramps, and installation of sod and landscaping. FY 2021 money will be used for work that can be accomplished without open cutting the road including utility relocation and coordination. The bulk of the project will be funded in FY 2022 for construction to occur June and July 2023 with road closures and is currently estimated at \$1.2 million.

Public Safety HQ Parking Lot Expansion

\$100,000

Priority 1: Due to the increased number of individuals accessing the Public Safety Headquarters, additional parking needs are desired. This request is for funding to construct an additional 24 parking spaces along the main entrance off Westside Parkway to the Public Safety Headquarters complex. Design was funded in FY 2019 and completed by Staff.

Alpharetta Arts Center Parking Expansion (Design)

\$50,000

Priority 1: This request is for funding of the design for an expansion of the parking lot at the Arts Center. The existing parking lot provides 39 parking spaces. The proposed expansion would increase this number by 36 spaces to 75 (total). The parking lot expansion would be constructed atop the current detention pond. This will necessitate the creation of an underground detention system beneath the parking expansion. The use of permeable pavers in lieu of asphalt is proposed for the parking expansion. Construction costs are estimated at \$900,000 and would be part of future funding requests.

Recurring Rec Roof Replacement (Mansell House Pavilion)

\$60,000

Priority 1: This request is for replacement of the roof for the pavilion located at the Mansell House. The replacement will include new roof decking, asphalt shingles, and tongue and groove underside decking. The pavilion is in major need of a new roof. The roof issues have caused the roof and underside decking to rot beyond repair and will need replacement also.

City Hall Beautification

\$10,000

Priority 2: This request is for the beautification of City Hall including interior art aesthetics.

Public Safety

3D Laser Scanner

\$60,100

Priority 1: This request is for a Faro 3-D laser scanner and software with equipment which will replace the out-of-service and outdated Total Station equipment previously used during crash investigations by the Traffic Unit. The laser scanner captures a 3D representation of any scene, exactly how it was at the time. It can create 2D and 3D scene diagrams/animations, perform crash/crime scene analysis, and courtroom presentations. This system can be used for crime scene investigations, arson investigations, training, fire pre-planning, and wide array of other uses by several units within Public Safety. This request includes: Faro 3D scanner (\$30,000); set up (\$4,000); software (\$9,000); equipment (\$6,100); and 3-year maintenance and warranty on equipment and software (\$11,000). Additional costs every 4 years of \$16,000 to upgrade software and warranties.

CRT License Plate Reader Expansion

\$17,500

Priority 1: Requesting funding to expand the current vehicle mounted License Plate Reader (LPR) system in use in the Community Response Team (CRT). Currently, CRT is equipped with one vehicle mounted LPR with 3 cameras on one patrol vehicle. This request is to purchase 2 additional processing units (appx \$8,750 per unit) and then equip three patrol vehicles with vehicle mounted LPR with 1 camera per vehicle. The LPR cameras will expand our effectiveness of the LPR system already in use and will allow for more coverage which in turn will increase the amount of contacts with violators. Training on the additional systems will be done on-duty at no additional costs. Annual software fees will be identical to the fees already budgeted for the LPR system.

PS Equipment (new)

\$33,400

Priority 2: This request is for various capital items within Public Safety including:

- CID Vests (\$6,400) - This request is for tactical/active shooter response outer carriers for the detectives of the Criminal Investigation Division. Recently, there have been numerous active shooter type events around the country, including one in Alpharetta where detectives were the first on-scene. Currently, we are asking our detectives to respond to assist and or take over incidents from the patrol division when the need for more in-depth responses are warranted. At this time, our detectives do not have a vest that they can keep in their vehicle that would have body armor, extra equipment, as well a clearly defined POLICE patch for identification purposes. By providing detectives with tactical/active shooter response outer carriers, it will allow them to have additional mags, tourniquets, taser, gloves, and other items necessary in an active shooter situation. The approximate cost will be \$250-\$275 per carrier for twenty-three (23) detectives.
- CRT Star Chaser (\$7,000) - This request is for the StarChase System, a vehicle mounted GPS deployed dart that adheres to the offender's vehicle. This allows for the vehicle to be tracked via GPS tracking and allows law enforcement to track the offender from a safe distance eliminating the need for a vehicle pursuit. The system

costs \$7,000 per unit plus installation. Annual costs are estimated at \$1,000 and will be funded within the operating budget.

- Flock Safety LPR Cameras (\$20,000) - This request is for ten (10) Flock Safety LPR cameras that will be placed at strategic locations in the city to identify vehicles used for burglaries, robberies, entering autos, and other crimes. They will also alert Alpharetta law enforcement in real time to stolen vehicles and wanted persons that are actively being sought by law enforcement. The usage of the cameras will assist detectives in solving crimes and making the necessary arrests.

Recreation, Parks & Cultural Services

Wills Park Master Plan Improvements

\$970,000

Priority 2: This program provides for the systematic development of Wills Park as outlined in the 2018 Wills Park Master Plan. In 2021, construction of gateway entrances, improvements to the dog park to include drainage upgrades, and renovations to disc golf facilities are planned.

The two Gateway entrance signs are tentatively set for Old Milton Parkway and Roswell Street as well as Old Milton Parkway and Wills Road. Said sign improvements will include entrance archways and heavy landscaping (Roswell Street) and a boardwalk (Wills Road). The disc golf course needs rerouting as many of the holes need to be moved away from the eroding stream bank. Exact locations will be determined thru survey work and storm drainage issues. Waggy World was constructed without proper drainage. A consultant is currently working on construction drawings for the approved master plan. Portions of this scope were originally included in the FY 2020 funding request but were not feasible due to removal and increased costs of the replacement maintenance barn.

Recurring Synthetic Turf Field Replacements

\$500,000

Priority 2: This request is for the replacement of North Park turf field #2. This multi-use field is over 11-years old and accommodates youth football, lacrosse, soccer programs, and public use. Average life of a turf field is 8-10 years. This field has required extensive turf repairs over the past 2-years. The current condition calls for immediate replacement for better playability and safety for users.

Park System Wayfinding Signage

\$100,000

Priority 1: This project is the implementation of the park system wayfinding and signage plan developed in FY 2017. The purpose of the signage plan is to bring uniformity to the numerous signs in our entire park system. The plan defines a specific sign style that will become our "brand" and help park patrons easily identify Alpharetta parks. The plan recommends locations for signs to help visitors locate various amenities in the parks, such as fields, playgrounds, tennis courts, restrooms, etc. Signs within parks will be evaluated and prioritized for replacement. Staff will systematically replace signs using the new guidelines outlined in the plan. Entrance upgrades were listed for all parks in the Master Plan and part of the upgrade includes signage. This is a multi-year initiative.

Pocket Park Development (design)

\$50,000

Priority 1: Design/development of downtown pocket parks throughout downtown Alpharetta. These parks need to be planned for connectivity and curb appeal. Included in these areas are Ole Milton Park (where the fountain and Christmas tree are); areas at the corner of Old Roswell and Roswell Street; the corner of Old Canton and Canton; the parking area where Food Truck Alley is held; and other small city-owned areas in downtown. FY 2021 includes funding for design of the improvements. Construction of the improvements would span multiple years and is currently estimated at \$375,000.

Neighborhood Park Renovation/Development

\$550,000

Priority 2: Old Rucker park has been identified as the next neighborhood park scheduled for development. Funds are being requested for the development of a park master plan, construction drawings and the first phase of development which includes park entrance improvements, restroom facility, and parking.

Wills Park Equestrian Center Master Plan Buildout

\$4,825,000

Priority 3: This funding request includes the following Wills Park Equestrian Center improvements:

- Reroute the four (4) existing rings complete with new footings, fencing, and lighting.
- Construct a new 5th ring on the old maintenance barn site.
- Construct a new geo-grid parking lot in the southernmost vacant field to handle the increase in traffic from the new ring.
- Replace all existing barns with new structures (approximately 300 stalls).

Historic Preservation Initiative

\$85,000

Priority 2: This fund supports several initiatives to preserve the rich history of the City of Alpharetta

- Farmhouse property
This request is for funding of a master plan, along with the necessary permits for the Farmhouse property.
- The Stories Project
This project entails video recording the stories and oral history of our citizens and their memories of the Alpharetta Experience. This project will continue into the future and involve the recordings of a number of citizens each year as seniors are willing to express their emotions, memories and recollections of the Alpharetta they have known. As time progresses, the videos will be compiled so they can be used as an online story of our past and its respected citizens who have helped to shape our city. This documentation can also be used within the History Center as an oral history of Alpharetta's development over time. We are hoping to record 50 citizens within the next year. Funding is \$25,000 annually.
- Alpharetta Old Milton County Museum
This request is for upgrading the displays, artifacts, equipment, etc. and totals \$10,000 in 2021.

Cultural Services Plan

\$30,000

Priority 1: In 2018, Recreation, Parks and Cultural Services Master Plan recommended that Cultural Services develop a public art program to integrate art into all parks and public spaces in Alpharetta; create the Arts Center as a cultural hub; and create a Department-wide Program Plan. This Cultural Plan would be a yearlong planning effort, which includes in-depth research, engagement, analysis of City plans and collaboration with residents, artists, organizations, City Staff Departments and City Council / Leaders. Fulton County Arts & Culture is working with a consultant for an Arts & Culture Strategic Plan. To better collaborate and obtain funding, staff would like to have a Cultural Plan in place to follow on a City, County, and State level.

Big Creek Stream Bank Restoration

\$100,000

Priority 2: At the direction of the Director of Recreation, Parks and Cultural Services, this capital item is for construction projects repairing bank stabilization along the Brig Creek Greenway has been included as a separate non-recurring capital request. The projects listed here were identified in the FY 2018 Big Creek Erosion Study and were designed in FY 2019 and FY 2020. The FY 2021 funds are for the construction of a culvert replacement along the greenway trail south of Old Milton Parkway. This area has seen severe erosion and sediment deposition. The FY 2022 funds are earmarked for 3 project locations along the greenway near the YMCA north of Old Milton Parkway. In these areas the bank of Big Creek has been eroding away and threatens to impact the greenway trail.

Citywide Budget Summaries

Overview

The *Citywide Budget Summaries* section is intended to provide readers with an overall understanding of the city's fiscal year 2021 budget. The following schedules provide readers with revenue and expenditure summaries from several different perspectives including:

- **Citywide Budget Summary by Fund**

This section provides a summary/narrative of FY 2021 budget data by fund type (e.g. General Fund, Special Revenue Funds, etc.).

- **Citywide Budget Summary by Revenue Source**

This section provides a summary/narrative of FY 2021 budget data by revenue source (i.e. Property Taxes, Other Taxes, Charges for Services, etc.). Please refer to the specific Fund Summaries section (e.g. General Fund Summary, Special Revenue Fund Summaries, etc.) of this document for more detailed information about the city's various revenue sources.

- **Citywide Budget Summary by Department Expenditures**

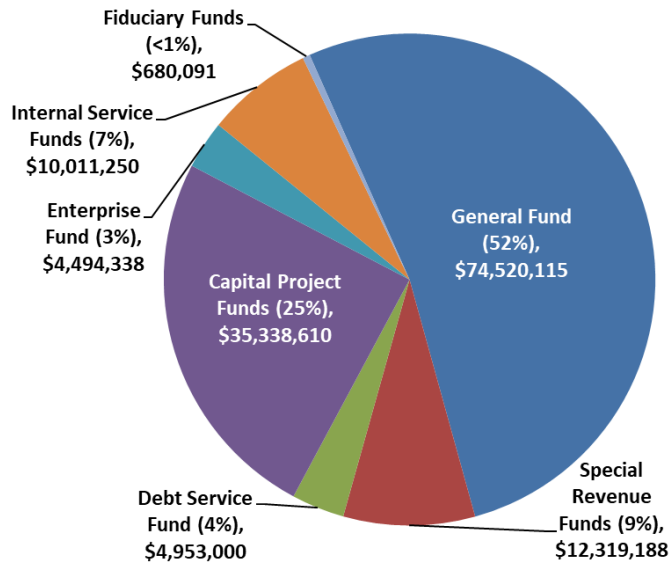
This section provides a summary/narrative of FY 2021 budget data by department expenditures (e.g. City Administration, Public Safety, etc.). Please refer to the *Departmental Summaries* section of this document for more detailed information about each department's expenditures.

- **Citywide Budget Summary by Expenditure Category**

This section provides a summary/narrative of FY 2021 budget data by expenditure category (e.g. Personnel Services, Maintenance & Operations, etc.).

Summary by Fund Type

**FY 2021 Citywide Budget
totals \$142 Million**



The Fiscal Year 2021 budget for all funds totals \$142 million. The city budget includes appropriations for the following fund types:

General Fund: The city's General Fund is its largest fund and includes governmental activities such as police, fire, recreation, and other general governmental functions that are primarily funded with property taxes, utility taxes, franchise fees, and charges for services, such as recreation program fees.

Special Revenue Funds: These Funds are established to account for revenues that are restricted by statute, ordinance, or resolution for a specific purpose. The city currently utilizes the following special revenue funds: E-911 Fund; Impact Fee Fund; Drug Enforcement Agency Fund; Hotel/Motel Fund; and the Operating Grants Fund.

Debt Service Fund: This Fund is utilized to account for debt service requirements of the city's general government debt obligations.

Capital Project Funds: These Funds are used for various citywide capital projects. Projected

funding for FY 2021 is from fund balance, T-SPLOST collections, and transfers from other funds. Unspent appropriations from fiscal year 2020 will be re-appropriated to continue previously approved projects.

Enterprise Fund: This Fund is a self-supporting entity that derives its revenue primarily from charges levied on the users of its services, much like private enterprises. The city utilizes an enterprise fund to account for operations of its solid waste system.

Internal Service Fund: These Funds are used to accumulate and allocate costs internally among the city's various functions. The city utilizes a Risk Management Fund (administering general liability, automotive liability, workers' compensation and property insurance coverage) and Medical Insurance Fund (account for activity under the Minimum Premium Plan in accordance with GAAP).

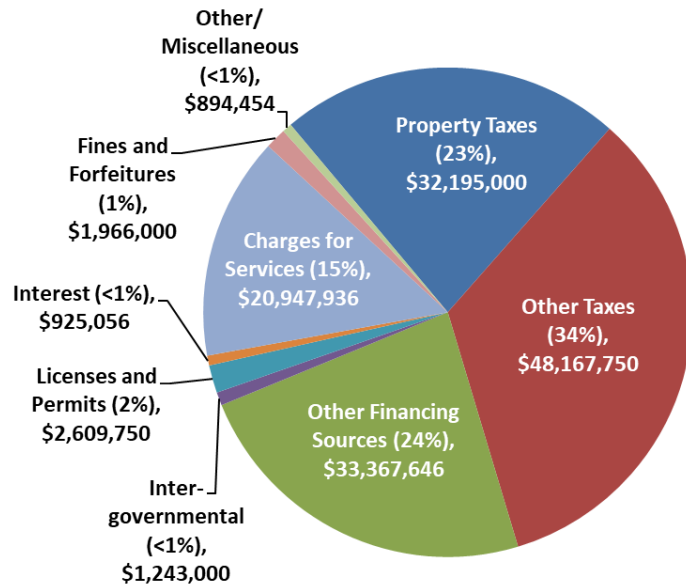
Fiduciary Funds: These Funds are used to account for resources held for the benefit of parties outside the government and include the OPEB Funds.

Summary by Fund

	Revenues	Expenditures	Balanced Budget
General Fund	\$ 74,520,115	\$ 74,520,115	√
Special Revenue Funds:			
E-911 Fund	\$ 4,276,568	\$ 4,276,568	√
Drug Enforcement Agency (DEA) Fund	315,282	315,282	√
Impact Fee Fund	925,000	925,000	√
Hotel/Motel Fund	6,802,338	6,802,338	√
	\$ 12,319,188	\$ 12,319,188	√
Debt Service Fund	\$ 4,953,000	\$ 4,953,000	√
Capital Project Funds:			
Capital Projects Fund	\$ 7,388,610	\$ 7,388,610	√
Stormwater Capital Fund	1,750,000	1,750,000	√
T-SPLOST Capital Fund	26,200,000	26,200,000	√
	\$ 35,338,610	\$ 35,338,610	√
Enterprise Fund:			
Solid Waste Fund	\$ 4,494,338	\$ 4,494,338	√
Internal Service Funds:			
Risk Management Fund	\$ 1,526,250	\$ 1,526,250	√
Medical Insurance Fund	8,485,000	8,485,000	√
	\$ 10,011,250	\$ 10,011,250	√
Fiduciary Funds:			
OPEB Health Benefit Fund	\$ 86,589	\$ 86,589	√
OPEB Reimbursement Benefit Fund	593,502	593,502	√
	\$ 680,091	\$ 680,091	√
Total	\$ 142,316,592	\$ 142,316,592	√

Summary by Revenue Source

**FY 2021 Citywide Budget
totals \$142 Million**



The chart above segments the FY 2021 budget by revenue source and includes the following:

Property Taxes: Ad Valorem tax on real/personal property owned within the city. The adopted millage rate for FY 2021 totals 5.750 mills and is composed of the following: Operating Millage Rate of 4.935 mills (used to fund general city operations and the recurring capital program); and a Debt Service Millage Rate of 0.815 mills (used to fund debt service on voter approved general obligation bonds).

Other Taxes: Includes local option sales taxes (i.e. LOST), T-SPLOST collections (transportation special purpose local option sales taxes), franchise fees (fees charged to utility companies operating within the city that allow for the use of public right-of-way), hotel/motel taxes, business and occupational taxes, etc.

Licenses and Permits: Includes building permit fees, occupancy permit fees, alcohol

beverage permit fees, development permits and related fees, etc.

Intergovernmental: Includes federal, state, and local grant funding as well as revenue sharing associated with intergovernmental agreements.

Charges for Services: Includes recreation user fees, planning and development fees, fire plan review fees, special event fees, solid waste fees, employer/employee premium fees; etc.

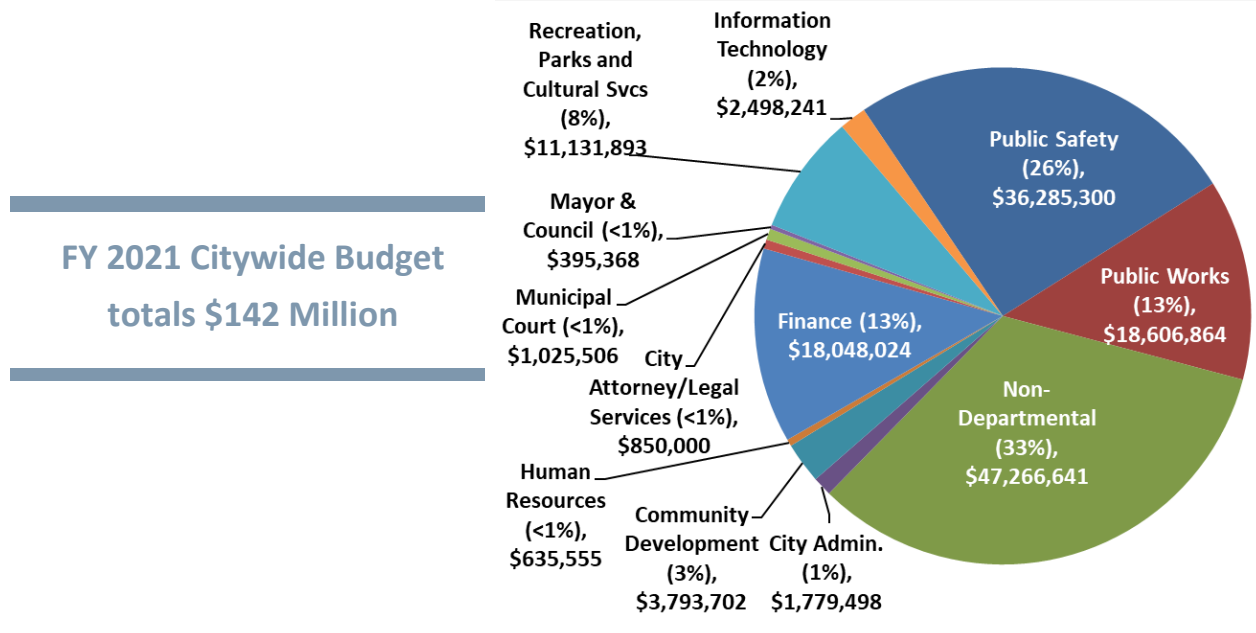
Fines and Forfeitures: Includes municipal court fines, code enforcement board fines, etc.

Interest: Includes investment earnings on city funds.

Other/Miscellaneous: Includes the sale of surplus assets, donations, and other miscellaneous revenues.

Other Financing Sources: Includes inter-fund transfers and budgeted fund balance.

Summary by Department Expenditures



The chart above segments the FY 2021 budget by department/functional unit and includes the following:

Mayor and City Council

City Administration

Community Development

Public Works

Finance (includes general operations and activities associated with the Solid Waste Fund, Risk Management Fund, and Medical Insurance Fund)

Human Resources

Information Technology

Legal Services (City Attorney)

Municipal Court

Public Safety (includes general operations and activities associated with the DEA Fund and E-911 Fund)

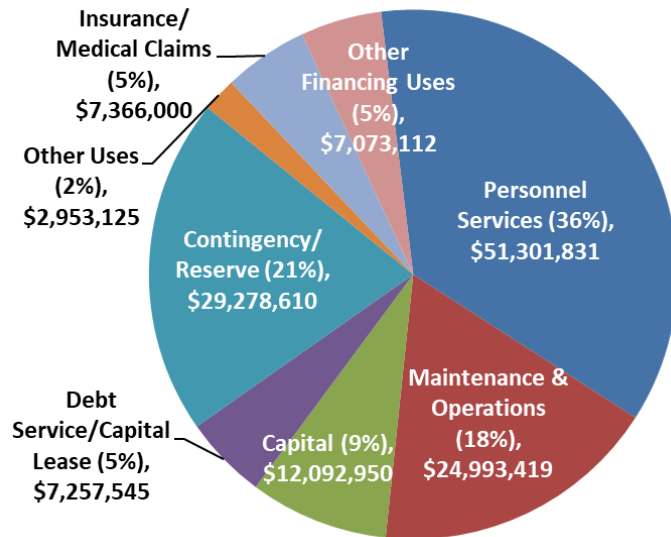
Recreation, Parks and Cultural Services

Non-Departmental (interfund transfers, contingency/reserves, Hotel/Motel Fund distributions, debt service, activities within the OPEB Funds, etc.)

Please refer to the *Departmental Summaries* section of this document for specific information on each department including mission, goals and objectives, financial summary, and performance measures.

Summary by Expenditure Category

**FY 2021 Citywide Budget
totals \$142 Million**



The chart above segments the FY 2021 budget by expenditure category and includes the following:

Personnel Services: Includes expenses for salaries, wages, and related employee benefits provided for all persons employed by the city whether on a full-time, part-time, temporary, or seasonal basis. Employee benefits include employer contribution for health insurance, pension, social security, workers compensation, other post-employment benefits, etc.

Maintenance and Operations: Includes expenses for goods and services associated with city's provision of services. Examples include professional fees, repair & maintenance, utilities, travel and training, etc.

Capital: Includes expenses for the acquisition of capital assets (e.g. building improvements, machinery and equipment, vehicle replacement/acquisition, etc.).

Debt Service: Includes expenses related to the repayment of the city's voter approved

debt obligations (e.g. principal and interest payments, debt service fees, etc.).

Insurance/Medical Claims: Includes an actuarially determined estimate for risk-management insurance claims and estimated medical claims under the city's Minimum Premium Plan. There is a grossing-up effect with the Medical Insurance Fund as the employer premium expenses are also reflected in the Operating Funds (e.g. General Fund, E911 Fund, etc.).

Other Uses: Includes Hotel/Motel Tax disbursements to the Alpharetta Convention & Visitors Bureau.

Contingency/Reserves: Includes General Fund contingency appropriations and reserve appropriations across multiple funds (Capital Projects Fund, Stormwater Capital Fund, T-SPLOST Fund, etc.).

Other Financing Uses: Includes interfund transfers for items such as grant matches, capital improvements, etc.

Consolidated Summary (Revenues by Source/Expenditures by Department)

	General Fund	Special Revenue Funds				Capital Project Funds				
		DEA Fund	E-911 Fund	Impact Fee Fund	Hotel/Motel Fund	Capital Projects Fund	Stormwater Capital Fund	T-SPLOST Capital Fund		
REVENUES:										
Property Taxes	\$27,242,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Local Option Sales Taxes/T-SPLOST	15,700,000	-	-	-	-	-	-	-	10,400,000	
Other Taxes	15,317,750	-	-	-	6,750,000	-	-	-	-	
Licenses and Permits	2,609,750	-	-	-	-	-	-	-	-	
Intergovernmental Revenue	113,000	-	1,130,000	-	-	-	-	-	-	
Charges for Services	3,357,750	-	3,120,000	-	-	-	-	-	-	
Fines and Forfeitures	1,806,000	160,000	-	-	-	-	-	-	-	
Interest Earnings	310,000	-	26,568	-	52,338	171,748	-	-	300,000	
Other/Miscellaneous	243,363	-	-	-	-	-	-	-	-	
subtotal	\$66,699,613	\$160,000	\$4,276,568	\$ -	\$6,802,338	\$ 171,748	\$ -	\$ -	\$10,700,000	
Other Financing Sources										
Interfund Transfer from General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,116,862	\$1,425,000	\$ -	-	
Interfund Transfer from Hotel/Motel Fund	2,531,250	-	-	-	-	-	-	-	-	
Budgeted Fund Balance	5,289,252	155,282	-	925,000	-	4,100,000	325,000	-	15,500,000	
subtotal	\$ 7,820,502	\$155,282	\$ -	\$ 925,000	\$ -	\$ 7,216,862	\$1,750,000	\$ -	\$15,500,000	
Total Revenues	\$74,520,115	\$315,282	\$4,276,568	\$ 925,000	\$6,802,338	\$ 7,388,610	\$1,750,000	\$ -	\$26,200,000	
EXPENDITURES:										
Mayor and City Council	\$ 395,368	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	
City Administration	1,691,998	-	-	-	-	87,500	-	-	-	
Finance	3,542,436	-	-	-	-	-	-	-	-	
Legal Services	850,000	-	-	-	-	-	-	-	-	
Information Technology	2,198,241	-	-	-	-	300,000	-	-	-	
Human Resources	635,555	-	-	-	-	-	-	-	-	
Municipal Court	1,025,506	-	-	-	-	-	-	-	-	
Public Safety	30,478,690	315,282	4,276,568	-	-	1,214,760	-	-	-	
Public Works	9,031,624	-	-	-	-	3,825,240	1,750,000	-	4,000,000	
Recreation, Parks and Cultural Services	10,304,393	-	-	-	-	827,500	-	-	-	
Community Development	3,733,702	-	-	-	-	60,000	-	-	-	
Non-Departmental	-	-	-	-	6,000	-	-	-	-	
Insurance Premiums (Risk Fund)	720,250	-	-	-	-	-	-	-	-	
Alpharetta Convention and Visitors Bureau	-	-	-	-	2,953,125	-	-	-	-	
Debt Service (Principal and Interest)*	290,490	-	-	-	1,311,963	-	-	-	-	
Contingency	700,000	-	-	-	-	-	-	-	-	
Non-Allocated (Operating Initiatives)	276,000	-	-	-	-	-	-	-	-	
Non-Allocated (Reserve)	4,104,000	-	-	925,000	-	1,073,610	-	-	22,200,000	
subtotal	\$69,978,253	\$315,282	\$4,276,568	\$ 925,000	\$4,271,088	\$ 7,388,610	\$1,750,000	\$ -	\$26,200,000	
Other Financing Uses										
Interfund Transfer to General Fund	\$ -	\$ -	\$ -	\$ -	\$2,531,250	\$ -	\$ -	\$ -	-	
Interfund Transfer to Capital Funds	4,541,862	-	-	-	-	-	-	-	-	
subtotal	\$ 4,541,862	\$ -	\$ -	\$ -	\$2,531,250	\$ -	\$ -	\$ -	-	
Total Expenditures	\$74,520,115	\$315,282	\$4,276,568	\$ 925,000	\$6,802,338	\$ 7,388,610	\$1,750,000	\$ -	\$26,200,000	

* Not including Capital Leases which are programmed into the appropriate Departmental budget above.

EXHIBIT B (FY 2021 Budget)
05/27/2020

	Enterprise Fund		Internal Service Funds		Fiduciary Funds		
	Debt Service Fund	Solid Waste Fund	Risk Management Fund	Medical Insurance Fund	OPEB Health Benefit Fund	OPEB Reimb. Fund	TOTAL
REVENUES:							
Property Taxes	\$ 4,953,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 32,195,000
Local Option Sales Taxes/IT-SPLOST	-	-	-	-	-	-	26,100,000
Other Taxes	-	-	-	-	-	-	22,067,750
Licenses and Permits	-	-	-	-	-	-	2,609,750
Intergovernmental Revenue	-	-	-	-	-	-	1,243,000
Charges for Services	-	4,471,575	1,513,611	8,485,000	-	-	20,947,936
Fines and Forfeitures	-	-	-	-	-	-	1,966,000
Interest Earnings	-	22,763	12,639	-	10,000	19,000	925,056
Other/Miscellaneous	-	-	-	-	76,589	574,502	894,454
<i>subtotal</i>	\$ 4,953,000	\$ 4,494,338	\$ 1,526,250	\$ 8,485,000	\$ 86,589	\$ 593,502	\$ 108,948,946
Other Financing Sources							
Interfund Transfer from General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,541,862
Interfund Transfer from Hotel/Motel Fund	-	-	-	-	-	-	2,531,250
Budgeted Fund Balance	-	-	-	-	-	-	26,294,534
<i>subtotal</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 33,367,646
Total Revenues	\$ 4,953,000	\$ 4,494,338	\$ 1,526,250	\$ 8,485,000	\$ 86,589	\$ 593,502	\$ 142,316,592
EXPENDITURES:							
Mayor and City Council	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 395,368
City Administration	-	-	-	-	-	-	1,779,498
Finance	-	4,494,338	1,526,250	8,485,000	-	-	18,048,024
Legal Services	-	-	-	-	-	-	850,000
Information Technology	-	-	-	-	-	-	2,498,241
Human Resources	-	-	-	-	-	-	635,555
Municipal Court	-	-	-	-	-	-	1,025,506
Public Safety	-	-	-	-	-	-	36,285,300
Public Works	-	-	-	-	-	-	18,606,864
Recreation, Parks and Cultural Services	-	-	-	-	-	-	11,131,893
Community Development	-	-	-	-	-	-	3,793,702
Non-Departmental	15,860	-	-	-	86,589	593,502	701,951
Insurance Premiums (Risk Fund)	-	-	-	-	-	-	720,250
Alpharetta Convention and Visitors Bureau	-	-	-	-	-	-	2,953,125
Debt Service (Principal and Interest)*	4,937,140	-	-	-	-	-	6,539,593
Contingency	-	-	-	-	-	-	700,000
Non-Allocated (Operating Initiatives)	-	-	-	-	-	-	276,000
Non-Allocated (Reserve)	-	-	-	-	-	-	28,302,610
<i>subtotal</i>	\$ 4,953,000	\$ 4,494,338	\$ 1,526,250	\$ 8,485,000	\$ 86,589	\$ 593,502	\$ 135,243,480
Other Financing Uses							
Interfund Transfer to General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,531,250
Interfund Transfer to Capital Funds	-	-	-	-	-	-	4,541,862
<i>subtotal</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,073,112
Total Expenditures	\$ 4,953,000	\$ 4,494,338	\$ 1,526,250	\$ 8,485,000	\$ 86,589	\$ 593,502	\$ 142,316,592

* Not including Capital Leases which are programmed into the appropriate Departmental budget above.

Consolidated Summary (Revenues by Source/Expenditures by Category)

	General Fund	Special Revenue Funds				Capital Project Funds			
		DEA Fund	E-911 Fund	Impact Fee Fund	Hotel/Motel Fund	Capital Project Fund	Stormwater Capital Fund	T-SPLOST Capital Fund	
REVENUES:									
Property Taxes	\$ 27,242,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Local Option Sales Taxes/T-SPLOST	15,700,000	-	-	-	-	-	-	10,400,000	
Other Taxes	15,317,750	-	-	-	6,750,000	-	-	-	
Licenses and Permits	2,609,750	-	-	-	-	-	-	-	
Intergovernmental Revenue	113,000	-	1,130,000	-	-	-	-	-	
Charges for Services	3,357,750	-	3,120,000	-	-	-	-	-	
Fines and Forfeitures	1,806,000	160,000	-	-	-	-	-	-	
Interest Earnings	310,000	-	26,568	-	52,338	171,748	-	300,000	
Other/Miscellaneous	243,363	-	-	-	-	-	-	-	
subtotal	\$ 66,699,613	\$ 160,000	\$ 4,276,568	\$ -	\$ 6,802,338	\$ 171,748	\$ -	\$ 10,700,000	
Other Financing Sources									
Interfund Transfer from General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,116,862	\$ 1,425,000	\$ -	
Interfund Transfer from Hotel/Motel Fund	2,531,250	-	-	-	-	-	-	-	
Budgeted Fund Balance	5,289,252	155,282	-	925,000	-	4,100,000	325,000	15,500,000	
subtotal	\$ 7,820,502	\$ 155,282	\$ -	\$ 925,000	\$ -	\$ 7,216,862	\$ 1,750,000	\$ 15,500,000	
Total Revenues	\$ 74,520,115	\$ 315,282	\$ 4,276,568	\$ 925,000	\$ 6,802,338	\$ 7,388,610	\$ 1,750,000	\$ 26,200,000	
EXPENDITURES:									
Personnel Services	\$ 47,351,144	\$ 315,282	\$ 2,908,468	\$ -	\$ -	\$ -	\$ -	\$ -	
Maintenance and Operations	16,587,495	-	1,291,322	-	6,000	-	-	-	
Capital	27,950	-	-	-	-	6,315,000	1,750,000	4,000,000	
Debt Service	931,664	-	76,778	-	1,311,963	-	-	-	
Other									
Insurance/Medical Claims	-	-	-	-	-	-	-	-	
Alpharetta Convention and Visitors Bureau	-	-	-	-	2,953,125	-	-	-	
Contingency	700,000	-	-	-	-	-	-	-	
Non-Allocated (Operating Initiatives)	276,000	-	-	-	-	-	-	-	
Non-Allocated (Reserve)	4,104,000	-	-	925,000	-	1,073,610	-	22,200,000	
subtotal	\$ 69,978,253	\$ 315,282	\$ 4,276,568	\$ 925,000	\$ 4,271,088	\$ 7,388,610	\$ 1,750,000	\$ 26,200,000	
Other Financing Uses									
Interfund Transfer to General Fund	\$ -	\$ -	\$ -	\$ -	\$ 2,531,250	\$ -	\$ -	\$ -	
Interfund Transfer to Capital Funds	4,541,862	-	-	-	-	-	-	-	
subtotal	\$ 4,541,862	\$ -	\$ -	\$ -	\$ 2,531,250	\$ -	\$ -	\$ -	
Total Expenditures	\$ 74,520,115	\$ 315,282	\$ 4,276,568	\$ 925,000	\$ 6,802,338	\$ 7,388,610	\$ 1,750,000	\$ 26,200,000	

EXHIBIT B (FY 2021 Budget)
05/27/2020

	Enterprise Fund		Internal Service Funds		Fiduciary Fund		
	Debt Service Fund	Solid Waste Fund	Risk Management Fund	Medical Insurance Fund	OPEB Health Benefit Fund	OPEB Reimb. Fund	TOTAL
REVENUES:							
Property Taxes	\$ 4,953,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 32,195,000
Local Option Sales Taxes/T-SPLOST	-	-	-	-	-	-	26,100,000
Other Taxes	-	-	-	-	-	-	22,067,750
Licenses and Permits	-	-	-	-	-	-	2,609,750
Intergovernmental Revenue	-	-	-	-	-	-	1,243,000
Charges for Services	-	4,471,575	1,513,611	8,485,000	-	-	20,947,936
Fines and Forfeitures	-	-	-	-	-	-	1,966,000
Interest Earnings	-	22,763	12,639	-	10,000	19,000	925,056
Other/Miscellaneous	-	-	-	-	76,589	574,502	894,454
<i>subtotal</i>	\$ 4,953,000	\$ 4,494,338	\$ 1,526,250	\$ 8,485,000	\$ 86,589	\$ 593,502	\$ 108,948,946
Other Financing Sources							
Interfund Transfer from General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,541,862
Interfund Transfer from Hotel/Motel Fund	-	-	-	-	-	-	2,531,250
Budgeted Fund Balance	-	-	-	-	-	-	26,294,534
<i>subtotal</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 33,367,646
Total Revenues	\$ 4,953,000	\$ 4,494,338	\$ 1,526,250	\$ 8,485,000	\$ 86,589	\$ 593,502	\$ 142,316,592
EXPENDITURES:							
Personnel Services	\$ -	\$ 75,846	\$ -	\$ -	\$ 76,589	\$ 574,502	\$ 51,301,831
Maintenance and Operations	15,860	4,418,492	845,250	1,800,000	10,000	19,000	24,993,419
Capital	-	-	-	-	-	-	12,092,950
Debt Service	4,937,140	-	-	-	-	-	7,257,545
Other							
Insurance/Medical Claims	-	-	681,000	6,685,000	-	-	7,366,000
Alpharetta Convention and Visitors Bureau	-	-	-	-	-	-	2,953,125
Contingency	-	-	-	-	-	-	700,000
Non-Allocated (Operating Initiatives)	-	-	-	-	-	-	276,000
Non-Allocated (Reserve)	-	-	-	-	-	-	28,302,610
<i>subtotal</i>	\$ 4,953,000	\$ 4,494,338	\$ 1,526,250	\$ 8,485,000	\$ 86,589	\$ 593,502	\$ 135,243,480
Other Financing Uses							
Interfund Transfer to General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,531,250
Interfund Transfer to Capital Funds	-	-	-	-	-	-	4,541,862
<i>subtotal</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,073,112
Total Expenditures	\$ 4,953,000	\$ 4,494,338	\$ 1,526,250	\$ 8,485,000	\$ 86,589	\$ 593,502	\$ 142,316,592

Personnel Listing by Department

	Actual FY 2017	Actual FY 2018	Actual FY 2019	Actual FY 2020	Proposed FY 2021*	Variance
Detail by Department:						
General Fund						
Mayor & City Council	7.0	7.0	7.0	7.0	7.0	-
City Administration	10.0	10.0	8.0	7.0	7.0	-
Community Development	26.0	26.0	28.0	30.0	30.0	-
Public Works	52.0	52.0	52.0	52.0	52.0	-
Finance	21.5	21.5	21.5	21.5	21.5	-
Public Safety	219.0	221.0	221.0	223.5	223.5	-
Human Resources	2.0	2.0	3.0	3.0	3.0	-
Municipal Court	9.0	9.0	8.0	8.0	8.0	-
Recreation, Parks and Cultural Svcs	51.0	51.0	51.0	51.0	51.0	-
Information Technology	11.0	11.0	11.0	12.0	12.0	-
subtotal	408.5	410.5	410.5	415.0	415.0	-
E-911 Fund (Special Revenue Fund)						
Public Safety	29.0	29.0	29.0	32.0	32.0	-
Information Technology	1.0	1.0	1.0	1.0	1.0	-
subtotal	30.0	30.0	30.0	33.0	33.0	-
DEA Fund (Special Revenue Fund)						
Public Safety	3.0	3.0	3.0	3.0	3.0	-
Solid Waste Fund (Enterprise Fund)						
Finance	1.0	1.0	1.0	1.0	1.0	-
Full-Time-Equivalent (FTE) Positions	442.5	444.5	444.5	452.0	452.0	-

Notes:

- * Includes 6.5 full-time equivalent positions that are not funded but are part of the City's authorized work force. These positions will remain vacant pending a (1) justifiable needs assessment by City Administration and (2) identification of a sustainable funding source.

Frozen positions include:

<u>General Fund</u>	<u>Department</u>	<u>Full-time Equivalent</u>
Public Works Crew Leader	Public Works	1
Public Works Crew Leader	Public Works	1
Public Works Tech 1	Public Works	1
Civil Engineer	Public Works	1
Treasury Services Manager	Finance	1
Deputy Court Clerk III	Court	1
Parking Enforcement Officer	Public Safety	0.5
		<u>6.5</u>

General Fund Summary

Overview

The *General Fund Summary* section is intended to provide readers with an overall understanding of the city's fiscal year 2021 General Fund budget. The following schedules provide readers with revenue and expenditure summaries/narratives from several different perspectives including:

- **General Fund Summary**

This section provides a brief description of the General Fund as well as charts segmenting revenues by source (e.g. Property Taxes, Licenses & Permits, etc.) and expenditures by department (e.g. City Administration, Public Safety, etc.).

- **Statement of Budgetary Comparisons**

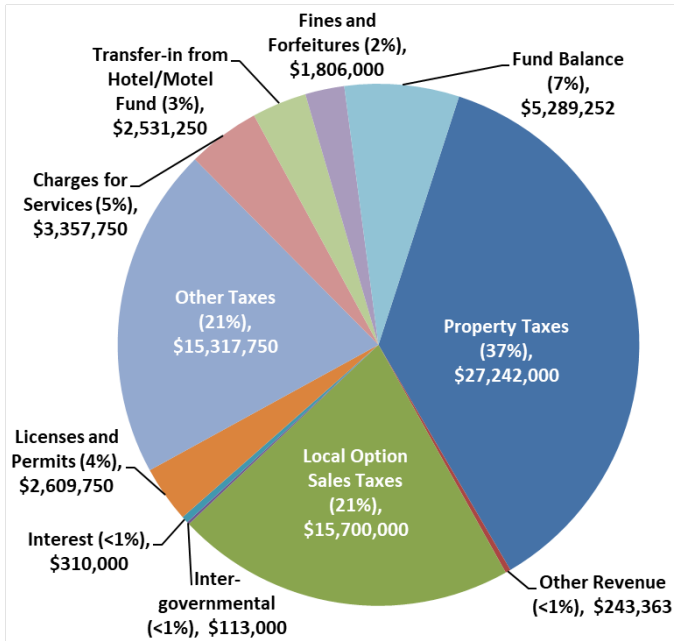
This statement provides a detailed comparison of revenues and expenditures for fiscal years 2020 and 2021. Revenues are presented by source and expenditures are presented by category (i.e. Personnel Services, Maintenance & Operations, Capital, etc.).

- **Budget Narrative**

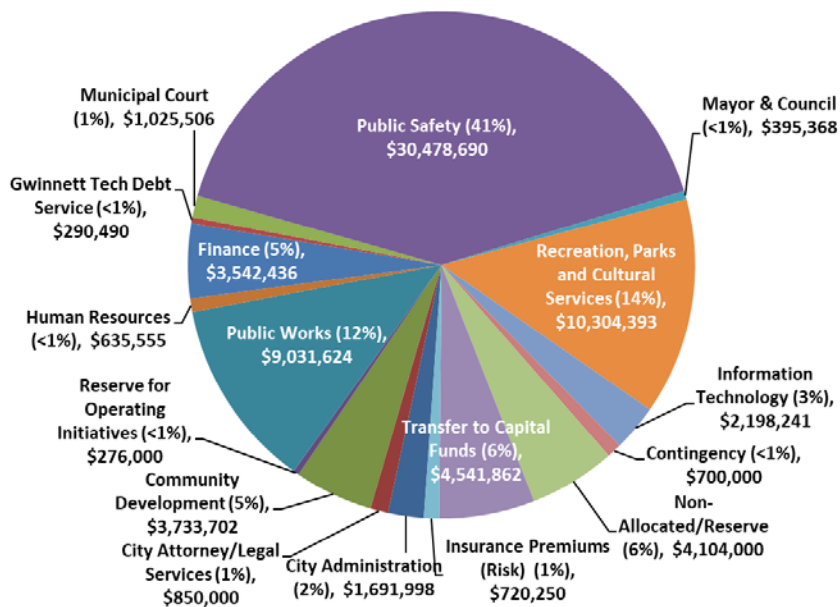
This section provides a narrative of General Fund revenue and expenditure trends including historical information.

The General Fund is the city's largest fund and includes governmental activities such as police, fire, recreation, and other general governmental functions that are primarily funded with property taxes, utility taxes, franchise fees, state shared revenues, and charges for services, such as recreation program fees.

Summary by Revenue Source



Summary by Department Expenditures



FY 2021 General Fund Budget

totals \$75 Million

Statement of Budgetary Comparisons

General Fund

	FY 2020 AMENDED BUDGET	FY 2021 RECOMMENDED BUDGET	\$ Variance	% Variance
Revenues:				
Property Taxes:				
Current Year	\$ 23,605,000	\$ 25,350,000	\$ 1,745,000	7.4%
Motor Vehicle	95,000	75,000	(20,000)	-21.1%
Motor Vehicle Title Tax Fee	1,025,000	1,600,000	575,000	56.1%
Prior Year/Delinquent	282,000	217,000	(65,000)	-23.0%
Local Option Sales Tax	16,450,000	15,700,000	(750,000)	-4.6%
Other Taxes	15,685,214	15,317,750	(367,464)	-2.3%
Licenses & Permits	2,999,250	2,609,750	(389,500)	-13.0%
Intergovernmental	120,533	113,000	(7,533)	-6.2%
Charges for Services	4,244,669	3,357,750	(886,919)	-20.9%
Fines & Forfeitures	1,687,500	1,806,000	118,500	7.0%
Interest	200,000	310,000	110,000	55.0%
Other Revenues	284,407	243,363	(41,044)	-14.4%
Other Financing Sources:				
Interfund Transfer (Hotel/Motel Fund)	3,300,000	2,531,250	(768,750)	-23.3%
Total Operating Revenues	\$ 69,978,573	\$ 69,230,863	\$ (747,710)	-1.1%
Fund Balance Carryforward	7,537,018	5,289,252		
Total Revenues	\$ 77,515,591	\$ 74,520,115		
Expenditures (by Category):				
Personnel Services:				
Salaries	\$ 29,595,713	\$ 30,023,317	\$ 427,604	1.4%
Group Insurance	8,506,331	8,975,444	469,113	5.5%
Pension (Defined Benefit)	2,675,532	2,661,280	(14,252)	-0.5%
Pension (401A)	1,935,988	2,110,093	174,105	9.0%
Miscellaneous Benefits	3,667,377	3,581,010	(86,367)	-2.4%
subtotal	\$ 46,380,941	\$ 47,351,144	\$ 970,203	2.1%
Maintenance and Operations:				
Professional Services	\$ 3,307,196	\$ 2,856,480	\$ (450,716)	-13.6%
Repair/Maintenance	1,680,807	1,595,100	(85,707)	-5.1%
Maintenance Contracts	2,568,307	2,674,813	106,506	4.1%
Professional Services (IT)	1,987,447	2,013,316	25,869	1.3%
General Supplies	1,020,002	942,102	(77,900)	-7.6%
Utilities	2,737,625	2,897,775	160,150	5.8%
Legal Services	750,000	850,000	100,000	13.3%
Insurance Premiums (Risk Fund)	667,500	720,250	52,750	7.9%
Miscellaneous	2,413,388	2,037,659	(375,729)	-15.6%
subtotal	\$ 17,132,272	\$ 16,587,495	\$ (544,777)	-3.2%
Capital/Lease:	\$ 677,420	\$ 669,124	\$ (8,296)	-1.2%
Other Uses:				
Contingency	\$ 685,000	\$ 700,000	\$ 15,000	2.2%
Gwinnett Tech Contribution (Debt Svc)	291,190	290,490	(700)	-0.2%
subtotal	\$ 976,190	\$ 990,490	\$ 14,300	1.5%
Total Operating Expenditures	\$ 65,166,823	\$ 65,598,253	\$ 431,430	0.7%
Non-Allocated/Reserve (Oper. Initiative)	32,500	276,000		
Non-Allocated/Reserve	-	4,104,000		
Interfund Transfer (Capital/Grant Funds):				
Fund Balance	7,537,018	4,352,862		
Recurring Capital Program	4,779,250	189,000		
Total Expenditures	\$ 77,515,591	\$ 74,520,115		
Personnel (full-time-equivalent)*	415.0	415.0		

* FY 2021 includes 6.5 full-time equivalent positions that are not funded but are part of the City's authorized workforce. These positions will remain vacant pending a (1) justifiable needs assessment by City Administration and (2) identification of a sustainable funding source.

Budget Narrative

The City of Alpharetta, like many cities in our region and throughout the world, is currently facing fiscal challenges as a result of the COVID-19 pandemic and associated social distancing policies. Current challenges include declining business investment and operations (including closures), job losses, reduced consumer spending (e.g. local option sales tax collections) and declining consumer confidence in the economy, etc.

All of these factors have combined to limit revenue growth (e.g. Franchise Fees) and in many cases reduce revenues below prior-year levels (e.g. local option sales taxes, alcohol beverage excise taxes, licenses and permits, charges for services, etc.).

In response to the economic challenges, our businesses and citizens have tightened their budgets and are doing more with less. And so too shall the City of Alpharetta.

The City has been proactive in realigning its spending to match the current economic reality. Spending during FY 2020 has been limited to essential items only and vacancies are filled on a priority basis with an emphasis on public safety operations. Proactive fiscal management has positioned us to more effectively approach the challenges in the FY 2021 Budget resulting from COVID-19.

Revenues

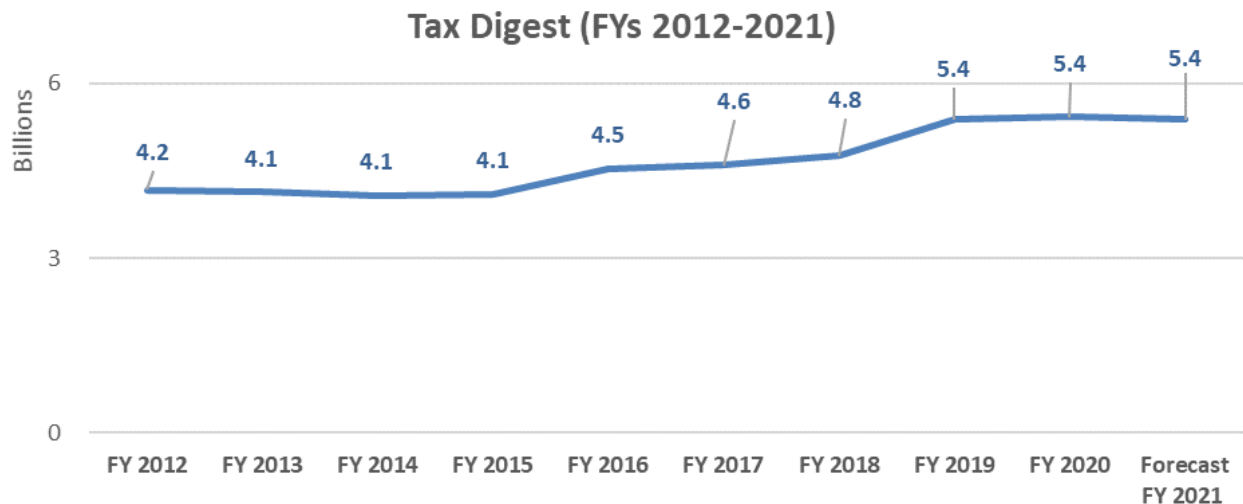
FY 2021 General Fund operating revenues are forecasted to contract by -1%, or -\$747,710, compared to Amended FY 2020. The following table compares major revenue categories within the General Fund:

	FY 2020 AMENDED BUDGET	FY 2021 RECOMMENDED BUDGET	\$ Variance	% Variance
Revenues:				
Property Taxes:				
Current Year	\$ 23,605,000	\$ 25,350,000	\$ 1,745,000	7.4%
Motor Vehicle	95,000	75,000	(20,000)	-21.1%
Motor Vehicle Title Tax Fee	1,025,000	1,600,000	575,000	56.1%
Prior Year/Delinquent	282,000	217,000	(65,000)	-23.0%
Local Option Sales Tax	16,450,000	15,700,000	(750,000)	-4.6%
Other Taxes:				
Franchise Fees	6,570,000	6,675,000	105,000	1.6%
Insurance Premium Tax	4,200,000	4,350,000	150,000	3.6%
Alcohol Beverage Excise Tax	2,300,000	2,100,000	(200,000)	-8.7%
Other Taxes	2,615,214	2,192,750	(422,464)	-16.2%
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Property and Motor Vehicle Taxes

Property taxes are calculated based on an assessed millage rate on real and personal property owned within the city. Real property consists of land, buildings, structures, and improvements affixed to land. Personal property includes machinery, equipment, inventory supplies, furniture, motor vehicles, boats, etc. The Fulton County Board of Assessors (the "BOA") determines the fair market value of property (i.e. tax digest) utilizing numerous analytical methods including comparative sales data. As of the date of this budget submission, the BOA has not provided the updated tax digest. As such, FY 2021 is based on a forecasted tax digest.

The chart below illustrates the tax digest growth within the city for the last 9 years as provided by the BOA and a staff forecast for FY 2021. These figures are net of all exemptions (e.g. basic homestead and floating homestead exemptions).



As previously mentioned, FY's 2012-2020 represent tax digest valuations provided by the BOA. Property valuations have stagnated from a digest perspective over the last several years due to a combination of the following:

- FY 2020: Implementation of the floating homestead exemption;
- FY 2021: \$5,000 increase to the basic homestead exemption (\$40,000 to \$45,000);
- FY 2021: Removal of income restrictions for residents age 65 and older to qualify for the \$10,000 senior homestead exemption; and
- General tax digest appeal valuation adjustments.

As highlighted above, the tax digest is subject to tax appeal adjustments which reduce overall valuations. It is the City's practice to conservatively estimate appeal valuation adjustments as well as collectability when forecasting property tax collections for the upcoming budget year. Specifically, the city is estimating that the FY 2020 digest will be eroded through appeal reductions and minor collection losses and settle at \$5.2 billion. The tax digest for FY 2021 is forecasted to grow to \$5.4 billion through general tax base growth (2% residential, 4% commercial; \$74 million in new construction value-added) which is offset through the homestead exemptions (including the changes detailed above).

It should be noted that FY 2021 property valuations represent market conditions as of January 1, 2020. As such, the impact to the tax digest from COVID-19 will not be reflected until FY 2022.

In conjunction with the annual budget process, the city adopts a millage rate to be applied to the tax digest in order to determine the taxroll value and, consequently, the property tax billings.

The city has historically acknowledged the need to provide a taxation rate commensurate with the government's level of service. The chart below illustrates the annual millage rates levied by the city for the last 9 years including the request for FY 2021.



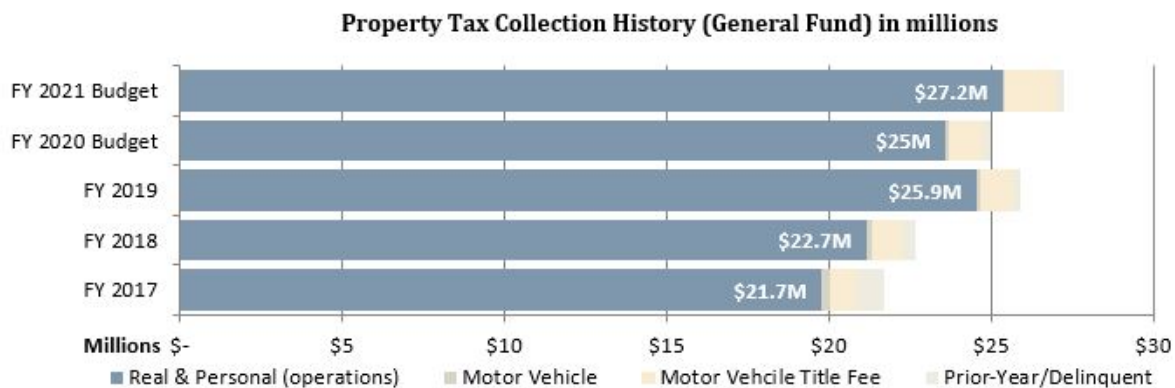
The FY 2021 Budget is based on maintenance of the city's millage rate at 5.750 mills.

- The portion of the millage rate funding debt service (Debt Service Fund) is estimated to decrease from 0.93 mills in FY 2020 to 0.815 mills in FY 2021. Estimated growth in the property tax digest, coupled with a recent refunding of the Series 2012 General Obligation Bonds to reflect lower market interest costs, allows for a reduction in the millage rate dedicated for debt service. The FY 2021 Budget proposes to program the debt service millage reduction into the General Fund. Homestead exemptions, with a few exceptions, are not applicable to the debt millage levy. As such, the revenue generation for a given millage levy will be different depending on the source (e.g. debt levy vs operating levy). Specifically, the shift of 0.115 mills will result in a loss of \$700,000 for the Debt Service Fund and a gain of \$600,000 for the General Fund.
- The portion of the millage rate funding operations and recurring capital investment (General Fund) is estimated to increase from 4.82 mills in FY 2020 to 4.935 mills in FY 2021. Property tax revenue forecasts for FY 2021 total \$25.4 million (excluding motor vehicle taxes) and includes \$600,000 from the debt service millage shift discussed above. This millage rate levy funds general operations and also includes \$3.2 million for a recurring capital replacement program (decline from \$4.8 million in FY 2020), \$276,000 for recommended operating initiatives (please refer to the *Operating Initiatives Request* section of this document for detail of the requests), and

\$1.1 million to cover (1) further revenue declines resulting from the COVID-19 pandemic and associated economic slowdown and (2) unanticipated expenditures. The capital funding will be transferred to the Capital Projects Fund and Stormwater Capital Fund to properly account for the capital improvement activities.

The property tax revenue estimates are net of the city's homestead exemptions which is estimated to save our homeowners around \$5 million annually. The main homestead components include the floating homestead exemption that caps the valuation growth of homesteaded properties at the lesser of 3% or CPI and the basic homestead exemption that lowers the taxable value of a homesteaded property by \$45,000 (includes a \$5,000 increase that goes into effect in FY 2021). The city's homestead exemptions go great lengths in keeping Alpharetta an affordable place to live and retire.

General Fund property taxes are budgeted at \$27 million in FY 2021 and represent approximately 37% of General Fund revenues. The chart below depicts a 5-year history of General Fund property tax collections by type.

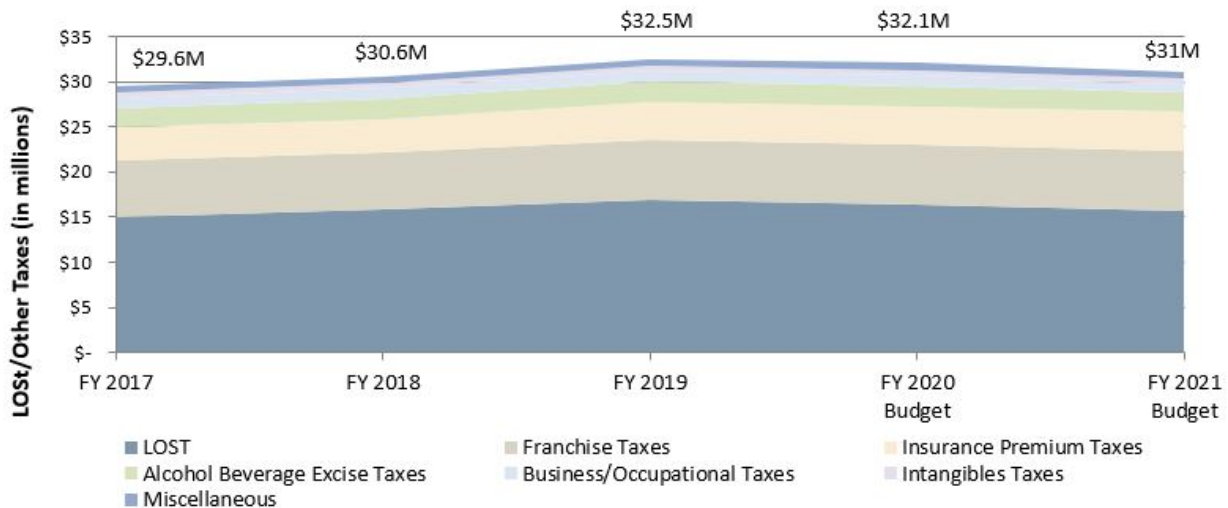


Motor vehicle taxes are experiencing declines due to House Bill 386 which phased out motor vehicle taxes on all vehicles titled on or after March 1, 2013. The city is still receiving motor vehicle taxes on vehicles titled before March 1, 2013 until the vehicle is sold/transferred. The city is forecasting motor vehicle revenues to be fully phased-out over the period ending in FY 2024. HB 386 created a Motor Vehicle Title Fee to partially offset the reduction in motor vehicle taxes. The Title Fee is shared between the State and local governments (county, city, and school boards). An increase of 56% is forecasted for FY 2021 for motor vehicle title fees from a budget-to-budget standpoint. However, multiple adjustments are reflected in the 2021 forecast including the following:

- Significant increase in the local share (from 51.5% to 65%) effective July 1, 2019;
- Reduction in the overall Title Fee from 7% to 6.6% on January 1, 2020; and
- Overall reduction in revenue collections due to COVID-19 and its impact on the economy.

Other Taxes (including LOST)

Other taxes account for 42%, or \$31 million, of total General Fund revenue for FY 2021. Specifically, revenue sources within the Other Taxes category include Local Option Sales Taxes (“LOST”), Franchise Taxes, Insurance Premium Taxes, Alcohol Beverage Excise Taxes, etc. The chart below provides a 5-year history of Other Tax collections by type.



- **Local Option Sales Taxes (“LOST”):** This revenue source represents the city’s portion of the 7% sales and use tax collected in Fulton County (not counting T-SPLOST levy) and totals \$15.7 million for FY 2020.

Sales and use tax is collected by the retailer making sales of tangible personal property in Fulton County. LOST is reported and remitted to the Georgia Department of revenue each month for the previous month’s sales. The DOR calculates the distribution and remits the revenue to the city monthly.

The LOST is distributed to municipalities within Fulton County based on population. The rate of distribution is negotiated every 10-years after the decennial U.S. Census. Due to relative population growth (including annexations), the city received an increase in its proportionate distribution in 2013 to 5.84% of the amount shared by local governments (roughly 1% of the 7% sales and use tax levy).

A reduction of -5% is forecasted for FY 2021 from a budget-to-budget standpoint due to the forecasted impact of COVID-19 and associated social distancing policies and their economic impact. Market indicators highlight a contraction in business and consumer spending on taxable goods/services.

- **Franchise Taxes:** Several of the larger franchise agreements include the following: Georgia Power (electric/4% of taxable gross sales); Comcast (cable and communications/5% of gross receipts); BellSouth (communications/3% of gross

receipts); etc.

Growth of 2% is forecasted for FY 2020 from a budget-to-budget standpoint. However, actual collections are estimated at \$6.7 million in FY 2020 which is essentially flat compared to FY 2021.

Franchise Fee revenue is sensitive to fluctuations in usage (e.g. cool summer significantly lessens the need for air conditioning and associated energy usage) and economic activity. COVID-19 and the associated social distancing policies are having a detrimental effect from a commercial perspective as business were shuttered and/or operating hours were lessened thereby impacting onsite energy usage. That said, the residential segment will provide growth in energy usage (and cable usage) as families work/attend school from home. Budgetary practice is to be conservative with forecasting these collections to insulate the operating budget from the associated short-term collection fluctuations inherent in this revenue source.

Collections from GA Power, the largest contributor of this revenue source (70% of total franchise fees), totaled \$4.8 million in FY 2020 and represents a \$26,517 increase over the prior year (\$4.7 million was collected in FY 2019). The budget forecast for FY 2021 totals \$4.7 million. The 2021 forecast represents a minor reduction compared to 2020 collections and reflects the impact of COVID-19 which is partially offset through approved rate increases by GA Power (average of 4% on 1/1/2020, 3% on 1/1/2021 and 5% on 1/1/2022).

Collections from cable franchise agreements represent the next largest source and are estimated to total \$950,000 in FY 2020. The budget forecast for FY 2021 totals \$925,000 and reflects a minor contraction due to COVID-19 and its economic impact. The city raised the Cable Franchise Fee from 3% to 5% effective January 1, 2019.

- **Insurance Premium Taxes:** This revenue source represents a percentage of insurers' gross direct premiums on life, accident, and sickness insurance policies written within the State and totals \$4.4 million in FY 2021. Growth of 4% is forecasted for FY 2021 from a budget-to-budget standpoint. However, actual collections during FY 2020 totaled \$4.4 million which is essentially flat with FY 2021.

Insurance premium tax is due on the first day of the calendar year and is collected directly by the city.

- **Alcohol Beverage Excise Taxes:** This revenue source represents taxes levied on dealers and wholesalers of alcoholic beverages within the city and totals \$2.1 million in FY 2021. A contraction of -9% is forecasted for FY 2021 from a budget-to-budget standpoint. COVID-19 and associated social distancing policies are materially impacting this revenue source (e.g. temporary closure of restaurants for in-person dining).

Licenses & Permits

Licenses & permits account for 4%, or \$2.6 million, of total General Fund revenue for FY 2021. Licenses and permit revenues include alcoholic beverage permit fees, development permit and related fees, building permit fees, occupancy permit fees, sign permit fees, etc.

A contraction of -13% is forecasted for FY 2021 based on the economic impact of COVID-19 and associated social distancing policies. License and Permit revenue is cyclical and sensitive to fluctuations in the market (e.g. construction market, employment market, etc.) such as what is being experienced currently as part of COVID-19.

The largest revenue source is Building Permit Fees (\$1.6 million forecast for FY 2021; \$1.6 million estimated for FY 2020) which has experienced declining collections since the 2nd quarter of 2019.

Intergovernmental

Intergovernmental sources account for <1%, or \$113,000, of total General Fund revenue for FY 2020. This revenue is primarily generated from Intergovernmental Agreements with the City of Milton related to the sharing of public safety capabilities as well as overtime reimbursement through the Federal HIDTA (High Intensity Drug Trafficking Area) program.

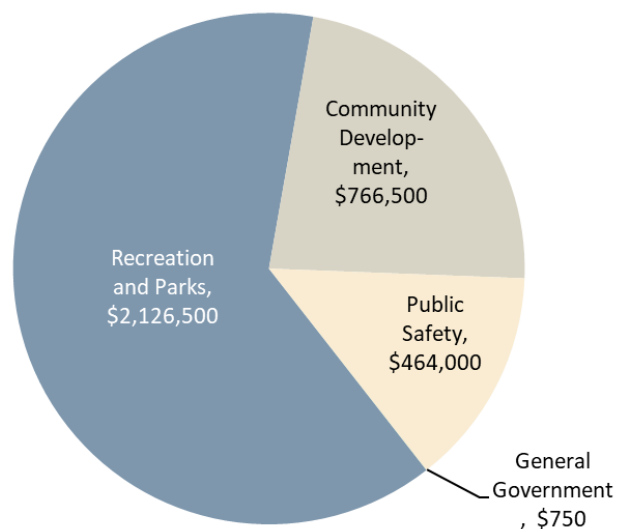
A decrease of -6% is forecasted for FY 2021 due primarily to one-time special event funding provided by the Alpharetta Convention & Visitors Bureau in FY 2020.

Charges for Services

Charges for services include user fees for community development (plan review, planning and development fees, etc.), public safety (plan review, police reports and services, etc.), recreation and parks (program and activity fees, etc.), and special events (Taste of Alpharetta event fees, etc.).

Charges for services account for 5%, or \$3.4 million, of total General Fund revenue. A contraction of -21% is forecasted for FY 2021 due to COVID-19 and its impact on Recreation programs and activities (summer programs represent the largest revenue driver for our recreation program) and the elimination of special events (e.g. Taste of Alpharetta).

Charges for Services: \$3.4M

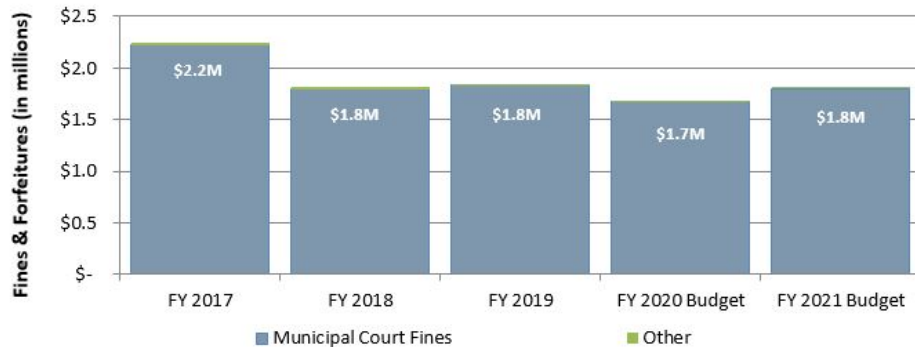


Fines & Forfeitures

Fines & Forfeitures include municipal court fines, code enforcement, etc.

Fines & forfeitures account for 2%, or \$1.8 million, of total General Fund revenue for FY 2021. An increase of 7% is forecasted for FY 2020 from a budget-to-budget standpoint. However, actual collections are estimated at \$1.8 million in FY 2020 which equates to a revised growth rate of 2%. Prior to COVID-19, monthly growth of this revenue source exceeded 20%.

However, the impact from COVID-19 has been strong including a decline in citations coupled with Court facility closings which have resulted in a backup of court hearings.



Interest

Interest earnings account for <1%, or \$310,000, of total General Fund revenue for FY 2021. Increases are forecasted to more accurately reflect the earnings the city is currently receiving on its investments as governed by the city's investment management policy.

Other Financing Sources

Other Financing Sources account for 3%, or \$2.5 million, of total General Fund revenue for FY 2021 and consists of the city's share (40%) of the Hotel/Motel Tax. This revenue source is discussed in more detail within the *Special Revenue Fund Summaries* (Hotel/Motel Fund) section of this document.

Fund Balance

Carryforward fund balance accounts for 7%, or \$5.3 million, of total General Fund appropriations for FY 2021. Carryforward Fund Balance represents available cash in excess of the city's 21% emergency reserve.

It has been the city's policy to utilize the remaining fund balance above the emergency requirement for one-time expenditures.

- \$7,289,252 Available Fund Balance as of June 30, 2019
- (2,000,000) FY 2020 Mid-Year Budget (capital investment)
- (936,390) FY 2021 One-Time Compensation Payout (General Fund cost)
- \$4,352,862 FY 2021 One-Time Capital Funding

Expenditures

Operating expenditures of the General Fund are forecasted to grow by 1% over FY 2020. The following table compares departmental appropriations within the General Fund:

Expenditures (by Department):	FY 2020 AMENDED BUDGET	FY 2021 RECOMMENDED BUDGET	\$ Variance	% Variance
Mayor and Council	\$ 382,496	\$ 395,368	\$ 12,872	3.4%
City Administration	2,029,672	1,691,998	(337,674)	-16.6%
Finance	3,608,890	3,542,436	(66,454)	-1.8%
Legal Services	750,000	850,000	100,000	13.3%
Information Technology	2,119,345	2,198,241	78,896	3.7%
Human Resources	643,973	635,555	(8,418)	-1.3%
Municipal Court	1,119,715	1,025,506	(94,209)	-8.4%
Public Safety	30,074,241	30,478,690	404,449	1.3%
Public Works	8,956,657	9,031,624	74,967	0.8%
Recreation, Parks & Cultural Services	10,372,634	10,304,393	(68,241)	-0.7%
Community Development	3,465,510	3,733,702	268,192	7.7%
Non-Departmental:				
Contingency	685,000	700,000	15,000	2.2%
Insurance Premiums (Risk Fund)	667,500	720,250	52,750	7.9%
Gwinnett Tech Contribution (Debt Svc)	291,190	290,490	(700)	-0.2%
Total Operating Expenditures	\$ 65,166,823	\$ 65,598,253	\$ 431,430	0.7%
Non-Allocated/Reserve (Oper. Initiative)	32,500	276,000		
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Interfund Transfer (Capital/Grant Funds):				
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Recurring Capital Program	4,779,250	189,000		
Total Expenditures	\$ 77,515,591	\$ 74,520,113		

The following table compares expenditure category appropriations within the General Fund:

	FY 2020 AMENDED BUDGET	FY 2021 RECOMMENDED BUDGET	\$ Variance	% Variance
Expenditures (by Category):				
Personnel Services:				
Salaries	\$ 29,595,713	\$ 30,023,317	\$ 427,604	1.4%
Group Insurance	8,506,331	8,975,444	469,113	5.5%
Pension (Defined Benefit)	2,675,532	2,661,280	(14,252)	-0.5%
Pension (401A)	1,935,988	2,110,093	174,105	9.0%
OPEB/Post Employment Healthcare	566,864	606,029	39,165	6.9%
Miscellaneous Benefits	3,100,513	2,974,981	(125,532)	-4.0%
<i>subtotal</i>	\$ 46,380,941	\$ 47,351,144	\$ 970,203	2.1%
Maintenance and Operations:				
Professional Services	\$ 3,307,196	\$ 2,856,480	\$ (450,716)	-13.6%
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Meeting the Internal Needs of Operating Departments

Several of the major points of the FY 2020 Budget are as follows:

- Management of personnel and compensation program to align with current market environment:
 - Staffing level at 452 full-time equivalents “FTE” with the funding breakdown as follows:
 - 445.5 full-time equivalents (funded);
 - 6.5 full-time equivalents (unfunded; budgetary savings of \$460,000); positions to remain vacant pending an identified funding source and workload justification.
 - Implementation of Evergreen Class & Compensation Study findings totaling \$620,000 annually;
 - Implementation of a one-time compensation payout in-lieu of the performance-based merit program:
 - One-time compensation payout will cost \$1 million citywide and approximates the standard performance-based merit program (3% pay adjustment on average). The one-time compensation payout is being funded through available fund balance from the fiscal year ended September 30, 2019 (allowable use of one-time funds).
 - Removal of the 2021 performance-based merit program from the base operation budget (\$250,000 savings for the 2021 budget; 3-month impact). Continuation of this program is currently a recommended operating initiative (please refer to the *Operating Initiatives Request* section of this document for detail of the requests).
 - Coverage of growth drivers including healthcare costs (5% increase citywide or \$493,433).
- Material reduction (-3% or -\$544,777) in departmental maintenance and operations budgets (General Fund) including controls on non-essential spending.
 - Net reduction is in excess of -6% after adjusting for the growth drivers including utilities (6% growth or \$160,150 due to approved rate adjustments by multiple utility providers), legal services (13% growth or \$100,000), risk insurance premiums (8% growth or \$52,750), and multiple items implemented during FY 2020 (+\$15,000 for office lease costs for the Special Investigations Unit, +\$50,000 for right-of-way maintenance for newly constructed streetscape improvements along

Rucker Road and Morris Road, +\$30,000 for janitorial and landscape maintenance services for new park spaces such as Windward, Rucker, etc.).

- The departmental operating capital/lease budget primarily represents funding for the city's capital lease obligations (fire trucks, police tasers, etc.) coupled with minor maintenance capital needs.
- The Other Uses category includes contingency (approximately 1% of the operating budget) and funding of debt service on the Gwinnett Technical College contribution (Alpharetta campus).
- \$276,000 is included for targeted operating initiatives (please refer to the Operating Initiatives Request section of this document for detail of the requests).
- The original budget proposal for 2021 (pre COVID-19) included \$5 million in appropriations within the General Fund budget to fund recurring capital initiatives (e.g. milling and resurfacing of city streets, traffic equipment replacement, fleet replacement, stormwater repair and maintenance, etc.). By programming the recurring capital program into the operating budget, the city is announcing to its citizens and stakeholders that capital investment in our roads and infrastructure is a priority that should be funded with certainty as opposed to relying on fund balance which may or may not be accumulated.

However, due to the sudden impact of COVID-19 on forecasted revenues, operational funding from the General Fund for recurring capital was reduced to \$189,000. The funding was primarily reallocated to an operational reserve (\$4.1M) within the General fund to further insulate operations from COVID-19 pandemic economic impacts such as a continued erosion of revenues beyond what is already forecasted for 2021. Remaining amounts were reallocated to cover operating initiative funding as well as implementation of the Evergreen Class & Compensation Study findings.

- Funding from the General Fund which is available for immediate capital investment in 2021 includes the following:
 - \$4,352,862 Fund Balance for one-time capital;
 - \$ 189,000 Recurring Capital Contribution from the General Fund

\$4,541,862

The departmental budgets are detailed within the *Departmental Summaries* section of this document.

Departmental Summaries

Overview

The *Department Summaries* section is intended to provide detailed financial and non-financial information of the departmental operations funded within the General Fund.

This section segments departmental budgets into the following components:

- *Mission Statement* – the statement must identify the particular purpose for the department and how it relates to the city's overall mission.
- *Goals & Objectives* – a listing of the fundamental goals and objectives which aid the department in achieving its mission. Goals stretch and challenge the department, but they must also be SMART (Specific, Measurable, Achievable, Relevant, and Timed).

Direct linkages are identified between the city's vision/strategic priorities and departmental goals & objectives.

- *Revenue/Expenditure Summary* – the budget for the department summarized by expenditure category:
 - Personal Services: salaries, overtime, and other compensation related expenditures.
 - Maintenance & Operations: professional fees, repair & maintenance, general supplies, communications, and other operational related expenditures.
 - Capital: departmental machinery & equipment expenses.
- *Statement of Service and Performance Measures* – multi-year summary of departmental performance measurements.

Mayor and City Council

DONALD MITCHELL
CITY COUNCIL (POST 1)



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BEN BURNETT
CITY COUNCIL (POST 2)



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KAREN RICHARD
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JIM GILVIN
MAYOR



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Mission Statement

TO MAKE A POSITIVE DIFFERENCE in the community by efficiently managing public resources and providing effective services and leadership that exceed the expectations of our citizens.

JOHN HIPES
CITY COUNCIL (POST 4)



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JASON BINDER
CITY COUNCIL (POST 5)



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DAN MERKEL
CITY COUNCIL (POST 6)



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Mayor and City Council

Mission Statement

To make a positive difference in the community by efficiently managing public resources and providing effective services and leadership that exceed the expectations of our citizens.

Core Values

Excellence: We believe that expectations are the starting point; not the destination. Every member of the City of Alpharetta Team shall be dedicated to the pursuit of continuous improvement in our results and how they are achieved.

Stewardship: The citizens of Alpharetta have entrusted to us public resources and empowered us to protect, invest, and leverage them for the good and betterment of the community. We shall do so in a manner that reflects the highest ethics, exacting standards, and unwavering principles.

Integrity: The trust of the public is the foundation of our ability to conduct the business of local government and realize the City's mission. Every member of the City of Alpharetta Team shall maintain her or his reputation for honesty, straightforwardness, fair dealing, and a sincere desire to serve in the best interest of the community and citizens of Alpharetta

Service: The City of Alpharetta is committed to efficient, effective, and responsive service delivery that makes a positive difference in the community and the lives of those we serve. We shall proactively address issues and pursue opportunities, act with humility, and deliver more than what is expected.

Loyalty: Through our every word and action we shall serve, protect, and promote the community and citizens of Alpharetta; advance the City's mission; and support and work in unity with those with whom we serve.

Community Vision

Our Community Vision is to advance Alpharetta as a signature City by:



Offering the highest quality of environment for our residents and businesses;



Fostering strong sense of community including safety and security;



Providing a business climate that attracts the top echelon companies.

Statement of Revenues, Expenditures, and changes in Personnel

**Mayor and City Council
General Fund**

	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY 2020 Amended Budget	FY 2021 Recommended Budget
REVENUES					
N/A	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -
EXPENDITURES					
Personnel Services:					
Salaries	\$ 120,000	\$ 109,063	\$ 120,000	\$ 120,000	\$ 120,000
Group Insurance	141,640	128,080	165,061	176,360	184,858
FICA	6,772	6,615	7,036	9,455	9,448
Pension (Defined Benefit)	-	-	-	-	-
Pension (401A Contribution/Match)	15,274	12,844	15,563	16,200	18,000
Workers Compensation	3,107	3,027	3,307	3,626	3,480
OPEB Contribution	388	377	2,718	2,642	2,856
Miscellaneous	3,845	2,700	3,600	3,600	3,764
<i>subtotal</i>	\$ 291,026	\$ 262,705	\$ 317,284	\$ 331,883	\$ 342,406
Maintenance & Operations:					
* Mayor	\$ 8,476	\$ 7,782	\$ 8,467	\$ 9,000	\$ 9,000
* City Council Post 1	4,835	4,916	6,154	5,000	5,000
* City Council Post 2	1,019	3,936	4,975	5,000	5,000
* City Council Post 3	1,809	689	1,979	5,000	5,000
* City Council Post 4	4,546	1,954	1,513	5,000	5,000
* City Council Post 5	659	1,316	3,367	5,000	5,000
* City Council Post 6	3,697	3,395	958	5,000	5,000
Miscellaneous	3,213	5,840	6,845	11,613	13,962
<i>subtotal</i>	\$ 28,254	\$ 29,828	\$ 34,258	\$ 50,613	\$ 52,962
Capital	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 319,279	\$ 292,533	\$ 351,543	\$ 382,496	\$ 395,368
PERSONNEL					
Mayor	1.0	1.0	1.0	1.0	1.0
City Council	6.0	6.0	6.0	6.0	6.0
TOTAL	7.0	7.0	7.0	7.0	7.0

* Financial activity is tied to the Post and not the necessarily the current incumbent.

Budget Narrative

The Fiscal Year 2021 Budget for Mayor and City Council totals \$395,368 and represents an increase of 3%, or \$12,872 compared to the FY 2020 budget. The Personnel Services category increased 3%, or \$10,523, due primarily to growth in group health insurance premiums.

The Maintenance and Operations category grew by \$2,349 compared to FY 2020 due primarily to growth in IT (Information Technology) service allocations citywide. The annual discretionary expense appropriation will remain at \$5,000 for Council Members and \$9,000 for the Mayor.

Authorized personnel totals 7.0 full-time-equivalents (“FTE”) and represent the following:

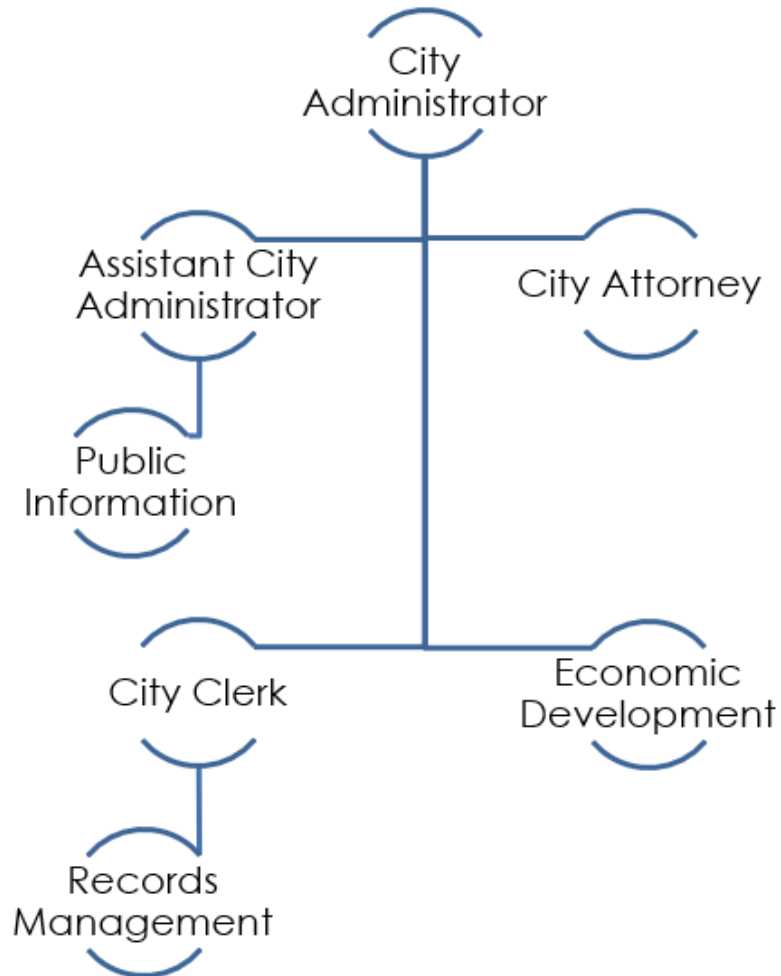
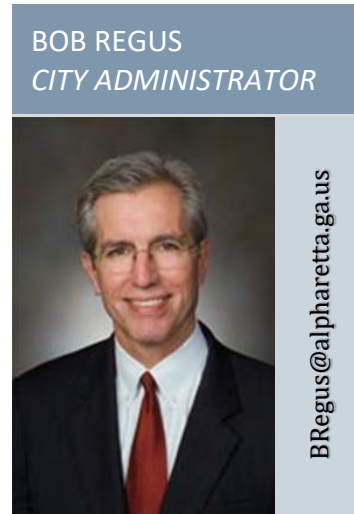
	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Variance
Mayor	1.0	1.0	1.0	1.0	1.0	-
Councilperson Post 1	1.0	1.0	1.0	1.0	1.0	-
Councilperson Post 2	1.0	1.0	1.0	1.0	1.0	-
Councilperson Post 3	1.0	1.0	1.0	1.0	1.0	-
Councilperson Post 4	1.0	1.0	1.0	1.0	1.0	-
Councilperson Post 5	1.0	1.0	1.0	1.0	1.0	-
Councilperson Post 6	1.0	1.0	1.0	1.0	1.0	-
	7.0	7.0	7.0	7.0	7.0	-



The City of Alpharetta is one of the first communities in the region to qualify for the Green Community Certification by the Atlanta Regional Commission. Certification is earned by implementing environmental sustainability practices and policies in 10 categories, ranging from energy efficiency and green building to transportation and water efficiency.

The City Council adopted the Alpharetta Green City Program in early 2009 as a comprehensive document for all the city’s sustainable policies and practices. A variety of measures are incorporated in the Green City Program, including LEED or EnergyStar certification for all new local government buildings, a green fleet policy, “green” purchasing policies and more. The city received points for its water conservation requirement for new construction, which mandates that any project within the city limits demonstrate how the project will reduce water consumption by at least 10 percent to receive a permit. Other measures implemented by the City of Alpharetta are community incentives for green building and WaterSense homes, a commercial recycling requirement, installation of LED bulbs in all traffic signals and a no-idling policy for government.

City Administration



Our Community Vision is to advance Alpharetta as a signature City by:



Offering the highest quality of environment for our residents and businesses;



Fostering strong sense of community including safety and security; and



Providing a business climate that attracts the top echelon companies.

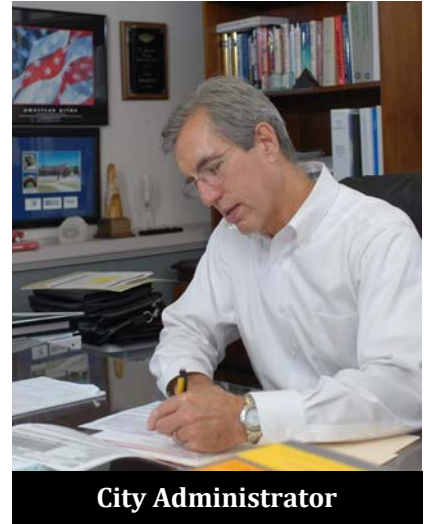
The icons set forth above are used throughout the Budget Narrative to identify the link between the city's Community Vision and the goals and objectives of our various departmental divisions/projects.

City Administration

Administration, City Attorney, City Clerk, Public Information, and Economic Development

Mission Statement

The mission of the City Administrator's Office is to carry out the policies and implement the goals established by the City Council in providing services to the citizens in the most effective and economical manner while promoting awareness and understanding of services, policies, information, programs, and priorities that results in an informed and participative community.



Goals and Objectives

-    ✓ To improve quality of service to citizens of the City of Alpharetta;
-  ✓ To improve morale and promote teamwork among all employees;
-  ✓ To improve coordination and administration of interdepartmental activities;
-    ✓ To promote better communication between all levels of government and the citizens;
-    ✓ To use technology to improve processes for citizen input into facets of governance;
-   ✓ To increase the public/government interaction through the City's website; and
-  ✓ Oversee the Economic Development efforts for the City.

Key Issues

- ✓ Continue the development of a “customer-driven” organizational culture among the staff;
- ✓ Strengthen the relationship between the City Council and staff - building bridges in communication to facilitate the relationship;
- ✓ Continue the informative, cooperative endeavor of providing the best available information for the City Council to remain effective and successful in their offices;
- ✓ Meet the service provision and service level demand of the citizens while ensuring the most cost-effective delivery of those services;
- ✓ Continue efforts toward more effective communication strategies with citizens through enhanced public awareness and public education programs;
- ✓ Seek to work with the local legislative delegation on the introduction or support of legislation that benefits the City of Alpharetta and its citizens;
- ✓ Anticipate the future population and area growth of the City as a result of continued development and annexations, ensuring staff meets the expectations of existing and new residents; and
- ✓ Continue efforts toward enhancing the compensation and benefits package to attract and retain the very best employees.



The City of Alpharetta has been awarded the *Certified City of Ethics* designation from the Georgia Municipal Association (“GMA”). This program was created to recognize cities that have adopted principles and procedures that offer guidance on ethical issues, along with a mechanism to resolve complaints at the local level.

The city has also been awarded the *City of Excellence* designation from the GMA in conjunction with Georgia Trend Magazine. This program was created to recognize Georgia’s best managed and most livable cities.



Statement of Revenues, Expenditures, and changes in Personnel

**City Administration
General Fund**

	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY 2020 Amended Budget	FY 2021 Recommended Budget
REVENUES					
Licenses and Permits:					
Alcohol Beverage Permits	\$ 10,150	\$ 10,150	\$ 10,850	\$ 1,400	\$ -
Charges for Services:					
Taste of Alpharetta	-	-	-	-	-
Other (Events)	698	1,020	775	700	750
Other Revenue:					
Property Leases	3,410	-	-	-	-
Other	7,696	4,648	17,506	11,006	-
TOTAL	\$ 21,953	\$ 15,818	\$ 29,131	\$ 13,106	\$ 750
EXPENDITURES					
Personnel Services:					
Salaries	\$ 976,858	\$ 986,288	\$ 897,873	\$ 807,226	\$ 816,448
Overtime	-	88	-	-	-
Group Insurance	162,975	165,996	147,597	136,455	126,292
FICA	67,303	66,730	60,169	62,090	49,193
Pension (Defined Benefit)	87,485	100,437	99,253	80,260	101,492
Pension (401A Contribution/Match)	69,274	63,771	59,559	62,854	52,151
Workers Compensation	24,582	24,362	27,015	22,417	20,660
OPEB Contribution	3,160	3,115	22,789	17,139	16,956
Miscellaneous	7,689	7,433	7,743	7,200	7,526
<i>subtotal</i>	<i>\$ 1,399,325</i>	<i>\$ 1,418,220</i>	<i>\$ 1,321,998</i>	<i>\$ 1,195,641</i>	<i>\$ 1,190,718</i>
Maintenance & Operations:					
Professional Services	\$ 154,563	\$ 293,534	\$ 113,594	\$ 410,852	\$ 148,500
Advertising	161,923	184,783	115,804	172,600	150,250
Printing	2,940	1,342	-	3,464	5,500
Employee Training	33,828	30,809	9,102	20,100	13,200
Employee Travel	37,441	38,585	6,507	12,500	10,000
General Supplies	84,830	80,558	57,721	70,929	58,600
Maintenance Contracts/IT Services	86,755	103,360	88,943	125,635	111,230
Utilities	328	178	56	200	-
Miscellaneous	18,869	30,085	914	17,751	4,000
<i>subtotal</i>	<i>\$ 581,478</i>	<i>\$ 763,232</i>	<i>\$ 392,640</i>	<i>\$ 834,031</i>	<i>\$ 501,280</i>
Capital	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 1,980,803	\$ 2,181,453	\$ 1,714,638	\$ 2,029,672	\$ 1,691,998
Authorized Personnel					
	10.0	10.0	8.0	7.0	7.0

Budget Narrative

The FY 2021 Budget for City Administration totals \$1,691,998 and represents a decrease of -17%, or -\$337,674, compared to FY 2020.

The Personnel Services category decreased -1%, or -\$4,923, due to salary adjustments resulting from the Evergreen Class & Compensation Study and implementation of a one-time compensation payout (3% average compensation increase) which is offset through staff turnover and changes in incumbent compensation, removal of intern funding, and reductions in group health insurance premiums (changes in coverage elections). Due to COVID-19 social distancing policies and their impact on the economy and the city's revenue generation capacity, the performance-based merit program was suspended in 2020 in lieu of a one-time compensation payout.

Authorized personnel total 7 full-time-equivalents ("FTE") and represent the following:

	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Variance
Assistant City Administrator	1.0	1.0	1.0	1.0	1.0	-
Assistant City Clerk	1.0	1.0	1.0	1.0	1.0	-
City Administrator	1.0	1.0	1.0	1.0	1.0	-
City Clerk	1.0	1.0	1.0	1.0	1.0	-
Economic Development Director	1.0	1.0	1.0	-	-	-
Economic Development Manager	1.0	1.0	1.0	1.0	1.0	-
Executive Office Coordinator	1.0	1.0	1.0	1.0	1.0	-
Internal Auditor	1.0	1.0	-	-	-	-
Records Manager	1.0	1.0	-	-	-	-
Web Administrator	1.0	1.0	1.0	1.0	1.0	-
	10.0	10.0	8.0	7.0	7.0	-

The Maintenance and Operations category decreased -40%, or -\$332,751, due primarily to the following activity:

- Decrease in professional services of -\$262,352 due to elimination of election funding (\$122,655; FY 2020 was an election year and 2021 is not), removal of marketing/public relations funding (\$70,000), adjustment in economic development professional services, sponsorships, and event expenses (\$40,467), etc.
- Decrease in advertising expenses of -\$22,350 due to elimination of election related advertising expenses (FY 2020 was an election year and 2021 is not) and general reductions across all divisions including administration, city clerk, and economic development.
- All other departmental maintenance and operations budget accounts declined approximately -19% to align with forecasted revenue trends resulting from COVID-19 and associated social distancing policies.

Statement of Revenues, Expenditures, and changes in Personnel

Legal Services

				FY 2020	FY 2021
	FY 2017	FY 2018	FY 2019	Amended	Recommended
	Actual	Actual	Actual	Budget	Budget
REVENUES					
N/A	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -
EXPENDITURES					
Maintenance & Operations:					
Professional Fees	\$ 650,104	\$ 725,172	\$ 842,459	\$ 750,000	\$ 850,000
TOTAL	\$ 650,104	\$ 725,172	\$ 842,459	\$ 750,000	\$ 850,000
PERSONNEL*	-	-	-	-	-

* City Attorney services are provided through a contractual arrangement with a private law firm

Performance Measurement

The following section provides detailed information on City Administration programs including performance measures and personnel.

- **City Administration**

Statement of Service: Serves as the administrative head of the municipal government, coordinating municipal functions in order to provide effective, efficient, and responsive services. This office also ensures that ordinances, resolutions and regulations of the City Council and laws of the State of Georgia are enforced and is responsible for public relations activities.

City Administration Performance Measurements	Actual FY 2017	Actual FY 2018	Actual FY 2019	Target FY 2020	Target FY 2021
City Administration Department annual turnover percentage	12.0%	0.0%	14.3%	0.0%	0.0%
Number of website hits	485,734	536,173	585,556	500,000	590,000
Website Unique Visitors	315,621	332,428	361,548	350,000	360,000
Website Page Views	1,144,182	1,177,294	1,285,007	1,210,000	1,200,000
% of Website New Visits	N/A	61%	60%	60%%	60%
Facebook Followers	6,244	7,800	11,117	10,000	13,450
Twitter Followers	7,505	8,100	9,337	9,000	11,408
Personnel Assigned:	8.0 FTE	8.0 FTE	7.0 FTE	6.0 FTE	6.0 FTE
	City Administrator	City Administrator	City Administrator	City Administrator	City Administrator
	Asst City Admin	Asst City Admin	Asst City Admin	Asst City Admin	Asst City Admin
	Executive Office Coord.	Executive Office Coord.	Executive Office Coord.	Executive Office Coord.	Executive Office Coord.
	N/A	N/A	N/A	N/A	N/A
	Web Administrator	Web Administrator	Web Administrator	Web Administrator	Web Administrator
	City Clerk	City Clerk	City Clerk	City Clerk	City Clerk
	Assistant City Clerk	Assistant City Clerk	Assistant City Clerk	Assistant City Clerk	Assistant City Clerk
	Records Manager	Records Manager	Records Manager	N/A	N/A
	Internal Auditor	Internal Auditor			

Economic Development

Statement of Service: To promote the economic growth of Alpharetta.

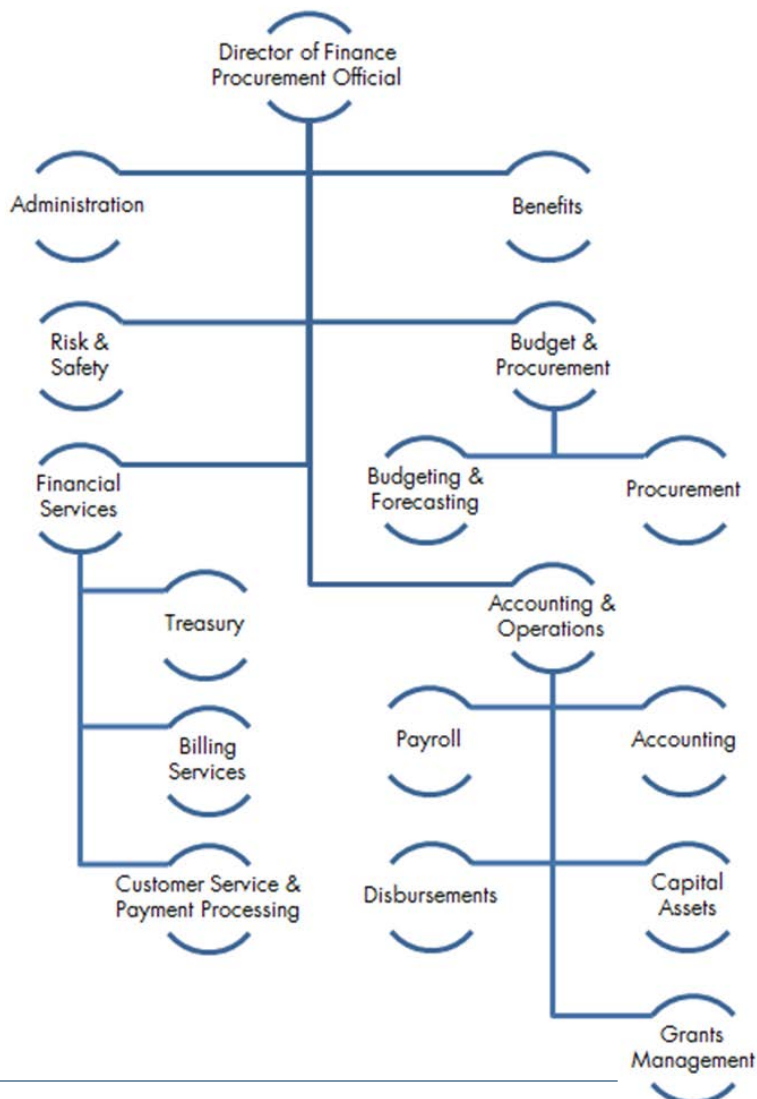
City Administration - Economic Development					
Performance Measurements	Actual FY 2017	Actual FY 2018	Actual FY 2019	Target FY 2020	Target FY 2021
# of Existing business contacts	516	425	400	410	430
# of New projects	12	9	15	12	15
# of Major business prospects recruited		1	2	3	3
Personnel Assigned:	2.0 FTE	2.0 FTE	2.0 FTE	1.0 FTE	1.0 FTE
	Economic Dev Director	Economic Dev Director	Economic Dev Director	N/A	N/A
	Economic Dev Manager	Economic Dev Manager	Economic Dev Manager	Economic Dev Manager	Economic Dev Manager

Finance

THOMAS G. HARRIS
DIRECTOR



THarris@alpharetta.ga.us



Our Community Vision is to advance Alpharetta as a signature City by:



Offering the highest quality of environment for our residents and businesses;



Fostering strong sense of community including safety and security; and



Providing a business climate that attracts the top echelon companies.

Our Community Vision serves as the guiding principles for the planning and operation of our city government and each department structures its mission, goals and objectives to facilitate achievement of our mission. The icons set forth above are used throughout the Budget Narrative to identify the link between the city's Community Vision and the goals and objectives of our various departmental divisions/projects.

Finance

Administration, Accounting, Budgeting, Employee Benefits and Compensation, Procurement, Grants Management, Risk Management, Treasury, Internal and External Service

Mission Statement

The mission of the Finance Department is to plan, receive, monitor, safeguard, invest, account, and expend the financial resources of the City of Alpharetta in the highest legal, ethical, and professional standard practical, and to respond to the service needs of our internal and external customers in a timely, courteous and accurate manner.

Goals and Objectives



- ✓ Implementation of a finance/human resources system that utilizes current technology and provides heightened data analysis functionality and increases overall staff efficiencies;



- ✓ Process and procedure documentation program – conduct a comprehensive review of team processes, procedures, and practices;



- ✓ Expansion of the financial planning process – continue the development of a comprehensive long-term capital improvement program and multi-year budgeting, forecasting, and planning in order to more accurately predict our financial position in future years, and the impact current year decisions have on the city's long-range financial position;



- ✓ Update to Financial Management Program (e.g. policy revisions); and



- ✓ Design and administer innovative and cost-effective benefit programs (e.g. Health Savings Accounts and enhanced Wellness Program) that meet the needs of today's diverse workforce and enhance the city's ability to attract, retain and reward employees.



Statement of Revenues, Expenditures, and changes in Personnel

**Finance
General Fund**

	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY 2020 Amended Budget	FY 2021 Recommended Budget
REVENUES					
N/A	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -
EXPENDITURES					
Personnel Services:					
Salaries	\$ 1,503,783	\$ 1,554,527	\$ 1,586,992	\$ 1,690,777	\$ 1,639,877
Overtime	-	-	2,760	-	3,000
Group Insurance	360,828	382,135	402,106	449,237	453,743
FICA	105,796	109,700	113,798	129,142	116,469
Pension (Defined Benefit)	165,952	189,117	203,743	217,163	197,282
Pension (401A Cont./Match)	86,314	78,584	96,325	98,912	118,826
Workers Compensation	39,019	39,136	44,107	50,234	46,472
OPEB Contribution	4,698	4,704	34,943	35,423	38,140
Miscellaneous	978	792	930	327	980
<i>subtotal</i>	\$ 2,267,369	\$ 2,358,694	\$ 2,485,702	\$ 2,671,215	\$ 2,614,789
Maintenance & Operations:					
Professional Services	\$ 275,190	\$ 344,260	\$ 296,764	\$ 335,675	\$ 327,100
Printing	24,825	29,831	26,332	29,350	29,350
Employee Travel	5,766	12,490	6,582	13,114	8,750
Employee Training	9,734	12,254	9,112	13,392	9,065
Maint. Contracts/IT Services	196,946	235,154	200,182	323,910	335,622
General Supplies	40,554	47,856	38,496	44,305	41,760
Wellness Programs	155,073	156,995	160,768	169,000	169,000
Miscellaneous	8,767	9,572	16,966	8,929	7,000
<i>subtotal</i>	\$ 716,856	\$ 848,412	\$ 755,201	\$ 937,675	\$ 927,647
Capital/Lease/Other:					
Capital	\$ -	\$ -	\$ -	\$ -	\$ -
Enterprise Software Lease	109,262	110,902	-	-	-
Interest on Property Tax Refunds	11,645	1,519	7,080	-	-
<i>subtotal</i>	\$ 120,907	\$ 112,421	\$ 7,080	\$ -	\$ -
TOTAL	\$ 3,105,132	\$ 3,319,528	\$ 3,247,984	\$ 3,608,890	\$ 3,542,436
Authorized Personnel	21.5	21.5	21.5	21.5	21.5

FY 2021 includes 1 full-time equivalent position (Treasury Services Manager) that is not funded but part of the City's authorized workforce. This position will remain vacant pending a (1) justifiable needs assessment and (2) identification of a sustainable funding source.

Budget Narrative

The FY 2021 Budget for Finance totals \$3,542,436 and represents a decrease of -2%, or -\$66,454, compared to FY 2020.

The Personnel Services category decreased -2%, or -\$56,426, due to salary adjustments resulting from the Evergreen Class & Compensation Study and implementation of a one-time compensation payout (3% average compensation increase) which is fully offset through the elimination of funding for the vacant Treasury Services Manager. This position is still part of the city's authorized workforce and will remain vacant pending a (1) justifiable needs assessment and (2) identification of a sustainable funding source. Due to COVID-19 social distancing policies and their impact on the economy and the city's revenue generation capacity, the performance-based merit program was suspended in 2020 in lieu of a one-time compensation payout.

Authorized personnel total 21.5 full-time-equivalents ("FTE") and represent the following:

	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021**	Variance
Accountant (2FT; 1PT)*	3.5	3.5	3.5	3.5	2.5	(1.0)
Accounting & Operations Manager	1.0	1.0	1.0	1.0	1.0	-
Accounts Payable Technician	1.0	1.0	1.0	1.0	1.0	-
Benefits Analyst*	-	-	-	-	1.0	1.0
Benefits Manager	1.0	1.0	1.0	1.0	1.0	-
Benefits Coordinator*	1.0	1.0	1.0	1.0	-	(1.0)
Billing Coordinator	1.0	1.0	1.0	1.0	1.0	-
Billing/Collections Rep.	1.0	1.0	1.0	1.0	1.0	-
Budget & Procurement Manager	1.0	1.0	1.0	1.0	1.0	-
Cash Management Coordinator	1.0	1.0	1.0	1.0	1.0	-
Chief Accountant	1.0	1.0	1.0	1.0	1.0	-
Customer Account Representative	1.0	1.0	1.0	1.0	1.0	-
Director of Finance	1.0	1.0	1.0	1.0	1.0	-
Office Manager	1.0	1.0	1.0	1.0	1.0	-
Payroll Coordinator	1.0	1.0	1.0	1.0	1.0	-
Payroll Specialist*	-	-	-	-	1.0	1.0
Safety/Risk Administrator	1.0	1.0	1.0	1.0	1.0	-
Senior Budget & Procurement Analyst	3.0	3.0	3.0	3.0	3.0	-
Treasury Services Manager	1.0	1.0	1.0	1.0	1.0	-
	21.5	21.5	21.5	21.5	21.5	-

* Position reclassifications occurred during FY 2020.

** FY 2021 includes 1 full-time equivalent position (Treasury Services Manager) that is not funded but part of the City's authorized workforce. This position will remain vacant pending a (1) justifiable needs assessment and (2) identification of a sustainable funding source.

The Maintenance and Operations category decreased -1%, or -\$10,028, to align with forecasted revenue trends resulting from COVID-19 and associated social distancing policies.

Performance Measurement

The following section provides detailed information on Finance programs including performance measures and personnel.

- **Administration**

Statement of Service: The purpose of the administrative arm of the Department of Finance is to facilitate the success of the operating divisions of the department through the provision of oversight, staff support, and internal and public advocacy. Finance administration provides fiduciary oversight and support to the various departments of the city and communicates the financial health of the city to the Mayor, City Council, and stakeholders. Administration is also responsible for cash and debt management.

Finance Admin Performance Measurements	Actual FY 2017	Actual FY 2018	Actual FY 2019	Target FY 2020	Target FY 2021
# of New GAAP/GASB financial requirements implemented	2	3	3	3	3
Bond rating maintained or upgraded	Maintain Aaa - AAA	Maintain Aaa - AAA	Maintain Aaa - AAA	Maintain Aaa - AAA	Maintain Aaa - AAA
Cash management program maximizing interest returns (all funds)	\$574,493	\$1,196,836	\$2,717,751	\$2,000,000	\$916,021
Personnel Assigned:	Finance Admin 2.0 FTE	Finance Admin 2.0 FTE	Finance Admin 2.0 FTE	Finance Admin 2.0 FTE	Finance Admin 2.0 FTE
	Director of Finance Office Manager	Director of Finance Office Manager	Director of Finance Office Manager	Director of Finance Office Manager	Director of Finance Office Manager
	Risk Mgmt. 1.0 FTE	Risk Mgmt. 1.0 FTE	Risk Mgmt. 1.0 FTE	Risk Mgmt. 1.0 FTE	Risk Mgmt. 1.0 FTE
	Safety/Risk Administrator	Safety/Risk Administrator	Safety/Risk Administrator	Safety/Risk Administrator	Safety/Risk Administrator

• **Internal Services**

Statement of Service: The internal services arm of the Department of Finance includes Accounting & Operations along with Budgeting & Procurement Services, each further defined as:

- *Budget & Procurement:* The purpose of the budget/procurement division is to facilitate the financial planning process. This is accomplished through the budgeting and expenditure monitoring process in order to effectively distribute available resources consistent with city objectives and priorities. Responsibilities also include supporting all city departments with financial information, activities, transactions, and administration of their annual financial plan.
- *Accounting & Operations:* Accounting services records the city's financial transactions. Responsibilities include financial reporting and disbursement activities. The accounting function also provides financial data for the purpose of compiling management and public reports which reflect the financial condition of the city in accordance with Generally Accepted Accounting Principles.

Accounting, Budget, Procurement Performance Measurements	Actual FY 2017	Actual FY 2018	Actual FY 2019	Target FY 2020	Target FY 2021
Audited CAFR to be published within 180 days of fiscal year end	11/1/2017	12/20/2018	12/5/2019	11/25/2020	11/25/2021
GFOA Certificate of Achievement for Excellence in Financial Reporting	Yes	Yes	Yes	Yes	Yes
GFOA Outstanding Achievement in Popular Annual Financial Reporting	Yes	Yes	Yes	Yes	Yes
GFOA Distinguished Budget Award	Yes	Yes	Yes	Yes	Yes
Percentage of General Fund departments within appropriated budget*	100%	91%	91%	91%	100%
% of Budgeted employees participating in direct deposit	98%	99%	99%	99%	99%
Average # of vendor responses to Bids/Requests for Proposals	6	6	5	4	6
Accounting Services 7.5 FTE Accounting & Op. Mgr. Chief Accountant Accountant (3.5) Payroll Coordinator Accounts Payable Technician	Accounting Services	Accounting Services	Accounting Services	Accounting Services	Accounting Services
	7.5 FTE	7.5 FTE	7.5 FTE	7.5 FTE	7.5 FTE
	Accounting & Op. Mgr.	Accounting & Op. Mgr.	Accounting & Op. Mgr.	Accounting & Op. Mgr.	Accounting & Op. Mgr.
	Chief Accountant	Chief Accountant	Chief Accountant	Chief Accountant	Chief Accountant
	Accountant (3.5)	Accountant (3.5)	Accountant (3.5)	Accountant (3.5)	Accountant (3.5)
	Payroll Coordinator	Payroll Coordinator	Payroll Coordinator	Payroll Coordinator	Payroll Coordinator
	Accounts Payable Technician	Accounts Payable Technician	Accounts Payable Technician	Accounts Payable Technician	Accounts Payable Technician
	Budget/Procurement	Budget/Procurement	Budget/Procurement	Budget/Procurement	Budget/Procurement
	4 FTE	4 FTE	4 FTE	4 FTE	4 FTE
	Budget & Procurement Mgr.	Budget & Procurement Mgr.	Budget & Procurement Mgr.	Budget & Procurement Mgr.	Budget & Procurement Mgr.
	Sr. Budget & Procurement	Sr. Budget & Procurement	Sr. Budget & Procurement	Sr. Budget & Procurement	Sr. Budget & Procurement
	Analyst (3)	Analyst (3)	Analyst (3)	Analyst (3)	Analyst (3)
	Total Personnel Assigned	Total Personnel Assigned	Total Personnel Assigned	Total Personnel Assigned	Total Personnel Assigned
	Internal Services:	Internal Services:	Internal Services:	Internal Services:	Internal Services:
	11.5 FTE	11.5 FTE	11.5 FTE	11.5 FTE	11.5 FTE

* Legal Services is the only department that has gone over its appropriations. Legal services represents professional services expenses to a private legal firm.

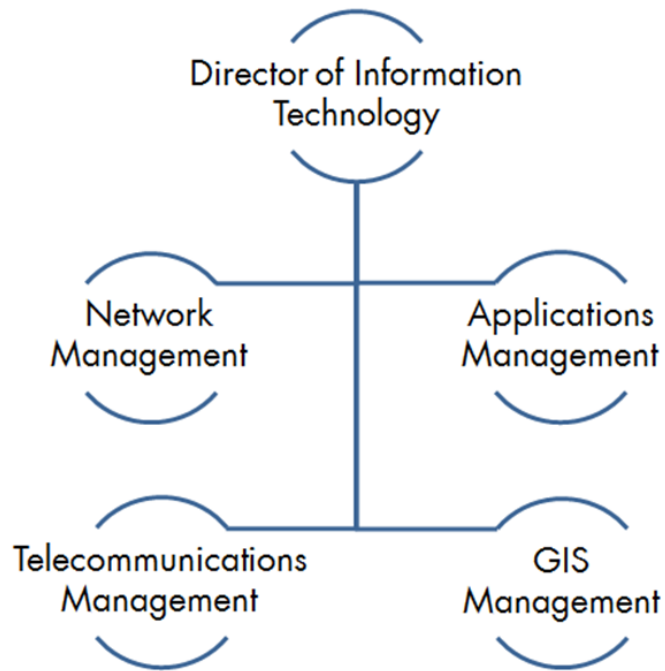
- **External Services**

Statement of Service: The purpose of the external services team is to provide accurate and efficient services to City of Alpharetta residents, businesses, and stakeholders through timely and accurate billing and collections processes and outstanding customer service.

Financial Services Performance Measurements	Actual FY 2017	Actual FY 2018	Actual FY 2019	Target FY 2020	Target* FY 2021
% of bills generated on time	99%	99%	99%	99%	99%
% of bills collected on time	95%	95%	95%	95%	95%
# of Real estate tax bills generated	19,673	20,152	20,674	20,989	21,429
# of Personal property tax bills	2,989	3,030	3,055	3,128	3,165
# of Liens processed	150	86	127	135	150
# of Sanitation customers	15,135	16,277	16,382	16,550	16,750
% of Delinquent sanitation Accts	<10%	<10%	<10%	<10%	<10%
Personnel Assigned:	5.0 FTE	5.0 FTE	5.0 FTE	5.0 FTE	5.0 FTE
Treasury Services Manager	Treasury Services Manager	Treasury Services Manager	Treasury Services Manager	Treasury Services Manager	Treasury Services Manager
Billing Coordinator	Billing Coordinator	Billing Coordinator	Billing Coordinator	Billing Coordinator	Billing Coordinator
Cash Management Coordinator	Cash Management Coordinator	Cash Management Coordinator	Cash Management Coordinator	Cash Management Coordinator	Cash Management Coordinator
Billing/Collections Representative	Billing/Collections Representative	Billing/Collections Representative	Billing/Collections Representative	Billing/Collections Representative	Billing/Collections Representative
Customer Account Representative	Customer Account Representative	Customer Account Representative	Customer Account Representative	Customer Account Representative	Customer Account Representative

* Includes 1 Treasury Services Manager position that is unfunded in the current budget proposal for 2021 and will remain vacant pending an identified funding source and workload justification.

Information Technology



Our Community Vision is to advance Alpharetta as a signature City by:



Offering the highest quality of environment for our residents and businesses;



Fostering strong sense of community including safety and security; and



Providing a business climate that attracts the top echelon companies.

Our Community Vision serves as the guiding principles for the planning and operation of our city government and each department structures its mission, goals and objectives to facilitate achievement of our mission. The icons set forth above are used throughout the Budget Narrative to identify the link between the city's Community Vision and the goals and objectives of our various departmental divisions/projects.

Information Technology

Administration, Network, and Systems

Mission Statement

Information Technology's mission is to provide high quality technology products, services and human resources to City departments that enable them to accomplish their goals and objectives. The Information Technology Department strives to continuously improve the delivery of services and minimize costs while accommodating future City growth.

Goals and Objectives

As we accomplish our mission, the City of Alpharetta Information Technology Department will be known to provide high quality services by:



- ✓ Being recognized by City departments as having a high level of skill and knowledge;



- ✓ Providing excellent service to all City departments as measured by the City's performance standards;



- ✓ Acquiring and supporting proven, sustainable technology solutions that are continually maintained and updated; and



- ✓ Helping City departments to improve and extend the functionality of major systems by offering systems integration and software development services.



Network Administration

Statement of Revenues, Expenditures, and changes in Personnel

**Information Technology
General Fund**

		FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY 2020 Amended Budget	FY 2021 Recommended Budget
REVENUES						
N/A		\$ -	\$ -	\$ -	\$ -	\$ -
	TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -
EXPENDITURES						
Personnel Services:						
Salaries		\$ 977,041	\$ 994,117	\$ 1,030,097	\$ 1,153,360	\$ 1,218,538
Group Insurance		188,671	211,182	223,431	269,491	305,557
FICA		74,225	72,841	74,945	88,126	88,070
Pension (Defined Benefit)		104,608	107,093	100,618	106,663	120,412
Pension (401A Cont./Match)		65,378	64,633	80,672	96,264	96,404
Workers Compensation		25,314	25,439	28,195	31,967	33,386
OPEB Contribution		3,104	3,114	22,734	22,942	27,398
Miscellaneous		408	408	544	572	-
subtotal		\$ 1,438,749	\$ 1,478,827	\$ 1,561,237	\$ 1,769,385	\$ 1,889,765
Maintenance & Operations:						
Professional Services		\$ 23,060	\$ 24,140	\$ 20,044	\$ 24,000	\$ 20,000
Employee Travel		12,456	24,292	19,638	20,000	15,000
Employee Training		16,698	18,766	16,874	20,000	15,000
Maintenance Contracts/IT Svcs.		40,664	47,278	68,654	265,460	242,976
General Supplies		12,361	7,481	8,584	11,863	12,000
Utilities		-	-	-	-	-
Small Equipment		-	45	4,118	8,000	2,250
Miscellaneous		2,572	1,580	2,351	637	1,250
subtotal		\$ 107,811	\$ 123,583	\$ 140,262	\$ 349,960	\$ 308,476
Capital/Other		\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL		\$ 1,546,560	\$ 1,602,409	\$ 1,701,499	\$ 2,119,345	\$ 2,198,241
Authorized Personnel						
		11.0	11.0	11.0	12.0	12.0

Budget Narrative

The FY 2021 Budget for Information Technology totals \$2,198,241 and represents an increase of 4%, or \$78,896, compared to FY 2020.

The Personnel Services category increased 7%, or \$120,380, due to salary adjustments resulting from the Evergreen Class & Compensation Study and implementation of a one-time compensation payout (3% average compensation increase) coupled with growth in group health insurance premiums. Due to COVID-19 social distancing policies and their impact on the economy and the city's revenue generation capacity, the performance-based merit program was suspended in 2020 in lieu of a one-time compensation payout.

Authorized personnel total 12 full-time-equivalents ("FTE") and represent the following:

	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Variance
Chief Security Officer	-	-	-	1.0	1.0	-
CityWorks IT Administrator	-	-	-	1.0	1.0	-
Director	1.0	1.0	1.0	1.0	1.0	-
GIS Manager	1.0	1.0	1.0	1.0	1.0	-
IT Administrator	-	-	-	4.0	4.0	-
IT Analyst	-	-	-	1.0	1.0	-
IT Manager	4.0	4.0	4.0	3.0	3.0	-
Network Administrator	2.0	2.0	2.0	-	-	-
Network Analyst I	1.0	-	-	-	-	-
Network Analyst II	-	1.0	1.0	-	-	-
Systems Analyst II	2.0	2.0	2.0	-	-	-
	11.0	11.0	11.0	12.0	12.0	-

The Maintenance & Operations category decreased -12%, or -\$41,484, due primarily to reductions in maintenance contracts and IT professional services (-\$22,484), travel/training (-\$10,000), and small equipment (-\$5,750) to align with forecasted revenue trends resulting from COVID-19 and associated social distancing policies.

Performance Measurement

The following section provides detailed information on Information Technology programs including performance measures and personnel.

• **Information Technology**

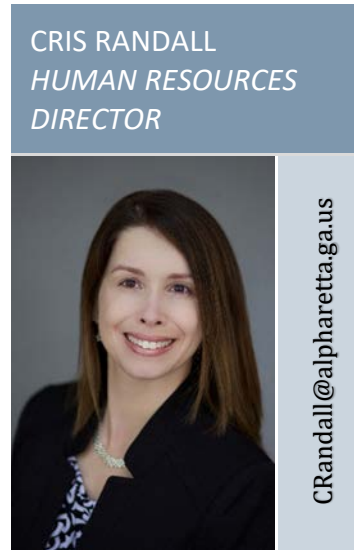
Statement of Service: Information Technology provides hardware, software and support services to all departments in technology related areas.

LEGEND
A = met or exceeded target
B = within 15% of target
C = missed target by more than 15%

Performance Measures
(Calendar Year Stats)

	Actual CYear 2015	Actual CYear 2016	Actual CYear 2017	Actual CYear 2018	Actual CYear 2019	Department Target	Results
Telephone							
Repairs							
Number	74	68	54	66	39		39
Number resolved w/in 24 hours	58	60	47	44	28		28
% resolved w/in 24 hours	78.38%	88.24%	87.04%	66.67%	71.79%	60.00%	A
Service Requests							
Number	165	158	133	144	167		167
Number resolved on time	150	144	130	135	145		145
% resolved on time	90.91%	91.14%	97.74%	93.75%	86.83%	90.00%	B
Network							
Repairs							
Number	221	256	318	288	221		221
Number resolved w/in 24 hours	199	220	260	259	207		207
% resolved w/in 24 hours	90.05%	85.94%	81.76%	89.93%	93.67%	80.00%	A
Service Requests							
Number	242	281	299	274	245		245
Number resolved on time	222	253	279	240	222		222
% resolved on time	91.74%	90.04%	93.31%	87.59%	90.61%	90.00%	A
Outages							
Number (including maintenance)	35	37	21	17	12		12
Avg. duration in hours	0.98	1.16	0.92	1.30	1.60		2
Applications							
Repairs							
Number	713	751	872	934	1,208		1,208
Number resolved w/in 24 hours	475	535	706	775	899		899
% resolved w/in 24 hours	66.62%	71.24%	80.96%	82.98%	74.42%	70.00%	A
Desktop							
Repairs							
Number	1,184	1,099	946	988	934		934
Number resolved w/in 24 hours	758	750	728	711	727		727
% resolved w/in 24 hours	64.02%	68.24%	76.96%	71.96%	77.84%	60.00%	A
Service Requests							
Number	848	929	888	844	944		944
Number resolved on time	798	851	822	784	888		888
% resolved on time	94.10%	91.60%	92.57%	92.89%	94.07%	90.00%	A
Helpdesk							
Number total calls	4,245	4,089	4,318	3,841	4,487		4,487
Number resolved w/in 4 hours	1,444	1,406	1,698	1,391	1,981		1,981
Number resolved w/in 8 hours	481	501	777	684	567		567
% resolved w/in 8 hours	45.35%	46.64%	57.32%	54.02%	56.79%	40.00%	A
GIS							
Number total cases	313	354	322	268	314		314
Number resolved on time	271	295	280	222	267		267
% resolved on time	86.58%	83.33%	86.96%	82.84%	85.03%	80.00%	A
Emails							
Number	1,084,321	1,389,156	1,756,752	2,178,655	2,788,432		2,788,432
SPAM blocked	513,423	699,478	867,581	999,346	1,389,329		1,389,329
Viruses blocked	258,777	428,777	421,483	447,831	513,220		513,220
% SPAM	47.35%	50.35%	49.39%	45.87%	49.82%		49.82%
% viruses	23.87%	30.87%	23.99%	20.56%	18.41%		18.41%
Servers							
Avg. number	118	183	177	118	137		137
% availability (including maint.)	99.80%	99.84%	99.88%	99.24%	99.36%	99.00%	A

Human Resources



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Human Resources

Administration, Talent and Compensation Management, Employee Relations, Development, Recruitment and Retention

Mission Statement

It is the mission of the Human Resources Team to recruit, retain, and develop an efficient, creative, and professional workforce capable of meeting the current and future needs and expectations of the City of Alpharetta and the citizens and customers whom we exist to serve.

Synopsis

To successfully carryout our core mission, the Human Resources Team shall:



Human Resources Team

- ✓ Ensure that employees are provided the same concern, respect, and caring attitude within the organization that they are expected to share with every customer, both external and internal;
- ✓ Be committed to achieve the highest standards of public administration through sound HR practices, to ensure compliance with federal and local employment laws;
- ✓ Act as a catalyst in providing employees with the support, training and development needed to fulfill the duties and responsibilities of their position as a public servant and contribute at optimum levels towards the success of the community and the City of Alpharetta;
- ✓ Establish, administer, and effectively communicate sound policies, rules, and practices that treat employees with dignity, respect and equality while maintaining compliance with employment and labor laws, organizational directives, and the mission, vision and core values of the City of Alpharetta;
- ✓ Act as strategic partner and trusted advisor to senior management and supervisory staff on talent management, workforce planning and staffing, organizational effectiveness, training and development, engagement and corrective actions, compliance, and related matters; and
- ✓ Collaborate with Finance Department to develop and provide a competitive salary and benefit package that supports our employees and meets the needs and goals of the City of Alpharetta.

Goals and Objectives

-  ✓ Develop and maintain appropriate personnel policies and procedures that provide flexibility in the management of personnel while maintaining compliance with current employment law and practice so as to effectively protect the City;
-   ✓ Improve operational efficiency, effectiveness and reduce costs by elevating the overall health and wellbeing of our employees;
-   ✓ Develop, implement, evaluate and communicate job classification and compensation policies and programs. This is a critical HR role as a well-designed classification and compensation system will help attract, motivate and retain employees as well as work within fiscal constraints;
-  ✓ Develop and deliver effective training programs to all employees so as to constantly improve customer service delivery, efficiency of operations, and the overall effectiveness and professionalism of the organization;
-   ✓ Identify and develop internal talent and future organization leaders to build succession pipelines to meet current and future talent needs in critical roles;
-   ✓ Develop and maintain a Strategic Human Resources Plan to ensure continuity of operations, effective succession planning in key positions, appropriate staffing to meet City goals and customer service expectations, and anticipate fiscal needs and impacts;
-  ✓ Serves as a resource for employees and supervisors to ensure positive City-employee relationships. Assist and educate employees about operating within the bounds of personnel policies. Assist supervisors address difficult employee situations, help in resolving labor disputes, and respond with the appropriate level of corrective action while working to prevent retaliation;
-  ✓ Elevate and maintain employee engagement by enhancing communication channels and fostering an information rich environment; and
-   ✓ Leverage technology to enhance the effectiveness and efficiencies of certain labor intense HR functions and automate routine and administrative tasks in order to be able to focus on more strategic tasks.

Statement of Revenues, Expenditures, and changes in Personnel

**Human Resources
General Fund**

	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY 2020 Amended Budget	FY 2021 Recommended Budget
REVENUES					
Public Records Requests	\$ 60	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 60	\$ -	\$ -	\$ -	\$ -
EXPENDITURES					
Personnel Services:					
Salaries	\$ 136,357	\$ 139,789	\$ 179,337	\$ 274,215	\$ 276,880
Overtime	-	-	57	-	250
Group Insurance	11,371	11,661	15,100	36,528	38,493
FICA	13,732	13,647	16,381	20,880	20,119
Pension (Defined Benefit)	17,372	19,905	21,426	22,793	25,800
Pension (401A Cont./Match)	7,934	7,528	11,717	20,833	21,117
Workers Compensation	3,483	3,513	3,962	8,149	7,619
OPEB Contribution	427	430	3,197	5,833	6,250
Citywide Educational Programs	34,007	30,999	36,734	55,000	55,000
Miscellaneous	326	163	-	-	-
<i>subtotal</i>	\$ 225,008	\$ 227,634	\$ 287,910	\$ 444,231	\$ 451,528
Maintenance & Operations:					
Professional Services	\$ 59,420	\$ 58,933	\$ 67,402	\$ 62,600	\$ 70,000
Employee Travel	521	216	2,272	4,000	3,000
Employee Training	4,194	2,084	3,283	7,000	3,500
Maintenance Contracts/IT Svcs.	6,599	6,560	6,971	42,417	32,802
General Supplies	6,613	5,955	9,771	6,725	7,725
Employee Recognition	64,933	64,821	66,479	75,000	65,000
Miscellaneous	1,433	1,338	6,867	2,000	2,000
<i>subtotal</i>	\$ 143,714	\$ 139,906	\$ 163,045	\$ 199,742	\$ 184,027
Capital	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 368,722	\$ 367,541	\$ 450,955	\$ 643,973	\$ 635,555
Authorized Personnel	2.0	2.0	3.0	3.0	3.0

Budget Narrative

The FY 2021 Budget for Human Resources totals \$635,555 and represents a decrease of -1%, or -\$8,418, compared to FY 2020.

The Personnel Services category increased 2%, or \$7,297 due to salary adjustments resulting from the Evergreen Class & Compensation Study and implementation of a one-time compensation payout (3% average compensation increase). Due to COVID-19 social distancing policies and their impact on the economy and the city's revenue generation capacity, the performance-based merit program was suspended in 2020 in lieu of a one-time compensation payout.

Authorized personnel total 3 full-time-equivalents ("FTE") and represent the following:

	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Variance
Administrative Assistant II	1.0	1.0	1.0	1.0	1.0	-
Human Resources Manager	1.0	1.0	1.0	1.0	1.0	-
Director of Human Resources	-	-	1.0	1.0	1.0	-
	2.0	2.0	3.0	3.0	3.0	-

The Maintenance & Operations category decreased -8%, or -\$15,715, due primarily to reductions in maintenance contracts and IT professional services (-\$9,615), travel/training (-\$4,500), and employee recognition (-\$10,000), which is partially offset through additional professional services funding (+\$7,400) for pre-employment screening and occupational medicine services.

Performance Measurement

The following section provides detailed information on Human Resources programs including performance measures and personnel.

- **Administration**

Statement of Service: The administrative function monitors legal compliance and employee relations in order to effectively administer sound policies, and practices that will treat all employees equally while maintaining compliance with employment and labor laws.

Human Resources Performance Measurements	Actual FY 2017	Actual FY 2018	Actual FY 2019	Target FY 2020	Target FY 2021
Human Resources Dept. annual turnover percentage	0.0%	0.0%	0.0%	0.0%	0.0%
City-wide turnover percentage	10.13%	9.40%	11.80%	10.50%	11.50%
Total # full-time equivalents (full-time, part-time, seasonal, and elected)	532	528	573	564	576
HR staff to total full-time equivalent	266:01	264:01	191:01	188:01	192:01
employee ratio	0.376	0.379	0.524	0.532	0.521
Personnel Assigned:	1.0 FTE	1.0 FTE	1.0 FTE	1.0 FTE	1.0 FTE
	Admin Assistant II	Admin Assistant II	Admin Assistant II	Admin Assistant II	Admin Assistant II

HR-staff-to-employee-ratio represents the number of HR staff per 100 employees supported by HR in the organization. SHRM's most recent Human Capital Benchmarking Study shows the average HR-to-employee ratio in 2018 was 2.60.

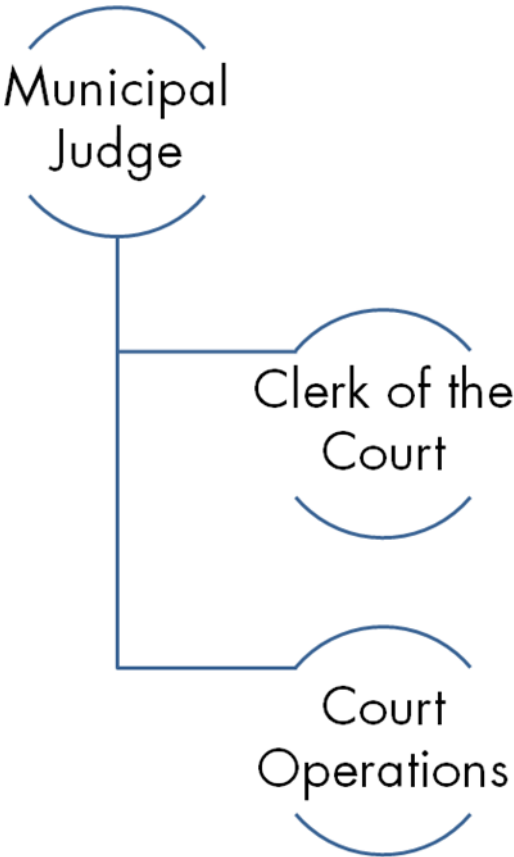
- Recruitment and Retention**

Statement of Service: The recruitment and retention function facilitate programs to continually increase the quality of the workforce through placing, training, and retaining highly qualified individuals who have the educational background, knowledge, and competencies to perform at above average levels.

Human Resources Performance Measurements	Actual FY 2017	Actual FY 2018	Actual FY 2019	Target FY 2020	Target FY 2021
Employment & Retention					
Average cost per hire - Regular positions	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500
Average cost per hire - Seasonal positions	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200
# of Online job postings hits*			6,142	15,000	15,000
# of Job interest cards received*			634	1,000	1,200
# of Applications reviewed	1,068	775	767	825	910
# of Qualified applications processed	213	155	153	165	182
# of New hires - Regular positions	42	48	54	49	52
# of New hires - Seasonal positions	48	50	70	73	75
# of Internal promotions	15	19	24	22	25
# of Separations	106	105	121	105	110
# New hire orientation sessions			39	35	35
Workforce Management					
% of Employees rated "Exceeds" on annual merit review	11.5%	17.5%	27.3%	29.0%	32.0%
% of Employees rated "Meets" on annual merit review	88.5%	82.6%	72.7%	71.0%	68.0%
% of Employees underperforming on annual performance review	0.0%	0.0%	0.0%	0.0%	0.0%
% of Employees on "Performance Improvement Plan"	0.0%	0.0%	0.0%	0.0%	0.0%
# Employee Relation Cases**			28	25	22
Education Incentive - Professional Development					
# enrollments by program					
Doctorate Degree	1	2	2	2	2
Master's Degree	5	3	5	4	6
Bachelor's Degree	14	12	9	12	14
Associate's Degree	5	3	1	2	2
Certificate Programs	0	0	0	2	2
Total # of employees receiving education incentive	25	20	17	22	26
Personnel Assigned:					
	1.0 FTE	1.0 FTE	2.0 FTE	2.0 FTE	2.0 FTE
	Human Resources Manager	Human Resources Manager	Director of Human Resources Human Resources Manager	Director of Human Resources Human Resources Manager	Director of Human Resources Human Resources Manager

Municipal Court

RITA TRACEY INTERIM COURT ADMINISTRATOR	
TO BE UPDATED ONCE AVAILABLE	RTracey@alpharetta.ga.us



Our Community Vision is to advance Alpharetta as a signature City by:



Offering the highest quality of environment for our residents and businesses;



Fostering strong sense of community including safety and security; and



Providing a business climate that attracts the top echelon companies.

Our Community Vision serves as the guiding principles for the planning and operation of our city government and each department structures its mission, goals and objectives to facilitate achievement of our mission. The icons set forth above are used throughout the Budget Narrative to identify the link between the city’s Community Vision and the goals and objectives of our various departmental divisions/projects.

Municipal Court

Administration, Employee Recruitment and Retention

Mission Statement

To grow and maintain sufficient staffing, infrastructure and general court services for the City of Alpharetta; to educate and inform persons who attend court; to ensure the citizens' rights are observed and protected; to achieve justice and fundamental fairness in all matters including cases that go to trial and those that are settled pre-trial; and to efficiently and responsibly serve all citizens living in the community.

Goals and Objectives

-   ✓ Provide professional, quality service;
-   ✓ Monitor court sessions and continue to improve efficiency;
-   ✓ Develop operations guide to use internally;
-   ✓ Implement the new eCourts software system;
-   ✓ Enhance reporting to state and city departments;
-   ✓ Review and enhance current reports/forms;
-   ✓ Enhance the current data that is shared between Court/Police;
-   ✓ Review, improve, and update day to day operations;
-   ✓ Provide proper training to insure compliance with all State laws and regulations; and
-   ✓ Continue to cross-train employees.

Statement of Revenues, Expenditures, and changes in Personnel

**Municipal Court
General Fund**

		FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY 2020 Amended Budget	FY 2021 Recommended Budget
REVENUES						
N/A		\$ -	\$ -	\$ -	\$ -	\$ -
	TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -
EXPENDITURES						
Personnel Services:						
Salaries		\$ 396,960	\$ 417,285	\$ 355,800	\$ 467,283	\$ 382,597
Group Insurance		99,140	106,364	92,507	119,018	97,237
FICA		28,618	29,972	25,531	35,667	26,486
Pension (Defined Benefit)		38,824	43,842	46,617	33,429	30,932
Pension (401A Cont./Match)		27,749	25,970	24,933	39,710	29,214
Workers Compensation		11,595	11,697	11,854	13,904	10,800
OPEB Contribution		1,422	1,431	9,576	9,964	8,860
Miscellaneous		1,185	686	784	-	734
	<i>subtotal</i>	\$ 605,493	\$ 637,247	\$ 567,603	\$ 718,975	\$ 586,860
Maintenance & Operations:						
Professional Services		\$ 243,316	\$ 243,994	\$ 265,152	\$ 246,250	\$ 275,000
Printing		18,169	10,249	8,314	12,800	12,000
Maintenance Contracts/IT Svcs.		46,373	47,274	60,620	90,455	104,946
General Supplies		11,891	10,528	13,865	12,600	12,100
Utilities		23,729	25,473	19,586	28,825	24,175
Miscellaneous		4,822	8,426	38,758	9,810	10,425
	<i>subtotal</i>	\$ 348,298	\$ 345,944	\$ 406,295	\$ 400,740	\$ 438,646
Capital						
		\$ -	\$ -	\$ -	\$ -	\$ -
	TOTAL	\$ 953,791	\$ 983,191	\$ 973,898	\$ 1,119,715	\$ 1,025,506
Authorized Personnel						
		9.0	9.0	8.0	8.0	8.0

FY 2021 includes 1 full-time equivalent position (Deputy Clerk III) that is not funded but part of the City's authorized workforce. This position will remain vacant pending a (1) justifiable needs assessment and (2) identification of a sustainable funding source.

Budget Narrative

The FY 2021 Budget for Municipal Court totals \$1,025,506 and represents a decrease of -8%, or -\$94,209, compared to FY 2020.

The Personnel Services category decreased -18%, or -\$132,115, due to salary adjustments resulting from the Evergreen Class & Compensation Study and implementation of a one-time compensation payout (3% average compensation increase) which is fully offset through the elimination of funding for the vacant Deputy Clerk III coupled with staff turnover and changes in incumbent compensation. This position is still part of the city's authorized workforce and will remain vacant pending a (1) justifiable needs assessment and (2) identification of a sustainable funding source. Due to COVID-19 social distancing policies and their impact on the economy and the city's revenue generation capacity, the performance-based merit program was suspended in 2020 in lieu of a one-time compensation payout.

Authorized personnel total 8 full-time-equivalents ("FTE") and represent the following:

	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021*	Variance
Court Administrator	1.0	1.0	1.0	1.0	1.0	-
Deputy Clerk I	1.0	1.0	1.0	1.0	1.0	-
Deputy Clerk II	5.0	5.0	4.0	4.0	4.0	-
Deputy Clerk III	1.0	1.0	1.0	1.0	1.0	-
Judge	1.0	1.0	1.0	1.0	1.0	-
	9.0	9.0	8.0	8.0	8.0	-

* FY 2021 includes 1 full-time equivalent position (Deputy Clerk III) that is not funded but part of the City's authorized workforce. This position will remain vacant pending a (1) justifiable needs assessment and (2) identification of a sustainable funding source.

The Maintenance and Operations category increased 9%, or \$37,906, due primarily to the following activity:

- Increase in professional services of \$28,750 due primarily to an increase in solicitor fee compensation.
- Increase in maintenance contracts/IT professional services of \$14,491 to aid in implementation of the new e-courts software system.
- All other departmental maintenance and operations budget accounts declined approximately -8% to align with forecasted revenue trends resulting from COVID-19 and associated social distancing policies.

Performance Measurement

The following section provides detailed information on Municipal Court programs including performance measures and personnel. Please refer to the *Budget Process* section of this document for information on the city's Performance Measurement System as well as an update on the city's move towards benchmarking and dashboard reporting.

- **Violations Bureau**

Statement of Service: The purpose of the Municipal Court is to process all alleged violations of city Ordinances and certain state laws in a fair, impartial, expeditious, accurate, and fiscally responsible manner. The Violations Bureau holds traffic and state court, monitors and handles all cash bonds and manages all Court records.

Municipal Court Performance Measurements	Actual FY 2017	Actual FY 2018	Actual FY 2019	Target FY 2020	Target FY 2021*
# of Citations received to process	13,559	12,830	14,268	14,150	14,350
Total # of cases disposed	14,353	10,803	13,019	12,050	12,875
# of Court sessions	232	242	242	242	242
Annual deposits (Court Fines)	\$2,225,129	\$1,793,974	\$1,834,716	\$1,750,000	\$1,800,000
Personnel Assigned:	9.0 FTE	9.0 FTE	8.0 FTE	8.0 FTE	8.0 FTE
Municipal Judge	Municipal Judge	Municipal Judge	Municipal Judge	Municipal Judge	Municipal Judge
Court Administrator	Court Administrator	Court Administrator	Court Administrator	Court Administrator	Court Administrator
Deputy Clerk III	Deputy Clerk III	Deputy Clerk III	Deputy Clerk III	Deputy Clerk III	Deputy Clerk III
Deputy Clerk II (5)	Deputy Clerk II (5)	Deputy Clerk II (5)	Deputy Clerk II (4)	Deputy Clerk II (4)	Deputy Clerk II (4)
Deputy Clerk I	Deputy Clerk I	Deputy Clerk I	Deputy Clerk I	Deputy Clerk I	Deputy Clerk I

* Includes 1 Deputy Clerk III position that is unfunded in the current budget proposal for 2021 and will remain vacant pending an identified funding source and workload justification.

Public Safety

JOHN ROBISON
DIRECTOR



JRobison@alpharetta.ga.us



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Public Safety

Administration, Police, Fire, and Emergency
911

Mission Statement

Public Safety: It is the **Mission** of the **Alpharetta Department of Public Safety** to **Enhance** the **Quality of Life** of those that **Live, Work, and Play** in the **City of Alpharetta**.

Police Services strives to ensure the highest quality of life for its citizens through developing and maintaining partnerships with the community. We take pride in the fact that all contacts with the public are professional and at all times personify the highest levels of honor, integrity, ethics and justice, entrusted to us by those we are sworn to serve.

Fire and Emergency Services is a proactive, customer-oriented emergency services provider. Our objective is to provide the best possible fire and emergency medical services. Our goal is to maximize the saving of lives, minimize the loss of property and avoid loss whenever possible through prevention and education.



Fire Services

Goals and Objectives

Police Services



- ✓ Crime Prevention - Partner with the community through the Alpharetta Community of Excellence (ACE) program, Crime-Free Multifamily Housing, and building partnerships and mitigating problems through education and enforcement;



- ✓ Uniform Patrol - Increase visible presence in the community with an emphasis on residential neighborhoods;



- ✓ Criminal Investigation - Maintain a case clearance rate above national averages through strong local investigative efforts and appropriate partnerships with other federal, state and local law enforcement agencies; and



- ✓ Traffic Safety - Identify and address traffic and pedestrian concerns through engineering, education, and enforcement. Build an effective strategy utilizing a collaborative effort between city departments.

Fire Services

-  ✓ Maintain a minimum on-duty staffing level of not less than 23 Firefighter/EMT or Paramedics at all times;
-  ✓ Assure all firefighters are certified at the National Professional Qualifications Firefighter II Level;
-  ✓ Maintain a minimum of 240 hours of annual training and career development for each career firefighter;
-  ✓ Place the first fire apparatus on the scene of an emergency within five minutes of dispatch at least 90% of the time;
-  ✓ Place a minimum of 14 firefighters on the scene of a structure fire within seven minutes of dispatch at least 90% of the time;
-  ✓ Place an advance life support paramedic on the scene of a medical emergency within five minutes of dispatch at least 90% of the time;
-  ✓ Present programs of fire safety education to 80% of all preschool children and 95% of all first and fourth grade students who reside within the City; and
-  ✓ Conduct a fire safety inspection and/or design a pre-fire plan for every non-residential occupancy annually.



Public Safety Department

Statement of Revenues, Expenditures, and changes in Personnel

**Public Safety
General Fund**

	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY 2020 Amended Budget	FY 2021 Recommended Budget
REVENUES					
Licenses and Permits					
Alcohol Beverage	\$ 618,767	\$ 670,979	\$ 676,671	\$ 72,001	\$ -
Other	32,595	42,191	46,243	25,750	30,750
Intergovernmental:					
City of Milton	60,000	60,000	55,000	60,000	60,000
Charges for Services:					
Reports	29,543	17,315	25,942	25,000	25,000
Services	211,103	50,870	227,731	210,000	220,000
False Alarms	48,098	50,336	44,911	40,000	40,000
Plan Review	147,619	86,884	188,685	140,000	160,000
Other	17,049	17,676	19,335	18,000	19,000
Fines & Forfeitures:					
Municipal Court Fines	2,225,129	1,793,974	1,834,716	1,675,000	1,800,000
Red Light Camera Fines	-	-	-	-	-
Other	19,045	17,448	4,020	10,500	4,000
Other Revenue	53,416	57,540	15,254	287	-
TOTAL	\$ 3,462,364	\$ 2,865,213	\$ 3,138,508	\$ 2,276,538	\$ 2,358,750
EXPENDITURES					
Personnel Services:					
Salaries	\$ 12,999,757	\$ 13,393,254	\$ 13,484,795	\$ 14,572,303	\$ 15,343,632
Overtime	1,046,602	1,466,005	1,846,569	1,965,000	1,532,500
Group Insurance	3,919,880	4,025,019	4,174,201	4,811,152	5,061,816
FICA	1,007,864	1,070,484	1,109,675	1,240,762	1,213,239
Pension (Defined Benefit)	1,393,999	1,429,761	1,511,217	1,535,869	1,532,012
Pension (401A Cont./Match)	855,204	863,050	1,062,077	1,008,554	1,112,848
Miscellaneous	393,929	387,846	717,979	746,623	741,329
<i>subtotal</i>	\$ 21,617,234	\$ 22,635,420	\$ 23,906,513	\$ 25,880,263	\$ 26,537,376
Maintenance & Operations:					
Professional Services	\$ 219,430	\$ 115,484	\$ 212,426	\$ 247,307	\$ 246,550
Fuel/Repair & Maint. (Vehicles)	689,884	738,290	746,078	778,000	754,500
Employee Travel	103,299	120,290	120,059	130,924	81,000
Employee Training	121,710	103,713	99,716	111,627	68,480
Maint. Contracts/IT Services	845,169	1,002,568	1,032,103	1,340,462	1,358,810
General Supplies	247,884	298,807	244,860	300,814	257,500
Miscellaneous	605,998	568,123	629,878	653,555	533,300
<i>subtotal</i>	\$ 2,833,373	\$ 2,947,275	\$ 3,085,120	\$ 3,562,689	\$ 3,300,140
Capital/Leases:					
Capital/Other	\$ 27,765	\$ -	\$ -	\$ -	\$ -
Software/Fire Truck Lease(s)	522,971	578,654	630,405	631,289	641,174
<i>subtotal</i>	\$ 550,736	\$ 578,654	\$ 630,405	\$ 631,289	\$ 641,174
TOTAL	\$ 25,001,343	\$ 26,161,349	\$ 27,622,038	\$ 30,074,241	\$ 30,478,690
Authorized Personnel	219.0	221.0	221.0	223.5	223.5

FY 2021 includes 1 part-time position (Parking Enforcement Officer) that is not funded but part of the City's authorized workforce. This position will remain vacant pending a (1) justifiable needs assessment and (2) identification of a sustainable funding source.

Budget Narrative

The FY 2021 Budget for Public Safety totals \$30,478,690 and represents an increase of 1%, or \$404,449, compared to FY 2020.

The Personnel Services category increased 3%, or \$657,113, due to salary adjustments resulting from the Evergreen Class & Compensation Study, implementation of a one-time compensation payout (3% average compensation increase), growth in group health insurance premiums, and partially offset through reductions in overtime funding and elimination of funding for the vacant part-time Parking Enforcement Officer position. Due to COVID-19 social distancing policies and their impact on the economy and the city's revenue generation capacity, the performance-based merit program was suspended in 2020 in lieu of a one-time compensation payout.

Authorized personnel total 223.5 full-time-equivalents ("FTE") and represent the following:

	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Variance
Sworn Police Officers						
Director of Public Safety	1.0	1.0	1.0	1.0	1.0	-
Captain	7.0	6.0	4.0	4.0	4.0	-
Lieutenant*	15.0	15.0	15.0	8.0	7.0	(1.0)
Division Chief	-	-	1.0	-	-	-
Field Training Officer*	10.0	10.0	9.0	6.0	4.0	(2.0)
Officer	70.0	71.0	67.0	70.0	70.0	-
Sergeants*	-	-	6.0	13.0	16.0	3.0
Police Operations Major	-	1.0	1.0	1.0	1.0	-
Police Support Operations Major	-	-	1.0	1.0	1.0	-
Public Information Officer	1.0	1.0	-	-	-	-
Training Coordinator/Police	-	-	-	1.0	1.0	-
	104.0	105.0	105.0	105.0	105.0	-
Certified Firefighters						
Deputy Director of Public Safety*	1.0	1.0	1.0	1.0	-	(1.0)
Battalion Chief	3.0	2.0	3.0	4.0	4.0	-
Division Chief	1.0	1.0	-	-	-	-
Captain	23.0	23.0	22.0	18.0	18.0	-
EMS Chief*	-	-	-	-	1.0	1.0
Lieutenant	-	-	-	3.0	3.0	-
Chief Public Affairs Officer	-	-	1.0	1.0	1.0	-
Accreditation/Emer. Mgmt. Coord. (Captain)	1.0	1.0	1.0	1.0	1.0	-
Training/Emergency Medical Svcs Coord.*	1.0	1.0	1.0	1.0	-	(1.0)
Fire/EMS Training Officer*	-	-	-	-	1.0	1.0
Fire Apparatus Engineer	22.0	22.0	24.0	24.0	24.0	-
Firefighter/Paramedic	20.0	20.0	20.0	20.0	20.0	-
Firefighter II	21.0	21.0	19.0	19.0	19.0	-
Public Safety Logistics Officer	1.0	1.0	1.0	1.0	1.0	-
Fire Marshal (Battalion Chief)	1.0	1.0	1.0	1.0	1.0	-
Fire Operations Chief	-	1.0	1.0	1.0	1.0	-
Deputy Fire Marshal	1.0	1.0	1.0	1.0	1.0	-
Assistant Fire Marshal	2.5	3.5	3.5	5.0	5.0	-
	98.5	99.5	99.5	101.0	101.0	-

	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021**	Variance
Civilian Positions						
Administrative Assistant II	2.0	2.0	2.0	2.0	2.0	-
Criminal Intelligence Analyst	1.0	1.0	1.0	1.0	1.0	-
Evidence Custodian	1.0	1.0	1.0	1.0	1.0	-
Evidence Technician	-	-	-	1.0	1.0	-
Fingerprint Technician*	1.0	1.0	1.0	1.0	0.5	(0.5)
Parking Enforcement Officer (2PT)	1.0	1.0	1.0	1.0	1.0	-
Public Safety Budget/Finance Administrator	1.0	1.0	1.0	1.0	1.0	-
Records Clerk*	4.5	4.5	4.5	4.5	5.0	0.5
Records Supervisor	1.0	1.0	1.0	1.0	1.0	-
School Crossing Guard (8PT)	4.0	4.0	4.0	4.0	4.0	-
	16.5	16.5	16.5	17.5	17.5	-
	219.0	221.0	221.0	223.5	223.5	-

* Position reclassifications occurred during FY 2020.

** FY 2021 includes 1 part-time position (Parking Enforcement Officer) that is not funded but part of the City's authorized workforce. This position will remain vacant pending a (1) justifiable needs assessment and (2) identification of a sustainable funding source.

The Maintenance & Operations category decreased -7%, or -\$262,549, due primarily to reductions in repair and maintenance for vehicles/equipment/facilities (-\$44,041), travel/training (-\$93,071), supplies (-\$43,314), small equipment (-\$55,514), and uniforms (-\$37,500) to align with forecasted revenue trends resulting from COVID-19 and associated social distancing policies.

The Capital/Lease category includes funding for fire truck leases, heart monitors, and tasers, and is flat compared to FY 2020.

Performance Measurement

The following section provides detailed information on Public Safety programs including performance measures and personnel.

- **Administration**

Statement of Service: Public Safety Administration ensures effective, efficient and responsive services by planning and administering the resources allocated to the various divisions of the department, ensuring activities are managed in a manner which produces a safe and secure city.

- **Police Services**

Statement of Service: Alpharetta's Police Services include criminal investigations, uniform patrol, traffic patrol, and training activities.

LEGEND
A = met or exceeded target
B = within 15% of target
C = missed target by more than 15%

National Incident Based Reporting System

Patrol Division

	FY 2017	FY 2018	FY 2019	FY 2020 YTD
Offenses				
Group A Offenses	3,106.00	2,769.00	2,631.00	1,388.00
Group B Offenses	932.00	818.00	728.00	321.00
Total	4,038.00	3,587.00	3,359.00	1,709.00
Per 1000 Population	61.37	54.14	50.70	25.79
Arrest				
Group A Offenses	477.00	343.00	436.00	306.00
Group B Offenses	496.00	477.00	422.00	198.00
Non-Criminal Offenses	754.00	684.00	695.00	424.00
Total	1,727.00	1,504.00	1,553.00	928.00
Per 1000 Population	26.25	22.70	23.44	14.01

Criminal Investigations Division

Assigned for Investigation	907.00	842.00	889.00	842.00
Closed by Arrest	51.00	59.00	60.00	38.00
Closed by Exception	44.00	50.00	27.00	15.00
Unfounded	100.00	101.00	78.00	66.00
Active Cases	712.00	632.00	724.00	723.00

Traffic Division

Accidents	3,074.00	2,969.00	3,059.00	1,905.00
Fatalities	3.00	4.00	4.00	0.00

911 Communications

Calls For Service	38,552.00	39,174.00	38,069.00	24,141.00
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- **Fire Services**

Statement of Service: Alpharetta's Fire Services include fire prevention, fire inspection, and fire suppression.

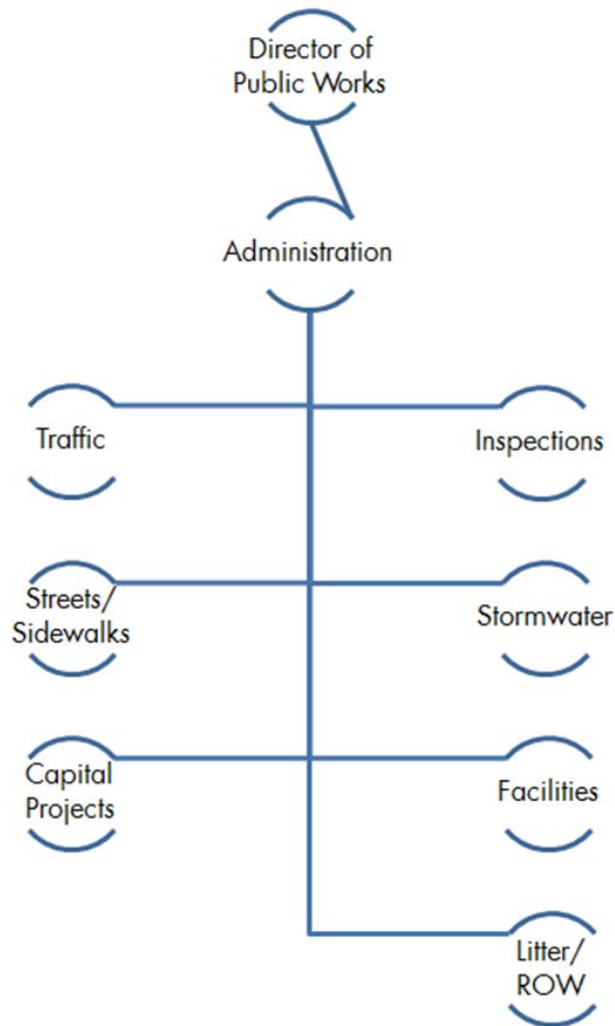
	2015	2016	2017	2018	2019
	Incidents	Incidents	Incidents	Incidents	Incidents
FIRES					
Structure Fires	62	61	60	32	45
Vehicle Fires	25	23	28	22	27
Other Fires	56	46	43	46	80
Total Fires	143	130	131	100	152
Overheat	6	4	5	2	0
RESCUE CALLS					
Emergency Medical Treatment	3,475	3354	3373	3011	3103
All Others	78	68	84	63	61
Total Rescue Calls	3,553	3422	3457	3074	3164
Hazardous Condition Calls	155	169	160	121	107
Service Calls	703	640	946	726	806
Good Intent Calls	1,272	1468	1753	2424	2368
Calls	2	1	15	1	1
Special Incident Calls	7	10	19	3	9
Unknown Incident Type	0	0	0	0	0
FALSE CALLS					
Malicious Calls	11	10	21	16	18
Other False Calls	648	661	771	749	776
Total False Calls	659	671	792	765	794
TOTAL CALLS	6,500	6515	7278	7216	7401

Public Works

PETE SEWCZWICZ
DIRECTOR



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Providing a business climate that attracts the top echelon companies.

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Public Works

Administration, Engineering, Public Works, and Conservation

Mission Statement

The Department of Public Works is committed to providing cost effective engineering, maintenance and design solutions through the highest possible professionalism which protects, preserves and improves the City of Alpharetta's infrastructure. Our focus shall include traffic, streets, stormwater, and environmental conservation.

Goals and Objectives



- ✓ Improve and maintain the City of Alpharetta infrastructure at the highest possible level and to enhance and promote the quality of life;



- ✓ Provide engineering professionalism to ensure growth and progress for the City of Alpharetta;



- ✓ Provide consistent Public Works functions and operations that afford future excellence in growth and expansion for the City of Alpharetta;



- ✓ Improve intergovernmental relations;



- ✓ Provide more efficient support and response for the citizens of Alpharetta;



- ✓ Develop strategic, long-range plans; and



- ✓ Ensure timely completion of repairs on work projects so the disruption of service to the customer is minimal.

Statement of Revenues, Expenditures, and changes in Personnel

**Public Works
General Fund**

	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY 2020 Amended Budget	FY 2021 Recommended Budget
REVENUES					
Other Revenue:					
CID (GA400 Interchange Maint.)	\$ 78,362	\$ 70,674	\$ 73,262	\$ 82,500	\$ 85,194
Miscellaneous	1,521	-	-	1,500	-
TOTAL	\$ 79,883	\$ 70,674	\$ 73,262	\$ 84,000	\$ 85,194
EXPENDITURES					
Personnel Services:					
Salaries	\$ 2,761,823	\$ 2,869,678	\$ 2,952,337	\$ 3,198,889	\$ 3,114,382
Overtime	26,363	43,316	39,419	45,000	45,000
Group Insurance	775,577	792,229	864,686	962,776	1,006,108
FICA	200,900	210,454	216,406	247,186	224,676
Pension (Defined Benefit)	248,435	290,243	310,830	354,974	302,445
Pension (401A Cont./Match)	163,025	155,069	194,753	193,652	229,025
Workers Compensation	71,778	73,941	83,195	94,888	88,225
OPEB Contribution	8,909	9,151	67,848	68,095	72,407
Miscellaneous	2,527	1,837	1,008	2,906	1,551
<i>subtotal</i>	\$ 4,259,336	\$ 4,445,918	\$ 4,730,481	\$ 5,168,366	\$ 5,083,819
Maintenance & Operations:					
Professional Services	\$ 29,091	\$ 37,568	\$ 39,652	\$ 16,500	\$ 7,000
Fuel/Repair & Maint. (Vehicles)	101,040	137,814	140,666	130,000	120,000
Repair & Maint. (Facilities)	240,020	393,039	437,871	449,600	415,000
Maint. Contracts/IT Services	805,788	938,960	957,455	1,126,141	1,203,455
General Supplies	137,430	150,350	159,758	147,750	144,250
Utilities	1,586,060	1,502,256	1,779,627	1,803,600	1,966,600
Miscellaneous	94,298	94,874	92,861	114,700	91,500
<i>subtotal</i>	\$ 2,993,728	\$ 3,254,860	\$ 3,607,891	\$ 3,788,291	\$ 3,947,805
Capital/Lease/Other					
Enterprise Software Lease	\$ 82,885	\$ 70,042	\$ 76,942	\$ -	\$ -
Miscellaneous	-	-	-	-	-
<i>subtotal</i>	\$ 82,885	\$ 70,042	\$ 76,942	\$ -	\$ -
TOTAL	\$ 7,335,950	\$ 7,770,820	\$ 8,415,314	\$ 8,956,657	\$ 9,031,624
Authorized Personnel					
	52.0	52.0	52.0	52.0	52.0

FY 2021 includes 4 full-time equivalent positions (2 Public Works Crew Leaders, 1 Public Works Technician I, and 1 Civil Engineer) that are not funded but part of the City's authorized workforce. These positions will remain vacant pending a (1) justifiable needs assessment and (2) identification of a sustainable funding source.

Budget Narrative

The FY 2021 Budget for Public Works totals \$9,031,624 and represents an increase of 1%, or \$74,967, compared to FY 2020.

The Personnel Services category decreased -2%, or -\$84,547, due to salary adjustments resulting from the Evergreen Class & Compensation Study, implementation of a one-time compensation payout (3% average compensation increase), growth in group health insurance premiums, which is fully offset through elimination of funding for multiple vacant positions (2 Public Works Crew Leaders, 1 Public Works Technician I, and 1 Civil Engineer). These positions are still part of the city's authorized workforce and will remain vacant pending a (1) justifiable needs assessment and (2) identification of a sustainable funding source. Due to COVID-19 social distancing policies and their impact on the economy and the city's revenue generation capacity, the performance-based merit program was suspended in 2020 in lieu of a one-time compensation payout. Authorized personnel total 52 full-time-equivalents ("FTE") and represent the following:

	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Variance
Administrative Assistant II*	1.0	1.0	1.0	1.0	-	(1.0)
Administrative Office Coordinator	1.0	1.0	-	-	-	-
Assistant Construction Manager	-	1.0	1.0	1.0	1.0	-
Civil Engineer	2.0	2.0	2.0	2.0	2.0	-
Construction Manager	1.0	1.0	1.0	1.0	1.0	-
Deputy Director of Public Works*	1.0	1.0	1.0	1.0	-	(1.0)
Director of Public Works	1.0	1.0	1.0	1.0	1.0	-
Engineering Technician	4.0	6.0	6.0	5.0	5.0	-
Environmental Program Coordinator	1.0	1.0	1.0	1.0	1.0	-
Fleet/Equipment Logistics Manager*	-	-	-	-	1.0	1.0
Fleet Coordinator*	1.0	1.0	1.0	1.0	-	(1.0)
Office Manager*	-	-	-	-	1.0	1.0
Project Administrator	1.0	1.0	1.0	1.0	1.0	-
Public Works Crew Leader	8.0	8.0	8.0	8.0	8.0	-
Public Works Supervisor	3.0	4.0	4.0	4.0	4.0	-
Public Works Technician I	11.0	6.0	6.0	6.0	6.0	-
Public Works Technician II	7.0	10.0	10.0	10.0	10.0	-
Right of Way Coordinator	-	-	-	1.0	1.0	-
Senior Engineer	2.0	2.0	2.0	2.0	2.0	-
Senior Engineering Technician	1.0	-	-	-	-	-
Senior Inspector	1.0	1.0	1.0	1.0	1.0	-
Senior Operations Manager*	-	-	-	-	1.0	1.0
Senior Water Resources Analyst	1.0	1.0	1.0	1.0	1.0	-
Support Services Manager	-	-	1.0	1.0	1.0	-
Traffic Operations Manager	1.0	1.0	1.0	1.0	1.0	-
Traffic Signal Engineer*	1.0	1.0	1.0	1.0	-	(1.0)
Transportation Engineering Manager*	-	-	-	-	1.0	1.0
Urban Forestry Program Manager	1.0	1.0	1.0	1.0	1.0	-
Utility Locator	1.0	-	-	-	-	-
	52.0	52.0	52.0	52.0	52.0	-

* Position reclassifications occurred during FY 2020.

** FY 2021 includes 4 full-time equivalent positions (2 Public Works Crew Leaders, 1 Public Works Technician I, and 1 Civil Engineer) that are not funded but part of the City's authorized workforce. These positions will remain vacant pending a (1) justifiable needs assessment and (2) identification of a sustainable funding source.

The Maintenance and Operations category increased 4%, or \$159,514, due primarily to the following activity:

- Increase in utilities (electric) of \$155,000 to cover system expansions (e.g. new streetlights along Rucker Road) and approved rate increases by GA Power (2.5% on 1/1/2021).
- Increase in maintenance contracts of \$84,675 to cover growth in landscape maintenance costs for system expansion (e.g. Rucker Road and Morris Road streetscapes) as well as existing contractual inflationary adjustments.
- All other departmental maintenance and operations budget accounts declined approximately -7% to align with forecasted revenue trends resulting from COVID-19 and associated social distancing policies.

Performance Measurement

The following section provides detailed information on Engineering and Public Works programs including performance measures and personnel. Please refer to the *Budget Process* section of this document for information on the city's Performance Measurement System as well as an update on the city's move towards benchmarking and dashboard reporting.

- **Conservation**

Statement of Service: Conservation provides education and community activism strategies to address environmental and aesthetic issues in the City of Alpharetta, through clean-up campaigns, seminars, literature, and other beautification efforts.

Public Works Conservation					
Performance Measurements	Actual FY 2017	Actual FY 2018	Actual FY 2019	Target FY 2020	Target FY 2021
# of Events coordinated	32	28	26	25	25
# of Students reached	943	738	419	600	600
# of Volunteers	542	752	626	650	652
Personnel Assigned:	1.0 FTE	1.0 FTE	1.0 FTE	1.0 FTE	1.0 FTE
	Environmental Program Coord.	Environmental Program Coord.	Environmental Program Coord.	Environmental Program Coord.	Environmental Program Coord.

- **Engineering**

Statement of Service: Engineering administration provides for the administration and technical review of public and private improvements in the City of Alpharetta by managing all projects skillfully, efficiently and professionally.

Public Works					
Engineering					
Performance Measurements	Actual FY 2017	Actual FY 2018	Actual FY 2019	Target FY 2020	Target FY 2021*
# of Water quality samples analyzed	381	405	400	400	400
* Capital contracts include traffic, stormwater, sidewalks, infrastructure, community development, and facilities projects.					
Personnel Assigned:	21.0 FTE	22.0 FTE	22.0 FTE	20.0 FTE	20.0 FTE
Director of PW	Director of PW	Director of PW	Director of PW	Director of PW	Director of PW
Deputy Director	Deputy Director	Deputy Director	Deputy Director	Sr. Operations Manager	Sr. Operations Manager
Project Administrator	Project Administrator	Project Administrator	Project Administrator	Project Administrator	Project Administrator
Administrative Office Coordinator	Administrative Office Coordinator	Administrative Office Coordinator	Administrative Office Coordinator	Support Services Manager	Support Services Manager
Admin Asst. II	Admin Asst. II	Admin Asst. II	Admin Asst. II	Office Manager	Office Manager
Fleet Coordinator	Fleet Coordinator	Fleet Coordinator	Fleet Coordinator	Equipment and Fleet Logistics Technician	Equipment and Fleet Logistics Technician
Civil Engineer (2)	Civil Engineer (2)	Civil Engineer (2)	Civil Engineer (2)	Civil Engineer (2)	Civil Engineer (2)
Sr. Engineer (2)	Sr. Engineer (2)	Sr. Engineer (2)	Sr. Engineer (2)	Sr. Engineer (2)	Sr. Engineer (2)
Construction Mgr.	Construction Mgr.	Construction Mgr.	Construction Mgr.	Construction Mgr.	Construction Mgr.
Assistant Construction Mgr.	Assistant Construction Mgr.	Assistant Construction Mgr.	Assistant Construction Mgr.	Assistant Construction Mgr.	Assistant Construction Mgr.
Senior Inspector	Senior Inspector	Senior Inspector	Senior Inspector	Senior Inspector	Senior Inspector
Public Works Supervisor	Public Works Supervisor	Public Works Supervisor	Public Works Supervisor	Right of Way Coordinator	Right of Way Coordinator
Engineering Technician (4)	Engineering Technician (4)	Engineering Technician (4)	Engineering Technician (4)	Engineering Technician (2)	Engineering Technician (2)
Traffic Operations Manager	Traffic Operations Manager	Traffic Operations Manager	Traffic Operations Manager	Traffic Operations Manager	Traffic Operations Manager
Traffic Signal Engineer	Traffic Signal Engineer	Traffic Signal Engineer	Traffic Signal Engineer	Transportation Engineer Manager	Transportation Engineer Manager
Urban Forestry Program Manager	Urban Forestry Program Manager	Urban Forestry Program Manager	Urban Forestry Program Manager	Urban Forestry Program Manager	Urban Forestry Program Manager
Senior Water Resources Analyst	Senior Water Resources Analyst	Senior Water Resources Analyst	Senior Water Resources Analyst	Senior Water Resources Analyst	Senior Water Resources Analyst

* Includes 1 Civil Engineer position that is unfunded in the current budget proposal for 2021 and will remain vacant pending an identified funding source and workload justification.

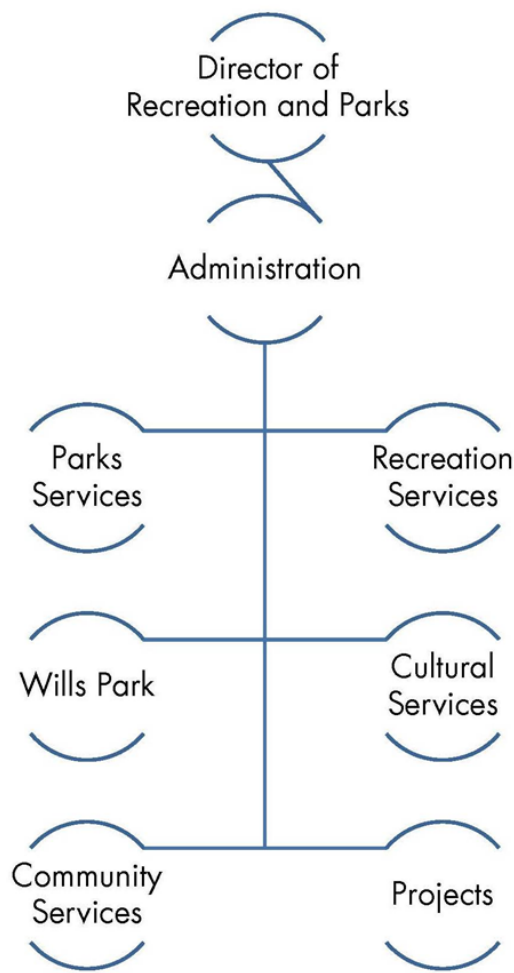
- **Public Works**

Statement of Service: Public works coordinates and performs maintenance on streets, sidewalks, traffic signals, traffic signs, and city facilities. Public Works also provides construction services in support of the engineering division and other city departments.

Public Works					
Public Works Operations					
Performance Measurements	Actual FY 2017	Actual FY 2018	Actual FY 2019	Target FY 2020	Target FY 2021*
Average # of days to complete sidewalk work order	3.9	3.6	6.6	5.0	5.0
Average # of days to complete pothole work order	1.0	1.0	1.0	1.0	1.0
Average # of days to complete curb and gutter work order	2.3	3.0	4.1	3.0	3.0
Average # of days to complete ROW, mowing, limb work order	1.1	1.6	1.3	1.0	1.0
Average # of days to complete sink hole work order	1.0	4.8	1.4	3.0	3.0
Average # of days to complete sign replacement/upgrade work order	1.4	1.1	2.0	2.0	2.0
Average # of days to complete signal light maintenance work order	2.9	2.8	2.2	2.0	2.0
Average # of days to complete striping work order	15.2	4.5	2.2	3.0	3.0
Average # of days to complete catch basin work order	1.6	3.7	4.1	4.0	4.0
Average # of days to complete storm drain work order	2.7	5.0	7.3	5.0	5.0
Average # of days to complete facilities work order	2.1	2.3	3.4	3.0	3.0
Personnel Assigned:	30.0 FTE	29.0 FTE	29.0 FTE	31.0 FTE	31.0 FTE
PW Supervisor (3)	PW Supervisor (3)	PW Supervisor (3)	PW Supervisor (3)	PW Supervisor (4)	PW Supervisor (4)
PW Crew Leader (8)	PW Crew Leader (8)	PW Crew Leader (8)	PW Crew Leader (8)	PW Crew Leader (8)	PW Crew Leader (8)
PW Tech II (7)	PW Tech II (10)	PW Tech II (10)	PW Tech II (10)	PW Tech II (10)	PW Tech II (10)
PW Tech I (11)	PW Tech I (6)	PW Tech I (6)	PW Tech I (6)	PW Tech I (6)	PW Tech I (6)
Utility Locator	Engineering Tech (2)	Engineering Tech (2)	Engineering Tech (3)	Engineering Tech (3)	Engineering Tech (3)

* Includes 2 PW Crew Leader and 1 PW Tech positions that are unfunded in the current budget proposal for 2021 and will remain vacant pending an identified funding source and workload justification.

Recreation, Parks & Cultural Services



Our Community Vision is to advance Alpharetta as a signature City by:



Offering the highest quality of environment for our residents and businesses;



Fostering strong sense of community including safety and security; and



Providing a business climate that attracts the top echelon companies.

Our Community Vision serves as the guiding principles for the planning and operation of our city government and each department structures its mission, goals and objectives to facilitate achievement of our mission. The icons set forth above are used throughout the Budget Narrative to identify the link between the city's Community Vision and the goals and objectives of our various departmental divisions/projects.

Recreation and Parks

Administration, Parks Services, Recreation Services, Wills Park, Cultural Services, Community Services, Projects

Mission Statement

The Alpharetta Recreation and Parks Department strives to promote the highest quality recreation programs and park facilities to our citizens consistent with our core values of Excellence, Stewardship, Integrity, Service and Loyalty.

Goals and Objectives



-   ✓ Implement Recreation and Parks Master Plan 2025 as funded and prioritized by City Officials;
-   ✓ Develop a short/long term facility maintenance plan for all department facilities;
-   ✓ Implement new programs where there is a need to serve residents;
-   ✓ Increase revenues through increased participation and sponsorships; and
-   ✓ Improve access and usability of all parks and facilities by improved signage, beautification and facility enhancement.

Statement of Revenues, Expenditures, and changes in Personnel

**Recreation, Parks and Cultural Services
General Fund**

	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY 2020 Amended Budget	FY 2021 Recommended Budget
REVENUES					
Intergovernmental	\$ 362,607	\$ 461,661	\$ 452,098	\$ -	\$ 3,000
Charges for Services:					
Aquatics Activity Fees	107,727	158,113	216,328	225,000	160,000
Athletics Activity Fees	488,526	445,732	446,387	421,700	430,000
Arts Services	33,892	29,978	83,569	120,000	103,500
Community Center Activity Fees	583,450	584,668	599,823	610,000	455,000
Senior Center Activity Fees	81,750	66,808	98,071	128,703	90,000
Equestrian Center Activity Fees	246,730	300,412	362,103	335,000	200,000
Wills Park Rec. Ctr Activity Fees	188,150	197,252	264,324	201,000	155,000
Non-Resident Fees	269,660	273,280	247,467	510,000	215,000
Taste of Alpharetta	88,834	139,327	214,577	140,000	200,000
Other	58,005	78,798	76,024	78,750	62,000
Other Revenue	22,953	25,449	34,982	55,252	66,000
TOTAL	\$ 2,532,283	\$ 2,761,477	\$ 3,095,753	\$ 2,825,405	\$ 2,139,500
EXPENDITURES					
Personnel Services:					
Salaries	\$ 2,307,171	\$ 2,358,663	\$ 2,474,200	\$ 2,637,421	\$ 2,768,943
Seasonal	388,193	434,473	566,635	661,039	549,289
Overtime	128,330	115,253	156,640	131,500	158,900
Group Insurance	714,544	734,572	791,664	876,567	970,764
FICA	206,631	214,750	234,926	261,697	258,572
Pension (Defined Benefit)	216,217	197,564	182,937	186,096	207,780
Pension (401A Cont./Match)	167,096	168,948	219,505	237,418	243,244
Miscellaneous	84,988	83,613	141,745	133,908	134,338
<i>subtotal</i>	<i>\$ 4,213,170</i>	<i>\$ 4,307,836</i>	<i>\$ 4,768,252</i>	<i>\$ 5,125,646</i>	<i>\$ 5,291,830</i>
Maintenance & Operations:					
Professional Services	\$ 1,267,772	\$ 1,262,105	\$ 1,692,651	\$ 1,909,483	\$ 1,695,630
Fuel/Repair & Maint. (Vehicles)	57,965	52,374	59,212	68,600	65,600
Repair & Maintenance (Grounds)	450,005	536,794	514,541	534,334	542,500
Repair & Maintenance (Facilities)	153,355	42,833	33,498	25,401	13,500
Equipment Rental	180,140	193,853	148,993	171,337	151,900
Maintenance Contracts/IT Svcs.	841,855	877,179	967,872	1,049,762	1,103,077
General Supplies	344,833	346,740	388,613	387,316	375,167
Uniforms	15,092	24,462	25,822	25,814	25,100
Utilities	567,416	664,147	636,100	697,900	716,600
Miscellaneous	240,895	218,885	340,624	343,881	295,539
<i>subtotal</i>	<i>\$ 4,119,328</i>	<i>\$ 4,219,372</i>	<i>\$ 4,807,927</i>	<i>\$ 5,213,828</i>	<i>\$ 4,984,613</i>
Capital/Other	\$ 21,358	\$ 59,417	\$ 52,593	\$ 33,160	\$ 27,950
TOTAL	\$ 8,353,856	\$ 8,586,625	\$ 9,628,772	\$ 10,372,634	\$ 10,304,393
Authorized Personnel	51.0	51.0	51.0	51.0	51.0

Budget Narrative

The FY 2021 Budget for Recreation, Parks & Cultural Services totals \$10,304,393 and represents a decrease of -1%, or -\$68,241, compared to FY 2020.

The Personnel Services category increased 3%, or \$166,184, compared to FY 2020 due to salary adjustments resulting from the Evergreen Class & Compensation Study, implementation of a one-time compensation payout (3% average compensation increase), growth in group health insurance premiums, which is partially offset through reductions in seasonal salaries. Due to COVID-19 social distancing policies and their impact on the economy and the city's revenue generation capacity, the performance-based merit program was suspended in 2020 in lieu of a one-time compensation payout.

Authorized personnel total 51 full-time-equivalents ("FTE") and represent the following:

	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Variance
Administrative Assistant I	2.0	5.0	4.0	4.0	4.0	-
Administrative Assistant II	1.0	1.0	1.0	2.0	2.0	-
Administrative Office Coordinator	-	-	-	1.0	1.0	-
Arts Coordinator	1.0	-	-	-	-	-
Community Agricultural Coordinator*	-	-	-	-	0.5	0.5
Community Services Manager	-	-	1.0	1.0	1.0	-
Cultural Services Coordinator	-	-	-	1.0	1.0	-
Cultural Arts Supervisor	-	1.0	1.0	1.0	1.0	-
Cultural Services Manager	-	-	1.0	1.0	1.0	-
Customer Service Representative	3.0	-	-	-	-	-
Deputy Director of Recreation/Parks	1.0	1.0	-	-	-	-
Director of Recreation/Parks	1.0	1.0	1.0	1.0	1.0	-
Equestrian Center Manager	1.0	1.0	-	-	-	-
Facility Technician	4.0	4.0	4.0	4.0	4.0	-
Marketing/Accreditation Coordinator	1.0	1.0	1.0	-	-	-
Marketing Coordinator	-	-	-	0.5	0.5	-
Office Manager	1.0	1.0	1.0	-	-	-
Park Services Manager	1.0	1.0	1.0	1.0	1.0	-
Parks Maintenance Crew Leader	-	-	-	1.0	1.0	-
Parks Maintenance Technician I	13.0	13.0	12.0	12.0	12.0	-
Parks Maintenance Technician II	5.0	5.0	5.0	4.0	4.0	-
Parks Supervisor II	4.0	4.0	3.0	3.0	3.0	-
Projects Manager	-	-	1.0	1.0	1.0	-
Recreation Coordinator	5.0	5.0	6.0	4.0	4.0	-
Recreation Services Manager	-	-	1.0	1.0	1.0	-
Recreation Supervisor II	4.0	4.0	3.0	4.0	4.0	-
Special Events Coordinator*	2.0	2.0	3.0	2.5	2.0	(0.5)
Special Events Manager	1.0	1.0	-	-	-	-
Wills Park Manager	-	-	1.0	1.0	1.0	-
	51.0	51.0	51.0	51.0	51.0	-

* Position reclassifications occurred during FY 2020.

The Maintenance and Operations category decreased -4%, or -\$229,215, due primarily to the following activity:

- Decrease in professional services of -\$213,853 due primarily to a reduction in anticipated recreation programs (and corresponding instructor fees) across all facilities;
- Increase in utilities (water) of \$20,000 to cover approved rate increases by Fulton County (5% on 1/1/2021).
- Increase in maintenance contracts of \$21,697 to cover growth in landscape maintenance and janitorial costs for system expansion (e.g. new parks including Windward Park).
- All other departmental maintenance and operations budget accounts declined approximately -2% to align with forecasted revenue trends resulting from COVID-19 and associated social distancing policies.

The Capital/Other category includes funding for general repair/replacement capital and equipment needs at the Equestrian Center, Wills Park Recreation Center, Easter/Northern/Southern Districts, etc.



Performance Measurement

The following section provides detailed information on Recreation and Parks programs including performance measures and personnel. Please refer to the *Budget Process* section of this document for information on the city's Performance Measurement System as well as an update on the city's move towards benchmarking and dashboard reporting.

- **Administration**

Statement of Service: The administrative arm of the Recreation & Parks Department provides short & long term capital projects planning, oversees the effective distribution of the department's resources, and provides professional guidance to each division.

Recreation, Parks & Cultural Services - Rec Admin					
Performance Measurements	Actual FY 2017	Actual FY 2018	Actual FY 2019	Target FY 2020	Target FY 2021
Recreation & Parks turnover percentage	10%	8%	16%	10%	10%
Annual Activity Enrollments as in RecWare and ActiveNet	16,517	19,126	20,242	21,000	22,000
# of Part-time hours used	40,525	43,495	56,399	50,000	52,000
Personnel Assigned:	5.0 FTE	5.0 FTE	4.0 FTE	4.0 FTE	4.0 FTE
Director - Rec/Parks	Director - Rec/Parks	Director - Rec/Parks	Director - Rec/Parks	Director - Rec/Parks	Director - Rec/Parks
Deputy Director	Deputy Director	Deputy Director	Project Manager	Project Manager	Project Manager
Office Manager	Office Manager	Admin Office Coor	Admin Office Coor	Admin Office Coor	Admin Office Coor
Customer Service Rep	Admin Assistant I	Admin Assistant II	Admin Assistant II	Admin Assistant II	Admin Assistant II
Mkt/Accreditation Coordinator	Mkt/Accreditation Coordinator				

- **Adult Activity Center**

Statement of Service: To meet the needs of Alpharetta's adult and senior citizens through facilitating convenient, affordable, and accessible recreation activities and services.

Recreation, Parks & Cultural Services - Adult Activity					
Performance Measurements	Actual FY 2017	Actual FY 2018	Actual FY 2019	Target FY 2020	Target FY 2021
Total # of Participants per year*	37,263	29,194	32,321	37,169	40,885
(Res / Non-Res)	26,048/11,215	11970/17224	17707/14614	20363/16806	22400/18485
Total # of Building rentals	55	42	19	32	25
Total # of Day trips taken	96	97	95	95	97
Total # of Overnight trips taken using City buses	0	5	5	5	5
Personnel Assigned:	4.0 FTE	4.0 FTE	4.0 FTE	4.0 FTE	4.0 FTE
Recreation Supervisor II	Recreation Supervisor II	Recreation Supervisor II	Recreation Supervisor II	Recreation Supervisor II	Recreation Supervisor II
Recreation Coord	Recreation Coord	Recreation Coord	Recreation Coord	Recreation Coord	Recreation Coord
Admin Asst. I	Admin Asst. I	Admin Asst. I	Admin Asst. I	Admin Asst. I	Admin Asst. I
Facility Technician	Facility Technician	Facility Technician	Facility Technician	Facility Technician	Facility Technician

- **Aquatics**

Statement of Service: Aquatics provides accessible and safe recreation opportunities through water-related training, events, and facilities.

Recreation, Parks & Cultural Services - Aquatics					
Performance Measurements	Actual FY 2017	Actual FY 2018	Actual** FY 2019	Target** FY 2020	Target FY 2021
% of Days pool facilities were open during pool season (93 days)	100%	100%	100%	100%	100%
Average daily attendance at City pool	204	290	415		
Hours of lifeguard training per person	15	24	40	40	40
# of Swim lessons held	108	152	128	135	140
# of Swim lessons participants	617	836	421	463	509
(resident / non-resident)	386/231	522/314	288/133	317/146	349/160
Swim teams participants	217	225	249	274	301
(resident / non-resident)	139/78	142/83	157/92	173/101	190/111
C.O.A.S.T. participants	35	38	39	43	44
(resident / non-resident)	18/17	28/10	20/19	23/20	24/20
# of Pool passes sold	121	320	558	614	644
(resident / non-resident)	67/54	165/155	430/128	473/141	496/148
Personnel Assigned:					
Employees are hired seasonally. Aquatics is overseen by Rec.Services Mgr & Aquatics Coordinator					

**Numbers projected to be lower due to Milton MOU expiration

• **Health and Wellness**

Recreation, Parks & Cultural Services - Health & Wellness				
Performance Measurements	Actual FY 2018	Actual FY 2019	Target FY 2020	Target FY 2021
# of Participants in aerobics	264	1416**	1558	1636
(resident / non-resident)	165/99	1062/354	1073/389	1126/428
# of Participants in Yoga (Adults &	180	116	128	152
(resident / non-resident)	105/67	64/52	70/58	84/68
# of Participants in tennis	630	540	567	595
(resident / non-resident)	360/270	320/220	336/231	352/243
# of Participants in Couch to 5K	20	18	20	25
(resident / non-resident)	8/12	13/5	15/5	20/5
# Participants in Babysitter Bootcamp				
Classes and Camps	129	119	122	124
(resident / non-resident)	50/79	48/71	55/67	65/59
# of Participants in Cooking				
Classes(remove "and Camps")	N/A	28	30	33
(resident / non-resident)		19/9	21/9	24/9
# of HW Pop-Up Participants	0	872	900	925
	0			
Personnel Assigned:	1.0 FTE	1.0 FTE	1.0 FTE	1.0 FTE
	Recreation Supervisor II	Recreation Supervisor II	Recreation Supervisor II	Recreation Supervisor II

New area of programming launched July 2018.

* Numbers projected to be lower due to Milton MOU expiration.

**Participants Tracked by Visit starting Spring 2019

- **Athletics**

Statement of Service: Athletics provides accessible and safe recreation opportunities through athletic-related training and events.

Recreation, Parks & Cultural Services - Athletics					
Performance Measurements	Actual FY 2017	Actual FY 2018	Actual FY 2019	Target FY 2020	Target FY 2021
# of Participants - Adult Basketball					
2 Seasons-25 teams	279 w/42 teams	376/36 teams	451/48	496/53	530/55
(resident / non-resident)	122/157	136/240	166/285	183/313	200/330
# of Participants - Adult Softball					
3 Seasons-170 teams	1528 w/126 teams	1734/114 teams	1567/124	1600	1600
(resident / non-resident)	766/762	501/1233	596/971	650/950	650/950
# of Participants - Teen Basketball					
2 Season-12 teams	273 w/28 teams	230/20 teams	301/32	300/30	315/31
(resident / non-resident)	199/74	95/135	94/207	100/200	115/200
# of Participants - Youth Basketball					
75 Teams	611 w/76 teams	584	582	600	615
(resident / non-resident)	352/259	331/253	343/239	350/250	365/250
# of Participants - Youth Soccer					
70 Teams	927 w/85 teams	897	1946	1950	1975
(resident / non-resident)	707/220	583/314	1093/853	1097/853	1200/775
# of Participants - Youth Travel Soccer					
40 Teams (2 seasons)	1063 w/88 teams	1079	1062	1168	1200
(resident / non-resident)	535/528	509/570	538/524	592/576	620/580
Personnel Assigned:	5.0 FTE	5.0 FTE	5.0 FTE	5.0 FTE	5.0 FTE
	Recreation Supervisor II	Recreation Supervisor II	Recreation Supervisor II	Recreation Supervisor II	Recreation Supervisor II
	Facility Technician	Facility Technician	Facility Technician	Facility Technician	Facility Technician
	Admin Asst. I	Admin Asst. I	Admin Asst. I	Admin Asst. I	Admin Asst. I
	Recreation Coord	Recreation Coord	Recreation Coord	Recreation Coord	Recreation Coord
	(2)	(2)	(2)	(2)	(2)

- **Community Center**

Statement of Service: The Alpharetta Community Center provides a convenient and safe environment for diverse recreational opportunities and services to meet the needs of all populations.

Recreation, Parks & Cultural Services - Community Center					
Performance Measurements	Actual FY 2017	Actual FY 2018	Actual FY 2019	Target FY 2020	Target FY 2021
# of Participants in summer camp	1200	1181	1316	1500	1500
(resident / non-resident)	1140/60	641/540	612/704	750/750	750/750
# of Participants in dance, including camps	647	812	618	600	700
(resident / non-resident)	417/230	434/378	354/264	350/250	400/300
# of Participants in gymnastics, including camps	3747	3846	2564	2820	2961
(resident / non-resident)	2031/1716	2105/1741	1383/1181	1521/1299	1597/1364
# of Participants in Specialty Recreation	199	182	50	75	100
# of Part-time hours used	3,287	12,205			
Personnel Assigned:	5.0 FTE	5.0 FTE	5.0 FTE	5.0 FTE	5.0 FTE
	Recreation Supervisor II	Recreation Supervisor II	Recreation Services Manager	Recreation Services Manager	Recreation Services Manager
	(Recreation Coord (2)	Recreation Coord (2)	Recreation Spv II (1)	Recreation Spv II (1)	Recreation Spv II(1)
			Recreation Coord (1)	Recreation Coord (1)	Recreation Coord (1)
	Customer Service Representative	Admin Assistant I	Admin Assistant I	Admin Assistant I	Admin Assistant I
	Facility Technician	Facility Technician	Facility Technician	Facility Technician	Facility Technician

- **Cultural Arts**

Statement of Service: Cultural Arts facilitates programs that educate and expose citizens and visitors to a rich and diverse range of cultural expressions, through both education and special events.

Recreation, Parks & Cultural Services - Cultural Arts					
Performance Measurements	Actual FY 2017	Actual FY 2018	Actual FY 2019	Target FY 2020	Target FY 2021
# of Participants in youth art classes	416	303	397	328	361
(resident/Milton/non-resident)	186/148/82	157/48/98	196/111/90	216/42/70	238/46/77
# of Participants in adult art classes	293	348	477	460	506
(resident/Milton/non-resident)	164/57/72	180/99/69	257/122/98	242/68/150	266/75/165
# of Participants in summer camp	301	261	277	219	241
(resident/Milton/non-resident)	148/114/39	130/94/20	158/61/58	144/38/36	158/42/41
Personnel Assigned:	1.0 FTE	5.0 FTE	5.0 FTE	5.0 FTE	5.0 FTE
	Arts Coordinator	Cultural Arts Manager	Cultural Arts Manager	Cultural Arts Manager	Cultural Arts Manager
		Cultural Arts Supervisor	Cultural Arts Supervisor	Cultural Arts Supervisor	Cultural Arts Supervisor
		Arts Coordinator	Arts Coordinator	Arts Coordinator	Arts Coordinator
		Admin Assistant I	Admin Assistant I	Admin Assistant I	Admin Assistant I
		Facility Tech	Facility Tech	Facility Tech	Facility Tech

- **Equestrian Center**

Statement of Service: The equestrian center provides an accessible and safe venue for hosting local and national equestrian events as well as other outdoor events.

Recreation, Parks & Cultural Services - Equestrian Center					
Performance Measurements	Actual FY 2017	Actual FY 2018	Actual FY 2019	Target FY 2020	Target FY 2021
Total # of Equestrian event dates	97	107	92	98	100
Total # dog show events	24	17	17	15	15
Total # other event dates hosted at equestrian center	58	68	43	19	40
Total attendance at events	130,000	135,000	135,000	135,000	135,000
# of Arenas/rings maintained	5	5	5	5	5
# Of Part-time hours used	287	113	261	9	250
Personnel Assigned:	4.0 FTE	4.0 FTE	4.0 FTE	4.0 FTE	4.0 FTE
	Equestrian Mgr.	Wills Park Manager	Wills Park Manager	Wills Park Manager	Wills Park Manager
	Parks Maintenance Tech II	Parks Maintenance Tech II	Parks Maintenance Tech II	Parks Maintenance Tech II	Parks Maintenance Tech II
	Parks Maintenance Tech I (2)	Parks Maintenance Tech I (2)	Parks Maintenance Tech I (2)	Parks Maintenance Tech I (2)	Parks Maintenance Tech I (2)

• **Community Services**

Statement of Service: To enhance the quality of life and reputation of the city by providing special event opportunities for citizens and visitors of Alpharetta.

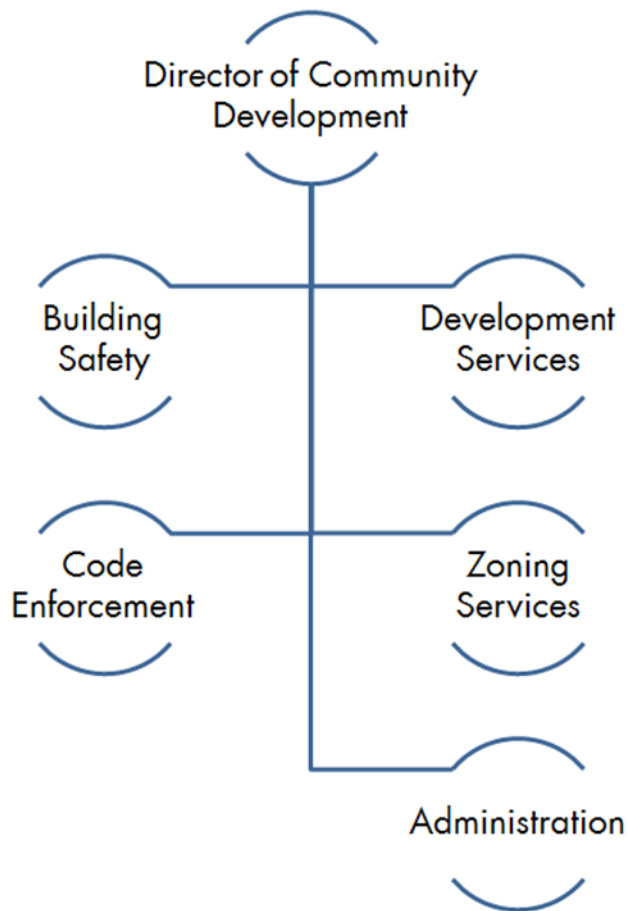
Recreation, Parks & Cultural Services - Community Services	Actual FY 2017	Actual FY 2018	Actual FY 2019	Target FY 2020	Target FY 2021
Performance Measurements					
# of Total Approved Events:					
Exclusive City Events	50	18	48	38	20
City Partnered Events	38	15	36	48	48
Outside Event Applications Processed	N/A	N/A	37	34	30
Approved / Denied	N/A	N/A	37 / 0	33 / 1	
Film Permit Requests Processed	N/A	N/A	6	7	6
Approved / Denied	N/A	N/A	5 / 1	3 / 4	
Estimated Attendance for:					
Taste of Alpharetta	30,000 (rain)	35,000	45,000	50,000	50,000
Mayor's Challenge	2,100	2,400	2,400	2,400	2,400
Old Soldier's Day Parade	7,500	6,000	4,000	4,000	0
Season of Celebration	10,000	10,000	1,500	10,000	15,000
Alpharetta Arts StreetFest	26,000	15,000	15,000	15,000	15,000
Scarecrow Harvest	6,500	7,000	5,000	5,000	5,000
Wire & Wood	1,200 (rain)	1,500	15,000	20,000	20,000
Food Trucks	27,000	10,000	20,000	6,000	6,000
Restless In Resthaven	400	300	200	0	0
Grilling & Gridiron	1,650	1,800	750	1,000	1,200
Volunteer Recruitment:					
Taste of Alpharetta (Non-City Staff)	N/A	N/A	18	20	20
Season of Celebration	N/A	N/A	84	44	45
Scarecrow Harvest	N/A	N/A	51	40	40
Wire & Wood	N/A	N/A	25	8	10
Community Agriculture	N/A	N/A	225	250	250
TOTAL	N/A	325	403	362	
Sponsorship Revenue Raised:			SPONSORSHIPS ARE BASED ON CY NOT FY		
Taste of Alpharetta	N/A	N/A	63,210	52,500	52,500
Food Truck Alley	N/A	N/A	28,550	15,000	15,000
Season of Celebration	N/A	N/A	3,000	36,150	25,000
Scarecrow Harvest	N/A	N/A	3,400	7,000	10,000
Wire & Wood	N/A	N/A	78,000	71,400	70,000
Brooke Street Park Concert Series	N/A	N/A	20,000	30,000	50,000
TOTAL (minus 20% commission)	N/A	N/A	N/A		
Personnel Assigned:	3.0 FTE	3.0 FTE	4.0 FTE	4.0 FTE	4.0 FTE
	Special Events Manager	Special Events Manager	Community Services Manager	Community Services Manager	Community Services Manager
	Special Events Coord. (1 FT; 2 PT)	Special Events Coord. (1 FT; 2 PT)	Marketing Coordinator(1PT)	Marketing Coordinator(1PT)	Marketing Coordinator(1PT)
			Special Events Coordinator (2FT/1PT)	Special Events Coordinator (2FT/1PT)	Special Events Coordinator (2FT/1PT)

- **Parks Maintenance**

Statement of Service: Parks maintenance provides for the development and maintenance of the city's parks, greenway space, recreation facility grounds, athletic fields, and other city owned property in order to aesthetically reflect community identity, enrich the quality of life, and provide accessible and safe open space for leisure time activities.

Recreation, Parks & Cultural Services - Parks Maintenance					
Performance Measurements	Actual FY 2017	Actual FY 2018	Actual FY 2019	Target FY 2020	Target FY 2021
# of Athletic fields maintained*	33	33	33	32	36
# of Park acres maintained	322	322	322	322	350
# of Greenway acres maintained	252	252	252	252	252
# of Playground inspections	96	96	96	100	108
# of Park/playground injuries	1	0	4	1	0
# of Athletic field preparations	6,375	5,832	6,864	6,864	7,488
# of Park mowings	40	40	40	40	40
# of Athletic field mowings	80	80	80	80	80
# of Buildings maintained	37	36	36	37	38
# of Restrooms maintained	54	55	54	55	57
# of Pavilions maintained	15	15	15	17	19
# of Hours utilized for trash	9,100	10,220	10,950	10,950	11,000
# of Part-time hours used	6,587	6,454	6,927	8,500	9,500
# of Vehicles maintained	15	16	17	17	18
# of Vehicle-related accidents	1	1	1	0	0
Personnel Assigned:	21.0 FTE	19.0 FTE	19.0 FTE	19.0 FTE	19.0 FTE
Park Services Manager	Park Services Manager	Park Services Manager	Park Services Manager	Park Services Manager	Park Services Manager
Park Supervisor II (4)	Park Supervisor II (3)	Park Supervisor II (3)	Park Supervisor II (3)	Park Supervisor II (3)	Park Supervisor II (3)
			Park Crew Leader (1)	Park Crew Leader (1)	Park Crew Leader (1)
Park Maintenance Tech II (4)	Park Maintenance Tech II (4)	Park Maintenance Tech II (3)	Park Maintenance Tech II (3)	Park Maintenance Tech II (3)	Park Maintenance Tech II (3)
Park Maintenance Tech I (11)	Park Maintenance Tech I (10)	Park Maintenance Tech I (10)	Park Maintenance Tech I (11)	Park Maintenance Tech I (11)	Park Maintenance Tech I (13)
Admin Asst. II	Admin Asst. II	Admin Asst. II	Admin Asst. II	Admin Asst. II	Admin Asst. II

Community Development



Our Community Vision is to advance Alpharetta as a signature City by:



Offering the highest quality of environment for our residents and businesses;



Fostering strong sense of community including safety and security; and



Providing a business climate that attracts the top echelon companies.

Our Community Vision serves as the guiding principles for the planning and operation of our city government and each department structures its mission, goals and objectives to facilitate achievement of our mission. The icons set forth above are used throughout the Budget Narrative to identify the link between the city's Community Vision and the goals and objectives of our various departmental divisions/projects.

Community Development

*Administration, Building Safety,
Development Services, Zoning, and Code
Enforcement*

Mission Statement

To protect and enhance the lives of Alpharetta citizens by guiding the city's growth and safeguarding the built environment.

Goals and Objectives



- ✓ Enforce the standard building code and zoning code;



- ✓ Provide building inspections within 48 hours of request;



- ✓ Provide efficient plans processing and permitting;



- ✓ Provide quality support to boards and commissions staffed by Community Development;



- ✓ Provide the highest quality of customer service;



- ✓ Maintain and update demographic, statistical and other data, maps and materials;



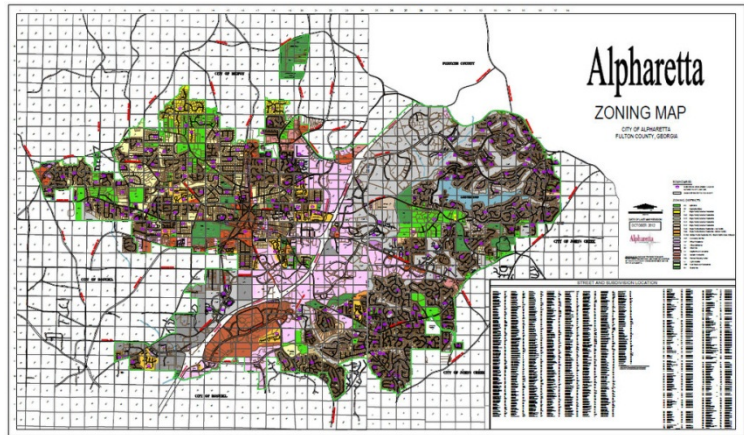
- ✓ Process all public hearings in the most efficient manner possible;



- ✓ Maintain and process business licenses for the City; and



- ✓ Collaborate with the Economic Development Division (City Administration) to fulfill the vision of the City of Alpharetta as the preeminent place to live, work, learn and play.



Statement of Revenues, Expenditures, and changes in Personnel
Community Development
General Fund

	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY 2020 Amended Budget	FY 2021 Recommended Budget
REVENUES					
Business Taxes:					
Occupational License Fees	\$ 1,145,673	\$ 1,132,316	\$ 1,184,418	\$ 1,179,714	\$ 932,500
Licenses & Permits:					
Development Permits/Fees	418,790	187,353	244,921	200,000	160,000
Building Permit Fees	2,750,273	2,232,284	2,887,710	1,800,000	1,550,000
Occupancy Permit Fees	273,780	182,594	249,586	225,000	160,000
Tree Removal Permit	8,442	6,421	12,626	7,500	7,500
Soil Erosion Permit	74,001	44,362	38,638	30,000	35,000
Alcoholic Beverage Permit	-	-	-	603,599	639,000
Other	35,635	27,276	31,218	34,000	27,500
Charges for Services:					
Planning and Development Fees	135,072	128,040	104,767	125,000	85,000
Plan Review Fees	928,784	719,380	1,059,850	830,000	660,000
Other	46,325	44,533	37,342	41,000	21,000
Fines & Forfeitures	525	2,300	2,406	2,000	2,500
TOTAL	\$ 5,817,299	\$ 4,706,861	\$ 5,853,483	\$ 5,077,813	\$ 4,280,000
EXPENDITURES					
Personnel Services:					
Salaries	\$ 1,512,712	\$ 1,594,195	\$ 1,703,432	\$ 1,871,700	\$ 2,050,581
Overtime	363	2,561	3,486	-	2,500
Group Insurance	400,682	455,245	554,638	668,747	730,576
FICA	110,541	116,577	124,889	142,903	144,432
Pension (Defined Benefit)	114,773	122,992	123,294	138,285	143,125
Pension (401A Contribution/Matc	120,469	116,905	150,008	161,591	189,264
Miscellaneous	46,168	44,772	84,951	92,110	101,575
<i>subtotal</i>	\$ 2,305,707	\$ 2,453,248	\$ 2,744,699	\$ 3,075,336	\$ 3,362,053
Maintenance & Operations:					
Professional Services	\$ 55,715	\$ 85,120	\$ 77,771	\$ 49,529	\$ 61,700
Board Member Fees	11,525	10,855	10,675	12,500	12,000
Fuel/Repair & Maintenance	18,363	17,746	19,277	19,800	17,000
Advertising	18,383	20,384	19,873	22,000	20,000
Employee Training	11,267	11,067	12,847	13,825	14,000
Employee Travel	13,846	16,988	14,810	16,450	14,500
Printing	2,028	4,923	4,938	5,700	5,000
Maintenance Contracts/IT Svcs.	127,983	132,394	131,424	188,899	190,249
General Supplies	29,576	35,309	31,105	33,700	29,000
Miscellaneous	36,924	5,540	13,026	14,800	8,200
<i>subtotal</i>	\$ 325,610	\$ 340,325	\$ 335,747	\$ 377,203	\$ 371,649
Capital/Other	\$ -	\$ -	\$ -	\$ 12,971	\$ -
TOTAL	\$ 2,631,318	\$ 2,793,574	\$ 3,080,445	\$ 3,465,510	\$ 3,733,702
Authorized Personnel	26.0	26.0	28.0	30.0	30.0

Budget Narrative

The FY 2021 Budget for Community Development totals \$3,733,702 and represents an increase of 8%, or \$268,192 compared to FY 2020.

The Personnel Services category increased 9%, or \$286,717, due to salary adjustments resulting from the Evergreen Class & Compensation Study, implementation of a one-time compensation payout (3% average compensation increase), staff turnover and changes in incumbent compensation, and growth in group health insurance premiums. Due to COVID-19 social distancing policies and their impact on the economy and the city's revenue generation capacity, the performance-based merit program was suspended in 2020 in lieu of a one-time compensation payout.

Authorized personnel total 30 full-time-equivalents ("FTE") and represent the following:

	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Variance
Administrative Assistant II	1.0	1.0	1.0	1.0	1.0	-
Arborist	1.0	1.0	1.0	1.0	1.0	-
Boards Assistant	1.0	-	-	-	-	-
Building Inspector	5.0	4.0	4.0	4.0	4.0	-
Building Inspector Manager	-	-	1.0	1.0	1.0	-
Building Official	1.0	1.0	1.0	1.0	1.0	-
Building Plans Examiner	2.0	2.0	2.0	2.0	2.0	-
Code Enforcement Manager	1.0	1.0	1.0	1.0	1.0	-
Code Enforcement Officer	3.0	3.0	3.0	5.0	5.0	-
Director of Community Development	1.0	1.0	1.0	1.0	1.0	-
Development Services Engineer (Stormwater)	1.0	1.0	1.0	1.0	1.0	-
GIS Specialist/Planner	1.0	1.0	1.0	1.0	1.0	-
Inspectors	3.0	3.0	3.0	3.0	3.0	-
Office Manager	-	-	1.0	1.0	1.0	-
Planning and Zoning Coordinator	-	1.0	1.0	1.0	1.0	-
Permit Technician	1.0	1.0	2.0	2.0	2.0	-
Project Administrator	1.0	1.0	1.0	1.0	1.0	-
Senior Building Inspector	-	1.0	-	-	-	-
Senior Transportation Engineer/Planner	1.0	1.0	1.0	1.0	1.0	-
Senior Planner	1.0	1.0	1.0	1.0	1.0	-
Specialized Assistant - Permits Plus	-	-	-	-	-	-
Zoning Administrator	1.0	1.0	1.0	1.0	1.0	-
Zoning Enforcement Officer	-	-	-	-	-	-
	26.0	26.0	28.0	30.0	30.0	-

The Maintenance and Operations category decreased -1%, or -\$5,554, to align with forecasted revenue trends resulting from COVID-19 and associated social distancing policies.

Performance Measurement

The following section provides detailed information on Community Development programs including performance measures and personnel. Please refer to the *Budget Process* section of this document for information on the city's Performance Measurement System as well as an update on the city's move towards benchmarking and dashboard reporting.

- **Administration**

Statement of Service: The purpose of Community Development Administration is to provide effective, efficient and responsive services to account for the resources allocated to the Planning & Zoning and Code Enforcement division of the department.

Community Development - Administration					
Performance Measurements	Actual FY 2017	Actual FY 2018	Actual FY 2019	Target FY 2020	Target FY 2021
# of Special projects managed	15	16	16	15	15
Personnel Assigned:	4.0 FTE	4.0 FTE	4.0 FTE	4.0 FTE	4.0 FTE
	Director of Comm Development	Director of Comm Development	Director of Comm Development	Director of Comm Development	Director of Comm Development
	Admin Asst. II	Admin Asst. II	Office Manager	Office Manager	Office Manager
	Senior Planner	Senior Planner	Senior Planner	Senior Planner	Senior Planner
	Project Administrator	Project Administrator	Project Administrator	Project Administrator	Project Administrator

- **Zoning/Development/Building Safety Services**

Statement of Service: These Divisions are tasked with guiding the growth and development of the city in a manner that enhances the quality of life and recognizes the city's historic and natural features.

Community Development - Zoning					
Performance Measurements	Actual FY 2017	Actual FY 2018	Actual FY 2019	Target FY 2020	Target FY 2021
# of New public hearings filed	128	145	112	125	120
Total # of public hearings processed	123	132	85	125	120
# of parcels annexed	0	0	0	0	0
Personnel Assigned:	3.0 FTE	3.0 FTE	4.0 FTE	4.0 FTE	4.0 FTE
Zoning Administrator	Zoning Administrator	Zoning Administrator	Zoning Administrator	Zoning Administrator	Zoning Administrator
GIS Specialist/Planner	GIS Specialist/Planner	GIS Specialist/Planner	GIS Specialist/Planner	GIS Specialist/Planner	GIS Specialist/Planner
Boards Assistant		Administrative Assistant II	Administrative Assistant II	Administrative Assistant II	Administrative Assistant II
		Planning and Zoning Coordinator	Planning and Zoning Coordinator	Planning and Zoning Coordinator	Planning and Zoning Coordinator

Community Development - Development Services					
Performance Measurements	Actual FY 2017	Actual FY 2018	Actual FY 2019	Target FY 2020	Target FY 2021
Private development plans reviewed	162	160	144	140	140
Tree permits issued	978	878	1024	800	800
Personnel Assigned:	6.0 FTE	6.0 FTE	6.0 FTE	6.0 FTE	6.0 FTE
Development Services Senior Engineer - Transportation	Development Services Senior Engineer - Transportation	Development Services Senior Engineer - Transportation	Development Services Senior Engineer - Transportation	Development Services Senior Engineer - Transportation	Development Services Senior Engineer - Transportation
Development Services Engineer - Stormwater	Development Services Engineer - Stormwater	Development Services Engineer - Stormwater	Development Services Engineer - Stormwater	Development Services Engineer - Stormwater	Development Services Engineer - Stormwater
Inspectors (3)	Inspectors (3)	Inspectors (3)	Inspectors (3)	Inspectors (3)	Inspectors (3)
Arborist	Arborist	Arborist	Arborist	Arborist	Arborist

Community Development - Building Safety					
Performance Measurements	Actual FY 2017	Actual FY 2018	Actual FY 2019	Target FY 2020	Target FY 2021
# of New building permits issued	5,333	5,902	5,717	4,900	4,950
# of Building inspections completed	24,814	29,786	31,500	24,000	24,200
Personnel Assigned:	9.0 FTE	9.0 FTE	10.0 FTE	10.0 FTE	10.0 FTE
	Building Official	Building Official	Building Official	Building Official	Building Official
	Permit Technician	Permit Technician	Permit Technicians (2)	Permit Technicians (2)	Permit Technicians (2)
	Building Plans Examiners (2)	Building Plans Examiners (2)	Building Plans Examiners (2)	Building Plans Examiners (2)	Building Plans Examiners (2)
		Senior Building Inspector	Senior Building Inspector	Senior Building Inspector	Senior Building Inspector
	Building Inspectors(5)	Building Inspectors (4)	Building Inspectors(4)	Building Inspectors(4)	Building Inspectors(4)

- Code Enforcement Services**

Statement of Service: To protect the public health, safety, and welfare by ensuring compliance with city building and land-use codes and ordinances.

Community Development - Code Enforcement					
Performance Measurements	Actual FY 2017	Actual FY 2018	Actual FY 2019	Target FY 2020	Target FY 2021
# of Code enforcement inspections completed	539	644	677	550	500
Personnel Assigned:	4.0 FTE	4.0 FTE	4.0 FTE	6.0 FTE	6.0 FTE
	Code Enforcement Manager	Code Enforcement Manager	Code Enforcement Manager	Code Enforcement Manager	Code Enforcement Manager
	Code Enforcement Officers (3)	Code Enforcement Officers (3)	Code Enforcement Officers (3)	Code Enforcement Officers (5)	Code Enforcement Officers (5)

Special Revenue Fund Summaries

Overview

The *Special Revenue Fund Summaries* section is intended to provide readers with an overall understanding of the respective fiscal year 2021 budgets for the city's Special Revenue Funds.

Special Revenue Funds are used to account for revenues that are legally restricted to expenditures for specific uses. All special revenue funds utilize the modified accrual basis of budgeting and accounting.

The following schedules are set forth by Fund and provide readers with revenue and expenditure summaries/narratives from several different perspectives including:

- **Fund Summary**

This section provides a brief description of the Fund.

- **Statement of Revenues, Expenditures, and changes in Personnel**

This statement provides a detailed comparison of revenues and expenditures for fiscal years 2017-2019 (actuals) and 2020-2021 (budget). Revenues are presented by source and expenditures are presented by use.

Drug Enforcement Agency Fund Summary

The DEA Fund accounts for revenues received from the enforcement of drug laws and the confiscation of property from drug offender's arrests that can be used by public safety to aid in drug enforcement activity. Funds cannot be used to supplant the Public Safety Department's operational budget. The Public Safety Department manages the DEA Program.

Trends

This fund accounts for revenues received from the enforcement of drug laws and the confiscation of property from drug offender arrests that can be used by public safety to aid in drug enforcement activity. Funds cannot be used to supplant the Public Safety Department's normal operational budget.

The FY 2021 Budget for the DEA Fund totals \$315,282 and represents a decrease of -35%, or -\$166,451, compared to FY 2020. The main driver of this variance is the non-allocated reserve (i.e. available fund balance) and maintenance & operations/capital investment budgeted in FY 2020³.

The Personnel Services category increased 7%, or \$20,232, due to salary adjustments resulting from the Evergreen Class & Compensation Study and implementation of a one-time compensation payout (3% average compensation increase). Due to COVID-19 social distancing policies and their impact on the economy and the city's revenue generation capacity, the performance-based merit program was suspended in 2020 in lieu of a one-time compensation payout.

Included in this Fund is funding for the three police officer positions that were displaced with the creation of the Special Investigations Unit approved in FY 2014.

Authorized personnel total 3 FTEs.

	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Variance
Officer	3.0	3.0	3.0	3.0	3.0	-
	3.0	3.0	3.0	3.0	3.0	-

Due to reduced Federal Seizure collections, FY 2021 appropriations within this Fund are focused solely on funding the three police officer positions. Based on current collection patterns and personnel expenditure trends, a decision will need to be made in the near future (possibly by FY 2021 Mid-Year Budget) to find alternate funding options for one or more of the officer positions (e.g. transfer into the General Fund).

³ Annually after the year-end accrual period (i.e. September), the city carries-forward available fund balance and places in a Non-Allocated Reserve account. The purpose is to provide elected officials, city staff, citizens, and stakeholders with a transparent view of the funding available for future initiatives. A portion of this Non-Allocated Reserve was used to fund the Public Safety Headquarters Expansion project. The carry-forward for FY 2021 will occur subsequent to adoption of the budget.

Statement of Revenues, Expenditures, and changes in Personnel

**Drug Enforcement Agency Fund
Public Safety Department**

	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY 2020 Amended Budget	FY 2021 Recommended Budget
REVENUES					
Intergovernmental:	\$ -	\$ 95,834	\$ -	\$ -	\$ -
Fines & Forfeitures:					
Federal Seizure	192,009	188,334	380,126	-	160,000
State Seizure	28,007	54,664	-	-	-
Investment Earnings	1,216	752	635	-	-
Other					
Sale of Capital Assets	-	14,366	-	-	-
Fund Balance	-	-	-	481,733	155,282
TOTAL	\$ 221,232	\$ 353,951	\$ 380,761	\$ 481,733	\$ 315,282
EXPENDITURES					
Personnel Services:					
Salaries	\$ 134,374	\$ 149,611	\$ 143,540	\$ 153,072	\$ 159,387
Overtime	18,451	22,578	29,847	20,000	30,000
Group Insurance	44,016	61,288	73,581	79,029	82,247
FICA	11,285	12,510	12,409	13,240	13,996
Pension (Defined Benefit)	-	6,184	-	-	-
Pension (401A Cont./Match)	19,424	15,563	23,283	21,843	21,932
Miscellaneous	4,112	3,909	7,746	7,866	7,720
<i>subtotal</i>	\$ 231,662	\$ 271,642	\$ 290,406	\$ 295,050	\$ 315,282
Maintenance & Operations:					
Professional Services	\$ 300	\$ -	\$ -	\$ 1,743	\$ -
Employee Training	-	-	24,392	23,060	-
Small Equipment	43,268	-	8,082	17,821	-
Employee Uniforms	73,730	-	-	24,234	-
Miscellaneous	79,146	58,185	-	8,800	-
<i>subtotal</i>	\$ 196,444	\$ 58,185	\$ 32,474	\$ 75,658	\$ -
Capital/Leases:					
Capital	\$ 36,092	\$ 433,548	\$ -	\$ 84,692	\$ -
PS Headquarters Expansion	-	600,000	-	-	-
Body Camera Initiative	-	69,400	15,140	-	-
Taser Lease	48,945	48,945	-	-	-
<i>subtotal</i>	\$ 85,037	\$ 1,151,893	\$ 15,140	\$ 84,692	\$ -
Non-Allocated (Reserve)					
Federal Seizure	\$ -	\$ -	\$ -	\$ 26,333	\$ -
<i>subtotal</i>	\$ -	\$ -	\$ -	\$ 26,333	\$ -
TOTAL	\$ 513,144	\$ 1,481,721	\$ 338,020	\$ 481,733	\$ 315,282
Authorized Personnel	3.0	3.0	3.0	3.0	3.0

Emergency 911 Fund Summary

The E-911 Fund accounts for fees received from users, or potential users, of the city's Emergency 911 System. The fee equals \$1.50 monthly and is paid by wired and wireless telecommunication providers (including prepaid cards) as well as Voice over Internet Protocol ("VOIP") providers, with expenditures occurring to maintain and run the system within the government. The Public Safety Department manages the E-911 Program.

Trends

The FY 2021 Budget for the E-911 Fund totals \$4,276,568 and represents a decrease of -16%, or -\$834,118, compared to FY 2020. The main driver of this variance is the non-allocated reserve (i.e. available fund balance) budgeted in FY 2020⁴. After adjusting for the non-allocated reserve, the true operational budget request is minimal compared to FY 2020.

The Personnel Services category increased 7%, or \$178,645, due to salary adjustments resulting from the Evergreen Class & Compensation Study, implementation of a one-time compensation payout (3% average compensation increase), growth in overtime (to cover staff vacancies and ensure minimum coverage), and growth in group health insurance premiums. Due to COVID-19 social distancing policies and their impact on the economy and the city's revenue generation capacity, the performance-based merit program was suspended in 2020 in lieu of a one-time compensation payout. Authorized personnel total 33.0 FTEs.

	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Variance
Communications Officer	17.0	17.0	17.0	20.0	20.0	-
Communications Shift Supervisor	5.0	4.0	4.0	4.0	4.0	-
Communications Quality Assurance Officer	-	-	1.0	1.0	1.0	-
Division Chief	1.0	1.0	1.0	1.0	1.0	-
Section Chief - Communications Training	1.0	1.0	1.0	1.0	1.0	-
Sr. Communications Officer	5.0	5.0	4.0	4.0	4.0	-
911 Operations Manager	-	1.0	1.0	1.0	1.0	-
IT Analyst	-	-	-	1.0	1.0	-
Network Analyst II	1.0	1.0	1.0	-	-	-
	30.0	30.0	30.0	33.0	33.0	-

The Maintenance and Operations category decreased -7%, or -\$94,198, due primarily to a decrease in communications costs of -\$75,000 to better reflect recent expenditure trends. All other departmental maintenance and operations budget accounts were kept relatively flat

⁴ Annually after the year-end accrual period (i.e. September), the city carries-forward available fund balance and places in a Non-Allocated Reserve account. The purpose is to provide elected officials, city staff, citizens, and stakeholders with a transparent view of the funding available for future initiatives. A portion of this Non-Allocated Reserve was used to fund the city's share of the North Fulton Radio Initiative. The carry-forward for FY 2021 will occur subsequent to adoption of the budget.

with 2020 to align with forecasted revenue trends resulting from COVID-19 and associated social distancing policies.

Statement of Revenues, Expenditures, and changes in Personnel

**Emergency 911 Fund
Public Safety Department**

	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY 2020 Amended Budget	FY 2021 Recommended Budget
REVENUES					
Charges for Services:					
E-911 Service Fees	\$ 2,534,336	\$ 2,831,466	\$ 2,696,943	\$ 2,950,000	\$ 2,865,000
E-911 Prepaid Service Fees	115,397	86,883	319,871	200,000	255,000
Intergovernmental:	936,865	941,752	1,238,943	1,025,000	1,130,000
Investment Earnings	5,508	12,542	24,444	17,120	26,568
Other					
Mobile Radio Lease Financing	-	504,024	-	-	-
Fund Balance	-	-	-	918,566	-
TOTAL	\$ 3,592,106	\$ 4,376,667	\$ 4,280,200	\$ 5,110,686	\$ 4,276,568
EXPENDITURES					
Personnel Services:					
Salaries	\$ 1,295,010	\$ 1,365,536	\$ 1,448,818	\$ 1,625,897	\$ 1,644,272
Overtime	214,979	235,161	265,227	104,994	200,000
Group Insurance	311,798	336,370	371,923	527,891	558,032
FICA	110,539	117,117	125,816	139,804	135,262
Pension (Defined Benefit)	112,335	117,865	100,062	99,468	117,941
Pension (401A Cont./Match)	96,636	104,934	138,775	149,375	161,695
Miscellaneous	39,394	43,160	79,469	82,394	91,266
<i>subtotal</i>	\$ 2,180,691	\$ 2,320,143	\$ 2,530,089	\$ 2,729,823	\$ 2,908,468
Maintenance & Operations:					
Communications	\$ 334,214	\$ 320,229	\$ 358,194	\$ 428,000	\$ 353,000
Maintenance Contracts	344,658	431,863	356,558	493,400	484,000
IT Professional Services	224,542	239,899	261,894	269,115	274,750
Miscellaneous	160,677	185,729	158,268	195,005	179,572
<i>subtotal</i>	\$ 1,064,091	\$ 1,177,720	\$ 1,134,914	\$ 1,385,520	\$ 1,291,322
Capital/Leases:					
Capital	\$ 5,156	\$ -	\$ 70,437	\$ 119,000	\$ -
PS Headquarters Expansion	20,251	273,160	438,310	-	-
E911 VOIP Upgrade	273,958	-	-	-	-
North Fulton Regional Radio System	343,748	-	72,660	-	-
Radio Replacements	-	504,024	360	-	-
Mobile Radio Lease	-	76,777	76,777	76,777	76,778
<i>subtotal</i>	\$ 643,113	\$ 853,961	\$ 658,544	\$ 195,777	\$ 76,778
Non-Allocated					
Reserve	\$ -	\$ -	\$ -	\$ 799,566	\$ -
<i>subtotal</i>	\$ -	\$ -	\$ -	\$ 799,566	\$ -
TOTAL	\$ 3,887,895	\$ 4,351,824	\$ 4,323,547	\$ 5,110,686	\$ 4,276,568
Authorized Personnel	30.0	30.0	30.0	33.0	33.0

Impact Fee Fund Summary

The Impact Fee Fund accounts for fees assessed upon development activity. These fees are collected to pay for system improvements (recreation/parks, streets, and public safety) as detailed within the city's impact fee ordinance. The Community Development Department manages the Impact Fee Program.

Trends

The FY 2021 Budget totals \$925,000. This fund accounts for fees assessed upon development activity. These fees are collected to pay for system improvements (recreation/parks, streets, and public safety) as detailed within the city's impact fee ordinance.

Impact Fee revenues are variable and dependent upon multiple factors such as the local and national economy. Due to the variability, the annual budget typically appropriates fund balance as the primary funding tool. That is to say, appropriations are made with funds already collected (i.e. fund balance) as opposed to a forecast of collections that may not materialize due to their inherent variability.

Impact Fees (non-allocated reserve balances from prior year collections) are being reserved to provide flexibility for future prioritized capital investment.

Statement of Revenues, Expenditures, and changes in Personnel

Impact Fee Fund

	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY 2020 Amended Budget	FY 2021 Recommended Budget
REVENUES					
Charges for Services:					
Impact Fees (Roads)	\$ 313,980	\$ 255,071	\$ 246,362	\$ 173,318	\$ -
Impact Fees (Parks)	988,049	1,022,419	564,632	350,000	-
Impact Fees (Public Safety)	147,448	69,100	149,437	-	-
Investment Earnings	17,834	36,045	83,063	-	-
Other					
Fund Balance	-	-	-	3,395,916	925,000
TOTAL	\$ 1,467,312	\$ 1,382,634	\$ 1,043,495	\$ 3,919,234	\$ 925,000
EXPENDITURES					
Capital/Leases:					
Roads					
Northwinds Temp. Traffic Signal	\$ 42,564	\$ -	\$ -	\$ -	\$ -
Rucker Rd Corridor Imp.	-	-	23,700	1,126,300	-
Wills Rd Widening	-	-	14,460	-	-
Teasley St Imp.	-	-	-	56,925	-
Park Plaza Signal	-	-	-	45,935	-
Hopewell/Vaughan Roundabout	-	-	-	28,206	-
Parks					
Alpharetta Arts Center	172,957	1,113,438	13,606	-	-
Wills Park Pool Expansion	-	1,100,000	-	-	-
City Center Sidewalks	-	-	300,000	-	-
Greenway Ext. to Forsyth	-	-	-	1,051,402	-
Park Development	-	-	-	433,693	-
Public Safety					
Headquarters Expansion	83,598	520,464	40,000	-	-
HAZMAT Truck & Trailer	-	-	-	155,750	-
<i>subtotal</i>	\$ 299,120	\$ 2,733,902	\$ 391,766	\$ 2,898,211	\$ -
Non-Allocated					
Roads	\$ -	\$ -	\$ -	\$ 991,624	\$ 925,000
Parks	-	-	-	-	-
Public Safety	-	-	-	29,399	-
<i>subtotal</i>	\$ -	\$ -	\$ -	\$ 1,021,023	\$ 925,000
TOTAL	\$ 299,120	\$ 2,733,902	\$ 391,766	\$ 3,919,234	\$ 925,000
Authorized Personnel	-	-	-	-	-

Hotel/Motel Fund Summary

The Hotel/Motel Fund accounts for occupancy tax collections from area hotels and motels for the purpose of promoting conventions, tourism, and trade shows, while providing funds to facilitate economic vitality in downtown areas. The city levies a hotel/motel occupancy tax of 8% on total rental charges. The resulting revenue is distributed as follows: City of Alpharetta (37.5%); Alpharetta Convention & Visitor's Bureau (43.75%); and Facilities (Conference Center/Tourism Product Development; 18.75%).

Trends

The FY 2021 Budget totals \$6,802,338. This fund accounts for occupancy tax collections from area hotels and motels for the purpose of promoting conventions, tourism, and trade shows, while providing funds to facilitate economic vitality in downtown areas. The city levies a hotel/motel occupancy tax of 8% on total rental charges. The resulting revenue is distributed as follows: City of Alpharetta (37.5% or \$2.5 million); Alpharetta Convention & Visitor's Bureau (43.75% or \$3 million); and Tourism Product Development (18.75%). The Tourism Product Development portion of the revenue is dedicated to funding debt service on the Conference Center bonds (\$1.3 million).

The COVID-19 pandemic and associated social distancing policies have severely impacted the hospitality market segment and this revenue source is anticipated to decline significantly (-23% budgetary decline) as business and personal travel have been curtailed completely during the pandemic and will likely be soft over the 12-24 months as the economy recovers.

The revenue forecast for FY 2021 is fluid and will change depending on the duration of the COVID-19 pandemic and its impact to the economy. The Hotel/Motel Fund has a debt service reserve (\$1.4 million forecasted for FY 2020) to protect operations from economic fluctuations and to ensure debt service can be made without impacting General Fund operations.

Statement of Revenues, Expenditures, and changes in Personnel

Hotel/Motel Fund

	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY 2020 Amended Budget	FY 2021 Recommended Budget
REVENUES					
Other Taxes					
Hotel/Motel Taxes	\$ 7,097,864	\$ 7,665,868	\$ 9,049,266	\$ 8,800,000	\$ 6,750,000
Interest/Penalties	1	-	2,066	-	-
Intergovernmental:	-	-	-	-	-
Investment Earnings	-	-	-	-	52,338
Other					
Transfer-In from Conf. Ctr. Fund	-	-	380,308	-	-
Fund Balance	-	-	-	2,697,155	-
TOTAL	\$ 7,097,865	\$ 7,665,868	\$ 9,431,640	\$ 11,497,155	\$ 6,802,338
EXPENDITURES					
ACVB/City					
Alpharetta Convention & Visitors Bureau	\$ 3,105,316	\$ 3,353,817	\$ 3,959,958	\$ 3,850,000	\$ 2,953,125
City of Alpharetta (transfer-out)	2,661,700	2,874,701	3,394,250	3,300,000	2,531,250
<i>subtotal</i>	<i>\$ 5,767,016</i>	<i>\$ 6,228,518</i>	<i>\$ 7,354,207</i>	<i>\$ 7,150,000</i>	<i>\$ 5,484,375</i>
Facility					
Professional Services (Bond Admin \$ 525	\$ 525	\$ 6,525	\$ 6,440	\$ 3,000	\$ 6,000
Series 2016 Bonds (debt service) 775,629	775,629	779,963	979,963	975,963	1,311,963
Debt Service Reserve -	-	-	-	1,418,875	-
Downtown Land Purchase -	-	-	-	795,398	-
Alpharetta Arts Center -	-	385,609	164,391	-	-
Wayfinding Signage -	-	-	-	53,919	-
Equestrian Center Improvements -	-	-	-	250,000	-
Wills Park Master Plan Imp. -	-	-	-	850,000	-
<i>subtotal</i>	<i>\$ 776,154</i>	<i>\$ 1,172,096</i>	<i>\$ 1,150,794</i>	<i>\$ 4,347,155</i>	<i>\$ 1,317,963</i>
TOTAL	\$ 6,543,170	\$ 7,400,614	\$ 8,505,001	\$ 11,497,155	\$ 6,802,338
Authorized Personnel					
	-	-	-	-	-

Debt Service Fund Summary

Overview

Pursuant to the Governmental Accounting Standards Board's Codification, Section 1300.107, debt service funds are used to account for the accumulation of resources for the payment of principal and interest on general long-term debt.

Trends

The FY 2021 Budget for the Debt Service Fund totals \$4,953,000 and funds the outstanding General Obligation Bonds (Series 2014, 2016, and 2020) set forth on the *Statement of Revenues, Expenditures, and changes in Fund Balance*.

The city refunded the Series 2012 General Obligation Bonds during fiscal year 2020 which resulted in a savings of over \$300,000 annually. The fiscal year 2021 budget reflects the debt service savings.

The primary funding source for general obligation debt is property taxes. The portion of the millage rate funding debt service is estimated to decrease from 0.93 mills in FY 2020 to 0.815 mills in FY 2021. Estimated growth in the property tax digest, coupled with the refunding of the Series 2012 General Obligation Bonds (see above) to reflect lower market interest costs, allows for a reduction in the millage rate dedicated for debt service. The FY 2021 Budget proposes to program the debt service millage reduction into the General Fund. Homestead exemptions, with a few exceptions, are not applicable to the debt millage levy. As such, the revenue generation for a given millage levy will be different depending on the source (e.g. debt levy vs operating levy). Specifically, the shift of 0.115 mills will result in a loss of \$700,000 for the Debt Service Fund and a gain of \$600,000 for the General Fund.

Statement of Revenues, Expenditures, and changes in Personnel

Debt Service Fund

	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY 2020 Amended Budget	FY 2021 Recommended Budget
REVENUES					
Property Taxes					
Current Year	\$ 5,367,318	\$ 5,099,934	\$ 5,514,354	\$ 5,050,000	\$ 4,953,000
Delinquent	128,331	94,326	34,313	20,000	-
Penalties/Interest	10,354	4,994	6,286	-	-
Motor Vehicle	59,542	39,890	28,952	15,000	-
Investment Earnings	10,979	20,456	79,535	12,000	-
Other					
Miscellaneous	1	-	452	-	-
Fund Balance	-	-	-	1,223,954	-
TOTAL	\$ 5,576,525	\$ 5,259,600	\$ 5,663,892	\$ 6,320,954	\$ 4,953,000
EXPENDITURES					
Maintenance & Operations:					
Professional Services	\$ 2,350	\$ 3,300	\$ 3,927	\$ 5,000	\$ 15,860
<i>subtotal</i>	<i>\$ 2,350</i>	<i>\$ 3,300</i>	<i>\$ 3,927</i>	<i>\$ 5,000</i>	<i>\$ 15,860</i>
Debt Service					
General Obligation Bonds					
Series 2012	\$ 1,500,100	\$ 1,483,900	\$ 1,478,498	\$ 1,485,350	\$ -
Series 2014 (refunding)	1,936,513	1,935,477	1,933,622	1,930,948	1,927,455
Series 2016	1,576,014	1,930,788	1,930,788	1,929,788	1,927,188
Series 2020 (refunding)	-	-	-	-	1,082,497
Development Authority					
Series 2009 (refunding)	125,194	124,493	125,153	-	-
<i>subtotal</i>	<i>\$ 5,137,821</i>	<i>\$ 5,474,657</i>	<i>\$ 5,468,060</i>	<i>\$ 5,346,086</i>	<i>\$ 4,937,140</i>
Non-Allocated					
Reserve	\$ -	\$ -	\$ -	\$ 969,868	\$ -
<i>subtotal</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ 969,868</i>	<i>\$ -</i>
TOTAL	\$ 5,140,171	\$ 5,477,957	\$ 5,471,987	\$ 6,320,954	\$ 4,953,000
Authorized Personnel					
	-	-	-	-	-

Enterprise Fund Summary

Overview

The *Enterprise Fund Summary* section is intended to provide readers with an overall understanding of the fiscal year 2021 budget for the city's Solid Waste Fund.

Enterprise Funds are used to account for business-type activities whose operations are primarily funded by customer fees. The enterprise fund utilizes the accrual basis of budgeting and accounting.

The following schedules are set forth by Fund and provide readers with revenue and expenditure summaries/narratives from several different perspectives including:

- **Fund Summary**

This section provides a brief description of the Fund.

- **Statement of Revenues, Expenditures, and changes in Personnel**

This statement provides a detailed comparison of revenues and expenditures for fiscal years 2017-2019 (actuals) and 2020-2021 (budget). Revenues are presented by source and expenditures are presented by use.

Solid Waste Fund Summary

The Solid Waste Fund accounts for fees received from users of the city's residential solid waste program (i.e. garbage, yard waste, and recycling collection including glass). Services are provided on a user charge basis and managed through a contract with a private operator. The Finance Department manages the Solid Waste Program including billing, collection, and customer service functions. Commercial solid waste customers are authorized to contract for commercial solid waste collection and disposal services from any contractor that has obtained a solid waste collection permit from the city.

Trends

The FY 2021 Budget for the Solid Waste Fund totals \$4,494,338 and represents an increase of 2%, or \$66,983, compared to FY 2020. The main driver of this variance is the non-allocated reserve (i.e. available fund balance) budgeted in FY 2020⁵. After adjusting for the non-allocated reserve, the operational budget is close to 7% representing a revised estimate of Downtown sanitation fees (\$66,000 increase for expanded service capabilities) and contractual rate/fee growth of the waste hauler coupled with customer base growth.

The Personnel Services category decreased -5%, or -\$3,998, due to salary adjustments resulting from the Evergreen Class & Compensation Study, implementation of a one-time compensation payout (3% average compensation increase), all of which is offset through staff turnover and changes in incumbent compensation coupled with reductions in group health insurance premiums (changes in coverage elections). Due to COVID-19 social distancing policies and their impact on the economy and the city's revenue generation capacity, the performance-based merit program was suspended in 2020 in lieu of a one-time compensation payout.

Authorized personnel total 1.0 FTE and represent the following:

	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Variance
Customer Account Representative	1.0	1.0	1.0	1.0	1.0	-
	1.0	1.0	1.0	1.0	1.0	-

The Maintenance and Operations category increased 8%, or \$317,574, due primarily to a revised estimate of Downtown sanitation fees (\$66,000 increase for expanded service capabilities) and contractual rate/fee growth of the waste hauler contract coupled with customer base growth.

⁵ Annually after the year-end accrual period (i.e. September), the city carries-forward available fund balance and places in a Non-Allocated Reserve account. The purpose is to provide elected officials, city staff, citizens, and stakeholders with a transparent view of the funding available for future initiatives. The carry-forward for FY 2021 will occur subsequent to adoption of the budget.

Statement of Revenues, Expenditures, and changes in Personnel

Solid Waste Fund

	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY 2020 Amended Budget	FY 2021 Recommended Budget
REVENUES					
Licenses and Permits					
Penalties and Interest	\$ 71	\$ 50	\$ -	\$ -	\$ -
Charges for Services:					
Collection Fees	3,218,198	3,777,854	4,122,679	4,014,000	4,415,000
Commercial Hauler Fees	27,950	27,189	32,465	25,000	25,000
Penalties and Interest	28,522	45,199	31,757	40,000	30,000
Other	394	1,571	1,213	1,762	1,575
Investment Earnings	8,994	19,817	59,238	20,000	22,763
Other					
Miscellaneous	-	(56)	4	-	-
Fund Balance	-	-	-	326,593	-
TOTAL	\$ 3,284,129	\$ 3,871,624	\$ 4,247,356	\$ 4,427,355	\$ 4,494,338
EXPENDITURES					
Personnel Services:					
Salaries	\$ 37,248	\$ 38,117	\$ 32,152	\$ 40,773	\$ 42,160
Overtime	-	-	2,472	-	3,000
Group Insurance	25,259	26,139	21,680	29,433	20,394
FICA	2,657	2,624	2,352	3,093	3,317
Pension (401A Cont./Match)	3,728	3,377	3,369	4,452	4,846
Miscellaneous	1,109	1,085	1,954	2,093	2,129
<i>subtotal</i>	\$ 70,001	\$ 71,341	\$ 63,979	\$ 79,844	\$ 75,846
Maintenance & Operations:					
Professional Services (Haulers)	\$ 3,164,395	\$ 3,659,933	\$ 4,102,010	\$ 4,044,400	\$ 4,353,500
Miscellaneous	40,510	87,370	60,966	56,518	64,992
<i>subtotal</i>	\$ 3,204,906	\$ 3,747,302	\$ 4,162,976	\$ 4,100,918	\$ 4,418,492
Non-Allocated					
Reserve	\$ -	\$ -	\$ -	\$ 246,593	\$ -
<i>subtotal</i>	\$ -	\$ -	\$ -	\$ 246,593	\$ -
TOTAL	\$ 3,274,907	\$ 3,818,643	\$ 4,226,955	\$ 4,427,355	\$ 4,494,338
Authorized Personnel	1.0	1.0	1.0	1.0	1.0

Internal Service Fund Summaries

Overview

The *Internal Service Fund Summaries* section is intended to provide readers with an overall understanding of the respective fiscal year 2021 budgets for the city's Internal Service Funds.

Internal Service Funds are used to accumulate and allocate costs internally among the city's various functions and utilizes the accrual basis of budgeting and accounting.

The following schedules provide readers with revenue and expenditure summaries/narratives from several different perspectives including:

- **Fund Summary**

This section provides a brief description of the Fund.

- **Statement of Revenues, Expenditures, and changes in Personnel**

This statement provides a detailed comparison of revenues and expenditures for fiscal years 2017-2019 (actuals) and 2020-2021 (budget). Revenues are presented by source and expenditures are presented by use.

Risk Management Fund Summary

The Risk Management Fund accounts for expenses related to providing and administering the general liability, automotive liability, workers' compensation and property insurance coverage for the city. Funding is provided through an (approximate) 2% charge per employee (based on salary) for workers compensation coupled with funding from the General Fund for insurance premiums. The Finance Department manages the Risk Management Program including all workers compensation, general liability, and other insurance claims.

Trends

The FY 2021 Budget for the Risk Management Fund totals \$1,526,250 and represents a decrease of -33%, or -\$752,051, compared to FY 2020. The main driver of this variance is the non-allocated reserve (i.e. available fund balance) budgeted in FY 2020⁶. After adjusting for the non-allocated reserve, the true operational budget growth is flat with 2020.

⁶ Annually after the year-end accrual period (i.e. September), the city carries-forward available fund balance and places in a Non-Allocated Reserve account. The purpose is to provide elected officials, city staff, citizens, and stakeholders with a transparent view of the funding available for future initiatives. The carry-forward for FY 2021 will occur subsequent to adoption of the budget.

Statement of Revenues, Expenditures, and changes in Personnel

Risk Management Fund

	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY 2020 Amended Budget	FY 2021 Recommended Budget
REVENUES					
Charges for Services:					
Risk Management Allocations	\$ 1,310,000	\$ 1,335,000	\$ 1,446,500	\$ 1,499,800	\$ 1,513,611
Investment Earnings	4,754	9,247	28,736	7,500	12,639
Other					
Insurance Proceeds	98,274	56,175	14,573	-	-
Fund Balance	-	-	-	771,001	-
TOTAL	\$ 1,413,028	\$ 1,400,421	\$ 1,489,809	\$ 2,278,301	\$ 1,526,250
EXPENDITURES					
Maintenance & Operations:					
Professional Services	\$ 121,077	\$ 131,408	\$ 108,241	\$ 135,300	\$ 125,000
Insurance Premiums					
Vehicle	143,111	159,588	163,093	170,000	170,000
Property/Equipment	83,823	92,197	87,694	95,000	108,000
Fine Art	-	-	2,500	3,500	4,000
General Liability	56,244	56,626	57,952	60,000	60,000
Law Enforcement Liability	94,931	85,194	86,283	92,500	90,500
Public Entity Liability	57,900	58,077	62,733	65,000	77,500
Workers Comp Excess	100,239	103,609	105,984	107,000	106,500
Criminal Liability	4,275	3,386	3,386	4,000	4,000
Cyber Liability	6,806	6,394	6,805	7,000	31,750
Umbrella Liability	56,725	52,782	53,745	56,000	58,000
Medical Services (PS Custody)	12,408	40,155	2,475	15,000	10,000
Claims/Judgments	985,195	668,204	200,354	717,940	681,000
<i>subtotal</i>	<i>\$ 1,722,734</i>	<i>\$ 1,457,620</i>	<i>\$ 941,244</i>	<i>\$ 1,528,240</i>	<i>\$ 1,526,250</i>
Non-Allocated					
Reserve	\$ -	\$ -	\$ -	\$ 750,061	\$ -
<i>subtotal</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ 750,061</i>	<i>\$ -</i>
TOTAL	\$ 1,722,734	\$ 1,457,620	\$ 941,244	\$ 2,278,301	\$ 1,526,250
Authorized Personnel	-	-	-	-	-

Medical Insurance Fund Summary

The Medical Insurance Fund accounts for activity under the City's Minimum Premium Plan (MPP) in accordance with Generally Accepted Accounting Principles.

Accounting rules dictate the creation of an Internal Service Fund to track activity under an MPP. As such, this fund does not represent new costs. Rather, it represents a flow of funds from the Operating Funds (e.g. employer/employee premiums) that does have the effect of grossing-up the totals as the appropriations are reflected in multiple Funds.

Under the MPP, the City and the medical insurer (CIGNA) agree that the City will be responsible for paying all claims up to an agreed-upon aggregate level, with the insurer responsible for the excess. The insurer will continue to process claims and administrative services. Through the MPP arrangement, the City can reduce premium taxes while maintaining coverage benefits. The MPP is still a fully insured medical plan.

Trends

The FY 2021 Budget totals \$8.5 million and represents premiums (employer and employee) and the associated expenditures (administration, claims, and reserves). The operating funds (e.g. General Fund, E911 Fund, DEA Fund, and Sanitation Fund) all include group insurance expenses that represent the city's costs.

Statement of Revenues, Expenditures, and changes in Personnel

Medical Insurance Fund

	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY 2020 Amended Budget	FY 2021 Recommended Budget
REVENUES					
Charges for Services:					
Medical Insurance Premiums					
Employer Contribution	\$ 6,007,327	\$ 6,249,906	\$ 6,365,425	\$ 6,972,100	\$ 7,700,000
Employee Contribution	734,753	749,815	760,710	714,809	785,000
Investment Earnings	126	119	151	-	-
Other					
Fund Balance	-	-	-	(416,019)	-
TOTAL	\$ 6,742,205	\$ 6,999,839	\$ 7,126,286	\$ 7,270,890	\$ 8,485,000
EXPENDITURES					
Maintenance & Operations:					
Medical Premiums	\$ 1,347,126	\$ 1,506,906	\$ 1,631,686	\$ 1,750,000	\$ 1,800,000
Medical Claims	4,354,837	5,257,053	5,458,174	5,891,909	6,685,000
<i>subtotal</i>	<i>\$ 5,701,963</i>	<i>\$ 6,763,958</i>	<i>\$ 7,089,860</i>	<i>\$ 7,641,909</i>	<i>\$ 8,485,000</i>
Other					
Transfer to OPEB Fund	\$ -	\$ -	\$ 1,500,000	\$ -	\$ -
<i>subtotal</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ 1,500,000</i>	<i>\$ -</i>	<i>\$ -</i>
Non-Allocated					
Reserve	\$ -	\$ -	\$ -	\$ (371,019)	\$ -
<i>subtotal</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ (371,019)</i>	<i>\$ -</i>
TOTAL	\$ 5,701,963	\$ 6,763,958	\$ 8,589,860	\$ 7,270,890	\$ 8,485,000
Authorized Personnel	-	-	-	-	-

Fiduciary Fund Summaries

Overview

The *Fiduciary Fund Summaries* section is intended to provide readers with an overall understanding of the respective fiscal year 2021 budgets for the Other Post Employment Benefit (OPEB) Funds.

Fiduciary Funds are used to account for resources held for the benefit of parties outside the government. Fiduciary funds utilize the accrual basis of accounting.

The following schedules provide readers with revenue and expenditure summaries/narratives from several different perspectives including:

- **Fund Summary**

This section provides a brief description of the Fund.

- **Statement of Revenues, Expenditures, and changes in Personnel**

This statement provides a detailed comparison of revenues and expenditures for fiscal years 2017-2019 (actuals) and 2020-2021 (budget). Revenues are presented by source and expenditures are presented by use.

Other Post Employment Benefit (OPEB) Trust Fund Summary

The OPEB Health Fund represents activity associated the other post-employment benefit plan (OPEB). Eligible retirees are offered the same health and prescription drug coverage as active employees. Each fiscal year, the city determines the Plan benefits and premium rate for participants (active and retirees). However, unlike active employees, retirees pay 100% of the blended premium afforded to the city. Therefore, as the retiree makes the full premium payment, the city's only exposure is the accounting treatment of this implicit rate subsidy caused by the difference in the blended rate offered to the retiree and his/her actual age adjusted premium. Coverage expires at age 65. OPEB related funding for FY 2021 totals \$86,589.

Statement of Revenues, Expenditures, and changes in Personnel

OPEB Health Benefit Fund

	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY 2020 Amended Budget	FY 2021 Recommended Budget
REVENUES					
Investment Earnings	\$ 6,460	\$ 16,391	\$ 39,750	\$ 10,000	\$ 10,000
Other					
OPEB Health Benefit Funding					
Employer Contribution	85,000	85,200	85,000	30,000	76,589
Employee Contribution	29,283	-	-	20,000	-
Fund Balance	-	-	-	203,824	-
TOTAL	\$ 120,743	\$ 101,591	\$ 124,750	\$ 263,824	\$ 86,589
EXPENDITURES					
Maintenance & Operations:					
OPEB Health Benefit	\$ 47,494	\$ 7,686	\$ 9,094	\$ 60,000	\$ 76,589
Miscellaneous	-	-	5,737	-	10,000
<i>subtotal</i>	<i>\$ 47,494</i>	<i>\$ 7,686</i>	<i>\$ 14,831</i>	<i>\$ 60,000</i>	<i>\$ 86,589</i>
Non-Allocated					
Reserve	\$ -	\$ -	\$ -	\$ 203,824	\$ -
<i>subtotal</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ 203,824</i>	<i>\$ -</i>
TOTAL	\$ 47,494	\$ 7,686	\$ 14,831	\$ 263,824	\$ 86,589
Authorized Personnel	-	-	-	-	-

Other Post Employment Benefit (OPEB) Reimbursement Fund Summary

Starting with Fiscal Year 2019, the city implemented a new post-employment healthcare benefit to assist our employees in funding one of their primary cost drivers during retirement, healthcare.

Costs for this benefit approximate 2% of payroll (\$574,502 citywide for FY 2021). This benefit will require a minimum 15-year vesting (maximum benefit achieved at 25-years⁷) which will further assist in not only recruitment, but also retention of our most valuable assets, our employee.

Statement of Revenues, Expenditures, and changes in Personnel

OPEB Health Reimbursement Fund

	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY 2020 Amended Budget	FY 2021 Recommended Budget
REVENUES					
Investment Earnings	\$ -	\$ -	\$ 48,386	\$ 6,000	\$ 19,000
Other					
OPEB Health Reimbursement Funding					
Employer Contribution	-	-	550,000	575,000	574,502
Transfer-In					
Medical Insurance Fund	-	-	1,500,000	-	-
Fund Balance	-	-	-	2,089,848	-
TOTAL	\$ -	\$ -	\$ 2,098,386	\$ 2,670,848	\$ 593,502
EXPENDITURES					
Maintenance & Operations:					
OPEB Reimbursement Benefit	\$ -	\$ -	\$ -	\$ 566,000	\$ 574,502
Miscellaneous	-	-	8,538	15,000	19,000
<i>subtotal</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ 8,538</i>	<i>\$ 581,000</i>	<i>\$ 593,502</i>
Non-Allocated					
Reserve	\$ -	\$ -	\$ -	\$ 2,089,848	\$ -
<i>subtotal</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ 2,089,848</i>	<i>\$ -</i>
TOTAL	\$ -	\$ -	\$ 8,538	\$ 2,670,848	\$ 593,502
Authorized Personnel	-	-	-	-	-

⁷ Credited years-of-service for current employees will count towards vesting (subject to a maximum of 15-years).



AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE CITY OF ALPHARETTA, GEORGIA, TO FIX THE AD VALOREM TAX RATE OF THE CITY OF ALPHARETTA, GEORGIA FOR THE FISCAL YEAR COMMENCING JULY 1, 2020, AND ENDING JUNE 30, 2021; AND FOR OTHER PURPOSES.

BE IT ORDAINED by the Mayor and City Council of the City of Alpharetta, Georgia as follows:

SECTION I: The ad valorem tax rate for the City of Alpharetta, Georgia for the 2020 calendar year, on property subject to ad valorem taxation by the City is hereby fixed at \$5.750 on forty percent (40%) of each \$1,000.00 of property subject to ad valorem tax by the City.

SECTION II: Said rate of \$5.750 on forty percent (40%) of each \$1,000.00 of taxable property is hereby levied as follows:

(a) For General Government purposes \$4.935 on forty percent (40%) of each \$1,000.00 of taxable property.

(b) For the purpose of retiring outstanding General Obligation bonds, \$0.815 on forty percent (40%) of each \$1,000.00 of taxable property.

SECTION III: All ordinances and parts of ordinances in conflict herewith are hereby repealed.

ADOPTED AND APPROVED this ____ day of _____, 2020.

CITY OF ALPHARETTA, GEORGIA

By: _____
Mayor

Council Member

Council Member

Council Member

Council Member

Council Member

Council Member

(SEAL)

Attest:

City Clerk



City Council Meeting STAFF REPORT

Submitting Department: Finance

Submitted By: Adawn Law

Sponsored By:

Meeting Date: June 1, 2020

I. AGENDA ITEM TITLE: TIME AND ATTENDANCE DATA COLLECTION SYSTEM (RFP 20-115)

II. RECOMMENDATION:

Award RFP 20-115 for a Time and Attendance Data Collection System to Andrews Technology for a term of 5 years and authorize the Mayor to execute all necessary documents.

III. BUDGET IMPLICATIONS:

BUDGETED ITEM: YES

FISCAL IMPACT: YES

INCLUDED IN CURRENT FY CPTL BUDGET: NO

INCLUDED IN CURRENT FY OPRT.
BUDGET: YES

TOTAL PROJECT COST:

- FY 2020 (IMPLEMENTATION/EQUIPMENT):
\$41,060 (ONE-TIME)
- FY 2021 – 2025: \$40,570 ANNUALLY

APPROPRIATIONS:

ACCOUNT TITLE/NUMBER	DOLLAR AMOUNT
Time and Attendance System (FY 2020; Implementation/Equipment): 10015100-523860	\$41,060.00

EXTERNAL FUNDING SOURCES:

ACCOUNT TITLE/NUMBER	DOLLAR AMOUNT
-	\$0.00

IV. REPORT IN BRIEF:

BACKGROUND

The Finance Department has focused much of the last several years on streamlining its work processes and moving towards electronic workflow when possible. Examples include formal solicitations (all bids, RFPs, RFQ, etc. are received and evaluated electronically saving our vendors and staff significant time and money), budget preparation, procurement card coding and management, etc. The COVID-19 pandemic has highlighted all-too-well the importance of electronic processing capabilities within our work processes.

One process that is ripe for technological improvements is our time keeping payroll process. The current practice is for City employees to record their time worked on paper timesheets entered into the payroll system. Overall, timesheets, PTO requests, and Personnel Action forms are all completed via manual processes. Consequently, compliance and efficiency are areas where a Time and Attendance Data Collection System will drive demonstrative improvements. This solution will not only automate the payroll process and business practices but will be able to handle the complexities of public safety scheduling. Acquiring a time and attendance solution affords the City the ability to efficiently track employees' time, increase accountability and accuracy, all while ensuring complete compliance with state and federal regulations.

RFP 20-115

On November 21, 2019, the City of Alpharetta issued RFP 20-115 for a Time and Attendance Data Collection System. Specifically, the City was seeking to automate the payroll process by obtaining a system that would capture and collect employee hours worked, including payroll exceptions, and provide advanced scheduling capabilities primarily for Public Safety.

The City formed an Evaluation/Advisor committee composed of key individuals involved in the payroll process from all departments including Public Safety and IT.

The RFP closed on December 19, 2019 and received 8 responses as follows:

- Aladtech, Inc.
- Andrews Technology
- Data Management Inc.
- IntelliTime Systems Corp.
- Kronos Inc.
- Mitrefinch
- Stillog Inc.
- Tyler Technologies Inc.

Phase 1 of the RFP evaluation process included a Committee evaluation based on the following stated criteria: Experience and Qualifications (30 points); Method or Providing Services (30 points); Cost (40 points). The Committee evaluated Andrews Technology and Data Management Inc. as the highest-ranking firms for Phase 1 (90 and 85 points respectively) and recommend they proceed to Phase 2 of the evaluation process.

Phase 2 of the RFP evaluation process included a Committee evaluation based on the following stated criteria: Presentation/Interview (75 points) and Reference Check (25 points). Andrews Technology and Data Management Inc. both performed well during Phase 2 at approximately 83 points and 84 points respectively.

SELECTION

Overall, the Committee recommends moving forward with Andrews Technology as the high-ranking firm (173 points out of a possible 200). Andrews Technology implements the NOVAtime time and attendance software system. Favorable visual appeal, ease and flexibility of extracting information and preparing reports, and a positive review from City of Woodstock (NOVAtime customer) were significant contributing factors in favor of Andrews Technology and NOVAtime.

The City has negotiated with Andrews Technology to reduce the cost with the final proposal as follows:

- FY 2020 (implementation/Equipment): \$41,060 (one-time)
- FY 2021 – 2025: \$40,570 annually

The ongoing annual software costs total \$40,570 and is within budgetary estimates.

NOVAtime provides the ability to track 550 employees and 50 supervisors, payroll interface with Munis (city's ERP financial system), FMLA Case Tracking module, Advanced Scheduling for up to 200 employees, Schedule Lockout Module, Single Sign On, a Test database for up to 50 employees, a Novatime hosted SFTP site, 10 Biometric timeclocks, mobile applications, fixed price implementation, 24/7 Support, Unlimited Training for all supervisors/managers/administrators, all software updates, and full device replacement on timeclocks.

Andrews Technology was founded in 2000 and focuses on selling, installing, and supporting the NOVAtime product which has over 20,000 customers, and is supported by 50 independently owned offices throughout the country. Andrews Technology is NOVAtime's largest office, supporting over 3,000 customers, and specializes in local governments that need integration with Munis (City's financial accounting and payroll

software package), and has over 300 government customers nationwide.

V. ALTERNATIVES:

VI. ATTACHMENTS:

City of Alpharetta-Novatime Order Form-Vendor Hosted-HW Purchased-Rev 5-8



VENDOR HOSTED ORDER FORM

Invoice To:	City of Alpharetta	Hosted By:	Vendor
Ship To:	TBD	Terms:	5 Year Term
Account Executive:	Jamie Blundell		\$41,060 Upon Execution
			\$30,570 Net 10 from July 1st 2020
			\$10,000 Net 10 from September 1st 2020
Qty	Description	Item	Monthly
	Novatime Web-Based Time & Attendance System		
550	Novatime Web-Based Time & Attendance Software	\$3.00	\$1,650
550	Employee Web Services	Included	Included
50	Supervisor Module: Approval/Reporting/Review/Modification	\$5	\$250
1	Tyler Munis Bidirectional Payroll Interface (Guaranteed Interface)	Existing	Existing
1	Electronic In-Out Board	N/C	N/C
1	Labor Tracking (Activity Based Reporting - 8 Levels)	N/C	N/C
1	Standard Supply & Demand Scheduling Module	N/C	N/C
1	Accrual Module (Includes Sick, Vacation, Personal, etc.)	N/C	N/C
1	Automated Time Distribution Module	N/C	N/C
1	Notification Module	N/C	N/C
1	Affordable Care Act Module	N/C	N/C
550	FMLA Case Tracking Module	\$1	\$550
	Government Software Discount	20%	-\$490
550	Schedule Lockout Module	\$0.50	Included
550	Single Sign On Module	\$0.50	\$275
1	Test Environment (up to 50 employees)	\$150	\$150
1	Novatime Hosted SFTP Site	\$50	\$50
200	Advanced Scheduling Manager (up to 200 employees)	\$3.50	\$700
	Monthly Total		\$3,135
	12 Month Vendor Hosting Total		\$37,620
	Annual Software Maintenance		Included
	Annual Hardware Maintenance	\$295/clock/yr	\$2,950
	12 Month System Total July 1st 2020 - June 30th 2021		\$40,570
10	NT7000 Biometric Terminal	\$2,290	\$22,900
10	NT7000 Communication: (Ethernet Module, POE, Wireless)		Included
	Government Hardware Discount	10%	-\$2,290
	Implementation		\$20,450
	Sales Tax		TBD
	Total One Time Fees (Due Upon Contract Execution)		\$ 41,060

Customer Authorization

Title

Date

Andrews Technology HMS, Inc.

Title

Date



City Council Meeting STAFF REPORT

Submitting Department: Council

Submitted By: Sam Thomas

Sponsored By: Mayor Pro Tem Mitchell & Council Member Richard

Meeting Date: June 1, 2020

I. AGENDA ITEM TITLE: CONSIDERATION OF AN ORDINANCE PROVIDING FOR REGULATIONS GOVERNING USE OF SKATEBOARDS AND SIMILAR DEVICES (**1ST READING**) (SPONSORED BY: MAYOR PRO TEM MITCHELL & COUNCIL MEMBER RICHARD)

II. RECOMMENDATION:

The recommendation is for Mayor and Council to approve an ordinance providing for regulations governing the use of skateboards and similar devices.

III. REPORT IN BRIEF:

As Alpharetta becomes a more pedestrian oriented environment, the City has increasingly received complaints from residents and visitors regarding safety hazards posed by individuals using skateboards and similar devices on public streets, highways, sidewalks, public parking lots, and/or in public parking garages. There is considerable concern for the safety of the general public and for those using these devices due to the potential for collisions with pedestrians or motor vehicles.

While the City has attempted to discourage such activity, especially in high-pedestrian and high-vehicular traffic areas, such efforts have garnered little cooperation or success. Lacking an established ordinance to enforce, law enforcement has not been able to further address the issue.

The proposed ordinance states that no person shall operate or propel skateboards, long boards, roller skates and inline skates or other similar devices (collectively "Skateboards") upon a public alley way, sidewalk, public parking lot, public parking garage or elevated surface (including rails, ramps, and steps) within the Core as shown on the map.

IV. ALTERNATIVES:

V. ATTACHMENTS:

ORDINANCE PROVIDING FOR REGULATIONS GOVERNING USE OF SKATEBOARDS (05-21-2020 INCORPORATING RICHARD_MITCHELL CHANGES)(3731456.1) (002), -Downtown Core Map- (002)

**AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE CITY OF ALPHARETTA,
GEORGIA PROVIDING FOR REGULATIONS GOVERNING THE USE OF
SKATEBOARDS AND SIMILAR DEVICES; TO PROVIDE FOR
AN EFFECTIVE DATE; AND FOR OTHER PURPOSES**

WHEREAS, the Mayor and Council of the City of Alpharetta, Georgia (the "City Council") are charged with the protection of the public health, safety, and welfare of the citizens of the City of Alpharetta, Georgia (the "City"); and

WHEREAS, the City Council finds that skateboards, long boards, roller skates and inline skates are acceptable modes of transportation when operated safely. The City Council further finds that persons operating skateboards, long boards, roller skates and inline skates create the potential for property damage and personal injury to themselves and others, when their conduct is not regulated. The City Council finds these problems and concerns are most acute in the downtown core district area (hereinafter the "Core") or where such signs are posted because of heavy pedestrian and vehicular traffic and because the unique physical features in the Core are attractive to persons using skateboards, long boards, roller skates and inline skates; and

WHEREAS, the City Council has determined that it is appropriate from time to time to modify regulations to comport with current conditions; and

WHEREAS, the City Council desires to amend Chapter 30 (Offenses and Miscellaneous Provisions) of The Code of the City of Alpharetta, Georgia (the "Code") in order to modify and add certain provisions regulating the use of skateboards in public areas;

Section 1 of Amendment. Chapter 30 of the Code is hereby amended by adding the following Article III:

"ARTICLE III - Skateboards

Sec. 30-40. No person shall operate or propel skateboards, long boards, roller skates and inline skates or other similar devices (collectively "Skateboards") upon a public alley way, sidewalk, public parking lot, public parking garage or elevated surface (including rails, ramps, and steps) within the Core as shown on the map attached as Exhibit "A".

Sec. 30-41. The Director of Public Safety and the Department of Engineering and Public Works, after approval of the City

Administrator, are authorized to erect or have erected signs prohibiting skateboarding, roller skating or the operation of similar devices as provided in Sec. 30-40; provided, however, the absence of a sign shall not excuse a violation of this Ordinance.

Sec. 30-42. Any person violating any provision of this section is guilty of a violation of this Code and shall be punished as provided in this section; provided, however, that any offender under the age of seventeen (17) years shall be treated as provided by O.C.G.A. Title 15, Ch. 11 (O.C.G.A. § 15-11-1 et seq.). The parent of any child and the guardian of the person of any ward shall not knowingly, or through insufficient control, permit that child or ward to violate any provision of this section. The Department of Public Safety shall provide a written warning to the parent or guardian of a child who violates this section. If the child violates this section again within one (1) year of the warning, the parent or guardian shall be deemed to have authorized or permitted the child to commit such violation and shall be cited accordingly. The fine for a first violation of this section shall be \$100.00. Subsequent violations shall include a minimum fine of \$250.00 and maximum of \$500.00, and/or twenty (20) hours of community service.

Sec. 30-43. Nothing in this Ordinance shall be deemed to prohibit the City, in its sole discretion, to permit skateboarding in designated areas within a park."

Section 2 of Amendment. It is the intention of the City Council and it is hereby ordained by the authority of the City Council that the provisions of this Ordinance shall become and be made a part of The Code of the City of Alpharetta, Georgia, and the codifier is authorized to make the specified deletions, insertions, additions, and to insert headings, article numbers and section numbers as and where appropriate.

Section 3 of Amendment. All ordinances or parts of ordinances in conflict with this Ordinance are hereby repealed to the extent of such conflict.

Section 4 of Amendment. If any section, subsection, provisions, or clause of any part of this Ordinance shall be declared invalid or unconstitutional, or, if the provisions of any part of this Ordinance as applied to any particular situation or set of circumstances shall be declared invalid or unconstitutional, such invalidity shall not be construed to affect the portions of this Ordinance not so held to be invalid, or the application of this Ordinance to other circumstances not so held

to be invalid. It is hereby declared as the intent of the City Council that this Ordinance would have been adopted in its current form without the invalid or unconstitutional provision contained therein.

Section 5 of Amendment. This Ordinance shall become effective immediately upon adoption.

ADOPTED this _____ day of _____, 2020.

CITY OF ALPHARETTA, GEORGIA

By: _____
Jim Gilvin, Mayor

[SIGNATURES CONTINUED ON FOLLOWING PAGE]

[SIGNATURES CONTINUED FROM PREVIOUS PAGE OF ORDINANCE
PROVIDING FOR REGULATIONS GOVERNING USE OF SKATEBOARDS]

COUNCILMEMBERS

Jason Binder

Ben Burnett

John Hipes

Dan Merkel

Donald Mitchell

Karen Richard

(SEAL)

Attest:

Approved as to form and
legal sufficiency:

City Clerk

C. Sam Thomas, City Attorney

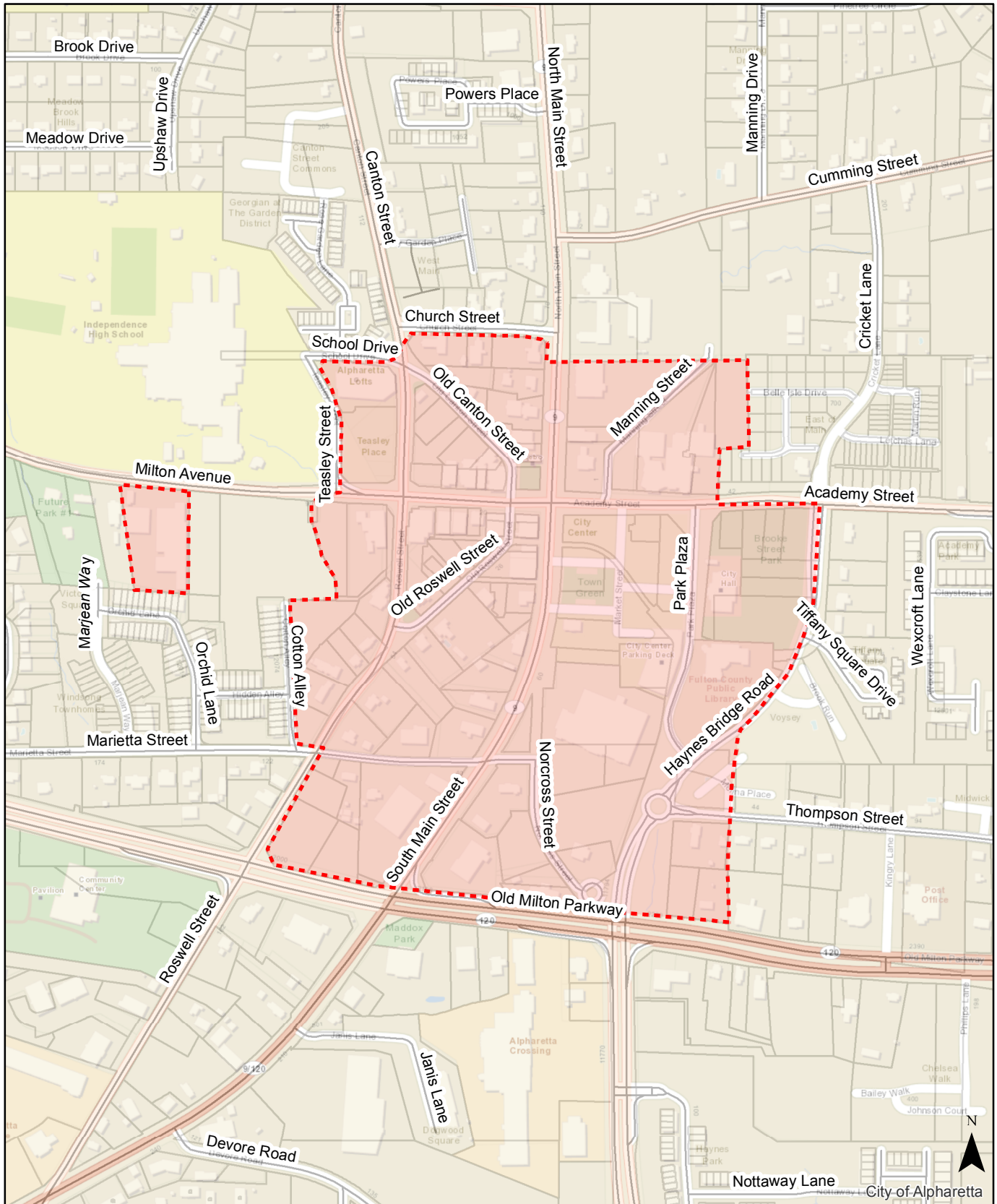
First Reading:_____

Second Reading:_____

Adopted:_____

City of Alpharetta

Downtown Core District



Downtown Core District

500

1,000

Feet



City Council Meeting STAFF REPORT

Submitting Department: Public Safety
Submitted By: Stephanie Cochran
Sponsored By:
Meeting Date: June 1, 2020

I. AGENDA ITEM TITLE: RESOLUTION: APPROVAL OF 2020 BULLETPROOF VEST PARTNERSHIP GRANT APPLICATION

II. RECOMMENDATION:

Approve the Resolution for the submission of a grant application to the U.S. Department of Justice for the purchase of ballistic vests.

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: THE TOTAL COST IS \$34,317, HALF OF THIS WILL BE FUNDED FROM THE CITY'S GRANT ACCOUNT WITH THE BALANCE FUNDED THROUGH THE GRANT.

APPROPRIATIONS:

<u>ACCOUNT TITLE/NUMBER</u>	<u>DOLLAR AMOUNT</u>
2020 Bulletproof Vest Grant Purchases (22031150-542100-TBS)	\$34,317.00
Non-Allocated Grant Matching Funds (22090200-579000)	(\$17,158.00)

EXTERNAL FUNDING SOURCES:

<u>ACCOUNT TITLE/NUMBER</u>	<u>DOLLAR AMOUNT</u>
2020 Bulletproof Vest Grant (22031150-331110-TBD)	\$17,158.00
N/A	\$0.00

IV. REPORT IN BRIEF:

The Department of Public Safety is requesting approval to submit a grant application for the Bureau of Justice Assistance (BJA) 2020 Bullet Proof Vest Grant. There is a 50% match requirement from the City totaling \$17,158.00. If awarded, total funding for this initiative (grant and match components) will be \$34,317.

The Bulletproof Vest Partnership (BVP) program is an initiative of the U.S. Department of Justice to help law enforcement agencies purchase body armor for its officers through a matching fund, reimbursement grant. Through the Bureau of Justice Assistance, the Department of Justice reimburses agencies for up to half the purchase price of new, approved ballistic vests. Applications are accepted annually and awards must be used within two years. Alpharetta has applied for this grant every year for more than ten years, generally receiving 60% to 100% of the amount requested.

The deadline for submission of this grant application to the Department of Justice is June 8, 2019.

The Department estimates needing 83 new vests through calendar year 2022 based on the expiration dates of current vests (which carry the maximum-permitted five-year warranty) and forecasted new hiring. New ballistic armor currently costs \$1107 per set, depending on the level of protection. The total cost for 83 vests, assuming a normal mix of alternatives, is approximately \$91,881.

The 2020 grant limits the number of vests requested to forty-one (41) and the maximum dollar amount of

\$35,200. With our estimated need, we are asking for 31 vests at a total cost of \$34,317.

The Department will have under \$15,000 remaining from the 2019 grant, including the City's match, which will be applied to the need. The Bureau of Justice Assistance maintains a history of awards and payments and may reduce any award by this amount.

As noted in the Fiscal section, the City's match of \$17,158 will come from the Grant Fund.

V. ALTERNATIVES:

Ballistic vests are required for all sworn officers. With or without grant assistance the Department would buy the same vests at the same cost.

VI. ATTACHMENTS:

2020 BVP Grant Resolution



**A RESOLUTION TO AUTHORIZE THE MAYOR AND CITY COUNCIL
TO APPROVE THE SUBMISSION OF THE 2020 BULLETPROOF VEST
PARTNERSHIP GRANT TO THE US DEPARTMENT OF JUSTICE**

WHEREAS, the US Department of Justice, Office of Justice Programs, and Bureau of Justice Assistance made available funding under the Bulletproof Vest Partnership Grant Act of 2000; and

WHEREAS, such funds may be used to help purchase approved bulletproof vests for eligible law enforcement officers; and

WHEREAS, this application round is to fund bulletproof vests purchased on or after June 8th, 2020; and

WHEREAS, the City of Alpharetta has applied for funding through this program; and

WHEREAS, the funding, if awarded, shall be utilized to help purchase new vests for Alpharetta's police officers; and

WHEREAS, evidence authorizing the acceptance of said application must be provided.

NOW, THEREFORE BE IT SO RESOLVED, this 26st day of May 2020, by the Mayor and Council of the City of Alpharetta that the submission of the 2020 Bulletproof Vest Partnership Grant application is hereby approved; and if awarded the Mayor is hereby authorized to execute award package with directives under the Bulletproof Vest Partnership Grant Program.

Adopted this _____ day of _____ 2020.

CITY OF Alpharetta, GEORGIA

By: _____
Mayor

Council Member

Council Member

Council Member

Council Member

Council Member

Council Member

Attest: _____
City Clerk



City Council Meeting STAFF REPORT

Submitting Department: Recreation and Parks

Submitted By: Morgan Rodgers

Sponsored By:

Meeting Date: June 1, 2020

I. AGENDA ITEM TITLE: RFP 20-121 ON CALL ELECTRICAL SERVICES FOR PARKS

II. RECOMMENDATION:

Please award RFP # 20-121, a five-year contract for Alpharetta Recreation, Parks and Cultural Services Department to Meer Electric, Inc., and authorize the Mayor to execute all of the necessary documents. The projected expense for this contract in year one (Fiscal Year 2021) is \$67,500.

III. BUDGET IMPLICATIONS:

BUDGETED ITEM: YES

FISCAL IMPACT: YES

INCLUDED IN CURRENT FY CPTL BUDGET: NO

INCLUDED IN CURRENT FY OPRT. BUDGET: YES

TOTAL PROJECT COST: \$67,500.00

APPROPRIATIONS:

ACCOUNT TITLE/NUMBER	DOLLAR AMOUNT
Facility Repair and Maintenance / 10061240-522250	\$500.00
Grounds Repair and Maintenance / 10061500-522240	\$5,000.00
Grounds Repair and Maintenance / 10061700-522240	\$20,000.00
Grounds Repair and Maintenance / 10061750-522240	\$20,000.00
Grounds Repair and Maintenance / 10061800-522240	\$1,000.00
Grounds Repair and Maintenance / 10061850-522240 RPM01	\$1,000.00
Grounds Repair and Maintenance / 10061950-522240	\$20,000.00

EXTERNAL FUNDING SOURCES:

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

IV. REPORT IN BRIEF:

The Alpharetta Recreation, Parks and Cultural Service Department utilizes an electrical services contractor to provide a variety of on-call services throughout the year. These services include repairs to athletic field lights, tennis court lights, pool deck lights, parking lot lights, Wills Park Equestrian Center lights, and Union Hill Park lights (Outdoor Rink) along with other specialized repairs/installs throughout the park system. The specialized services will include installation/replacement of poles and fixtures (to include LED) along with providing electrical services for new park development.

This will ensure that there is an electrical services contractor on-call that can provide the flexibility and knowledge needed for the Department to quickly and efficiently address unforeseen or planned electrical service needs that may occur during the year.

The City advertised RFP #20-121 for on-call electrical services on 3/19/2020 with a due date of 4/10/2020. The City received 4 submissions which were evaluated by a committee of Department staff based on the

following (100 points max): References (25 points); Company Profile and Qualifications (22 points); Cost (20 points); Sample Projects (20 points); Business Location (10 points); and Local Vendor Preference (3 points). The Evaluation Committee rankings were as follows:

Meer Electric	90.13 pts
West Georgia Lighting	66.91 pts
LMI Systems, LLC	66.57 pts
Capital City Electrical Services, LLC	59.86 pts

Meer Electric, Inc. held the previous contract for ten years (two 5-year terms). The proposal from Meer Electric was more comprehensive and dedicated for what the department is requiring. The Department has been extremely pleased with the quick response time of Meer Electric, the ability to get the work done, and the professionalism of their employees. Staff recommends entering into a new five-year contract with Meer Electric, Inc. for on-call electrical services. No rate increases are projected throughout the five-year contract period. The new contract would expire on June 30, 2025.

Based on sample project pricing, Meer is competitive and the lowest-cost overall.

V. ALTERNATIVES:

N/A

VI. ATTACHMENTS:

Deliverables RFP 20-121 (1), Information and Contract RFP 20-121, Alpharetta RFP 20-121
References MEER, Alph RFP 20-121 Qualifications-MEER, Alpharetta RFP 20-121 Company Profile-Cover
Letter MEER

CITY OF ALPHARETTA REQUEST FOR PROPOSALS (RFP)

RFP Number: 20-121

RFP Title: On-Call Electrical Services for Parks



DELIVERABLES – INFORMATION REQUIRED BY THE CITY

The City may make such investigations as deemed necessary to determine the ability of the Offeror to provide the supplies and/or perform the services specified.

Submission Instructions

The City is accepting all responses by electronic submission. Completed responses must be received at <https://cityofalpharetta.bonfirehub.com/> before the Close Date and time as identified in Project Details webpage of this procurement.

Responses submitted by hard/paper copy, mail, facsimile, or e-mail **will not be accepted**. Responses received after the Closing Time **will not be considered**.

Upload your submission at: <https://cityofalpharetta.bonfirehub.com/>.

- Logging in and/or uploading your file(s) does not mean your response is submitted. Proponents must successfully upload all the file(s) and **MUST** click the submit button before the closing time.
- You will receive an email confirmation receipt with a unique confirmation number once you finalize your submission. This will confirm that you have successfully submitted your proposal with all required information.
- All submitted items and responses are Sealed and will only be visible to the City after the Closing Time.
- If the file is mandatory, you will not be able to complete your submission until the requirement is met.
- Uploading large documents may take significant time, depending on the size of the file(s) and your Internet connection speed.
- Please note the type and number of files allowed. The maximum upload file size is 1000 MB. Please do not embed any documents within your uploaded files, as they will not be accessible or evaluated
- Minimum system requirements: Internet Explorer 11, Microsoft Edge, Google Chrome, or Mozilla Firefox. Java Script must be enabled.

WHAT EACH OFFEROR MUST PROVIDE WITH PROPOSAL

1. Company Profile / Overview / Executive Summary

i. *Cover Letter*

- o include a brief business profile length of time in business, and a summary describing strong points and why your firm's/team's experience, particularly with similar projects, will benefit the City.

Also include:

ii. *Business Organization*

- o Business name and home office address, identify whether this or another office address is responsible for work of this project,
- o Identify one contact person. This person shall be the single point of contact on behalf of the Offeror firm/team, responsible for correspondence to and from the organization and the City. If necessary, the City will send all Project-related communications to this contact person. Include the following contact information:
 - mailing address,
 - telephone number,
 - e-mail address, and

iii. *Provide company DUNS Number* (if any)

2. Authorized Signer

Electronic Signature for contract execution: The City uses DocuSign to electronically deliver contracts to the awarded contractor for digital signing. To enable routing of contracts digitally for execution, include the following information for contractor's authorized signer. This employee must have the authority to bind the firm in the contract process:

- Authorized signer's name as it should be listed for signing,
- Authorized signer's title
- Authorized signer's email address
- If the signer is not a registered company official, then also include a letter of authorization allowing the intended signer to bind the company.

3. Notice to Parties

Provide the location address and contact information for all contractual notices and communications. All such notices may be sent by certified mail with return receipt requested, statutory overnight mail, or had delivered. Do not provide a post office box address in response to this item. Required information includes: Company Name, Contact's Name and Title, Street Address, City, State, Zip Code.

4. Statement of Qualifications

On a separate page or pages, submit detailed qualifications noting background and experience similar to scope of this project. At a minimum, include:

- a) Type of experience and years of experience similar to proposed in this RFP;
- b) work experience and years of experience performing work similar to this project;

5. Project Staffing

- a) Provide name, title, and a brief role description with responsibilities for lead personnel. Include relevant professional/educational experience.
 - Additional personnel may be added.
- b) Identify key staff members that have particular electrical certification(s) and provide documentation of certifications for each.
- c) Identify key staff members that have electrical contractor licenses and provide documentation.

6. References

- a) Provide a minimum of three references (not including the City of Alpharetta) for electrical services like those requested by the City in this RFP. These services should have been provided within the last three years. Proposed references shall have working knowledge of Offeror's abilities related to the proposed use of the FACILITY.
- b) More than three references may be provided. Submit additional referenced project information or additional references on separate pages.
- c) References template provided at end of this document may be used for response.

These references may be contacted to verify Offeror's ability. The City reserves the right to use any information or additional references deemed necessary to establish the ability of the Offeror to perform the conditions of this request. Negative references may be grounds for Proposal disqualification.

7. Sample / Example Projects

Using pricing as proposed to the City for RFP response, provide a sample cost sheet or invoice for the following three sample project scenarios.

- a) The City calls to have 32 light bulbs replaced on multiple ball fields at North Park. These lights are on 70-foot poles. The City will provide the 1500 W metal halide light bulbs. Upon arrival, the crew finds that for some of the burned-out bulbs, replacing with the new bulbs does not correct the problem. Further examination proves that 15 ballasts also need to be replaced. After all work has been completed, the three-person electrician team has spent 10 hours on the job replacing the 32 City-supplied bulbs as well as the 15 electrician-supplied ballasts. Due to the height of the field lights, a lift was used – provided by the electrician.
- b) The City requests for 20 bulbs to be replaced at Webb Bridge Park. These lights are on 70-foot poles. 1500 W metal halide bulbs are supplied by the City. It is discovered that each bulb also needs a new 5-tap ballast – electrician supplied. Also, it is discovered that 10 fuses must be replaced – electrician supplied (Fuse, 20A, Class RK5, FRN-R Series, Time Delay). The work requires 30 man-hours over two days. Due to the height of the field lights, a lift was used – provided by the electrician.
- c) A new park is being designed. The City requests a quote to supply LED lighting in the parking lot and for one tennis court. Provide a quote that includes, but is certainly no limited to, all materials, labor, and equipment to install 10 parking lot LED poles and lights and 4 tennis court LED poles and lights.

8. Available Resources:

a) Personnel, Equipment, etc.

Provide a description of and demonstrate capability to provide resources including human resources (staffing), equipment, materials, sub-contractors, and any other resources that may be utilized in order to provide services as requested.

b) General Insurance Requirements

i. Required with each SOQ:

Offerors shall provide certificate of current Proof of Insurance with each SOQ.

ii. Insurance Requirements: Details of General Insurance Requirements can be found in the General Terms and Conditions, Sample Contract, RFQ Information document included with this RFQ.

[remainder of page intentionally blank]

Firm Name: _____

Reference 1:	
Reference Entity's Name and Location Services Provided	
Description of Audit Services provided, and dates provided	
Contact person's name, phone number, email	

Reference 2:	
Reference Entity's Name and Location Services Provided	
Description of Audit Services provided, and dates provided	
Contact person's name, phone number, email	

Reference 3:	
Reference Entity's Name and Location Services Provided	
Description of Audit Services provided, and dates provided	
Contact person's name, phone number, email	

CITY OF ALPHARETTA REQUEST FOR PROPOSALS (RFP)

RFP Number: 20-121

RFP Title: On-Call Electrical Services for Parks



GENERAL TERMS AND CONDITIONS, SAMPLE CONTRACT, RFP INFORMATION

RFP Information

1. Offeror Acknowledgement

By submitting a Proposal, the authorized signer and represented firm have read, understand, and agree to information within the Request for Proposal documents and with required and informational documents, files, and/or forms posted to webpage for this RFP and made part of this RFP and any contract that may be awarded as a result of response to this RFP. Furthermore, Offeror acknowledges and agrees that Offeror has carefully examined and fully understands the provisions and requirements of the proposed Work within this RFP, has made a personal examination of the site of the proposed work (if applicable), is satisfied as to the actual conditions and requirements of the proposed Work, and hereby proposes and agrees that if Offeror's proposal is accepted, Offeror will contract with the City of Alpharetta (City) in full conformance with the Contract Documents.

2. City's Authority and Right to Investigate

This procurement is issued under the authority of the City of Alpharetta Procurement Policy and applicable law. The City has the authority to reject all proposals or any proposal that is non-responsive or not responsible, and to waive technicalities and informalities to award a contract that is in the best interest of the City. The City may also elect to contingently accept one or more proposals so that in the case of the default of the Successful Offeror, the City will accept the Contingent Proposal.

The City may make such investigations as deemed necessary to determine the ability of the Offeror to provide the supplies and/or perform the services specified.

3. Evaluation Criteria

All proposals received will be reviewed by the Procurement Agent to ensure that all administrative requirements of the RFP package have been met, such as all documents requiring a signature have been signed and submitted. Failure to meet these requirements may be cause for rejection. Only responsive proposals will be given to Evaluation Committee for further review.

The Evaluation Committee will evaluate the remaining proposals and determine a ranking based on the information provided in response to this RFP. Proposals will be evaluated based on stated evaluation criteria. In ranking against stated criteria, the City may consider such factors as accepted industry standards and a comparative evaluation of all other qualified RFP responses in terms of differing price, quality, quantity, and contractual factors. These rankings will be used to determine the most advantageous offering to the City.

Any proposal that fails to achieve a passing ranking for any part/section for which a passing ranking is indicated will be eliminated from further consideration.

After completing the initial ranking, the Evaluation Committee may create a shortlist made up of a grouping of the highest-ranking Offerors. In the event of a shortlist, Offerors may be asked to arrange a site visit; may be invited for a presentation or interview; or may be asked to supply additional information for evaluation. Once all evaluations are complete, the Evaluation Committee may either recommend to award to the highest-ranking Offeror or if necessary, to seek discussion/negotiation or a "best and final offer" in order to determine the highest-ranking Offeror.

Each Offeror will be evaluated individually using weights for each criterion below:

Criteria	Weight
Company Profile, Cover Letter, Overview, Executive Summary, Business Organization, Qualifications, Staffing	22%
References	25%
Sample Projects (3)	20%
Cost Proposal/Rates	20%
Business Location	10%
Local Vendor Preference	3%
Required Forms and Acknowledgements	Pass/Fail

4. Contract Term

The Contract is for a term of **five (5)** years commencing [TBD], and terminating [TBD], as further provided for in the Contract and in accordance with O.C.G.A. § 36-60-13.

The term of the Contract may be extended by the City, with the written consent of the Contractor, for such additional period of time as may be necessary or advantageous to the City.

For any such renewal term commencing after the first two (2) years of this Contract, prices may be increased by the lesser of three percent (3%) or the Consumer Price Index factor (US City Average – All Items; most recent month). Contractor shall provide the City with the subsequent prices or rates for any renewal term, if different from the then existing prices or rates, at least ninety (90) days prior to the expiration of the then existing term. Subsequent prices or rates are guaranteed for a minimum of twelve (12) months.

For any automatic renewal of the contract required pursuant to O.C.G.A. § 36-60-13, notice of intent to not renew will be given to the Contractor in writing by the City, no less than thirty (30) days before the expiration date of the initial term of the contract.

General Terms and Conditions

Certain City standard terms and conditions, which will be incorporated into the Contract, are set forth below ("Terms and Conditions"). Vendors should notify the City of any Terms and Conditions that either preclude them from responding to this procurement or add unnecessary cost. This notification must be made by the deadline for receipt of written questions or with the Vendor's response. Any requests received prior to the deadline for receipt of questions for material, substantive, important exceptions to the Terms and Conditions will be addressed by formal written addendum issued by the designated Procurement Agent. The City reserves the right to address any non-material, minor, and/or insubstantial exceptions to the Terms and Conditions.

1. **Additional Contract Provisions and Terms**

The procurement, including all documents and appendices attached hereto, referenced herein and/or incorporated herein, and any addenda hereto, and the response of the awarded Contractor, including any amendments thereto, will be incorporated into the Contract (as previously set forth, all of such documents are collectively referred to as the "Contract Documents").

The Terms and Conditions set forth herein do not define the total extent of the contract language. In the event of a conflict or dispute as to the duties and responsibilities of the City and Contractor under any resulting Contract Documents, the Contract, will govern in accordance to the order of precedence set forth therein.

2. **Performance Prior to Contract Execution**

The successful Contractor shall not begin performance of the Project prior to the execution of a formal written contract by the City and the successful Contractor. Any Contractor beginning performance prior to the execution of the Contract shall be deemed to be proceeding at the Contractor's risk and shall not be entitled to any compensation for such performance. Under such circumstances, the City reserves the right to withdraw or cancel the award of the procurement.

3. **Subcontractors**

The lowest responsive and responsible Contractor will be the prime contractor if a contract is awarded and executed and shall be responsible, in total, for all work of any subcontractors. All subcontractors, if any, must be listed in the Contractor's response to this procurement. The City reserves the right to approve all subcontractors. The Contractor shall be responsible to the City for the negligent acts and negligent omissions of all subcontractors or agents and of persons directly or indirectly employed by such subcontractors, and for the acts and omissions of persons employed directly by the Contractor. Further, nothing contained within the procurement, or otherwise in the Contract Documents created as a result of any contract award derived from the procurement, shall create any contractual relationships between any subcontractor of the Contractor and the City.

4. **Independent Contractor**

The Contractor shall at all times be acting as an independent contractor and not be considered or deemed to be an agent, employee, joint venture, or partner of the City. The Contractor shall have no authority to contract for or bind City in any manner. Neither the Contractor nor its employees are employees of the City. The Contractor shall have and maintain the responsibility for and control of the rendition of the Work (including, the services performed) under the Contract, the discipline of its employees, and other matters incident to the performance of the Work (services, duties, and responsibilities as described and contemplated in the Contract). The Contractor is required to supply the City with proof of compliance with the Workers' Compensation Act while performing work for the City. Proof of compliance must be received with the Contractor's response to the procurement at the address listed on the Cover Page of the procurement.

5. **Compliance with Illegal Immigration Reform and Enforcement Act**

E-Verify Program:

The City of Alpharetta is committed to compliance with Federal and State laws requiring the verification of newly hired employees to ensure they are lawfully entitled to work in the United States. As such, the City shall not enter into a contract for the physical performance of services unless the Contractor registers and participates in a federal work authorization program (E-Verify). Further, Contractors submitting a Proposal or Proposal for the physical performance of service shall include a fully executed E-Verify affidavit as part of their Response to the procurement.

Requirement to Participate in a Federal Work Authorization Program (E-Verify):

No Contractor shall submit a response for the physical performance of service unless the Contractor participates in a Federal Work Authorization Program and complies with the requirements of O.C.G.A. § 13-10-91.

- (1) Pursuant to O.C.G.A. § 13-10-91, the Contractor represents, warrants, acknowledges, and/or agrees that:
 - a. The Contractor has registered and participates in a federal work authorization program to verify the employment eligibility of all newly hired employees;
 - b. Subcontractors shall not enter into any contract with the Contractor for the physical performance of services within the State of Georgia unless such subcontractor registers and participates in a federal work authorization program to verify the employment eligibility of all newly hired employees; and
 - c. Sub-subcontractors shall not enter into any contract with a subcontractor or sub-subcontractor for the physical performance of services within the State of Georgia unless such sub-subcontractor registers and participates in a federal work authorization program to verify the employment eligibility of all newly hired employees.
- (2) As of the date of enactment of O.C.G.A. § 13-10-91, the applicable federal work authorization program is "E-Verify"
(<https://www.e-verify.gov/>), operated by the United States Citizenship and Immigration Services Bureau of the United States Department of Homeland Security. Information and instructions regarding E-Verify program registration, corporate administrator registration, and designated agent registration can be found at such website address.

Contractor, Subcontractor, and Sub-subcontractor Evidence of Compliance:

- (1) The Contractor, if entering a contract with the City providing the physical performance of services, shall comply with the requirements of O.C.G.A. § 13-10-91.
- (2) Pursuant to O.C.G.A. § 13-10-91, in the event the Contractor employs or contracts with a subcontractor in connection with a covered contract, Contractor shall secure from such subcontractor attestation of the subcontractor's compliance with O.C.G.A. § 13-10-91 by the subcontractor's execution of the subcontractor affidavit, the form of which is provided in *Appendix A* hereof, and maintain records of such attestation for inspection by the City at any time. Such subcontractor affidavit shall become a part of the contractor/subcontractor agreement.
- (3) Pursuant to O.C.G.A. § 13-10-91, in the event the Contractor employs or contracts with a subcontractor that employs or contracts with any sub-subcontractor, the subcontractor will secure from such sub-subcontractor attestation of the sub-subcontractor's compliance with O.C.G.A. § 13-10-91 by the sub-subcontractor's execution of the sub-subcontractor affidavit, the form of which is also provided in *Appendix A* hereof, and maintain records of such attestation for inspection by the City at any time. Such sub-subcontractor affidavit shall become a part of the subcontractor/sub-subcontractor agreement.

- (4) The Contractor shall comply with any and all other applicable requirements and provisions of O.C.G.A. § 13-10-91 and other applicable rules and regulations promulgated in relation thereto.
- (5) All portions of contracts pertaining to compliance with O.C.G.A. § 13-10-91 and all other applicable rules and regulations promulgated in relation thereto, and any affidavit related hereto, shall be open for public inspection in this State at reasonable times during normal business hours.

Forms necessary to ensure compliance with this section are included in Required Forms and must be received at the address listed on the procurement's Cover Page prior to review of Contractor's response.

6. Compliance with Laws

The Contractor shall, in performance of work under the Contract, fully comply with all applicable federal, state, or local laws, rules, and regulations, including, but not limited to, Title VI of the Civil Rights Act of 1964 and its amendments, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and Section 504 of the Rehabilitation Act of 1973. Any subletting or subcontracting by the Contractor subjects subcontractors to the same provision. The Contractor agrees that the hiring of persons to perform the contract will be made on the basis of merit and qualifications and there will be no discrimination based upon race, color, religion, gender, national origin or ancestry, age, creed, marital status, physical or mental disability, or political ideas by the persons performing the contract.

7. Compliance with Title VI of the Civil Rights Act of 1964

The City of Alpharetta, as a federal grant recipient, conforms to Title VI of the Civil Rights Act of 1964 and its amendments. Title VI of the Civil Rights Act of 1964 requires that no person in the United States shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. Presidential Executive Order 12898 addresses environmental justice in minority and low-income populations. Presidential Executive Order 13166 addresses services to those individuals with limited English proficiency.

The City is committed to enforcing the provisions of Title VI and to taking positive and realistic affirmative steps to ensure the protection of rights and opportunities for all persons affected by its programs.

Any person who believes they have been subjected to unlawful discriminatory practice under Title VI has a right to file a formal complaint. Any such complaint must be filed in writing or in person with the City of Alpharetta's, Title VI Compliance Officer, within one hundred-eighty (180) days following the date of the alleged discriminatory action. For more information or Title VI Discrimination Complaint Forms contact the Title VI Compliance Officer at the following:

Human Resources: Title VI Compliance
City of Alpharetta
2 Park Plaza
Alpharetta, GA 30009
Tel: 678-297-6014

8. Substitutions and Change Orders

NO substitutions of material, schedule cancellations, or Change Orders are permitted after Contract award without written approval by the Director of the contracting City Department or his authorized representative. Cumulative Change Orders in excess of \$50,000.00 or 10% of the original contract shall require the approval of the City Council.

Where specific employees are proposed by the Contractor for the work, those employees shall perform the work as long as those employees work for the Contractor, either as employees or subcontractors, unless the City agrees to a replacement or requests same based on an objective standard of review of past performance. Requests for any substitution will be reviewed and may be approved by the City at its sole discretion. Verbal agreements to the contrary will not be recognized. In the event a substitution of a Contractor employee is required due to termination of employment by Contractor, Contractor shall provide the City with prompt written notice of the need for such substitution and shall cooperate with the City in providing a replacement.

9. **Termination**

This Contract may be terminated prior to the term ending by either party in the event of substantial failure or default of the other party to fulfill its obligations under this Contract. Prior to such termination, the non-defaulting party shall give notice to the defaulting party of the failure or default. Such party shall have fifteen (15) days from the date of the notice to cure the default or failure if such default or failure is capable of being cured. Upon failure to cure the default or failure within fifteen (15) days, or if such failure or default is not capable of being cured, the non-defaulting party may terminate the Contract effective immediately upon the provision of written notice as provided in Section 15 (*Notices*). The Contract may also be terminated prior to expiration of the term by the City for City's convenience upon the provision of not less than fourteen (14) days written notice to the Contractor. In the event of such termination, the Contractor shall be compensated for services performed prior to termination. Such amount shall be paid by the City upon the Contractor's delivering or otherwise making available to the City, all data, drawings, specifications, reports, estimates, summaries and other information and materials as may have been accumulated by the Contractor in performing the services included in this Contract, whether completed or in progress. All unperformed obligations incurred by Contractor prior to such date shall survive termination of this Contract.

10. **Annual Appropriation and Renewal**

Notwithstanding any other provision or provisions of this Contract, pursuant to O.C.G.A. § 36-60-13, this Contract will terminate immediately and absolutely if the City determines that adequate funds are not appropriated or granted or funds are de-appropriated such that the City cannot fulfill its obligations under the Contract, which determination is at the City's sole discretion and shall be conclusive.

11. **Ownership of Work Product**

In the event Contractor prepares, pursuant to the performance of this Contract, any drawings, plans, studies, reports, specifications, other documents (the "Work Product"), the City shall be deemed the owner of the original of all such Work Product, and all statutory and common law rights with respect to such Work Product shall accrue to the City, provided the City has paid for the services in full.

12. **General Insurance Requirements**

Upon Council approval, the awarded Contractor shall provide the City with a Certificate of Insurance (COI) to the procurement agent listed on the cover page for this RFP. The COI shall indicate the existence of the policies prior to the beginning of the contract work or term. Thereafter, a renewal certificate shall be delivered to the City at least thirty (30) days prior to the expiration date of each expiring policy. If at any time, any of the policies shall be or become unsatisfactory to the City as to form or substance, or any of the carriers issuing such policies shall be or become unsatisfactory to the City, the Contractor shall deliver to the City representative upon demand a certified copy of any policy required herein for review. The Certificates of Insurance shall state that the City of Alpharetta is additionally insured.

- **Workers Compensation:** Workers Compensation \$500,000 per accident per employee with waiver of subrogation. Required documentation includes certificate from insurance company showing issuance of workmen's compensation coverage for the State of Georgia.

- **Comprehensive General Liability Insurance:**
Commercial General Liability \$1,000,000 each occurrence
\$1,000,000 aggregate
- **Comprehensive Auto Liability Insurance:**
Bodily Injury Liability \$1,000,000 each occurrence
Property Damage Liability \$ 100,000 each occurrence
- **Excess Umbrella Liability:**
Combined Single Limit Bodily Injury
and / or Property Damage \$1,000,000 each occurrence
\$1,000,000 aggregate

Insurance; Indemnification. The awarded Contractor shall maintain the types and amounts of insurance set forth as from time to time reasonably shall be requested by the City. The awarded Contractor shall provide proof of such insurance to the City at the same time as the execution of any resulting Contract and/or purchase order, and as and when requested by the City during the term hereof. Acceptance of a certificate or proof of insurance does not constitute approval or agreement by the City that the insurance requirements have been satisfied. The awarded Contractor shall indemnify and hold the City harmless from all claims, demands, losses, attorneys' fees and liabilities of any type or nature arising out of or related to the Contractor's, or Contractor's agents', employees' or subcontractors', negligent performance or non-performance of any resulting Contract and/or purchase order, including, but not limited to, claims for injury to person or property; provided, however, that this indemnification obligation shall not apply to claims arising from the sole negligence of the City or its employees. Nothing in this paragraph or any resulting Contract and/or purchase order shall be deemed to constitute a waiver of the City's sovereign immunity, create rights in any third party, or create any third party beneficiaries.

13. Sample Contracting Documents

- A. **Subcontractor E-Verify Affidavit and Sub-Subcontractor E-Verify Affidavit:** It is the responsibility of the awarded contractor to require all subcontractors and sub-subcontractors to complete the correct affidavit. The awarded contractor is required to hold the completed affidavits on file and to make available to the City for review upon request.
- B. **Sample Copies** are included at the end of this document in Appendix A

14. Invoicing, Payment Processing, ePayables

- A. Replying to this RFP confirms Bidder's agreement to accept electronic payments (*ePayables*) of invoices if awarded the contract.
- B. The City agrees to pay the Contractor in current funds for the performance of the Contract subject to additions and deductions as provided in the Contract, and, if applicable, to make payments in the manner and on the periodic basis agreed to by the City during the pre-construction meeting or prior to the commencement of the Work. Upon completion of the Work or, if agreed to by the City, upon completion of certain portions thereof, the Contractor shall submit an invoice detailing the appropriate charges as currently allowed.
- C. The City will process approved payment requests under this Project to the awarded Contractor only. Payment to subcontractors and suppliers is the responsibility of the Contractor. The City will not entertain any other payment arrangements.
- D. Upon receipt of invoice and inspection and acceptance of the Work, the City will render payment. All such invoices will be paid within forty-five (45) days by the City unless any items thereon are questioned, in which event payment will be withheld pending verification of the amount claimed and

the validity of the claim. The Contractor will provide complete cooperation during any such investigation.

E. **Invoices** shall be submitted to:

City of Alpharetta
Department of Recreation, Parks & Cultural Services
2 Park Plaza
Alpharetta, GA 30009

15. **City of Alpharetta Allowed Truck Routes**

Certain trucks may travel in and through the City of Alpharetta using only those streets and roads highlighted in the Truck Route Map provided in Appendix A of this document and available for review online at:

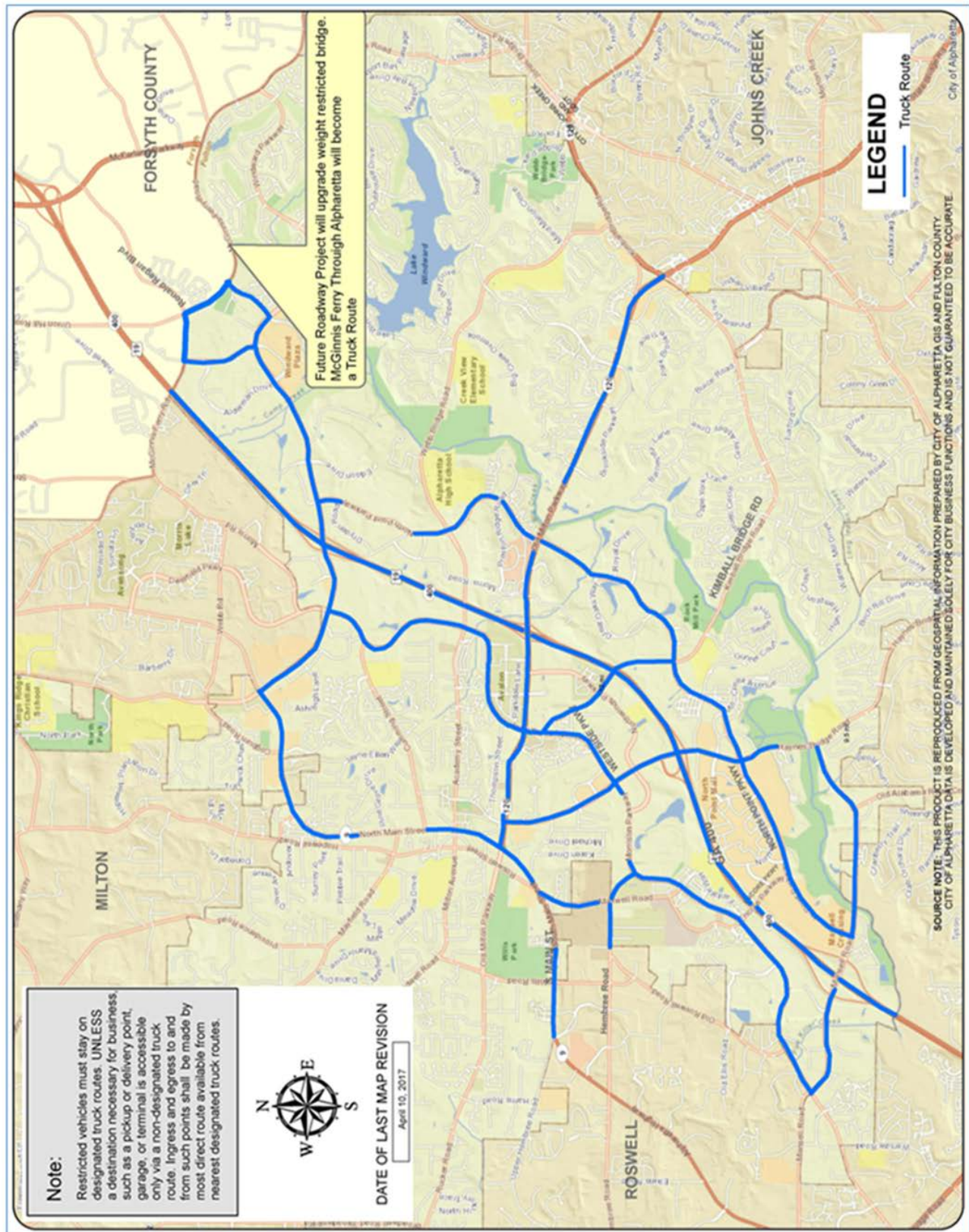
<http://www.alpharetta.ga.us/government/departments/public-works/alpharetta-truck-routes>.

As noted in Chapter 18 (Traffic) of the Code of the City of Alpharetta, Georgia, except as specifically set out herein, trucks (defined as motor vehicle having a gross vehicular weight rating (G.V.W.R.) in excess of thirty-six thousand pounds (36,000 lbs.) or having an overall length in excess of thirty feet (30'), except vehicles designed to carry passengers) are prohibited from using any street within the City except those designated below:

- 1) SR 9 (North Main Street – South Main Street)
- 2) SR 120
- 3) Haynes Bridge Road (SR 120 to City Limits)
- 4) Hembree Road (Westside Parkway to Roswell City Limits continuing on Roswell Truck Route)
- 5) Mansell Road
- 6) Maxwell Road (SR 9 to Hembree Road)
- 7) McGinnis Ferry Road
- 8) North Point Parkway
- 9) Union Hill Road
- 10) Westside Parkway
- 11) Windward Concourse
- 12) Windward Parkway (SR 9 to Union Hill Road)

Exceptions to the above schedule are when the terminal, parking lot, repair garage, headquarters, place of pickup or delivery of the restricted motor vehicle is not on a designated truck route, ingress to and egress from such places shall be made by the most direct route available between the terminal, parking lot, repair garage, headquarters, place of pickup or delivery and the nearest designated truck route.

Appendix A: City Truck Route Map and Informational Forms



Subcontractor E-verify Affidavit



AFFIDAVIT VERIFYING SUBCONTRACTOR PARTICIPATION IN FEDERAL WORK AUTHORIZATION PROGRAM

By executing this affidavit, the undersigned subcontractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract with _____ (contractor) on behalf of the **City of Alpharetta (GA)** has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the subcontractor with the information required by O.C.G.A. § 13-10-91(b). Additionally, the undersigned subcontractor will forward notice of the receipt of an affidavit from a sub-subcontractor to the contractor within five business days of receipt. If the undersigned subcontractor receives notice that a sub-subcontractor has received an affidavit from any other contracted sub-subcontractor, the undersigned subcontractor must forward, within five (5) business days of receipt, a copy of the notice to the contractor.

Subcontractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization (E-Verify) User Identification Number

Date of Authorization

Name of Subcontractor

Name of Project

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, _____, 201__ in _____ (city), _____ (state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE ____ DAY OF _____, 201__.

NOTARY PUBLIC

My Commission Expires

Sub-subcontractor E-verify Affidavit



AFFIDAVIT VERIFYING SUB-SUBCONTRACTOR PARTICIPATION IN FEDERAL WORK AUTHORIZATION PROGRAM

GEORGIA

By executing this affidavit, the undersigned sub-subcontractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract for _____ (name of subcontractor or sub-subcontractor with whom such sub-subcontractor has privity of contract) and _____ (contractor) on behalf of the **City of Alpharetta (GA)** has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned sub-subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned sub-subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the sub-subcontractor with the information required by O.C.G.A. § 13-10-91(b). The undersigned sub-subcontractor shall submit, at the time of such contract, this affidavit to _____ (name of subcontractor or sub-subcontractor with whom such sub-subcontractor has privity of contract). Additionally, the undersigned sub-subcontractor will forward notice of receipt of any affidavit from a sub-subcontractor to _____ (name of subcontractor or sub-subcontractor with whom such sub-subcontractor has privity of contract).

Sub-subcontractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization (E-Verify) User Identification Number

Date of Authorization

Name of Sub-subcontractor

Name of Project

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, _____, 201__ in _____ (city), _____ (state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE ____ DAY OF _____, 201__.

NOTARY PUBLIC

My Commission Expires

6. References

City of Roswell Recreation and Parks
38 Hill Street
Roswell, GA 30075

Description of Services:

Electrical maintenance and installations for Roswell Recreation and Parks Properties
Services performed 2004 to Present

Contact:

Rusty Pruitt
770-641-3705
rpruitt@roswellgov.com

City of Milton Recreation and Parks
11915 Wills Road
Alpharetta, GA 30009

Description of Services:

Electrical maintenance and installations for City of Milton Properties
Services performed 2010 to Present

Contact:

Dennis Miller
770-641-3727
dennis.miller@cityofmiltonga.us

City of Sandy Springs Recreation and Parks
1 Galambos Way
Sandy Springs, GA 30328

Description of Services:

Electrical maintenance and repairs for Tennis Facilities and Ballfields
Services performed 2012 to Present

Contact:

Michael Perry
770-730-5600
recreation@sandyspringsga.gov

4. Statement of Qualifications

Meer Electrical Contractors, Inc. (Meer Electric) was established and incorporated in 1984 in Roswell, Georgia, as a commercial, new construction electrical contracting company. We completed electrical installations in hotels, schools, office buildings and other commercial buildings. In 1989/1990, we phased into doing primarily commercial and residential service work, including work for a number of municipalities.

Meer Electric is prepared to provide On-Call Electrical Services for City of Alpharetta Parks including, but not limited to labor, materials, and equipment to:

- Replace light bulbs and any other electrical component for park lights on ball fields, parking lots, tennis courts, swimming pool area – including lighting in the pool, building security lights, gym and gymnastic center, lighting within park water features.
- Provide and install new lighting fixtures and poles.
- Replace existing poles with new poles.
- Replace existing light fixtures with new LED fixtures.
- In the performance of a task under this contract, ground surface protection (e.g. plywood) shall be used on all athletic/recreational fields and surrounding concrete where Lift/Truck or other heavy equipment is required.

The following are examples of work performed by Meer Electric personnel over the past 24 years:

In 1996, Meer Electric began doing all of the electrical service work, installations, and repairs for the City of Roswell. Our projects ranged from repairing or installing ball field and parking lot lighting to service calls for City buildings including City Hall and Recreation and Parks Department properties. We added 42 circuits in the Roswell Square Park using our directional drilling equipment to avoid digging trenches in the Park. We have repaired scoreboards and installed Charging Stations. We have replaced an existing 60 foot wooden pole with a 60 foot concrete pole. Using our bucket trucks or 65' crane, we have installed or changed out many light poles at various locations using plywood sheets as ground surface protection on all affected surfaces. We have also repaired or replaced outlets and switches as well as photocells and timers in Park Buildings, including the Historic Museum Houses. We have a wide range of capabilities.

Beginning in 2010, Meer Electric was called to City of Milton Parks to repair and replace bulbs and ballasts in fixtures at their ball fields. We installed heaters in their bathrooms and concession stands. We installed 2 concrete bases for the installation of a scoreboard. We replaced two controllers for a lift station at one of the Parks. We continue to work to keep the electrical systems and fixtures working properly for the City of Milton Recreation and Parks Department.

In 2012, Meer Electric was asked to replace all the bulbs and ballasts needed at the Sandy Springs and Morgan Falls Tennis Courts. Since then we have replaced bulbs and ballasts and made repairs to the light fixtures at their ball fields and park facilities. We also replaced a surge protector at Morgan Falls Overlook Park.

Qualifications:

Since 2006, Meer Electric has provided electrical service to the City of Alpharetta Parks and Recreation Department. We have installed new lighting fixtures and/or poles and replaced bulbs, ballasts, photocells, etc. for lights on ball fields, parking lots, tennis courts, and the swimming pool area. We have recently installed a 200 AMP service for events at Town Green, boring in conduit for Georgia Power feeds so that the lawn and paving were not disturbed. We installed GFCI outlets around the fountain at the Pocket Park at Old Milton and Highway 9, installed a photocell, and 9 lights in the tree. Whatever the electrical need may be, Meer Electric has the personnel and equipment to get the job done.

5. Project Staffing

- (a) Peter Meer, Vice President and Chief Operations Officer will be the Main Contact. He is responsible for projects requiring Estimates or special installations. Peter graduated from Roswell High School in 1989 and attended Southern Polytechnical College for 3 years. He began his career at Meer Electric while he was still a student at Roswell High School. At the same time, he also joined the Roswell Fire Department as a volunteer at 21 years of age, reaching the position of Captain. He retired after 21 years to complete the construction of the Meer Electric building in 2014, while working full time at Meer Electric. He has had experience in most every phase of construction and electrical work.
- (b) Richard McClure came to Meer Electric in 2002 after graduating from high school. He is Meer Electric's Project Manager as well as one of the most experienced and capable electricians we have ever had. He holds an Electrical Contractors License in the State of Georgia.
- (c) Please see attached for a list of Key Staff members with contractors licenses and electrical certifications.

MEER ELECTRIC KEY PERSONNEL LIST

Emp Name	Years of Elect Exp	Years at Meer	License/Certificate
Richard Meer	54	36	Electrical Contractor License
Peter Meer	33	33	Electrical Contractor License
Richard McClure	20	19	Electrical Contractor License
Brian Wood	15	10	On-the-Job Training
Rich McMahon	7	6	Electrical Contractor License
			I.E.C. Apprenticeship Graduate Electrician
Robert Snodgrass	7	7	I.E.C. Apprenticeship Graduate Electrician
Jason Robertson	5	3	I.E.C. Apprenticeship Graduate Electrician



PROFESSIONAL LICENSING

GEORGIA SECRETARY OF STATE BRAD RAFFENSPERGER

CORPORATIONS • ELECTIONS • LICENSING • CHARITIES

Licensee Details

Licensee Information

Name: Richard J Meer

Address: 10850 Shagbark Trail

Roswell GA 30075

Primary Source License Information

Lic #:	EN003389	Profession:	Electrical Contractor	Type:	Electrical Contractor- Non Restricted
Secondary:		Method:	Examination	Status:	Active
Issued:	4/1/1982	Expires:	6/30/2020	Last Renewal Date:	4/16/2018

Associated Licenses

No Prerequisite Information

Public Board Orders

Please see Documents section below for any Public Board Orders

Other Documents

No Other Documents

Data current as of: October 21, 2019 9:58:10

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PROFESSIONAL LICENSING

GEORGIA SECRETARY OF STATE BRAD RAFFENSPERGER

CORPORATIONS • ELECTIONS • LICENSING • CHARITIES

Licensee Details

Licensee Information

Name: Peter Francis Meer
Address: 420 Wickerberry Ln Roswell GA 30075

Primary Source License Information

Lic #: EN214347	Profession: Electrical Contractor	Type: Electrical Contractor- Non Restricted
Secondary:	Method: Examination	Status: Active
Issued: 4/14/2006	Expires: 6/30/2020	Last Renewal Date: 6/22/2018

Associated Licenses

No Prerequisite Information

Public Board Orders

Please see Documents section below for any Public Board Orders
--

Other Documents

No Other Documents

Data current as of: October 21, 2019 9:57:15

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PROFESSIONAL LICENSING

GEORGIA SECRETARY OF STATE BRAD RAFFENSPERGER

CORPORATIONS • ELECTIONS • LICENSING • CHARITIES

Licensee Details

Licensee Information

Name: Richard Larry McClure

Address: 107 Hill Crest

Woodstock GA 30188

Primary Source License Information

Lic #:	EN215989	Profession:	Electrical Contractor	Type:	Electrical Contractor- Non Restricted
Secondary:		Method:	Examination	Status:	Active
Issued:	12/5/2011	Expires:	6/30/2020	Last Renewal Date:	5/26/2018

Associated Licenses

No Prerequisite Information

Public Board Orders

Please see Documents section below for any Public Board Orders

Other Documents

No Other Documents

Data current as of: October 21, 2019 10:3:35

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PROFESSIONAL LICENSING

GEORGIA SECRETARY OF STATE BRAD RAFFENSPERGER

CORPORATIONS • ELECTIONS • LICENSING • CHARITIES

Licensee Details

Licensee Information

Name: Richard A McMahon

Address: 407 Park Lake Lane

Peachtree Corners GA 30092

Primary Source License Information

Lic #:	EN217572	Profession:	Electrical Contractor	Type:	Electrical Contractor- Non Restricted
Secondary:		Method:	Examination	Status:	Active
Issued:	12/18/2018	Expires:	6/30/2020	Last Renewal Date:	

Associated Licenses

No Prerequisite Information

Public Board Orders

Please see Documents section below for any Public Board Orders

Other Documents

No Other Documents

Data current as of: October 21, 2019 9:56:41

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The United States Department of Labor

Office of Apprenticeship

Certificate of Completion of Apprenticeship

This is to certify that

Richard A. McMahon

has completed an apprenticeship for the occupation

Electrician

under the sponsorship of

IEC Atlanta Chapter
Atlanta, Georgia

in accordance with the basic standards of apprenticeship

established by the Secretary of Labor

Thomas J. De Luca

July 18, 2018

Date Completed



John V. Kelly
Administrator, Office of Apprenticeship

The United States Department of Labor

Office of Apprenticeship Certificate of Completion of Apprenticeship

This is to certify that

Robert Snodgrass

has completed an apprenticeship for the occupation

Electrician

under the sponsorship of

IEC Atlanta Chapter
Atlanta, Georgia

*in accordance with the basic standards of apprenticeship
established by the Secretary of Labor*

Thomas A. Kelly

July 18, 2018

Date Completed



John V. Kelly
Administrator, Office of Apprenticeship

The United States Department of Labor

Office of Apprenticeship Certificate of Completion of Apprenticeship

This is to certify that

Jason E. Robertson

has completed an apprenticeship for the occupation

Electrician

under the sponsorship of

IEC Atlanta Chapter
Atlanta, Georgia

*in accordance with the basic standards of apprenticeship
established by the Secretary of Labor*

July 12, 2016

Date Completed



Jul V Ladd
Administrator, Office of Apprenticeship

8. Available Resources

a) Personnel, Equipment, etc.

We at Meer Electric understand the importance of quick response time and getting the job done right when the City of Alpharetta has an electrical problem or need that is interrupting your operations. Someone at Meer Electric can be reached or will call back within 15-25 minutes, 24 hours per day, 365 days per year for emergency service with response to the site within two hours. For routine projects or repairs, Meer Electric will be able to provide service within one day of verbal or written task order notice. When our truck arrives, there will be a Technician and a Helper with a fully stocked service truck and the tools and equipment needed to complete whatever services are required. For larger projects, scheduling will be done to ensure that all phases of the work is coordinated with the appropriate personnel and specialized equipment necessary to complete the work in a timely fashion.

Any of the key personnel that will be involved with any aspect of the Contract have 5 to 33 years of experience in providing electrical services. All employees are required to attend weekly staff meetings that include continuing education in any Electrical Code changes and ongoing safety education. Meer Electric employees are well trained, both on-the-job and through the Independent Electrical Contractors Association Apprenticeship Training Program. Every employee has undergone a background check, drug testing and is required to wear a Meer Electric uniform. Meer Electric is a Certified Drug Free Workplace.

Many Meer Electric employees came to our Company with little or no electrical experience. If so, the employee starts as a Helper, learning the trade either through the Independent Electrical Contractors Association Apprenticeship Program which includes on-the-job training or through working with one of the experienced Technicians who train them as they work every day. In this way, employees learn the Meer Electric attention to detail, importance of exceptional customer service, compliance with the National Electrical Code, and safety as a top priority. Our Technicians are promoted through this program. Some employees are further trained in the use and maintenance of different pieces of equipment or specialized tools. This allows us to have more specialized talents within our Company.

DRUG-FREE

Certification

Meer Electrical Contractors

Has Been Certified As A

DRUG-FREE WORK PLACE

And Is Awarded this Certificate By The State Board of Workers' Compensation

This Day of July 09, 2019

And Expires July 09, 2020




CHAIRMAN

**Alpharetta RFP #20-121
On-Call Electrical Services for Parks**

Cover Letter

April 16, 2020

We at Meer Electric appreciate the opportunity to present a proposal for the contract to provide the City of Alpharetta Recreation and Parks Department On-Call Electrical Services. Meer Electric was established by Rick and Judy Meer in March of 1984 and we have been providing superior electrical services to commercial, municipal, and residential customers for 36 years in the North Metro area. Our son, Peter, who is Vice President and Chief Operations Officer, has helped us build our business and our reputation as one of the most dependable, efficient, trustworthy and value oriented contractors in the Atlanta area. We are proud of the relationships we have built with our customers as the electrical contractor they can trust to handle all their electrical needs,

We offer a wide variety of services including, but not limited to, troubleshooting electrical problems, replacing light bulbs and ballasts, contactors, wiring, fuses, and breakers. We install new circuits (including underground); fixtures, transformers and photocells on City facilities, buildings, parking lots, ballfields, and repair scoreboards. We install underground cabling and do repairs when needed. In addition to 10 service trucks, we have 3 bucket trucks including a crane which allows us to reach up to 65 feet, a directional underground drilling machine, underground locating equipment, tractors with backhoes, and an infrared thermographic camera that allow us to handle almost any maintenance, installation or repair. These and other specialty tools allow to tackle almost anything that needs to be done in the most expedient and thorough manner.

Meer Electric employees are well trained, both on-the-job and through the Independent Electrical Contractors Association Apprenticeship Training Program. Every employee has undergone a background check, drug testing and is required to wear a Meer Electric uniform. Meer Electric is a Certified Drug Free Workplace. Many of our Supervisors, Technicians and Helpers have been with Meer Electric for over 5 years with some who have helped us build our business for over 15 years. Our customers' satisfaction is our most important product and everyone at Meer Electric works hard to achieve that.

Over the years, we have provided the City of Alpharetta Recreation and Parks with timely and dependable service. We look forward to continuing to provide that dependable service to the City of Alpharetta through the contract being offered by the City. We appreciate the opportunity to present our proposal for that contract.

Sincerely,

MEER ELECTRIC

Judy Meer
Secretary/Treasurer

RFP #20-121
Meer Electric

Company Profile

April 16, 2020

COMPANY PROFILE:

ii. Business Organization:

Meer Electrical Contractors, Inc., dba Meer Electric
405 Tidwell Drive
Alpharetta, Georgia 30004
(Responsible for all work on this project)

Contact Person:

Peter Meer, Vice President and Chief Operations Officer
405 Tidwell Drive
Alpharetta, Georgia 30004
Office: 770-993-8028
Cell: 404-550-7658
peter@meerelectric.com



City Council Meeting STAFF REPORT

Submitting Department: Recreation and Parks

Submitted By: Ruby Flynn

Sponsored By:

Meeting Date: June 1, 2020

I. AGENDA ITEM TITLE: GREENWAY PEDESTRIAN BRIDGE EROSION CONTROL

II. RECOMMENDATION:

Please award ITB 20-014 to Tri Scapes, Inc to complete the Greenway Pedestrian Bridge erosion control repairs for the amount of \$97,748.35 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: \$97,748.35. CONTRACT COSTS WILL BE FUNDED THROUGH CURRENT APPROPRIATIONS.

APPROPRIATIONS:

ACCOUNT TITLE/NUMBER	DOLLAR AMOUNT
Greenway Repair/Maintenance / 30161150-541510 C1636	\$97,748.35

EXTERNAL FUNDING SOURCES:

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

IV. REPORT IN BRIEF:

The award of this ITB will address the erosion issues around the Greenway Pedestrian Bridge in Rockmill Park. These erosion issues were discovered after the heavy rains of 2019. In the fall of 2019, a contract was approved for our on-call design firm Pond and Company to prepare a design and construction documents that would allow The City to seek public bids to complete the project.

The invitation to bid was extended from February 13, 2020 - March 12, 2020. The City received a total of four (4) responses: Tri Scapes, Inc., Excellere Construction, LLC, MASSANA, INC., and The L.C. Whitford Company, Inc.

Tri Scapes provided the lowest bid with a total cost of \$97,748.35. Staff reviewed the information provided and feel confident that Tri Scapes can complete the work for the amount provided. In addition, Tri Scapes was the vendor that The City used to complete the previous emergency creek bank repairs which had a similar scope of work.

The plan is for the work to be completed during the month of August 2020. The Parks staff will be working closely with Public Works staff to avoid any logistical issues that might occur with the Kimball Bridge Road improvement project.

V. ALTERNATIVES:

VI. ATTACHMENTS:

ITB 20-014 Preliminary Bid Tab, 1-Cover Letter-Company Profile (003), Deliverables ITB 20-014 (003), 1-Big Creek Erosion Repair Schedule of Items ITB 20-014

ITB 20-014 Big Creek Greenway Pedestrian Bridge Erosion Control**Due March 12, 2020; 2:00 PM****Preliminary Bid Tabulation**

Supplier	Date Submitted	Bid Bond	E-verify	Disclosure	Grand Total
MASSANA, INC.	Mar 10, 2020 9:56 PM EDT	✓	✓	✓	\$ 284,956.00
Tri Scapes, Inc.	Mar 12, 2020 1:03 PM EDT	✓	✓	✓	\$ 97,748.35
Excellere Construction LLC	Mar 12, 2020 9:54 AM EDT	✓	✓	✓	\$ 156,400.00
The L. C. Whitford Company, Inc.	Mar 12, 2020 11:28 AM EDT	✓	✓	✓	\$ 483,887.00



Company Profile / Overview / Executive Summary

Tri Scares, Inc. was founded to service the Georgia market in 1993 as an all-inclusive commercial contracting company who has successfully managed over \$220 million in commercial construction projects. Tri Scares started and continues to maintain an office in Alpharetta, Georgia. We have been named in the 'Book of Lists' for Atlanta Business Chronicles Top 20 Commercial Landscape Companies every year since 2008. We were named Small Business of the Year through the Forsyth County Chamber of Commerce in 2011. We specialize in streetscape renovation including sidewalk improvements, sports field installation, multi-use trail systems, parks, maintenance, and utility services, and have provided these services for numerous municipalities, companies, and school systems throughout the state of Georgia. As a licensed General Contractor and Georgia DOT Qualified Contractor up to \$39,200,000.00, Tri Scares is capable of providing these services and managing any project with the professionalism that clients demand and expect.

Tri Scares' accomplishments can be attributed to our belief that successful business leaders build relationships first. Rebecca Martin is 51% owner of TSI and is a native of Forsyth County with over 30 years of industry experience. The company was built from the ground up 26 years ago, and it has made a substantial contribution in helping customers keep Georgia beautiful.

Our in-house staff takes care of the daily needs of our crews, customers and projects. Our crew members are top notch, hardworking individuals who take pride in their work. Our management team consists of over 400 years of combined industry experience.

TSI's hardscape installation service covers everything from the curb to the building. Our skilled professionals work together to ensure client satisfaction with projects that include concrete sidewalks and curbs, storm sewer upgrades, brick, granite, and stone pavers, detail walls, fountains, gazebos, pedestrian pathways/multi-use trails and parks, asphalt paving, site furnishings, and pedestrian bridges. We have worked with some of Georgia's most prestigious hardscape projects including Lawrenceville Lawn and Mercedes Benz USA Headquarters.

Company Highlights

- Name of Bidder: Tri Scapes, Inc.
- Main Office Address: 220 Curie Drive, Alpharetta, Georgia 30005
- Mailing Address: 1595 Peachtree Parkway, Suite 204-396, Cumming, Georgia 30041
- Phone: 770-752-4698 | Fax: 770-752-6792
- Ryan Hogan, Project Manager
- Corporation organized in the State of Georgia
- When organized: October 26, 1993
- General Contractor License # GCCO003381
- Georgia DOT Qualified Contractor up to \$39,200,000.00
- Women's Business Enterprise (WBE)
- Annual Revenue: \$20,000,000.00
- Bonding Capacity: Aggregate \$20,000,000.00; Single Project \$10,000,000.00
- Certified Drug Free Workplace
- General character of work:
 - Landscape/Hardscape Installation
 - Irrigation Installation
 - Irrigation Pump Systems
 - Sports Field Installation
 - Streetscape Renovation/Enhancements
 - Storm Water System Improvements
 - Sidewalk/Pedestrian Improvements
 - Multi-Use Trails and Parks
 - Bio-Retention Cells
 - Large Scale Bulk Grinding
 - Cistern Construction
 - Green Roof Installation
- Line of Credit available: \$900,000.00

Method of Providing Services:

Tri Scapes, Inc. (TSI) has successfully completed multiple projects of similar complexity for the city of Alpharetta. We understand the impact to pedestrian use, working on the trail has. We adhere to strict compliance with the designers planned corrective actions, along with close coordination with the city officials to customize our workspace for safe passage, when possible.

- a) **Understanding Project Requirements:** We know how destructive the big creek waters can be to the banks of the greenway trail and have seen the effects they have on the nearby structures (sidewalks, bridge abutments). Safety of these structures for pedestrian use is of utmost importance while at the same time, being mindful of the impact work on these areas has on the environment.

- b) **Project Timeline:** Lead time for the materials specified are minimal, as most of the items are standard and in-stock. Keeping in mind impacts by weather and unforeseen circumstances, we plan to execute this repair within a 2-week time frame. Demolition and workspace/water bypass taking 3-5 days, gabion installation 3-4 days, planting and site stabilization, demobilization, 3-5 days.
- c) **Approach:**
 - i. Visit site with the city and architect to discuss specific concerns and identify any methods that can benefit execution. Multiple eyes and heads on a situation are always best. In the past, we've barricaded the area to pedestrians, provided ample signage to warn of the closure, and kept equipment/materials secured within the work area and/or in nearest parking lot/laydown area. Rubber track excavator and loader will help expedite excavation that is accessible to this equipment and hand work will be utilized to supplement where equipment can't reach.
 - ii. Developing early, open, regular communication with the city officials is key. We have had a long, healthy relationship with City of Alpharetta parks staff, and understand their concerns. We like daily communication to keep the days activities and issues in the forefront of every one's mind. Challenges are quickly addressed and handled best when everyone is "on the same page" and not forced to catch up to what's been going on.

Available Resources:

Ryan Hogan, Vice President | Construction Division

Ryan has worked in the landscape/construction industry for twenty years and holds a Bachelor of Science in Landscape Horticulture degree from Auburn University. He is licensed with the state of Georgia as a General Contractor Qualifying Agent and with the state of North Carolina as a Landscape Contractor and Irrigation Contractor.

Ryan began his career, out of college, as a project superintendent with a national landscape, construction firm in their Atlanta office. While there, he managed the site scape construction of projects totaling \$12 - \$15 million, including 2 roof-top gardens. He also gained valuable experience working with the estimating team while there, in the office. Ryan currently manages multiple construction projects, as well as, performs landscape and hardscape takeoffs from blueprint. His professional certifications include the following: Certified Irrigation Contractor, OSHA 30 Hour Construction Safety and Health Certification, Georgia Soil and Water Conservation Level 1A Erosion Control Certification, and Certified Pervious Concrete Technician.

Ryan possesses the management tools necessary to be proficient in every aspect of the project from bidding until completion. He is well respected by our employees for his leadership abilities and this flows over into his relationships with the owners, architects, and engineers that monitor the various projects he has managed.

Tyler Mathis, Project Manager

In 2009, while in college, Tyler worked part-time for Tri Scapes as a maintenance crewman. Tyler worked alongside seasoned TSI workers where he gained a tremendous respect for their work ethic and valuable knowledge of the landscape industry. After college, he worked a couple of years for the Forsyth County Solicitor General. In 2015, Tyler joined Tri Scapes full-time, as a construction division project manager. Since working here, he has managed over \$14 million in construction projects, varying in scope from landscape and irrigation, to streetscape, parks and multi-use trails, and athletic field construction.

Tyler possesses the cool temperament to handle stressful situations in the field and the determination to see all challenges through to the finish. He is well respected by our employees for his kind, friendly treatment of their concerns and also with the owners, architects, and engineers for his careful attention to the details.

Tyler has a Bachelor of Science degree in Political Science from The University of North Georgia, in Dahlonega, Georgia, where he graduated in 2011.

Johnny Brister, Superintendent

Johnny has been in the construction, streetscapes, parks, and sports field installation industry performing estimating take-offs and project management for 20 years. He has extensive experience in streetscape enhancements and park construction as well as managing sports field installations from ground up including irrigation, laser grading, root zone preparation and sod installation. Johnny has successfully managed over \$100,000,000 in projects for various municipalities valued upwards to \$8,000,000.

Johnny has the experience and capability to handle all aspects of any project including on-site supervision, scheduling, managing subcontractors, quality control and communication between owner, engineer, and architect. From time of award through the warranty period, Johnny is dedicated to providing a safe environment for our crews and completing the project on time and to the highest standards our clients expect.

Johnny's educational background and certifications include a Master of Business Administration from the University of West Georgia, Georgia Soil & Water Conservation Level 1A (Blue Card Certification), GA NPDES, Georgia DOT Worksite Erosion Control Supervisor (Green Card), and Competent Person-Excavation and Confined Spaces certified.

Luis Lopez, Superintendent

Luis has thirty-eight years of experience in landscape project management. He has been with Tri Scapes, Inc. for 22 years and successfully manages crews of five to ten men. Luis is our lead landscape installer and does what it takes to make the customer happy and complete projects in a timely manner.

Roberto Munoz, Foreman

Roberto has been employed by Tri Scapes Inc. for the past 10 years. In that time, Roberto has led the Tri Scapes, Inc. teams on multiple projects. He is our leading laser grading operator and can run a wide range of equipment. He understands the intricate aspects of hardscape construction and has a well-respected reputation with our previous clients. Roberto's attention to detail enables him to successfully manage crews in high traffic areas with the utmost importance on safety as well as quality of services provided. Roberto is Highway and Utility Flagger certified.

See attached List of available Equipment

See attached COI for reference

LARGE EQUIPMENT
Owned by
TRI SCAPES, INC.

Year	Make	Description	Model#
1995	Case Uniloaders	1845 C	
1987	Massey Ferguson	240 Tractor	
1997	310E 4wd	John Deere Backhoe	
2000	Case Uniloaders	1845C	
1980	Massey Ferguson	245 Tractor	
2005	Takeuchi	TL140 Loader	
2006	Takeuchi	TB135	
2006	Takeuchi	TL140 Loader	
2005	Kubota	U-Screen Soil Screener	
2008	Kubota	Tractor	
2007	Kubota RTV900	Utility Vehicle	
	Vermeer	Trencher RT350	
2006	Takeuchi	TL130	
2005	Volvo	Mini Excavator	
	Ditch Witch	Trencher	
	MultiQuip	Riding Power Roller	
	Georgia Buggy	Concrete Buggy	
2005	Laymor	8HC Broom Sweeper	
2005	Rammax	P33-24HHMR Trench Compactor	
2005	Vermeer	Walk behind Trencher	RT-200
Unknown	Vermeer	Chipper	
2005	New Holland	Bachhoe w/Bucket	
2008	Volvo	Skidsteer w/Bucket	
2007	Caterpillar	Mini Excavator	
2005	Rammax	Disc Roller	
2010		Arrow Board	
2010		Arrow Board	
2010	Solar Tech	Portable Solar Message Board	
2010	VERMEER	Trencher/ Mower	1000908
2011	VERMEER	STUMPGRINDER	
2013	John Deere	Hydraulic Excavator	
2013	Takeuchi	Rubber Tire Track Loader-TL230	TL230
2006	Kubota	4x4 Utility Cart	
2014	Takeuchi	Rubber Tire Track Loader	TL8
2014	Vermeer	Stump Cutter	SC60TX
2014	Takeuchi	Rubber Track Loader with fixed tooth mulcher-TB260	TB260CR
2014	Kubota	Tractor w/Rotary Cutter	M6060HD
2015	Vermeer	Chipper	BC1000XL
	WMI	Sod Cutter	4820
	Spray Star	Turf Sprayer 1600	1600
	Jacobsen	Reel Mower LF135	LF135
2015	Takeuchi	Rubber Track Loader -TL8	TL8CRW
2010	Bobcat	Utility Vehicle	
Unknown	Woods	Rotary Tiller	
2015	Yanmar	New Yanmar Excavator	Vi055-6AB
2015	Vermeer	New Yanmar Tracked Carrier	
2016	Polaris	2016 Polaris	R16RNE57AH
2012	John Deere	JD Excavator 85D	85D
2015	John Deere	JD Skidsteer Loader	326E
2016	Kubota	4wd tractor w/ front loader/folding cutter	M8560HDC12
2016	Takeuchi	Track Loader-TL8	
2016	Kubota	Utility Vehicle	
2016	Takeuchi	Rubber Track Loader-TL10	TLP05095
2015	John Deere	210 Excavator	
1996	Ingrsol	SD40F Compactor	SD40F
2017	Kubota	Kubota RTV	RTV-X1140WL-A
2013	Vermeer	RT450 Trencher	
2015	Yanmar	Excavator	VI045-6A
2015	John Deere	650K Crawler Dozer	
2017	Rotochopper	Grinder	B66
2017	Kubota	Utility Vehicle	RTV-X900WL-HS
2017	Kubota	Utility Vehicle	RTV-X900WL-HS
2014	John Deere	310 SK Loader Backhoe	310SK
2018	Takeuchi	Track Loader-TL8 w/ 72" bucket	TL8
2016	John Deere	135G Excavator	0101F598641
2018	Takeuchi	Track Loader w/tooth bucket/pallet forks	TL8CVRW
2018	Optimal	Tree Spade	Z-1013625100
2018	Kubota	Utility Vehicle	RTV-X1100CWL-A
	Wacker	Trench Roller	20101417
2018	Sod Roller	BTR Sod Roller	
2013	Takeuchi	Skid Steer	TL230
2016	Polaris	Utility Vehicle	R16RNE57AH
2019	KVMI	Big Roll Track Installer	D1105
2018	Caterpillar		303E CR
2019	Kubota	Utility Vehicle	RTV-X900WL-HS

Tri Scapes, Inc. Small Equipment List

Year	Make	Description
2006	Ingersoll Road	Vibratory Plate
2008	Ingersoll Road	Vibratory Plate
2010	Blue Diamond	Boomer
2010		30" Pallet Forks
2010		30" Pallet Forks
	Amida	LT5000 Light Tower
Unknown	ApacheArrow	2 Pipe Laser
	AGL	GL2500 Pipe Laser
Unknown	G-Walker	Generator
Unknown	G-Walker	Generator
Unknown	G-Walker	Concrete Saw
Unknown	Stihl	Concrete Saw
Unknown	G-Walker	Water Pump
Unknown	G-Walker	Jumping Jack Tamp
Unknown	G-Walker	(2)-Welders
Unknown	MQ	Jumping Jack Tamp
Unknown		Jumping Jack Tamp
	Bobcat	Skidster Tiller
		Rockhound
		Sweepster
		Trencher
	Breaker Stanley	156 Breaker
		SNOWPLOW
		TRENCHER
		AUGUR
		Sprayer / TANK
		AUGUR
	Bobcat	SOD LAYER
	Laser	BOX GRADER
	Ambush	RC 30 Gear BUSHHog
	BOBCAT	Sweeper / Bucket
	Bobcat	AUGUR
		Bushhog
2012	Kubota	Agitator
	Bushhog	JD MX5
Unknown	Turfco	Topdresser
	Orange Landpride	Tiller
2008	Attachment	Lasor Grader
2015	Harro	MI1 Dirt Dog Disc
2010	Wacker Neuson	Trench Compactor
2010	Bobcat	Utility Vehicle



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

11/22/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME: Stephanie Smith, CISR
PointeNorth Insurance Group, LLC	PHONE (A/C, No, Ext): (770) 858-7540
PO Box 724728	FAX (A/C, No): (770) 858-7545
	E-MAIL ADDRESS: ssmith@pointenorthins.com
Atlanta GA 31139	INSURER(S) AFFORDING COVERAGE
	INSURER A: Grange Mutual Ins Co
	INSURER B: Accident Fund Ins. Co of America
	INSURER C:
	INSURER D:
	INSURER E:
	INSURER F:

INSURED Tri Scapes, Inc.
1595 Peachtree Parkway, Suite 204-396
Cumming GA 30041

COVERAGES CERTIFICATE NUMBER: 19/20 Pkg & WC REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☒ PRO-JECT ☐ LOC OTHER:	Y	Y	CPP2771706	12/01/2019	12/01/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Employment Practices \$ 50,000
A	☒ AUTOMOBILE LIABILITY ☒ ANY AUTO OWNED AUTOS ONLY HIRED AUTOS ONLY SCHEDULED AUTOS NON-OWNED AUTOS ONLY	Y	Y	CA 2771709	12/01/2019	12/01/2020	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	☒ UMBRELLA LIAB ☒ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED ☒ RETENTION \$ 0	Y	Y	CUP2771712	12/01/2019	12/01/2020	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 Follows Form \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	Y	WCV6168314	07/01/2019	07/01/2020	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Leased/Rented Equipment Installation Floater			CPP2771706	12/01/2019	12/01/2020	Limit 35,000 Limit 100,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

FOR INFORMATION ONLY

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

William H. Skelton

CITY OF ALPHARETTA INVITATION TO BID (ITB)

ITB Number: 20-014

ITB Title: **BIG CREEK GREENWAY PEDESTRIAN BRIDGE EROSION CONTROL**



DELIVERABLES – INFORMATION REQUIRED BY THE CITY

The City may make such investigations as deemed necessary to determine the ability of the Bidder to provide the supplies and/or perform the services specified.

Submission Instructions

The City is accepting all responses by electronic submission. Completed responses must be received at <https://cityofalpharetta.bonfirehub.com/> before the Close Date and time as identified in Project Details webpage of this procurement.

Responses submitted by hard/paper copy, mail, facsimile, or e-mail **will not be accepted**. Responses received after the Closing Time **will not be considered**.

Upload your submission at: <https://cityofalpharetta.bonfirehub.com/>.

- Logging in and/or uploading your file(s) does not mean your response is submitted. Proponents must successfully upload all the file(s) and **MUST** click the submit button before the closing time.
- You will receive an email confirmation receipt with a unique confirmation number once you finalize your submission. This will confirm that you have successfully submitted your bid with all required information.
- All submitted items and responses are Sealed and will only be visible to the City after the Closing Time.
- If the file is mandatory, you will not be able to complete your submission until the requirement is met.
- Uploading large documents may take significant time, depending on the size of the file(s) and your Internet connection speed.
- Please note the type and number of files allowed. The maximum upload file size is 1000 MB. Please do not embed any documents within your uploaded files, as they will not be accessible or evaluated.
- Minimum system requirements: Internet Explorer 11, Microsoft Edge, Google Chrome, or Mozilla Firefox. Java Script must be enabled.

WHAT EACH BIDDER MUST PROVIDE WITH BID RESPONSE

1. Company Profile / Overview / Executive Summary

i. *Cover Letter*

- o include a brief business profile length of time in business, and a summary describing strong points and why your firm's/team's experience, particularly with similar projects, will benefit the City.

Also include:

ii. *Business Organization*

- o Business name and home office address, identify whether this or another office address is responsible for work of this project,
- o Identify one contact person. This person shall be the single point of contact on behalf of the Bidder firm/team, responsible for correspondence to and from the organization and the City. If necessary, the City will send all Project-related communications to this contact person. Include the following contact information:
 - mailing address,
 - telephone number,
 - e-mail address, and

iii. *Provide company DUNS Number* (if any)

2. Authorized Signer

Electronic Signature for contract execution: The City uses DocuSign to electronically deliver contracts to the awarded contractor for digital signing. To enable routing of contracts digitally for execution, include the following information for contractor's authorized signer. This employee must have the authority to bind the firm in the contract process:

- Authorized signer's name as it should be listed for signing,
- Authorized signer's title
- Authorized signer's email address
- If the signer is not a registered company official, then also include a letter of authorization allowing the intended signer to bind the company.

3. Notice to Parties

Provide the location address and contact information for all contractual notices and communications. All such notices may be sent by certified mail with return receipt requested, statutory overnight mail, or had delivered. Do not provide a post office box address in response to this item. Required information includes: Company Name, Contact's Name and Title, Street Address, City, State, Zip Code.

4. Bid Bond and Bonding Requirements

Bid Bond

A bid bond in the amount of 5% of contract price required for all Public Works Projects. Refer to ITB Forms, Bid Bond for required form.

By signing and submitting this bid to the City, **BIDDER** agrees that in case of failure on their part to execute said contract and bond, or provide satisfactory proof of carriage of the insurance required, within fourteen (14) calendar days after the award thereof, the Bid Bond or certified check accompanying their bid and the money payable thereon shall be forfeited to the **CITY** as liquidated damages; otherwise, the check or Bond accompanying this bid shall be returned to the **BIDDER**.

Performance and Payment Bonds: Refer to ITB document Terms and Conditions, Sample Contract, ITB Information for details and sample forms.

5. Method of Providing Services

Provide a description of the work plan, project timeline (including any lead times), and the methods to be used that will convincingly demonstrate to the City what the Bidder intends to do, the timeframes necessary to accomplish the Work, and how the Work will be accomplished.

Provide a statement of your understanding of an approach to the project, how you envision your firm meeting the needs of the City and discuss how your qualifications and team members best fit this request for services as stated in the Scope of Services/Specifications. This statement should go beyond a verbatim copy of Work requested in the ITB. Please address the following items specifically:

- a) **Understanding of Project Requirements:** Demonstrate an understanding of the needs that gave rise to the project and the complexities affecting its successful execution.
- b) **Project Timeline:** Provide a timeline from Contract award to Work completion. Include material lead times; coordination with other firms, utilities, etc.; and other milestones to final completion.
- c) **Approach:**
 - i. Describe the proposed approach to meet the needs and deal with the complexities for the [add service or work type]. Show why this approach is the best solution to the problem and how it has worked on similar projects in the past.
 - ii. Discuss your firm's approach to coordinate with the City's Representative and Program/Project Manager.

6. Available Resources:

a) **Personnel, Equipment, etc.**

Provide a description of and demonstrate capability to provide resources including human resources (staffing), equipment, materials, sub-contractors, and any other resources that may be utilized in order to complete the Work as requested.

b) **General Insurance Requirements**

- i. **Required with each bid:**

Bidders shall provide certificate of current Proof of Insurance with each bid.
- ii. **Insurance Requirements:** Details of General Insurance Requirements can be found in the General Terms and Conditions, Sample Contract, ITB Information document included with this ITB.

7. References

- a) Provide **a minimum of three references** (not including the City of Alpharetta) for projects similar in scope, specifications, and complexity to this procurement request. It is preferable that these projects were successfully completed within the last three years.
- b) Include the following:
 - i. Project Owner's name
 - ii. Location/ Name of Project
 - iii. Project Owner's contact person
 - iv. Contact's telephone and cell phone numbers
 - v. Contact's email address
 - vi. Provide a brief project description
 - vii. Project budget, Final cost
 - viii. Project manager' name, Project lead's name
- c) More than three references may be provided. Submit additional referenced project information or additional references on separate pages.

These references may be contacted to verify Bidder's ability to perform the contract. The City reserves the right to use any information or additional references deemed necessary to establish the ability of the Bidder to perform the conditions of this request. Negative references may be grounds for Bid disqualification.

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Item #	Item	Description	Unit	Approx. Quantity	Unit Price	Total Cost
1)	Delegated Retaining Wall Design and Wall Permit	Includes full delegated design of gabion retaining wall, submittal to parks department and design engineer, and submittal to City for permit.	LS	1	\$ 6,000.00	\$ 6,000.00
2)	Mobilization	Includes all work required to mobilize to project site and be ready to start construction, placing trail barricades, tree protection fencing, etc.	LS	1	\$ 3,960.00	\$ 3,960.00
3)	Site Preparation	Includes all work required to prepare site for retaining wall construction--grading, soil removal, haul off of excess soils and debris, dewatering, etc.	LS	1	\$ 40,465.50	\$ 40,465.50
4)	Gabion Retaining Wall Construction	Includes complete gabion retaining wall system as per delegated design. Includes stone footing, geotextile liner, and backfill as per delegated design. Includes rip-rap lining above wall to bridge (as shown on plan)	LS	1	\$ 24,000.00	\$ 24,000.00
5)	Rip-rap	Includes GDOT class III rip-rap lining at toe of wall as shown on plans at a thickness of 2 feet.	SF	320	\$ 13.88	\$ 4,441.60
6)	Erosion Control	Includes installation and maintenance of all erosion control items as shown on the plans.	LS	1	\$ 9,000.00	\$ 9,000.00
7)	Live Stakes	Includes purchase and installation of Willow live stakes as shown on plans.	EA	125	\$ 26.25	\$ 3,281.25
8)	Demobilization/Cleanup	Includes all work required to demobilize from project site, including site cleanup, removal of barricades and tree protection fencing, etc.	LS	1	\$ 6,600.00	\$ 6,600.00
			Grand Total: cost for project as shown in drawings:			\$ 97,748.35



City Council Meeting STAFF REPORT

Submitting Department: Recreation and Parks
Submitted By: Morgan Rodgers
Sponsored By:
Meeting Date: June 1, 2020

I. AGENDA ITEM TITLE: MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF ALPHARETTA AND THE WILLS PARK EQUESTRIAN FOUNDATION

II. RECOMMENDATION:

Staff recommends approval of the MOU between the City of Alpharetta and the Wills Park Equestrian Foundation.

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:

The Wills Park Equestrian Foundation (WPEF) is a 501-c-3 organization that was formed to help improve the Wills Park Equestrian Center.

The Wills Park Master Plan included improvements to the Equestrian Center that include a new ring, improved and expanded parking, renovations of existing rings, improvements to the drainage and storm water components and improvement and/or replacement of the horse barns. The funding for these improvements will be thru the City of Alpharetta and thru funds raised by the WPEF.

Currently the City has \$250,000 in capital improvement funds to begin the project. The WPEF has raised \$250,000 to match the City contribution.

This MOU outlines the agreement between the City and the WPEF for the handling and expenditures of these funds as well as future funds that will be allocated by the City and raised by the WPEF.

V. ALTERNATIVES:

VI. ATTACHMENTS:

Memorandum of Understanding - Wills Park Equestrian Foundation (05-06-2020; clean)(3711618.1)

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding ("MOU") is made this _____ day of _____, 2020, by and between Wills Park Equestrian Foundation Inc ("WPEF") and the City of Alpharetta ("CoA").

WHEREAS, WPEF is a not-for-profit corporation exempt from federal taxation and under Section 501(c)(3) of the Internal Revenue Code of 1954, as amended, created to partner with CoA to revitalize the Wills Park Equestrian Center (the "Center");

WHEREAS, the WPEF and CoA share the common goal of making certain improvements to, and revitalization of, the Center (the "Improvements") in an effort to make the Center a regional draw for equestrian events;

WHEREAS, by and through this MOU, WPEF and CoA agree upon the terms of a partnership between them with respect to making the Improvements and how the costs of the Improvements will be allocated between WPEF and CoA;

WHEREAS, WPEF and CoA, as part of their partnership, mutually agreed that the partnership would not proceed with the Improvements until such time as WPEF raised a minimum of \$250,000. As of the execution date of this MOU, WPEF has met this minimum fundraising requirement;

NOW, THEREFORE, for and in consideration of the mutual covenants contained herein, the parties agree as follows:

1. **MOU Committee**. An MOU Committee (the "MOU Committee") is hereby established, with the primary responsibility of such MOU Committee to be developing a list of the agreed-upon Improvements and developing an approval process for the construction of the Improvements. The MOU Committee shall include the following persons:

- i. The Chairman of the Alpharetta Recreation Commission;
- ii. The City of Alpharetta Director of Recreation, Parks and Cultural Services;
- iii. The City of Alpharetta Wills Park Manager;
- iv. The Alpharetta City Council Liaison to the Director of Recreation, Parks and Cultural Services;
- v. The WPEF Board President;
- vi. The WPEF Board Vice President; and
- vii. The WPEF Board Treasurer.

2. **Scope of Improvement.** WPEF and CoA agree that the specific Improvements to be undertaken shall be jointly agreed upon between the WPEF and CoA, by and through the MOU Committee, and shall include but not be limited to, at a minimum: (1) construction of a new ring in the current location of the maintenance facility; (2) upgrades to all existing rings to include drainage, footing, lighting, fencing etc.; and (3) to either refurbish existing barns and/or construct new barns. Projects/improvements should be in adherence to the Master Plan for the Equestrian Center approved by the City Council in 2019.

3. **Costs of the Improvements.** WPEF and CoA shall jointly share the costs of the Improvements on a per-capital project in respective shares to be later agreed upon by WPEF and CoA.

4. **Responsibilities of WPEF.** WPEF shall raise, collect, or procure funds toward the performance the Improvements (the "Raised Improvement Funds"). Once an Improvement has been identified, bid, and approved by WPEF and CoA, the WPEF shall remit to CoA their share of all Raised Improvement Funds for such Improvements. CoA shall maintain and manage all Raised Improvement Funds remitted to it as provided herein. WPEF raised funds must be used towards the Improvements of the Equestrian Center stated in Section 2 Scope of Improvement or returned to WPEF.

WPEF shall act as the primary liaison to the equestrian community with regard to this MOU, the Improvements, and the raising, collection, or procurement of the Raised Improvement Funds.

5. **Responsibilities of CoA.** CoA shall:

- i. Procure funds towards the performance of the Improvements;
- ii. Serve as the oversight agency for all Improvements;
- iii. Shall maintain and manage all Raised Improvement Funds, once such Raised Improvement Funds are remitted from the WPEF to CoA, as provided herein;
- iv. Shall be solely responsible for the payment of any contractor or subcontractor for the performance of Improvements, including the payment to any contractor or subcontractor of any of the Raised Improvement Funds;
- v. Develop all necessary parking lots;

- vi. Develop necessary roadways;
- vii. Conduct all maintenance of the Center;
- viii. Physically connect the Center to Wills Park; and
- ix. Install and maintain all necessary signage.

6. **Procurement Procedure and Ownership**. All procurement related to the Improvements shall follow CoA procurement procedures, and CoA shall be the official issuer of all document and shall serve as the official awarder of any contracts related to the Improvements. CoA will be the owner of all assets acquired under the partnership between WPEF and CoA, including but not limited to all Improvements.

7. **Term**. This MOU shall commence on the date of execution and shall remain in effect for three (3) years, unless CoA or WPEF elect in writing to extend this MOU for an additional term of one (1) year. Three (3) month notice shall be given by either party to effect a termination or amendment of this MOU, provided that each party is fulfilling their respective obligations under this MOU. The parties shall meet annually to review this MOU.

7. **Miscellaneous**. This MOU shall supersede any prior oral or written understanding between the parties and may not be amended or modified except in writing signed by the parties. This MOU may not be assigned by any of the parties. This MOU shall be governed and construed in accordance with the laws of the State of Georgia.

[SIGNATURES BEGIN ON FOLLOWING PAGE]

In witness whereof, the parties have hereunto executed this Memorandum of Understanding on the day and year first above written.

Wills Park Equestrian
Foundation Inc

By: _____

Its: _____

[SIGNATURES CONTINUED ON FOLLOWING PAGE]

[SIGNATURES CONTINUED FROM PREVIOUS PAGE]

City of Alpharetta, Georgia

By: _____

Its: _____

Approved as to form and
legal sufficiency:

C. Sam Thomas, City Attorney



City Council Meeting STAFF REPORT

Submitting Department: Recreation and Parks

Submitted By: Morgan Rodgers

Sponsored By:

Meeting Date: June 1, 2020

I. AGENDA ITEM TITLE: PHASE ONE OF THE WILL PARK EQUESTRIAN CENTER RENOVATIONS TO INCLUDE A NEW ARENA AND PARKING LOT

II. RECOMMENDATION:

Approval of a purchase order to Pond under the City's on-call contract 17-1002A (Park Planning Services) for Phase 1 of the Wills Park Equestrian Center renovations (services include: schematic design; design development; construction documents; infiltration testing, permitting) in an amount totaling \$75,620 and authorizing the Mayor to execute all necessary documents.

III. BUDGET IMPLICATIONS:

BUDGETED ITEM: YES

FISCAL IMPACT: YES

INCLUDED IN CURRENT FY CPTL BUDGET: NO

INCLUDED IN CURRENT FY
OPRT. BUDGET: NO

TOTAL PROJECT COST: \$75,620. SPLIT FUNDED BETWEEN THE CITY (\$37,810) AND THE EQUESTRIAN CENTER FOUNDATION (\$37,810).

APPROPRIATIONS:

ACCOUNT TITLE/NUMBER	DOLLAR AMOUNT
Equestrian Center Improvements (Equestrian Foundation Match; 30161150-541500-C1911)	\$37,810.00
Equestrian Center Improvements (City Match; 27590150-541500-C1911)	\$37,810.00

EXTERNAL FUNDING SOURCES:

ACCOUNT TITLE/NUMBER	DOLLAR AMOUNT
Equestrian Center Improvements (Equestrian Foundation Match; 30161150-371000-C1911)	\$37,810.00
-	\$0.00

IV. REPORT IN BRIEF:

The City of Alpharetta and the Wills Park Equestrian Foundation has agreed to jointly fund the phased redevelopment of Wills Park Equestrian Center.

The City of Alpharetta recently removed the maintenance building to make way for a new equestrian arena.

Our on call engineering firm, Pond, will provide schematic design, construction drawing, construction documents, infiltration testing and permitting for Phase one of the Will Park Equestrian Center renovations to include a new arena and parking lot in an amount not to exceed \$75,620.

The Wills Park Equestrian Foundation will pay 1/2 of the amount, not to exceed \$37,810, as provided in the Memorandum of Understanding between the City and the Foundation.

V. ALTERNATIVES:

VI. ATTACHMENTS:

2020-0401 Wills Park Horse Arena and Parking- Civil and LA Proposal (002), On-Call Park Planning
Services-PondCo 17-1002A



3500 Parkway Lane, Suite 500
Peachtree Corners, Georgia 30092

T: 678.336.7740 | F: 678.336.7744
www.pondco.com

April 01, 2020

Kurt Kirby
Project Manager
City of Alpharetta Parks and Recreation
2 Park Plaza
Alpharetta, GA 30009

**Re: *Wills Park Equestrian Center Renovations- Phase 1 Arena and Parking Lot
City of Alpharetta, Georgia***

Mr. Kirby:

Pond & Company (Pond) thanks you for the opportunity to assist with the design of your project. This project will consist of the design of a new horse exhibition arena and a parking expansion to be located in Wills Park, adjacent to the main entrance to the Wills Park Equestrian Center off of Wills Road. The project site is currently developed with existing parking and park features.

Pond previously prepared a master plan assessment for the park that included a rough layout of this project. As determined in this master plan assessment process, the project is anticipated to include a horse exhibition arena of approximately 300' by 150' (final dimensions to be determined). Adjacent to this arena to the north, a pad graded area will be provided for future spectator pavilions with water and electric stub-outs. Adjacent to this arena to the south will include a pad graded area for a future show office/restroom/spectator facility with water, sewer, and electric stub-outs. As this new arena will displace existing parking, a new parking area will be designed to the south. The desire is for this new parking area to approximately maintain the total number of parking spaces currently onsite, with additional parking if space permits. It is anticipated that the new arena will be lighted similar to a sports field with Musco-style LED lighting. The parking area will require security lighting.

The project will require all necessary utility and stormwater management infrastructure per City of Alpharetta and Fulton County standards and regulations, including practices to manage runoff reduction, channel protection, and peak flow detention. Due to the limited space available on this site, it is anticipated that stormwater management for this project will be provided via a combination of above ground runoff reduction practices and an underground detention system which will discharge on grade and flow overland to the existing creek. It is understood that the capacity of all existing public utilities is unknown at the time of this proposal and must be verified prior to full design. This proposal assumes that all necessary utilities are existing and currently serve the project site with

sufficient capacity and will not require upgrade or extensions to this project site. If it is later discovered that the capacity of the existing utilities is insufficient, this proposal will be re-evaluated.

It is understood that the Client has provided a full boundary, topographic, tree, and utility survey of the property in AutoCAD and will provide the survey as a signed and sealed hard document (or .pdf file) that will include all necessary information required by code and as necessary to design, permit, and construct this project.

Any additional information acquired after this proposal is submitted may require a reevaluation and revision of the scope and proposal.

PROFESSIONAL SERVICES

TASK I- SCHEMATIC DESIGN (30% DOCUMENTS)

- A. Pond will visit the project site to observe the existing conditions;
- B. Pond will attend a project kick-off meeting with the design team to discuss the proposed project;
- C. Based upon this discussion, the existing conditions provided by the Client's surveyor, and consultation with an equestrian consultant, Pond will prepare schematic documents and/or sketches to approximately the 30% design level in the following format:
 1. Existing Conditions Plan
 2. Preliminary Site Demolition Plan
 3. Preliminary Site Plan
 4. Preliminary Grading and Drainage Plan
 5. Preliminary Site Utility Plan
- D. Pond will prepare a preliminary stormwater management analysis for sizing and massing of the stormwater management facilities such as detention and water quality devices and measures;
- E. Pond will analyze overall earthwork and elevation changes that affect the layout and utility infrastructure connections;
- F. The plans will include conceptual horizontal layout of stormwater conveyance systems, stormwater treatment facilities, sanitary sewer piping, and domestic water piping;
- G. The plans will show preliminary FFE's for padded areas and conceptual site grading with the proposed locations of earth-retaining structures as needed;
- H. A pre-design meeting with the City of Alpharetta Planning and Development Department will be arranged in the effort to verify utility capacity information and availability, and applicable stormwater management requirements. Should there be any issues expected with utility capacity or with local regulations, Pond will advise the Client of the issues prior to moving forward into the conceptual grading, drainage and utility planning;
- I. Based upon the schematic design documents, Pond will prepare an opinion of probable construction cost;

- J. The schematic design package will be provided to the owner in electronic format for review and discussion. If major comments are received that require extensive rework of the schematic design, this proposal will need to be re-evaluated for the inclusion of additional effort;
- K. Please note that this task includes up to 3 in-person meetings with the owner/City, and one (1) site visit. Additional meetings may require additional fee;
- L. Task I will be reviewed and coordinated with the Client for concurrence before moving forward with the next phase of design or permit/construction documents.

TASK II- DESIGN DEVELOPMENT (60% DOCUMENTS)

- A. Using the client approved plan and feedback from the previous conceptual design exercise and continued discussion with an equestrian consultant, Pond will prepare design development documents to approximately the 60% design level in the following format:
 - 1. Cover Sheet
 - 2. General Notes
 - 3. Existing Conditions Plan
 - 4. Site Demolition Plan
 - 5. Site Layout Plan
 - 6. Grading and Drainage Plan
 - 7. Site Utility Plan
 - 8. Construction Details
 - 9. Preliminary Electrical Site Plan and Details
 - 10. Tree Protection and Replacement Plan
 - 11. Landscape Plan
- B. Pond will prepare a preliminary stormwater management analysis for sizing and massing of the stormwater management facilities such as detention and water quality devices and measures;
- C. Pond will analyze overall earthwork and elevation changes that affect the layout and utility infrastructure connections. Reasonable attempts to balance earthwork within the project area will be made. Design of offsite borrow or spoil areas is not included in this proposal;
- D. A pre-design meeting with the City of Alpharetta will be arranged for a stormwater pre-consultation meeting to discuss stormwater management options and to also discuss applicable permitting requirements. Should there be any issues expected with utility capacity or with local regulations, Pond will advise the Client of the issues prior to moving forward;
- E. Pond will prepare an outline of the proposed written specifications for the project;
- F. Using the design development plans, Pond will prepare an updated opinion of probable construction cost;
- G. The design development documents will be provided to the City via email for review and comment. Pond will then meet with the City to discuss the design and any City comments. It is anticipated that this meeting will be attended by the project manager and/or the civil engineer.

TASK III- CONSTRUCTION DOCUMENTS (100% DOCUMENTS)

- A. Using the client approved plan and feedback from Task II, Pond will prepare final design documents in the following format:
 - 1. Cover Sheet
 - 2. General Notes
 - 3. Existing Conditions Plan
 - 4. Site Demolition Plan
 - 5. Site Layout Plan
 - 6. Grading and Drainage Plan including storm drainage profiles and calculations
 - 7. Site Utility Plan
 - 8. Construction Details
 - 9. Erosion and sedimentation control plan (3-Phase per City requirements)
 - 10. Electrical Plan and Details
 - 11. Tree Protection and Replacement Plan
 - 12. Landscape Plan
- B. Pond will prepare written specifications applicable to the scope of work for the project;
- C. Pond will prepare a final stormwater management analysis and report to meet the City/County requirements, as applicable;
- D. Pond will provide tree protection and replacement plans per City of Alpharetta regulations and show only the minimum plantings in landscape strips, buffers, and stormwater practices as required for permit. To complete this task, the survey provided by the client must contain all necessary tree information per the City requirements. No arborist related services or reports related to specimen, dead or hazardous trees are included in this proposal;
- E. Using the final design plans, Pond will prepare updated opinion of probable construction cost;
- F. The final design documents will be provided to the City via email for review and comment. It is anticipated that any comments received at this stage will be minor in nature and will not require redesign. Pond will then meet with the City to discuss the design and any City comments. It is anticipated that this meeting will be attended by the project manager and civil engineer.
- G. Pond will address any minor comments on the drawings from the city (within the scope of this proposal) and prepare a 100% set of plans for permit submittal.

TASK IV—INFILTRATION TESTING

- A. As required for a land disturbance permit by the City of Alpharetta, Pond will provide infiltration testing in the locations of proposed runoff reduction practices. Pond will engage a geotechnical engineer to perform the City required soil percolation testing. Percolation rates of existing soils utilizing the modified Taft engineering center method will be completed. This proposal assumes that up to four locations will be tested, at depths of no more than 6' in areas that can be tested with standard equipment. These measurements are required by the City of Alpharetta for the design of the stormwater management system. The results of this test will help determine the final sizing of the

required stormwater quality measures. Geotechnical services will be provided by a licensed geotechnical engineer as a sub-consultant to Pond & Company.

TASK V- PERMITTING

- A. Using the client-approved plans from Task III, Pond will coordinate permitting and submitting the civil documents through the City of Alpharetta and Fulton County as part of the Land Disturbance Permit (LDP) process for the property.
- B. Revisions to the plans and stormwater management report will be made per city and county review comments that fit within the scope of this project as described in this proposal. Major comments will be discussed with the City as needed;
- C. Upon completion of permitting, Pond will prepare a 100% final, signed and sealed set of plans and specifications for the City's use in bidding the project. This proposal assumes that the project will not go out for bid until permitting is complete. If this is not the case, this proposal may need to be reevaluated for the additional work associated with plan/revision management.

CONDITIONS OF SERVICE

- A. The Client will provide an AutoCAD file and a signed and sealed hard copy (or .pdf file) of the existing conditions survey (fully adequate for all design and permitting, prior to the start design) for use in the preparation of design documents;
- B. The proposed development will not require variances, waivers, or re-zoning other than those specifically described above;
- C. Any design (architectural, structural, or MEP) of future buildings or pavilions is excluded. The design of utility stub-outs will assume anticipated demand based on program information to be provided by the city;
- D. No security or irrigation design is included;
- E. Temporary shoring design is not included;
- F. Building or structure design (including MEP) is not included in this proposal;
- G. No rendered site plans, 3D renderings, or other marketing style graphics are included in this proposal;
- H. Geotechnical exploration is excluded (other than infiltration testing);
- I. It is assumed that any required retaining walls will be designed by others/delegated design. The proposed grading plan will include locations of the walls along with top and bottom elevations for use in the design of the wall by others for delegated design; It is anticipated that any walls would be MSE style walls.
- J. Electrical design is limited to site security lighting and stub-outs to future building/pavilion locations. Electrical design of the new building will be by the contractor.
- K. The opinion of probable cost will be based upon the design plans utilizing a combination of RSMeans construction cost data and research of similar projects. Please note that this cost information is provided for information only. True construction cost is dependent on a multitude of factors outside the control of Pond, including market conditions, contractor availability, unforeseen site conditions,

and actual construction start dates. Additional items may be discovered as the design progresses or during the permitting process which could affect the final cost.

- L. No environmental site assessments (ESA) or historical assessments of any type are included. It is understood that any required environmental remediation will be completed by others. No environmental remediation plans or related design is included in this proposal;
- M. No field utility location/ verification scope is included in this proposal;
- N. Pond will examine available published environmental data (National Wetland Inventory, FEMA Flood Maps, etc.), but field delineation/survey of possible State Waters / Wetlands / FEMA boundaries, associated permitting or stream buffer variances, cross-sectional survey, and flood modeling or study is excluded, except as specifically included in the proposal;
- O. Additional services not included: value engineering, platting, and certifications (other than one-time as-built hydrology analysis);
- P. It is understood that the permitting process is beyond the control of Pond and that the governing jurisdiction(s) may or may not issue a permit for the proposed improvements, as currently conceived;
- Q. Services not specifically included in the proposal, or material changes requested after professional services have commenced, will be considered additional / out of scope services and will be approved via a contract change order prior to commencement of the additional work.

HOURLY RATES

The fees for this proposal are based upon the hourly rates in Pond's On-Call Contract for Park Planning Services (Contract number 17-1002A) dated 10/7/2016. The hourly breakdown utilized to calculate these fees is attached—the hourly rates used are summarized below.

Hourly Rates	
Title	Rate
PIC	200
PM	120
Engineer	100
Drafter	80
Admin	60

FEES AND TERMS OF PAYMENT

Pond & Company proposes to complete the professional services specifically stated above for the lump sum fees listed below. These fees are based upon the hourly rates in Pond's On-Call Contract for Park Planning Services (Contract number 17-1002A) dated 10/7/2016. The hourly breakdown utilized to calculate these fees is attached.

TASK I— Schematic Design (30%)	\$ 12,740
TASK II— Design Development (60%)	\$ 22,500
TASK III— Construction Documents (100%)	\$ 29,380
TASK IV— Infiltration Testing	\$ 3,560
TASK V— Permitting	\$ 7,440
Total	\$ 75,620

Should you wish to proceed, please execute this agreement by signing below and return a copy for our records, receipt of which will serve as our official authorization to proceed.

Please let me know if you have any questions and thank you again for your trust in our firm.

Sincerely,

Pond & Company



Kevin Hendrix, PE
Discipline Director—Civil Engineering



Matthew Wilder, PLA, ASLA
Principal, Director of Landscape Architecture

ACCEPTED BY: *BY SIGNING BELOW THE UNDERSIGNED REPRESENTS THAT HE/SHE IS DULY AUTHORIZED TO EXECUTE THIS BINDING AGREEMENT ON BEHALF OF THE CLIENT.*

Signature: _____

Printed Name & Title: _____

Date: _____

Task	Hours					Fee
	PIC	PM	Engineer	Drafter	Admin	
Task I-Schematic Design						
Project Management/Coordination	2	12				\$1,840
Equestrian Consultation		6	12			\$1,920
Existing Conditions			1	1		\$180
Site Demolition Plan			4	2		\$560
Site Layout Plan		2	8	4		\$1,360
Grading and Drainage Plan		2	12	4		\$1,760
Site Utility Plan			4	2		\$560
Earthwork calculations			4			\$400
Stormwater Calculations		4	8			\$1,280
Pre-design permitting meeting		4				\$480
Opinion of probable cost		2	8			\$1,040
Meeting with City		2				\$240
Address City Comments			8	4		\$1,120
Subtotal	2	34	69	17	0	\$12,740
Anticipated Hours and Fee:	2	34	69	17	0	\$12,740

Task	Hours					Fee
	PIC	PM	Engineer	Drafter	Admin	
Task II-Design Development						
Project Management/Coordination	2	12				\$1,840
Equestrian Consultation		6	12			\$1,920
Cover Sheet				1		\$80
General Notes			1	1		\$180
Existing Conditions				1		\$80
Site Demolition Plan			2	4		\$520
Site Layout Plan		2	12	16		\$2,720
Grading and Drainage Plan		2	16	16		\$3,120
Site Utility Plan			4	4		\$720
Construction Details			4	4		\$720
Electrical Site Plan		4	12	16		\$2,960
Tree Protection/Replacement Plan		2	8	8		\$1,680
Earthwork calculations			2			\$200
Stormwater Calculations		4	24	16		\$4,160
Opinion of probable cost			4			\$400
Outline specifications		1			2	\$240
Meeting with City		2				\$240
Address City Comments			4	4		\$720
Subtotal	2	35	105	91	2	\$22,500
Anticipated Hours and Fee:	2	35	105	91	2	\$22,500

Task	Hours					Fee
	PIC	PM	Engineer	Drafter	Admin	
Task III-Construction Documents						
Project Management/Coordination	2	12				\$1,840
Equestrian Consultation		6	12			\$1,920
Cover Sheet				1		\$80
General Notes				1		\$80
Existing Conditions				1		\$80
Site Demolition Plan			1	2		\$260
Site Layout Plan		2	4	8		\$1,280
Grading and Drainage Plan		2	8	8		\$1,680
Site Utility Plan		1	4	4		\$840
Utility Profiles			4	4		\$720
Construction Details			2			\$200
Erosion and Sedimentation Control Plans		2	24	16		\$3,920
Electrical Site Plan		4	12	20		\$3,280
Tree Protection/Replacement Plan		2	12	12		\$2,400
Landscape Plan		4	16	16		\$3,360
Stormwater Management Report		2	16	8		\$2,480
TQC Review		8	4	8		\$2,000
Opinion of probable cost			4			\$400
Written specifications		8			4	\$1,200
Meeting with City		2				\$240
Address City Comments			4	4		\$720
Prepare permit set		2		2		\$400
Subtotal	2	57	127	115	4	\$29,380
Anticipated Hours and Fee:	2	57	127	115	4	\$29,380

Task	Hours					NTE Fee
	PIC	PM	Engineer	Drafter	Admin	
Task IV-Infiltration Testing						
Field Work		8	8			\$1,760
Report Preparation		4	4		4	\$1,120
Coordination		4	2			\$680
						\$0
Subtotal	0	16	14	0	4	\$3,560
Anticipated Hours and Fee:	0	16	14	0	4	\$3,560

Task	Hours					NTE Fee
	PIC	PM	Engineer	Drafter	Admin	
Task V- Permitting						
Submittal to City of Alpharetta			2			\$200
Submittal to Fulton County			4			\$400
Address comments		8	24	24		\$5,280
Completion of paperwork		4	8			\$1,280
Creation of bid set		1		2		\$280
Subtotal	0	13	38	26	0	\$7,440
Anticipated Hours and Fee:	0	13	38	26	0	\$7,440

CITY OF ALPHARETTA

STANDARD CONTRACT FOR PROFESSIONAL SERVICES

This Contract for Professional Services for the City of Alpharetta is made and entered into and is effective 10/7/2016, by and between **Pond & Company**, a Georgia corporation with its principal office located at 3500 Parkway Lane, Suite 600, Norcross, Georgia 30092 (the "Contractor"), and the **City of Alpharetta, Georgia**, a municipal corporation of the State of Georgia (the "City").

1. Contract Documents. The Contract Documents consist of this Contract, the City's Request for Qualified Contractors dated June 30, 2016, including any addenda thereto (the "RFQ"), and the Contractor's Statement of Qualifications dated July 28, 2016 (the "SOQ"), all of which collectively are incorporated herein by reference (collectively, the "Contract Documents"). In the event of any conflict in the Contract Documents, the provisions and requirements set forth in this Contract shall govern; provided however, to the extent any of Contractor's obligations or duties set forth in the SOQ exceed the requirements provided within the RFQ or this Contract, or the City finds any of the terms set forth in the SOQ more desirable, the terms set forth in the SOQ shall control. Subject to the foregoing, in the event of a conflict between the language in the RFQ and the SOQ, the language in the former shall govern.
2. Scope of Services. The Contractor's duties and scope of services are specifically set forth in the RFQ and SOQ (the "Work") and, in general, include the following:

The provision of park master planning services and the development of park master plans on a task order basis, including, but not limited to, the provision of design and planning services and the development of design documents, construction documents, and phased development plans.

Park master planning services include, without limitation, the following types of services:

- (a) Computations, modeling, regulatory review and consultation, and other background work necessary to ensure deliverables that satisfy compatibility with all applicable standards;
- (b) Perform all design and permitting as needed to produce construction plans for the subject project; and
- (c) Assist the City in conveying project scope and details to the public through the preparation of colored renderings (plan views, typical sections, and perspective) and similar graphic items and public meetings; and

Subject to the performance of such planning services to the City's satisfaction and as provided by task order, the Work further includes Contractor's development and completion of concept plans, construction plans, quantities, cost estimates, and other construction documents. The development and completion of design documents, construction documents, phased development plans, and other deliverables shall be accomplished in accordance with all standards, guidelines and specifications applicable to the subject project. Contractor will furnish all labor, materials, equipment, superintendence, and other incidentals to fully perform the Work as requested by task order. Contractor acknowledges that the award and execution of this Contract by the City does not guarantee the subsequent assignment of any portion of the Work by the City.

CONTRACT NAME: On-Call Park Planning Services
CONTRACT NO. 17-1002A

3. Contract Prices. As finally awarded by the City, the City shall pay Contractor in accordance with the unit prices/rates set forth in Contractor's Hourly Rates Schedule, which is attached hereto and incorporated herein as **Exhibit "A,"** for Contractor's performance of Work.

This price includes the full development and provision of all deliverables as specified in the RFQ and SOQ and/or subject task order, as further supplemented or modified by the City's requirements. The City will process approved payment requests under this project to the Contractor. Payment to sub-contractors and suppliers is the responsibility of the Contractor. The City will not entertain any other payment arrangements.

Invoices shall be submitted to:

City of Alpharetta
Department of Recreation and Parks
1825 Old Milton Parkway
Alpharetta, Georgia 30009
Attn: Mike Perry

Payments may be made in the manner and on the periodic basis agreed to by the City prior to the commencement of the Work. Upon completion of the Work or, if agreed to by the City, upon completion of certain portions thereof, the Contractor shall submit an invoice detailing the appropriate charges as currently allowed. Upon receipt of Contractor's invoice and following inspections and confirmation of the performance of the subject portion of the Work, the City will render payment. Upon receipt of Contractor's final invoice and following final inspection and final acceptance of the Work, the City will render final payment. Subject to the withholding of any amounts due to the City as further set forth herein, all such invoices will be paid within forty-five (45) days by the City unless any items thereon are questioned, in which event payment will be withheld pending verification of the amount claimed and the validity of the claim. The Contractor will provide complete cooperation during any such investigation. No price adjustments shall be made during the term or any extension of this Contract except upon mutual consent of the parties. Notwithstanding any other provision of this Contract, and without prejudice to any of City's other rights and remedies, City shall have the right at any time or times to deduct and withhold from any payment for services that may become due under this Contract, such amount or amounts as may reasonably appear necessary to compensate the City for any portion of the Work that is defective, damaged, flawed, unsuitable, non-conforming or incomplete. Acceptance of final payment shall constitute a waiver of all claims against the City by the Contractor except for those claims previously made in writing against the City by the Contractor, pending at the time of final payment, and identified in writing by the Contractor as unsettled at the time of its request for final payment.

4. Commencement of Work; Time for Performance.

- (a) Commencement of Work. The City shall not become obligated to pay for the Work prior to execution of this Contract and the Contractor shall only proceed to perform the Work as requested by task order
- (b) Time for Performance. Contractor's time for performance of each portion of the Work shall conform to the time requirements set forth in the subject task order.

CONTRACT NAME: *On-Call Park Planning Services*
CONTRACT NO. 17-1002A

- (c) Time is of the Essence. All limitations of time set forth in this Contract are of the essence.
5. Duration of Contract.
- (a) Contract Term. The term of this Contract shall be for a five (5) year period commencing October 1, 2016, and terminating September 30, 2021, as further set forth herein and in accordance with O.C.G.A. § 36-60-13.
- (b) Contract Extension. If the completion of this Contract is delayed by actions of the City, then and in such event the term of this Contract shall be extended for such additional time within which to complete the performance of the Contract as is required by such delay. This Contract may be extended by mutual consent of both the City and the Contractor for reasons of additional time, additional services and/or additional areas of work.
6. Termination. This Contract may be terminated prior to the term ending by either party in the event of substantial failure or default of the other party to fulfill its obligations under this Contract. Prior to such termination, the non-defaulting party shall give notice to the defaulting party of the failure or default. Such party shall have fifteen (15) days from the date of the notice to cure the default or failure if such default or failure is capable of being cured. Upon failure to cure the default or failure within fifteen (15) days, or if such failure or default is not capable of being cured, the non-defaulting party may terminate the Contract effective immediately upon the provision of written notice as provided in Section 15 (*Notices*). The Contract may also be terminated prior to expiration of the term by the City for City's convenience upon the provision of not less than fourteen (14) days written notice to the Contractor. In the event of such termination, the Contractor shall be compensated for services performed prior to termination. Such amount shall be paid by the City upon the Contractor's delivering or otherwise making available to the City, all data, drawings, specifications, reports, estimates, summaries and other information and materials as may have been accumulated by the Contractor in performing the services included in this Contract, whether completed or in progress. All unperformed obligations incurred by Contractor prior to such date shall survive termination of this Contract.
7. Representations and Warranties. Contractor represents and warrants that:
- (a) Contractor has full power and authority to perform its obligations hereunder and to deliver the products and services set forth in the Contract Documents to the City without the consent of any other person or entity, and the products and services shall be delivered free and clear of any lien, encumbrance, security interest or other claim, of whatever nature; (b) Contractor shall comply with all applicable statutes, rules, regulations and requirements of any governmental agency or authority, whether now or hereafter enacted, in performing its obligations hereunder, and the products and services shall comply with all such statutes, rules, regulations and requirements in effect at the time of delivery to and acceptance by the City; (c) Contractor shall perform its obligations hereunder in a good, professional and workman-like manner, and in strict accordance with City's specifications and the terms of this Contract; (d) All services performed by the Contractor under this Contract shall be conducted in a manner consistent with the level of care and skill ordinarily exercised by other members of Contractor's profession or trade currently practicing in the same or similar locality under the same or similar conditions; and (e) Contractor, in the performance of its duties under this Contract, including but not limited to, its dealings with property owners, developers, contractors, consultants, architects and

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any local, state or federal governmental agency or political subdivision, shall owe its primary duty of loyalty to the City.

8. Licenses, Registrations, Certifications and Permits. The Contractor shall be responsible for obtaining and maintaining in a valid status, all licenses, registrations, certifications and permits necessary to perform the Work as required by law. Contractor represents to the City that the Contractor and its employees are properly licensed and/or registered within the State of Georgia for the performance of the services required herein, provided such licensure and/or registration is required by applicable law. Contractor shall provide copies of any such licenses, certifications or permits to the City upon request.
9. Insurance.
 - (a) Insurance Generally. Contractor shall obtain and continuously maintain during the term of this Contract (and as otherwise required) insurance policies with coverage and limits no less than:
 - i. Statutory Worker's Compensation and Employers Liability Insurance in the minimum amount of Five Hundred Thousand Dollars (\$500,000) or as required by applicable law, whichever is greater, for all employees and other persons as may be required by Georgia law. If Contractor is self-insured, Contractor shall additionally provide the City with a certificate from the Georgia Board of Workers' Compensation stating that the Contractor qualifies to pay its own workers' compensation claims.
 - ii. Comprehensive General Liability insurance with minimum combined single limits of One Million Dollars (\$1,000,000) per occurrence and in the aggregate. The policy shall be applicable to all premises and all operations of the Contractor. The policy shall provide comprehensive coverage, including coverage for bodily injury, broad form property damage, personal injury (including coverage for contractual and employee acts), blanket contractual, independent contractors, and products/completed operations. Completed operations coverage shall be maintained for a minimum period of two (2) years following completion of the Work. Further, coverage shall be written on an "all risk" (open perils) form. The policy shall contain a severability of interests provision. Coverage shall be provided on an "occurrence" basis as opposed to a "claims made" basis. Such insurance shall be endorsed to name the City, and its elected officials, officers, employees and agents, as additional insured parties.
 - iii. Comprehensive Automobile Liability insurance with minimum combined single limits for bodily injury of not less than One Million Dollars (\$1,000,000) per occurrence and property damage of not less than One Hundred Thousand Dollars (\$100,000) per occurrence with respect to each of the Contractor's owned, hired and non-owned vehicles assigned to or used in performance of the Work. The policy shall contain a severability of interests provision. Such insurance coverage must extend to all of Contractor's subcontractors. Such coverage must include all automotive equipment used in the performance of the Contract, both on and off any work site, and such coverage shall include non-ownership and hired cars (vehicles and equipment) coverage. Such insurance shall be endorsed to name the City, and its elected officials, officers, employees and agents, as additional insured parties.

- iv. Umbrella/Excess Liability insurance with minimum combined single limits of One Million Dollars (\$1,000,000) per occurrence and in the aggregate in excess of the underlying primary Commercial General Liability described above. Such policy shall be no more restrictive and provide the same or greater coverage as said underlying policy (written on no less than a follow form basis). Such insurance shall be endorsed to name the City, and its elected officials, officers, employees and agents as additional insured parties.
- v. Professional Liability (Errors & Omissions) insurance with minimum combined single limits of One Million Dollars (\$1,000,000) per occurrence and Two Million Dollars (\$2,000,000) in the aggregate, covering professional services rendered by the Contractor to the City, including, but not limited to, design, engineering, planning, consulting, and construction management services. Such coverage shall be maintained and remain in force for the term of this Contract and for a period of two (2) years following completion of the Work. The policy shall have a retroactive date that precedes the effective date of this Contract or the commencement of services under this Contract, whichever is earlier, and such retroactive date shall not be advanced when the policy renews. If the policy is cancelled or non-renewed for any reason and not replaced with a policy providing coverage for prior acts, which include Contractor's performance of the professional services under this Contract, Contractor shall purchase extended reporting period or tail coverage to cover claims reported for no less than two (2) years after completion of the Work. The policy shall include such other coverage as reasonably required by the City.

(b) Requirements of Insurance.

- i. Insurance shall be procured and maintained with insurers with an A- or better rating as determined by Best's Key Rating Guide. All insurance shall be continuously maintained to cover all liability, claims, demands, and other obligations assumed by the Contractor.
- ii. No policy of insurance shall contain any exclusion for bodily injury or property damage arising from completed operations.
- iii. Every policy of insurance shall provide that the City will receive notice no less than thirty (30) calendar days prior to any cancellation, termination, or a material change in such policy.
- iv. Proof of required insurance shall be maintained in all equipment and motor vehicles insured in accordance with the provisions of this Contract.
- v. Contractor will ensure that any and all policies of insurance procured hereunder shall provide for a waiver of subrogation against the City, and Contractor waives any claim against the City arising in contract or tort which is covered by its insurance hereunder.

(c) Failure to Obtain or Maintain Insurance. The Contractor's failure to obtain and continuously maintain policies of insurance in accordance with this Section and its subsections shall not limit, prevent, preclude, excuse, or modify any liability, claims, demands, or other obligations of the Contractor arising from performance or non-performance of this Contract. Failure on the part of the Contractor to obtain and to

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continuously maintain policies providing the required coverage, conditions, restrictions, notices, and minimum limits shall constitute a material breach of this Contract upon which the City may immediately terminate this Contract without advance notice.

- (d) Insurance Certificates. Contractor shall provide proof of such insurance to the City contemporaneously with the execution of this Contract. Prior to commencement of the Work, Contractor shall submit to the City certificates of insurance for all required insurance. Insurance limits, term of insurance, insured parties, and other information sufficient to demonstrate conformance with this Section and its subsections shall be indicated on each certificate of insurance. Acceptance of a certificate or proof of insurance does not constitute approval or agreement by the City that the insurance requirements have been satisfied.
 - (e) Other Insurance. Contractor shall maintain such other types and/or amounts of insurance as reasonably required by the City from time to time.
10. Indemnification. Contractor shall, to the fullest extent permitted by law, indemnify and hold harmless the City, including its elected officials, officers, employees, and agents, from and against any and all claims, demands, losses, liabilities, suits, actions, costs, expenses (including expenses of litigation and attorneys' fees) and damages ("Claims") of any type or nature, including, but not limited to, Claims for injury to person or property, arising out of or related to any error, omission, willful misconduct, negligent act, or breach of this Contract by Contractor, or any of its officers, agents, employees or subcontractors, in the performance of this Contract; provided, however, that this indemnification obligation shall not apply to any Claims arising from the sole negligence of the City. Nothing in this Section or this Contract shall be deemed to constitute a waiver of the City's sovereign immunity, create rights in any third party, or create any third party beneficiaries.
11. Subcontractors and Contractor Personnel.
- (a) No Subcontractors. No subcontractor or consultant shall be retained by Contractor to perform services under this Contract without the prior written consent of the City, except for those subcontractors previously identified in the SOQ.
 - (b) Subcontractor Requirements. Administration of any approved subcontractor shall be the Contractor's responsibility and all subcontracts shall require each subcontractor to be bound by all pertinent portions of this Contract and to assume all applicable obligations and responsibilities which the Contractor by this Contract assumes toward the City. In particular, and not by way of limitation, all indemnification and insurance provisions shall be fully binding upon any subcontractor providing a portion of the services, for all intents and purposes as if said subcontractor were a party to this Contract.
 - (c) Key Staff. Where Contractor has specifically identified certain personnel in the SOQ for the performance of certain portions of the Work (such personnel hereinafter referred to as "Key Staff"), Contractor shall assign and furnish such Key Staff to perform the respective tasks and responsibilities as set forth in the SOQ. Contractor agrees not to transfer or reassign any member of its Key Staff or the respective tasks or responsibilities of a member of Key Staff without the prior written consent of the City, except for the following reasons, as applicable:

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- (i) Situations where a member of Key Staff requests a transfer from his or her respective employer in order to accept a promotion or special assignment, which has been offered to him or her by such employer based upon his or her special education, qualifications or career path;
- (ii) Disciplinary reasons;
- (iii) Failure of the member of Key Staff to perform his or her respective tasks or responsibilities; or
- (iv) At the request of the member of Key Staff.

In the event Contractor permanently transfers or reassigns a member of Key Staff or the respective tasks or responsibilities of a member of Key Staff for any of the foregoing reasons, Contractor shall provide the City Administrator with prompt written notice of such transfer or reassignment and explain the basis of the transfer or reassignment. In the event of a vacancy in the position of any member of Key Staff, Contractor agrees to cooperate with the City in providing a replacement and make selection of a replacement without undue delay, in good faith, and in the best interests of the City.

Further, the City shall have the right, utilizing an objective standard based on current and past performance of the subject Work, to require Contractor to reassign the tasks and/or responsibilities of any member of Key Staff to a different representative of Contractor. Contractor agrees to permanently transfer the tasks and responsibilities of any member of Key Staff as soon as reasonably possible upon notification by the City Administrator.

- 12. Independent Contractor. The Contractor shall at all times be acting as an independent contractor and not be considered or deemed to be an agent, employee, joint venture or partner of the City. Contractor shall have no authority to contract for or bind City in any manner. Contractor shall have and maintain the responsibility for and control of the rendition of the Work, the discipline of its employees, and other matters incident to the performance of the Work (services, duties and responsibilities as described and contemplated herein). Notwithstanding the provisions of Section 11 (*Subcontractors and Contractor Personnel*) hereof or any other provision(s) of this Contract to the contrary, no employee, contractor or subcontractor of Contractor shall be considered an "employee" of the City during the performance of this Contract (the term "employee" shall have the same meaning as provided in IRS Publication No. 15 (2014)(Circular E).
- 13. Conflict of Interest. The Contractor represents that it has not, within two (2) years preceding the execution of this Contract, made or agreed to make any valuable gift, whether in the form of service, loan, thing, or promise, to any person (including any member of such person's immediate family) having the duty to recommend, the right to vote upon, or any other direct influence on the selection of the Contractor to provide products and services to the City. This provision shall not apply to legal campaign contributions, provided that such contributions have been disclosed in Contractor's response to the City's RFQ.
- 14. Ownership of Work Product. In the event Contractor prepares, pursuant to the performance of this Contract, any drawings, plans, studies, reports, specifications, other documents (the "Work Product"), the City shall be deemed the owner of the original of all

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such Work Product, and all statutory and common law rights with respect to such Work Product shall accrue to the City, provided the City has paid for the services in full.

15. Notices. All contractual notices and communications under this Contract shall be deemed sufficient if given by certified mail or statutory overnight mail with return receipt requested, or hand delivered:

- (a) If to the Contractor, at the following address:

Pond & Company
3500 Parkway Lane
Suite 600
Norcross, Georgia 30092
Attn: Ronald W. Osterloh, PE

- (b) If to the City, at the following address:

City of Alpharetta
Department of Recreation and Parks
1825 Old Milton Parkway
Alpharetta, Georgia 30009
Attn: Mike Perry

- (c) With a copy to:

C. Sam Thomas, P.C.
Alpharetta City Attorney
Bovis, Kyle, Burch & Medlin, LLC
200 Ashford Center North, Suite 500
Atlanta, Georgia 30338-2668

For the purposes of this Contract, the effective date of notice shall be the date that the notice is placed in certified or statutory overnight mail, or placed with a courier for hand delivery.

16. Public Records. Contractor understands that in accordance with O.C.G.A. § 50-18-70, *et seq.*, the public has a right of reasonable access to all public records of the City, subject to certain exceptions set forth therein or as otherwise provided by law, and agrees to allow access by the City to all documents subject to disclosure under applicable law. Contractor's willful failure or refusal to comply with the provisions of this Section shall result in the immediate termination of this Contract by the City. Further, Contractor agrees to retain all public records in accordance with the City's records retention and disposal policies, O.C.G.A. § 50-18-92, *et seq.*, and the Georgia Administrative Code. Notwithstanding the foregoing, nothing contained herein shall limit the Contractor's or the City's right to defend against disclosure of records alleged to be public.

17. Confidential Information.

- (a) Access to Confidential Information. The Contractor's employees, agents and subcontractors may have access to confidential data or information maintained by the City to the extent necessary to carry out the Contractor's responsibilities under the Contract. The Contractor shall presume that all information received pursuant to

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the Contract is confidential unless otherwise designated by the City. If it is reasonably likely the Contractor will have access to the City's confidential information, then:

- i. The Contractor shall provide to the City a written description of the Contractor's policies and procedures to safeguard confidential information;
 - ii. Policies of confidentiality shall address, as appropriate, information conveyed in verbal, written, and electronic formats;
 - iii. The Contractor must designate one individual who shall remain the responsible authority in charge of all data collected, used, or disseminated by the Contractor in connection with the performance of the Contract; and
 - iv. The Contractor shall provide adequate supervision and training to its agents, employees, and subcontractors to ensure compliance with the terms of the Contract. The private or confidential data of the City shall remain the property of the City at all times. In order to obtain access to certain data in order to perform certain portions of the Work, Contractor may be required to sign a nondisclosure agreement. Contractor understands and agrees that refusal or failure to sign such a nondisclosure agreement, if required, may result in termination of the Contract.
- (b) No Dissemination of Confidential Data. No confidential data collected, maintained, or used in the course of performance of the Contract shall be disseminated, unless otherwise required by law, without the written consent of the City, either during the period of the Contract or thereafter. Subject to Section 18 (*Rights in Proprietary Data*) hereof, as between the parties, any data supplied to or created by the Contractor shall be considered the property of the City, and Contractor must return any and all data collected, maintained, created or used in the course of the performance of the Contract, in whatever form it is maintained, promptly at the request of the City.
- (c) Subpoena. In the event that a subpoena or other legal process is served upon the Contractor for records containing confidential information, the Contractor shall promptly notify the City and cooperate with the City in any lawful effort to protect the confidential information.
- (d) Reporting of Unauthorized Disclosure. The Contractor shall immediately report to the City any unauthorized disclosure of confidential information.
- (e) Survives Termination. The Contractor's confidentiality obligation under the Contract shall survive termination of the Contract.

18. Rights in Proprietary Data; Intellectual Property; Nondisclosure and Confidentiality.

- (a) Data of Contractor. The capitalized term "Proprietary Data" as used in this Section 18 shall mean commercial proprietary written reports, studies, drawings, trademarks, specifications, designs, models, processes, systems, photographs, reports, plans, surveys, software, or other graphic, electronic, chemical or mechanical representations of the Contractor, and further includes Proprietary Data provided to Contractor by a third party pursuant to a non-disclosure agreement or covenant or

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which constitutes a trade secret pursuant to Georgia law. Proprietary Data does not include public records information compiled on the City's behalf for the purpose of performing the Work under this Contract or any written reports, studies, drawings, specifications, photographs, CADD disks, reports, surveys or other representations prepared by Contractor for the City in performance of the Work provided pursuant to this Contract.

- (b) Rights in Data. As between the parties, all Proprietary Data shall be the property of the Contractor. No title or ownership or any intellectual property or proprietary rights of Contractor, including licensed software code copyrights and licensed software documentation, are transferred to the City under this Contract. The City shall have the limited right to use such Proprietary Data, without any additional payment to or approval by the Contractor, as necessary to provide for full use of the Work and project deliverables.
- (c) Copyrights. No project deliverables developed or prepared in whole or in part under this Contract shall be subject to copyright protection owned by a third party in the United States of America or other country. Contractor shall not include in the project deliverables any copyrighted matter owned by a third party unless Contractor obtains the written approval of the City Administrator or designee and provides said City Administrator or designee with the written permission of the copyright owner allowing Contractor to use such copyrighted matter in the manner provided herein.
- (d) Confidentiality. To the extent allowed by law, City will treat any information received under or through this Contract regarding Contractor's Intellectual Property, which Contractor has marked and identified as "Confidential Intellectual Property," in strictest confidence and will not disclose such information to third parties except where such information: (a) was part of the public domain when received, or becomes a part of the domain through no action or lack of action by City; (b) prior to disclosure was already in City's possession and not subject to an obligation of confidence imposed in another relationship; (c) subsequent to disclosure is obtained from a third party whom is lawfully in possession of such information and not subject to a contractual relationship to Contractor with respect to such information; (d) is in the form of a record which is otherwise subject to required disclosure as an open record under applicable Federal and state laws; or (e) is ordered to be disclosed by a court of competent jurisdiction. In regard to other Proprietary Data received under or through this Contract, the City will work with Contractor on implementing a process designed to protect proprietary and confidential information and keep any employee receiving such information from unauthorized publication and disclosure of such information. City agrees that access to and dissemination of such information shall be limited to its employees having a need to know. City shall continue to maintain appropriate internal policies and procedures which in its judgment are reasonably sufficient to protect the confidential nature of such information.
- (e) Limitation. Except as otherwise provided for herein, nothing in this Contract shall be interpreted as granting any rights to the City under any pre-existing patent, copyright, know-how, or any other intellectual or proprietary rights of the Contractor.

19. Compliance with Illegal Immigration Reform and Enforcement Act:

E-Verify Program: The City is committed to compliance with Federal and State laws requiring the verification of newly hired employees to ensure they are lawfully entitled to

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work in the United States. As such, the City shall not enter into a contract for the “physical performance of services” (as defined in O.C.G.A. § 13-10-90) unless the Contractor registers and participates in a federal work authorization program (E-Verify). The E-Verify affidavit or the secure identifiable document submitted by the Contractor will become part of the Contract Documents.

(a) Requirement to Participate in a Federal Work Authorization Program (E-Verify):

- i. Pursuant to O.C.G.A. § 13-10-91, Contractor represents, warrants, acknowledges, and/or agrees that:

The Contractor has registered and participates in a federal work authorization program to verify the employment eligibility of all newly hired employees;

Subcontractors shall not enter into any contract with the Contractor for the physical performance of services within the State of Georgia unless such subcontractor registers and participates in a federal work authorization program to verify the employment eligibility of all newly hired employees; and

Sub-subcontractors shall not enter into any contract with a subcontractor or sub-subcontractor for the physical performance of services within the State of Georgia unless such sub-subcontractor registers and participates in a federal work authorization program to verify the employment eligibility of all newly hired employees.

- ii. As of the date of enactment of O.C.G.A. § 13-10-91, the applicable federal work authorization program is “E-Verify” (<https://e-verify.uscis.gov/enroll/StartPage.aspx?JS=YES>) operated by the United States Citizenship and Immigration Services Bureau of the United States Department of Homeland Security. Information and instructions regarding E-Verify program registration, corporate administrator registration, and designated agent registration can be found at that website address.

(b) Contractor, Subcontractor, and Sub-subcontractor Evidence of Compliance:

- i. Contractor, if providing the physical performance of services under this contract, shall comply with the requirements of O.C.G.A. § 13-10-91.
- ii. Pursuant to O.C.G.A. § 13-10-91, in the event the Contractor employs or contracts with a subcontractor in connection with the covered contract, the Contractor shall secure from such subcontractor attestation of the subcontractor’s compliance with O.C.G.A. § 13-10-91 by the subcontractor’s execution of the subcontractor affidavit, the form of which is included in Appendix A of the RFQ, and will maintain a record of such attestation for inspection by the City at any time. Such subcontractor affidavit shall become a part of the Contractor/subcontractor agreement. Further, it shall be the duty of the Contractor to submit copies of all affidavits, drivers’ licenses, and/or identification cards required pursuant to this Section, as applicable, to the City within five (5) business days of receipt.
- iii. Pursuant to O.C.G.A. § 13-10-91, in the event the Contractor employs or contracts with a subcontractor that employs or contracts with any sub-subcontractor, the

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subcontractor will secure from such sub-subcontractor attestation of the sub-subcontractor's compliance with O.C.G.A. § 13-10-91 by the sub-subcontractor's execution of the sub-subcontractor affidavit, the form of which is included in Appendix A of the RFQ, and maintain records of such attestation for inspection by the City at any time. Such sub-subcontractor affidavit shall become a part of the subcontractor/sub-subcontractor agreement. Any subcontractor receiving an affidavit from a sub-subcontractor shall forward notice to the Contractor of the receipt, within five (5) business days of receipt, of such affidavit. Further, it shall be the duty of any sub-subcontractor to forward notice of receipt of any affidavit from a sub-subcontractor to the subcontractor or sub-subcontractor with whom such receiving sub-subcontractor has privity of contract. Any subcontractor receiving notice of receipt of an affidavit from any sub-subcontractor that has contracted with a sub-subcontractor shall also forward, within five (5) business days of receipt, a copy of such notice to the Contractor.

- iv. In lieu of the affidavit required by this Section, if Contractor, or any subcontractor or sub-subcontractor, as applicable, has no employees and does not hire or intend to hire employees for purposes of satisfying or completing the terms and conditions of the Contract (or the subcontractor's or sub-subcontractor's portion of work utilized to perform part of the Contract with the City), such party shall instead provide a copy of his or her state issued driver's license or state issued identification card.
- (c) The Contractor shall comply with any and all other applicable requirements and provisions of O.C.G.A. § 13-10-91 and other applicable rules and regulations promulgated in relation thereto.
- (d) All portions of contracts pertaining to compliance with O.C.G.A. § 13-10-91 and these rules, and any affidavit related hereto, shall be open for public inspection in this State at reasonable times during normal business hours.

20. Miscellaneous.

- (a) Compliance with Laws; No Discrimination. The Contractor, including any approved subcontractors, shall, in performance of the Work, fully comply with all applicable federal, state, or local laws, rules, and regulations, including, but not limited to, the Civil Rights Act of 1964, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and Section 504 of the Rehabilitation Act of 1973. In performance of the Work, the Contractor shall not discriminate against any person on the basis of race, color, religion, sex, national origin or ancestry, age or disability and shall further ensure that Contractor's agents and/or subcontractors comply with same. Further, Contractor, its agents and subcontractors shall affirmatively comply with all applicable provisions of federal, state and local equal employment laws and shall not engage in or commit any discriminatory practice against any employee, applicant or person based on race, age, religion, color, gender, sexual orientation, national origin, marital status, physical or mental disability, political affiliation or any other factor which cannot lawfully be used as a basis for the provision or denial of employment or service delivery.
- (b) Governing Law. This Contract is executed and shall be performed in the State of Georgia, and this Contract shall be construed and enforced in accordance with the laws of the State of Georgia. Subject to Subsection (j) below (*Arbitration*), venue for

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any action arising out of this Contract shall lie in the appropriate court of Fulton County, Georgia.

- (c) Captions. Titles or captions of sections contained in this Contract are inserted only as a matter of convenience and for reference, and in no way define, limit, extend or prescribe the scope of this Contract or the intent of any provision.
- (d) Counterparts. This Contract may be executed in three (3) or more counterparts, each of which shall be deemed an original, but all of which shall together constitute one (1) and the same instrument.
- (e) Severability. In the event that any provision hereof is held to be invalid or unenforceable, such provision shall be severed from this Contract and shall not affect the validity or enforceability of the remainder of this Contract.
- (f) Entire Agreement. This Contract supersedes all prior discussions and agreements between the parties with respect to the subject matter contained herein and constitutes the sole and entire agreement between the parties with respect to such subject matter.
- (g) Persons Bound. This Contract shall be binding upon and shall inure to the benefit of the parties, their respective successors, successors in title, legal representatives, heirs and permitted assigns. This Contract may not be assigned by the Contractor without the prior written consent of the City.
- (h) Amendment. No term or provision of this Contract may be amended, waived, supplemented, modified or terminated except by an instrument in writing signed by the party against whom the enforcement of the amendment, waiver, supplement, modification or termination is sought.
- (i) Waiver. The City's failure or forbearance to enforce any term hereof shall not be deemed to be a waiver of such right or claim, or any right of claim hereunder. Moreover, the City's waiver of any term hereof shall not operate or be construed as a waiver of any subsequent breaches of the same or any other term.
- (j) Arbitration. Any dispute arising out of this Contract shall, at the option of the City of Alpharetta, be submitted to binding arbitration conducted in Atlanta, Georgia in accordance with the rules of the American Arbitration Association.
- (k) Annual Appropriation and Renewal. Notwithstanding any other provision of this Contract, in compliance with the requirements of O.C.G.A. § 36-60-13 governing the terms and conditions of multiyear contracts, this Contract shall be effective for a term commencing on October 1, 2016, and terminating at midnight on September 30, 2017 (the "initial term"), without further obligation on the part of either party other than outstanding obligations incurred prior to the expiration of such term. Thereafter, in accordance with O.C.G.A. § 36-60-13 and subject to the further conditions provided in this Paragraph, this Contract shall be automatically renewed for up to four (4) successive one (1) year terms (each one year term occurring after the initial term shall be referred to as a "renewal term") unless the City delivers written notice of non-renewal to Contractor at least thirty (30) days prior to the expiration of the initial term. At the expiration of each renewal term, this Contract shall be automatically renewed for an additional one (1) year term, unless the City furnishes

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Contractor written notice of its intent not to renew this Contract not less than thirty (30) days prior to the expiration of such renewal term. If written notice of non-renewal is given, this Contract will terminate upon expiration of the then existing term. Nothing stated herein shall obligate the City to extend this Contract beyond the initial term or any renewal term. Further, this Contract shall terminate absolutely and without further obligation of the City at the close of the fiscal year in which it was executed and at the close of each succeeding fiscal year if the City Council fails to appropriate funding for the Contract for any such succeeding fiscal year. Notwithstanding any other provision or provisions of this Contract, pursuant to O.C.G.A. § 36-60-13, this Contract will terminate immediately and absolutely if the City determines that adequate funds are not appropriated or granted or funds are de-appropriated such that the City cannot fulfill its obligations under the Contract, which determination is at the City's sole discretion and shall be conclusive.

- (k) Additional Terms of Contractor. The City shall not be bound by any terms and conditions included in any Contractor invoice, packaging, catalog, brochure, technical data sheet, or other document which attempts to impose any condition in variance with or in addition to the terms and conditions contained herein.
- (l) Presumptions and Interpretations. The parties further agree that should any provision of this Contract require interpretation or construction, the court, administrative body or other entity interpreting or construing this Contract shall not apply a presumption that the provisions hereof shall be more strictly construed against one party by reason of the rule of construction that a document is to be construed more strictly against the party who itself or through its agents prepared same, it being agreed that all parties and/or their respective attorneys and agents have been fully afforded the opportunity to review all provisions of this Contract.
- (m) No Third Party Beneficiaries. Nothing contained in this Contract is intended to or shall create a contractual relationship with, cause of action in favor of, or claim for relief for, any third party, including any agent, sub-consultant or sub-contractor of the Contractor. Absolutely no third party beneficiaries are intended by this Contract. Any third-party receiving a benefit from this Contract is an incidental and unintended beneficiary only.
- (n) No Waiver of Governmental Immunity. Nothing in this Contract shall be construed to waive, limit, or otherwise modify any governmental or sovereign immunity that may be available by law to the City, its elected officials, officers, employees, contractors, or agents, or any other person acting on behalf of the City and, in particular, governmental or sovereign immunity afforded or available pursuant to Georgia Statutes.
- (o) Publicity Provision. Contractor shall not use any trademarks, service marks, or logos of the City without the City's express prior written consent. In particular, Contractor shall not identify or make reference to the City in any advertising or other promotional modality regardless of its form without the express prior written consent of the City.
- (p) Survival. Any and all provisions of this Contract creating obligations extending beyond the term of this Contract, including, without limitation, the insurance and indemnification provisions contained herein, shall survive the expiration or termination of this Contract, regardless of the reason for such termination.

CONTRACT NAME: On-Call Park Planning Services
CONTRACT NO. 17-1002A

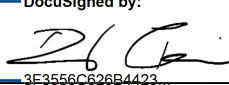
- (q) Special Stipulations. Contractor shall be required to comply with the special stipulations set forth below. Notwithstanding the provisions of Section 1 (*Contract Documents*) hereof, the following special stipulations shall supersede and control over any conflicting provisions set forth in the RFQ, SOQ or any preceding section of this Contract:

Notwithstanding the provisions set forth in Subsection 20(f) (*Entire Agreement*) hereof, unless otherwise expressly agreed to in writing, the parties agree that this Contract is not intended to amend, substitute, extinguish or constitute a novation of any existing and currently effective written agreement previously entered between the parties providing for the provision of (i) services for a specific project for a certain fee or (ii) for other types of on-call design, engineering or planning services, which contains terms and conditions that directly conflict with the terms and conditions hereof.

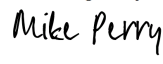
IN WITNESS WHEREOF, the parties to these presents have executed this Contract in three (3) counterparts, each of which shall be deemed an original.

Executed 10/7/2016

CITY OF ALPHARETTA, GEORGIA

DocuSigned by:
By: 
3E3556C626B4423...
David Belle Isle, Mayor

Approved as to Content:

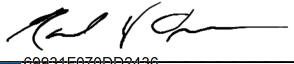
DocuSigned by:

7361CABB47BC4B5...
Mike Perry, Director of Recreation and Parks

Approved as to form:

DocuSigned by:

8FC1DE93CBD5464...
Scott T. Hastey, Asst. City Attorney

POND & COMPANY

DocuSigned by:
By: 
69931F070DB2436...
Ronald W. Osterloh, PE
Vice President

CONTRACT NAME: On-Call Park Planning Services
CONTRACT NO. 17-1002A

EXHIBIT "A"

Contractor's Hourly Rates Schedule

POND
August 26, 2016
RFP #17-1002 - Request for Qualifications: On-call Park Planning Services

Hourly Staff Billing Rates Schedule

Below is a list of billing rates for each staffing position:

BASIC SERVICE RATES

Principal	\$ 200
Design Director	\$ 150
Project Manager	\$ 120
Senior Landscape Architect	\$ 110
Landscape Architect	\$ 90
Engineer	\$ 100
Senior Planner	\$ 110
Planner	\$ 95
Irrigation Designer	\$ 85
Senior Architect	\$ 125
Architect	\$ 95
Technician/Drafter	\$ 80
Administrative Assistant/Clerical	\$ 60

COST/FEE PROPOSAL QUALIFICATIONS:

The hourly rates listed above are inclusive of overhead, profit, and indirect costs. All other direct project expenses such as mileage, postage, reproduction, etc. will be billed to the City at the actual cost.

If the scope of a task order requires Irrigation Design, we will utilize a subconsultant to provide those services. Survey, geotechnical and any other field services will also be subcontracted; however, Pond will solicit the most cost proposals from qualified subconsultants to provide the City the best value and quality.



City Council Meeting STAFF REPORT

Submitting Department: Administration

Submitted By: James Drinkard

Sponsored By:

Meeting Date: June 1, 2020

I. AGENDA ITEM TITLE: COOPERATIVE AGREEMENT WITH FULTON COUNTY: COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

II. RECOMMENDATION:

Adopt a resolution entering into a three-year cooperative agreement with Fulton County, Georgia for participation in the Community Development Block Grant Entitlement Program for the purpose of undertaking essential community development and housing assistance programs; and to authorize the Mayor to execute any and all necessary documents.

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: THERE IS NO DIRECT FISCAL
IMPACT ASSOCIATED WITH THE REQUESTED ACTION.

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:

The Community Development Block Grant (CDBG) Entitlement Program provides annual grants on a formula basis to entitled cities and counties to develop viable urban communities by providing decent housing and a suitable living environment, and by expanding economic opportunities, principally for low- and moderate-income persons. The program is operated by the US Department of Housing and Urban Development (HUD), which awards grants to entitlement community grantees to carry out a wide range of community development activities directed toward revitalizing neighborhoods, economic development, and providing improved community facilities and services.

Entitlement communities develop their own programs and funding priorities; however, grantees must give maximum feasible priority to activities which benefit low- and moderate-income persons. A grantee may also carry out activities which aid in the prevention or elimination of slums or blight. Additionally, grantees may fund activities when the grantee certifies that the activities meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community where other financial resources are not available to meet such needs. CDBG funds may not be used for activities which do not meet one of these national objectives.

HUD determines the amount of each entitlement grantee's annual funding allocation by a statutory dual formula which uses several objective measures of community needs, including the extent of poverty, population, housing overcrowding, age of housing and population growth lag in relationship to other metropolitan areas.

Alpharetta could, as a metropolitan city with a population of at least 50,000, qualify as an eligible entitlement grantee. There are, however, two primary reasons why pursuing standalone entitlement designation may not be in the City's best interests.

First and foremost, our position with respect to the aforementioned objective measures of community needs would result in our being ranked very low on the CDBG funding formula. As such, any direct funds that Alpharetta would receive through the program would be low; if in fact, direct funding would result.

The second reason relates to the grant management and reporting requirements under CDBG and the staff time / manpower requirements that result. Most communities dedicate one or more staff members almost exclusively to managing their CDBG programs. Given the low award amount that Alpharetta would likely receive through the program, it is not economically viable to dedicate such resources to the management and reporting function.

As a result, for many years, the City of Alpharetta has maintained a cooperative agreement with Fulton County whereby the County is the CDBG grantee and is responsible for meeting program reporting and management requirements. In turn, Fulton County allocates funds to each participating city based upon a pro rata formula; assuming each city has and submits a qualifying project. The allocation for any city that does not submit a qualifying project is maintained in Fulton County's CDBG pool and is reallocated to participating cities that can use additional funds to carry out their qualifying programs.

While the City of Alpharetta has utilized CDBG funds infrequently, entering into and maintaining the cooperative agreement with Fulton County does make available a funding source that would likely otherwise not be viable. Further, maintaining the agreement holds no cost for the City.

V. ALTERNATIVES:

VI. ATTACHMENTS:

RESOLUTION - Authorization To Enter Into Agreement With Fulton County - CDBG Program, Cooperative Agreement With Fulton County



RESOLUTION NO. _____

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF ALPHARETTA, GEORGIA AUTHORIZING THE EXECUTION OF AN AGREEMENT WITH FULTON COUNTY FOR THE PURPOSES OF BEING INCLUDED IN THE FULTON COUNTY COMMUNITY DEVELOPMENT BLOCK GRANT; AND FOR OTHER PURPOSES

WHEREAS, the City of Alpharetta, Georgia desires to be included as part of the Fulton County Community Development Block Grant (CDBG, ESG and HOME) programs for Federal Fiscal Years 2021, 2022, and 2023 to be automatically renewed thereafter; and

WHEREAS, the attached Cooperation Agreement has been prepared for said purposes; and

WHEREAS, evidence authorizing execution of said Agreement must accompany the Agreement upon its submission to the U.S. Department of Housing and Urban Development.

NOW THEREFORE, be it resolved by the Mayor and Council of the City of Alpharetta, Georgia that:

1. The attached Cooperation Agreement is hereby approved; and
2. The Mayor is hereby authorized to execute said Agreement in accordance with directives under the CDBG program.

SO RESOLVED, this _____ day of _____, 2020.

Approved:

Jim Gilvin, Mayor

Attest:

Erin Cobb, City Clerk
(Seal)

Approved As To Form:

_ C. Sam Thomas, City Attorney

COUNCIL MEMBERS

U.S. Department of Housing and Urban Development

CDBG Program Urban County Qualification

COOPERATION AGREEMENT

FOR

Fulton County, Georgia
and
The City of Alpharetta

Program Years
January 1, 2021 – December 31, 2023

AUTHORITY: HUD - NOTICE CPD-19-04

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FULTON COUNTY COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
COOPERATION AGREEMENT
[AUTHORITY: CPD NOTICE 19-04; MARCH 2019]
Program Year 2021 - 2023

This Cooperation Agreement made this _____ day of _____, 2020, by Fulton County, a political subdivision of the State of Georgia (hereinafter referred to as the "County") and the **City of Alpharetta**, a municipal corporation located in Fulton County (hereinafter referred to as the "City").

Section 1: Urban County Qualification Requirements

The United States Department of Housing and Urban Development (hereinafter referred to as "HUD") has determined that the County is eligible, as an "Urban County", to receive Entitlement Community Development Block Grant (CDBG) funds under Title I of the Housing and Community Development Act of 1974, as amended, to address certain needs of predominantly low and moderate income persons with CDBG

funds, and any program income derived from the expenditure of CDBG funds to be made available during the period beginning with Program Year [hereinafter referred to as PY] 2021 and continuing in place and in full effect until such time in the future as the City shall elect to exclude itself, in accordance with HUD instructions and schedules. The County agrees to provide written notice to the City of its rights of future exclusion from the County CDBG Program for each successive three year qualification period, in compliance with HUD-required notification dates. HUD permits Urban Counties and their participating municipalities to execute Cooperation Agreements which are to be automatically renewed at the end of each three-year qualification period, unless changes in the Agreement are required by HUD that would necessitate the execution of a new Agreement and/or unless the participating municipality elects to be excluded from the Agreement at the beginning of each three year cycle. The County and the City agree, herein, to execute this automatically renewing Cooperation Agreement, with these special stipulations, and as further described in this Agreement, beginning with PY 2021.

Section 2: CDBG Program

The funds received under this Agreement will be used to improve the quality of housing, public facilities, certain public service capital needs, and to create and/or retain jobs, predominantly for low and moderate income persons. These funds will benefit low and moderate income citizens of the County's incorporated municipalities, if the needs of such persons in these municipalities are included in the Fulton County CDBG Program.

By executing the CDBG Cooperation Agreement, the city understands that it:

1. May not apply for grants from appropriations under the State CDBG Program for fiscal years during the period in which it participates in the urban county's CDBG program; and

2. May receive a formula allocation under the HOME Program only through the urban county. Thus, even if the urban county does not receive a HOME formula allocation, the participating unit of local government cannot form a HOME consortium with other local governments. (Note: This does not preclude the urban county or a unit of government participating with the urban county from applying to the State for HOME funds; and

3. May receive a formula allocation under the ESG Program only through the urban county. (Note: This does not preclude the

urban county or a unit of government participating with the urban county from applying to the State for ESG funds.

Participation in this Agreement covers participation in the Community Development Block Grant [CDBG] program per HUD requirements. The County invites the participation of the incorporated municipalities located in Fulton County in the Community Development Block Grant Program, upon the respective municipalities dedicating their population counts in support of the County formula allocation of funds and the County agrees to carry out the objectives of the Housing and Community Development Act, as amended, throughout the unincorporated areas of the County and in the City.

The County agrees to allocate to the City each Program Year a CDBG "fair share" dollar amount based on the City's percentage of the County's total population, according to the 2020 or later Census, or any Bureau of Census population statistics, if approved by HUD. The City may also receive additional CDBG funds, if awarded by the Fulton County Board of Commissioners. During each Program Year, the City agrees to make priority decisions and to submit a list of eligible CDBG activities to the County. The CDBG activities shall be submitted to the County in accordance with the County's schedule for the preparation of the Consolidated Plan(s), which must be approved by HUD. The list of CDBG activities will be accepted by the County, as recommended by the City, except for activities, which are ineligible under the federal program regulations. The County and the City acknowledge that neither party shall obstruct the implementation of the HUD approved Consolidated Plan(s) during the period covered by this Agreement. The County and City jointly agree to work cooperatively each program year to establish a schedule of implementation, which is responsive to the City's needs, while complying with all federal requirements. The County agrees to submit to the City, for review and comment, any plans, which would affect the City, which will involve the use of CDBG funds for implementation.

Section 3: Duration of Agreement

This Agreement remains in effect until CDBG funds have been received from HUD and have been expended by the City and the County. Neither the County nor the City can terminate or withdraw from the Cooperation Agreement while it remains in effect.

The City pledges its willingness to undertake or assist in the undertaking of eligible CDBG activities funded by the Fulton County CDBG Program. The City understands that it remains a part of the County CDBG Program beginning with PY 2021 and shall remain a member until such time, at the end of any HUD-designated three-year period, as the County provides to the City written notice, in accordance with the HUD-established instructions and schedule, and the City elects not to participate in a new qualification period. The failure of either party to adopt an amendment to the Agreement incorporating all changes necessary to meet the requirements for Cooperation Agreements set forth by HUD for a subsequent three year Urban County qualification period and to submit the amendment(s) to HUD, as required by HUD, will void the automatic renewal of such qualification period. The County will notify the City, by HUD prescribed dates, for the next and all subsequent three year qualification periods, of the City's rights to remain a party to the Agreement or elect to choose exclusion from the County CDBG Program.

It is hereby agreed to by the parties signed hereto that neither party shall terminate this Cooperation Agreement after the date first written prior to the end of any three year qualifying period.

The City may choose to exclude itself from the County CDBG Program only at the beginning of each three year qualifying period, unless the City has exercised its option to exclude itself from the County CDBG Program established under the terms of the Housing and Community Development Act of 1974, as amended. The only other options for termination of this Agreement are the cancellation by HUD of its obligation to the County under the aforementioned Act, or if the County fails to qualify as an Urban County, or if the County does not receive a CDBG grant in any year of the three year period previously identified. It is also agreed by the parties signed hereto that this Agreement shall remain valid until such time as:

- a. HUD requires changes in the Agreement; or
- b. The City shall choose to exclude itself from the County CDBG Program; or
- c. The County shall no longer qualify to receive CDBG funds.

Section 4: Federal Grant Restrictions

The City understands that it may not apply for grants under the Small Cities or Department of Community Affairs [DCA] State CDBG Program from appropriations for fiscal years during the period in which it is participating in the County's CDBG Program. The City understands that it may not participate in a Consortium except through the County, regardless of whether the County receives a formula allocation.

The County agrees to actively request the City's involvement in the Community Development Block Grant Program and the County agrees to accept the City's interest in undertaking eligible CDBG activities. The City and the County agree to cooperate to undertake, or assist in undertaking, community renewal and lower income housing assistance activities, specifically urban renewal and publicly assisted housing within the municipal limits of said City.

Section 5: Compliance

The county and the city agree to "cooperate to undertake, or assist in undertaking, community renewal and lower-income housing assistance activities."

The City acknowledges that it has adopted and is enforcing a policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations. The City acknowledges that it has adopted and is enforcing a policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location, which is the subject of such non-violent civil rights demonstrations within its jurisdiction.

The County and the City will take all actions necessary to ensure compliance with the County's certification under Section 104 (b) of Title I of the Civil Rights Act of 1964, the Fair Housing Act, and affirmatively furthering fair housing. The City and the County also have an obligation to comply with Section 109 of Title I of the Housing and Community Development Act of 1974, which incorporates Section 504 of the Rehabilitation Act of 1973 and the Age Discrimination Act of 1975, and all other applicable laws.

The County acknowledges that it is prohibited from funding activities in or in support of any cooperating city that does not affirmatively further fair housing within its own jurisdiction or that impede the County's actions to comply with its fair housing

certification. If the City undertakes any activities with Community Development Block Grant funds, the City will take all required actions to comply with the provisions of Section 104 (b) of Title I of the Housing and Community Development Act of 1974, as amended, including Title VI of the Civil Rights Act of 1964, the Fair Housing Act, Section 109 of Title I of the Housing and Community Development Act of 1974, as amended, and other applicable laws.

The City agrees to affirmatively further fair housing within its jurisdiction and to assist the County in the implementation of its HUD approved Consolidated Plan covering the County and the City throughout the effective term of this Agreement.

The City has affirmed that it has adopted and is enforcing: a. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and;

b. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within jurisdictions."

The city understands that it may not sell, trade, or otherwise transfer all or any portion of such funds to another such metropolitan city, urban county, unit of general local government, or Indian tribe, or insular area that directly or indirectly receives CDBG funds in exchange for any other funds, credits or non-Federal considerations, but must use such funds for activities eligible under title I of the Act.

Section 6: CDBG Eligible Project Approval

The County will have the responsibility for approving projects as eligible for funding, after their selection by the Mayor and Council of the City. The County will also have the responsibility for preparing the Consolidated Plan and for other documents and reports to be submitted to HUD. The City will provide the necessary documentation, with technical assistance from the County, for projects funded with CDBG funds.

Pursuant to the requirements of 24 CFR 570.501(b), the City agrees that it will enter into a CDBG Subrecipient Agreement [as do all Subrecipients, as set forth in 24 CFR 570.503] for each of the years during which the City remains as a participating municipality in the County CDBG Program for the use of such funds as are approved by the County for the City for each of the

respective years.

Section 7: Program Income

If the City generates any program income as a result of the expenditure of CDBG funds, the provisions of 24 CFR 570.504(c), as well as the following specific stipulations, shall apply:

- a. The City acknowledges that it must notify the County of any program income generated through the expenditure of CDBG funds during the calendar month that such program income is generated.
- b. The City acknowledges that any such program income must be expended by the City or paid to the County at the end of the month in which the program income is generated.
- c. The City further acknowledges that the County has the responsibility for monitoring and reporting to the U.S. Department of Housing and Urban Development (HUD) on the generation of any such program income. The responsibility for appropriate recordkeeping by the City and reporting to the County by the City on the generation of such program income is hereby acknowledged by the City. The County agrees, herein, to provide technical assistance to the City in establishing an appropriate and proper recordkeeping and reporting system, as required by HUD.
- d. In the event of close-out or change in status of the City, any program income that is on hand or received subsequent to the close-out or change in status shall be paid to the County within 30 calendar days following the official date of the close-out or change in status. The County agrees to notify the City, in writing, should close-out or change in status of the City occur as a result of changes in CDBG Program statutes, regulations and/or instructions.

The following standards shall apply to real property (within the control of the City) acquired or improved, in whole or in part, using CDBG funds. The standards are:

- a. The City shall inform the County in writing at least thirty (30) calendar days prior to any modification or change in the use of the real property from that planned at the time of acquisition or improvements, including disposition;
- b. The City shall reimburse the County in an amount equal to the current fair market value (less any portion thereof attributable to expenditures of non-CDBG funds) of property acquired or improved with CDBG funds that is sold or transferred for a use

which does not qualify under the CDBG regulations. Said reimbursement shall be provided to the County at the time of sale or transfer of the property referenced, herein.

c. Any program income generated from the disposition or transfer of property prior to or subsequent to the close-out, change of status or termination of the Cooperation Agreement between the County and the City shall be repaid to the County at the time of disposition or transfer of the property.

Section 8: Authorizations

The Mayor of the **City of Alpharetta** is hereby authorized to execute any and all documents necessary as a condition for the City's participation under the terms of the aforementioned Housing and Community Development Act of 1974, as amended.

Section 9: Agreement Execution

IN WITNESS WHEREOF, the parties hereunto have affixed their signatures on the dates specified below:

For City of Alpharetta:

For

Fulton County:

Jim Gilvin, Mayor
Pitts, Chairman
City of Alpharetta
County Board of Commissioners

Robb L.
Fulton

Typed or printed name and title
Signature

Date of

Atte

st: _____
Date of Signature
Clerk

County

name and title

Attestor Type or printed

Attest: _____
Date of Signature
Signature

[IMPRINT COUNTY
SEAL HERE]

Attestor Typed or printed name and title

Date of Signature

Pamela Roshell, PhD
Deputy Chief Operating
Officer and Interim
Director of
Community

Development Department

Date of Signature

City of Alpharetta Resolution Item Number:

City Council Approval Meeting Date:

Section 10: City Clerk Certification

Name of City: City of Alpharetta

This is to certify that the authority to execute the attached Cooperation Agreement with the Fulton County Board of Commissioners for participation in the Fulton County Community Development Block Grant Program, for Urban County qualification beginning with PY 2021, and continuing until such time for future Urban County qualification periods as the City might choose to exclude itself from the Fulton County Government Community Development Block Grant Program, was approved and adopted in the regular meeting of the City Council held on:

This is to further certify that the attached is a true and correct copy of said "Cooperation Agreement," as approved at the City Council meeting held on the date written above.

Signature of Alpharetta City Clerk

Print Name of Alpharetta City Clerk

Date

Attest: Signature

Print Name of Attestor

Date of Signature

**Section 11: Legal Opinion
For City of Alpharetta**

LEGAL OPINION OF THE CITY ATTORNEY:

I do hereby certify that the terms and provisions of the Fulton County Urban Cooperation Agreement are fully authorized under State and local law, and the Agreement provides full legal authority for the Urban County to undertake or assist in undertaking activities for the Community Development Block Grant Program.

Approved: _____ **City of Alpharetta**
Attorney

[Typed or Printed] **Name of City Attorney**

Date of Approval

For Fulton County

LEGAL OPINION OF THE COUNTY ATTORNEY:

I do hereby certify that the terms and provisions of the Fulton County Urban Cooperation Agreement are fully authorized under State and local law, and the Agreement provides full legal authority for the Urban County to undertake or assist in undertaking activities for the Community Development Block Grant Program.

Approved: _____ **Fulton County**
Attorney

County Attorney [Typed or Printed] **Name of Fulton**

Date of Approval



City Council Meeting STAFF REPORT

Submitting Department: Council

Submitted By:

Sponsored By: Mayor Gilvin

Meeting Date: June 1, 2020

I. AGENDA ITEM TITLE: PROPOSED RESOLUTION CALLING FOR STATE OF GEORGIA FY 2021 BUDGET TO INCLUDE FUNDING FOR NEW NOW-COMP WAIVER RECIPIENTS (SPONSORED BY: MAYOR GILVIN)

II. RECOMMENDATION:

Approve a resolution calling for the State of Georgia Fiscal Year 2021 budget to include funding for New NOW/COMP Waiver recipients.

III. REPORT IN BRIEF:

The attached resolution is requesting the Georgia State Legislature to reinstate funding for the NOW-COMP Waiver. The New Options Waiver ("NOW") and the Comprehensive Supports Waiver Program ("COMP") offer home and community based services for people with developmental and/or intellectual disabilities, which include cognitive impairments or other closely-related conditions such as cerebral palsy, epilepsy, autism, or neurological problems.

Annually there are more people with intellectual and/or developmental disabilities that remain on a state planning list (also referred to as the waiting list) who qualify and need resources from the NOW/COMP Waiver programs; annually-budgeted allocations for "new" waivers are limited and the state planning list continues to carry over year over year.

The attached resolution is requesting that the Georgia State Legislature reintroduce into the July 1, 2020 - June 30, 2021 budget funding for NOW/COMP Waivers at a level greater than the fiscal year 2020 budget level.

IV. ALTERNATIVES:

V. ATTACHMENTS:

RESOLUTION CALLING FOR STATE OF GEORGIA FISCAL YEAR 2021 BUDGET TO INCLUDE FUNDING FOR NEW NOW_COMP WAIVER RECIPIENTS (05-26-2020)(3732962.1)

**A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF ALPHARETTA,
GEORGIA CALLING FOR THE STATE OF GEORGIA FISCAL YEAR 2021 BUDGET
TO INCLUDE FUNDING FOR NEW NOW/COMP WAIVER RECIPIENTS;
TO PROVIDE FOR AN EFFECTIVE DATE; AND FOR OTHER PURPOSES**

WHEREAS, the City of Alpharetta, Georgia is a municipal corporation duly created by the General Assembly of the State of Georgia (the "City"); and

WHEREAS, it is the duty and obligation of the Mayor and City Council of the City to represent the interests of all residents of the City; and

WHEREAS, during 2018, the City, together with the cities of Johns Creek, Milton and Roswell, collaborated to bring together the private and public sector services, resources and activities to better serve the Special Needs Community (residents with disabilities) in North Fulton County; and

WHEREAS, at the age of eighteen (18), all individuals are legally mature adults who are responsible for their own financial needs and many individuals with disabilities in the Special Needs Community are dependent on Medicaid and other government services to live independently; and

WHEREAS, the New Options Waiver ("NOW") and the Comprehensive Supports Waiver Program ("COMP") offer home and community based services for people with developmental and/or intellectual disabilities, which include cognitive impairments or other closely-related conditions such as cerebral palsy, epilepsy, autism, or neurological problems; and

WHEREAS, these intellectual and developmental disabilities require a level of care provided in an intermediate care facility for people who have cognitive impairments; and

WHEREAS, the NOW waiver program enables individuals with less intense and urgent needs than out-of-home residential treatment or extensive waiver services to live independently in the community; and

WHEREAS, the COMP waiver program is for individuals who need comprehensive and intensive services to live in the community; individuals eligible for the COMP waiver program need out of home residential support and supervision or intensive in-home services to remain in the community; and

WHEREAS, the goals for participants in the NOW program include: 1) increasing the independence and quality of life for people with developmental disabilities, 2) supporting families in caring for relatives with developmental disabilities, 3) increasing the flexibility of service planning and delivery to meet an individual's needs, and 4) avoiding the need for more intensive services; and

WHEREAS, eligible individuals include people who are considering nursing institutional care such as Intermediate Care Facilities for people with cognitive impairments ("ICF-MR") may be eligible for home and community based services as an alternative through Georgia's Medicaid waiver programs; in order to qualify for the waiver programs, the individual must first meet the criteria for Medicaid payment in an institution and certain other criteria; and

WHEREAS, annually there are more people with intellectual and/or developmental disabilities that remain on a state planning list (also referred to as the waiting list) who qualify and need resources from the NOW/COMP Waiver programs; annually-budgeted allocations for "new" waivers are limited and the state planning list continues to carry over year over year; and

WHEREAS, the proposed State budget for fiscal year 2021 excludes any new NOW/COMP waivers and therefore the State planning list will either remain constant or grow in volume from fiscal year 2020;

NOW THEREFORE, BE IT RESOLVED, that the Mayor and City Council of the City of Alpharetta do respectfully request that Governor Brian Kemp and the Georgia State Legislature reintroduce into the July 1, 2020 - June 30, 2021 budget funding for NOW/COMP Waivers at a level greater than the fiscal year 2020 budget level.

SO RESOLVED, this _____ day of _____, 2020.

CITY OF ALPHARETTA, GEORGIA

By: _____
Jim Gilvin, Mayor

[SIGNATURES CONTINUED ON FOLLOWING PAGE]

[SIGNATURES CONTINUED FROM PRECEDING PAGE OF
RESOLUTION REGARDING STATE OF GEORGIA FISCAL YEAR 2021 BUDGET]

COUNCIL MEMBERS

Jason Binder

Ben Burnett

John Hipes

Dan Merkel

(SEAL)

Attest:

Donald Mitchell

Erin Cobb, City Clerk

Karen Richard

Approve as to form and legal sufficiency:

C. Sam Thomas, City Attorney